



# City of Glendale

5850 West Glendale Avenue  
Glendale, AZ 85301

## City Council Workshop Agenda

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

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Tuesday, June 21, 2016

1:30 PM

Council Chambers

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### Workshop

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

#### CALL TO ORDER

#### WORKSHOP SESSION

1. [16-294](#) 91ST AVENUE WASTEWATER TREATMENT PLANT BIOGAS PROJECT  
Staff Contact and Presenter: Craig A. Johnson, P.E., Director, Water Services  
Staff Presenter: Ron Serio, P.E., Deputy Director, Water Services
2. [16-300](#) COUNCIL ITEM OF SPECIAL INTEREST: ILLEGAL DUMPING IN ALLEYS  
Staff Contact: Jack Friedline, Director, Public Works  
Staff Presenter: Michelle Woytenko, Deputy Public Works Director
3. [16-296](#) COUNCIL ITEM OF SPECIAL INTEREST: UPDATE ON CITY  
ACKNOWLEDGEMENT OF FORMER CITY COUNCILMEMBER PHIL  
LIEBERMAN  
Staff Contact and Presenter: Erik Strunk, Director, Community Services

**Attachments:** [9.5 Memorial Plaque Guidelines](#)

4. [16-299](#) COUNCIL ITEM OF SPECIAL INTEREST: CITY COUNCIL TRAVEL POLICY  
Staff Contact and Presenter: Vicki Rios, Interim Director, Finance and  
Technology  
Staff Presenter: Tom Duensing, Assistant City Manager  
Staff Presenter: Brent Stoddard, Director, Office of Intergovernmental  
Programs

**Attachments:** [DRAFT Council Travel Policy](#)  
[DRAFT Council Out-of-State Pre-Travel Form](#)  
[Travel Advance & Reimbursement Form - Council](#)

**CITY MANAGER'S REPORT**

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

**CITY ATTORNEY'S REPORT**

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

**COUNCIL ITEMS OF SPECIAL INTEREST**

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

**MOTION TO GO INTO EXECUTIVE SESSION****1. CALL TO ENTER INTO EXECUTIVE SESSION****EXECUTIVE SESSION****1. LEGAL MATTERS**

A. The City Council will meet with the City Attorney for legal advice, discussion and consultation regarding the city's position in pending or contemplated litigation, including settlement discussions conducted in order to avoid or resolve litigation. (A.R.S. § 38-431.03(A)(3)(4))

B. Council will meet to discuss and consider records exempt by law from public inspection and are specifically required to be maintained as confidential by state or federal law. (A.R.S. § 38-431.03(A)(4))

**2. LEGAL MATTERS - PROPERTY & CONTRACTS**

A. The City Council will meet with the City Attorney for a litigation update. (A.R.S. § 38-431.03(A)(3)(4))

B. Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body'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))

C. Discussion or consultation for legal advice with the attorney or attorneys of the public body. (A.R.S. § 38-431.03(A)(3)(4))

D. Discussion and consultation with the City Attorney to consider its position and provide instruction and direction to the City Attorney regarding Glendale's position in connection with property near or at 67th Avenue and Thunderbird Road. (A.R.S. § 38-431.03(A)(3)(4)(7))

E. Discussion and consultation with the City Attorney to consider its position and provide instruction and direction to the City Attorney regarding Glendale's position in connection with property near or at 91st Avenue and Maryland Avenue. (A.R.S. § 38-431.03(A)(3)(4)(7))

F. Discussion and consultation with the City Attorney to consider its position and provide instruction and direction to the City Attorney regarding Glendale's position in connection with property near or at 99th and Glendale Avenues. (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).



## Legislation Description

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**File #: 16-294, Version: 1**

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### **91<sup>ST</sup> AVENUE WASTEWATER TREATMENT PLANT BIOGAS PROJECT**

Staff Contact and Presenter: Craig A. Johnson, P.E., Director, Water Services

Staff Presenter: Ron Serio, P.E., Deputy Director, Water Services

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

Staff is presenting information on a request to authorize the City of Phoenix (Phoenix) to enter into agreements on behalf of the Sub-Regional Operating Group (SROG) with Ameresco for the sale of biogas and a property lease at the jointly owned 91<sup>st</sup> Avenue Wastewater Treatment Plant (WWTP).

The proposed agreements provide an opportunity to sell excess digester gas as a renewable green energy commodity for beneficial use and to create a positive revenue stream for the SROG members. The 91<sup>st</sup> Avenue Wastewater Treatment Plant (WWTP) generates digester gas as a byproduct of treating wastewater. A small portion of the gas produced is used in the treatment process as boiler fuel to heat the digesters. The excess gas produced is currently burned in flares at the WWTP.

#### **Background**

The 91<sup>st</sup> Avenue WWTP is owned by a partnership of cities that include Mesa, Glendale, Phoenix, Scottsdale, and Tempe, jointly referred to as SROG. The digester gas produced at the plant is a result of the natural breakdown of organic matter in the wastewater treatment process and captured in the anaerobic digesters. Current quantities of gas produced at the plant are 600,000 million British Thermal Units (Btu) or enough to meet approximately 6,700 household's annual consumption.

Ameresco proposes to lease a small area of land at the WWTP to process the excess biogas. Gas processing will include removal of moisture, removal of selected contaminants, and pressurization of the product gas to interstate gas transportation pipeline pressures. A component of the project is a new pipeline from the gas processing facility to the Kinder-Morgan Pipeline, which is about 3 miles west of the WWTP.

Benefits of this program to the SROG members include reduction of digester gas wasted by flaring to the atmosphere, reduction in the amount of air pollution emitted, potential future use of cleaned gas on-site for emergency power, and receipt of revenue from the sale of the renewable green energy. Ameresco will pay for all capital costs for installing the equipment and pipeline and all costs for operating and maintaining the gas processing facility.

#### **Analysis**

The biogas in question is currently being burned in a flare at the 91<sup>st</sup> Avenue WWTP. The City of Phoenix, on behalf of the SROG partners, put out a request for proposals to energy developers to see what options existed

to beneficially utilize this wasted resource. Proposals were received and a selection committee consisting of representatives from the five SROG cities selected Ameresco as the winning proposer.

**Community Benefit/Public Involvement**

Benefits of this program to the SROG member communities include reduction of digester gas wasted by flaring to the atmosphere, reduction in the amount of air pollution emitted, reduced carbon footprint, potential future use of cleaned gas on-site for emergency power, and receipt of revenue from the sale of the renewable green energy.

**Budget and Financial Impacts**

The developer is funding the capital and operational costs of this project. The total revenues to be received by SROG are estimated to range from \$1.2M to \$2.0M per year over a 20 year project time frame. The total revenue projected over the 20 year project is estimated to be \$32.2M. Since the City of Glendale's share of this revenue is about 6.5%, and revenue would range from \$79,000 to \$130,000 per year over the 20 year project time frame. The total revenue Glendale is expected to receive over the 20 year project is \$2.1M.



## Legislation Description

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**File #: 16-300, Version: 1**

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**COUNCIL ITEM OF SPECIAL INTEREST: ILLEGAL DUMPING IN ALLEYS**

Staff Contact: Jack Friedline, Director, Public Works

Staff Presenter: Michelle Woytenko, Deputy Public Works Director

**Purpose and Policy Guidance**

This is a request for City Council to review and provide guidance regarding illegal dumping in alleys. Specifically, staff is requesting direction on pursuing a pilot program to close multiple alleys.

**Background**

This presentation is in response to a Council Item of Special Interest Councilmember Aldama requested at the March 15, 2016 Council Workshop, regarding the issue of dumping in alleys, especially in the Ocotillo District, as well as citizen participation in closing alleys and how they would affect the city.

The City of Glendale has approximately 23 miles of alleys that serve two primary purposes: access to utilities such as sewer, electric, cable, telephone, and irrigation; and refuse collection. Recycling pickup was initiated in 1999 in Glendale, and service has been provided curbside since initiation. Most of the alleys are located in the Ocotillo District (13.5 miles), but alleys are also located in Sahuaro, Yucca, and Cactus Districts.

Refuse collection in alleys consists of both containerized and bulk collection. The city provides monthly collection of large, uncontained refuse in alleys and on streets. City Code, Sec., 18-110, limits the allowable materials, dimensions, and timeframe for placement of bulk trash. Violations for exceeding the allowable limits may be charged by the city for the cost of off-route service. The city employs a dedicated inspector for bulk trash to investigate and coordinate trash removal.

Illegal dumping is deemed to occur when visitors or businesses use alleys to avoid refuse fees at local landfills or to exceed allowable limits provided by solid waste service providers for normal trash collection. This presents several challenges for the city:

1. Materials left can present a health or safety issue;
2. Dumping interferes with normal trash collection by blocking vehicular access or damaging equipment;
3. Enforcement is difficult due to the nature of alleys and material typically dumped.

Public Works staff is currently tracking an average of nine incidents of illegal dumping in alleys per week (this number does not include residents who have placed materials early or in excess and who have corrected after being notified of the error). The cost per incident to load and haul the materials to the landfill is approximately \$100, with cumulative costs exceeding \$45,000 annually. The Police Department responds to approximately 100 calls for illegal dumping annually and has similar enforcement issues as Public Works. Code

Compliance does not track complaints regarding illegal dumping due to enforcement issues.

Multiple Arizona municipalities, including Phoenix, Mesa, and Tucson, have begun to move refuse collection from the alley to the curb and limiting access thereafter, due to reasons similar to Glendale's experience. In Mesa, for example, all alley collection was relocated to curb service in 2006 with moveable gates installed to restrict access to residents and utilities.

### **Analysis**

The Public Works Department has been working with a multi-departmental team to investigate the best model to reduce illegal dumping in alleys. Three possible solutions were identified:

1. Relocate trash collection, including monthly bulk, to the curb. This would have the likely effect of making enforcement easier in that any dumping would be illegal and visibility would be improved with the removal of the large, 300 gallon receptacles. However, the alleys would still be vulnerable to illegal dumping. The cost to the city would be approximately \$50 per residence for new receptacles plus the removal and disposal of the existing 300 gallon receptacles.
2. Abandon the alleys, transferring the property to the adjacent property owners. While this would in theory allow residents the opportunity to expand useable open space, such opportunity would be restricted by the requirement to keep accessible any utilities for maintenance and repair.
3. Gate the alleys. A lockable, moveable gate at alley entrances, combined with the relocation of trash collection to the curb, would have the potential to eliminate dumping while maintaining access for utility companies and residents. This would, however, present an unbudgeted cost to Public Works of approximately \$5,000 per gate, including locks and signage, plus the costs identified in option #1 above.

Due to the unbudgeted cost and the effect to the business model of the Solid Waste Division, staff recommends implementing Option #3, in a pilot program at two alleys located in the Ocotillo District. The two alleys are transverse east-west just north of Stella Ave, between 59<sup>th</sup> Drive and 60<sup>th</sup> Avenue, and between 60<sup>th</sup> Avenue and 61<sup>st</sup> Avenue. The two alleys affect 11 and 18 properties, respectively. Both alleys have been identified by staff as high frequency of illegal dumping.

The total cost of the pilot program would be approximately \$20,000 for four gates and \$2,200 to remove the existing 300 gallon receptacles and replace them with 90 gallon receptacles at each residence.

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

Illegal dumping creates numerous negatives for the community. Separate from the direct costs to taxpayers for clean-up, illegal dumping generates health and safety risks, and is thought to have a deleterious effect on property values. Alleys do provide benefits to residents by providing secondary access to their property. Therefore, Public Works, in conjunction with representatives from the multi-departmental team, is planning a comprehensive public outreach program for the pilot program.

1. A description of the program mailed to each property owner directly affected and on a door hanger

placed at each affected home and the surrounding neighborhood.

2. A neighborhood meeting with representatives of the multi-departmental team on hand to answer any questions.
3. A neighborhood survey presented before implementation, at 6 weeks after implementation, and at 6 months after implementation.

The results for the surveys, and all other pertinent information collected as part of the pilot program, will be presented to Council for direction. Specific questions in the surveys will include feedback on ease of use of the gates, outreach on the program, and thoughts towards reduction of crime. Alleys would only be considered for the pilot program if 75% of the affected residents approved.

Staff will present the results of the surveys to Council at a future workshop, along with a proposed program for project expansion if survey results are positive.

### **Budget and Financial Impacts**

Funding for the pilot program is currently not budgeted in the Fiscal Year 2016-17 Public Works Operating budgets. If the City Council approves the pilot program, a Sanitation Enterprise contingency request of \$22,200 is requested to cover the pilot program's cost.





## Legislation Description

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**File #: 16-296, Version: 1**

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**COUNCIL ITEM OF SPECIAL INTEREST: UPDATE ON CITY ACKNOWLEDGEMENT OF FORMER CITY COUNCILMEMBER PHIL LIEBERMAN**

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

**Purpose and Policy Guidance**

This is a follow up to a Council Item of Special Interest by Councilmember Turner for the City to formally acknowledge the service contribution of former City Councilmember Phil Lieberman.

**Background**

Former Councilmember Phil Lieberman served the City as an elected official from 1991 to his retirement in December 2012. He was the first Councilmember elected to serve as the Cactus electoral district representative after the citizens voted in 1990 to change the City Charter from an at-large electoral system to a district-electoral system. During his tenure, he oversaw the growth of the City of Glendale from a population of 154,751 to 232,035 and contributed to the discussion and implementation of numerous projects, programs and initiatives to ensure the highest possible quality for the entire Glendale community.

He was an early advocate of the city's efforts to reach out and engage neighborhood associations and block watch groups through the Neighborhood Partnership Program; he was a supporter of Faith House and actively participated in the importance of addressing domestic violence and several Maricopa Association of Governments (MAG) regional social and human service initiatives; he worked with the National League of Cities to designate Glendale as an "Inclusive City"; and was supportive of several key capital improvement projects in his district and the City (i.e. - enhancement to Centerline; the reconstruction of the Rose Lane Aquatics Center; the construction of the Public Safety and Court building; the acquisition of land and subsequent construction of the Foothills Branch Library, the Glendale Youth Sports Fields; in addition to new master planned communities that brought thousands of new residents to Glendale).

Former Councilmember Lieberman passed away earlier this year and as a result, staff was asked by Councilmember Turner to identify potential ways to memorialize his service to Glendale. After initial conversation, Councilmember Turner has expressed interest in further exploring the potential of commissioning a memorial plaque to be affixed to the Rose Lane Aquatics Center, in honor of former Councilmember Lieberman.

**Analysis**

The placement of plaques or naming of a park amenity after a person of community prominence is an appropriate method by which to honor individuals who have contributed to the betterment of Glendale and/or are of historical significance to the City. As such, in September 2013, the Glendale Parks and

Recreation Advisory Commission adopted the Guidelines and an application process to assist it should requests of this nature be received.

As defined, an “amenity” is an improvement located in a City park or facility. For illustrative purposes, an amenity may include the following: plazas that constitute a portion of a larger city park or facility; ramadas; paths, athletic facilities that are not enclosed structures or stand-alone City buildings; picnic areas; tot lots; play structures; hard courts; and trail segments.

This request is not without precedent, as there have been three recent memorial plaque/naming of a park amenity requests that have been reviewed and approved by the City - the placement of the Marty Robbins Memorial Plaque in Murphy Park; the naming of the Rose Lane Baseball Field “Enrique Banda, Sr. Field”; and the re-naming of the City Hall Amphitheater as the “E. Lowell Rogers Amphitheatre”.


If so directed, this Council initiated request would result in the installation of a commemorative plaque for the public service to Glendale by former Councilmember Phil Lieberman near the entrance of the Rose Lane Aquatics Center.

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

Upon direction, staff will endeavor to work with the appropriate family members to secure the wording of the plaque, which would then be finalized and reviewed by the Parks and Recreation Advisory Commission. Once reviewed and approved, staff would then plan and schedule the installation of the commemorative plaque. No Council further review or action would be necessary.

#### **Budget and Financial Impacts**

It is estimated that the cost to create and install a commemorative plaque at the Rose Lane Aquatics Center in honor of former Councilmember Phil Lieberman could cost between \$2,500 -\$5,000. If directed, staff will work with the Budget and Finance Department to identify a funding source for the plaque and installation.

	City of Glendale Parks and Recreation Division <b>PLAQUE AND AMENITY NAMING  GUIDELINES</b>	No. 9.5
		Date Issued: 9/13/13
		Revised: 11.17.14

**I. PURPOSE**

The placement of plaques or naming of a park amenity after a person of community prominence is an appropriate method by which to honor individuals who have contributed to the betterment of Glendale and/or are of historical significance to the City.

The purpose of this is to provide the Parks, Recreation and Library Services Department with formal guidelines to evaluate and make recommendations to the appropriate board or commission, when requests to name a park amenity and/or install a plaque of recognition are received for consideration.

As defined, an “amenity” is an improvement located in a City park or facility. For illustrative purposes, an amenity may include the following: plazas that constitute a portion of a larger city park or facility; ramadas; paths, athletic facilities that are not enclosed structures or stand-alone City buildings; picnic areas; tot lots; play structures; hard courts; and trail segments.

A fully enclosed structure such as a City building with walls and roof (examples being community center, stand-alone gym, a warehouse, or stand-alone building housing a restroom and locker room) is more substantial than an “amenity” and would not be eligible.

**II. GUIDELINES**

Outside of the department’s “Dedicate a Tree” program, areas within a City park or recreation facility may be named in honor of a deserving or outstanding individual, group, or organization. In selecting such individuals, groups, or organizations, the following guidelines shall be followed:

1. Memorials, plaques or tributes should benefit the general public as a first priority with the benefit to the donor or honoree as a secondary goal.
2. The memorial, plaque or tribute shall not detract from the visitor’s experience or expectation, nor shall it impair the visual qualities of the site or be perceived as creating a proprietary interest.
3. An agreement will be consummated at the department-level to include responsibilities related to the memorial or plaque including but not limited to:
  - a. Installation costs including on-going upkeep. Installation costs will be non-refundable.
  - b. Replacement or repair costs. These shall be borne by the applicant.
  - c. The applicant shall enroll and be an active member of the Partners N’ Parks program. Under this program, the applicant will coordinate quarterly volunteer service days at the appropriate facility.

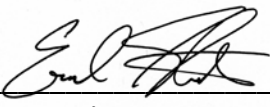
4. All memorial and plaque requests must be in writing and shall be referred to the Director of Parks, Recreation and Library Services and/or his/her designee. An application will be made available to the applicant.
5. The Director or his/her designee is responsible for evaluation of requests and the provision of a recommendation to the Commission as to whether the proposal should be accepted or rejected.
6. The Department reserves the right to terminate any contractual relationship should conditions arise during the life of the agreement that results in a conflict with this policy or if the agreement is no longer in the best interests of the Department. Decisions to terminate an agreement shall be made by the Director. Circumstances include, but may not be limited to the following:
  - a. The sponsor seeks to impose conditions that are inconsistent with the Department's mission, values, policies, and/or planning documents.
  - b. A conflict of interest or policy arises during the agreement period.
  - c. The potential sponsor is in litigation with the City of Glendale.
7. The Parks and Recreation Commission shall review and recommend all memorial and plaque requests to ensure all guidelines are met and adhered to. Once finalized and approved for recommendation, the request will then be forwarded to the City Council for final review and consideration.
8. Nothing in these guidelines shall prevent the ability of the City to deny and/or relocate any installed memorial(s) in the event of park redevelopment and/or other policy decisions of the City. Should this occur, every effort will be made to work with the impacted memorial sponsor to identify an appropriate alternate site. If no such suitable site can be identified, the director shall have the discretion to permanently remove the memorial.

### **III. EVALUTION CRITERIA**

A formal application for the placement of plaques or naming of a park amenity after a person of community prominence shall be established by the department. The criteria that will be used to evaluate the approval/denial of such requests will be as follows:

1. General Criteria. Names of persons, groups, or organizations having a longstanding affiliation with the City of not less than ten (10) or more years of significant community service, involvement, or contributions beyond the ordinary interest level whose efforts have:
  - a. Enhanced the quality of life and well-being of City residents;
  - b. Made significant contributions to the City's history or culture;
  - c. Made exemplary or meritorious contributions to the City or its residents;

- d. Contributed to the acquisition, development, or conveyance of park or recreational land, buildings, structures, or other such amenities to the City or community.
2. Deceased Persons. To be considered for a placement of plaques or naming of a park amenity, an individual must have been deceased for at least five (5) years. Such individuals may include:
- a. Historic persons.
  - b. National and/or local heroes. Those who have given outstanding service to mankind or who have worked over and above any ordinary interest level. A resident of Glendale, who has attained local, state, or national recognition for parks and recreation work or work in the areas of public safety or public health, as appropriate to the facility, would be highly acceptable.

Authorized by: \_\_\_\_\_  
  
Director

Date: November 18, 2014



## Legislation Description

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**File #: 16-299, Version: 1**

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### **COUNCIL ITEM OF SPECIAL INTEREST: CITY COUNCIL TRAVEL POLICY**

Staff Contact and Presenter: Vicki Rios, Interim Director, Finance and Technology

Staff Presenter: Tom Duensing, Assistant City Manager

Staff Presenter: Brent Stoddard, Director, Office of Intergovernmental Programs

### **Purpose and Policy Guidance**

This is a request for Council to review and provide guidance regarding the City Council Travel Guidelines and Policy.

### **Background**

At the April 5, 2016 Council Workshop, CM Chavira requested a future workshop presentation on the City Council's travel policy and how it compares to other cities. The City Council Guidelines provide funding for Council discretionary funds that may be used for expenses that will benefit the city including travel. The Mayor does not receive this type of discretionary fund appropriation but funding for travel is typically budgeted annually. Currently, City Council Guidelines establish standards of conduct for the Mayor and City Councilmembers in the performance of their duties as policy makers and representatives of their constituencies. In the adopted City Council Guidelines, the Council agrees to conform to the travel policy that governs all city employees.

The city's travel policy is managed by the Finance and Technology Department and provides guidelines for city employees and other officials traveling on city business. The policy was last revised on March 14, 2016. The policy provides specific procedures for pre-approval of travel, travel advances, travel reimbursement requests and common allowable or non-allowable travel expenses. The policy contains two notable exceptions for elected officials; pre-approval of travel for elected officials is not required and elected officials are responsible for determining which travel expenses are reasonable.

### **Analysis**

The Finance and Technology Department reviewed travel policies of four valley cities, Peoria, Phoenix, Scottsdale and Tempe. Peoria has a separate travel policy for elected officials while the other three cities have one travel policy that applies to all city employees and elected officials. Peoria's policy does not contain specific information on pre-travel approval. However, the other three cities require pre-travel approval. All four cities require post-travel review or approval. Peoria's CFO reviews the post-travel forms of elected officials. Phoenix's City Manager approves the pre and post-travel forms of elected officials. Tempe's CFO approves the pre and post-travel forms of elected officials. For Scottsdale, the elected officials may approve their own pre and post-travel forms. Under the City of Glendale's current policy, the Director of Intergovernmental Programs reviews the Council's travel forms.

Based on an analysis of these policies, staff is proposing the following changes to the city's travel policy:

- Create a separate travel policy for the City Council
- Create two new forms that are specific to Council travel
  - Council Out-of-State Pre-Travel Form which must be completed prior to travel and includes information on the business purpose of the trip.
  - Council Travel Advance & Reimbursement Form.
- Unallowable Expenses
  - Current Process - Elected officials may determine what expenses are reasonable.
  - Proposed Change - Common unallowable expense such as personal expenses, alcohol, tobacco, and fines are listed in the policy.
- Meals
  - Current Process - Travelers can elect to use a per-diem allowance or actual expenses for meals.
  - Proposed Change - Only the per-diem allowance will be allowable. The travel policy for city employees would also be updated to reflect this change.
- Travel Advance and Reimbursement Form Reviewer
  - Current Process - Council travel reports and p-card statements are reviewed by the Director of Intergovernmental Programs
  - Proposed Change - Council travel reports and p-card statements be reviewed by the Budget and Finance Director.

Staff will discuss the proposed changes with the City Council and seek feedback and direction.

### **Previous Related Council Action**

At the April 5, 2016 Council Workshop, Council requested a future workshop presentation on the City Council's travel policy and how it compares to other cities.

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

Clear and consistent travel guidelines for the Council help ensure travel expenses are appropriately documented.

### **Budget and Financial Impacts**

This report is for information purposes only.



# City of Glendale

## Finance Administrative Policy

<b>Title:</b>	COUNCIL TRAVEL POLICY
<b>Effective:</b>	7/1/2016
<b>Contact:</b>	Budget and Finance Department 623-930-2480

### **PURPOSE:**

To provide clear and consistent guidelines for elected officials traveling on city business while protecting the interests of the city.

It is the duty of all travelers to carefully weigh any expenditure of public funds. Travel expenditures should only be incurred when there is a clear business need that benefits the city. It is the responsibility of the traveler to maintain correct and proper records to report only authorized city business related expenses when reporting expenses for travel.

### **APPLICATION:**

This policy is applicable to the Mayor and members of the City Council.

### **DEFINITIONS:**

Out-of-Town Travel - Any travel that goes beyond the limits of Maricopa County.

Out-of-State Travel - Any travel that goes beyond the limits of the State of Arizona.

Council – The Mayor and other members of the City Council

### **POLICY:**

#### **A. Overview:**

1. When traveling to conduct the city's business, the Council agrees to follow this Travel Policy to ensure that payments made by the city are for actual and necessary expenses incurred for city business.
2. Specific procedures, managed by the Budget and Finance Department in implementing this Policy, are referenced in this document. The traveler is responsible for adhering to this policy and all other Council guidelines while traveling on city business.



3. Refer to the city's procurement card guidelines whenever using a city procurement card for any expenditures. All expenditures must comply with the city's procurement card guidelines.
4. The Council Out-of-State Pre-Travel Form must be completed in advance for all out-of-state travel. The completed Council Out-of-State Pre-Travel Form should be attached to the Council Travel Advance & Reimbursement Form which will be completed after the trip.
5. The Council Travel Advance & Reimbursement Form must be completed within 30 days of the end of the trip to report all charges incurred on the trip. This form must be completed for all travel regardless of whether or not a reimbursement is being requested.
6. Requests for reimbursements must be submitted to Accounts Payable within 30 calendar days from the end date of the business travel.
7. The Budget and Finance Director will review and sign all Council Travel Advance & Reimbursement forms for accuracy and completeness.

#### **B. Applicable Forms:**

Contact the Budget and Finance Department or visit the department website for the most recent version of the forms to complete when reporting on or requesting financial reimbursement for city business travel. Forms referenced in this policy include:

1. Council Out-of-State Pre-Travel Form
2. Council Travel Advance & Reimbursement Form
3. Mileage Worksheet
4. Meal Worksheet
5. Hotel Authorization Form

#### **C. Non-Reimbursable Expenditures**

There are certain common expenses that are generally not necessary in the performance of the city's business. Common non-reimbursable expenditures are listed below:

- Any personal expenses and all expenses related to the inclusion of family or guest(s) while traveling.
- Non-business/personal air travel, auto rental, meals, and hotel arrangements.
- Purchases of alcohol, tobacco, movies, games, or personal items.
- Expenses incurred for laundry, valet or dry-cleaning services.
- Traffic and parking tickets and fines.
- Repair costs for personal vehicles.

#### **D. Allowable and Reimbursable Expenses for City Related Business**

There are certain common expenses that are generally necessary in the performance of the city's business. Common reimbursable expenditures are included in this section.

1. Transportation

a. Commercial Airfare

1. The amount the city will allow for airfare will be for the reasonable cost of a round-trip, coach ticket from Phoenix to the airport nearest the business destination.
  - i. If a traveler travels to or from an airport other than Phoenix, the actual cost of such airfare is allowed, up to the cost of the similar ticket to or from Phoenix.
  - ii. If a traveler travels to or from an airport other than the one nearest the business destination, the actual cost of such airfare is allowed, up to the cost of the similar ticket to or from the nearest business destination.

b. Use of City Vehicles

1. City-owned vehicles may be used for out-of-state travel when such trips would be to the economic or operational benefit of the city.
2. For city vehicles used within the Phoenix-Metro area, fuel should be obtained from city fueling facilities whenever possible.
3. For city vehicles used outside the Phoenix-Metro area, fuel can be purchased using a procurement card. If no procurement card is available, expenses are allowed at actual cost with proper documentation of the expenses.

c. Personal Vehicles

1. The use of a city vehicle is the preferred method when traveling by car.
2. When personal or rental vehicles are used for transportation, the allowable cost shall in no case exceed the cost of air travel for the same trip.
3. Use of a mileage rate for a personal vehicle for city business is allowed. The mileage reimbursement rate per mile will be updated periodically in accordance with the approved IRS guidelines. To find out the current mileage reimbursement rate, use the Mileage Worksheet. The origination and

destination of the trip and the number of miles must be indicated on the Mileage Worksheet.

4. Mileage will be calculated based on the most direct route from the point of departure to the point of destination and return. The cost of travel between a personal residence and the normal place of work is not allowed regardless of the distance.
5. Tolls and parking fees are allowed if incurred while driving for city business (excluding to and from work). When possible and applicable, use long-term economy parking rather than short-term parking.

d. Rental Vehicles

1. Travelers must procure rental vehicles using the best possible rate to the city.
2. For rental vehicles used for travel at the destination, the allowable amount will be limited to the actual cost of fuel and rental fees. Rental vehicle insurance is not to be purchased and will not be allowed. If an accident occurs and the traveler is at fault, the city's risk management division will handle the claim.
3. If a traveler rents a vehicle for personal use, the city will not pay for the cost to rent the vehicle or damage to the vehicle if an accident occurs.

e. Ground Transportation (Shuttles, Taxis, etc.)

1. It is the traveler's responsibility to use the most economical means available for ground transportation. Shuttle and taxi services to and from the airport for city business purposes will be allowed.
2. If using a personal vehicle, mileage to the airport is considered an allowable ground transportation charge.
3. The mileage must be noted on the *Mileage Worksheet* and will be allowed at the standard mileage rate as set by the IRS (information on worksheet.)
4. When at a location outside of the Phoenix-Metro area, expenses for the most economical or practical form of local transportation, such as shuttle, taxi and bus fare, will be allowed whenever such transportation is necessary to conduct city business.

2. Lodging

- a. It is suggested that travelers make arrangements to stay at a hotel that is close to the business meeting or training facility.
- b. Hotels usually request a credit card number to reserve the first night's stay. If the traveler has a City issued procurement card with adequate credit available, then that card should be used. If the traveler does not have a City issued procurement card, or their limit is insufficient, then a city employee in their department may use their procurement card on the traveler's behalf. If a city employee's card is used for the bill, a Hotel Authorization form should be submitted to the Hotel by fax or in person as authorization for the charges.
- c. Lodging arrangements must be made at the standard, single occupancy, non-deluxe accommodation rate for the traveler only. Expenses for personal or vacation time used before or after necessary city business are also **non-allowable** expenses (e.g., room expenses for arriving a day early for personal reasons).
- d. Travelers who have guests stay in the hotel will be responsible for paying any difference in the room rate. No expenses of any kind will be allowed for the guest.
- e. Expenses will be allowed for other lodging charges appropriate to the purpose of the trip (e.g., internet connection).
- f. Detailed receipts for the all lodging charges must be provided for documentation of the number of days attended at an event.

3. Meals

- a. Individual meals are only an allowable expense when traveling out-of-town or out-of-state.
- b. Travelers will use the per-diem allowance per day (at IRS determined rates and pro-rated for days of travel – see *Meal Worksheet.*) for meal expenses. Per-diem will be advanced and/or reimbursed without requiring submittal of receipts. Per-diem will be prorated for partial days of travel and reduced by the amount of any meals included in conference or event registration fees. Use of a procurement card to pay for meals while traveling out-of-town or out-of-state is prohibited.
- c. Travelers cannot use city funds to pay for meals (via advance, reimbursement or p-card) that have already been paid for as part of a conference or event registration fee. This applies even if the traveler incurs an expense because they did not eat the meal provided at the conference or event.

- d. If a traveler receives a per-diem allowance for meals but it is determined that the cost of that meal was paid for by another person using city funds (via advance, pro-card or reimbursement), the traveler will not be allowed to claim the per-diem allowance for that meal. If the traveler was given a travel advance, they may be required to reimburse the city for the value of the per-diem allowance for that meal.
4. **Registration Fees**  
Charges for registration at any meeting or convention are allowable. Include a copy of the payment receipt, the conference/registration form (with dates, times, and meals provided) and supporting documentation indicating the purpose/business nature of the trip (e.g. travel brochures, bulletins, etc.) with the Council Travel Advance and Reimbursement Form.
5. **Tips and Gratuities**  
Reasonable expenses for tips and gratuities are allowed. Tips are to be written on the bottom of the receipt (i.e. hotel, taxi, restaurant, etc.) for the particular service. Reasonable tips and gratuities are defined as approximately 20% of the cost for service but may be less.

#### **E. Advance Payments**

1. A traveler may receive an advance payment to cover the estimated cost of the travel if the estimated expense for the travel is too high to expect the traveler to finance the trip and be reimbursed upon returning. To receive an advance payment, the traveler must submit a check request, the Council Out-of-State Pre-Travel (if applicable), and the Council Travel Advance & Reimbursement Form, to the Budget and Finance Department, Accounts Payable, no less than 3 weeks before the trip.
2. All allowable expenditures must be documented on the Council Travel Advance & Reimbursement Form. If the actual expense incurred is less than the advance, the traveler must reimburse the city for the difference.



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Vicki L Rios,  
Interim Finance and Technology Director



## Council Out-of-State Pre-Travel Form

The City Council Guidelines, Section 3, (Councilmember Budget/Expenses), state that City Council budgetary funding shall be spent on expenses that will benefit the City of Glendale and meet applicable budget expenditure laws.

**Traveler's Name:** \_\_\_\_\_

**Location of Travel:** \_\_\_\_\_

**Date of Travel:** \_\_\_\_\_

Is the travel for official city business? Yes [  ] No [  ]

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

Is the travel in compliance with the elected officials travel policy? Yes [  ] No [  ]

Describe the benefit to the city from your travel.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Traveler's Signature**

\_\_\_\_\_  
**Date**

## City of Glendale - Council Travel Advance & Reimbursement Form

Traveler's Name: DRAFT FOR DISCUSSION PURPOSES ONLY

Address: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Date of Travel: \_\_\_\_\_

*(Method of Payment - PC=Employee's City issued procurement card/ OP=Other employee's City issued procurement card  
PP=Prepaid by City check/TA=Travel Advance/CR=Petty cash reimbursement/PE=Paid by employee personally)*

	Method of Payment	Actual Expense
Conference/Seminar Registration Fee (attach copy of registration)		
Airfare (attach copy of receipt or copies of tickets)		
Lodging (attach original hotel bill)		
Car Rental (attach original rental agreement)		
Ground Transportation –Taxi/Shuttle/etc. (attach original receipts)		
Mileage (attach Mileage worksheet and copies of Mapquest/Yahoo Map etc.)		
Per Diem (total from Meal worksheet)		
Telephone/Internet (attach itemized list)		
Line supplies reimbursement		
Professional development		
Miscellaneous (attach itemized list with original receipts)		
<b>Total</b>		\$ -
Travel Advance Payment <input type="checkbox"/> Yes <input type="checkbox"/> NO (Enter the total of any advance payment to traveler on line 24)		
Less: Advances/Prepays/Procurement card/Petty cash Reimbursement		
(attach <b><u>copies</u></b> of all related documents including checks received)		
<b>Due To/(From) Traveler</b>		\$ -

### Post-Travel Review

Traveler's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Employee ID: \_\_\_\_\_