

From: Watters, Julie

Sent: Tuesday, March 03, 2015 6:00 PM

To: Weiers, Jerry; Hugh, Ian; Sherwood, Gary; Chavira, Samuel; Aldama, Jamie; Tolmachoff, Lauren; Turner, Bart

Cc: Bowers, Dick; Bailey, Michael; Black, Debora; Brown, Jim; Burdick, Mark; Campbell, Jennifer; Colbath, Cathy; Frisoni, Julie; Duensing, Tom; Finn, Elizabeth; Friedman, Brian; Handlong, Amy; Hanna, Pam; Johnson, Craig; McAllen, Samuel; MacLeod, Candace; Stoddard, Brent; Strunk, Erik; Wood, Diane; Friedline, Jack; Burt, Deanne; Sapp, Laurie; Denuit, Debbie; Watters, Julie

Subject: City Suite Follow Up 3/3/15

Council,

This is follow up information from the Council Item of Special Interest request from Councilmember Sherwood about the use of the city suites by elected officials at the Council Workshop on January 20, 2015.

- At the end of the presentation, the consensus from Council was that there will be no standing reserved tickets for elected officials for suite usage.
- A new part of the process includes the Communications Department sending suite usage updates to staff in the Mayor and Council Offices to include upcoming events at Gila River Arena or Camelback Ranch-Glendale.
- The city's suite policy has been updated (see attached) and based on feedback from the Council Workshop presentation, "priority ranking" of uses has been deleted and replaced with "uses." That means, the current four valid reasons for suite usage are all considered equal and ticket requests are still required on a first-come, first-serve basis. We also clarified that a record is kept of the suite guests "who are invited by the city." Previously it was written that a record is kept of "guests." The revision is more specific to reference that we record the names of our invited guests but not the names of people our invited guests might bring. Nothing has changed with our record keeping, the language in the policy is just now more specific.
- Per Vice Mayor Hugh's questions about the process the city of Phoenix uses, we just received that information:
 - Answers from city of Phoenix staff:
 - Phoenix management requires a form be filled out for each suite use, and all requests go through an approval process.
 - Nothing is posted online.
 - For each event, Phoenix's Community & Economic Development Department receives 12 tickets, 4 of which are reserved for Council use. If Council doesn't request use of the tickets, those 4 tickets are made available to the hosted group.
 - Council has until three-full business days before an event to request those four tickets.
 - This has been a long-standing practice, however, according to staff there, it's been a few years since Council has requested use of tickets

under those guidelines. If an elected official were to reserve the suite outright, the request form and approval process would be followed.

- During the presentation it was suggested that the suite be offered as a reward for employees. Staff looked into this and from a taxation perspective, this could be considered taxable to employees. Because of that, it is not recommended that suite tickets be offered as an employee reward. FYI --- those who use the suite for work purposes, "city business" or "city council city business," are not subject to taxation.
- During the presentation there was discussion that members of the city's boards and commissions be considered part of the city volunteers who are rewarded for their service to the city with an opportunity to use the city suite. The Intergovernmental Programs Office is planning to reserve the suite for 3 or 4 event nights each year to host the 119 volunteers that make up the boards and commissions as a thank you for their service to the City and the community.

Thank you,
~Julie

Julie Watters

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Check out the latest city news on the [Glendale 11 YouTube channel](#).



Communications

Memorandum

DATE:	January 18, 2005	REVISED: March 3, 2015
TO:	Department Heads	
FROM:	City Manager's Office	
SUBJECT:	Policy for use of the city suite in the Gila River Arena and Camelback Ranch	

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 uses 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 or by contacting the Communications Department.

Should multiple requests for the same date be received, the suite will be awarded on a first come, first served basis once a form has been filled out. If more than one request is received, we will work with all parties to see how we might be able to accommodate the usage with the initial requesting group having first priority. 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 suite 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. Non-profit groups must fill out necessary paperwork and provide 501c3 documentation prior to being considered for tickets. 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 who are invited by the city, the Communications Department will keep a record of the name, business affiliation (if any) and job title.

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.