

CITY OF SURPRISE
Regular City Council Work Session
16000 N. Civic Center Plaza
Surprise, AZ 85374
Tuesday, February 16, 2021 @ 4:00 PM
COUNCIL CHAMBERS



NOTICE: In an effort to protect health and safety of city employees, residents, and visitors, the Council Chambers will be closed to the public during this meeting. The public may access the meeting by viewing a live stream or broadcast of the meeting. To watch live, please visit www.surpriseaz.gov/surprisetv, the Surprise City Gov Facebook page at www.facebook.com/cityofsurprise. Cox channel 11 and Century Link channel 8513 will also carry the meeting live.

For instructions on how to comment on agenda items and public hearings, please go to <https://bit.ly/3kFsM6l>

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Proclamation and Community Acknowledgements
- E. City Manager Report
- F. City Clerk Report
- G. Call To The Public

INSTRUCTIONS: In order to address the City Council, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the City Clerk before the meeting begins.

[Download the Call to the Public form](#) (PDF download requires Adobe Acrobat Reader)

[Fill out the Call to the Public form online](#) If submitting form electronically, please submit to City Clerk at least one hour before the meeting start time.

The Call to the Public form is also available at the front counter.

Note: A.R.S. 38-431.01(H)- During this time members of the public may address City Council only on issues within the jurisdiction of the City Council which are not an item on the agenda. At the conclusion of the open call, City Council may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

Approval of items on the Consent Agenda – all items with an asterisk (*) are considered to be routine matters and will be enacted by one motion and one roll call vote to the City Council. There will be no separate discussion on these items unless a Councilmember requests, in which event the item will be removed from the consent agenda and considered in its normal sequence on the agenda.

Please be aware that Council Members may not discuss or respond to matters raised during call to the public that are not specifically identified on the agenda. Council Members may however, in their discretion, discuss or respond to relevant matters raised during a noticed public hearing or agenda item.

- H. Regular City Council Work Session Agenda

CONSENT AGENDA:

REGULAR AGENDA ITEM - PUBLIC HEARING:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|---|---|
| 1. | Citywide | Presentation and discussion regarding the City's Water Resource Master Plan update. | Water Resource Management |
| 2. | Citywide | Presentation and discussion pertaining to the status of the Solid Waste Drop off recycling program. | None |
| | | | Gladys Nkeze
Bobby Parks
Public Works |
| 3. | Citywide | Presentation and discussion pertaining to City revenue sources. | Holly Osborn
Finance |
| 4. | Citywide | Presentation and discussion pertaining to credit card payment processing fees. | Andrea Davis
Finance |

I. Other Business and Future Agenda Items

J. City Council Reports

K. Executive Session

For information Purposes; 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, but for only the following purposes:

- discussion or consideration of personnel matters (A.R.S. §38-431.03 (A)(1));
- discussion or consideration of records exempt by law from public inspection (A.R.S. §38-401.03 (A)(2));

L. Adjournment

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: Thursday, February 11, 2021 @ 10:15 a.m.

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
Regular City Council Work Session

Council Meeting Date: February 16, 2021
Submitting Department: Water Resource
Management
Staff Recommendations:

Contact Person:
District: Citywide

Consent: No	Regular: No	Public Hearing: No	Report/Discussion: Yes
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Agenda Wording:

Presentation and discussion regarding the City's Water Resource Master Plan update.

Motion:

None; discussion only.

Background:

The Water Resource Management Department initiated an update to the Water Resource Master Plan in July of 2020 and would like to present and discuss the Planning Framework. The Planning Framework will serve as the foundation of the Master Plan update and incorporates the City's growth projections and associated water demand. The presentation will outline the master plan deliverables, schedule, and water resource acquisition strategies.

Objective Analysis:

NA

Policy Compliant:

This item is policy compliant and is consistent with the City of Surprise Water Resource Management Water Acquisition Policy to update the Water Resource Master Plan every five years.

Financial Impact:

None at this time, however topics covered in the presentation could lead to future actions which may have a financial impact.

Budget Impact:

None at this time, however topics covered in the presentation could lead to future actions which may have a budgetary impact.

FTE Impact:

None.

ATTACHMENTS:

1. IWMP Update



2021 Water Resource Master Plan Update

February 16, 2021



Water Resource Master Plan Update

- 5 Year Update Policy focusing on 15 year horizon
- Designation of Assured Water Supply
- One year process-Technical Memo Deliverables
- Stakeholders-this Council, Mr. Jeff Gibbs, Mr. George Fletcher, Central Arizona Project, targeted development, EPCOR

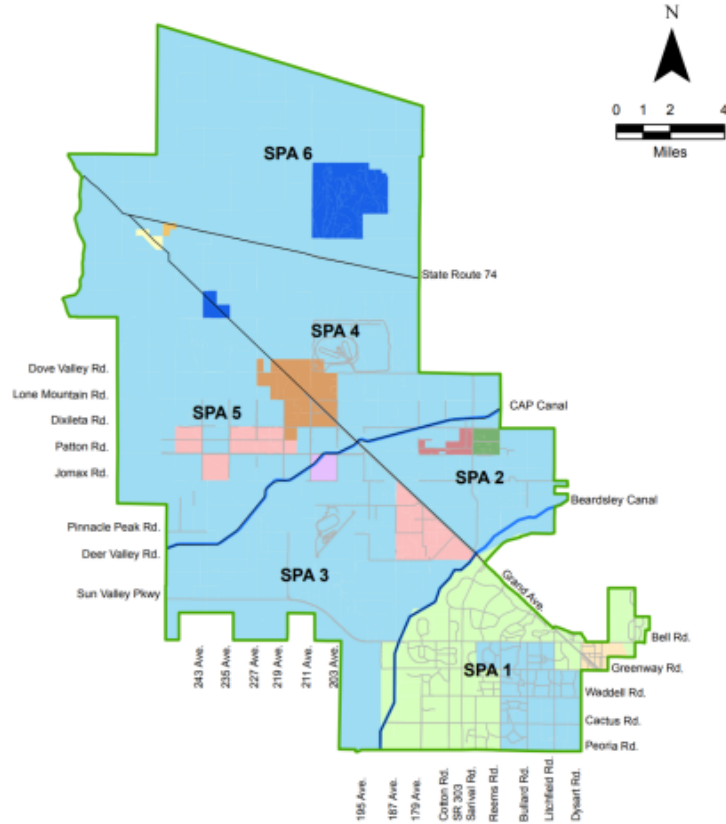
Designation of Assured Water Supply Update

- What is it?
 - An evaluation of your current, committed and planned water demand for the next 10 years. What's your 10 year liability in Acre Feet of Water?
 - Analysis of water resources (assumptions)
 - Analysis of water infrastructure (existing and required per DA)
 - Analysis of 100 year modeling on existing wells (drawdown > 1,000')

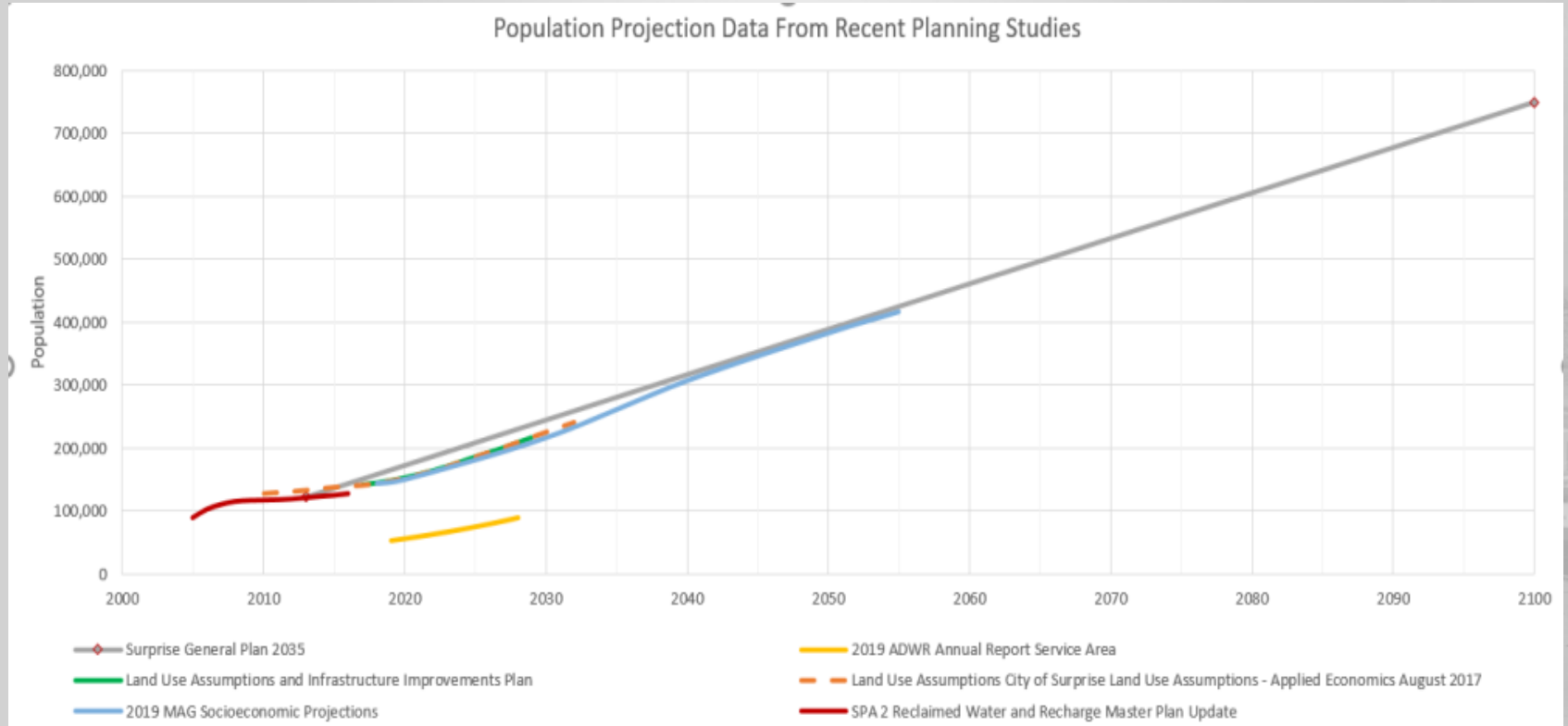
The output of these analysis is a 'designation and order' of the amount equal to our projected 10 year water needs. ADWR agrees that we have the resources and infrastructure to serve our demands through 2030. In 2028 we will reinitiate another update to evaluate through 2040.

- *It is not an evaluation to determine the maximum potential of resources, and infrastructure*

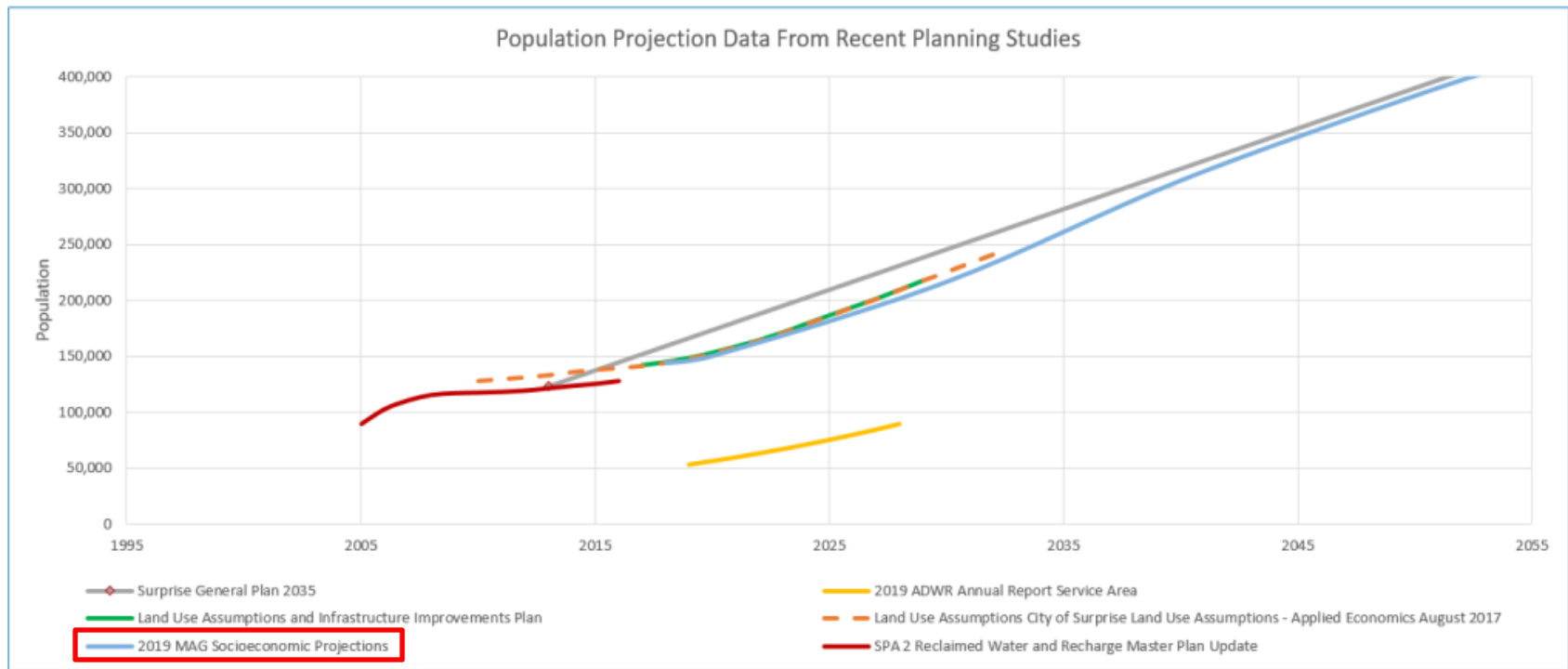
Water & Sewer Service Boundaries



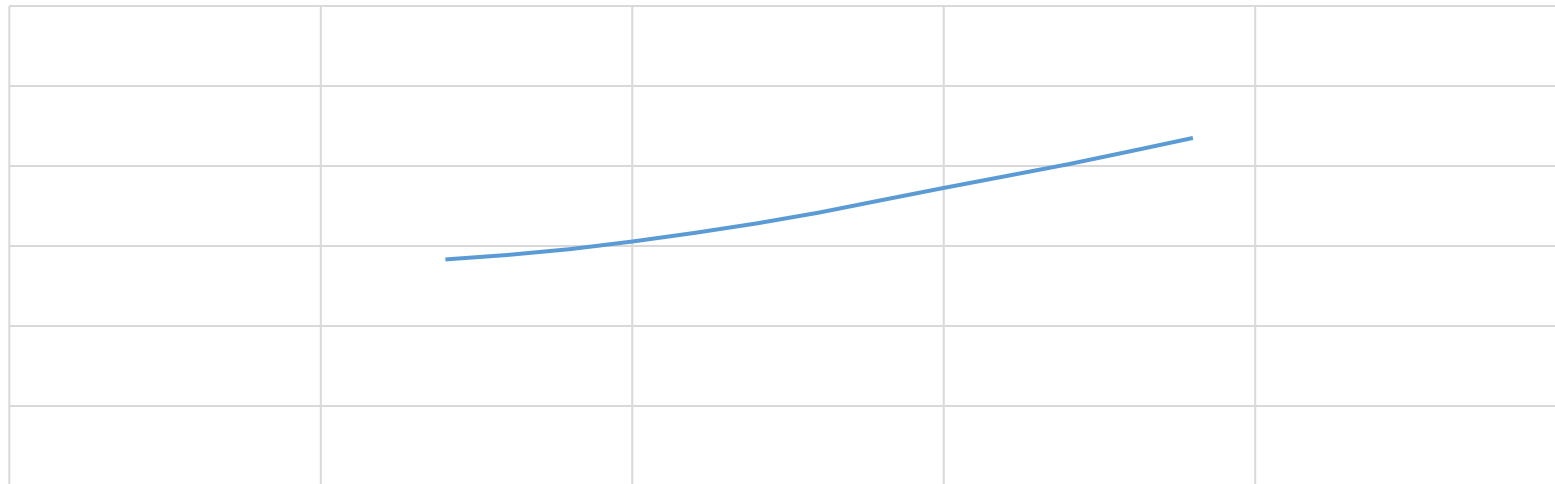
Planning Framework



2035 Focus



City of Surprise – Total Population



10-year Population Projection Comparison MAG versus City Water Service Area (WSA)

Year	2019 MAG Total Population ⁽¹⁾	2019 MAG Annual Population	City WSA Total Population ⁽²⁾	City WSA Annual Population	City WSA Annual Growth as Percent of Total Growth
2020	152,788	-	56,304	-	-
2021	158,178	5,390	59,682	3,378	63%
2022	164,136	5,958	63,263	3,581	60%
2023	170,893	6,757	67,059	3,796	56%
2024	178,636	7,743	71,083	4,024	52%
2025	186,288	7,652	75,347	4,264	56%
2026	193,688	7,400	79,868	4,521	61%
2027	201,114	7,426	84,660	4,792	65%
2028	209,242	8,128	89,740	5,080	63%
2029	217,518	8,276	95,124	5,384	65%
2030	226,219	8,701	100,832	5,707	66%

Notes:

(1) Annual growth rate ranges from 3.2 to 4.5%

(2) Annual growth rate is 6%

Water Service Area Projected Population

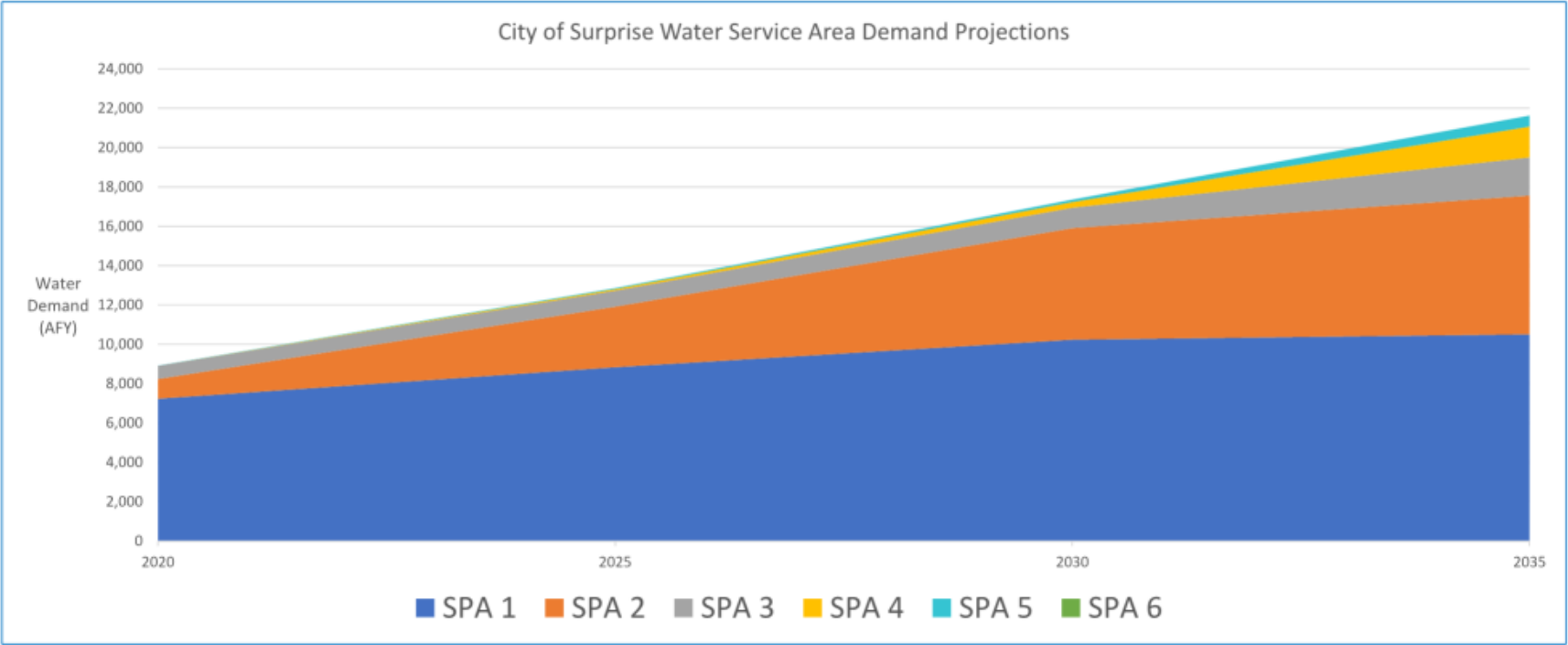
Planning Year	SPA 1	SPA 2	SPA 3	SPA 4	SPA 5	SPA 6	Total
2020	42,500	8,500	-	-	-	-	50,900
2025	47,700	27,000	1,300	26	-	-	76,000
2030	50,300	45,400	3,400	1,200	-	-	100,400
2035	51,000	55,200	9,500	7,500	2,800	-	125,900
Buildout	65,000	110,400	121,300	113,000	80,100	85,600	575,300

Notes:

Assumes 2.95 people/DU for residential; 2.0 people/DU for retirement community.

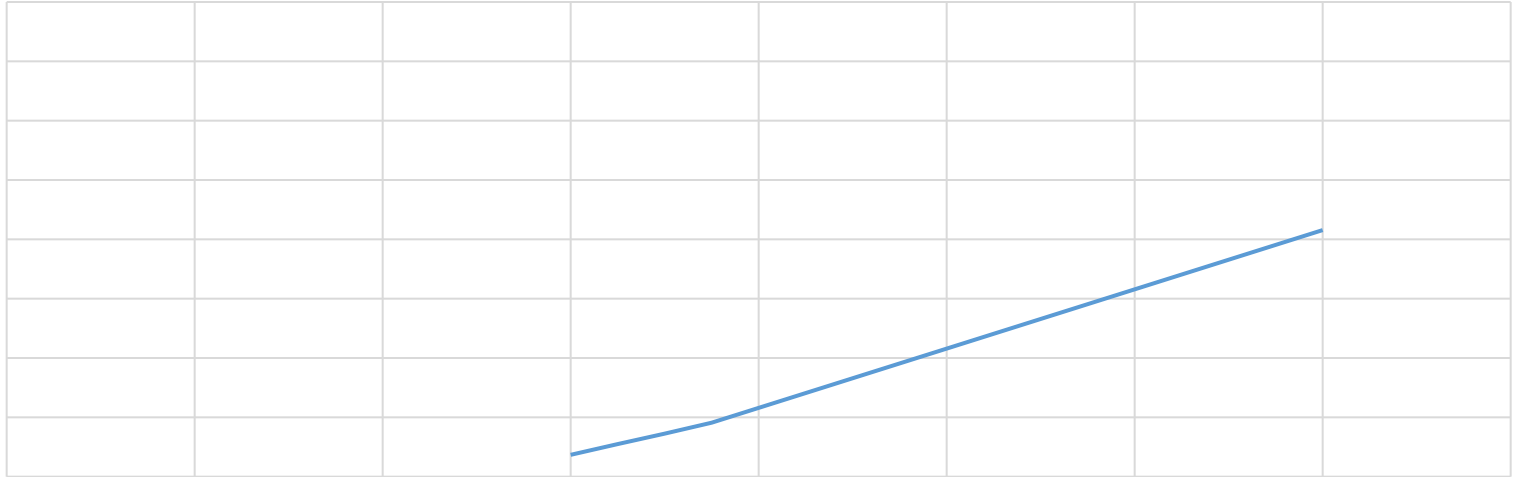
Buildout population includes all known development and full development of all areas outside known developments based on existing land use.

Water Demand Projections Through Year 2035



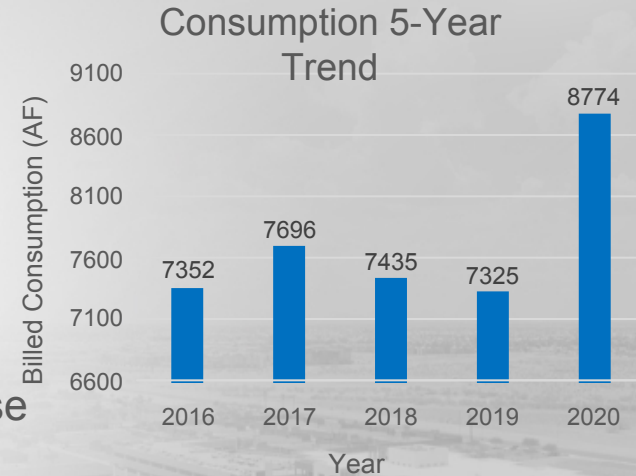
Based on Year 2020 and Table A-4 Unit Water Demands

Comparison of 2015 IWMP and Preliminary 2020 IWMP Demand Projections



2020 Water Demand Metrics

- 2019 to 2020 Comparison:
 - Overall Demand- 17% increase
 - We planned for 8%
 - New water accounts- 10% increase
 - Construction Water- 98% increase
 - Existing Residential Customer Usage- 13% increase
 - COVID; Hot Dry Summer
 - Existing HOA Irrigation Usage- 22% increase





What's Next?

- Presentation on March 22nd from Central Arizona Project Regarding Drought Preparedness.
- Water Resource Strategies Presentation in April
- Community Drought Plan Update Presentation in May





QUESTIONS OR COMMENTS?

Thank You



CITY OF SURPRISE
Regular City Council Work Session

Council Meeting Date: February 16, 2021

Contact Person: Gladys Nkeze, Assistant Director -
Operations, Bobby Parks

Submitting Department: Public Works

District: Citywide

Staff Recommendations: None

Consent: Yes	Regular: No	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Presentation and discussion pertaining to the status of the Solid Waste Drop off recycling program.

Motion:

None

Background:

This item is for presentation only to inform Council on Solid Waste Drop off Recycling program.

Objective Analysis:

The Public Works Department periodically presents to Mayor and Council the status of projects.

Policy Compliant:

This item is policy compliant.

Financial Impact:

None at this time, however, topics discussed in this work session could lead to future actions, which may have a fiscal impact on city operations.

Budget Impact:

All presented are fully funded.

FTE Impact:

This item does not change the full time equivalent count.

ATTACHMENTS:

1. Recycle Drop Off Program Update_2-16-21
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Recycle Drop Off Update

PUBLIC WORKS DEPARTMENT SOLID WASTE DIVISION

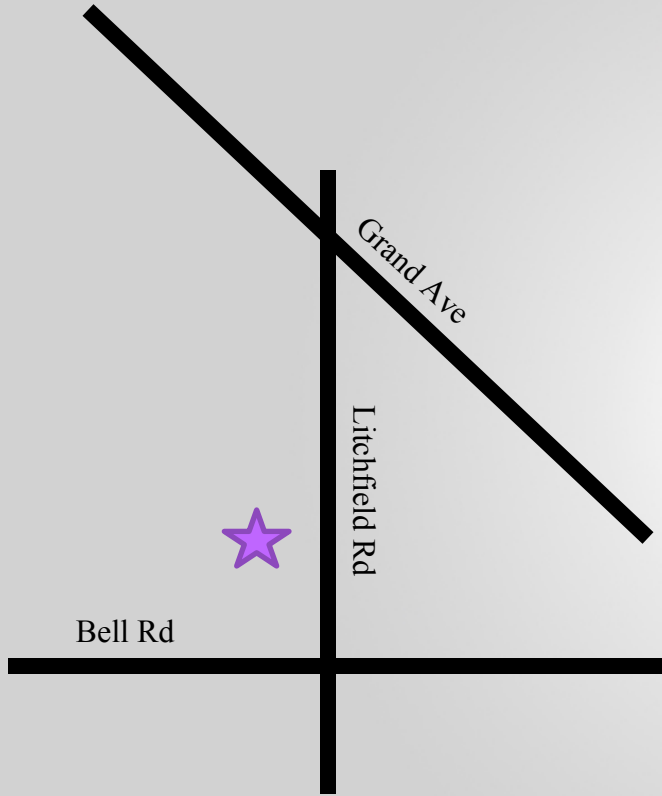
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RECYCLING PROGRAM COLLECTION SERVICE

- Hours of Operation
 - Tuesday, Wednesday, & Saturday
 - From 8 – 11 am & 1 – 3 pm
- Acceptable Items
 - Cardboard
 - Plastic bottles #1 - #2
 - Aluminum/Tin
- Average of 500 cars per month
- Estimated 90% cardboard
- Material is separated before being hauled to the Materials Recovery Facility



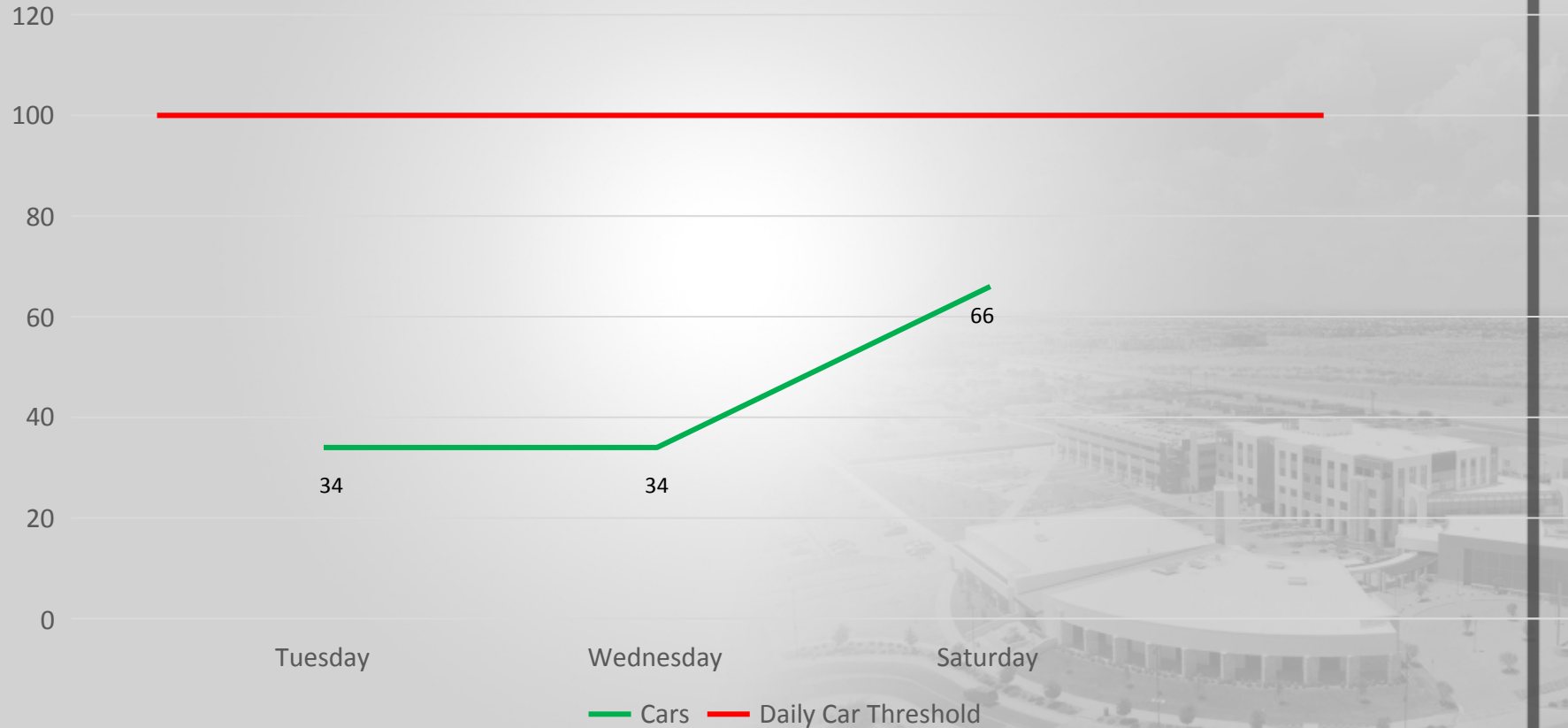




Outreach Efforts

- City Website
- Various City Social Media Platforms
- Newspaper Ads
- Surprise Progress
- City Press Release

Average Cars per Day





**QUESTIONS OR
COMMENTS?**

Thank You



CITY OF SURPRISE Regular City Council Work Session

Council Meeting Date: February 16, 2021
Submitting Department: Finance
Staff Recommendations:

Contact Person: Holly Osborn, AD - FINANCE
District: Citywide

Consent: No Regular: Yes Public Hearing: No Report/Discussion: No

Agenda Wording:

Presentation and discussion pertaining to City revenue sources.

Motion:

None, discussion only.

Background:

This is the second in a series of presentations regarding the development of the FY2022 Budget. This presentation will focus on an overview of city wide revenue sources.

Objective Analysis:

The information presented will lead to future discussions around the FY2022 budget and will assist the Mayor and City Council with making informed decisions about future operations

Policy Compliant:

This presentation is consistent with City and Council policy and falls in line with the state budget adoption timeline.

Financial Impact:

The information presented is intended to encourage discussion which will have an impact on future operations and capital improvement plans.

Budget Impact:

The information presented is intended to encourage discussion which will have an impact on the FY2022 City Manager Recommended budget and the Tentative budget.

FTE Impact:

The number of full time equivalents (FTE) is not impacted by this item.

ATTACHMENTS:



CITY OF SURPRISE Regular City Council Work Session

Council Meeting Date: February 16, 2021

Contact Person: Andrea Davis, DIRECTOR -
FINANCE

Submitting Department: Finance

District: Citywide

Staff Recommendations:

Consent: No	Regular: No	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Presentation and discussion pertaining to credit card payment processing fees.

Motion:

None; discussion only.

Background:

Each time a credit card is accepted as a form of payment for City services, the City must pay a fee to the company which issues the credit card (e.g., Visa, MasterCard, etc.). The typical fee is a percentage of the amount of the transaction. In an effort to manage this expense, the City has historically established a \$5,000 limit for credit card transactions. With the recent closure of City Hall to the public, as a convenience to customers, an online payment portal was created and the \$5,000 limit was removed. As a result, the cost to the City for acceptance of these payments has increased. This presentation is to discuss implementing a fee to recover this expense with the establishment of a convenience/surcharge fee.

Objective Analysis:

A fee which is passed on to the customer when using a credit card for payment will allow for the full or partial recovery of the expense incurred by the City.

Policy Compliant:

This item is compliant with City and Council policies.

Financial Impact:

None at this time, however topics discussed in this presentation may lead to future actions which may have a fiscal impact.

Budget Impact:

None at this time, however topics discussed in this presentation may lead to future actions which may have a budgetary impact.

FTE Impact:

This item does not impact the overall full-time equivalent count.

ATTACHMENTS:
