



CITY OF SURPRISE
Regular City Council Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374
Tuesday, March 15, 2022 @ 6:00 PM
COUNCIL CHAMBERS

A. Call To Order

Any prayer or invocation that may be offered before the start of the Regular Council Meeting is a voluntary offering by a private resident of Surprise; has not been previously reviewed or approved by City Council or City staff; should not be considered an endorsement of any particular religion by the City or its officials, as the beliefs, viewpoint, and content are personal to the speaker; and no participation by any person in attendance is required. A list of volunteers is maintained by the office of the City Clerk and interested persons should contact the Clerk's Office for further information.

B. Roll Call

C. Pledge of Allegiance

D. Proclamation and Community Acknowledgements

Fix-A-Leak Week Proclamation

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 Meeting Agenda

CONSENT AGENDA:

1.	Citywide	Consideration and action on the Regular City Council Work Session, Regular City Council Meeting and Executive Session of March 1, 2022.	None Sherry Aguilar City Clerk
2.	District 1	Consideration and action pertaining to approval of the Final Plat entitled, "Williams 225" and dated January 21, 2022, a property generally located at the northeast corner of Williams Road and 225th Avenue; Case FS21-765.	None Chris Sexton Community Development
3.	District 1	Consideration and action pertaining to approval of the Final Plat entitled, "Daley 223" and dated January 12, 2022, a property generally located north of Daley Lane between 223 rd Avenue and 224 th Avenue; Case FS21-248.	None Chris Sexton Community Development
4.	Citywide	Consideration and action pertaining to approval of a Fiscal Year 2022 budget amendment moving budget authority in the amount of \$50,000 within the Water Operations Fund to support increased demand for water meter installations; Resolution #2022-19	None Andrea Davis Finance
5.	Citywide	Consideration and action pertaining to acceptance of a grant from the Maricopa Association of Governments (MAG) for the purchase of two PM-10 certified street sweepers and reallocate budget authority for the receipt of grant revenue within the Highway User Revenue Capital Fund; Resolution #2022 - 22.	None Kristin Tytler Public Works
6.	Citywide	Consideration and action pertaining to approval and adoption of a Title VI Plan update for the City's transit obligations related to receipt and use of federal funds for transit services; Resolution #2022-12.	None Kristin Tytler Public Works
7.	District 6	Consideration and action pertaining to approval of a Fiscal Year 2022 budget amendment moving budget authority of \$8,600,000 from project G54170 - Countryside Park within the Grants Fund to P54170 - Countryside Park within the General Capital Projects Fund and moving budget authority of \$100,000 from the Grants Fund to the Economic Development General Fund Services Category in the amount of \$50,000 and to the Human Services Community Vitality General Fund Services Category in the amount of \$50,000; Resolution #2022-27.	None Holly Osborn Andrea Davis Parks and Recreation
8.	Citywide	Consideration and action pertaining to acceptance of the City's Arizona Lottery Fund (ALF) allotment for FY2022 in the amount of \$364,143; and to reallocate budget authority from the contingency to the Arizona Lottery Fund; Resolution #2022-23.	None Kristen Taylor Public Works
9.	District 1	Consideration and action pertaining to approval of a Fiscal Year 2022 budget amendment by moving budget authority of \$610,000 from contingency to project P71110 Solar Biosolids Dryer within the Sewer Utility Capital Fund; Resolution #2022-28.	None Water Resource Management
10.	Citywide	Consideration and action pertaining to approval of an amendment to the Fiscal Year 2022 budget by moving	None Police

budget authority in the amount of \$15,000 from Contingency within the Grants Fund to grant Project G31364 FFY22 Joint Law Enforcement Operations (JLEO) and authorizing acceptance of a grant award from U.S. Department of Justice (DOJ), U.S. Marshals Service, to cover overtime expenses associated with the participation of one Surprise Police Officer in the JLEO Task Force from October 1, 2021 to September 30, 2022; Resolution #2022-26.

REGULAR AGENDA ITEM - PUBLIC HEARING:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|-----|------------|--|---|
| 11. | District 3 | Consideration and action pertaining to the Preliminary Plat entitled, "Estia at Zanjero Trails" and dated December 16, 2021, a property generally located at the southwest corner of Cactus Road and Perryville Road; Case FS21-511. | None

Trevor Fleetham
Community
Development |
|-----|------------|--|---|
- 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));
- discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03 (A)(3));
- 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));
- 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
- discussion, consultation or consideration for international and interstate negotiations or for negotiations by a city or town, or its designated representatives, with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city or town. A.R.S. §38-401.03 (A)(6)).
- 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 Requirements Pursuant to A.R.S. §38-431.03(C)(D): Any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney by agreement of the City Council, or as otherwise ordered by a court of competent jurisdiction.

The council may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

- L. Adjournment

POSTED: March 10, 2022 at 1:35 PM

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 Meeting

Council Meeting Date: March 15, 2022
Submitting Department: City Clerk
Staff Recommendations:

Contact Person:
District: Internal

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

Agenda Wording:

Invocation

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Regular City Council Meeting

Council Meeting Date: March 15, 2022
Submitting Department: Mayor and Council
Staff Recommendations: None

Contact Person:
District: Citywide

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

Agenda Wording:

Fix-A-Leak Week Proclamation

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Regular City Council Meeting

Council Meeting Date: March 15, 2022
Submitting Department: City Clerk
Staff Recommendations: None

Contact Person: Sherry Aguilar, City Clerk
District: Citywide

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

Agenda Wording:

Consideration and action on the Regular City Council Work Session, Regular City Council Meeting and Executive Session of March 1, 2022.

Motion:

I move to approve the meeting minutes.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 3.1 WKS
 2. 3.1 REG
-

CITY OF SURPRISE
Regular City Council Work Session Minutes
16000 North Civic Center Plaza
Surprise, AZ 85374

Tuesday, March 1, 2022 @ 5:00PM

Call To Order

Roll Call

Mayor Hall called to order the Regular City Council Work Session of March 1, 2022 at 5:00 PM at Surprise City Hall Council Chambers, 16000 N Civic Center Plaza, Surprise, Arizona 85374. Also in attendance with Mayor Hall were Vice Mayor Cline and Council Members: Winters, Duffy, Remley (telephonically), Hastings and Judd.

Staff Present: City Manager, Bob Wingenroth; City Attorney, Robert Wingo and City Clerk, Sherry Ann Aguilar.

Pledge of Allegiance

Call To The Public

Regular City Council Work Session Agenda

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

1. Presentation and discussion pertaining to the Fiscal Year 2023 Budget kickoff - NO ACTION

Finance Director, Andrea Davis and Asst. Finance Director, Eric Boyles gave a powerpoint presentation on this item.

Truth in Taxation
Required State Forms after Adoption
Balanced Budget explanation

Council Member Judd - Tentative budget date?

Ms. Davis - May

Council Member Remley - budget process constantly changing, many changes will take place until final approval. Need to stress this to the public.

Council Member Judd - City Manager recommended budget retreat, when will we get the budget document?

Vice Mayor Cline - What has changed with the budget process?

We think there is some capacity to make some changes, so will ask council which options do we want to go with. Need to prioritize.

2. Presentation and discussion pertaining to the FY2022 Financial Status Report through November 2021 – NO ACTION

Finance Director, Andrea Davis and Assistant Finance Director, Eric Boyles gave a powerpoint presentation on this item.

Council Member Remley - on the revenue side of things whether or not we have Spring Training.

Mayor Hall commented that the budget is a living document and finance did a fabulous job navigating this during COVID.

Adjournment

Vice Mayor Cline made the motion to adjourn the Regular City Council Work Session of March 1, 2022 at 5:27 PM. Council Member Hastings seconded the motion. Seven yes votes, motion carried.

Skip Hall, Mayor

ATTEST:

Sherry Ann Aguilar, City Clerk, MMC

CERTIFICATION:

I, Sherry Ann Aguilar, City Clerk for the City of Surprise, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Regular City Council Work Session of **Tuesday, March 1, 2022.**

Sherry Ann Aguilar, City Clerk, MMC

CITY OF SURPRISE
Regular City Council Meeting Minutes
16000 North Civic Center Plaza
Surprise, AZ 85374

Tuesday, March 1, 2022 @ 6:00PM

Call To Order

Invocation

Led by Neil Bettrue

Roll Call

Mayor Hall called to order the Regular City Council Meeting of March 1, 2022 at 6:00 PM at Surprise City Hall Council Chambers, 16000 N Civic Center Plaza, Surprise, Arizona 85374. Also in attendance with Mayor Hall were Vice Mayor Cline and Council Members: Winters, Duffy, Remley (telephonically), Hastings and Judd.

Staff Present: City Manager, Bob Wingenroth; City Attorney, Robert Wingo and City Clerk, Sherry Ann Aguilar.

Pledge of Allegiance

City Manager Report

Youth on the dais for 3/1/22:

Miguel Rosas 12th grade Paradise Honors High School

For the pledge:
Arizona Charter Academy- Interact Club

AZ Charter Academy Interact Club, Zen Navarro - 8th grade student

City Clerk Report

Call To The Public

Joe Lershan - improvements needed on pedestrian safety. Too many excessive speeders and council needs to take action, this is a serious problem. Also commented on issues with the transportation cab service.

Linda Cabrera - Update on the community garden at Benevilla and upgrades taking place.

Regular City Council Meeting Agenda

CONSENT AGENDA:

Vice Mayor Cline made the motion to approve the consent agenda. Council Member Hastings seconded the motion. Seven yes votes, motion carried.

1. Consideration and action on the minutes of the Regular City Council Meeting of February 15, 2022 - APPROVED

2. Consideration and action to approve a request for an Acquisition of Control for an existing Series 12 license (12070006311) for Macayo Restaurant located at 15565 W. Bell Road, Surprise, AZ 85374 - APPROVED

3. Consideration and action pertaining to approval of the Final Plat entitled, Paradise 151 and dated January 13, 2022, a property generally located south of Paradise Lane between 153rd Avenue and 151st Avenue; Case FS21-774 - APPROVED

4. Consideration and action pertaining to approval of an amendment to the Fiscal Year 2022 budget by moving budget authority in the amount of \$10,000 within the Grants Fund for the purpose of accepting a reallocation grant from the AZ Department of Homeland Security (UASI) for the purchase of equipment; Resolution # 2022-18 - APPROVED

5. Consideration and action pertaining to approval of an amendment to the Fiscal Year 2022 budget moving budget authority within grant and capital projects to/from contingency or between grant projects to adjust amounts originally estimated during the FY2021 budget process, as required by grant stipulations and guidelines, or based on anticipated revenues; Resolution # 2022-21 - APPROVED

6. Consideration and action pertaining to approval of an amendment to the Fiscal Year 2022 budget by reallocating appropriations of \$4,200 within the Grants Fund from Contingency to Supplies in Project G54101 in order to accept a distribution from the United States Tennis

Association for the reimbursement of expenses related to growing the game of tennis; Resolution # 2022-16 - APPROVED

7. Consideration and action pertaining to approval of a Fiscal Year 2022 budget amendment moving budget authority in the amount of \$1,400,000 from the Police Department General Fund Personnel to Supplies/Services to support one-time operational purchases to increase efficiencies within the department, and amending the adopted FY22 Contract Awarding Authority List; Resolution #2022-20 - APPROVED

8. Consideration and action pertaining to the approval of Amendment No. 1 to the Intergovernmental Agreement with Maricopa County for 2021 Home Program Funds; amending the Fiscal Year 2022 Budget by moving budget authority in the amount of \$186,000 from Contingency to the Neighborhood Revitalization Fund, Project G51564; and accepting grant funding from Maricopa County via The Department of Housing and Urban Development for 2021 Home Program Funds; Resolution # 2022-17 - APPROVED

9. Consideration and action pertaining to the conditional acceptance and maintenance of certain public utility improvements at the White Tanks Foothills Phase 2 development, generally located at N. White Tank Mountain Boulevard and W. Ruth Avenue; Resolution # 2022-15 - APPROVED

REGULAR AGENDA ITEM - PUBLIC HEARING:

10. Consideration and action pertaining to approval of an amendment to the Surprise Farms PAD, rezoning approximately 11-acres from Commercial (C-2) to High Density Residential (HDR); Ordinance # 2022-06 - APPROVED

Vice Mayor Cline - Traffic concerns; use of commercial property and changes over the years

Public Comment:

Deborah and David Gentry - residents of Surprise Farms III, turned in a written statement for the record. Expressed concerns about this project, spoke in opposition. Recommended parking stickers for this complex. Youth drivers were also discussed.

Mayor Hall asked for the developer to respond about the parking sticker.

Wayne Donnis commented that it is a good idea and will take this into consideration.

Mayor Hall asked if the Mark Taylor project is doing well?

Council Member Winters made the motion to approve Ordinance 2022-06. Council Member Hastings seconded the motion. Seven yes votes, motion carried.

11. Consideration and action pertaining to approval of the annexation of approximately 93.97 acres of county land, generally located south of Pinnacle Peak Road and east of 163rd Avenue; Ordinance # 2022-04 - APPROVED

City Planner, Trever Fleetham gave a powerpoint presentation on this item.

Vice Mayor Cline commented that she really likes this project.

Council Member Winters made the motion to approve Ordinance 2022-04. Vice Mayor Cline seconded the motion. Six yes votes, one absent (Remley's call dropped), motion carried.

12. Consideration and action pertaining to approval of a Zone Change of approximately 24.53 acres from Rural Residential (RR) to Residential High Density (R-3) and approximately 69.44 acres from Rural Residential (RR) to Residential Low Density (R-1), located south of Pinnacle Peak Road and east of 163rd Avenue; Ordinance #2022-03 - APPROVED AS AMENDED

City Planner, Trever Fleetham gave a powerpoint presentation on this item.

No public comments were made.

Council Member Winters made the motion to approve Ordinance 2022-03. Vice Mayor Cline seconded the motion.

City Attorney Wingo asked for clarity. Council Member Winters, is it your intent that the Ordinance being approved includes the revised stipulation A; the maximum density allowed be as permitted in the residential low density R-1 and residential high density R-3 zoning districts as stated in the Land

Development Ordinance?

Council Member Winters - Yes, that is exactly right.

Seven yes votes, motion carried.

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

13. Consideration and action pertaining to approval of the City Auditor Employment Agreement with Carol Holley appointing her City Auditor pursuant to Surprise Municipal Code Section 2-170 - APPROVED

Carol Holley gave a brief presentation on the history of her position and thanked Council for the opportunity to serve as the City Auditor and reporting to the Council.

Council Member Judd made the motion to approve the City Auditor Employment Agreement with Carol Holley. Council Member Winters seconded the motion. Seven yes votes, motion carried.

Other Business and Future Agenda Items

City Council Reports

Mayor and Council attended and/or reported on the following:

Council Member Judd - Read Across America Week; Joint Comm Meeting this upcoming Saturday, 9 AM Spencer's Place

Council Member Winters - Read Across America

Vice Mayor Cline - Dysart Early Education Coordinator; Quarterly Partnership Meeting; District 2 Meet and Greet; Sounds of Autism; Outreach Meeting; Read Across America

Council Member Hastings - City Academy; Commission Dinner; Retirement Ceremony; Canyon Ridge Tour of the 4th Floor; Read Across America; Meet and Greet State 48 third Thursday of the month. beginning next month.

Council Member Duffy - Meet and Greet and Read Across America

Mayor Hall - March 31 the State of City Address at 6 PM in Council Chambers, then there is a reception.

Vice Mayor Cline made the motion to recess the Regular City Council Meeting at 7:12 PM and enter into Executive Session. Council Member Winters seconded the motion. Seven yes votes, motion carried.

Executive Session

1. Consideration and action to recess into executive session for discussion and consultation for legal advice with the City's Attorneys pertaining to Case No. FS20-829 pursuant to A.R.S. § 38-431.03(A)(3).

Adjournment

Council Member Winters made the motion to adjourn the Regular City Council Meeting of March 1, 2022 at 8:15 PM. Vice Mayor Cline seconded the motion. Seven yes votes, motion carried.

Skip Hall, Mayor

ATTEST:

Sherry Ann Aguilar, City Clerk, MMC

CERTIFICATION:

I, Sherry Ann Aguilar, City Clerk for the City of Surprise, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Regular City Council Meeting of **Tuesday, March 1, 2022.**

Sherry Ann Aguilar, City Clerk, MMC



CITY OF SURPRISE Regular City Council Meeting

Council Meeting Date: March 15, 2022 Contact Person: Chris Sexton
Submitting Department: Community Development District: District 1
Staff Recommendations: None

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

Agenda Wording:

Consideration and action pertaining to approval of the Final Plat entitled, "Williams 225" and dated January 21, 2022, a property generally located at the northeast corner of Williams Road and 225th Avenue; Case FS21-765.

Motion:

I move to approve the Plat entitled, "Williams 225" and dated January 21, 2022.

Background:

Donna Lundberg on behalf of Richard A Egly Trust of 2020/DBL Investments LLC seeks approval of a Final Plat of the subject property.

Objective Analysis:

Approval of the proposed Final Plat will allow the applicant the ability to subdivide the property as proposed.

Policy Compliant:

This proposed Final Plat is consistent with the Surprise General Plan 2035 and the Surprise Land Development Ordinance.

Financial Impact:

While this item does not have an immediate or direct financial impact, ongoing development activity in the City will inevitably have a future financial impact as additional resources are needed to provide city services.

Budget Impact:

There is no anticipated budget impact related to this item.

FTE Impact:

This item does not have an impact on current staffing levels.

ATTACHMENTS:

1. 00-FS21-765 Egly and Lundberg Lot Split - Staff Report
 2. 01-FS21-765 Egly and Lundberg Lot Split - Vicinity Map
 3. 02-FS21-765 Egly and Lundberg Lot Split - Zoning Map
 4. 03-FS21-765 Egly and Lundberg Lot Split - Final Plat
 5. 04-FS21-765 Egly and Lundberg Lot Split - Final Plat Exhibit
 6. 05-FS21-765 Egly and Lundberg Lot Split - Luke Letter
 7. FS21-765 Egly and Lundberg Lot Split - Powerpoint
-

FINAL PLAT

REPORT TO THE CITY COUNCIL

Case: FS21-765

Project Name: Egly and Lundberg Lot Split – Final Plat

Council District: 1

City Council Date: March 15, 2022

Planner: Chris Sexton

Owner: Richard A Egly Trust of 2020/DBL Investments LLC

Applicant: Donna Lundberg, DBL Investments

Request: Final Plat to subdivide one (1) 4.77 gross acres (approx.) parcel into four (4) parcels.

Site Location: Generally located at the northeast corner of Williams Road and 225th Avenue.

Site Size: Approximately 4.77 gross acres

Findings:

- The proposed Final Plat is consistent with the Surprise General Plan 2035.
- The proposed Final Plat is consistent with the Surprise Land Development Ordinance.

Alternative Actions: **Approve** – Approval of the proposed Final Plat will allow the applicant the ability to subdivide the property as proposed.

Deny – Denial of the requested Final Plat will prevent the applicant from subdividing the property as proposed.

Additional Information:

Donna Lundberg on behalf of Richard A Egly Trust of 2020/DBL Investments LLC requests approval of a Final Plat entitled “Williams 225” dated January 21, 2022. The parcel is zoned Rural Residential (RR) and is generally located at the northeast corner of Williams Road and 225th Avenue. This proposed Final Plat will subdivide one (1) vacant 4.77 gross acres parcel into four (4) 1.03 acre parcels.

As part of the subdivision, 40 feet right-of-way (ROW) associated along the westerly portion of the lots will be dedicated for road widening purposes. An 8-foot public utility easement (PUE) will be located along the westerly portion of all the lots for access to public utilities with Parcel 1 providing an additional 8-foot PUE along the southerly portion of the parcel. A one (1) foot non-vehicular access easement will be located on Parcel 1 to prohibit any vehicular access along the southerly portion of the lot and Parcel 4 will dedicate a 27.5-foot ingress and egress easement for ingress and egress purposes.

The square footage for each parcel is below:

- Parcel 1 – 1.03 acres (44,792 square feet)
- Parcel 2 – 1.03 acres (44,797 square feet)
- Parcel 3 – 1.03 acres (44,801 square feet)
- Parcel 4 – 1.03 acres (44,8806 square feet)

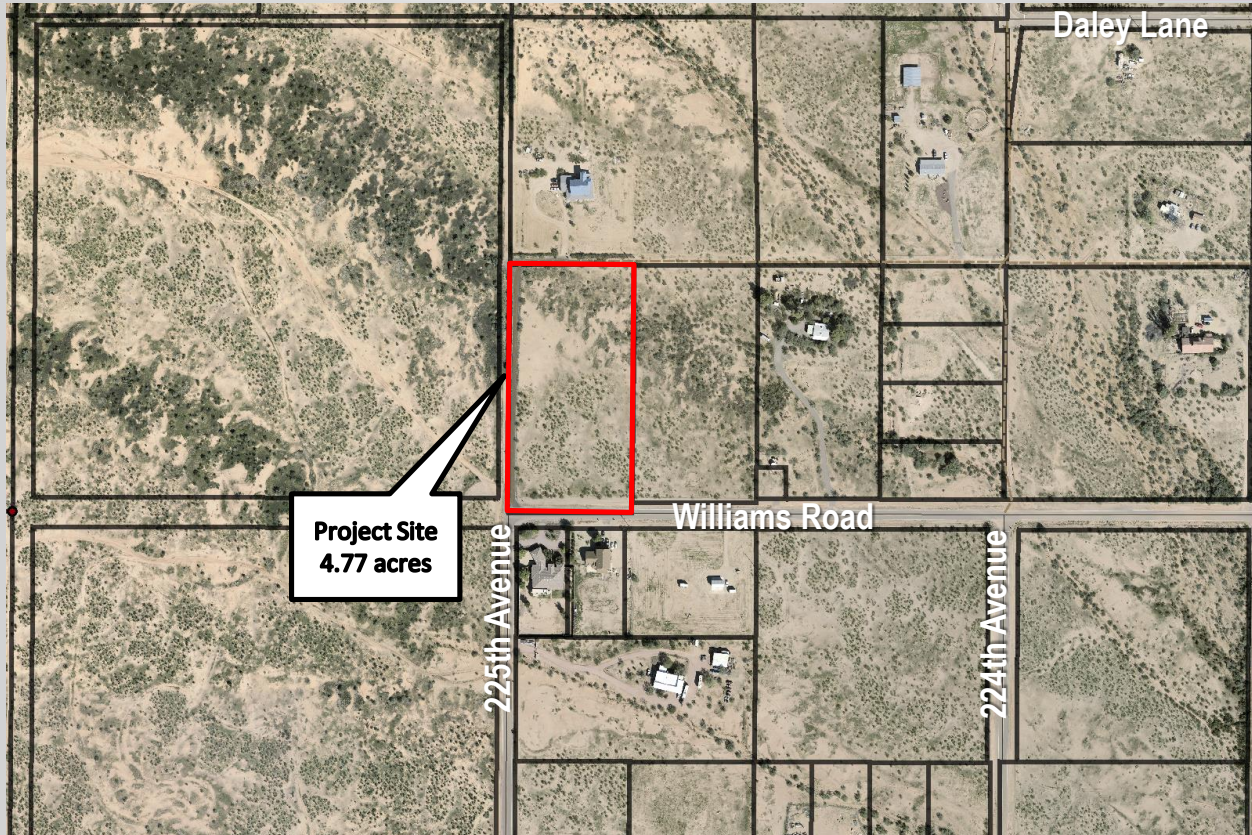
The proposed Final Plat dedicates public right-of-way (ROW) and easements as follows for each lot:

- Parcel 1 –one half of the street 40' dedicated of ROW; one half of the street 10' dedicated ROW; 8' PUE for utility purposes; and 1' NVAE
- Parcel 2 – one half of the street 40' dedicated of ROW; 8' PUE
- Parcel 3 – one half of the street 40' dedicated of ROW; 8' PUE
- Parcel 4 – one half of the street 40' dedicated of ROW; 8' PUE; and a 27.5' ingress egress easement

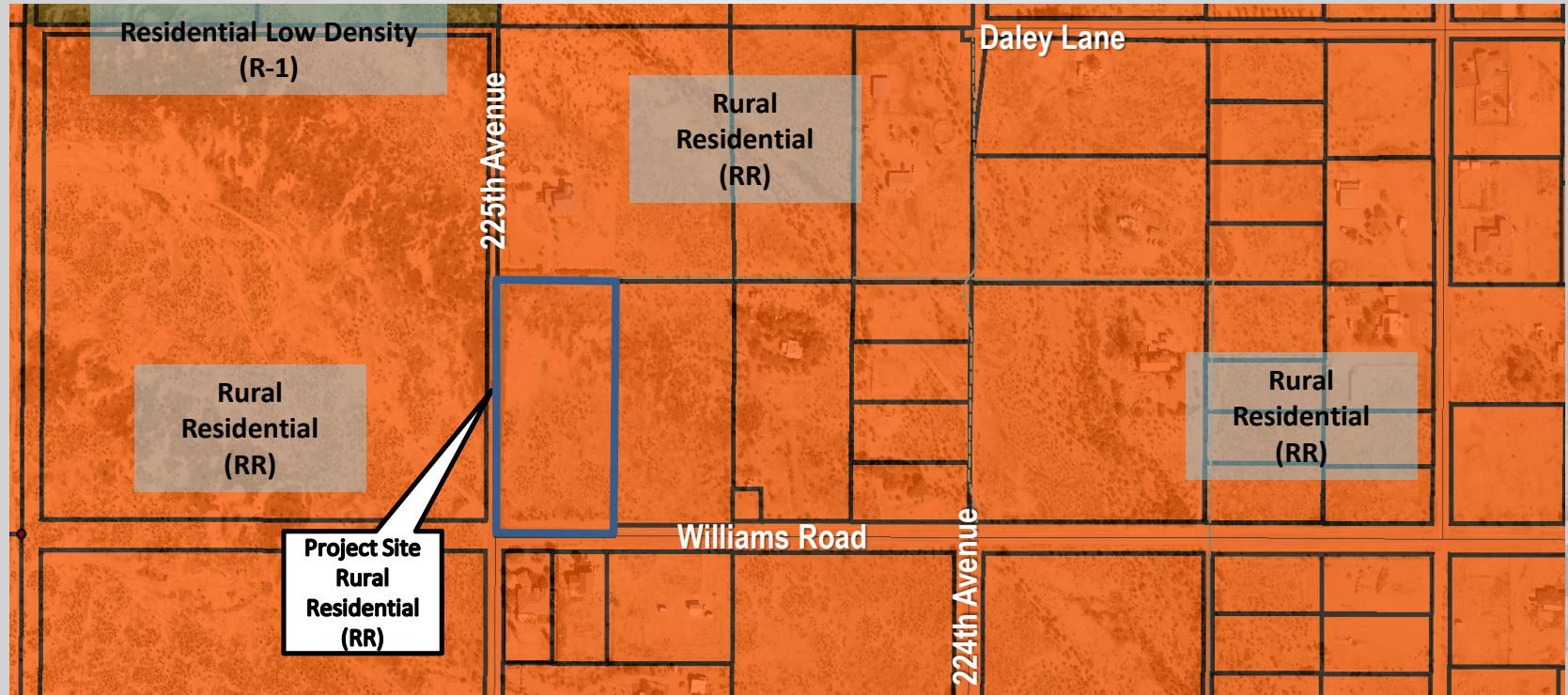
Attachments:

00 Staff Report
01 Vicinity Map
02 Zoning Map
03 Final Plat
04 Plat Exhibit
05 Luke AFB comments
PPT

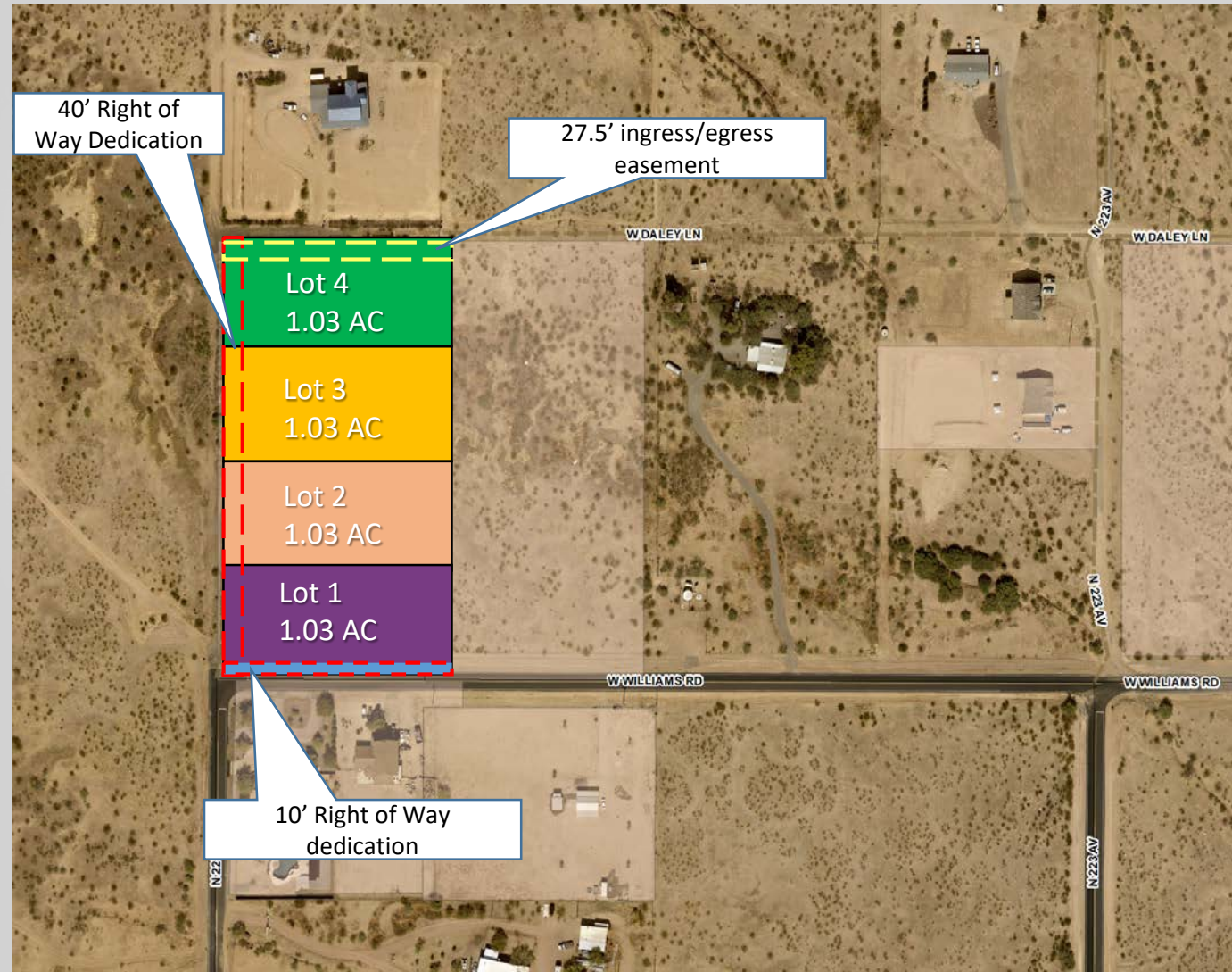
VICINITY MAP



ZONING MAP



Williams 225 Final Plat Exhibit



Christina Sexton

From: Lorraine Nevarez
Sent: Tuesday, October 5, 2021 10:02 AM
To: dlundberg13@cox.net
Subject: FW: FS21-765 Egly and Lundberg - Luke AFB Comments

Donna,

Below you will find the comments from Luke AFB regarding the above referenced plan.

Direct all questions to the contact information listed below.

Best regards,

Lorraine Nevarez

Planning Project Coordinator
City of Surprise | Community Development
16000 N. Civic Center Plaza | Surprise AZ | 85374

www.surpriseaz.gov

623.222.3154 t

623.222.3001 f

From: JAMES, MARK C GS-12 USAF AETC 56 FW/CVE <mark.james.14@us.af.mil>
Sent: Tuesday, October 5, 2021 8:27 AM
To: Lorraine Nevarez <Lorraine.Nevarez@surpriseaz.gov>
Cc: 56 FW/CIT Community Initiative <56FW.CIT.CommunityInitiative@us.af.mil>
Subject: RE: FS21-765 Egly and Lundberg - New Digital Submittal

Nichole,

Thank you for allowing Luke AFB to make comments on the Egly and Lundberg Application. This application is to divide 4.7 acres into 4 lots. The site is located at 225th Ave and Williams Rd in Surprise, AZ. It is approximately .7 miles outside the 2004 Aux-1 JLUS 65 Ldn, "high noise or accident potential zone" as defined by A.R.S. § 28-8461 and is inside the "territory in the vicinity of a military airport" also defined by A.R.S. § 28-8461.

As described in the application, this request will not have a negative impact on Luke AFB Flight Operations. Since the site will be located inside the "territory in the vicinity of a military airport," it will be subjected to approximately 165 over flights per day, as low as 1,500 feet above the ground. We recommend you review the sound attenuation requirements found in A.R.S. § 28-8482. In addition, a strong notification program on the part of the applicant is essential to inform the tenant about Luke AFB operations.

Respectfully,

Mark James

Planning Manager, Community Initiatives Team
Luke AFB AZ 85309
Office: 623-856-9981

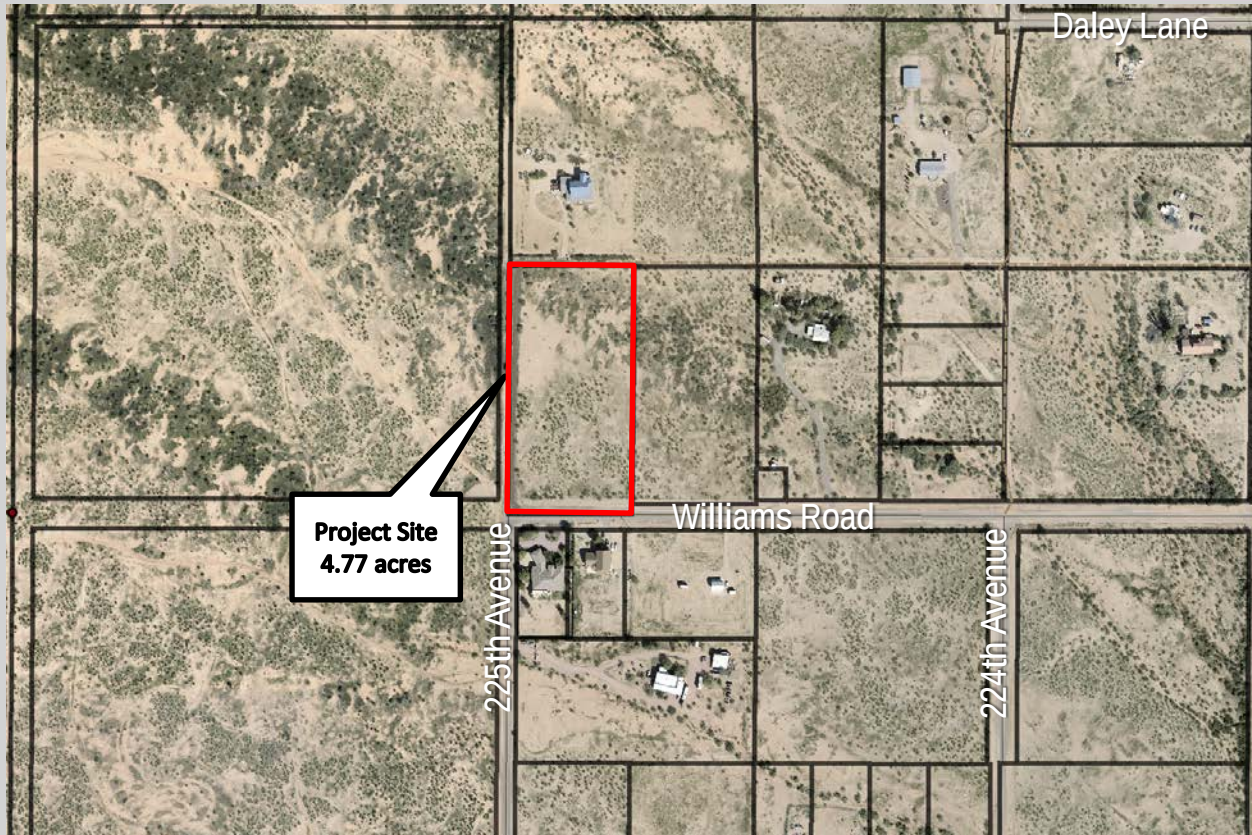


FS21-765

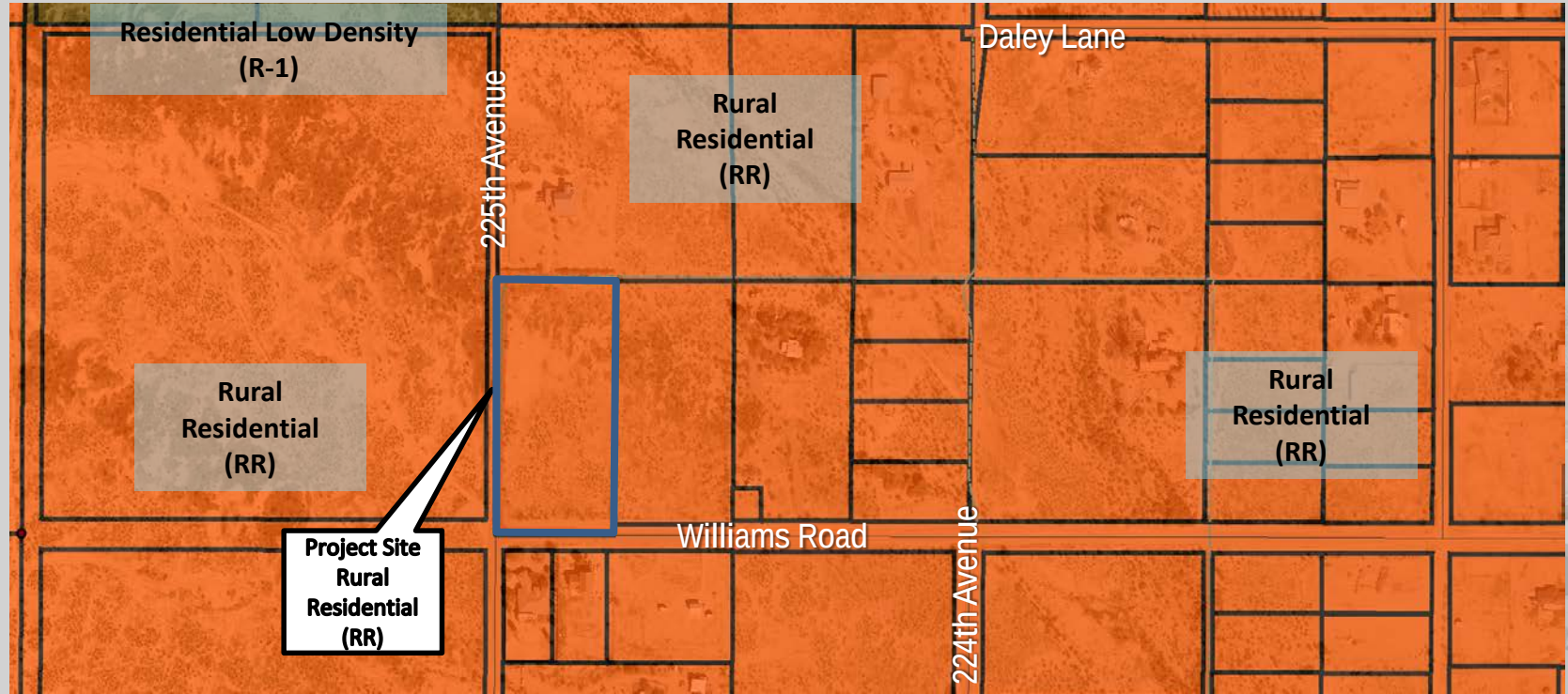
Egly and Lundberg Lot Split - Final Plat

City Council
March 15, 2022

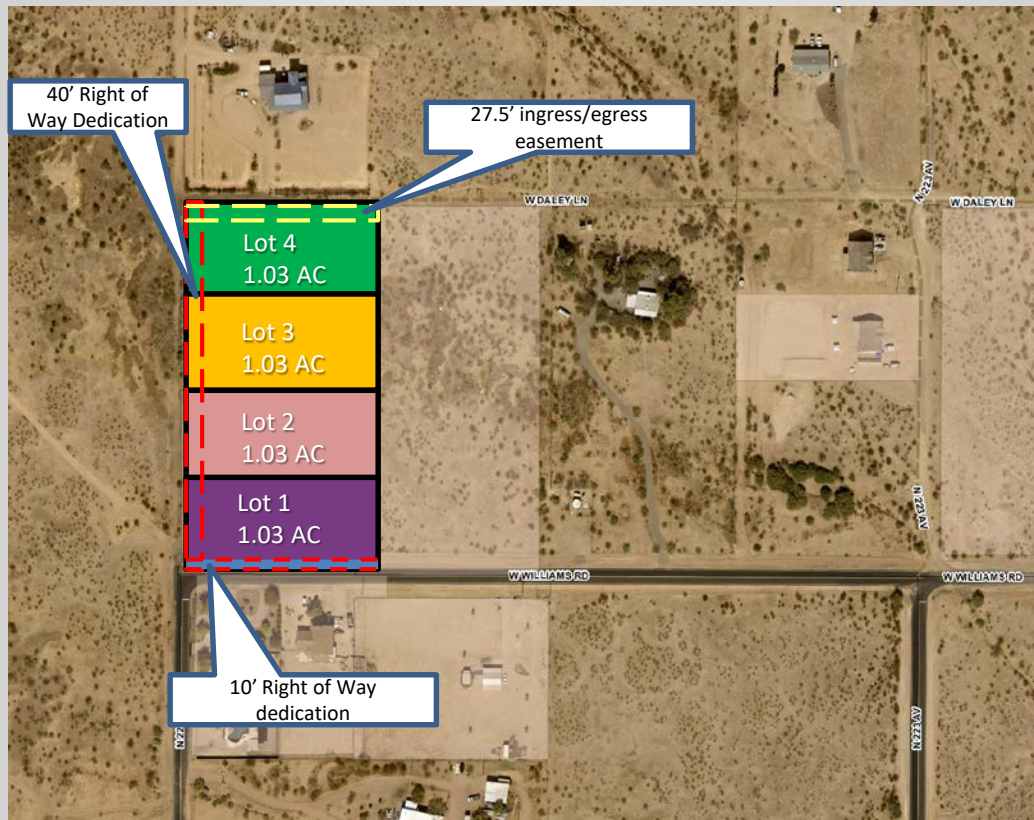
VICINITY MAP



ZONING MAP

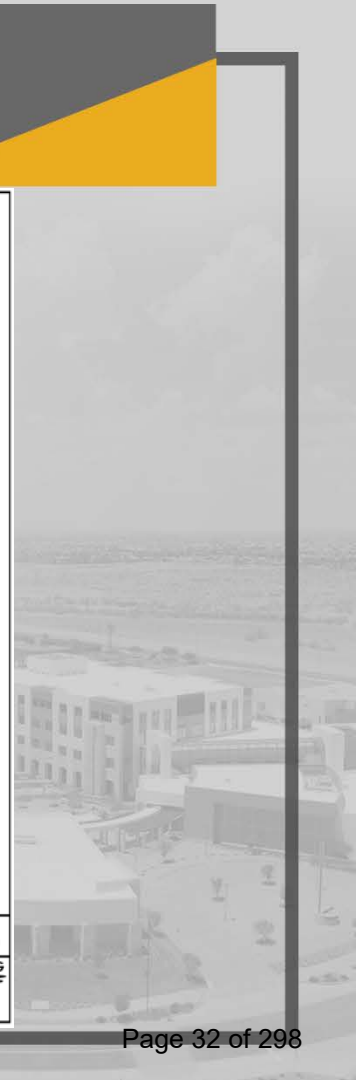


Final Plat Exhibit





Final Plat





SURPRISE
ARIZONA

**QUESTIONS OR
COMMENTS?**

Thank You



CITY OF SURPRISE
Regular City Council Meeting

Council Meeting Date: March 15, 2022 Contact Person: Chris Sexton
Submitting Department: Community Development District: District 1
Staff Recommendations: None

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

Agenda Wording:

Consideration and action pertaining to approval of the Final Plat entitled, “Daley 223” and dated January 12, 2022, a property generally located north of Daley Lane between 223rd Avenue and 224th Avenue; Case FS21-248.

Motion:

I move to approve the Plat entitled “Daley 223” and dated January 12, 2022.

Background:

Richard Egly with Platinum Home Builders, on behalf of CJA Investments, LLC seeks approval of a Final Plat of the subject property.

Objective Analysis:

Approval of the proposed Final Plat will allow the applicant the ability to subdivide the property as proposed.

Policy Compliant:

This proposed Final Plat is consistent with the Surprise General Plan 2035 and the Surprise Land Development Ordinance.

Financial Impact:

While this item does not have an immediate or direct financial impact, ongoing development activity in the City will inevitably have a future financial impact as additional resources are needed to provide city services.

Budget Impact:

There is no anticipated budget impact related to this item.

FTE Impact:

This item does not have an impact on current staffing levels.

ATTACHMENTS:

1. 00-FS21-248 Cox Project - Staff Report
 2. 01-FS21-248 Cox Project - Vicinity Map
 3. 02-FS21-248 Cox Project - Zoning Map
 4. 03-FS21-248 Cox Project - Final Plat
 5. 04-FS21-248 Cox Project - Final Plat Exhibit
 6. 05-FS21-248 Cox Project - Luke Letter
 7. FS21-248 Cox Project - 5 Acre Split Final Plat - Powerpoint
-

FINAL PLAT

REPORT TO THE CITY COUNCIL

Case: FS21-248

Project Name: Cox Project – Final Plat

Council District: 1

City Council Date: March 15, 2022

Planner: Chris Sexton

Owner: CJA Investments, LLC

Applicant: Richard Egly, Platinum Home Builders

Request: Final Plat to subdivide one (1) 4.99 gross acres (approx.) parcel into four (4) parcels.

Site Location: Generally located north of Daley Lane between 223rd Avenue and 224th Avenue

Site Size: Approximately 4.99 acres

Findings:

- The proposed Final Plat is consistent with the Surprise General Plan 2035.
- The proposed Final Plat is consistent with the Surprise Land Development Ordinance.

Alternative Actions: **Approve** – Approval of the proposed Final Plat will allow the applicant the ability to subdivide the property as proposed.
Deny – Denial of the requested Final Plat will prevent the applicant from subdividing the property as proposed.

Additional Information:

Richard Egly with Platinum Home Builders on behalf of CJA Investments, LLC requests approval of a Final Plat entitled "Daley 223" dated January 12, 2022. The 4.99 parcel is zoned Rural Residential (RR) and is generally located north of Daley Road between 223rd Avenue and 224th Avenue. This proposed Final Plat will subdivide one (1) vacant 4.99 gross acres lot into four (4) lots. A 27.5-foot ingress egress easement is provided for access to each individual parcel. Parcel 1 includes a one (1) foot non-vehicular access easement (NVAE) along the northerly and easterly portion of the parcel while Parcel 4 includes a one (1) foot (NVAE) along the southerly and easterly portion of the parcel thereby prohibiting vehicular access.

The square footage for each parcel is below:

- Parcel 1 – 1.47 acres (64,157 square feet)
- Parcel 2 – 1.02 acres (44,413 square feet)
- Parcel 3 – 1.02 acres (44,409 square feet)
- Parcel 4 – 1.47 acres (64,141 square feet)

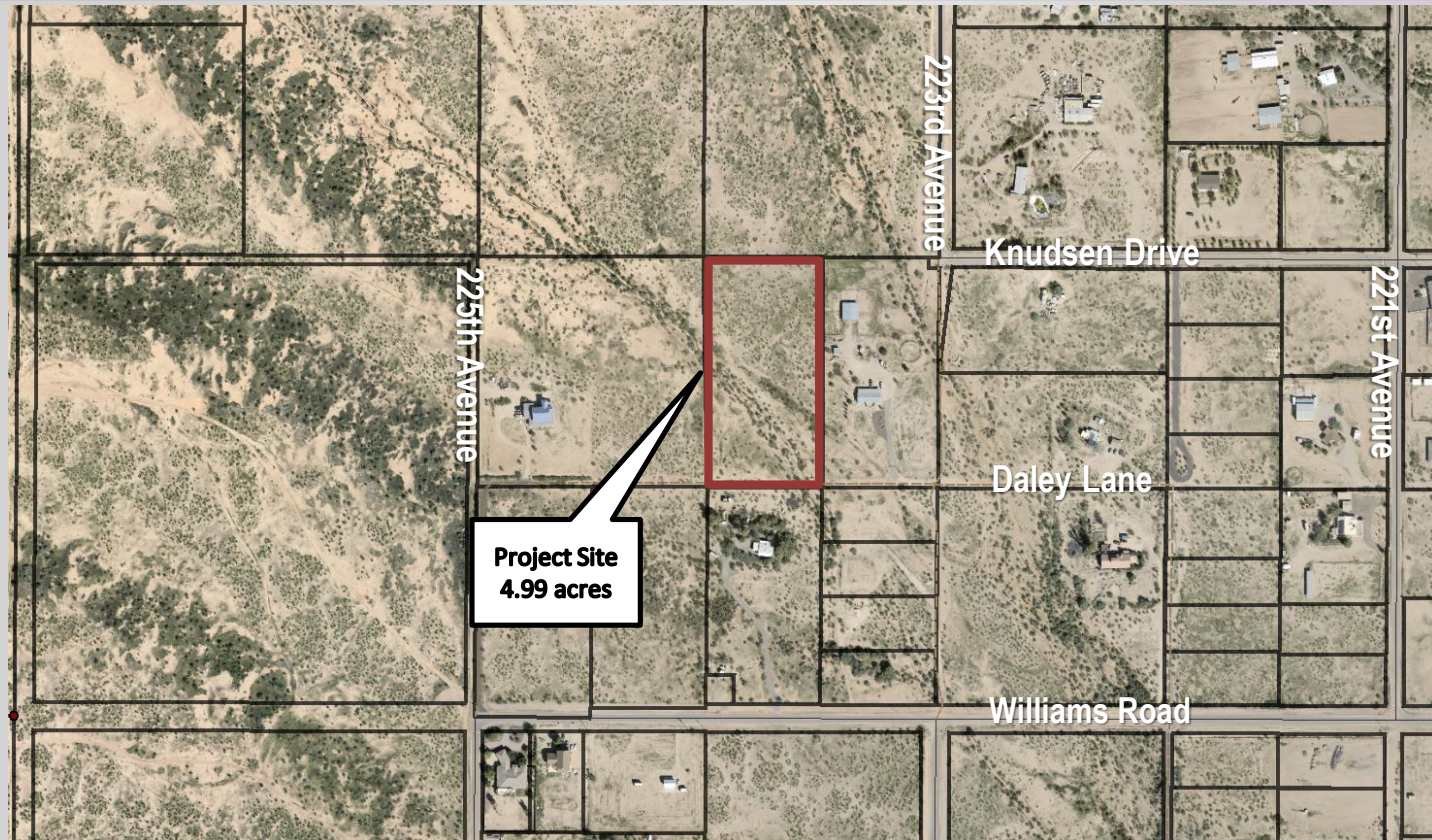
The proposed Final Plat dedicates public easements for access purposes as follows for each lot:

- Parcel 1 – 27.5' ingress egress easement; one-foot NVAE
- Parcel 2 – 27.5' ingress egress easement
- Parcel 3 – 27.5' ingress egress easement
- Parcel 4 – 27.5' ingress egress easement; one-foot NVAE

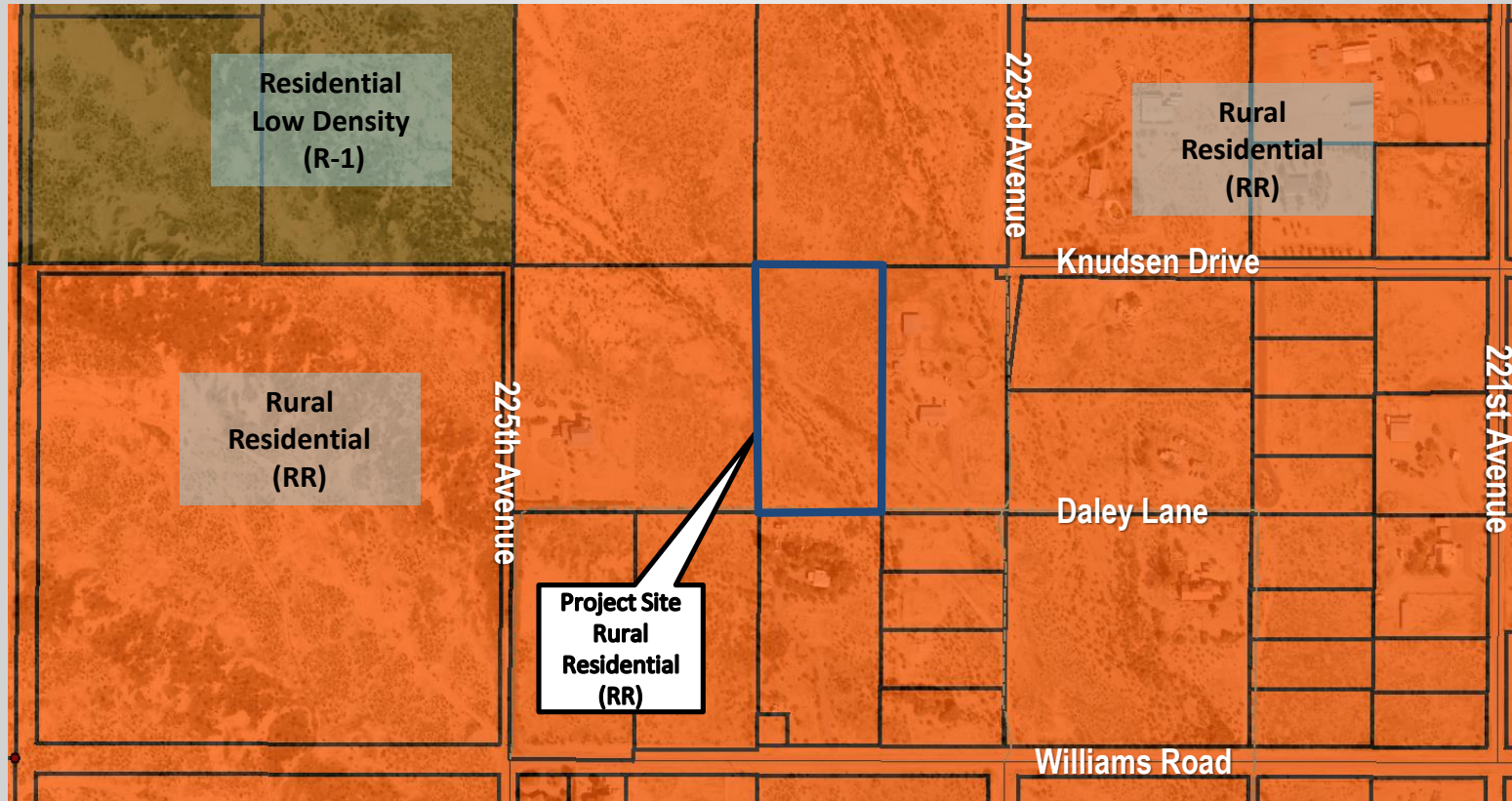
Attachments:

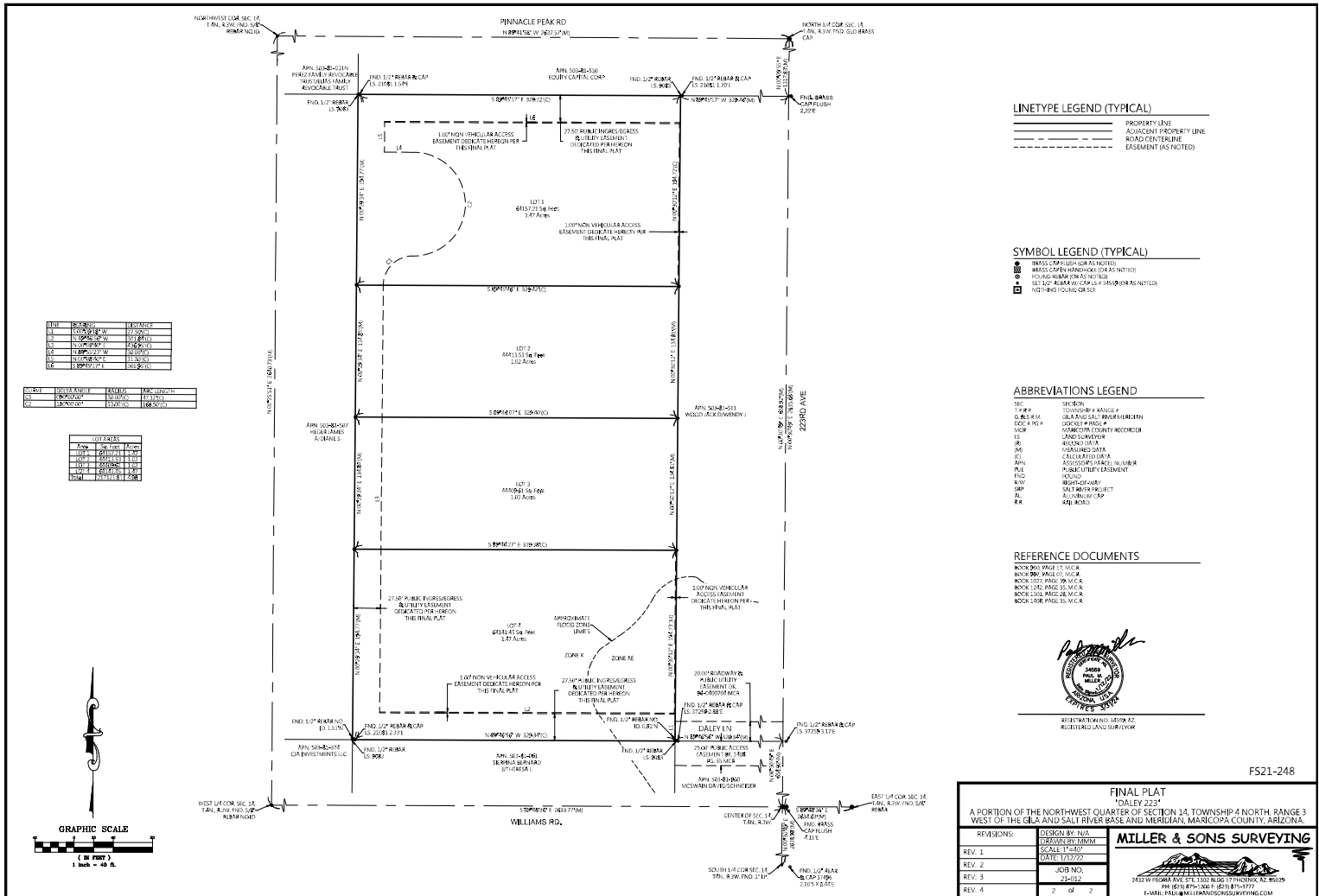
01 Vicinity Map
02 Zoning Map
03 Final Plat
04 Final Plat Exhibit
05 Luke AFB comment
PPT

VICINITY MAP

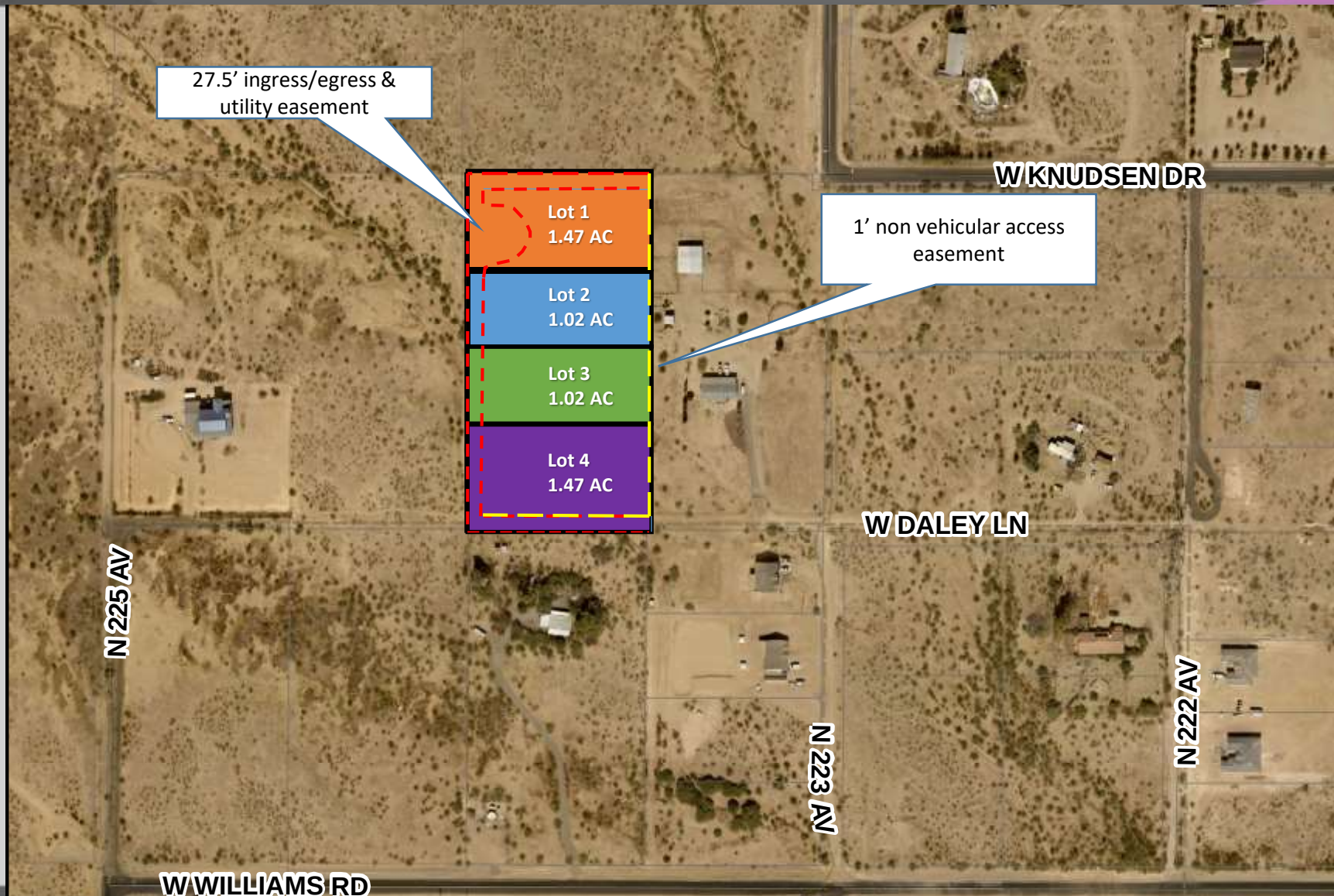


ZONING MAP





Daley 223 Final Plat Exhibit



Christina Sexton

From: JAMES, MARK C GS-12 USAF AETC 56 FW/CVE <mark.james.14@us.af.mil>
Sent: Tuesday, April 20, 2021 9:34 AM
To: Lorraine Nevarez
Cc: 56 FW/CIT Community Initiative
Subject: RE: FS21-248 COX PROJECT - Luke AFB

*****The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.*****

Lorraine,

Thank you for allowing Luke AFB to make comments on the Cox Project Land Division Application. This final plat application is to split and reconfigure 1 parcel into 4 single family custom build lots. The site is located at 223rd Ave and Daley Lane in Surprise, AZ. It is approximately 1 mile outside the Luke AFB Aux-1 JLUS 65 DNL, "high noise or accident potential zone" as defined by A.R.S. § 28-8461 and is inside the "territory in the vicinity of a military airport" also defined by A.R.S. § 28-8461.

As described in the application, this request will not have a negative impact on Luke AFB Flight Operations. Since the site will be located inside the "territory in the vicinity of a military airport," it will be subjected to approximately 165 over flights per day, as low as 1,500 feet above the ground. We recommend you review the sound attenuation requirements found in A.R.S. § 28-8482. In addition, a strong notification program on the part of the applicant is essential to inform the tenant about Luke AFB operations.

Respectfully,

Mark

Mark James

Planning Manager, Community Initiatives Team
Luke AFB AZ 85309
Office: 623-856-9981
DSN: 896-9981

From: Lorraine Nevarez
Sent: Tuesday, March 30, 2021 10:12 AM
To: 56FW.CIT.CommunityInitiative@us.af.mil; Afshin Ahouraiyan (Maricopa) <Afshin.Ahouraiyan@Maricopa.Gov>; Bob Woodring - TEMPX <Bob.Woodring@mail.maricopa.gov>; Chris Cain - MWD <chrisc@mwdaz.com>; Daniel Trujillo <Daniel.Trujillo@surpriseaz.gov>; Debbie Trasancos - MWD <debbiet@mwdaz.com>; Donna Miller <donna.miller@surpriseaz.gov>; Ernest (USPS) <Ernest.L.James@usps.gov>; Greg Welch <greg.welch@surpriseaz.gov>; Ibeth - USPS <Ibeth.L.Roman@usps.gov>; Jerome Choy - ADOT <jchoy@azdot.gov>; Leslie - MWD <lesliej@mwdaz.com>; Mark Frago <fragom@mail.maricopa.gov>; Mary Orta - Surprise Chamber <mary.orta@surpriseregionalchamber.com>; Peter Hughes - FCDX <PeterHughes@mail.maricopa.gov>; Raoul Sada - Surprise Chamber <raoul@surpriseregionalchamber.com>; Richard Hammitt <Richard.Hammitt@aps.com>; Sandy Simmons <Sandy.Simmons@surpriseaz.gov>; Vern Wolfley - MAG <vwolfley@azmag.gov>; Victor.Schaum <Victor.Schaum@cox.com>; Yvonne Aguirre <yvonne.aguirre@swgas.com>
Subject: FS21-248 COX PROJECT - 5 ACRE SPLIT FINAL PLAT NEW SUBMITTAL

Attached please find the **application**, **narrative**, and **final plat** for the above referenced project.

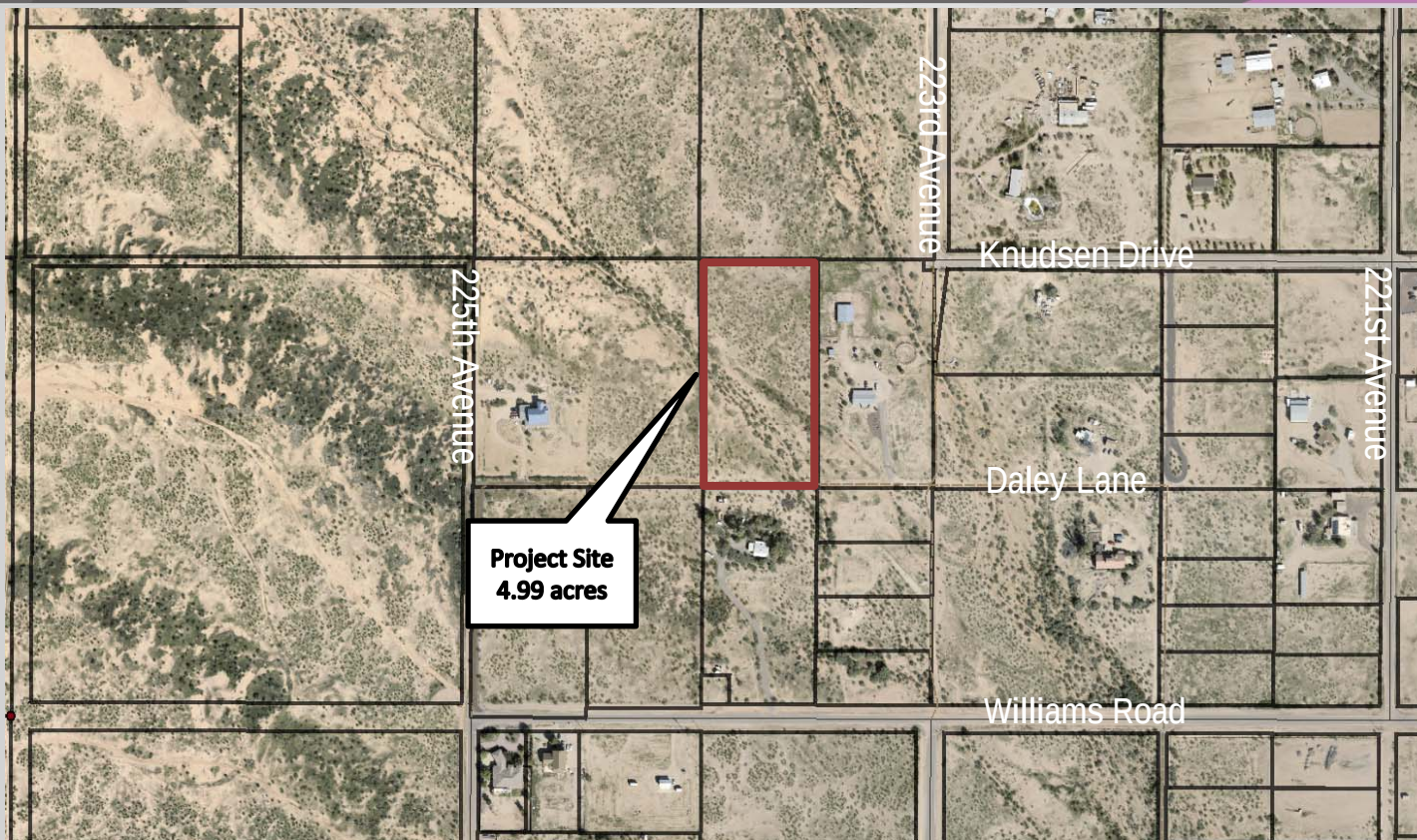


FS21-248

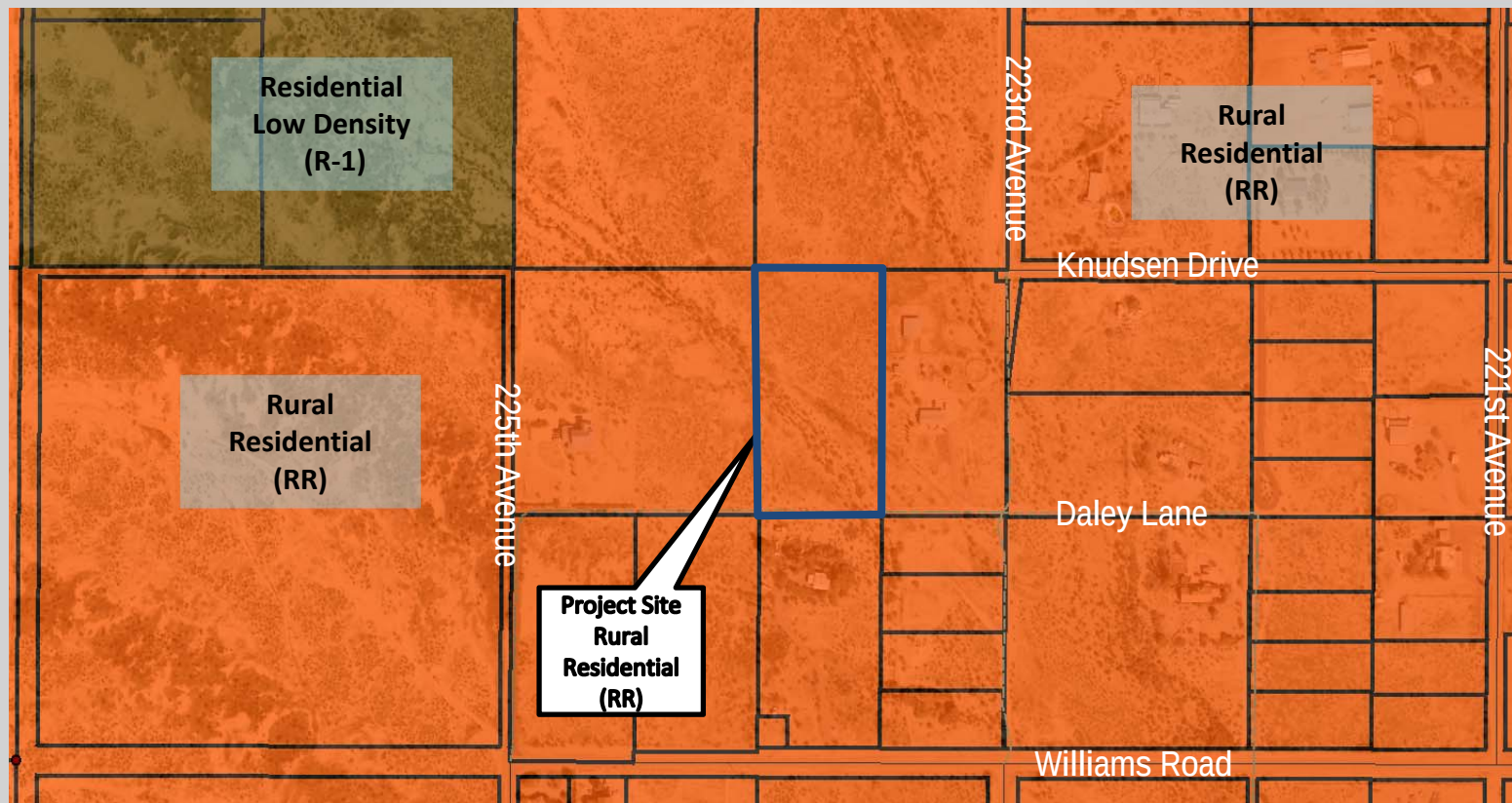
Cox Project - Final Plat

City Council
March 15, 2022

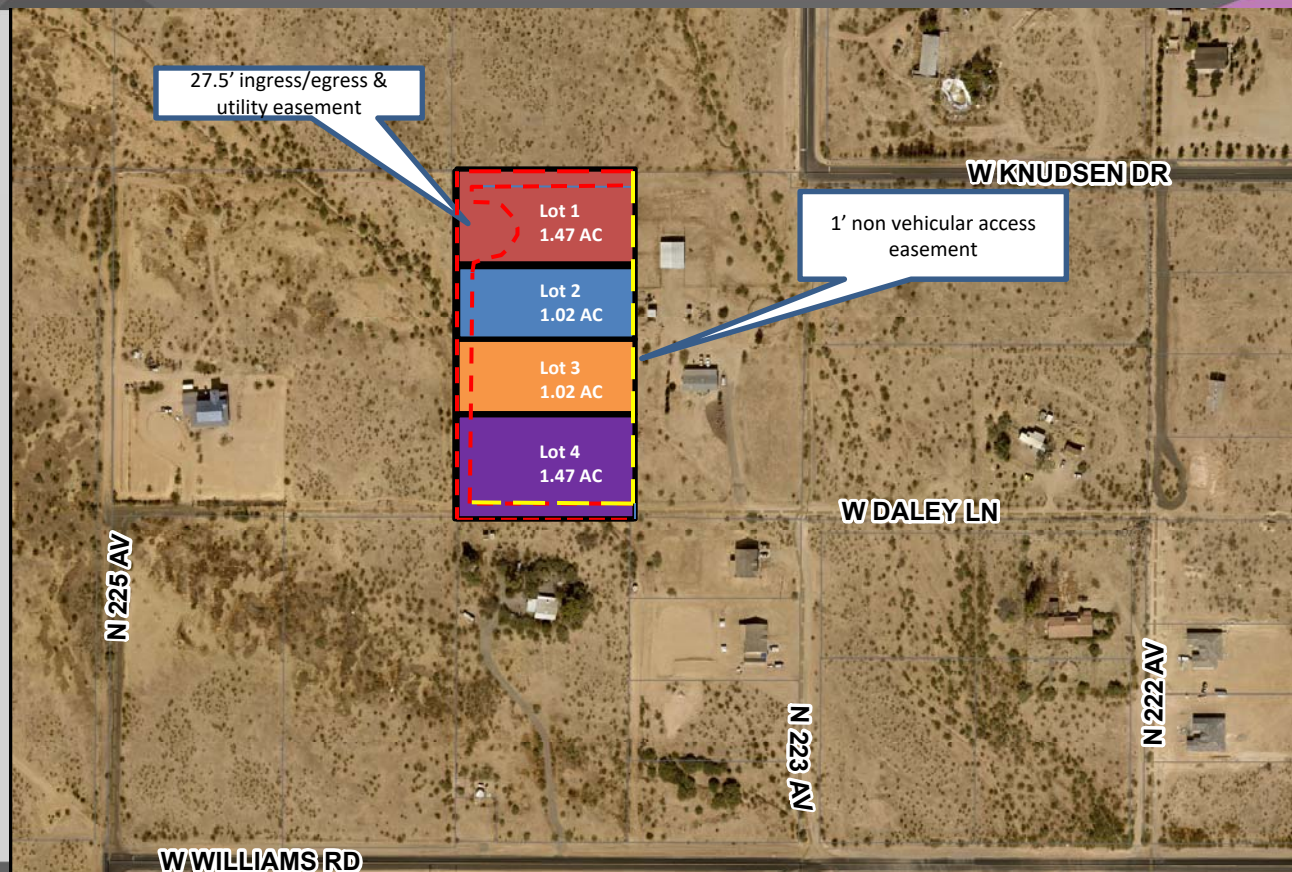
VICINITY MAP



ZONING MAP



Final Plat Exhibit







SURPRISE
ARIZONA

**QUESTIONS OR
COMMENTS?**

Thank You



CITY OF SURPRISE
Regular City Council Meeting

Council Meeting Date: March 15, 2022

Contact Person: Andrea Davis, DIRECTOR -
FINANCE

Submitting Department: Finance

District: Citywide

Staff Recommendations: None

Consent: Yes

Regular: No

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to approval of a Fiscal Year 2022 budget amendment moving budget authority in the amount of \$50,000 within the Water Operations Fund to support increased demand for water meter installations; Resolution #2022-19

Motion:

I move to approve Resolution # 2022-19.

Background:

Annually, the Finance Department in collaboration with Community Development and Water Resource Management Departments project new home and commercial growth in our Surprise water service area based on permits in process and planned future development. These projections are then used as the basis for budgeting the purchase of new water meters. Growth has exceeded projections in FY2022 and additional budget authority is necessary to support this growth.

Objective Analysis:

This action will assure that sufficient resources are available to support the increased demand for water service. No negative impacts are anticipated.

Policy Compliant:

This action is consistent with City and Council policy.

Financial Impact:

This action will allow for an increase of \$50,000 in expenditures on water meters and related supplies.

Budget Impact:

This action will move budget authority within the Water Operations Fund in the amount of \$50,000 from unforeseen expenditures in the Water Resource Management Department to supplies in the Finance Department to increase the budget for water meters. This does not represent an actual transfer of funds, but only a transfer of spending authority. Additionally, these allocations do not increase or

decrease the total adopted citywide expenditure budget.

FTE Impact:

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

ATTACHMENTS:

1. 22.02.08 Resolution 2022-19 Water Meters FINAL
-

RESOLUTION # 2022-19

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, AMENDING THE FISCAL YEAR 2022 BUDGET BY MOVING BUDGET AUTHORITY IN THE AMOUNT OF \$50,000 WITHIN THE WATER OPERATIONS FUND TO SUPPORT CUSTOMER GROWTH.

WHEREAS, the FY2022 budget was adopted including funding for water meter installations to accommodate forecasted growth of single-family residences;

WHEREAS, year-to-date, due to higher growth of single family homes than initially projected, demand for new water meter installations has exceeded initial projections and it is necessary to reallocate \$50,000 within the Water Operations Fund from the services to supplies for the purchase of water meters to support revised growth projections;

WHEREAS, the FY2022 budget, was adopted by Council Resolution #2021-87 on June 1, 2021;

WHEREAS, this action will necessitate a budget amendment; and

WHEREAS, the City of Surprise Administrative Policies requires the approval of the Mayor and Council for budget amendments of this nature.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Surprise, Arizona, as follows.

Section 1. That the statements and schedules attached as *Exhibit A* and incorporated by reference are adopted, amending the budget and Contract Awarding Authority List of the City of Surprise, Arizona for the fiscal year July 1, 2021 through June 30, 2022.

APPROVED AND ADOPTED this ____ day of _____, 2022.

Skip Hall, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney

RESOLUTION # 2022-19

Exhibit A

1. Appropriation - The allocations below represent a movement of budget authority within the Water Operations Fund in the amount of \$50,000 from unforeseen expenditures in the Water Resource Management Department to supplies in the Finance Department to increase the budget for water meters. This action represents a transfer of spending authority and does not increase or decrease the total adopted citywide expenditure budget.

Fund	Department	Project/Category	Rev/ Exp	Current Budget	Increase/ (Decrease)	Amended Budget
Water Operations	Finance	Supplies	E	642,300	50,000	692,300
Water Operations	Water Resource Management	Services	E	5,853,300	(50,000)	5,803,300
Expense Total				6,495,600	-	6,495,600



CITY OF SURPRISE Regular City Council Meeting

Council Meeting Date: March 15, 2022
Submitting Department: Public Works
Staff Recommendations: None

Contact Person: Kristin Tytler, Department Director
District: Citywide

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

Consideration and action pertaining to acceptance of a grant from the Maricopa Association of Governments (MAG) for the purchase of two PM-10 certified street sweepers and reallocate budget authority for the receipt of grant revenue within the Highway User Revenue Capital Fund; Resolution #2022 - 22.

Motion:

I move to approve Resolution #2022-22.

Background:

On July 30th, 2020, the Maricopa Association of Governments (“MAG”) began accepting applications for Congestion Mitigation and Air Quality Improvement (CMAQ) funding for PM-10 certified street sweepers. On June 11th, 2021 MAG Regional Council approved the Tier-3 Closeout Priorities for Federal Fiscal Year 2021 that confirmed that 100 percent of Surprise’s two street sweeper projects were funded in an amount not to exceed Two Hundred Thirty Thousand Six Hundred Fifty Five Dollars (\$230,655) per sweeper, with a 5.7% local match by the City, which was planned in the FY2022 budget in projects A61712 and A61713. The street sweepers have been purchased and are in use by the Public Works Department. The revenue from MAG will reimburse the City and offset the expense that has already occurred.

Objective Analysis:

The Public Works Department desires to accept the grant funding from MAG to offset the cost of two PM-10 certified street sweepers. Approval of this item supports the mission of the Streets - Street Sweeping Division; ensuring that the streets of the City are swept clean of debris on a regular basis.

Policy Compliant:

This action is compliant with the City’s Comprehensive Financial Management Policy and Budget Amendment Policy.

Financial Impact:

If approved, this action will allow for the acceptance of \$461,310 in one-time grant funding to offset the

cost of two PM-10 certified street sweepers. The Highway User Revenue Capital Fund will recognize savings in this amount.

Budget Impact:

This action will reallocate budget authority for the receipt of grant revenue in the amount of \$461,400 from the Contingency Fund to projects A61712 and A61713 within the Highway User Revenue Capital Fund.

FTE Impact:

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

ATTACHMENTS:

1. Surprise PM-10 Certified Street Sweeper Projects For FY 2021 Funding
 2. Res 2022-22 MAG two street sweepers
-

June 11, 2021

Mr. Michael Frazier, Manager
City of Surprise
16000 North Civic Center Plaza
Surprise, Arizona 85374

Dear Mr. Frazier:

On May 10, 2021, the Maricopa Association of Governments (MAG) received notification from the Arizona Department of Transportation (ADOT) that the transposition of federal CMAQ funds for MAG Highway User Revenue Funds has been completed for the Prioritized List of Proposed PM-10 Certified Street Sweepers for FY 2021. On December 2, 2020, the MAG Regional Council approved the Prioritized List of Proposed PM-10 Certified Street Sweepers for FY 2021 Congestion Mitigation and Air Quality Improvement (CMAQ) Funding. Two PM-10 certified street sweeper projects requested by the City of Surprise have been approved for FY 2021 funding for an amount not to exceed \$230,655 for each sweeper (see Attachment One). The City of Surprise may proceed with the purchase of the proposed street sweeper projects for FY 2021. In the project applications, the City of Surprise agreed to provide a 5.7 percent cash match. **We are requesting that the FY 2021 street sweepers be purchased and the reimbursement request be sent to MAG by June 11, 2022.**

For the FY 2021 street sweepers, the procurement process has changed. MAG member agencies may procure their own street sweepers. Reimbursement requests are to be sent to MAG. After MAG reviews the reimbursement request, MAG will send the reimbursement documentation to ADOT and then ADOT will issue the reimbursement check to the local agencies. Additional details are provided below.

1. Eligibility - Eligible street sweepers are defined as those which have been certified by the South Coast Air Quality Management District (SCAQMD) as meeting the SCAQMD Rule 1186 certification standards. The most recent list of Certified Street Sweepers Under SCAQMD Rule 1186 is dated June 12, 2019 (see Attachment Two). It is assumed that, at a minimum, the grant funded street sweepers will be used in accordance with the lane miles and sweeping cycle submitted with the project applications.

2. Procurement – For the FY 2021 street sweeper projects, MAG member agencies may procure their PM-10 certified street sweepers. The procurement of the street sweepers must conform to applicable federal and state procurement regulations for the purchase of the certified street sweeper. Since the region has not received any Federal Highway Administration (FHWA) Buy America waivers for FY 2021 street sweepers, the federal CMAQ funds cannot be used. In May 2021, ADOT completed the transposition of federal CMAQ funds for MAG Highway User Revenue Funds for the Prioritized List of Proposed PM-10 Certified Street Sweepers for FY 2021.

Currently, PM-10 Certified Street Sweepers do not meet the Federal Highway Administration's Buy America requirements for containing 100 percent domestic content for steel, iron, and manufactured products. In July 2019, ADOT conducted an alternate bidding process that is permitted under FHWA regulations to waive the applicability of Buy America requirements. Through this process, ADOT determined that there are no street sweeper manufacturers that can meet FHWA's Buy America requirements. In January 2020, ADOT submitted a Buy America waiver request to FHWA that included the remaining street sweeper projects for fiscal years 2019 and 2020, as well as for 2021 and 2022. The FHWA has not approved the requested waivers.

3. Annual Inventory - According to ADOT policy, MAG is responsible for conducting and submitting an annual inventory of the certified street sweepers owned by the jurisdictions to ADOT by October 31. For the annual inventory, MAG will contact the jurisdictions to obtain information on each street sweeper.
4. Reimbursement - MAG is requesting that the sweepers be purchased and reimbursement request be sent to MAG by **June 11, 2022**. Additional costs for equipment beyond the specifications necessary for compliance with Rule 1186-certification are not eligible for reimbursement. Examples of additional street sweeper equipment not eligible for reimbursement are provided in Attachment Three.

Within 30 days after payment for the street sweeper, submit a copy of the vendor invoice along with all back-up documentation to the attention of Dean Giles at MAG. MAG will review the reimbursement request, ADOT Payment Report Form, and send the invoice documentation to ADOT and ADOT will reimburse the City of Surprise for an amount not to exceed \$230,655 for each FY 2021 sweeper.

Documentation that includes a description of the street sweeper, the vehicle identification number, name of title holder, the cost of the vehicle (copy of invoice with detailed cost information on optional equipment, bill of sale, etc.), and the location where the sweeper is kept when it is not in use, should be provided. Also, please provide the name of the contact person for the sweeper and telephone number.

5. Disposition – **The ADOT Federal Property Management Standards (see Attachment Four) requires that each jurisdiction obtain ADOT approval prior to disposal of a grant funded street sweeper.** Each jurisdiction is to request disposal of a street sweeper in writing to MAG. MAG will send the request to ADOT, and MAG will in turn forward the ADOT response back to the jurisdiction.

For disposal of an older grant funded street sweeper through any means, the federal awarding agency is entitled to a share of the proceeds. According to the ADOT Federal Property Management Standards for disposition through a trade-in or sale, an amount of the proceeds entitled to the federal awarding agency will be calculated and applied toward the cost of the new street sweeper and an amount based on the percentage of the jurisdiction's participation in the original sweeper may be used to offset the amount of local cash match required.

On December 2, 2020, the MAG Regional Council approved the prioritized list of proposed PM-10 certified street sweeper projects for FY 2021 CMAQ funding. Also, on January 27, 2021, the MAG Regional Council approved the FY 2021 Closeout Programming that includes an additional \$1,607,225 in FY 2021 CMAQ funding to fully fund the remaining street sweepers on the prioritized list.

If you have any questions or require additional information, please contact Dean Giles at 602-452-5013 or dgiles@azmag.gov.

Sincerely,



Eric J. Anderson
Executive Director

cc: John McFarland, Streets Supervisor, Surprise
Mike Gent, Deputy City Manager/Public Works Director, Surprise
Jodi Tas, Government Relations Administrator, Surprise

Prioritized List of Proposed PM-10 Certified Street Sweeper Projects for FY 2021 CMAQ Funding **Approved by the MAG Regional Council on December 2, 2020**

\$1,422,300 in CMAQ Funding is Available for Sweeper Projects ***

										Supplemental Information			
Agency	Federal Cost	Local Cost	Total Cost*	Daily Emission Reduction (Kilograms /day)	Cost-Effectiveness (CMAQ dollar cost per annual metric ton reduced)	The requested certified street sweeper will:				Have local resources been committed such as staff or equipment to support the operation of the sweeper?		Please indicate in what geographical area(s) the requested certified street sweeper will operate	Number of certified street sweepers owned and operated by your agency. **
						Replace non-certified sweeper	Expand Area Swept	Increase Sweeping Frequency	Replace older certified sweeper	Yes	No		
Phoenix #1	\$284,214	\$17,179	\$301,393	282	\$393				✓	✓		Camelback Rd. to South Mountain; 107 th Ave. to Central Ave. (map area 35-5).	36
Phoenix #2	\$284,214	\$17,179	\$301,393	223	\$497				✓	✓		New River Rd. to Pinnacle Peak Rd.; 51 st Ave. to Scottsdale Rd. (map area 35-4).	36
Phoenix #4	\$284,214	\$17,179	\$301,393	203	\$545				✓	✓		Pinnacle Peak Rd. to Camelback Rd.; 51 st Ave. to 40 th St. (map area 35-6).	36
Phoenix #3	\$284,214	\$17,179	\$301,303	177	\$626				✓	✓		New River Rd. to Pinnacle Peak Rd.; 51 st Ave. to Scottsdale Rd. (map area 35-4).	36

										Supplemental Information			
Agency	Federal Cost	Local Cost	Total Cost*	Daily Emission Reduction (Kilograms /day)	Cost-Effectiveness (CMAQ dollar cost per annual metric ton reduced)	The requested certified street sweeper will:				Have local resources been committed such as staff or equipment to support the operation of the sweeper?		Please indicate in what geographical area(s) the requested certified street sweeper will operate	Number of certified street sweepers owned and operated by your agency. **
						Replace non-certified sweeper	Expand Area Swept	Increase Sweeping Frequency	Replace older certified sweeper	Yes	No		
Chandler	\$247,497	\$14,960	\$262,457	120	\$804				✓	✓		S. Lindsey Rd. to S. Price Rd; E. Pecos Rd. to E. Chandler Heights Rd.	10
Glendale ++	\$318,031	\$19,224	\$337,255	73	\$1,707				✓	✓		Citywide	6
Subtotal	\$1,702,384												
Amount Available	\$1,422,300												
Balance	(\$280,084)												
Mesa	\$332,557	\$20,102	\$352,659	54	\$2,398				✓	✓		Baseline Rd. to Williams Field Rd.; Ellsworth Rd. to Meridian Rd. Stapley Dr. to Higley Rd.; Baseline Rd. to University Dr.	7
Surprise #1	\$230,655	\$13,942	\$244,597	25	\$3,541				✓	✓		Bell Rd. and Dysart Rd. east to Bell and 115 th Ave. Grand Ave and 163 rd Ave. north to Dixileta. Jomax Rd. and 175 th Ave. east to Jomax and 147 th Ave.	8

										Supplemental Information			
Agency	Federal Cost	Local Cost	Total Cost*	Daily Emission Reduction (Kilograms /day)	Cost-Effectiveness (CMAQ dollar cost per annual metric ton reduced)	The requested certified street sweeper will:				Have local resources been committed such as staff or equipment to support the operation of the sweeper?		Please indicate in what geographical area(s) the requested certified street sweeper will operate	Number of certified street sweepers owned and operated by your agency. **
						Replace non-certified sweeper	Expand Area Swept	Increase Sweeping Frequency	Replace older certified sweeper	Yes	No		
Surprise #2	\$230,655	\$13,942	\$244,597	25	\$3,541				✓	✓		Bell Rd. and Dysart intersection west to Bell Rd. and 183 rd Ave. Bell Rd. and Dysart intersection south and west to Dysart and Peoria, and west until Peoria and Perryville intersection.	8
Buckeye #2	\$266,637	\$16,117	\$282,754	3	\$38,517		✓			✓		Citywide	6
Buckeye #1	\$266,637	\$16,117	\$282,754	2	\$57,288		✓			✓		Citywide	6
Total	\$3,029,525												

Applications for Buckeye #1 and #2, Chandler, Glendale, Phoenix #1, #2, #3 and #4, and Surprise #1 and #2 indicate sweeping within four miles of a PM-10 monitor.

Applications for Phoenix #1 indicates sweeping in Salt River Area.

* Total cost for the CMAQ eligible portion of the project; excludes ineligible equipment.

** The total number of certified street sweepers owned and operated by the agency, regardless of funding source.

++ For the Glendale sweeper project, initial funding of \$37,947 is available in FY 2021 CMAQ. The remaining \$280,084 of the \$318,031 requested for the project may become available due to year-end closeout including any additional funding received by the region.

+++ On January 27, 2021, the MAG Regional Council approved the FY 2021 Closeout Programming that includes an additional \$1,607,225 in FY 2021 CMAQ funding to fully fund the remaining street sweepers.



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4182

(909) 396-2000 www.aqmd.gov

CERTIFIED STREET SWEEPERS UNDER South Coast AQMD RULE 1186 (AS OF JUNE 12, 2019)

South Coast AQMD Rule 1186 requires local governments within the South Coast Air Quality Management District (see Figure below) to procure certified street sweepers for new equipment purchases or new street sweeping contracts made after January 1, 2000 (there are no retrofit requirements under Rule 1186).

Various South Coast AQMD regulations also require procurement of certified street sweepers to implement specific rule requirements. This list of equipment is updated periodically based on certifications test results and in response to new information.

The South Coast AQMD Governing Board adopted Rule 1186 street sweeper testing and certification procedures in September of 1999. Enclosed is a list of equipment that has met the Rule 1186 certification standards. (The equipment may either be new or upgraded to meet certification specifications). Questions on equipment capabilities and options should be directed to your local distributor and/or the manufacturer. Questions regarding the Rule requirements can be directed to Area Sources, at (909) 396-2390, or areasources@aqmd.gov.



Cleaning the air that we breathe...

* Additional sweepers may be certified based on future tests. You can call 1 (800) CUT-SMOG or visit www.aqmd.gov for the most recent list of Rule 1186 certified equipment.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (South Coast AQMD)

RULE 1186 CERTIFIED* STREET SWEEPERS AS OF June 12, 2019

THE FOLLOWING IS A LIST OF STREET SWEEPING EQUIPMENT THAT HAS CURRENTLY BEEN CERTIFIED FOR South Coast AQMD RULE 1186. ALL CERTIFIED EQUIPMENT MUST BE OPERATED AND MAINTAINED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS. FUTURE TESTING MAY QUALIFY ADDITIONAL EQUIPMENT. CALL 1 (800) CUT-SMOG FOR THE CURRENT LIST.



MAKE*	MODEL*	DUST CONTROL SYSTEMS*
CHALLENGER MANUFACTURING	CHALLENGER	• THREE (3) 0.03 INCH DIAMETER ORIFICE NOZZLES LOCATED AT EACH SIDE BROOM • FOUR (4) 0.03 INCH DIAMETER ORIFICE NOZZLES CENTRALLY LOCATED BETWEEN THE MAIN BROOM AND THE CONVEYOR • WATER PUMP TO PROVIDE 25 POUNDS PER SQUARE INCH WATER PRESSURE DURING OPERATION; MAXIMUM OF 45 POUNDS PER SQUARE INCH
CURBTENDER* (*formerly Wayne Sweepers)	CENTURION	• SEVEN (7) 0.0925 INCH DIAMETER ORIFICE NOZZLES ON SPRAY BAR UNDERNEATH THE CAB • TWO (2) 0.0925 INCH DIAMETER ORIFICE NOZZLES PER GUTTER BROOM • (GUTTER BROOMS CAN BE OPERATED WITHOUT WATER SPRAYS IF FULLY ENCLOSED SHROUD SYSTEM IS UTILIZED AND MAINTAINED PER THE MANUFACTURERS SPECIFICATIONS) • THREE (3) 0.0925 INCH DIAMETER ORIFICE NOZZLES ON SPRAY BAR ABOVE CONVEYOR • 300 GALLON WATER TANK • WATER PUMP TO PROVIDE MINIMUM OF SEVEN GALLONS PER MINUTE • SINGLE FAN VACUUM SYSTEM • GLAZED, POLYESTER FILTER SYSTEM (MAINTAINED TO ENSURE PROPER INTEGRITY)

* In order to ensure compliance with Rule 1186 requirements, all certified equipment must be operated and maintained in accordance with the manufacturer's specifications. End users are responsible for ensuring that the dust control systems are in place for each certified sweeper.

Note: The make and model of the sweeper must have the dust control system(s) specified above to be in compliance. (Standard or older models may not have all the systems). Please contact the manufacturer if you would like to ensure that your sweeper(s) are Rule 1186 compliant.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (South Coast AQMD)

RULE 1186 CERTIFIED* STREET SWEEPERS AS OF June 12, 2019

THE FOLLOWING IS A LIST OF STREET SWEEPING EQUIPMENT THAT HAS CURRENTLY BEEN CERTIFIED FOR South Coast AQMD RULE 1186. ALL CERTIFIED EQUIPMENT MUST BE OPERATED AND MAINTAINED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS. FUTURE TESTING MAY QUALIFY ADDITIONAL EQUIPMENT. CALL 1 (800) CUT-SMOG FOR THE CURRENT LIST.



CURBTENDER* (*formerly Wayne Sweepers)	GLADIATOR	• THREE (3) 0.0925 INCH DIAMETER ORIFICE NOZZLES LOCATED AT EACH SIDE BROOM • SIX (6) 0.0925 INCH DIAMETER ORIFICE NOZZLES ACROSS FRONT BUMPER • FOUR (4) 0.0925 INCH DIAMETER ORIFICE NOZZLES AT THE REAR BROOM • WATER PUMP TO PROVIDE 60 POUNDS PER SQUARE INCH WATER PRESSURE
CURBTENDER* (*formerly Wayne Sweepers)	WARRIOR	• THREE (3) 0.0925 INCH DIAMETER ORIFICE NOZZLES LOCATED AT EACH SIDE BROOM • SIX (6) 0.0925 INCH DIAMETER ORIFICE NOZZLES ACROSS FRONT BUMPER • WATER PUMP TO PROVIDE 60 POUNDS PER SQUARE INCH WATER PRESSURE

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SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (South Coast AQMD)

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MAKE*	MODEL*	DUST CONTROL SYSTEMS*
ELGIN	AIR CUB (LX/DX) CROSSWIND FURY	• DIAMOND GRID DUST SEPARATION SCREEN • LOUVERED CENTRIFUGAL DUST SEPARATOR • ONE (1) 0.06 INCH DIAMETER ORIFICE NOZZLE CENTRALLY LOCATED ABOVE FAN INLET IN THE HOPPER • TWO (2) 0.047 INCH DIAMETER ORIFICE NOZZLES LOCATED INSIDE THE SUCTION TUBE • FOUR (4) 0.051 INCH DIAMETER ORIFICE NOZZLES LOCATED AT EACH SIDE BROOM • PUMP TO PROVIDE 40 POUNDS PER SQUARE INCH WATER PRESSURE
ELGIN	CROSSWIND J	• DIAMOND GRID DUST SEPARATION SCREEN • S-TRAP CENTRIFUGAL SEPARATOR • FOUR (4) 0.06 INCH DIAMETER ORIFICE NOZZLES LOCATED INSIDE HOPPER • THREE (3) 0.059 INCH DIAMETER ORIFICE NOZZLES LOCATED INSIDE SUCTION TUBE • THREE (3) 0.057 INCH DIAMETER ORIFICE NOZZLES LOCATED AT EACH SIDE BROOM • WATER PUMP TO PROVIDE 80 POUNDS PER SQUARE INCH WATER PRESSURE
ELGIN	PELICAN P & S PELICAN S E (WET SUPPRESSION)	• FOUR (4) 0.06 INCH DIAMETER ORIFICE NOZZLES CENTRALLY LOCATED BETWEEN THE MAIN BROOM AND THE CONVEYOR • TWO (2) 0.057 INCH DIAMETER ORIFICE NOZZLES LOCATED AT EACH GUTTER BROOM • WATER PUMP TO PROVIDE 80 POUNDS PER SQUARE INCH WATER PRESSURE
ELGIN	PELICAN P (WATERLESS SUPPRESSION)	• GUTTER/MAIN BROOM FULLY ENCLOSED SHROUD SYSTEM • ONE OR TWO CENTRIFUGAL DUST EVACUATION FAN(S) TO PROVIDE SUBSTANTIALLY SIMILAR AIRFLOW WITHIN A NORMAL OPERATING RANGE • SYNTHETIC MULTI-POCKET FILTER WITH HYDRAULIC SHAKER FOR DUST REMOVAL

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MAKE*	MODEL*	DUST CONTROL SYSTEMS*
ELGIN	PELICAN P (COMBINATION)	ALL OF THE FEATURES OF THE WET AND WATERLESS SUPPRESSION PELICAN P STREETSWEeper WITH THE EQUIPMENT OPERATED IN EITHER THE WET OR WATERLESS MODE
ELGIN	EAGLE E EAGLE F EAGLE (CNG) BROOM BEAR ROAD WIZARD	- FOUR (4) 0.06 INCH DIAMETER ORIFICE NOZZLES CENTRALLY LOCATED BETWEEN THE MAIN BROOM AND THE CONVEYOR - THREE (3) 0.057 INCH DIAMETER ORIFICE NOZZLES LOCATED AT EACH GUTTER BROOM - WATER PUMP TO PROVIDE 80 POUNDS PER SQUARE INCH WATER PRESSURE
ELGIN	EAGLE F (WATERLESS)	- GUTTER/MAIN BROOM FULLY ENCLOSED SHROUD SYSTEM - CENTRIFUGAL DUST EVACUATION FAN - SYNTHETIC MULTI-POCKET FILTER WITH HYDRAULIC SHAKER FOR DUST CONTROL
ELGIN	EAGLE F (COMBINATION)	ALL OF THE FEATURES OF THE WET AND WATERLESS EAGLE F STREET SWEEPER WITH THE EQUIPMENT OPERATED IN EITHER THE WET OR WATERLESS MODE
ELGIN	GEOVAC	- DIAMOND GRID DUST SEPARATION SCREEN - FOUR (4) 0.06 INCH DIAMETER ORIFICE NOZZLES CENTRALLY LOCATED IN THE HOPPER - TWO (2) 0.059 INCH DIAMETER ORIFICE NOZZLES LOCATED INSIDE THE SUCTION TUBE - TWO (2) 0.057 INCH DIAMETER ORIFICE NOZZLES LOCATED AT EACH SIDE BROOM - FOUR (4) 0.06 INCH DIAMETER ORIFICE NOZZLES LOCATED AT THE EXTENSION BROOM - WATER PUMP TO PROVIDE 80 POUNDS PER SQUARE INCH WATER PRESSURE

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MAKE*	MODEL*	DUST CONTROL SYSTEMS*
ELGIN	WHIRLWIND MV	• DIAMOND GRID DUST SEPARATION SCREEN • FOUR (4) 0.06 INCH DIAMETER ORIFICE NOZZLES CENTRALLY LOCATED IN THE HOPPER • TWO (2) 0.059 INCH DIAMETER ORIFICE NOZZLES LOCATED INSIDE THE SUCTION TUBE • TWO (2) 0.057 INCH DIAMETER ORIFICE NOZZLES LOCATED AT EACH SIDE BROOM • FOUR (4) 0.60 INCH DIAMETER ORIFICE NOZZLES LOCATED AT THE EXTENSION BROOM • PUMP TO PROVIDE 80 POUNDS PER SQUARE INCH WATER PRESSURE
GLOBAL ENVIRONMENTAL PRODUCTS	M3 R3 M4 M4 HSD	• ENCLOSED ELEVATOR SYSTEM • STEEL OR MIXED POLYESTER MAIN PICK UP BROOM • ONE (1) 0.072 INCH DIAMETER ORIFICE NOZZLE PER EACH GUTTER BROOM • TWO (2) 0.036 INCH DIAMETER ORIFICE NOZZLES PER EACH SIDE OF THE MAIN PICK UP BROOM • THREE (3) 0.057 INCH DIAMETER ORIFICE NOZZLES IN SPRAY BAR LOCATED BEHIND THE MAIN PICK UP BROOM • TWO (2) 0.036 INCH DIAMETER ORIFICE NOZZLES IN SPRAY BAR LOCATED UNDERNEATH THE CAB • WATER PUMP TO PROVIDE 40 POUNDS PER SQUARE INCH WATER PRESSURE
JOHNSTON	310	• FOUR (4) 0.072 INCH DIAMETER ORIFICE NOZZLES LOCATED IN FRONT SPRAY BAR • TWO (2) 0.072 INCH DIAMETER ORIFICE NOZZLES PER EACH GUTTER BROOM • ONE (1) 0.026 INCH DIAMETER ORIFICE NOZZLE LOCATED IN THE FAN SUCTION HOOD • WATER PUMP TO PROVIDE 50 POUNDS PER SQUARE INCH WATER PRESSURE

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MAKE*	MODEL*	DUST CONTROL SYSTEMS*
JOHNSTON	3000 MX450 4000 4000 SDS MST 350	- ENCLOSED ELEVATOR SYSTEM - STEEL OR MIXED POLYESTER MAIN PICK UP BROOM - ONE (1) 0.072 INCH DIAMETER ORIFICE NOZZLE PER EACH GUTTER BROOM - TWO (2) 0.036 INCH DIAMETER ORIFICE NOZZLES PER EACH SIDE OF THE MAIN PICK UP BROOM - THREE (3) 0.057 INCH DIAMETER ORIFICE NOZZLES IN SPRAY BAR LOCATED BEHIND THE MAIN PICK UP BROOM - TWO (2) 0.036 INCH DIAMETER ORIFICE NOZZLES IN SPRAY BAR LOCATED UNDERNEATH THE CAB - WATER PUMP TO PROVIDE 40 POUNDS PER SQUARE INCH WATER PRESSURE
JOHNSTON	VT605 VT610 VT650 V501 V651 V801	- TWO (2) 0.039 INCH DIAMETER ORIFICE NOZZLES PER GUTTER BROOM - THREE (3) 0.042 INCH DIAMETER ORIFICE NOZZLES PER SUCTION - THREE (3) 0.039 INCH DIAMETER ORIFICE NOZZLES PER SUCTION NOZZLE - MULTI-POSITION SUCTION NOZZLE TWO ARM FACILITY - ONE (1) 0.042 INCH DIAMETER ORIFICE NOZZLE FOR THE IMPELLER FAN - WATER PUMP TO PROVIDE 50 POUNDS PER SQUARE INCH WATER PRESSURE

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MAKE*	MODEL*	DUST CONTROL SYSTEMS*
JOHNSTON	770 CYCLONE/ RT655	• THREE (3) 0.067 INCH DIAMETER ORIFICE NOZZLES FOR GUTTER BROOMS • TWO (2) 0.07 INCH DIAMETER ORIFICE NOZZLES FOR CENTER CURTAIN • FOUR (4) 0.055 INCH DIAMETER ORIFICE NOZZLES FOR FRONT BUMPER • TWO (2) 0.067 INCH DIAMETER ORIFICE NOZZLES FOR FRONT CURB SPRAY • TWO (2) 0.07 INCH DIAMETER ORIFICE NOZZLES ON LEFT AND RIGHT SIDE OF PICK UP HEAD • THREE (3) 0.082 INCH DIAMETER ORIFICE NOZZLES FOR PICK UP HEAD FRONT SIDE • SEVEN (7) 0.079 INCH DIAMETER ORIFICE NOZZLES FOR PICK UP HEAD REAR SIDE • THREE (3) 0.079 INCH DIAMETER ORIFICE NOZZLES FOR WINDROW PATH • TWO (2) 0.045 INCH DIAMETER ORIFICE NOZZLES FOR PICK UP HEAD SUCTION • ONE (1) 0.079 INCH DIAMETER ORIFICE NOZZLE FOR BLOWER FAN OUTLET • PUMP TO PROVIDE 50 POUNDS PER SQUARE INCH WATER PRESSURE
NESCON	X-BROOM	• THREE (3) 0.079 INCH DIAMETER ORIFICE NOZZLES LOCATED AT EACH SIDE BROOM • FIVE (5) 0.079 INCH DIAMETER ORIFICE NOZZLES ACROSS FRONT BUMPER • FIVE (5) 0.050 INCH DIAMETER ORIFICE NOZZLES IN MAIN BROOM HOUSING • WATER PUMP TO PROVIDE 50 POUNDS PER SQUARE INCH WATER PRESSURE

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SCHWARZE	EV-1	• TWELVE (12) POLYESTER DRY FILTER CARTRIDGES (MAINTAINED TO ENSURE PROPER INTEGRITY) • FILTRATION CLEANED THREE TIMES PER MINUTE • FILTRATION SYSTEM ACTIVE AT ALL TIMES
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MAKE*	MODEL*	DUST CONTROL SYSTEMS*
SCHWARZE	EV-2	- EIGHT (8) POLYESTER DRY FILTER CARTRIDGES (MAINTAINED TO ENSURE PROPER INTEGRITY) - FILTRATION SYSTEM OPERATED AT ALL TIMES - EACH FILTER CLEANED THREE TIMES PER MINUTE
SCHWARZE	DXR	- POLYESTER DRY FILTER CARTRIDGES (MAINTAINED TO ENSURE PROPER INTEGRITY) - FILTRATION SYSTEM ACTIVE AT ALL TIMES - FILTRATION CLEANED FOUR TIMES PER MINUTE AND A HALF
SCHWARZE	A4000/ A4STORM	- FOUR (4) 0.036 INCH DIAMETER ORIFICE NOZZLES LOCATED ON THE SWEEPING HEAD - TWO (2) 0.036 INCH DIAMETER ORIFICE NOZZLES INSIDE HOPPER - TWO (2) 0.036 INCH DIAMETER ORIFICE NOZZLES FOR EACH GUTTER BROOM - FOUR (4) 0.036 INCH DIAMETER ORIFICE NOZZLES INSIDE HOPPER ON SPRAY BAR - WATER PUMP TO PROVIDE 70 POUNDS PER SQUARE INCH WATER PRESSURE
SCHWARZE	M5000/M6000/ M6AVALANCHE	- FIVE (5) 0.036 INCH DIAMETER ORIFICE NOZZLES ON MAIN BROOM - THREE (3) 0.036 INCH DIAMETER ORIFICE NOZZLES FOR EACH GUTTER BROOM - WATER PUMP TO PROVIDE 70 POUNDS PER SQUARE INCH WATER PRESSURE

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MAKE*	MODEL*	DUST CONTROL SYSTEMS*
SCHWARZE	A 7000/ A7 TORNADO A7 ZEPHYR A 8000/ A8 TWISTER A 9000/ A9 MONSOON	- SAWTOOTH DUST SEPARATION SCREEN, SELF DUMPING DUST SEPARATOR, FAN CENTRIFUGE - FIVE (5) 0.036 INCH DIAMETER ORIFICE NOZZLES LOCATED ON THE SWEEPING HEAD - TWO (2) 0.036 INCH DIAMETER ORIFICE NOZZLES LOCATED ON HEAD INTAKE TUBE - TWO (2) 0.036 INCH DIAMETER ORIFICE NOZZLES IN RIGHT HAND GUTTER BROOM - FOUR (4) 0.036 INCH DIAMETER ORIFICE NOZZLES LOCATED ON HOPPER SPRAY BAR - WATER PUMP TO PROVIDE 70 POUNDS PER SQUARE INCH WATER PRESSURE - TWO (2) 0.036 INCH DIAMETER ORIFICE NOZZLES IN LEFT HAND GUTTER BROOM IF BOTH GUTTER BROOMS ARE USED)
SCHWARZE	S348-I/ SUPERVAC VORTEX S348-LE/ SUPERVAC GALE FORCE SUPERVAC SUPER UPDRAFT	- FOUR (4) 0.036 INCH DIAMETER ORIFICE NOZZLES ON HOPPER SPRAY BAR - TWO (2) 0.036 INCH DIAMETER ORIFICE NOZZLES IN HOPPER - TWO (2) 0.036 INCH DIAMETER ORIFICE NOZZLES ON RIGHT HAND GUTTER BROOM - WATER PUMP TO PROVIDE 70 POUNDS PER SQUARE INCH WATER PRESSURE

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MAKE*	MODEL*	DUST CONTROL SYSTEMS*
STEWART-AMOS	STARFIRE S-4, S-5, AND S-6	- FOUR (4) 0.05 INCH DIAMETER ORIFICE NOZZLES CENTRALLY LOCATED BETWEEN THE BROOM AND THE ELEVATOR - FOUR (4) 0.05 INCH DIAMETER ORIFICE NOZZLES LOCATED BENEATH THE FRONT BUMPER OF THE CHASSIS - TWO (2) 0.05 INCH DIAMETER ORIFICE NOZZLES LOCATED IN FRONT OF EACH GUTTER BROOM - WATER PUMP TO PROVIDE 40 POUNDS PER SQUARE INCH WATER PRESSURE
PYTHON	S2000	- FOUR (4) 0.008 INCH DIAMETER ORIFICE NOZZLES MOUNTED ABOVE AND AHEAD OF A 36 INCH FILL DIAMETER REAR BROOM - WATER LINE WITH 0.02 INCH DIAMETER ORIFICE AND THREE (3) 0.06 DIAMETER OUTLETS ABOVE EACH 42 INCH DIAMETER GUTTER BROOM - PUMP TO PROVIDE 24 POUNDS PER SQUARE INCH WATER PRESSURE DURING OPERATION <i>PLEASE NOTE THAT THE GUTTER AND REAR BROOM SIZES ARE DIFFERENT THAN THE STANDARD MODEL</i>
PYTHON	S3000	- FOUR (4) 0.008 INCH DIAMETER ORIFICE NOZZLES MOUNTED ABOVE AND AHEAD OF REAR BROOM - WATER LINE WITH 0.02 INCH DIAMETER ORIFICE AND THREE (3) 0.06 DIAMETER OUTLETS ABOVE EACH GUTTER BROOM - PUMP TO PROVIDE 24 POUNDS PER SQUARE INCH WATER PRESSURE DURING OPERATION

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TENNANT	SENTINEL	• GUTTER/MAIN BROOM FULLY ENCLOSED SHROUD SYSTEM • DUAL FAN VACUUM SYSTEM (OPERATED AT ALL TIMES) • SYNTHETIC-SINGED POLYESTER FILTER (MAINTAINED TO ENSURE PROPER INTEGRITY)
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MAKE*	MODEL*	DUST CONTROL SYSTEMS*
TENNANT	830 I/ 830 II	• GUTTER/MAIN BROOM FULLY ENCLOSED SHROUD SYSTEM • DUAL FAN VACUUM SYSTEM (OPERATED AT ALL TIMES) • SYNTHETIC-SINGED POLYESTER FILTER (MAINTAINED TO ENSURE PROPER INTEGRITY)
TYMCO	210 300 350 435	• CYCLONIC, MULTIPASS, CENTRIFUGAL SEPARATION • CENTER DEBRIS DEFLECTOR ASSEMBLY PERPENDICULAR TO THE PICK UP HEAD • TWO (2) 0.043 INCH DIAMETER ORIFICE NOZZLES FOR EACH GUTTER BROOM • ONE (1) 0.063 INCH DIAMETER ORIFICE NOZZLE FOR EACH GUTTER BROOM • ONE (1) 0.063 INCH DIAMETER ORIFICE NOZZLE LOCATED IN THE HOPPER • ONE (1) 0.063 INCH DIAMETER ORIFICE NOZZLE LOCATED IN BLOWER HOUSING • WATER PUMP WITH A MINIMUM SYSTEM RELIEF VALVE SET AT 25 POUNDS PER SQUARE INCH

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TYMCO	600	• CYCLONIC, MULTIPASS, CENTRIFUGAL SEPARATION • CENTER DEBRIS DEFLECTOR ASSEMBLY PERPENDICULAR TO THE PICK UP HEAD • FRONT DEBRIS DEFLECTOR CURTAIN ASSEMBLY PARALLEL TO THE PICK UP HEAD • LOW EMISSION DUST GUARDS (ONLY APPLICABLE TO CABOVER TRUCKS) • THREE (3) 0.063 INCH DIAMETER ORIFICE NOZZLES FOR EACH GUTTER BROOM • TWO (2) 0.043 INCH DIAMETER ORIFICE NOZZLES FOR EACH GUTTER BROOM • ONE (1) 0.093 INCH DIAMETER ORIFICE NOZZLE LOCATED IN THE HOPPER • ONE (1) 0.093 INCH DIAMETER ORIFICE NOZZLE LOCATED IN BLOWER HOUSING • TWO (2) [MINIMUM] HOPPER BAFFLE CURTAINS • WATER PUMP WITH A MINIMUM SYSTEM RELIEF VALVE SET AT 25 POUNDS PER SQUARE INCH
	600 BAH	
	FHD	
	500X	

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Note: The make and model of the sweeper must have the dust control system(s) specified above to be in compliance. (Standard or older models may not have all the systems). Please contact the manufacturer if you would like to ensure that your sweeper(s) are Rule 1186 compliant.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (South Coast AQMD)

RULE 1186 CERTIFIED* STREET SWEEPERS AS OF June 12, 2019

THE FOLLOWING IS A LIST OF STREET SWEEPING EQUIPMENT THAT HAS CURRENTLY BEEN CERTIFIED FOR South Coast AQMD RULE 1186. ALL CERTIFIED EQUIPMENT MUST BE OPERATED AND MAINTAINED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS. FUTURE TESTING MAY QUALIFY ADDITIONAL EQUIPMENT. CALL 1 (800) CUT-SMOG FOR THE CURRENT LIST.



MAKE*	MODEL*	DUST CONTROL SYSTEMS*
TYMCO	DST -4	• CYCLONIC, MULTIPASS, CENTRIFUGAL SEPARATION • SELF CONTAINED MULTIPLE FILTRATION SYSTEM UTILIZING PTFE MEMBRANE FILTERS • TWO (2) 0.043 INCH DIAMETER ORIFICE NOZZLES FOR EACH 32 INCH DIAMETER GUTTER BROOM • ONE (1) 0.063 INCH DIAMETER ORIFICE NOZZLES FOR EACH 32 INCH DIAMETER GUTTER BROOM • ONE (1) 0.063 INCH DIAMETER ORIFICE NOZZLE LOCATED IN THE HOPPER • WATER PUMP WITH A MINIMUM SYSTEM RELIEF VALVE SET AT 25 POUNDS PER SQUARE INCH
TYMCO	DST - 6	• CYCLONIC, MULTIPASS, CENTRIFUGAL SEPARATION • SELF CONTAINED MULTIPLE FILTRATION SYSTEM UTILIZING PTFE MEMBRANE FILTERS • THREE (3) 0.063 INCH DIAMETER ORIFICE NOZZLES FOR EACH GUTTER BROOM • TWO (2) 0.043 INCH DIAMETER ORIFICE NOZZLES FOR EACH GUTTER BROOM • ONE (1) 0.094 INCH DIAMETER ORIFICE NOZZLE LOCATED IN THE HOPPER • TWO (2) [MINIMUM] HOPPER BAFFLE CURTAINS • WATER PUMP WITH A MINIMUM SYSTEM RELIEF VALVE SET AT 25 POUNDS PER SQUARE INCH

* In order to ensure compliance with Rule 1186 requirements, all certified equipment must be operated and maintained in accordance with the manufacturer's specifications. End users are responsible for ensuring that the dust control systems are in place for each certified sweeper.

Note: The make and model of the sweeper must have the dust control system(s) specified above to be in compliance. (Standard or older models may not have all the systems). Please contact the manufacturer if you would like to ensure that your sweeper(s) are Rule 1186 compliant.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (South Coast AQMD)

RULE 1186 CERTIFIED* STREET SWEEPERS AS OF June 12, 2019

THE FOLLOWING IS A LIST OF STREET SWEEPING EQUIPMENT THAT HAS CURRENTLY BEEN CERTIFIED FOR South Coast AQMD RULE 1186. ALL CERTIFIED EQUIPMENT MUST BE OPERATED AND MAINTAINED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS. FUTURE TESTING MAY QUALIFY ADDITIONAL EQUIPMENT. CALL 1 (800) CUT-SMOG FOR THE CURRENT LIST.



MAKE*	MODEL*	DUST CONTROL SYSTEMS*
VACALL	VS10/10D, VF10 VS13/13D, VF13 VS14/14D, VF14 VS16/16D, VF16 VS20/20D, VF20	• FOUR (4) 0.062 INCH DIAMETER ORIFICE NOZZLES LOCATED IN FRONT OF EACH 36 INCH GUTTER BROOM • FOUR (4) 0.062 INCH DIAMETER ORIFICE NOZZLES LOCATED IN FRONT OF THE TRANSFER BROOM • TEN (10) 0.125 INCH DIAMETER ORIFICE NOZZLES LOCATED INSIDE THE PICK UP HEAD • SIX (6) 0.181 INCH DIAMETER ORIFICE NOZZLES LOCATED INSIDE THE SCRUBBER COLLAR OF THE PICK UP HEAD • 48 INCH POWER VACUUM NOZZLE • MINIMUM 300 GALLON GRAVITY FEED WATER SUPPLY SYSTEM WITH WATER CONTINUOUSLY SUPPLIED TO ALL NOZZLES • LOW VELOCITY DUST COLLECTION AIR CHAMBER • MINIMUM OF SIX (6) EXPANDED METAL SCREENS
WAYNE SWEEPERS* (*acquired by Curbtender)	CENTURION	• SEVEN (7) 0.0925 INCH DIAMETER ORIFICE NOZZLES ON SPRAY BAR UNDERNEATH THE CAB • TWO (2) 0.0925 INCH DIAMETER ORIFICE NOZZLES PER GUTTER BROOM • <i>(GUTTER BROOMS CAN BE OPERATED WITHOUT WATER SPRAYS IF FULLY ENCLOSED SHROUD SYSTEM IS UTILIZED AND MAINTAINED PER THE MANUFACTURERS SPECIFICATIONS)</i> • THREE (3) 0.0925 INCH DIAMETER ORIFICE NOZZLES ON SPRAY BAR ABOVE CONVEYOR • 300 GALLON WATER TANK • WATER PUMP TO PROVIDE MINIMUM OF SEVEN GALLONS PER MINUTE • SINGLE FAN VACUUM SYSTEM

* In order to ensure compliance with Rule 1186 requirements, all certified equipment must be operated and maintained in accordance with the manufacturer's specifications. End users are responsible for ensuring that the dust control systems are in place for each certified sweeper.

Note: The make and model of the sweeper must have the dust control system(s) specified above to be in compliance. (Standard or older models may not have all the systems). Please contact the manufacturer if you would like to ensure that your sweeper(s) are Rule 1186 compliant.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (South Coast AQMD)

RULE 1186 CERTIFIED* STREET SWEEPERS AS OF June 12, 2019

THE FOLLOWING IS A LIST OF STREET SWEEPING EQUIPMENT THAT HAS CURRENTLY BEEN CERTIFIED FOR South Coast AQMD RULE 1186. ALL CERTIFIED EQUIPMENT MUST BE OPERATED AND MAINTAINED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS. FUTURE TESTING MAY QUALIFY ADDITIONAL EQUIPMENT. CALL 1 (800) CUT-SMOG FOR THE CURRENT LIST.



MAKE*	MODEL*	DUST CONTROL SYSTEMS*
WAYNE SWEEPERS (*acquired by Curbtender)	GLADIATOR	• THREE (3) 0.0925 INCH DIAMETER ORIFICE NOZZLES LOCATED AT EACH SIDE BROOM • SIX (6) 0.0925 INCH DIAMETER ORIFICE NOZZLES ACROSS FRONT BUMPER • FOUR (4) 0.0925 INCH DIAMETER ORIFICE NOZZLES AT THE REAR BROOM • WATER PUMP TO PROVIDE 60 POUNDS PER SQUARE INCH WATER PRESSURE
WAYNE SWEEPERS (*acquired by Curbtender)	WARRIOR	• THREE (3) 0.0925 INCH DIAMETER ORIFICE NOZZLES LOCATED AT EACH SIDE BROOM • SIX (6) 0.0925 INCH DIAMETER ORIFICE NOZZLES ACROSS FRONT BUMPER • WATER PUMP TO PROVIDE 60 POUNDS PER SQUARE INCH WATER PRESSURE

* In order to ensure compliance with Rule 1186 requirements, all certified equipment must be operated and maintained in accordance with the manufacturer's specifications. End users are responsible for ensuring that the dust control systems are in place for each certified sweeper.

Note: The make and model of the sweeper must have the dust control system(s) specified above to be in compliance. (Standard or older models may not have all the systems). Please contact the manufacturer if you would like to ensure that your sweeper(s) are Rule 1186 compliant.

May 19, 2017

**EXAMPLES OF ADDITIONAL STREET SWEEPER EQUIPMENT
NOT ELIGIBLE FOR REIMBURSEMENT**

- | | |
|---|---|
| 1. Automatic lubrication system
(Autolube, grease jockey system) | 19. Foam filled tire |
| 2. Hopper access step | 20. Window tinting |
| 3. Hydrant hopper wash down system | 21. Move exhaust port to left side of vehicle |
| 4. Conveyor flush kit with hydrant | 22. John Deere auxiliary engine - Tier iT4 |
| 5. 1000 pounds per square inch (PSI) wand | |
| 6. Dual HiBack air-suspended seats | |
| 7. Hand hose | |
| 8. Hopper sound suppression | |
| 9. Right hand steer chassis upcharge | |
| 10. Air horn (reimbursable when
conventional electric horn is not
included) | |
| 11. AM/FM radio; CD | |
| 12. Training | |
| 13. Magnet bar | |
| 14. Stainless steel hopper | |
| 15. Sweeper, truck and wheel yellow paint | |
| 16. Additional roof-mounted air
conditioner | |
| 17. Holder rear mount for five-gallon pail | |
| 18. Cigarette lighter with 12v | |



Infrastructure Delivery and Operations

MEMORANDUM

TO: PM 10 Street Sweepers Program Awardees

FROM: Lisa Pounds, Local Public Agency Manager

CC: Patrick Stone, Federal Aid Administrator

DATE: Tuesday June 11, 2019

RE: Interim Process for Disposition of Street Sweepers acquired with federal funds under FIN-11.08 Federal Property Management Standards Policy

This memorandum serves as notice to recipients and subrecipients of federal funds through a pass-through entity that acquire, in whole or in part, with federal funds or whose costs are charged to a project supported by a federal grant, of a change in procedure for the disposition of street sweepers owned by subrecipients. Due to administrative changes in the PM 10 Street Sweeper Program, ADOT Policy FIN-11.08 Federal Property Management Standards (attached) is in the process of being updated. In the interim, ADOT is requesting that subrecipients no longer forward funds resulting from the trade-in or sale without replacement of sweepers to the entity from which it received funds for the original purchase. Instead, the funds will need to be forwarded to ADOT. ADOT's Financial Management Services division will make adjustments to the current or future year distribution from the federal awarding agency.

Should you have any questions regarding this change in procedure, you may contact me at LPounds@azdot.gov or 602-712-8088.

Sincerely,

Lisa Pounds

Local Public Agency Manager



ARIZONA DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES

FIN-11.08 FEDERAL PROPERTY MANAGEMENT STANDARDS

Effective: October 18, 2010
Supersedes: FIN-11.08 (1/28/2010)
Responsible Office: Fixed Assets
Phone: (602) 712-8028

Review: October 18, 2012
Transmittal: 2010 - October
Page 1 of 9

8.01 PURPOSE

To establish uniform standards governing the use and disposition of property acquired, in whole or in part, with federal funds or whose cost was charged to a project supported by a federal grant.

8.02 SCOPE

This policy applies to all recipients or subrecipients of federal funds through a pass-through entity. The policy is limited to those items whose acquisition cost is at least \$5,000 per unit.

8.03 DEFINITIONS

Acquisition Cost	Net invoice unit price of the property including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired. Other charges, such as the cost of installation, transportation, taxes, professional services, duty, or protective in-transit insurance can be included or excluded from the cost in accordance with generally accepted accounting principles.
Common Rule	<u>49 CFR 18</u> , Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, the federal regulation which governs all grants subject to this policy.
Federal Awarding Agency	Agency of the federal government that awards the grants. These agencies include, but are not limited to: A. United States Department of Transportation (DOT) 1. Federal Highway Administration (FHWA) 2. Federal Transit Authority (FTA) 3. Federal Aviation Administration (FAA) 4. Federal Motor Carrier Safety Administration (FMCSA) 5. National Highway Transportation Safety Administration (NHTSA) 6. Federal Railroad Administration (FRA) B. United States Department of the Interior (DOI) 1. Bureau of Indian Affairs (BIA) 2. Bureau of Land Management (BLM)

FIN-11.08 FEDERAL PROPERTY MANAGEMENT STANDARDS

Effective: October 18, 2010

Transmittal: 2010 - October

Supersedes: FIN-11.08 (1/28/10)

Page 2 of 9

Grant	A sum of money given by one governmental entity to some other entity for the purpose of achieving some goal or supporting some program.
Pass-through Entity	A non-federal entity that provides a federal grant to a subrecipient to carry out a federal program.
Personal Property	Property which is non-financial in nature, which has a useful life of at least one year, and which is used in operations, except real property. Personal property is further classified as one of the following: A. Tangible—having physical existence. B. Intangible—having no physical existence, such as patents, software, inventions, and copyrights.
Real Property	Land, Buildings, Improvements, and related property rights, which are used in operations.
Recipient	A non-federal entity, such as ADOT, that expends federal awards received directly from a federal awarding agency to carry out a federal program.
Subrecipient	A non-federal entity that expends funds from a federal grant received from a pass-through entity to carry out a federal program. Examples would be Pima Association of Governments (PAG), Maricopa Association of Governments (MAG), as well as cities and towns, Metropolitan Planning Organizations (MPO's), and Councils of Government (COG's). An entity that receives funding from a subrecipient is also a subrecipient. (Note: The terms and conditions of the federal award are carried forward from the recipient to the subrecipient.)

8.04 PROCEDURES FOR ALL FEDERALLY-FUNDED PERSONAL PROPERTY

- A. When statutory authority exists, title to property purchased in whole or part with federal funds shall be vested in the recipient or subrecipient upon acquisition. The recipient or subrecipient is, however, responsible for adherence to any applicable federal program compliance requirements (49 CFR 18 Section 32).
- B. Use of Personal Property—federally-funded personal property may be used under the following conditions:
 - 1. Property shall be used by the recipient or subrecipient in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by federal funds.
 - 2. When no longer needed for the original program or project, the property may be used in other activities currently or previously supported by a federal agency.
 - 3. The recipient or subrecipient shall make property available for use on other projects or programs currently or previously supported by the federal government, providing such use will not interfere with the work on the projects or programs for which it was originally acquired.

FIN-11.08 FEDERAL PROPERTY MANAGEMENT STANDARDS

Effective: October 18, 2010

Transmittal: 2010 - October

Supersedes: FIN-11.08 (1/28/10)

Page 3 of 9

4. The recipient or subrecipient shall not use property acquired with grant funds to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by federal statute.
5. When acquiring replacement property, the recipient or subrecipient may use the property to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the awarding agency, as well as ADOT.

(Note: The federal awarding agency may be entitled to a share of the trade-in amount. Sections 8.04.1.1 and 8.04.1.2 show how this amount is calculated.)

6. For ADOT-owned property, any such transactions are subject to the rules for disposal of ADOT property described in ADOT Policy FIN-11.02, 'Control and Inventory of ADOT Property.'
- C. Property obtained under a federal grant may be titled to, be in the physical custody of, and be carried on the financial statements of, a recipient or subrecipient. However, from the perspective of the federal awarding agency, ADOT is the agency to whom the federal agency has granted funds; as such, the federal awarding agency expects ADOT to ensure that federal regulations are followed.
- D. Federal regulations permit states to impose their own requirements on their subrecipients. The State of Arizona does have more strict requirements, which apply to ADOT's subrecipients, as they apply to ADOT. Therefore, transactions, as described herein, may be subject to approval by ADOT.
- E. In the normal course of business, ADOT may grant funds to a subrecipient (e.g. Maricopa Association of Governments, or MAG), which in turn grants them to its own subrecipient (e.g. a city or town). When this additional granting occurs, ADOT expects that ADOT's subrecipient will ensure compliance with all federal and state requirements, and further expects that ADOT's subrecipient (MAG, in this example) will handle all communications with its subrecipient, including, but not limited to:
1. The gathering of information to complete the annual inventory, as described in Section 8.06 of this policy, 'Inventorying Federally-Funded Property Owned by Subrecipients.'
 2. All rules governing the disposition of federally-funded property, as described in Section 8.07 of this policy, 'Disposition of Federally-Funded Property Owned by Subrecipients.'
- F. All federally-funded property, regardless of whether title is held by ADOT or by a subrecipient, is subject to the provisions of 49 CFR 18, also known as the Common Rule.
- G. Property management requirements for federally-funded personal property include:
1. Maintain property records that contain:
 - a. description of property
 - b. vendor
 - c. model
 - d. manufacturer
 - e. serial number

FIN-11.08 FEDERAL PROPERTY MANAGEMENT STANDARDS

Effective: October 18, 2010

Transmittal: 2010 - October

Supersedes: FIN-11.08 (1/28/10)

Page 4 of 9

- f. name of title holder
 - g. acquisition date
 - h. cost of property
 - i. accumulated depreciation
 - j. net book value
 - k. federal awarding agency
 - l. percentage of federal participation
 - m. percentage of recipient or subrecipient participation
 - n. location, use, and condition of property
 - o. date of disposal and sale price or trade-in value
 - p. contact person, with phone number
2. An annual physical inventory, which includes a report of all assets purchased in whole, or in part, with funds from the federal awarding agency when required by that agency. For property owned by ADOT, the inventory must reconcile to the financial statements as of the end of ADOT's fiscal year (June 30). Guidelines for inventorying property owned by subrecipients are discussed in Section 8.06, 'Inventorying Federally-Funded Property Owned by Subrecipients.' In either case, the inventory is to be submitted to the federal awarding agency by October 31.
 3. A control system to prevent loss, damage, or theft.
 4. Adequate maintenance procedures.
 5. Sales procedures (if authorized or required to sell property) which ensure the highest possible return.
- H. Disposition of Personal Property—When original or replacement equipment is no longer needed for the original program or project, or for other activities currently or previously supported by a federal agency, the property may be sold, with the federal awarding agency having the right to a share of the proceeds. Examples of how this share is calculated are shown in Sections 8.04.I.1 and 8.04.I.2 of this policy.
- I. Federal Awarding Agency's Share of Sale Proceeds: When a recipient or subrecipient sells, by any means (e.g. trade-in, auction, etc.), property purchased with federal funds, the federal awarding agency is entitled to a share of the proceeds, calculated using one of the following methods:
1. The federal awarding agency has the right to a calculated amount:

Current market value		Awarding agency's share
Or	X	(federal participation %)
proceeds from sale		of the equipment
(including trade-in)		

If the grant agreement calls for the recipient or subrecipient to fund a percentage of the purchase price, that purchase price is calculated net of the trade-in amount, regardless of how much, if any, of the trade-in amount the federal awarding agency is entitled to.

Example: The following facts are assumed:

FIN-11.08 FEDERAL PROPERTY MANAGEMENT STANDARDS

Effective: October 18, 2010

Transmittal: 2010 - October

Supersedes: FIN-11.08 (1/28/10)

Page 5 of 9

- Purchase price of replacement property—\$200,000
- Trade-in allowance provided by vendor—\$20,000
- Net invoice price—\$180,000
- Percent of new property to be funded by subrecipient—20%
- Percent of traded-in property which was funded by federal awarding agency—85%

In this example:

- Amount of trade-in allowance to federal awarding agency—\$17,000 ($\$20,000 \times 85\%$ federal share on traded-in property)
- Amount of trade-in allowance to subrecipient—\$3,000 ($\$20,000$ less \$17,000)
- Amount of purchase of new property funded by subrecipient—\$36,000 ($\$180,000 \times 20\%$ local share)
- Amount of cash outlay by recipient or subrecipient—\$33,000 ($\$36,000$ less \$3,000)

2. Should the property include an attachment not eligible for federal participation, the trade-in allowance will be pro-rated between the original purchase and the attachment based on their relative costs. It is the responsibility of the recipient or subrecipient to provide documentation of these costs.

Example: The following facts are assumed:

- Purchase price of replacement property—\$200,000
- Trade-in allowance provided by vendor—\$20,000
- Net invoice price—\$180,000
- Percent of new property to be funded by subrecipient—20%
- Purchase price of federally-funded traded-in property—\$90,000
- Purchase price of subrecipient-funded attachment, not eligible for federal participation—\$10,000
- Total cost of traded-in property—\$100,000
- Percent of traded-in property allocated to subrecipient-funded attachment—10% ($\$10,000 / \$100,000$)
- Percent of traded-in property which was funded by federal awarding agency (before accounting for attachment)—85%

In this example:

- Amount of trade-in allowance directly allocated to subrecipient—\$2,000 ($\$20,000 \times 10\%$ not eligible for federal participation)
- Amount of trade-in allowance allocated to original purchase—\$18,000 ($\$20,000$ less \$2,000)
- Amount of remaining trade-in allowance to federal awarding agency—\$15,300 ($\$18,000 \times 85\%$ federal share on traded-in property)
- Amount of regaining trade-in allowance to subrecipient—\$2,700 ($\$18,000$ less \$15,300)
- Total trade-in allowance to subrecipient—\$4,700 ($\$2,000$ plus \$2,700)

FIN-11.08 FEDERAL PROPERTY MANAGEMENT STANDARDS

Effective: October 18, 2010

Transmittal: 2010 - October

Supersedes: FIN-11.08 (1/28/10)

Page 6 of 9

- Amount of purchase of new property funded by subrecipient—\$36,000 (\$180,000*20% local participation on new property)
- Amount of cash outlay by subrecipient—\$31,300 (\$36,000 less \$4,700)

3. If appropriate disposition action is not taken by the recipient/subrecipient of the equipment, the federal awarding agency may direct the action to be taken.

- J. Salvage Credits—Any proceeds received from the sale of salvage or scrap material are to be credited to the project to which the material was originally charged, or to a similar project.

8.05 PROCEDURES FOR ALL FEDERALLY-FUNDED REAL PROPERTY

- A. Title to real property under a grant will vest, upon acquisition, in the recipient or subrecipient, as applicable. The recipient or subrecipient is, however, responsible for adherence to any applicable federal program compliance requirements under the Code of Federal Regulations (CFR) 49 CFR 18 Section 31.
- B. Real property will be used for the originally-authorized purposes for as long as is needed for those purposes, and the recipient or subrecipient shall not dispose of or encumber its title or other interests.
- C. When real property is no longer needed for the originally-authorized purpose, the subrecipient will notify ADOT, in writing, of its intentions regarding the property. One of the following options is to be selected:
 1. Retention of title, after compensating the awarding agency an amount computed by multiplying the awarding agency's percentage of participation by the fair market value of the property. If real property acquired with federal funds is disposed of and replaced with real property under the same program, the net proceeds from the disposition may be used as an offset to the cost of the replacement property.
 2. Sale of property, with the awarding agency being compensated in an amount equal to the awarding agency's percentage of participation by the sales price, after reducing said price by actual and reasonable selling and fix-up expenses. Procedures shall be in place to provide for as competitive a sales process as practicable, with the intent of realizing the highest possible return.

(Note: Examples of how to calculate the federal awarding agency's share of the sales proceeds are found in Sections 8.04.I.1 and 8.04.I.2 of this policy.)

3. Transfer of title to the awarding agency, with the recipient or subrecipient being compensated in an amount calculated by multiplying the recipient's or subrecipient's percentage of participation by the fair market value of the property.

8.06 INVENTORYING FEDERALLY-FUNDED PROPERTY OWNED BY SUBRECIPIENTS

When required by the federal awarding agency, an annual inventory is submitted of all assets purchased, in whole or in part, with federal funds, regardless of whether or not the property is in ADOT's physical custody or is carried on ADOT's financial statements. For property owned either by ADOT's subrecipients (e.g. MAG), or a subrecipient's subrecipients (e.g. a city or town), the following rules must be followed.

- A. The inventory from all subrecipients must include all information described in 8.04.G.1 of this policy.

FIN-11.08 FEDERAL PROPERTY MANAGEMENT STANDARDS

Effective: October 18, 2010

Transmittal: 2010 - October

Supersedes: FIN-11.08 (1/28/10)

Page 7 of 9

- B. The inventory must reconcile to the financial statements as of the end of the entity's fiscal year (generally June 30).
- C. The inventory must be submitted by ADOT's subrecipient (e.g. MAG) to the ADOT Fixed Assets Manager by October 31.

8.07 DISPOSITION OF FEDERALLY-FUNDED PROPERTY OWNED BY SUBRECIPIENTS

- A. When federally-funded property is removed from service, voluntarily or otherwise, all parties involved must adhere to both federal and State of Arizona requirements. While federal requirements apply primarily to capital assets, those assets costing at least \$5,000 per unit, the State of Arizona has more strict requirements, both in terms of the processes to be followed and the fact that the State's requirements apply to all property, not just property costing at least \$5,000 per unit.
- B. No property is to be transferred to another entity, removed from the physical custody of the subrecipient, or deleted from the subrecipient's financial records without written approval from the ADOT Fixed Assets Manager. This approval will be communicated through ADOT's subrecipient (e.g. MAG).
- C. When property has been disposed of, it is the responsibility of the subrecipient to make sure the property is not included in the next inventory forwarded to ADOT, as described in Section 8.06 of this policy.
- D. When the subrecipient has received its funding from ADOT's subrecipient (e.g. a city receiving funding from MAG), the flow of communication, and any required documentation, is as follows. All of this communication must be in writing.
 - 1. The subrecipient (e.g. city) will inform MAG.
 - 2. MAG will inform the ADOT Fixed Assets Manager.
 - 3. The ADOT Fixed Assets Manager will inform MAG of the approval and of any additional required steps.
 - 4. MAG will inform the subrecipient (e.g. city).
- E. The following are requirements which are unique to the various categories of disposition:
 - 1. **MISSING/STOLEN**—The subrecipient must obtain a police report from a local law enforcement agency.
 - 2. **ACCIDENTAL DESTRUCTION**—The subrecipient must provide details about the destroyed property.
 - 3. **DONATION**—Approval of both the federal awarding agency and ADOT are required prior to any donation.
 - 4. **SURPLUS**—When property obtained under a federal grant is no longer needed for the purpose for which it was obtained, the property may be used in other activities currently or previously supported by a federal agency. When the subrecipient has determined that no such use is available, the property may be removed from service ('surplused'). Approval of both the federal awarding agency and ADOT are required.
 - 5. **CANNIBALIZATION/ON-SITE DESTRUCTION**—When it is determined that federally-funded property has value as a component of other property ('cannibalization') or if it is

determined that the most effective way to dispose of such property is to destroy it on-site, an email, letter, or memorandum must be submitted and forwarded to the ADOT Fixed Assets Manager. This email, letter, or memorandum must contain the property's description, pictures of the property, and the reason for the request.

6. **TRADE-IN/SELLING WITH REPLACEMENT**—Trading in federally-funded property as partial payment on replacement property, or selling, may be done with approval of both the federal awarding agency and ADOT. The subrecipient must send an email, letter, or memorandum; this email or memorandum must include a complete description of the item(s) to be traded, a complete description of the item(s) to be purchased, a copy of the vendor quote which specifies price, trade-in amount, and net cost, and the reason for the request. No purchase order should be placed for replacement equipment without affirmative approval of the ADOT Fixed Assets Manager. For selling, the subrecipient must prepare an email, letter, or memorandum including the same information as for a trade-in, except that the manner of the sale is to be specified. The federal awarding agency is entitled to a share of the proceeds per the examples shown in Sections 8.04.I.1 and 8.04.I.2 of this policy, as applicable.

7. **TRADE-IN/SELLING WITHOUT REPLACEMENT**—If a subrecipient wants to sell federally-funded property without intending to obtain replacement within the next funding cycle, the subrecipient may do so. However, the federal awarding agency is still entitled to its share of the proceeds, per the examples shown in Sections 8.04.I.1 and 8.04.I.2 of this policy, as applicable. The forwarding of this share is administered using either of the following methods:

- a. The subrecipient forwards the funds to the entity from which it received funds for the original purchase. If a city or town is selling the property, the funds would be forwarded to the subrecipient (in this example, MAG, although it would apply equally to any subrecipient). In this example, or if MAG sells the property, MAG will account for the funds internally and make adjustments to the current or future year distribution from the federal awarding agency.
- b. The subrecipient notifies the entity from which it received funds for the original purchase (again, either MAG or ADOT, as applicable). Both the subrecipient and (in this example) MAG will track the funds, with the intent of properly applying the funds to a purchase of replacement property made at some future date.

- F. **SALVAGE CREDITS**—If any proceeds are received from the sale of salvage or scrap material, the federal awarding agency is entitled to a share of these proceeds, as calculated in the examples shown in Sections 8.04.I.1 and 8.04.I.2 of this policy.

8.08 SUPPLIES

Title to supplies acquired under a grant will vest, upon acquisition, in the recipient or subrecipient as applicable. If, after termination or completion of the award, there is a residual inventory of unused supplies whose fair market value exceeds \$5,000, and if the supplies are not needed for any other federally-sponsored programs or projects, the recipient or subrecipient shall compensate the awarding agency for its share.

8.09 COPYRIGHTS

The awarding agency reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal government purposes:

FIN-11.08 FEDERAL PROPERTY MANAGEMENT STANDARDS

Effective: October 18, 2010

Transmittal: 2010 - October

Supersedes: FIN-11.08 (1/28/10)

Page 9 of 9

- A. The copyright in any work, such as a book, publication, or other copyrightable material developed under a grant, or contract under a grant.
- B. Any rights of copyright to which a recipient, subrecipient, or a contractor purchases ownership with grant support.

8.10 PATENTS

The inventor of a patentable invention developed under a federally-funded grant retains rights to the invention. All contracts initiated by any pass-through entity or subrecipient must include the following clause, suitably modified to identify the parties, 'The subrecipient or contractor will retain all rights provided for the State in this clause, and the State will not, as part of the consideration for awarding the subrecipient or contract, obtain rights in the subrecipient's or contractor's subject inventions (37 CFR Part 401).

8.11 CONTACT INFORMATION

The ADOT Fixed Assets unit may be contacted at:

206 S. 17th Avenue, Mail Drop 203B
Phoenix, AZ 85007
(602) 712-8028 (manager)
(602) 712-6592
Email: Fixedassets@azdot.gov

8.12 CORRESPONDING POLICIES

FIN-11.02 Control and Inventory of ADOT Property

8.13 CORRESPONDING FEDERAL REGULATIONS

37 CFR 401 Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements.

49 CFR 18 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (also known as the Common Rule).

RESOLUTION # 2022-22

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, AUTHORIZING THE CITY TO ACCEPT A GRANT FROM THE MARICOPA ASSOCIATION OF GOVERNMENTS FOR THE PURCHASE OF TWO PM-10 CERTIFIED STREET SWEEPERS AND RELOCATE BUDGET AUTHORITY WITHIN THE HIGHWAY USER REVENUE CAPITAL FUND.

WHEREAS, on July 30, 2020 the Maricopa Association of Governments ("MAG") began accepting applications for Congestion Mitigation and Air Quality Improvement (CMAQ) funding for PM-10 certified street sweepers;

WHEREAS, on May 10, 2021 MAG Regional Council approved the prioritized list of proposed PM-10 certified street sweeper projects for MAG's FY2021 CMAQ funding;

WHEREAS, on June 11, 2021 MAG Regional Council approved the Tier-3 Closeout Priorities for Federal Fiscal Year 2021 that confirmed that 100 percent of Surprise's two street sweeper projects were funded in an amount not to exceed Two Hundred Thirty Thousand Six Hundred Fifty-Five Dollars (\$230,655) per sweeper, with a 5.7% local match by the City;

WHEREAS, the City of Surprise anticipates reimbursement from MAG in the amount of \$461,310 for the purchase of the street sweepers;

WHEREAS, the FY2022 budget was adopted by Council Resolution #2021-87 on June 1, 2021 and did not include revenue for the MAG reimbursement in projects A61712 and A61713;

WHEREAS, this action will necessitate a budget amendment; and

WHEREAS, the City of Surprise Administrative Policies requires the approval of the Mayor and Council for budget amendments of this nature.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Surprise, Arizona, as follows:

Section 1. The City of Surprise accepts the MAG grant for two street sweepers in an amount not to exceed Two Hundred Thirty Thousand Six Hundred Fifty-Five Dollars (\$230,655) per sweeper, with a 5.7% local match.

Section 2. The Surprise City Manager, Public Works Department Director and their delegates are authorized and directed to perform all acts necessary or desirable to accept the MAG grant and give effect to this resolution.

APPROVED AND ADOPTED this ____ day of _____, 2022.

Skip Hall, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney

RESOLUTION # 2022-22
Exhibit A

1. Appropriation - The exhibit below represents a movement of budget authority in the amount of \$461,400 from Grant Revenue within the Contingency Fund to Grant Revenue within the Highway User Revenue Capital Fund to establish a budget in anticipation of reimbursement from MAG for two PM-10 certified street sweepers.

Fund	Department	Project/Category	Rev/ Exp	Current Budget	Increase/ (Decrease)	Amended Budget
Contingency	General Operations	Other	R	9,208,100	(461,400)	8,746,700
Highway User Revenue Capital	Public Works	#A61712 Asset Repl_Streets Sweeping 4608	R	-	230,700	230,700
Highway User Revenue Capital	Public Works	#A61713 Asset Repl_Streets Sweeping 4609	R	-	230,700	230,700
Expense Total				-	-	-
Revenue Total				9,208,100	-	9,208,100



CITY OF SURPRISE Regular City Council Meeting

Council Meeting Date: March 15, 2022
Submitting Department: Public Works
Staff Recommendations: None

Contact Person: Kristin Tytler, Department Director
District: Citywide

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

Consideration and action pertaining to approval and adoption of a Title VI Plan update for the City's transit obligations related to receipt and use of federal funds for transit services; Resolution #2022-12.

Motion:

I move to approve Resolution #2022-12.

Background:

The Federal Transit Administration (FTA) is responsible for ensuring that its funding recipients fully comply with Title VI of the Civil Rights Act of 1964, which among other things prohibits discrimination based on race, color, and national origin. The City of Phoenix is the designated recipient of all FTA funds for the region.

FTA funding for public transportation programs are distributed through the City of Phoenix Public Transit Department as the primary recipient of said funds. As a sub-recipient through Valley Metro the City is required to comply with Title VI in order to continue to participate in the annual grant application process and receive a share of the federal funds awarded to Valley Metro. This action tonight will ensure that the City of Surprise remains compliant with the FTA and the City of Phoenix guidelines.

Objective Analysis:

Failure to adopt a Title VI plan would preclude the City from receiving any Federal funds related to transit services, which would place the entire burden of funding transit on the general fund.

Policy Compliant:

This item is compliant with the City and Council policy as it relates to transit and transit services for Surprise residents as part of the City's General Plan and Mayor and Council strategic plan.

Financial Impact:

Federal funds are programmed to help pay for service each year. The City would have to program additional general fund dollars if the plan is not adopted.

Budget Impact:

All Title VI funding is programmed as part of the City's annual budget process and Valley Metro IGA acceptance.

FTE Impact:

This action does not change the full time equivalent count.

ATTACHMENTS:

1. Complete Plan
 2. Res 2022-12 Title VI Adoption
-

Title VI Plan

City of Surprise



January 2022-December 2024

Contents

Title VI Policy Statement	3
Title VI Notice to the Public.....	4
Title VI Notice to the Public -Spanish	5
Title VI Complaint Procedures.....	6
Title VI Complaint Form.....	16
Title VI Investigations, Complaints, and Lawsuits	18
Public Participation Plan.....	18
Limited English Proficiency Plan.....	21
Non-elected Committees Membership Table	22
Title VI Equity Analysis.....	24
Board Approval for the Title VI Program.....	25

Title VI Policy Statement

The City of Surprise policy assures full compliance with Title VI of the Civil Rights act of 1964 and related statutes and regulations in all programs and activities. Title VI states that “no person shall on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination” under any City of Surprise sponsored program or activity. There is no distinction between the sources of funding.

City of Surprise also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. Furthermore, City of Surprise will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

When City of Surprise distributes Federal-aid funds to another entity/person, City of Surprise will ensure all subrecipients fully comply with City of Surprise Title VI Nondiscrimination Program requirements. The City Manager has delegated the authority to Digger Oster, Title VI Program Coordinator, to oversee and implement FTA Title VI requirements.

Bob Wingenroth
City Manager

Title VI Notice to the Public

Notifying the Public of Rights Under Title VI City of Surprise

The City of Surprise operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Surprise.

For more information on the City of Surprise's civil rights program, and the procedures to file a complaint, contact William Oster, the City of Surprise Title VI Coordinator at 623-222-3531, (TTY 623-222-1002); email risk.management@surpriseaz.gov; or visit our administrative office at 16000 N. Civic Center Drive, Surprise AZ 85374. For more information, visit <http://www.surpriseaz.gov/index.aspx?NID=2891>.

A complainant may file a complaint directly with the City of Phoenix Public Transit Department or the Federal Transit Administration (FTA) by filing a complaint directly with the corresponding offices of Civil Rights: City of Phoenix Public Transit Department: ATTN: Title VI Coordinator, 302 N. 1st Ave., Suite 900, Phoenix AZ 85003 FTA: ATTN: Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact 1-800-752-6096. Para información en Español llame: 1-800-752-6096.

Title VI Notice to the Public -Spanish

Aviso al Público Sobre los Derechos Bajo el Título VI City of Surprise

City of Surprise (*y sus subcontratistas, si cualquiera*) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964. El nivel y la calidad de servicios de transporte serán provehidos sin consideración a su raza, color, o país de origen.

Para obtener más información sobre la City of Surprise's programa de derechos civiles, y los procedimientos para presentar una queja, contacte William Oster Ciudad de Surprise Title VI Coordinator 623-222-3531, (TTY 623-222-1002); email risk.management@surpriseaz.gov; o visite nuestra oficina administrativa en 16000 N. Civic Center Drive, Surprise AZ 85374. Para obtener más información, visite <http://www.surpriseaz.gov/index.aspx?NID=2891>

El puede presentar una queja directamente con City of Phoenix Public Transit Department o Federal Transit Administration (FTA) mediante la presentación de una queja directamente con las oficinas correspondientes de Civil Rights: City of Phoenix Public Transit Department: ATTN Title VI Coordinator 302 N. 1st Ave., Suite 900, Phoenix AZ 85003 FTA: ATTN Title VI Program Coordinator, East Building, 5th Floor –TCR 1200 New Jersey Ave., SE Washington DC 20590

The above notices are posted in the following locations: City of Surprise Clerk's Office, City of Surprise website, and City of Surprise Park and Ride facility located at 134th Ave and Bell Rd.

The notices are posted online at <http://www.surpriseaz.gov/index.aspx?NID=2891>.

Title VI Complaint Procedures

What is Title VI?

Title VI is a section of the Civil Rights Act of 1964 which requires that “no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

How do I file a complaint?

Any person who believes that he or she has been excluded from participation in, been denied the benefits of, or otherwise subjected to unlawful discrimination under any Valley Metro or City of Phoenix service, program or activity, and believes the discrimination is based upon race, color or national origin, may file a formal complaint with Valley Metro Customer Service or directly with the City of Phoenix. This antidiscrimination protection also extends to the activities and programs of Valley Metro’s and City of Phoenix’s third- party Transit Service Provider (TSP) contractors. Valley Metro and the City of Phoenix use the Customer Assistance System (CAS) to capture all complaints received for the regional transit system. Any such complaint must be filed within 180 days of the alleged discriminatory act (or latest occurrence).

To submit a complaint online, complete the online complaint form at the following link: www.valleymetro.org/form/title-vi-complaint-form

Complaints can also be submitted in writing using the Title VI complaint form, or by calling Customer Service at (602) 253-5000, TTY: (602) 251-2039. Completed and signed forms should be mailed to:

Regional Public Transportation Authority
4600 East Washington Street, Suite 101
Phoenix, AZ 85034
Email: csr@valleymetro.org
Phone: (602) 253-5000
TTY: (602) 251-2039

The complaint form is located on our website:
<https://www.valleymetro.org/about/civil-rights>

To file a complaint directly with the City of Phoenix:
Attention: Title VI Coordinator
City of Phoenix Public Transit Department
302 N. 1st Avenue, Suite 900
Phoenix, AZ 85003
Email: PHXTransitEO@phoenix.gov
Phones: (602) 262-7242
<https://www.phoenix.gov/publictransit/title-vi-notice>

Individuals may also file complaints directly with the Federal Transit Administration (FTA) within the 180-day timeframe:

Federal Transit Administration (FTA)
Attention: Title VI Coordinator
East Building, 5th Floor –TCR
1200 New Jersey Avenue, SE
Washington, D.C. 20590

Customer Service

Complaints received by Valley Metro Customer Service representatives or by the City of Phoenix Title VI Coordinator will be documented and assigned to the appropriate Transit Service Provider (TSP) (operator or administrator of the service) responsible for investigation in accordance with federal standards (28 CFR Part 35 and FTA Circular 4702.1B). The TSP has 30 days to investigate each complaint. If more information is needed to resolve the case, the TSP may contact the complainant and request additional information. Complainants must provide additional information within 10 days of the request or the complaint may be deemed undeterminable and will be administratively closed. Cases may also be administratively closed if a complainant informs Valley Metro or the City of Phoenix that they no longer wish to pursue the complaint. Requests to close a complaint can be requested by phone, email or in writing (see contact information above). Complaints may be administratively closed for non-responsiveness by the complainant.

Following the investigation, all complaints shall be concluded with a determination entered in the CAS system. The determination entry shall state the investigation determined the complaint was valid¹, invalid², or undeterminable³. If the investigation determines the alleged Title VI complaint violations of race, color or national origin discrimination are valid, a detailed corrective resolution to remedy the situation shall be provided to the complainant. If the investigation results determine there was no alleged Title VI discrimination based on race, color or national origin, the case will be closed. The complainant shall be notified of the investigation results in the manner identified (email or phone). A complainant can appeal the decision within 60 days of notification of the investigation results. Appeals must be submitted to Valley Metro or the City of Phoenix.

Valley Metro, the Customer Service Administrator (CSA), and City of Phoenix staff review all Title VI complaints and investigations.

For more information on Valley Metro's Title VI Program and procedures by which to file a complaint, contact the Title VI Coordinator at (602) 322-4514.

For more information on the City of Phoenix's Civil Rights Program and the procedures by which to file a complaint, contact the Title VI Coordinator at (602) 262-7242.

¹ Valid: fact based, binding, acceptable, enforceable

² Invalid: null and void, unacceptable, unenforceable

³ Undeterminable: incapable of being decided, settled, or fixed; not determinable

Requesting Information

Note: To request information in alternative formats, please contact Customer Service at csr@valleymetro.org or phone: (602) 253-5000 or City of Phoenix (602) 262-7242, TTY: (602) 251-2039

Tracking a Title VI Complaint

As complaints are received, they are logged into the CAS system. Within 24 to 48 hours of logging the complaint, Valley Metro CSA assigns the complaint to the appropriate TSP for investigation and documentation.

The TSP has 30 days to complete their investigation, including obtaining additional information needed from the complainant to investigate or to resolve the case. The investigator will follow the complaint process, and once the investigation is concluded, the case resolution will be documented in the CAS.

The CAS system is programmed to notify the CSA if a complaint has not been responded to within the required time frame. Upon system notification, the CSA will send out a reminder notice to the appropriate TSP that the case is not yet resolved or closed out.

Once the case has been resolved the complainant will receive a response in the manner identified.

Valley Metro and the City of Phoenix monitors the process monthly to ensure Title VI complaints are fully investigated, adequately documented, and that the complainant was responded to in the manner requested. Should an inaccuracy be found, Valley Metro and/or the City of Phoenix will work with CSA and the appropriate TSP to reopen the complaint for further investigation until resolution or completion.

Investigating a Title VI Complaint

Each documented Title VI investigative report must address each of the “Five Federal Investigative” steps found in 28 CFR, Part 35 and FTA Circular 4702.IA. The five steps are:

STEP ONE: The TSP will review the complaint information entered into CAS by Valley Metro Customer Service staff. Any new issues identified during the investigation should also be documented in CAS.

STEP TWO: Interviews and collections of facts.

- TSP identifies respondents to interview, if needed.
- TSP interviews respondents identified and documents details from the interviews in CAS.
- Investigate every “issue” (stated in the “statement of issues noted in step one).
- Separate facts from opinions.

“Respondent” is not confined to the transit vehicle operator. “Respondent” is defined as any source of information that can contribute to the investigation, such as:

- Complainant
- Operator
- Radio/Dispatch/OCC reports
- Maintenance staff
- City Transit staff
- Witnesses
- Other transit employees

The TSP identified, collects, and reviews other information and/or documents that provide facts for the investigation. Any applicable information is to be documented in CAS. Documents to review can include:

- GPS tracking software and programs
- Maintenance records
- Spotter reports
- Video (camera) and/or audio recordings
- Courtesy cards
- Incident reports (supervisor, transit police, fare/security inspectors)
- Route history
- Other documents deemed appropriate by the TSP

STEP THREE: TSP documents pertinent regulations, rules, policies, and procedures that apply to the investigation in CAS under the case number assigned.

Pertinent regulations, rules, policies, and procedures may include:

- Title VI requirements
- Company rules and procedures
- Valley Metro and City of Phoenix policies and service standards
- Contractual requirements

STEP FOUR: Complaint Determination.

- TSP compares each fact from “findings of fact” to the list of regulations, rules, etc.
- TSP makes a fact-based determination of alleged violation(s).

STEP FIVE: Description of resolution for each valid violation.

- TSP describes specific corrective actions for *each* violation found
- TSP documents follow-up action, if applicable
- TSP documents the complaint resolution in CAS

TSP Complaint Resolution(s):

- Must include specific complaint resolutions for each valid violation noted.
- Document a follow-up action plan, where applicable.
- If no valid violations are found, note policies, procedures, etc. reviewed during the investigation and with transit operator.
- Documented complaint information should always include staff initials, title, and dates.

Response to Customer

TSP will respond to the Customer in the manner identified and will document the response provided in CAS under the case number assigned.

Procedimientos de Quejas del Título VI

¿Qué es el Título VI?

El Título VI es una sección del Decreto de los Derechos Civiles de 1964 que requiere que “ninguna persona en los Estados Unidos deberá, basándose en su raza, color u origen nacional, ser excluida de participar en, ser denegada de los beneficios de, o verse sujeta a discriminación bajo cualquier programa o actividad recibiendo asistencia financiera federal.”

¿Cómo registro una queja?

Cualquier persona que crea que ha sido excluida de la participación en, se le hayan denegado los beneficios de, o de otra manera se haya visto sujeta a discriminación ilegal bajo cualquier servicio, programa o actividad de Valley Metro o de la Ciudad de Phoenix, y crea que la discriminación se basa en raza, color u origen nacional, puede registrar una queja formal con el Servicio al Cliente de Valley Metro o directamente con la Ciudad de Phoenix. Esta protección antidiscriminatoria también se extiende a las actividades y los programas de los contratistas terceros Proveedores de Servicios de Transporte (TSP por sus siglas en inglés) de Valley Metro y la Ciudad de Phoenix. Valley Metro y la Ciudad de Phoenix usan el Sistema de Asistencia al Cliente (CAS por sus siglas en inglés) para capturar todas las quejas recibidas por el sistema regional de transporte. Cualquier queja de este tipo debe registrarse dentro de los 180 días del presunto acto discriminatorio (o de la última vez que haya ocurrido).

Para enviar una queja en línea, llene la forma de quejas en línea en el siguiente enlace: www.valleymetro.org/form/title-vi-complaint-form

Las quejas también se pueden registrar por escrito usando la forma de quejas del Título VI, ó llamando a Servicio al Cliente al (602) 253-5000, TTY: (602) 251-2039. Las formas llenas y firmadas se deben enviar por correo postal a:

Regional Public Transportation Authority
4600 East Washington Street, Suite 101
Phoenix, AZ 85034
Correo electrónico: csr@valleymetro.org
Teléfono: (602) 253-5000
TTY: (602) 251-2039

La forma de la queja se encuentra en nuestro sitio web:
<https://www.valleymetro.org/about/civil-rights>

Para registrar una queja directamente con la Ciudad de Phoenix:

Attention: Title VI Coordinator
City of Phoenix Public Transit Department
302 N. 1st Avenue, Suite 900
Phoenix, AZ 85003

Correo electrónico: PHXTransitEO@phoenix.gov

Teléfono: (602) 262-7242

<https://www.phoenix.gov/publictransit/title-vi-notice>

Los individuos también pueden registrar quejas directamente con la Administración Federal de Transporte (FTA por sus siglas en inglés) dentro de un período de tiempo de 180 días:

Federal Transit Administration (FTA)

Attention: Title VI Coordinator

East Building, 5th Floor –TCR

1200 New Jersey Avenue, SE

Washington, D.C. 20590

Servicio al Cliente

Las quejas recibidas por los representantes de Servicio al Cliente de Valley Metro o por el Coordinador del Título VI de la Ciudad de Phoenix serán documentadas y asignadas al Proveedor de Servicios de Transporte (TSP por sus siglas en inglés) (operador o administrador del servicio) apropiado responsable de la investigación en conformidad con los estándares federales (28 CFR Parte 35 y Circular 4702.1B de la administración FTA). El proveedor TSP tiene 30 días para investigar cada queja. Si se necesita más información para resolver el caso, el proveedor TSP puede ponerse en contacto con el/la reclamante y solicitar información adicional. Los reclamantes deben proporcionar la información adicional dentro de los 10 días posteriores a la solicitud o la queja puede considerarse indeterminable y se cerrará administrativamente. Los casos también se pueden cerrar administrativamente si un/a reclamante informa a Valley Metro o a la Ciudad de Phoenix que ya no desea continuar con la queja. Las solicitudes para cerrar una queja se pueden hacer por teléfono, por correo electrónico o por escrito (vea arriba la información de contacto). Las quejas se pueden cerrar administrativamente si el/la reclamante falle en responder.

Después de la investigación, todas las quejas deberán ser concluidas con una determinación ingresada al sistema CAS. La entrada de la determinación deberá indicar que la investigación determinó que la queja era válida¹, inválida² ó indeterminable³. Si la investigación determina que las presuntas infracciones de la queja bajo el Título VI de discriminación por raza, color u origen nacional son válidas, se deberá proveer al/la reclamante una resolución correctiva detallada para remediar la situación. Si los resultados de la investigación determinan que no hubo una presunta discriminación bajo el Título VI basada en raza, color u origen nacional, el caso se cerrará. El/la reclamante deberá ser notificado/a de los resultados de la investigación

en la forma identificada (correo electrónico o teléfono). Un/a reclamante puede apelar la decisión dentro de los 60 días siguientes a la notificación de los resultados de la investigación. Las apelaciones se deben enviar a Valley Metro o a la Ciudad de Phoenix.

¹ Válida: basadas en los hechos, vinculante, aceptable, ejecutable

² Inválida: nula e inválida, inaceptable, inejecutable

³ Indeterminable: incapaz de llegar a una decisión, asentada, osolucionada; no es determinable

Todas las quejas e investigaciones del Título VI son revisadas por Valley Metro, el Administrador de Servicio al Cliente (CSA por sus siglas en inglés), y el personal de la Ciudad de Phoenix.

Para más información sobre el Programa del Título VI de Valley Metro y los procedimientos para registrar una queja, llame al Coordinador del Título VI al (602) 322- 4514.

Para más información sobre el Programa de Derechos Civiles de la Ciudad de Phoenix y los procedimientos para registrar una queja, llame al Coordinador del Título VI al (602) 262-7242.

Solicitando Información

Nota: Para solicitar información en formatos alternativos, por favor comuníquese con Servicio al Cliente en csr@valleymetro.org o por teléfono: (602) 253-5000 ó con la Ciudad de Phoenix al (602) 262-7242, TTY: (602) 251-2039

Rastreando Una Queja del Título VI

A medida que se van recibiendo las quejas, éstas son ingresadas al sistema CAS. Dentro de 24 a 48 horas de registrar la queja, el administrador CSA de Valley Metro asigna la queja al proveedor TSP apropiado para su investigación y documentación.

El proveedor TSP tiene 30 días para completar su investigación, incluyendo la obtención de la información adicional necesaria del/la reclamante para investigar o para resolver el caso. El investigador seguirá el proceso de quejas, y una vez que concluya la investigación, la resolución del caso se documentará en el sistema CAS.

El sistema CAS está programado para notificarle al administrador CSA si una queja no ha sido contestada dentro del plazo requerido. Tras la notificación del sistema, el administrador CSA enviará un aviso de recordatorio al proveedor TSP correspondiente de que el caso aún no se ha resuelto o cerrado.

Una vez resuelto el caso, el/la reclamante recibirá una respuesta en la forma identificada.

Valley Metro y la Ciudad de Phoenix monitorean el proceso mensualmente para asegurar que las quejas del Título VI se investiguen a fondo, se documenten adecuadamente, y se le conteste al/la respondiente de la manera solicitada. En caso de que se encuentre un error, Valley Metro y/o la Ciudad de Phoenix trabajarán con el administrador CSA y el proveedor TSP apropiado para volver a abrir la queja para una investigación adicional hasta su resolución o finalización.

Investigando Una Queja del Título VI

Cada reporte de investigación documentado del Título VI debe abordar cada uno de los “Cinco Pasos de Investigaciones Federales” que se encuentran en 28 CFR, Parte 35 y la Circular 4702.IA de la administración FTA. Los siete pasos son:

PASO UNO: El proveedor TSP revisará la información de la queja ingresada al sistema CAS por el personal de Servicio al Cliente de Valley Metro. Cualquier nuevo asunto identificado durante la investigación también se debe documentar en el sistema CAS.

PASO DOS: Entrevistas y recolecciones de los hechos.

- El proveedor TSP identifica a los respondientes a ser entrevistados, si es necesario.
- El proveedor TSP entrevista a los respondientes identificados y documenta los detalles de las entrevistas en el sistema CAS.
- Se investiga cada “asunto” (indicado en la declaración de asuntos que se indica en el paso uno).
- Se separan los hechos de las opiniones.

El/la “respondiente” no se limita al/la conductor/a del vehículo de transporte. El/la “respondiente” se define como cualquier fuente de información que pueda contribuir a la investigación, tal como:

- Reclamante
- Conductor/a
- Reportes de radio/despacho/OCC
- Personal de mantenimiento
- Personal de Transporte de la Ciudad
- Testigos
- Otros empleados de transporte

El proveedor TSP identifica, recopila, y revisa otra información y/o documentos que provean los hechos para la investigación. Cualquier información aplicable se debe documentar en el Sistema CAS. Los documentos por revisar pueden incluir:

- Software y programas de rastreo GPS
- Registros de mantenimiento
- Reportes de observador “Spotter”
- Grabaciones de video (cámara) y/o audio
- Tarjetas de cortesía
- Reportes de incidentes (supervisor, policía de transporte, inspectores de pasajes/seguridad)
- Historial de la ruta
- Otros documentos que el proveedor TSP considere apropiados

PASO TRES: El proveedor TSP documenta las regulaciones, reglas, normas, y procedimientos pertinentes que sean aplicables a la investigación en el sistema CAS bajo el número de caso asignado.

Las regulaciones, reglas, normas y procedimientos pertinentes pueden incluir:

- Requerimientos del Título VI
- Reglas y procedimientos de la compañía
- Normas y estándares de servicio de Valley Metro y la Ciudad de Phoenix
- Requerimientos contractuales

PASO CUATRO: Determinación de la queja.

- El proveedor TSP compara cada hecho de “hallazgos de hechos” con la lista de regulaciones, reglas, etc.
- El proveedor TSP hace una determinación basada en hechos de la/s presunta/s infracción/es.

PASO CINCO: Descripción de la resolución para cada infracción válida.

- El proveedor TSP describe las acciones correctivas específicas para cada infracción que haya sido encontrada
- El proveedor TSP documenta la acción de seguimiento, si es aplicable
- El proveedor TSP documenta la resolución de la queja en el sistema CAS

Resolución/es de Quejas del Proveedor TSP:

- Debe incluir resoluciones específicas a las quejas para cada infracción válida anotada.
- Documentar un plan de acción de seguimiento, cuando sea aplicable.
- Si no se encuentran infracciones válidas, anotar las normas, los procedimientos, etc. revisados durante la investigación y con el/la conductor/a de transporte.
- La información documentada de la queja siempre debe incluir las iniciales del personal, el título, y las fechas.

Respuesta al/la Cliente

El proveedor TSP le contestará al/la Cliente de la manera identificada y documentará la respuesta provista en el sistema CAS bajo el número de caso asignado.

Title VI Complaint Forms

TITLE VI COMPLAINT FORM

Any person who believes that he or she has been discriminated against by Valley Metro or City of Phoenix or any of its service providers and believes the discrimination was based upon race, color or national origin, may file a formal complaint with Valley Metro Customer Service.

Please provide the following information to process your complaint. Alternative formats and languages are available upon request. You can reach Customer Service at 602.253.5000 (TTY: 602.251.2039) or via email at csr@valleymetro.org.

SECTION 1: CUSTOMER INFORMATION

First Name: _____ Last Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____
Email: _____ Preferred method of contact: ☐ Phone ☐ Email

SECTION 2: INCIDENT INFORMATION

Date of Incident: _____ Time of Incident: _____ ☐ AM ☐ PM City: _____
Incident Location: _____ Direction of Travel: _____
Route #: _____ Bus/Light Rail/Streetcar #: _____
Service Type: ☐ Local Bus ☐ Express/RAPID ☐ Circulator/Connector ☐ Light Rail ☐ Streetcar ☐ Dial-a-Ride
Operator Name: _____
Operator Description: _____
What was the discrimination based on (Check all that apply): ☐ Race ☐ Color ☐ National Origin ☐ Other _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please use the back of this form. You may also attach any written materials or other information relevant to your complaint.

Have you filed this complaint with the Federal Transit Administration (FTA)? ☐ Yes ☐ No
If yes, please provide information about a contact person at the FTA where the complaint was filed:

Name: _____ Title: _____
Address: _____ Phone: _____

Have you previously filed a Title VI complaint with this agency? ☐ Yes ☐ No

Signature and date required below:

Signature _____
Date _____



FORMA DE RECLAMACIÓN BAJO EL TÍTULO VI

Cualquier persona que crea que ha sido discriminada por Valley Metro o la Ciudad de Phoenix o por cualquiera de sus proveedores de servicios y cree que la discriminación fue basada en su raza, color u origen nacional, puede registrar una queja formal ante el Servicio al Cliente de Valley Metro.

Por favor provea la siguiente información para procesar su queja. Hay formatos e idiomas alternativos disponibles si se solicitan. Usted se puede comunicar con el Servicio al Cliente llamando al 602.253.5000 (TTY: 602.251.2039) o por correo electrónico a csr@valleymetro.org.

SECCIÓN 1: INFORMACIÓN DEL CLIENTE

Nombre: _____ Apellido: _____
Domicilio: _____
Ciudad: _____ Estado: _____ Código Postal: _____
Teléfono del Hogar: _____ Teléfono Celular: _____
Correo Electrónico: _____ Método preferido de contacto: ☐ Teléfono ☐ Correo Electrónico

SECCIÓN 2: INFORMACIÓN SOBRE EL INCIDENTE

Fecha del Incidente: _____ Hora del Incidente: _____ ☐ AM ☐ PM Ciudad: _____
Ubicación del Incidente: _____ Dirección del Viaje: _____
Ruta #: _____ Autobús/Tren Ligero/Tranvía #: _____
Tipo de Servicio ☐ Autobús Local ☐ Express/RAPID ☐ Circulador/Conector ☐ Tren Ligero ☐ Tranvía ☐ Dial-a-Ride
Nombre del/la Operador/a: _____
Descripción del/la Operador/a: _____
¿En qué se basó la discriminación? (Marque todo lo que sea aplicable):
☐ Raza ☐ Color ☐ Origen Nacional ☐ Otro _____

Explique lo más claramente posible lo que sucedió y por qué cree usted que se le discriminó. Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la/s persona/s que le discriminó/aron (si los conoce), así como los nombres y la información de contacto de cualquier testigo. Si se necesita más espacio, por favor use el reverso de esta forma. Usted también puede adjuntar cualquier material por escrito u otra información relevante a su queja.

¿Ha usted registrado esta queja ante la Administración Federal de Transporte (FTA por sus siglas en inglés)? ☐ Sí ☐ No
Si contestó Sí, por favor provea información sobre una persona de contacto en la administración FTA donde se registró la queja:

Nombre: _____ Título: _____
Domicilio: _____ Teléfono: _____

¿Ha usted registrado previamente una queja bajo el Título VI ante esta agencia? ☐ Sí ☐ No

Firma y fecha requeridas abajo:

Firma _____
Fecha _____



A copy of this form can be found online at [Title VI Complaint Form](#)

Title VI Investigations, Complaints, and Lawsuits

Valley Metro operates Surprise transit service, therefore, those entities have reported all Surprise complaints in the respective programs for November 2018 to December 2021.

Investigations

Were there any Title VI investigations pertaining to the Surprise transit service during the 2018-2021 reporting period?

Answer: There were no Title VI investigations during this reporting period.

Complaints

Did Surprise receive directly any Title VI complaints pertaining to the Surprise transit service during the 2018-2021 reporting period?

Answer: No Title VI complaints were received directly by Surprise during this time frame.

Lawsuits

Were there any Title VI lawsuits pertaining to the Surprise transit service during the 2018-2021 reporting period?

Answer: There were no Title VI lawsuits pertaining to Surprise transit service filed against the City of Surprise during this reporting period.

Public Participation Plan

City of Surprise Public Participation Plan



City of Surprise shall, if necessary, engage the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys. As an agency receiving federal financial assistance, City of Surprise made the following community outreach efforts:

City of Surprise has adopted the Valley Metro Public Participation Plan, which can be found at the end of this program listed as “Attachment A.” City of Surprise has not conducted any transit-related public outreach between the years of 2018 and 2021. Valley Metro conducts all outreach for transit service changes on behalf of the City of Surprise.

If an issue is raised by Valley Metro, the City of Surprise, or a citizen/resident of Surprise that requires consideration at a duly noticed public meeting, the City of Surprise will provide adequate space and a proper venue(s) to publicly consider and/or address the issue.

Public Meetings:

- (1) Public meetings are scheduled to maximize the opportunity for attendance by stakeholders and the general public. This may require scheduling meetings during nontraditional business hours, holding more than one meeting at different times of the day or on different days, and checking other community activities to avoid conflicts.
- (2) When a public meeting or public hearing is focused on a planning study or program related to a specific geographic area or jurisdiction within the region, the meeting or hearing is held within that geographic area or jurisdiction.
- (3) Public meetings are held in locations accessible to people with disabilities and are located near a transit route when possible.

Limited English Proficiency Plan

City of Surprise

Limited English Proficiency Plan



Limited English Proficiency Plan

Valley Metro has conducted a thorough LEP four factor analysis and resulting Language Access Plan to be utilized by all Valley Metro member agencies. This Language Access Plan, as set forth in Attachment B, will be utilized by the City of Surprise to ensure compliance with its obligations to Limited English Proficiency (LEP) person under Title VI.

Non-elected Committees Membership Table

A sub recipient who selects the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

The City of Surprise does NOT select the membership of any transit-related committees, planning boards, or advisory councils.

Monitoring for Subrecipient Title VI Compliance

The City of Surprise is a subrecipient and does NOT monitor subrecipients for Title VI compliance.

Title VI Equity Analysis

A sub recipient planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may, as a result of the construction, be displaced from their homes or businesses. "Facilities" in this context does not include transit stations or bus shelters, but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process prior to the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

Note: Even if facility construction is financed with non-FTA funds, if the sub recipient organization receives any FTA dollars, it must comply with this requirement.

The City of Surprise has no current or anticipated plans to develop new transit facilities covered by these requirements. No facilities covered by these requirements were developed since July 1, 2012.

Regional System Wide Standards and Policies

The City of Surprise does not have region wide standards as Valley Metro operates transit service on behalf of City of Surprise.

The City of Surprise follows a multiple phase Transit Standards and Performance Measures (TSPM) guided by Valley Metro. These standards fall in line with federal and state requirements. The TSPM help manage our regionally funded transit services and investments. The following three-phase approach is posted on Valley Metro's Website.

Phase I

The first phase in the plan establishes service provision goals to guide the development of Valley Metro's TSPM. This phase established standardized transit service types, operating characterized for each service type and bus stop spacing standards.

Phase II

The second phase focuses on the development of transit service performance measures, transit service thresholds, application principles and implementation standards for new service.

Phase III

The third phase establishes standard and performance measures for regionally funded transit vehicles such as buses and light rail vehicles and transit facilities including bus stops and park-and-ride facilities.

As of February 2022, the City of Surprise has all of their service provided by Valley Metro and will follow their Regional System Wide Standards and Policies. Please see Attachment C for a copy of their policy.

The Surprise Park and Ride is the only transit facility based in Surprise.

Service and Fare Policy Changes

Valley Metro operates transit service on behalf of City of Surprise and VM has oversight of service and fare policy changes.

Board Approval for the Title VI Program

Attachment A

Attach a copy of Valley Metro Public Participation Plan

Valley Metro Public Participation Plan 2021

Introduction

The regional transit public input/outreach process is conducted by Valley Metro for various transit-related activities and actions. Throughout the year, Valley Metro conducts public outreach activities related to capital projects, transit service changes, fare changes, and other transit-related events. This Title VI Public Participation Plan was established to ensure inclusion of the public throughout the Phoenix metropolitan community in accordance with the content and considerations of Title VI of the Civil Rights Act of 1964. Federal regulations state that recipients of federal funding must “promote full and fair participation in public transportation decision-making without regard to race, color or national origin.” Valley Metro uses this Plan to ensure involvement of low-income, minority and limited English proficient (LEP) populations, following guidance from the Title VI Requirements and Guidelines for Federal Transit Administration Recipients Circular¹ (Circular).

Involving the public in Valley Metro practices and decision-making processes provides helpful information to improve the transit system to better meet the needs of the community. Although public participation methods and extent may vary with the type of plan, program and/or service under consideration, as well as the resources available, a concerted effort to involve all affected parties will be conducted in compliance with this Plan along with federal regulations. To include effective strategies for engaging low-income, minority and LEP populations, the Circular suggests that the following may be considered:

- Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities.
- Employing different meeting sizes and formats.
- Coordinating with community- and faith-based organizations, educational institutions and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.
- Considering transit information in publications and through communication channels that serve LEP populations.
- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.

¹ United States Department of Transportation, Federal Transit Administration, Circular 4702.1B.

Valley Metro currently practices all these strategies, in compliance with federal regulations, so that minority, low-income and LEP populations have ready access to information and meaningful opportunities to engage in planning activities and provide input as part of the decision-making process.

Typical Public Participation Opportunities

Valley Metro provides opportunities to share information or receive public input through a variety of methods for public participation utilized to engage low-income, minority and LEP populations through many outlets.

Meeting Planning: For planning efforts, including fare and service changes, public meeting locations are held at a centralized location near the affected route or project area and bilingual staff is available. Public notices and announcements are published in minority-focused publications— some examples include: the *Arizona Informant* (African American community), *Asian American Times* (Asian American community), *La Voz* and *Prensa Arizona* (Hispanic community). Press releases are also sent to these media sources regarding fare changes, service changes and other programs. All printed materials are available in English and Spanish and translated, as requested, in any other languages.

Rider Satisfaction Survey: A key participation effort, the Rider Satisfaction Survey, is conducted approximately every two years. This survey is administered on transit routes across the region, reaching transit riders living in minority and/or low-income communities. The survey, administered in English and Spanish, measures rider satisfaction with transit services and captures comments for improvements.

Valley Metro Customer Service: Throughout the year, minority, low-income and LEP populations have access to information through the Valley Metro Customer Service. Valley Metro Customer Service is open 5 a.m. - 10 p.m., Monday through Friday; 6 a.m. - 8 p.m. on Saturdays; and 8 a.m. - 5 p.m. on Sundays and designated holidays. Customer Service staff is multilingual.

Website: Information including meeting announcements, meeting materials and other program information is available on valleymetro.org in both English and Spanish. If users would like information in another language, Valley Metro features Google Translate on its website. This allows Valley Metro to reach citizens in five languages with information on transportation services, proposed service changes and other programs.

Public Participation Methods

Valley Metro uses several specific public involvement techniques to ensure that minority, low-income and LEP persons are involved in transit decisions. Using public involvement, media outlets and print or electronic materials, Valley Metro disseminates information regarding planning efforts. These efforts include the activities described below.

A full list of potential outreach methods is found in Appendix A.

Common Best Practices:

- Public meetings, hearings and open houses are held regularly at community-familiar and centralized locations with public transportation access and at convenient times, in collaboration with city partners. These meetings provide an opportunity to meet with citizens and receive their comments and questions on proposed service changes and other programs. For each program, Valley Metro varies its meeting format to best engage the targeted population.
- Valley Metro has staff available at public meetings, hearings, events and open houses to answer questions and receive comments in both English and Spanish. Valley Metro also uses court reporters to record verbal comments at public hearings.
- Outreach for biannual service changes and other programs are conducted at or near the affected area— for example, along an affected bus route or at an affected transfer location— thus targeting the population that may be most affected by proposed changes to service or routes. Often, these efforts are also executed at transit stops, community centers, civic centers or major transfer locations.
- Coordination with community- and faith-based organizations, educational institutions and other organizations occurs regularly. These coordination efforts assist Valley Metro in executing public engagement strategies that reach out to members of the population that may be affected.
- All public meeting notices for biannual service changes and other programs are translated to Spanish. Notices regarding Valley Metro projects and programs are widely distributed to the public through multiple methods as established by the project team. A full list of potential outreach methods is found in Appendix A.
- Valley Metro publishes advertisements of any proposed service or fare change in minority publications to make this information more easily available to minority populations. Additionally, Valley Metro sends press releases regarding service changes and other programs to Spanish-language media. Depending on the level of impact, a formal media/communications plan can be developed to coordinate overall messaging across multiple stakeholders.
- Valley Metro offers online participation via social media, webinar and email input as an alternative opportunity for comment. Online meetings or hearings are recorded and uploaded to the Valley Metro YouTube channel and/or website.
- Major surveying efforts are conducted in both English and Spanish to ensure that the data collected is representative of the public.
- Valley Metro Customer Service is multilingual.

- All comments are documented in a centralized database. Comment summary information is provided to Valley Metro's city partners for review and is also presented to the Valley Metro Board of Directors for consideration when acting upon proposed service changes.
- A public hearing is a formal presentation to the public on specific proposal or subject. Public testimony is recorded into the official record. The rules governing a public hearing are more formal than that of a public meeting, where a variety of tools and techniques may be used to gather feedback from the public. A public hearing may take place in-person, via teleconference, or online. Public comment must be recorded and transcribed, either via electronic means or a court reporter.

A public hearing is required during:

- The development of an Environmental Impact statement.
- A Major Service Change, as defined by the Major Service Change & Service Equity Policy.

Conclusion

Valley Metro conducts public outreach throughout the year to involve the public with agency activities and transit planning processes. Using a variety of communication techniques such as facilitating meetings at varied times and locations, using multiple formats, placing print and digital materials across multiple channels and providing opportunities via phone and online to share or collect input, Valley Metro ensures that outreach efforts include opportunities for minority, low-income and LEP populations who may be impacted by the activity or transit planning process are integrated into the decision-making process. Valley Metro will continue to involve all communities to be inclusive of all populations throughout the metropolitan Phoenix area and to also comply with federal regulations. Valley Metro will continue to monitor and update this Inclusive Public Participation Plan as part of the Title VI Program, which is updated triennially.

Appendix A

Valley Metro reviews public outreach needs with the project/initiative team as part of the initial development of the designated Public Involvement Plan. Major tactics are outlined to develop the overall timeline. Depending upon the scope of the project, program or announcement, public participation methods are customized to ensure that the public is involved in the decision-making process.

A list of commonly used outreach tools, as well as their definition and associated Valley Metro standard of best practice, is listed below.

Outreach Tool	Definition and Best Practices
Public Hearing	A formal meeting with a set agenda during which a presentation is given, and public testimony/feedback is heard and recorded. Can take place in-person, via teleconference, or online. For public hearings, adequate notice to the public is defined as a minimum of 30 days to the hearing date. A hearing is advertised with an appropriate outreach tactic at least four times within 30 days of the meeting date. Public comment must be recorded and transcribed, either via electronic means or via a court reporter.
Public Meeting	A meeting during which material is presented and public comment is heard and recorded. The material may be offered via a presentation, workshop or “open house.” Can take place in-person, via teleconference, or as a webinar online. For public meetings, adequate notice to the public is defined as a minimum of 15-days prior to the meeting date. A meeting is advertised at least twice via an appropriate outreach tactic within 15 days of the meeting date.
Display Ads in Print Media	A paid advertisement in the newspapers or other print media to alert readers about an upcoming event or action.
Website/Online Social Media	Information on projects or initiatives located on the Valley Metro website or Valley Metro social channels (Instagram, Facebook, Twitter)
Stakeholder meetings	Information provided to local, targeted individuals or groups particularly affected by project. The presentation may be formal, a workshop or in “open house” style. Typically, stakeholder meetings are invitation-only and so do not need to be publicly advertised beforehand. Can take place in-person, via teleconference, or as a webinar online.

Mobile Device Alerts	Electronic push notifications to alert customers to important information on projects or service changes via Valley Metro-owned mobile apps (AlertVM, ConstructVM, mobile fare app).
Signs	Signs on buses, bus stop locations, transit centers or other locations frequented by stakeholders. This includes temporary signs, A-frames or kiosk posters.
Rider Alerts	Notifications regarding immediate rider information on impacts to frequency, routing or schedule. Rider Alerts may be web-based, printed on signs and/or submitted as a memo to Customer Service & Operations.
Direct Mailings	Mail sent to an affected group or area to educate, notify, or request input.
Surveys	A list of questions to solicit opinions or preferences by a selected group of individuals. The survey mechanism may be electronic and/or in-person. The survey population may be intercepted or self-selected. For surveys, the feedback collection period is defined as a minimum of 15 days.
Static Display	Table or sign display at a trafficked event or area in an identified area where a targeted stakeholder group may be present. The display may be manned or unmanned and will have specific information on the project/initiative. This may also include a feedback mechanism, such as comment cards.
Door Hanger/Flyer Canvassing	Print notice distributed to local businesses and residents in project/affected area.
E-mail/E-blast	Digital messaging to an established Valley Metro email list. Stakeholders may opt-in or out of this list based on their needs.

Attachment B

Attach a copy of Valley Metro Limited English Plan.



Language Assistance Plan

Title VI Program

July 2021



1.0 INTRODUCTION

In 1993, the Valley Metro Regional Public Transportation Authority (RPTA) board adopted the name Valley Metro as the identity for the regional transit system in the Phoenix metropolitan area. Under the Valley Metro brand, local governments joined to fund the Valley-wide transit system that serves more than 64 million riders annually. Valley Metro provides fixed route bus service, light rail service, streetcar service (open in late 2021) and complementary ADA paratransit service across the region. Valley Metro provides services with, and distributes transit funds from the countywide transit sales tax to its member agencies including Maricopa County and the cities of Tempe, Mesa, Glendale, Phoenix, Buckeye, Tolleson, Wickenburg, Surprise, Peoria, Chandler, Gilbert, El Mirage, Avondale, Goodyear, Scottsdale, Fountain Hills, and Youngtown. For the most part, Valley Metro and its member agencies use private service providers for the operation of bus, light rail and paratransit services. The Cities of Glendale, Scottsdale, Peoria and Phoenix contract some of their service directly to service providers.

Currently, fixed-route transit service in the metropolitan area is operated by the City of Phoenix, and Valley Metro, Scottsdale and Glendale. There is a total of 893 fixed-route vehicles and 50 light rail vehicles operating in the region. Of these vehicles, 95 are circulators.

The regional transit system has 61 local bus routes that consist of the following: 45 local bus routes, 15 key local bus routes and 1 limited-stop peak route. The region also has 20 Express/RAPID routes, 21 community circulator routes, 1 rural connector route and 1 light rail system. Valley Metro customers made over 64,000,000 boardings during fiscal year 2019.

Seven Four regional entities in the region provide Dial-a-Ride service for seniors and persons with disabilities, as well as Americans with Disabilities Act (ADA) paratransit service for those who are unable to use fixed-route bus service. Annual regional ridership for ADA paratransit and regional ridership for non-ADA general Dial-a-Ride was 1,134,014.

In addition, Valley Metro's Commute Solutions team supports Valley organizations in the mandatory Maricopa County Travel Reduction Program. Toward that goal, the team provides a multipurpose platform at www.ShareTheRide.com that allows commuters to search for carpools, vanpools, transit and bike buddies. In addition to providing this multimodal support, it provides pollution and commute information. In an ongoing effort to educate, the team also provides online training, informational webinars, special promotions for the general public and transportation coordinators.

Valley Metro and the region support the goal of the U.S. Department of Transportation (USDOT) limited English proficient (LEP) guidance to provide meaningful access to its services by LEP persons. The Federal Transit Administration (FTA) notes that transit agencies that provide language assistance to LEP persons in a competent and effective manner will help ensure that their services are safe, reliable, convenient, and accessible to those persons. These efforts may attract riders who would otherwise be excluded from

using the service because of language barriers and, ideally, will encourage riders to continue using the system after they are proficient in English and/or have more transportation options.

1.1 Regulatory Guidance

Title VI of the Civil Rights Act of 1964, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives federal financial assistance.

Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” issued on August 11, 2000, directs each federal agency to publish guidance for its respective recipients to assist with its obligations to LEP persons under Title VI. The Executive Order states that recipients must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. Providing English-only services may constitute national origin discrimination in violation of Title VI and its implementing regulations.

The FTA Circular 4702.1B, “Title VI Requirements and Guidelines for Federal Transit Administration Recipients”, issued in October 2012 reiterates this requirement. Chapter III states that “...FTA recipients must take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient (page III-6).”

In the Phoenix Metropolitan Area, there are more than sixty different languages identified in households where English is not the predominate language. Using the “Four Factor Analysis” prescribed by FTA, this plan was developed to ensure that all transit providers effectively communicate with all users of the public transportation agency’s services provided.

1.2 Four Factor Analysis

FTA Circular 4702.1B identifies four factors that recipients of federal funds should follow when determining what reasonable steps should be taken to ensure meaningful access for LEP persons.

The four factor analysis involves the following:

1. Identify the number or proportion of LEP persons eligible to be served or likely to be encountered with transit service.
2. Determine the frequency with which LEP individuals come in contact with transit service.
3. Determine the nature and importance of transit service provided to LEP individuals.
4. Assess the resources available to the recipient for LEP outreach, as well as costs associated with that outreach.



This document describes Valley Metro's four-factor analysis and summarizes its LEP efforts, including staff training, followed by a description of how the plan will be monitored and updated.

2.0 LIMITED ENGLISH PROFICIENT POPULATION (FACTOR 1)

Factor 1 assesses the number and proportion of persons with limited English speaking proficiency likely to be encountered within the region's service area, which is defined as a three-quarter mile radial buffer around all fixed route services and a three-mile buffer around park-and-ride and transit facilities for express bus service. The LEP population is those individuals who reported to the Census Bureau that they speak English "less than very well."

2.1 Evaluation Methods and Data Source

In accordance with FTA's policy guidance, the initial step for providing meaningful access to services for LEP persons and maintaining an effective LEP program is to identify LEP populations in the service area and their language characteristics through an analysis of available data. The presence of LEP populations in the regional service area was determined by analyzing the U.S. Census Bureau, 2019 American Community Survey (ACS) 5-year Sample. The 2019 ACS data were used because the 2020 decennial census, at the time of this update, was not available.

2.2 LEP Population Identification

FTA describes LEP persons as having a limited ability to read, write, speak, or understand English. For this LEP analysis, those who reported to the Census Bureau that they speak English "less than very well" were used to tabulate the LEP population for the regional service area.

2.3 American Community Survey

The American Community Survey (ACS) is a continuous nationwide survey conducted monthly by the U.S. Census Bureau to produce annually updated estimates for the same small area (census tracts and block groups) formerly surveyed through the decennial census long-form survey. It is intended to measure changing socioeconomic characteristics and conditions of the population on a recurring basis. It is important to note that the ACS does not provide official counts of the population between each decennial census, but instead provides weighted population estimates. This analysis uses the 2019 ACS 5-year data (2015 to 2019).

ACS data include the number of persons ages five and above who self-identified their ability to speak English as "very well", "well", "not well", and "not at all". **Figure 1** depicts Valley Metro's service area. **Table 1** shows the number of LEP people within Valley Metro's service area in comparison to Maricopa County. There are over 4 million residents in Maricopa County, and 3.5 million reside within Valley Metro's service area. The incidence of LEP persons within Valley Metro's service area is slightly higher than in the county. 8.7 percent of residents in Maricopa County speak English less than "very well", while 9.6 percent of residents within Valley Metro's service area speak English less than "very well".

FIGURE 1: VALLEY METRO SERVICE AREA

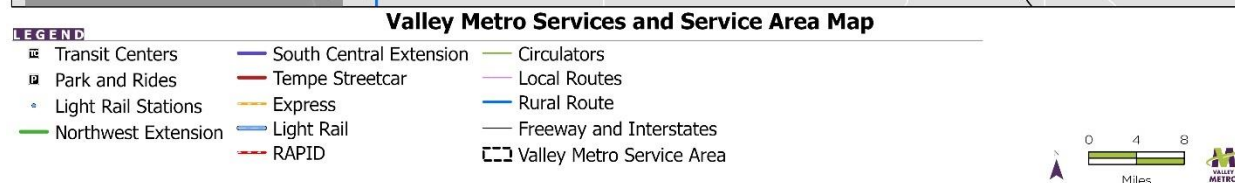
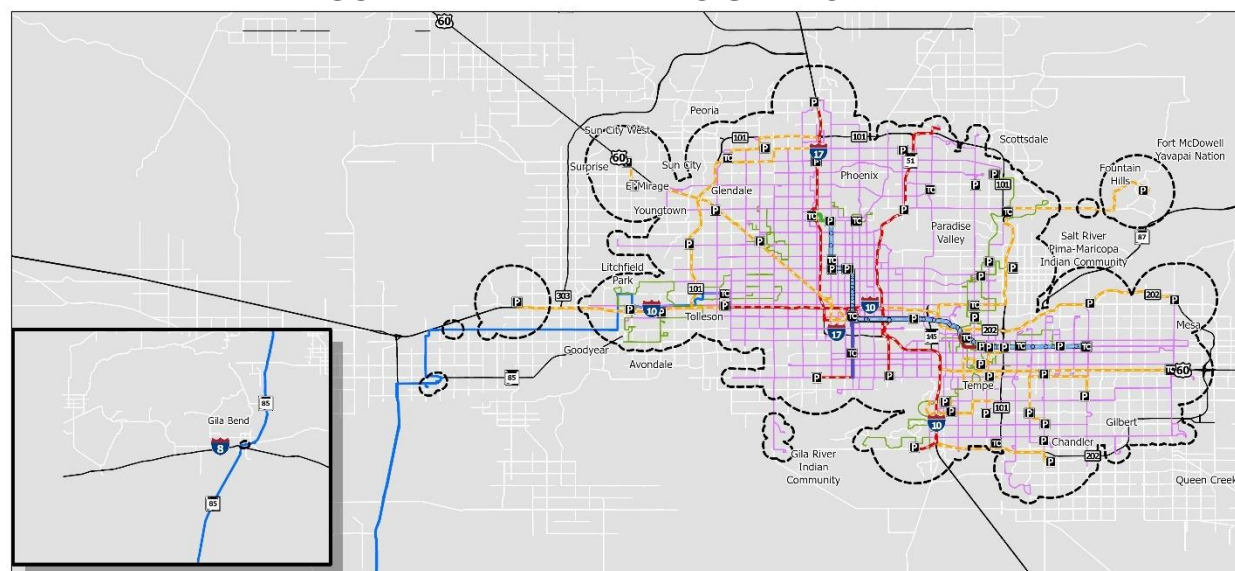


TABLE 1: 2019 ACS DATA, BY LOCATION

County or Area	Total Population Age 5 and Over	Speaks English Only	Speaks English		Percentage Less than Very Well
			Very Well	Less than Very Well	
Maricopa County	4,050,301	2,957,214	737,917	355,170	8.7
Census Tracts within service area ^a	3,530,687	2,501,110	690,264	339,349	9.6

^a Service Area is defined as a ¾-mile buffer within local fixed route service and a 3-mile buffer within park-and-ride and transit facilities for express bus service

Table 2 shows English proficiency for the census tracts within the service area population age five years and above by the linguistic categories identified by the U.S. Census Bureau. This includes English, Spanish, Indo-European, Asian or Pacific Islander, and all other languages. The 2019 ACS data show the population self-identified as speaking English less than “very well” was predominantly the Spanish language group, encompassing 261,287 people, or 7.4 percent of the total population age five years and over. Indo-European, Asian or Pacific Islander, and All Other Languages groups account for 78,026 people, or 2.2 percent of the population. Of all those speaking English less than “very well”, the Spanish group makes up 77 percent of the total population over age five with limited English proficiency.

TABLE 2: 2019 ACS DATA, BY LANGUAGE CATEGORY

Language Category	Total Population Age 5 and Over	Speaks English				Percentage Less than Very Well
		Very Well	Well	Not Well	Not At All	
Total	3,530,687	690,264	148,748	119,838	70,727	9.6
English	2,501,110	—	—	—	—	0.0
Spanish	788,929	527,642	100,211	97,690	63,386	7.4
Asian or Pacific Islander	95,307	57,621	22,331	11,922	3,433	1.1
Indo-European	88,411	66,861	14,813	4,981	1,756	0.6
All other languages	56,930	38,140	11,393	5,245	2,152	0.5

The 2019 ACS data also provide information on linguistically isolated households: “A linguistically isolated household is one in which no member 14 years old and over (1) speaks only English and (2) speaks a non-English language and speaks English ‘very well.’ In other words, all members 14 years old and over have at least some difficulty with English” (ACS 2019). In total, the 2019 ACS data identified 1,356,898 households to be linguistically isolated. The entire membership of a linguistically isolated household would be considered LEP. **Table 3** details those data for linguistically isolated and non-linguistically isolated households by language category within the service area.

TABLE 3: 2019 ACS DATA, BY LINGUISTICALLY ISOLATED HOUSEHOLDS

Language Category	Total Households	Isolated Households	Non-isolated Households	Percentage Isolated Households
Census tracts in service area	1,356,898	57,919	330,557	4.3
English	968,422	—	—	—
Spanish	276,605	41,125	235,480	3.0
Asian or Pacific Islander	41,622	7,956	33,666	0.6
Indo-European	46,362	4,648	41,714	0.3
All other languages	23,887	4,190	19,697	0.3

Within the transit service area, 4.2 percent of households are considered linguistically isolated. Again, these are predominantly Spanish households, making up three percent of the total. Remaining languages make up 1.2 percent of households that are classified as linguistically isolated.

Figure 2 shows concentrations of linguistically isolated households in census tracts within the service area. Most areas throughout the region are mixed, although a few pockets of census blocks have concentrations of linguistically isolated households, thus identified as persons with limited English proficiency.

FIGURE 2: CENSUS TRACTS WITH LINGUISTICALLY ISOLATED HOUSEHOLDS

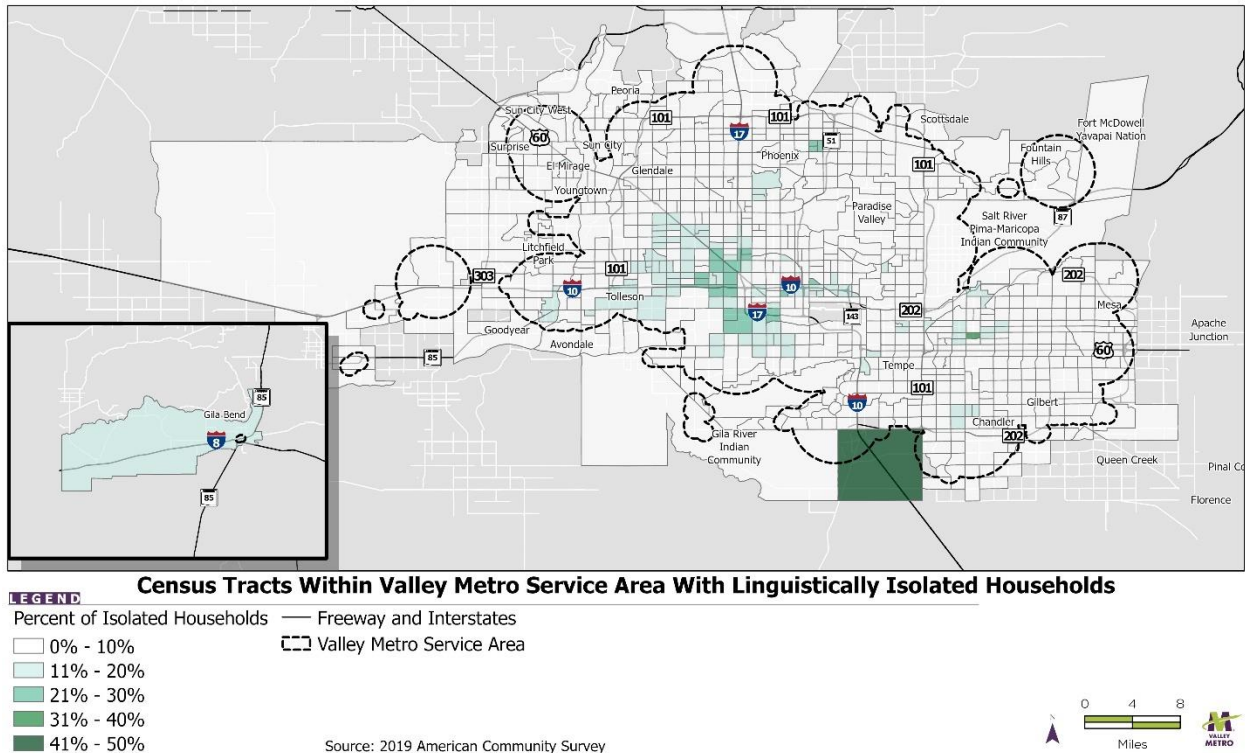
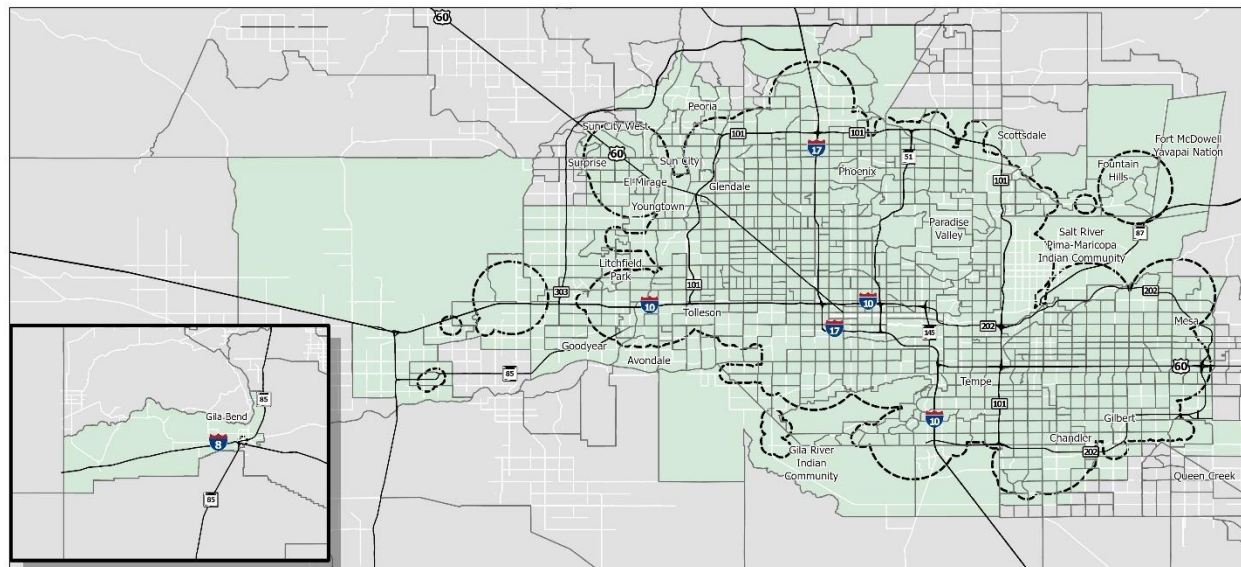


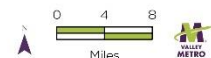
Figure 3 shows the ACS 2019 census tracts within the three-quarter mile buffer of local fixed route service and a three-mile buffer around park-and-ride and transit facilities for express bus service. Census tracts encapsulated within this area are included in the estimates, although they may not be within one-quarter mile of a fixed route.

FIGURE 3: CENSUS TRACTS WITHIN SERVICE AREA



LEGEND

- Freeway and Interstates
- 2019 American Community Survey Tracts
- Impacted Census Tracts
- - - Valley Metro Service Area



The 2019 ACS data show 12 languages or language groups with 1,000 or more LEP persons. Only one LEP population exceeds both the 1,000 or more individuals and the five percent of the total population of persons eligible to be served or likely encountered. **Table 4** shows the populations that meet either of these thresholds using ACS 2019 population by language and ability, sorted by percentage of LEP population.

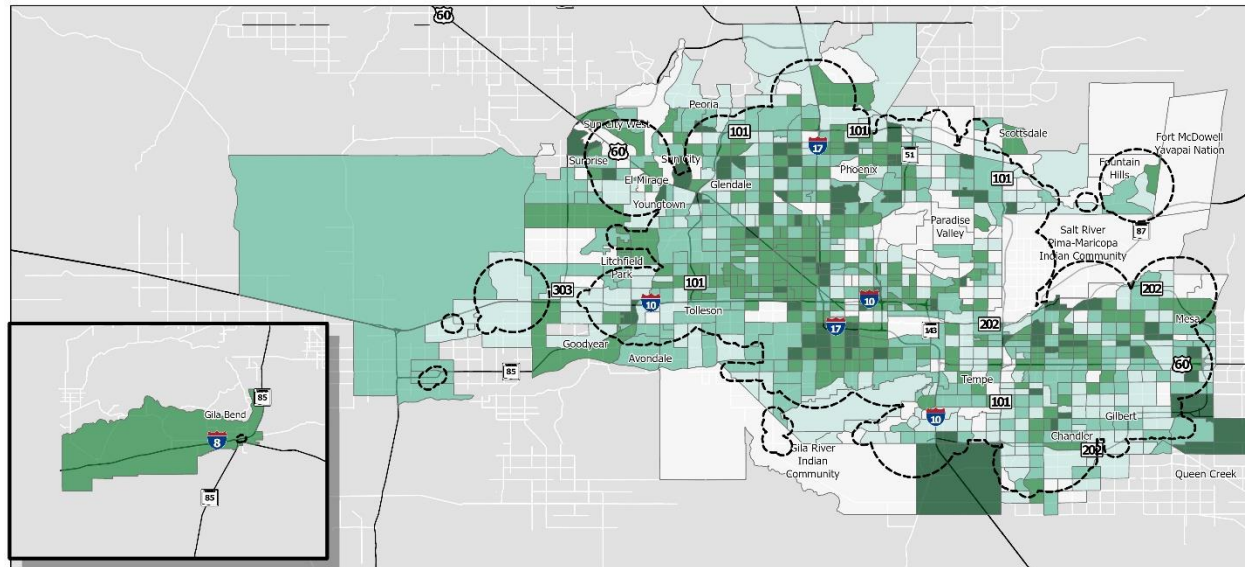
Within the service area, the majority of the 2019 LEP populations is the Spanish speaking population; this is the only language group to exceed both 1,000 individuals and five percent of the LEP population. The Spanish LEP population consists of 261,287 individuals within the service area. The Other Indo-European, Mandarin Chinese, and Other and Unspecified speaking populations followed with 3.86 percent, 3.42 percent, and 3.33 percent respectively. The Vietnamese, Other Asian and Pacific Island and Arabic speaking populations follow with 2.87 percent, 2.85 percent and 2.27 percent, respectively. This is followed by Russian and Filipino with 1.63 percent and 1.28 percent, respectively, and then by Korean (0.8 percent), French (0.6 percent) and German (0.3 percent).

TABLE 4: 2019 ACS DATA, BY LANGUAGE WITHIN ONE-HALF MILE OF FIXED ROUTE SERVICE

Language	Speak English		Total Population	Percentage of Language LEP of Total LEP Population
	Less Than Very Well	Very Well		
All languages	335,714	—	—	100
Spanish	261,287	527,642	788,929	77.83
French, Haitian or Cajun	2,115	7,666	9,781	0.63
German	988	9,765	10,753	0.29
Russian, Polish or Other Slavic	5,484	12,517	18,001	1.63
Other Indo-European languages	12,963	36,913	49,876	3.86
Korean	2,694	2,856	5,550	0.80
Mandarin Chinese	11,471	11,965	23,436	3.42
Vietnamese	9,649	6,936	16,585	2.87
Filipino	4,292	12,356	16,648	1.28
Other Asian Pacific Island	9,580	23,508	33,088	2.85
Arabic	7,623	11,563	19,186	2.27
Other and unspecified languages	11,167	26,577	37,744	3.33

Figure 4 shows concentrations of populations speaking English Less than Very Well throughout the service area. Most areas throughout the region are mixed, although there are a few pockets of Census blocks with concentrations of persons with limited English proficiency.

FIGURE 4: POPULATION SPEAKING ENGLISH “LESS THAN VERY WELL”



3.0 FREQUENCY OF CONTACT WITH LIMITED ENGLISH PROFICIENT POPULATION (FACTOR 2)

The first step of the four-factor LEP needs assessment revealed that the largest language group is overwhelmingly Spanish, followed by the ACS language categories of Other Indo-European, Mandarin Chinese and Other and Unspecified. Factor 2 is intended to assess the frequency with which LEP persons interact with Valley Metro programs, activities or services. The USDOT “Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons” (DOT 2005) advises that:

Recipients should assess, as accurately as possible, the frequency with which they have or should have contact with LEP individuals from different language groups seeking assistance, as the more frequent the contact, the more likely enhanced language services will be needed (emphasis added). The steps that are reasonable for a recipient that serves an LEP person on a one-time basis will be very different than those expected from a recipient that serves LEP persons daily.

The frequency of use was evaluated by assessing current resources, available data and a short survey of transit employees.

3.1 Evaluation Methods and Data Sources

To determine the frequency with which LEP persons interact with Valley Metro, both quantitative and qualitative methods were used to analyze access to services. Anecdotal information regarding interactions with LEP persons, garnered through conversations with Valley Metro employees, is also included in this section. More structured analysis is included using several sources of information:

- Transit Employee Surveys
- Customer Service Interactive Voice Response (IVR) Call Log
- Transit Education Program
- Valley Metro Website Translation Data

Together, these sources provide a picture of the interaction of LEP persons with programs, activities or services provided by the agency.

3.2 Frequency of Contact Analyses

Valley Metro recognizes the value of providing convenient and efficient information to transit riders. Understanding how often LEP persons are using services will assist in serving customers better in the future with quality services, programs and activities.

Transit Employee Surveys

During September and October of 2020, a voluntary survey of customer service and transit employees was conducted regarding interaction with LEP persons and languages spoken. A copy of the survey instrument can be found in **Appendix A**. Valley Metro

Customer Service Representatives provide passenger assistance most commonly through email, but also by phone. Several Customer Service Representatives that are stationed at transit passenger facilities¹ to provide assistance to passengers. Bus operators at multiple locations were also surveyed. Employees surveyed were based at one of the following locations:

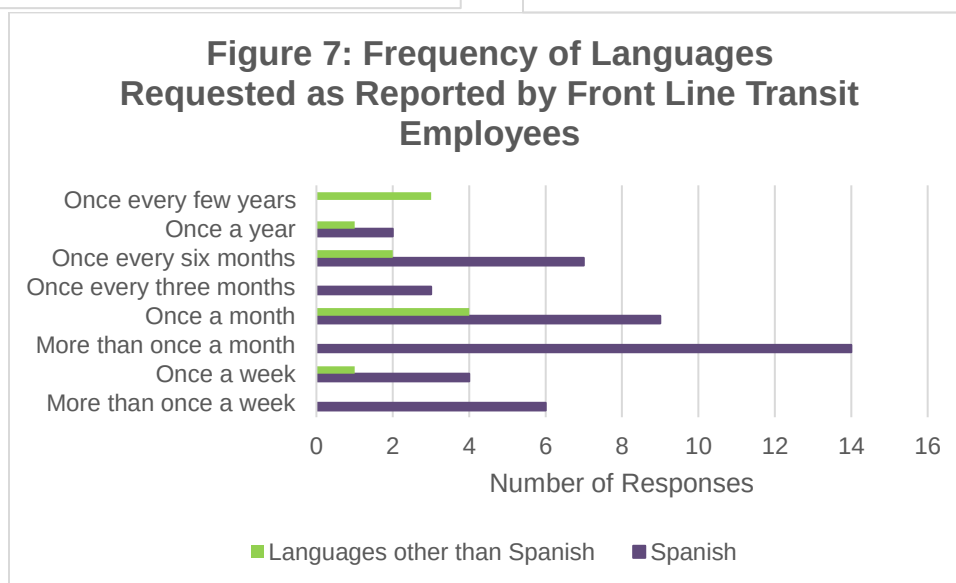
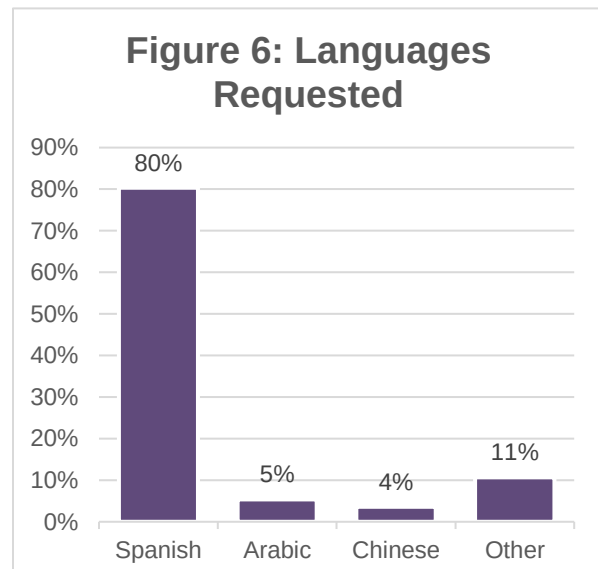
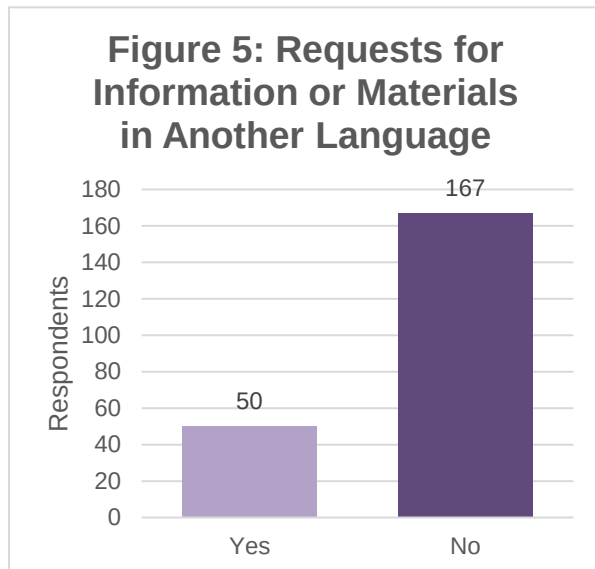
- Customer Service and Mobility Center
- Central Station Transit Center
- Ed Pastor Transit Center
- Metrocenter Transit Center
- Sunnyslope Transit Center
- Tempe Transportation Center
- East Valley Bus Operations and Maintenance Facility
- Mesa Bus Operations and Maintenance Facility
- Phoenix Bus Operations and Maintenance Facility

In total, 218 respondents provided information about their experiences. Approximately 80 percent of those surveyed were transit operators. When asked if staff have had any requests for materials in another language in the past two years, 23 percent responded yes; see **Figure 5**. Of these, most interpretation or translation requests were for Spanish. All but two of the locations received translation requests in the past two years: Sunnyslope Transit Center and Metrocenter Transit Center.

Languages requested were predominantly Spanish (80 percent) followed by Arabic (5 percent) and Chinese (4 percent). Other languages made up 11 percent of requests. These languages, which were each requested only once, were French, Russian, German, Farsi, Hindi and Swahili. See **Figure 6** for a graphic representation of the languages requested.

These responses were categorized appropriately and cross-referenced with the language requested. See **Figure 7** for a comparison. Spanish was much more frequently requested than any other language, and languages other than Spanish were requested at a substantially less frequent rate.

¹ Facilities operated by the City of Phoenix or City of Tempe



This survey helped support the finding that multiple languages are encountered by transit professionals, yet Spanish is the most common and most frequent of the languages encountered.

Customer Service Interactive Voice Response Call Log

The Customer Service Center updated its automated phone system in mid-2014 to establish the Interactive Voice Response (IVR) feature. With this expansion, the system is able to provide a log listing the frequency with which line callers have requested to be transferred. Available are five topic categories, each in English and Spanish for ten total options. The topics available include:

- Americans with Disabilities Act (ADA)
- Customer Relations (CR)
- Light Rail
- Lost and Found
- Transit Information (TI)

This system allows Spanish-speaking callers to be automatically transferred to a bilingual representative, reducing the time it takes to be served in the preferred language. Currently, eight bilingual customer service representatives are employed by Valley Metro. The phone system prioritizes selection of Spanish calls received. **Table 7** shows the distribution of calls by option selected, followed by the sum of calls by language for calendar year 2019.

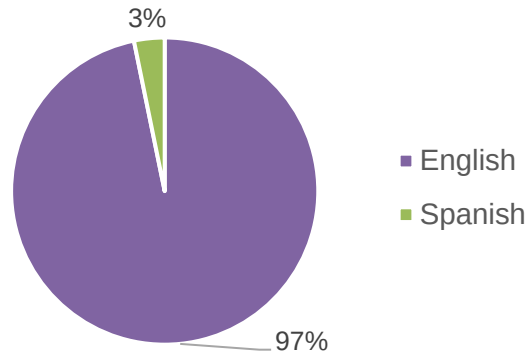
TABLE 7: 2019 CUSTOMER SERVICE CALL LOG

Call	Total Calls	% of Total Calls
ADA – English	20,672	1.79%
ADA – Spanish	2,457	0.21%
CR – English	166,893	14.45%
CR – Spanish	1,030	0.09%
Light Rail – English	113	0.01%
Light Rail – Spanish	2	0.00%
Lost and Found – English	16,419	1.42%
Lost and Found – Spanish	198	0.02%
TI – English	913,931	79.12%
TI – Spanish	33,462	2.90%
English (Total)	1,118,028	96.78%
Spanish (Total)	37,149	3.22%
Total Calls	1,155,177	100.00%

Figure 8 shows a pie chart of the calls by language. Approximately 97 percent of calls were for English and three percent of calls were for Spanish. At the time of this report, 38 customer service representatives were on staff; of these, 8 were bilingual (21 percent).

When evaluating the customer service call logs, the bulk of calls received are through the English phone lines with a small portion (3 percent) selecting a Spanish option.

Figure 8: Customer Service Calls by Language



Transit Education Program

Valley Metro has a Transit Education program that presents information to various groups to teach about public transit, benefits of transit and how to use the system. Staff members visit schools, businesses, social service agencies and present to new residents and refugee groups, senior citizens and persons with disabilities. Additionally, transit information and assistance are provided at community or special events including environmental advocacy events, transportation or vehicle days, career days and more. This team also conducts general presentations by request to any group who wants to learn more about Valley Metro services. In 2019, the transit education staff made 427 public presentations, two of which were in Spanish.

The many Spanish speaking passengers are accommodated because much of the transit information is available in Spanish. Additionally, a bilingual Valley Metro staff member will generally give the transit education presentation in Spanish upon request. Prior to the COVID-19 pandemic, the transit education staff would also conduct monthly presentations with refugee resettlement groups. Given the varied backgrounds of refugee groups, the hosting organizations would generally provide necessary interpreters. Valley Metro staff members have developed training materials that are mostly images to help bridge the language issues.

Website Translation

Apart from accessing information from transit employees—whether by phone, email, in person or another method—many customers use the www.valleymetro.org website for information. The website is equipped with the Google Translate feature, which allows translation into 52 languages. Users have translated the Valley Metro website into 43 different languages using this feature. Approximately 99 percent of interactions with the Valley Metro website used the default English setting. The remaining 1 percent used the other languages. **Table 8** lists the languages translated and the percentage of sessions

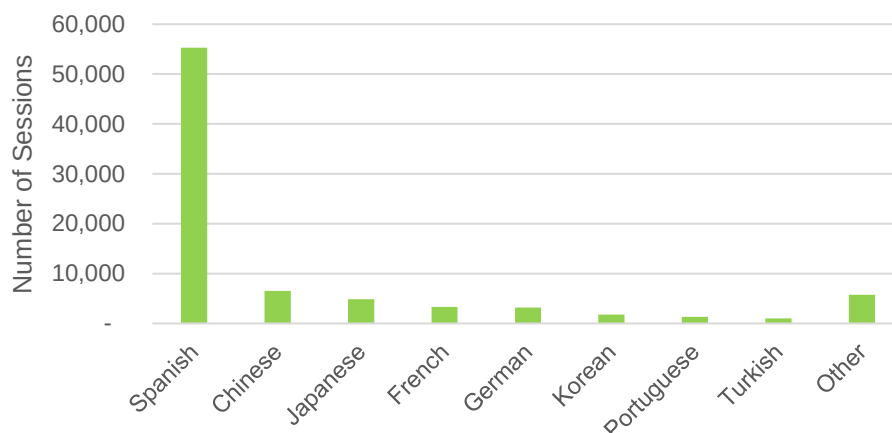
in 2019. Note that only those languages accounting for at least 0.01 percent of the total sessions are included; a full table of entries is available in **Appendix B**.

TABLE 8: 2019 WEBSITE SESSIONS BY LANGUAGE

Language	Number of Sessions	Percentage of Total Sessions
English	5,659,734	98.56
Spanish	55,257	0.96
Chinese	6,506	0.11
Japanese	4,837	0.08
French	3,293	0.06
German	3,167	0.06
Korean	1,750	0.03
Portuguese	1,297	0.02
Russian	898	0.02
Turkish	1,028	0.02
Arabic	557	0.01
Dutch	497	0.01
Italian	631	0.01
Vietnamese	580	0.01
Other	5,728	0.10

Once again, Spanish was overwhelmingly the most widely used language with the website translation service, accounting for 0.96 percent of sessions, followed by Chinese (0.11 percent), Japanese (0.08 percent), French (0.06 percent), German (0.06 percent), Korean (0.03 percent), Portuguese (0.02 percent), Turkish (0.02 percent) and Other (0.10 percent). **Figure 9** shows the number of translated sessions by language.

Figure 9: Number of Translated Website Session by Language (Excluding English)



The website was translated to 32 other languages that each accounted less than 0.01 percent of the sessions—collectively, these viewings account for 0.04 percent of all sessions. These languages include:

- Afrikaans
- Arabic
- Bulgarian
- Catalan
- Croatian
- Czech
- Danish
- Dutch
- Farsi
- Filipino
- Finnish
- Greek
- Hebrew
- Hindi
- Hungarian
- Indonesian
- Italian
- Latin
- Norwegian
- Polish
- Romanian
- Russian
- Samoan
- Serbian
- Slovak
- Slovenian
- Swedish
- Telugu
- Thai
- Tonga
- Ukrainian
- Vietnamese

Many documents on Valley Metro’s website are translated into Spanish since they are disseminated as paper materials to the public. Individuals may use these documents without translating the website into Spanish. Some of these documents include project updates, route maps and schedules, instructions and applications for a Reduced Fare ID, service change information, policies, brochures, and forms.

Conclusion

The Factor 2 analysis revealed that there is regular contact between the LEP population and Valley Metro personnel. The Transit Employee Survey revealed that 23 percent of all respondents had encountered an LEP person; of those who had encountered a request for assistance in another language, 80 percent of respondents reported requests for Spanish. The Customer Service call log showed that a mere three percent of customers used one of the five Spanish options. Information from the Transit Education team qualitatively identified Spanish as the main language group. Finally, translation data from



the Valley Metro website indicated 1.5 percent of sessions were translated—most of which were translated to Spanish. The website was translated to 43 different languages. Overall, there is broad diversity in the Phoenix region population that accesses regional transit services; however, most people using the Valley Metro system speak English or Spanish.

4.0 NATURE AND IMPORTANCE OF THE PROGRAM, ACTIVITY OR SERVICE PROVIDED (FACTOR 3)

The third step in the four-factor LEP needs assessment is an evaluation of the importance of Valley Metro services to persons with limited English proficiency. The first component of the Factor 3 analysis is to identify critical services. Next, input from community organizations was used to identify ways to improve these services for LEP populations. The USDOT “Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons” (DOT 2005) advises that:

The more important the activity, information, service, or program, or the greater the possible consequences of the contact to the LEP individuals, the more likely language services are needed. The obligations to communicate rights to an LEP person who needs public transportation differ, for example, from those to provide recreational programming. A recipient needs to determine whether denial or delay of access to services or information could have serious or even life-threatening implications for the LEP individual . . . providing public transportation access to LEP persons is crucial. An LEP person’s inability to utilize effectively public transportation may adversely affect his or her ability to obtain health care, education, or access to employment.

With assistance from Valley Metro’s Community Relations and Marketing departments, a list of services provided was prepared and prioritized. Input from community organizations and LEP persons was incorporated to ensure views of the importance of services provided are adequately prioritized.

4.1 Services Provided

In cooperation with Valley Metro’s Communications and Operations departments, services currently provided to LEP persons were queried. All printed materials are translated into Spanish and materials in both English and Spanish are available on both bus and light rail services. Below is a list of available materials and services in Spanish that includes next bus and light rail specific services:

- Press Releases
- Public materials including, but not limited to:

-
- Route Scout (announcements on buses and light rail)
 - Ride Guide and Destinations Guide
 - Service changes materials
 - Transit Book
 - Website
 - COVID-19 updates
 - Project updates
 - Title VI forms
 - Large special events materials (for example, Super Bowl public materials)
- Direct mailers or door hangers for targeted outreach
 - Ticket vending machines (Spanish and Braille)
 - Bilingual customer service staff
 - Email list messages
 - Bus specific services:
 - Car cards (on-board advertisements)
 - Bus signage (priority seating, caution signs, entry/exit, etc.)
 - Variable message sign (VMS)² that displays audio announcements on buses
 - Light Rail specific services:
 - Light rail transit vehicle signage including priority seating, code of conduct, and other train information
 - VMS³ announcements on vehicles and at stations
 - System maps and auxiliary information
 - Operator call boxes on trains
 - Emergency call box at stations
 - Safe place notices

Critical Services

Public transit is a key means of mobility for persons with limited English proficiency. Of those services identified above, a subset of critical services was prioritized to ensure that those services imperative to use Valley Metro public transportation options are available to all users.

² Variable message signs are audio announcements that occur on transit services to inform riders of relevant information and updates. Light rail stations and vehicles are equipped with VMS announcements; most fixed route vehicles are also equipped with VMS capabilities

³ Variable message signs are audio announcements that occur on transit services to inform riders of relevant information and updates. Light rail stations and vehicles are equipped with VMS announcements; most fixed route vehicles are also equipped with VMS capabilities



Basic trip information is available both printed and electronically in Spanish, including service hours, tickets, trip planning, airport and transit connections, parking, bicycles and services for persons with disabilities. Also available in Spanish is information regarding how to use transit, acceptable user conduct, priority seating, caution signs and exit locations on vehicles. Ticket vending is available in both Spanish and Braille. Many documents are available in Braille upon request. Emergency notification measures are also translated, including audio VMS Announcements on vehicles (bus and rail), operator call boxes, emergency call boxes and Safe Place notices.

Bilingual customer service representatives are available during regular call center hours. Representatives use the same procedures for comments and note that the inquiry was in Spanish so that a bilingual representative is assigned in any follow-up response if needed. Outside of customer service hours, the website is available for translation to most languages at any time. For public meetings and hearings, a Spanish translator is usually available; additional translators are available upon request or in the appropriate context. Typically, additional translation services requested are provided for American Sign Language through an on-call contract.

Community Outreach

Valley Metro conducted interviews with six community organizations that encounter various LEP populations. Organizations were identified to ensure that a wide variety of cultural and language groups were reached over large service areas. In response to the COVID-19 pandemic, all surveys were conducted by phone call or electronically. These organizations were asked a series of questions from the FTA handbook, “Implementing the Department of Transportation’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons” (FTA 2007). These organizations indicated that they serve populations speaking a broad range of languages, including Spanish, Arabic, and Swahili. The organizations interviewed range from cultural adult centers to refugee services organizations:

- Ability 360 – a local non-profit that provides services for people with disabilities
- Creighton School District – an elementary school district with 24 percent of students who speak English as a second language
- International Rescue Committee – a refugee support and relocation non-profit
- Isaac Elementary School District – an elementary school district with the highest percentage of English learners (33 percent of students)
- Literacy Volunteers of Maricopa County – a non-profit dedicated to improving adult reading and writing in English
- Turn a New Leaf – a non-profit that provides support for people experiencing homelessness, domestic violence and other challenges

Listed below are key language-related findings from the outreach effort:

1. For populations served by these organizations, public transportation is the main form of transportation to access jobs, medical appointments, social services, grocery shopping and school.
2. Spanish was the most common language spoken among the LEP populations at each organization. Swahili and Arabic were the second most common languages.
3. Organizations interviewed expressed needs of LEP populations regarding language assistance including:
 - a. System Map Information: LEP populations have expressed a difficulty in understanding and familiarizing themselves with system maps.
 - b. Transit Service Information: LEP populations have expressed the desire for information, such as how to ride and fare payment information, be communicated in an understandable format. Symbols could be used to communicate messages to a wider audience. Also, offering orientation to these populations, through their respective agencies, would familiarize them with the transit system.
4. When asked who the LEP populations would most trust to deliver transit messaging, most organizations responded that messaging should come from ethnic community organizations or individuals that speak their languages.

Valley Metro continues to make improvements in language assistance for the LEP population in the region in all areas including the three identified above. See **Appendix C** for completed surveys from each community organization.

This valuable feedback provided a few opportunities for Valley Metro to reduce barriers experienced by LEP riders. In regard to item 3, Valley Metro staff was able to introduce the organizations that expressed this concern to Valley Metro's Transit Education Program. This program can help riders better understand the transit system and provide useful transit service information. More research is needed to understand whether system map and transit service information difficulties are truly language issues, or simply educational issues.

Item 4 could be addressed through coordination with community organizations and the Valley Metro Transit Education Program. Transit education staff should continue to present materials to interested groups and should coordinate with the community organization requesting the presentation to ensure that LEP populations are getting the information they need.

5.0 CURRENT RESOURCES AVAILABLE AND THE COSTS TO PROVIDE LANGUAGE ASSISTANCE SERVICES (FACTOR 4)

The final step of the four-factor LEP analysis was an evaluation of the current and projected financial and personnel resources available to meet the current and future needs for language assistance. The first component of the Factor 4 analysis was to identify current language assistance measures and associated costs. The next step was to determine what additional services may be needed to provide meaningful access. The USDOT “Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons” (DOT 2005) advises that:

A recipient’s level of resources and the costs imposed may have an impact on the nature of the steps it should take in providing meaningful access for LEP persons. Smaller recipients with more limited budgets are not expected to provide the same level of language services as larger recipients with larger budgets. In addition, ‘reasonable steps’ may cease to be reasonable where the costs imposed substantially exceed the benefits.

Valley Metro has a strong commitment to reducing the barriers encountered by LEP persons in accessing its services and benefits, to the extent resources are available. Valley Metro currently does not break down all cost expenditures related to providing language assistance; however, language assistance costs are evaluated on a triennial basis to include in Title VI reporting.

5.1 Current Measures and Costs

Costs incurred by Valley Metro for the language assistance measures currently being provided include:

- Translation of materials
- Printing, advertising or other marketing costs
- Interpretation services
- Staff costs associated with Title VI efforts in adhering to language assistance measures

Typically, an amount is embedded into the project costs by activity (logged under printing or other direct expenses) for translation and production of any materials. Agency-wide, there is an on-call contract for any interpretation needs. Any production costs are included in printing and public meetings budgets. Furthermore, bilingual employees provide intermittent language assistance needs as part of their other duties. The Valley Metro community outreach team hires with a preference towards bilingual speakers, especially for projects where LEP residents are prominent. Multiple employees in the community outreach team are fluent in Spanish. These employees may be assigned to prepare press releases or media events with Spanish-speaking publications in addition to their typical

duties. These costs are not tracked, although most of the formal interpretation services are contracted.

Interpreters are contracted on a case-by-case basis for public meetings or hearings to ensure that any language assistance needs are met so that public relations staff can focus on facilitating the event. All hearings are staffed with interpreters while public meetings are staffed depending on the anticipated number of persons reached and upon request. Valley Metro provides headsets to those wishing to hear the presentation in the translated language. Recent public meetings for the South Central Light Rail Extension have taken place in communities where the predominant language is Spanish. To accommodate Spanish speakers, Valley Metro held some events fully in Spanish, with an English translator. Those wishing to listen to the presentation in English used headphones and printed materials in English.

Valley Metro's current contract for interpreters at public meetings costs approximately \$200 per meeting. Annually, \$2,000 to \$3,000 is spent to provide interpreters for staff meetings and public hearings. In addition, \$400 to \$800 is spent annually for sign language interpreters at meetings (as requested) and public hearings. Costs for translating and producing materials such as meeting notices, display boards, news releases, and project update sheets are also budgeted annually—approximately \$30,000 to \$35,000. In total, approximately \$33,000 to \$39,000 is contracted out directly in support of language assistance services for interpreters, translation, and materials dependent on the projects and programs implemented each year.

Additional costs include other staff time used on an ad hoc or regular basis to provide translation or interpretive services. More than 30 percent of public relations and Customer Service Representatives are bilingual, assisting both Spanish- and English-speaking customers. Being bilingual is a preferred qualification when hiring customer service staff, although not required. Bilingual employees also may assist on an informal, ad hoc basis to communicate with LEP individuals in other departments.

5.2 Cost-effective Practices

Valley Metro will continue to evaluate ways to improve the cost-effectiveness and the quality of its language services. Additional strategies for saving costs or improving quality may include developing internal and external language services, with the opportunity to coordinate across multiple agencies in the region. Current measures to ensure services are cost effective include:

- Bilingual staff trained to act as interpreters and translators
- Shared customer service center and other information for combined translation and interpretation resources
- Some standardized common documents with transit and other public agencies
- Using the free Google Translate service on the Valley Metro website
- Translated vital documents currently posted on valleymetro.org

Strategies for consolidating the regional language assistance measures to achieve efficiencies may include:

- Creating an LEP information center for Valley Metro employees
- Surveying Valley Metro staff to determine any additional existing multilingual resources
- Conducting outreach to various community organizations to secure volunteers for translation and interpretation services that are currently contracted or completed in-house
- Consolidating contract services for oral and written translation to secure the most cost-effective rates

Valley Metro continues to use qualified translators and interpreters to uphold the quality of language assistance measures. Valley Metro strives to provide basic informational training for volunteer staff on its language assistance measures.

5.3 Additional Services and Budget Analysis

Valley Metro is committed to reducing the barriers encountered by LEP persons in accessing its services to the extent funding is available. While Valley Metro currently does break down contracted cost expenditures related to providing language assistance, expenditures of efforts for translation and interpretation completed in-house are less well documented. As part of the Language Assistance Plan, Valley Metro will better monitor efforts in the future. Valley Metro will further evaluate how to consolidate its language assistance measures to deliver the most cost-effective services.

The information received from community organizations provided some insight on additional services that may ease access for LEP persons to regional transit services. Services requested were centered on service expansions that included increased frequencies and later services at night. However, these would be improvements for consideration and prioritization of the system rather than specific services for LEP persons. Therefore, they were excluded here and assigned to the general public process for service requests.

Other requests included using more symbols to depict messaging and system routes. Audio messaging using VMS that could potentially show messaging in another language as well. The light rail system VMS currently shows messages in English and Spanish. Bus messaging is typically location data and in close proximity, depending on stop locations. Some audio messages on buses are announced in Spanish. The feasibility and helpfulness of VMS translation should be evaluated.

As applicable and through the annual budget process, additional services requested or identified may be considered for implementation. In 2015, Valley Metro shifted to a zero-based budget that is approved by two boards of directors: Valley Metro Rail Board and the Valley Metro RPTA Board. The budgets are developed and approved annually as appropriate to the unique needs and demands of each agency at that point in time.

Language Assistance Plan

07/22/2021

Page 25

5.4 Projected Costs

Requests for added services include expanded symbols to understand how to use transit services, on-board messaging and system map information. With a commitment to providing reasonable language assistance measures, Valley Metro will assess current symbols used on vehicles, at station locations and elsewhere to determine the sort of improvements that could be made so that the system is more easily understood visually. With expanded use of symbols, it is expected that the need for enhancing the on-board messaging and system map information may be reduced. Furthermore, these could be incorporated into the regular updates of this information and signage. Biannually, in coordination with the service changes, updated system maps are produced.

Other improvements would be considered after analyzing the staff costs, third-party contract costs, and costs related to volunteer or community organization coordination. These would be evaluated in comparison with anticipated benefits to the LEP population. Other considerations may include operational issues and implementation time.

6.0 LANGUAGE ASSISTANCE MEASURES

Valley Metro is committed to full compliance with Title VI and Executive Order 13166 to provide meaningful access and reduce barriers to services and benefits for persons with limited English proficiency.

6.1 Current Language Assistance Measures

Spanish Language Assistance

As discussed earlier, Valley Metro currently provides both oral and written language assistance in Spanish. Oral language assistance includes bilingual customer service representatives, speaking Spanish. Additionally, Spanish interpreters are available at public meetings. On vehicles and at stations, VMS announcements are provided in Spanish.

Written Spanish language assistance includes signs, press releases, list serve messages, service change materials, Title VI complaint forms, policies and procedures. Additional translation of some vital documents is provided, such as schedules, maps, ride and destination guides, Route Scouts and more. Meeting notices and public input surveys at public meetings are translated.

Notices to the public of language assistance measures are typically provided side-by-side with an English version of the document. For example, Ride Guide documents are provided in both English and Spanish and are available together wherever disseminated. Where available, documents are printed on both sides with an English version and a Spanish version on each side of the paper. When calling into the customer service line,



the interactive voice response system will automatically ask if Spanish is the preferred language prior to being connected with a representative.

Languages other than Spanish

Valley Metro provides oral and written translations into other languages when applicable. For written translations the Valley Metro website is equipped with the Google Translate feature, which allows translation into 52 languages (www.translate.google.com). For oral translations, the agency uses an existing contract that can provide translations into all languages identified in the Language Assistance Plan, as well as American Sign Language. Translators under this contract are used for public meetings, canvassing and other community outreach as needed. Valley Metro also provides sign language interpreters for public meetings when requested, and provides Braille translations on fare vending machines and for printed documents upon request.

6.2 Staff Training

Specific policies and procedures for interacting with LEP persons are not formally adopted on a standalone basis. These policies and procedures are, in essence, for all customers and have been embedded into multiple documents (including the Title VI Plan, trainings, instructions, etc.).

Using the Customer Service Center as an example, Spanish calls are assigned directly to a Spanish-speaking representative through the phone system. In the customer assistance system a note is made that the customer speaks Spanish so that if customer service cannot respond to the query immediately, any future response is assigned to a bilingual representative. This training is integrated into general customer assistance staff training to ensure cost effective practices and efficient use of training resources. Title VI of the Civil Rights Act of 1964 is distributed to new customer service employees and where applicable, employees are expected to know how to file discrimination claims based on race, color, or national origin. Additionally, there are related trainings available including quarterly Civil Rights Workshops, training sessions for conducting complaint investigations according to federal guidelines and streamlining the complaint investigative process.

Training for employees who regularly encounter the public may also include:

- Type of language services available
- How staff and/or LEP customers can obtain these services
- How to respond to LEP callers
- How to respond to correspondence from LEP customers
- How to respond to LEP customers in person
- How to document LEP needs

Valley Metro continues to consider opportunities to provide quality services for LEP persons throughout the service area.

6.3 Future Language Assistance Services

With the development of subsequent Language Assistance Plans, the monitoring, evaluation and update process would identify additional services to be considered for feasibility of implementation. Valley Metro strives to serve LEP populations adequately with an equal opportunity to use transportation options available. Section 7 provides more information about the plan's monitoring and update process.

7.0 MONITORING AND UPDATING THE LANGUAGE ASSISTANCE PLAN

Triennially, Valley Metro will review, monitor and update the language assistance plan. Feedback from agency staff and community members will be accepted throughout the year at the email address: TitleVICoordinator@ValleyMetro.org. Additional community feedback may be elicited during the update process. Internal monitoring will be conducted using the template provided from the FTA handbook "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons" (FTA 2007). Using this checklist, stations, vehicles, customer service, community outreach, and public relations are periodically monitored.

Using this information, changes may be made to the language assistance plan recognizing any cost implications and resources available. Depending on cost and resource evaluation, language assistance measures may be expanded, modified or eliminated based on their effectiveness.

As the transit service area is modified through service changes, the demographics served will be reviewed to ensure that those areas with high concentrations of LEP persons are reflected accurately in an effort to provide language assistance measures to areas with expanded transit services.

Throughout the monitoring period, Valley Metro will continue to follow the recommendations and use the resources provided by Executive Order 13166, FTA Circular 4702.1B, the USDOT's "Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons" (DOT 2005), and the FTA handbook "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons" (FTA 2007). Valley Metro will be better able to apply the DOT LEP guidance's four-factor framework and will continue to determine an appropriate mix of language assistance in the preparation of language assistance implementation plans.



APPENDIX A – TRANSIT EMPLOYEE INSTRUMENT

Language Assistance Program Survey 2021

Name: _____

1. Have you had any requests for information or materials in other languages in the past two years?

- a. Yes
- b. No

If yes, please complete the remainder of the survey.

If no, thank you for your participation.

2. Which language(s) have been requested?

3. How often do you receive requests?

- a. More than once a week
- b. Once a week
- c. More than once a month
- d. Once a month
- e. Once every three months
- f. Once every six months
- g. Once a year
- h. Other: _____

4. Do you have the resources needed to help customers with language requests?

- a. Yes
- b. Sometimes
- c. No

APPENDIX B – WEBSITE SESSIONS BY LANGUAGE

Language	Number of Sessions	Percent of Total Sessions
Afrikaans	35	0.00
Arabic	557	0.01
Bulgarian	33	0.00
Chinese	6,506	0.11
Croatian	63	0.00
Czech	220	0.00
Danish	17	0.00
Dutch	497	0.01
English	5,659,734	98.56
Farsi	29	0.00
Filipino	25	0.00
Finnish	200	0.00
French	3,293	0.06
German	3,167	0.06
Greek	90	0.00
Hebrew	77	0.00
Hindi	27	0.00
Hungarian	65	0.00
Indonesian	122	0.00
Italian	631	0.01
Japanese	4,837	0.08
Korean	1,750	0.03
Latin	119	0.00
Norwegian	198	0.00
Polish	243	0.00
Portuguese	1,297	0.02
Romanian	79	0.00
Russian	898	0.02
Samoan	38	0.00
Serbian	18	0.00
Slovak	58	0.00
Slovenian	114	0.00
Spanish	55,257	0.96
Swedish	288	0.01
Telugu	83	0.00
Thai	24	0.00
Tonga	22	0.00
Turkish	1,028	0.02
Ukrainian	30	0.00
Unknown	175	0.00
Vietnamese	580	0.01
Total	5,742,597	100

APPENDIX C – LEP COMMUNITY OUTREACH SURVEYS CONSOLIDATED

Ability 360

2/11/2021

1. What geographic area does your agency serve?

The Phoenix Metro area, although we have people that come as far as Payson. We cover near and far.

2. What kind of services does your organization provide?

Sports, fitness and health-related activity for total inclusion in the community. The main facility does handle home-health, and community integration services.

3. How many people does your agency provide services to?

2,300-2800 was the last member count. The numbers have decreased due to the pandemic.

4. Has the size of the population you serve increased, stayed the same, or decreased over the past five years?

Increased over the last five years.

5. What are the countries of origin from which your population has immigrated?

Iran, Iraq, Puerto Rico, Mexico, people from all around the world that are here using the gym on a regular basis.

6. Does your population come from an urban or rural background?

I don't know.

7. What are the languages spoken by the population you serve?

English
Spanish
Arabic

8. What is the age of your population?

No idea. Due to coronavirus, a lot of things have changed. We serve more adults right now than children. In normal times, we cover the entire continuum.

9. What is the education and literacy level of the population you serve?

Here to there. The fact that our population has disabilities, it's difficult to say. I myself don't have that knowledge and it's not something we normally ask.

10. What needs or expectations for public transportation services has this population expressed?

We are so thankful for the stop at the top of the hill. That's made a huge difference in our client's lives. Just the other day, there was a man who took two buses and the light rail to get here. It's been his lifeline.

11. Has the population inquired about how to access public transportation or expressed a need for public transportation service?

I don't know.

12. What are the most frequently traveled destinations?

Everywhere. They jump on the light rail. Most of our population do not drive.

13. Are there locations that the population has expressed difficulty accessing via the public transportation system?

I don't know.

14. Do the transit needs and travel patterns of the population vary depending on the age or gender of the population members?

I don't know.

15. What is the best way to obtain input from the population?

Survey. Either paper or electronic. All our registrations are done by app and website.

16. Who would the population trust most in delivering language appropriate messages?

I don't know.

17. Does your agency take advantage of Valley Metro resources such as transit education or ridesharing tools? Why or why not?

I don't know.

Creighton School District

1/27/2021

1. What geographic area does your agency serve?

Creighton School District serves the following geographical area: 16th ST – 32nd ST from N Van Buren to Indian School and from 32nd ST - 40th ST from N Van Buren to Lincoln Drive.

2. What kind of services does your organization provide?

In addition to educational services, we offer transportation services to McKinney-Vento eligible families, which are families experiencing homelessness. Our district is able to provide transportation assistance to families experiencing homelessness thanks to our McKinney-Vento grant.

3. How many people does your agency provide services to?

As of January 25th, 2021, our school district serves 167 families in our transportation program. However, the number of families requesting transportation assistance is increasing due to the COVID pandemic.

4. Has the size of the population you serve increased, stayed the same, or decreased over the past five years?

For the past five years we have experienced a decline on our homeless population. However, the number of families requesting transportation assistance is increasing due to the COVID pandemic.

5. What are the countries of origin from which your population has immigrated?

Creighton School District serves families who have immigrated from mostly México, South America, and Africa.

6. Does your population come from an urban or rural background?

Most of our families come from urban areas, but we do have a small percentage of families who come from rural areas.

7. What are the languages spoken by the population you serve?

Our district serves families that speak over 26 languages, however Spanish is the most common language in our community.

8. What is the age of your population?

Our district serves students between ages 3 to 14 years old (Preschool to 8th grade).

9. What is the education and literacy level of the population you serve?

We serve low-income families and commonly their level of literacy varies from each household from Middle School to some High School education. A small percentage of our families have completed graduate and undergraduate education.

Language Assistance Plan

07/22/2021

Page 33

10. What needs or expectations for public transportation services has this population expressed?

Most of our families request transportation services for school, doctor appointments, counseling, or other social services.

11. Has the population inquired about how to access public transportation or expressed a need for public transportation service?

Yes, since we serve low income families, we do receive many transportation requests. However, our district is able to provide transportation assistance to families experiencing homelessness thanks to our McKinney Vento grant.

12. What are the most frequently traveled destinations?

Most of our families request transportation services for school, doctor appointments, counseling, or other social services.

13. Are there locations that the population has expressed difficulty accessing via the public transportation system?

Not at this time.

14. Do the transit needs and travel patterns of the population vary depending on the age or gender of the population members?

Yes.

15. What is the best way to obtain input from the population?

Our community respond well to in person meetings, phone calls, email or texts.

16. Who would the population trust most in delivering language appropriate messages?

Our community trusts school officials or people who speak their native language.

17. Does your agency take advantage of Valley Metro resources such as transit education or ridesharing tools? Why or why not?

Yes we used some, but we would like to have more information about the tools and resources you have available for community members.

International Rescue Committee

1/14/2021

1. What geographic area does your agency serve?

West Phoenix, I-17 corridor, Glendale, various others

2. What kind of services does your organization provide?

Refugee Resettlement: Employment, financial coaching and credit building, English language classes, case management, school support, clinical therapy, immigration services

3. How many people does your agency provide services to?

1,200+

4. Has the size of the population you serve increased, stayed the same, or decreased over the past five years?

Decreased (COVID-19, public policy)

5. What are the countries of origin from which your population has immigrated?

Democratic Republic of the Congo, Myanmar, Afghanistan, Eritrea, Guatemala, Iraq, and more

6. Does your population come from an urban or rural background?

Predominately rural

7. What are the languages spoken by the population you serve?

Swahili, Kinyarwanda, Arabic, Dari, Burmese, Afar, Tigrinya, French, Rohingya, Spanish, and many smaller tribal languages: Kinyabwisha, Chin, Kibembe, Lingala, etc.

8. What is the age of your population?

0-99

9. What is the education and literacy level of the population you serve?

Varies; predominantly below secondary school

10. What needs or expectations for public transportation services has this population expressed?

Wait times between buses, especially during hot summer months; reliability/timeliness

11. Has the population inquired about how to access public transportation or expressed a need for public transportation service?

Refugees are dependent on public transportation

Language Assistance Plan

07/22/2021

Page 35

12. What are the most frequently traveled destinations?

Apartment complexes, schools, grocery stores, DES at 43rd/Olive, warehousing/manufacturing between Van Buren and Buckeye, between 35th and 91st Ave

13. Are there locations that the population has expressed difficulty accessing via the public transportation system?

Employment around Buckeye and 83rd Ave

14. Do the transit needs and travel patterns of the population vary depending on the age or gender of the population members?

No

15. What is the best way to obtain input from the population?

Engage with Ethnic Community Based Organizations, who can support listening sessions

16. Who would the population trust most in delivering language appropriate messages?

Ethnic Community Based Organizations, International Rescue Committee and other resettlement agencies

17. Does your agency take advantage of Valley Metro resources such as transit education or ridesharing tools? Why or why not?

The agency passes out transit books and conducts internal transit training. Unaware of other opportunities and resources.

Literacy Volunteers of Maricopa County

1/14/2021

1. What geographic area does your agency serve?
City of Phoenix, 3 locations; and virtually.
2. What kind of services does your organization provide?
Free adult education services, two programs:
-Adult Basic/Secondary Education, and GED preparation to attain High School Equivalency Diploma.
-English Language Acquisition for Adults (formerly referred to as English as a Second Language ESL).
3. How many people does your agency provide services to?
Approximately 700.
4. Has the size of the population you serve increased, stayed the same, or decreased over the past five years?
Slight decrease
5. What are the countries of origin from which your population has immigrated?
All over the world; most recently African countries and Middle Eastern countries.
6. Does your population come from an urban or rural background?
City of Phoenix: urban
7. What are the languages spoken by the population you serve?
Many different languages; all instruction delivered only in English language.
8. What is the age of your population?
16-99; median about 40-50.
9. What is the education and literacy level of the population you serve?
Lower levels of literacy, compared to 4th grade level or lower.
10. What needs or expectations for public transportation services has this population expressed?
Not aware of any.
11. Has the population inquired about how to access public transportation or expressed a need for public transportation service?
Unknown
12. What are the most frequently traveled destinations?
Unknown
13. Are there locations that the population has expressed difficulty accessing via the public transportation system?
Unknown
14. Do the transit needs and travel patterns of the population vary depending on the age or gender of the population members?

Language Assistance Plan

07/22/2021

Page 37

Unknown

15. What is the best way to obtain input from the population?
Survey
16. Who would the population trust most in delivering language appropriate messages?
Their own community leaders
17. Does your agency take advantage of Valley Metro resources such as transit education or ridesharing tools?
Why or why not?
No. Unaware of services.

Isaac Elementary School District

2/24/2021

1. What geographic area does your agency serve?

Isaac Elementary School District is located in West Phoenix

2. What kind of services does your organization provide?

Education

3. How many people does your agency provide services to?

3000 students

4. Has the size of the population you serve increased, stayed the same, or decreased over the past five years?

Increased

5. What are the countries of origin from which your population has immigrated?

Many countries including but not limited to: Mexico, India, Tanzania, Democratic Republic of Congo, Uganda, Pakistan, Nigeria, Kenya

6. Does your population come from an urban or rural background?

Both

7. What are the languages spoken by the population you serve?

1) Spanish (97% of English Learners), 2) Swahili (1%) 3) Kirundi (1%) 4) Other (1%)

8. What is the age of your population?

Youth 5-11 years old

9. What is the education and literacy level of the population you serve?

Elementary school

10. What needs or expectations for public transportation services has this population expressed?

Students and families use public transportation

11. Has the population inquired about how to access public transportation or expressed a need for public transportation service?

Somewhat

Language Assistance Plan

07/22/2021

Page 39

12. What are the most frequently traveled destinations?

Travel has decreased during COVID-19

13. Are there locations that the population has expressed difficulty accessing via the public transportation system?

No

14. Do the transit needs and travel patterns of the population vary depending on the age or gender of the population members?

Unsure

15. What is the best way to obtain input from the population?

Unsure

16. Who would the population trust most in delivering language appropriate messages?

People that speak their language

17. Does your agency take advantage of Valley Metro resources such as transit education or ridesharing tools? Why or why not?

We have done this in the past but it has been a while

Turn a New Leaf

1/14/2021

1. What geographic area does your agency serve?

Maricopa County

2. What kind of services does your organization provide?

Housing, Shelter, Behavioral Health Services, Children Services

3. How many people does your agency provide services to?

Last year over 30,000

4. Has the size of the population you serve increased, stayed the same, or decreased over the past five years?

Increased

5. What are the countries of origin from which your population has immigrated?

Mexico

6. Does your population come from an urban or rural background?

Urban

7. What are the languages spoken by the population you serve?

Mostly English and Spanish

8. What is the age of your population?

We serve all ages groups from infants in our childcare centers to those over 62 in our shelter and housing programs

9. What is the education and literacy level of the population you serve?

A majority of our participants have a GED

10. What needs or expectations for public transportation services has this population expressed?

Some of our clients have expressed more routes that run earlier and later than current hours and more opportunities for discounted fares

11. Has the population inquired about how to access public transportation or expressed a need for public transportation service?

A majority of those we serve to rely on public transportation and some that are new to the area due struggle to operate the bus system

Language Assistance Plan

07/22/2021

Page 41

12. What are the most frequently traveled destinations?

Mostly throughout mesa and phoenix

13. Are there locations that the population has expressed difficulty accessing via the public transportation system?

East Mesa (towards apache junction) and the far west valley

14. Do the transit needs and travel patterns of the population vary depending on the age or gender of the population members?

Not anything noticeable

15. What is the best way to obtain input from the population?

Simple surveys by email or paper surveys offered at the programs

16. Who would the population trust most in delivering language appropriate messages?

The case managers or support staff working with them in the individual programs

17. Does your agency take advantage of Valley Metro resources such as transit education or ridesharing tools? Why or why not?

I can say for the program I oversee, (shelter and housing) I was not aware of these tools and I would interested in receiving information. malberti@turnanewleaf.org

Attachment C

Attach a copy of Valley Metro Regional System Wide Standards & Policies.

TRANSIT STANDARDS AND PERFORMANCE MEASURES

Procedures Guide



SEPTEMBER 2019



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Table of Contents

Introduction	1
100 – TSPM Program Overview	2
110 – Valley Metro Transit System Goals and Objectives	2
120 – Applicability of TSPM	3
120.1 Services Subject to TSPM	3
120.2 Relationship to Transit Life Cycle Program	4
130 – TSPM Process Overview	4
140 – TSPM Update Process	4
200 – Transit Service Standards	6
210 – Transit Service Types	6
220 – Transit Service Standards	8
230 – Transit Service Design Standards	9
230.1 Route Deviation Standards	9
230.2 Route Duplication Standards	11
230.3 Revenue Service End-of-Line Vehicle Turnarounds	12
240 – New Transit Service Standards and Planning Procedures	13
240.1 New Transit Service Definition	13
240.2 Regionally Funded Transit Services	13
240.3 Locally Funded Transit Services	13
240.4 Relationship to TLCP	13
240.5 Planning Process	14
240.6 Local Service Planning Support	14
240.7 Prioritization of New Transit Services	14
240.8 Implementation Standards for New Transit Services	15
240.9 Transit Propensity Tool Modification	16
241.0 - Frequency Assessment Standards for Transit (FAST)	16
300 – Transit Service Performance Measures and Evaluation Process	20
310 – Transit Service Performance Measures and Planning Tools	20
310.1 Frequent and Late Night Service Maps	22
310.2 Fixed Route Benchmarks	26
320 – Transit Service Performance Measures Thresholds	26
330 – Transit Service Performance Measures Procedures	26
330.1 Performance Evaluation Frequency	27

330.2 Applicable Services to be Evaluated.....	27
330.3 Definition of “Performing” Transit Service	27
330.4 Performance Attainment for New Services	27
330.5 Performance Attainment for Existing Services	27
330.6 Determination of Service Evaluation	27
330.7 Data Accuracy	28
330.8 Determination of Performance Improvement Action.....	28
330.9 Types of Performance Improvement Actions	28
330.10 Unsuccessful Performance Improvement Actions	28
400 – Bus Stop Optimization Process	28
500 – Regional Fleet Prioritization Process.....	31
510 – SRTP Methodology	31
510 – Prioritization Process for Existing Fleet	32
510.1 Tie Break Methodology.....	33
520 – Prioritization Process for Expansion Fleet	33
520.1 Tie Break Methodology.....	34
520.2 Regional and Local Tracks	35
520.3 Applicability	35
530 – Fleet Procurement and Programming Process	35
600 – Transit Center and Park-and-Ride Classification	36
700 – Mobility Enhancement Uses	40
Appendix A: TSPM Phase I Final Report.....	A-1
Appendix B: TSPM Phase II Final Report.....	B-1
Appendix C: TSPM Phase III Final Report.....	C-1
Appendix D: Local Service Planning Support Request Form.....	D-1
Appendix E: Transit Propensity Tool Methodology Update Memo	E-1
Appendix F: Frequency Assessment Standards for Transit Final Report.....	F-1

List of Tables

Table 1: Adopted Transit Service Provision Goals and Objectives	2
Table 2: Summary of TSPM Changes	5
Table 3: Transit Service Types	6
Table 4: Service Standards by Service Type	8
Table 5: Minimum Passenger Stop Spacing	9
Table 6: Implementation Standards (Thresholds) for New Transit Service	15
Table 7: FAST Model Framework	17
Table 8: FAST Normalized Inputs	18
Table 9: Transit Service Performance Measures and Planning Tools	20
Table 10: Focus Categories for Additional Planning Tools	22
Table 11: Built Environments around the Valley	37

List of Figures

Figure 1: TSPM Process Overview	4
Figure 2: Examples of Route Deviation	10
Figure 3: Examples of Route Duplication	11
Figure 4: Example of End-of-Line Turnaround	13
Figure 5: Route 70 Corridor Analysis	19
Figure 6: Local and Circulator Bus Frequent Service Map (October 2018 Bid)	23
Figure 7: Express/Rapid Frequent Service Map (October 2018 Bid)	24
Figure 8: Late Night Service Map (October 2018 Bid)	25
Figure 9: Transit Service Performance Thresholds	26
Figure 10: Valley Metro Bus Stop Optimization Process	30
Figure 11: Merger and Elimination Checklists	31
Figure 12: Modified SRTP Process	32
Figure 13: 12-Level Prioritization Process for Existing Fleet	33
Figure 14: Prioritization Process for Expansion Fleet	34
Figure 15: Prioritization Process for Expansion Fleet Tie Break Methodology	35
Figure 16: Fleet Procurement and Programming Process	36
Figure 17: Transit Center and Park-and-Ride Classification Matrix	39

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Introduction

Valley Metro's Transit Standards and Performance Measures (TSPM) process was initiated for multiple purposes, including the necessity of developing a performance-based public transportation system consistent with federal and state (including Transit Life Cycle Program) requirements. Transit standards and performance measures are intended to assess the effectiveness of transit operations in achieving the adopted service provision goals and help identify whether performance improvement actions taken to enhance performance and productivity are effective. The Fixing America's Surface Transportation (FAST) Act furthered several important transportation goals, including safety, state of good repair, performance and program efficiency. The act established performance-based planning requirements that align federal funding with key goals and tracks progress towards those goals.

In coordination with representatives from member agencies, Valley Metro initiated a process to establish agency transit service and capital standards and performance measures. The initial scope of Valley Metro's TSPM effort required the completion of the process through multiple phases. The initial phase, adopted by the Valley Metro Regional Public Transportation Authority (RPTA) Board of Directors and Valley Metro Rail (VMR) Board of Directors in November 2013, considered elements critical to the establishment of transit service standards including the identification of service provision goals, defining service types (including minimum operating standards for each), preliminary performance measures and the process for evaluating and recommending service changes. The second phase, adopted by the RPTA and VMR Boards of Directors in December 2014, focused on the development of transit service performance measures, transit service thresholds, application principles and implementation standards for new service. The third phase, adopted by the RPTA and VMR Boards of Directors in June 2016, focused on defining the process for the development of performance thresholds, the establishment of service design standards, and the development of a regional fleet prioritization process for existing and expansion fleet needs. The Final Reports for each phase are provided in the Appendices A-C of this document. Adoption of TSPM included the stipulation that TSPM would be reviewed every two years and updated regularly as appropriate to ensure they are consistent with Valley Metro's evolving goals.

This document serves as the first comprehensive update to the adopted TSPM policies and defined procedures associated with the administration of evaluating the performance of the region's transit services and capital assets. Rather than independent TSPM sections, this update consolidates all previous TSPM phases into the TSPM Procedures Guide and incorporates the updates undertaken through collaborative discussions with member agencies/regional partners in the Transit Standards and Performance Measures Working Group (TSPMG) and Service Planning Working Group (SPWG) from August 2018 to May 2019.

The TSPM Procedures Guide is considered to be a "living" document and is intended to refine existing standards and establish any new elements (such as emerging technologies and service models) as necessary to advance the goals and objectives of the Valley Metro Regional TSPM program. As a result of the review process, there were several additions, deletions, and modifications to various TSPM elements. The document is organized into the following seven distinct sections:

- 100 – TSPM Program Overview
- 200 – Transit Service Standards
- 300 – Transit Service Performance Measures and Evaluation Process
- 400 – Bus Stop Optimization Process
- 500 – Regional Fleet Prioritization Process
- 600 – Transit Center and Park-and-Ride Classification
- 700 – Mobility Enhancement Uses

100 – TSPM Program Overview

Regional transit standards and performance measures were established to assist Valley Metro and member agencies in developing and maintaining a performance-based approach to managing the region's transit investments. This section of the TSPM Procedures Guide documents the four elements that comprise the foundation of the TSPM program. These elements include:

- 110 – Valley Metro Transit System Goals and Objectives
- 120 – Applicability of TSPM
- 130 – TSPM Process Overview
- 140 – TSPM Update Process

110 – Valley Metro Transit System Goals and Objectives

Transit system goals were developed by Valley Metro and member agencies to establish a common framework for developing transit standards and performance measures; a total of five transit service provision goals were adopted by the RPTA and VMR Boards. The adopted transit service provision goals and objectives are provided in **Table 1**.

Table 1: Adopted Transit Service Provision Goals and Objectives

Adopted Goals	Adopted Objectives
Implement services in the Regional Transportation Plan (RTP) in consideration of a performance-based system.	▪ Meet or exceed ridership levels as determined by ridership thresholds established by applicable service mode ▪ Meet or exceed farebox recovery levels as determined by Valley Metro's adopted target for farebox recovery by applicable service mode

Adopted Goals	Adopted Objectives
Give high priority to services that focus on the transit-dependent population.	▪ Serve low-income, zero-auto households, elderly, youth, and persons with mobility disabilities (as determined by the established thresholds for service area measures)
As a secondary priority, provide transit service that is desirable as an alternate mode to automobile travel.	▪ Provide transit services that offer reliable travel times and transfer connections (Definition: Reliability is determined by the current established threshold for on-time performance) ▪ Provide transit service options that offer travel times (bus stop to destination) competitive with single occupied vehicle travel ▪ Provide secure transit services (Definition: Security is determined by the current established threshold for the number of public safety incidents per 100,000 miles of revenue service) ▪ Provide comfortable passenger trips through adequate seating availability (Definition: Comfort is determined by the current established threshold for peak load factor)
Improve Valley Metro's overall performance and promote the long-term financial stability of the agency.	▪ Meet or exceed ridership levels as determined by ridership thresholds established by applicable service mode ▪ Meet or exceed Valley Metro's adopted target for farebox recovery
Promote expansion that builds existing services to meet standards and focuses new services in key areas (higher population density, limited auto availability, low income, major activity centers).	▪ Meet regional transit service standards as adopted by Valley Metro Boards ▪ Serve low-income or zero-auto households ▪ Provide regional connectivity ▪ Serve population and employment areas (transit service demand)

120 – Applicability of TSPM

The applicability of the TSPM to transit investments in the region is defined as follows:

120.1 Services Subject to TSPM

All transit services that are or will be funded (all or in part) by Arizona Legislature-approved Valley Metro regional transit funding sources (currently the Public Transportation Fund and Arizona Lottery Fund) are subject to the board-adopted regional TSPM. Local jurisdictions that fully fund and operate transit services are encouraged to adopt the regional TSPM for locally funded transit investments.

120.2 Relationship to Transit Life Cycle Program

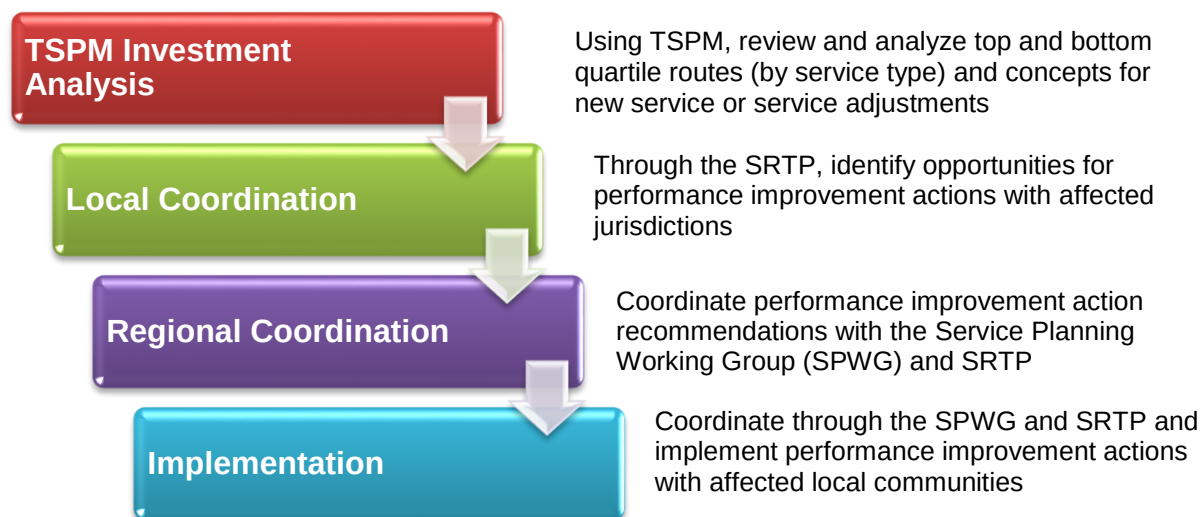
The application of the regional TSPM will be consistent with, and adhere to, the Valley Metro Board-adopted Transit Life Cycle Program (TLCP) policies. Should a discrepancy arise between the application of the regional TSPM and the TLCP policies, the TLCP policies¹ shall take precedent.

130 – TSPM Process Overview

Valley Metro will conduct an annual transit performance evaluation consistent with the procedures established within this guide and in coordination with other adopted processes such as TLCP updates, Short-Range Transit Program (S RTP), and individual evaluations requested by member agencies.

The annual transit performance evaluation process includes an assessment of all existing transit services in the region (locally funded and regionally funded) by service and facility type. Four primary steps are included in the performance evaluation process: TSPM investment analysis, local coordination, regional coordination, and implementation. **Figure 1** provides an overview of the process.

Figure 1: TSPM Process Overview



140 – TSPM Update Process

Regional transit standards and performance measures, including the procedures documented in the guide, will be updated regularly as appropriate to ensure that the adopted transit standards, performance measures, and associated processes are consistent with Valley Metro’s evolving goals and objectives. The Valley Metro regional transit standards and performance measures will be reviewed approximately every two years and updated as required.

¹ Valley Metro’s TLCP policies can be found on their website at <https://www.valleymetro.org/transit-life-cycle-program>

Table 2 provides a high-level overview of the changes made to the TSPM in this 2019 update, with all changes elaborated on greater detail within in each subsection.

Table 2: Summary of TSPM Changes

Change	Section	Description
Addition	Section 210 – Transit Service Types	Incorporated streetcar and bus rapid transit (BRT) as transit service types.
Addition	Section 220 – Transit Service Standards	Incorporated streetcar and BRT service standards.
Addition	Section 240.6 – Local Service Planning Support	Developed support request form to better document and assist member agencies with evaluating their services and improve the SRTP process.
Modification	Section 240.9 – Transit Propensity Tool	Modified the propensity tool methodology to include additional variables that make the model better reflect the region's context.
Addition	Section 250.0 – Frequency Assessment Standards for Transit (FAST)	Developed a planning tool to evaluate the existing transit network for opportunities to increase frequency.
Addition	Section 310 – Transit Service Performance Measures and Planning Tools	Added eight new planning tools including boarding to peak fleet ratio, employed and student population, weekday average boardings, percent time point dwelling, average dwell per time point, peak speed, off-peak/peak speed ratio, and FAST
Deletion	Section 310 – Transit Service Performance Measures and Planning Tools	Removed boardings per revenue hour as a Transit Standard Performance Measure ² .
Addition	Section 310 – Transit Service Performance Measures and Planning Tools	Adopted Frequent Service (Local and Express Services) and Late Night (Local Service) Maps to recognize routes that exceed performance standards.
Addition	Section 320.1 – Fixed Route Benchmarks	Adopted Transit Performance Report (TPR) benchmarks (boarding per year, revenue miles per year, boardings/revenue mile) to track overall system health as part of the TSPM process.
Addition	Section 400 – Bus Stop Optimization Process	Adopted a process for evaluating the existing transit network's bus stop spacing for the possibility of stop consolidation or elimination.
Modification	Section 510 – SRTP Methodology	Adjusted the five-year program's production years to be years 1-3 and development years to be years 4-5.
Addition	Section 600 – Transit Center and Park-and-Ride Classification	Adopted a classification matrix with general facility features to improve regional consistency and meet customer expectations.
Addition	Section 700 –Mobility Enhancement Uses	Incorporated a coordination effort to create a database of regional Mobility Enhancement Uses (MEUs) pilots.

² See page 21 for explanation as to why this measure was eliminated.

200 – Transit Service Standards

Transit service standards include the definition of transit service types and the standard operating characteristics of each. This section provides a description of the adopted Valley Metro transit service types and their associated standards and is organized as follows:

- 210 – Transit Service Types
- 220 – Transit Service Standards
- 230 – Transit Service Design Standards
- 240 – Transit Service Standards Procedures

210 – Transit Service Types

Transit service types are used to define and classify the different modes of transit service operated in the region. By classifying transit services into different types, routes can be more equitably compared to one another within the same service type and performance expectations can be better managed. For example, a commuter express bus route that operates a limited number of peak-period one-way inbound and outbound trips would not be expected to perform similarly to a local bus route that operates in densely populated areas with moderate to high frequency service throughout the day. Transit service types also serve as a tool for understanding what type of service may be most appropriate for a specific area or location. Ten service types were established as part of the original TSPM efforts and include vanpool, demand response/flex route, rural connector, community circulator, local bus, key local bus, limited stop peak, limited stop all-day, commuter express, and light rail transit. As a result of the evolving regional transit system, two additional service types have been incorporated as part of this update: streetcar and bus rapid transit (BRT). With every update, new service types may be added to the TSPM. A description of each adopted service type is provided in **Table 3**.

Table 3: Transit Service Types

Service Type ³	Description
Vanpool	Serves groups of 6 to 15 persons that travel to a common destination. Provides a commuter express-type option for limited-demand worksites not necessarily located within major regional employment centers.
Demand Response/Flex Route	Serves low-density (four DU/Acre or lower) and low-demand areas not currently capable of sustaining fixed-route transit service or other available basic mobility options. Potentially more cost-effective than traditional fixed-route transit service based on total cost to operate and may be implemented to connect community members to essential local destinations including, but not limited to, grocery stores/pharmacies, medical facilities, education campuses, and work sites.

³ Fare structure varies between service types. Information on Valley Metro fares can be found at <https://www.valleymetro.org/fares>.

Service Type ³	Description
Rural Connector	Provides rural areas with connections to urban services. Service typically operates in “flex” mode to meet ADA requirements for curb to curb service within 0.75 miles of the route alignment. Passenger stops may be fixed by location or offered on a “flag” or “hail” basis.
Community Circulator	Generally operates in neighborhoods or activity centers (i.e. central business district, historic town center, etc.) providing connectivity to local area resources /amenities, providing area circulation, or connecting to fixed local route service. Routes are typically short in length and may offer circuitous routing to provide direct connections to local area destinations. Passenger stops may be fixed by location or offered on a “flag” or “hail” basis.
Local Bus	Traditional fixed-route transit bus service that generally operates on arterial roadways. Except where there is limited development, passenger stops are typically posted on frequent intervals to maximize passenger access. The Valley generally operates on a grid system (north-south/east-west routes) that facilitates transfers to reach destinations.
Key Local Bus	Similar to local bus service, but located in corridors that are expected to meet a higher level of performance based on proximity to transit dependent populations (low-income and low-auto ownership) and demonstrated performance. New local routes should be classified as a local bus, until performance at the Key Local Bus level is demonstrated. Please see an expanded description in the Key Local Bus Qualifications Section.
Limited Stop Peak	Limited stop peak service generally operates on arterial roadways during peak periods with a limited or infrequent number of passenger stops. The limited stop configuration provides for increased operating speeds. This service type can be operated as an overlay service within a corridor or roadway that is served by one or more other service types.
Limited Stop All-Day	Characterized by limited stop, high frequency, all-day service. Generally operates on arterial roadways with a limited or infrequent number of passenger stops. The limited stop configuration provides for increased operating speeds. This service can be operated as an overlay service within a corridor or roadway that is served by one or more other service types as demonstrated by service-demand studies.
Commuter Express	Transit service designed to serve commuter markets. Typically operates during peak periods with a limited number of inbound passenger stops (express), connecting residential areas or suburbs/cities with regional employment centers. This service uses park-and-ride facilities as primary inbound passenger access points and freeway high occupancy vehicle lanes (HOV) or other fixed/semi-exclusive guideways where available.
Streetcar	Streetcar is an electric-powered rail technology that could operate in either shared or exclusive lanes. Streetcar vehicles are smaller and usually travel shorter distances than light rail vehicles. It serves high density urban areas, such as downtowns and major employment centers.
Bus Rapid Transit (BRT)	Rapid mode of transportation that can provide the quality of rail transit and the flexibility of buses. This often includes a high degree of performance (especially speed and reliability), ease of use, ITS elements, integrated system of facilities, enhanced equipment / services / operations / amenities, and careful attention to aesthetics and comprehensive planning.

Service Type ³	Description
Light Rail Transit	A high capacity rail transit technology operating on a fixed or semi-exclusive guideway. Generally serves moderate to high density urban/suburban areas providing connections to regional employment centers and other major activity centers.

220 – Transit Service Standards

Transit service standards represent the operating characteristics of a service including frequency, span of service, and days of operation and assist in the general design of services. They also provide for a more consistent and reliable regional transit system for passengers. Transit service standards, which have been adopted for each service type, are based on anticipated demand (ridership), markets served (e.g. all day travel market versus commuter market), and proven industry practices employed by peer regions. For example, routes identified as Key Local Bus routes have higher demand; therefore, they have a higher minimum recommended standard for frequency (every 15 minutes during peak and 30 minutes off-peak) compared to Local Bus routes (every 30 minutes all day) which have lower general demand. Service standards for each service type, as well as the two new service types, are provided in **Table 4**.

Table 4: Service Standards by Service Type

Service Type	Minimum Headway or Daily Trips ¹	Minimum Span Week / Sat / Sun	Minimum Operating Days
Dial-a-Ride (ADA)	NA	ADA service shall be available throughout the same hours and days as fixed route service	
Vanpool	NA	NA	NA
Demand Response/Flex Route	NA	NA	NA
Rural Connector	4 trips inbound / 4 trips outbound	NA	Mon – Fri
Community/Circulator	30 min	12 hrs / 0 hrs / 0 hrs	Mon – Fri
Local Bus	30 min ²	16 hrs / 14 hrs / 12 hrs	Mon – Sun
Key Local Bus	15 min peak / 30 min base	16 hrs / 14 hrs / 12 hrs	Mon – Sun
Limited Stop Peak	4 trips AM / 4 trips PM	NA	Mon – Fri
Limited Stop All-Day	Headways same as LRT, up to 2X Peak	16 hrs / 14 hrs / 12 hrs (Same as LRT)	Mon – Fri
Commuter Express	4 trips AM / 4 trips PM	NA	Mon – Fri
Light Rail Transit	12 min all day / 20 min base	18 hrs / 14 hrs / 12 hrs	Mon – Sun
Streetcar³	12 min all day / 20 min base	18 hrs / 14 hrs / 12 hrs	Mon – Sun
Bus Rapid Transit³	12 min all day / 20 min base	18 hrs / 14 hrs / 12 hrs	Mon – Sun

¹ Standards require service to be bi-directional unless otherwise noted

² 60 minute frequency during off-peak hours (before 6:00 AM and after 6:00 PM)

³ New Service Type

Passenger stops and stations are categorized as transit capital facilities and the spacing of each facility has a direct impact on transit service operations by affecting travel time and passenger access. Transit service types that provide localized operations typically have passenger stops more frequently spaced in contrast with limited stop services, where passenger stops are located at greater distances. Minimum passenger stop spacing, which is provided in **Table 5**, has been adopted for the applicable transit

service types. Passenger stop spacing standards represent minimum spacing distances; however, where development patterns are of higher or lower density than typical within the region, an exception to the adopted standard may be warranted (e.g. closer stops spacing in downtown areas).

Table 5: Minimum Passenger Stop Spacing

Service Type	Base*
Vanpool	NA
Demand Response/Flex Route	NA
Rural Connector	NA
Community/Circulator**	1/4 Mile
Local Bus	1/4 Mile
Key Local Bus	1/4 Mile
Limited Stop Peak	1 Mile
Limited Stop All-Day	1 Mile
Commuter Express	4 Maximum Inbound Stops
Light Rail Transit	1 Mile
Streetcar***	1/4 Mile
Bus Rapid Transit***	1/3 - 1 Mile

*There can be stops spaced up to 1/8 of a mile in High Density Areas

**Some circulators have flag stops; therefore, spacing may vary

*** New transit service type

230 – Transit Service Design Standards

Service design standards provide a consistent structure for planning new services or modifying existing services. This section provides a description of the service design standards for route deviations, route duplication, and revenue-service end-of-line vehicle turnarounds.

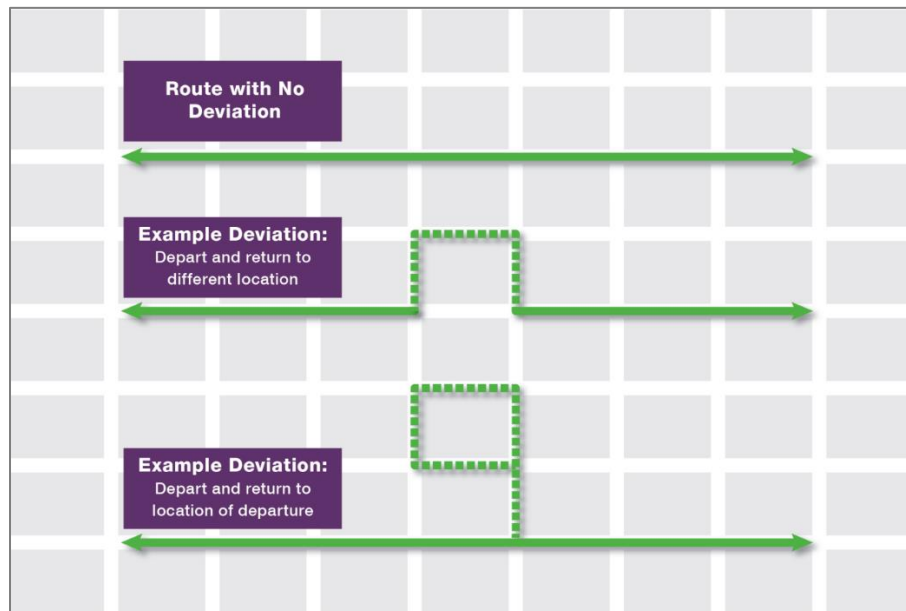
230.1 Route Deviation Standards

A route deviation is defined as any departure from the primary corridor of a route's operation. Route deviations typically occur between a route's termini using one of the following methods:

1. Depart from and return to the primary corridor at the same location, or
2. Depart from and return to the primary corridor at a different location.

Figure 2 below depicts what is meant by route deviation.

Figure 2: Examples of Route Deviation



To maintain the integrity of the regional transit system's grid architecture and optimize route and system-level performance, new deviations on any existing regionally funded route or any new regionally funded route (local, key local, limited stop peak, and limited stop all-day) shall be avoided; however, a route deviation may be warranted if it is no greater than 1-mile or 5-minutes one-way (2-mile or 10-minutes round trip), results in no more than a total of two deviations per route, does not require additional fleet (unless additional fleet has been prioritized for the service), and one or more of the following conditions are met:

- Connects to a light rail station
- Connects to a regional transit center
- Connects to an inter-modal transportation facility (i.e. passenger airport, greyhound terminal, etc.)
- Connects to another transit service at the route's end-of-line location
- Projected performance of deviation does not negatively impact the overall performance of the route under consideration

Other considerations for route deviations include:

- Determine if service delivery alternatives can effectively meet the purpose of the requested/desired fixed-route deviation. Examples include implementation of formal carpooling and/or vanpooling programs at employer sites or capital improvements such as pedestrian facility upgrades to better accommodate pedestrians between existing passenger stop locations and the targeted location for a potential fixed-route deviation.
- If a route is closer than one mile to a desired deviation, connecting the route with the shortest deviation required should be given consideration.
- Limit deviations by time of day or day of week to maximize transit efficiency and effectiveness.

- Avoid circulating through areas with potentially non-compatible land uses such as single-family residential areas that have homes facing the street. More compatible land uses include multi-family residential, government, commercial and industrial.
- Avoid circulating through or laying-over on private property unless other options are inefficient (excess circulation) or undesirable (incompatible land uses, inconvenient to rider). An agreement with the property owner and/or manager is required prior to the commencement of operations on private property.
- Operate on arterial and collector streets with sufficient lane width to accommodate a full-size transit bus travelling in each direction at the posted speed.
- Left turns at unsignalized intersections should be avoided.

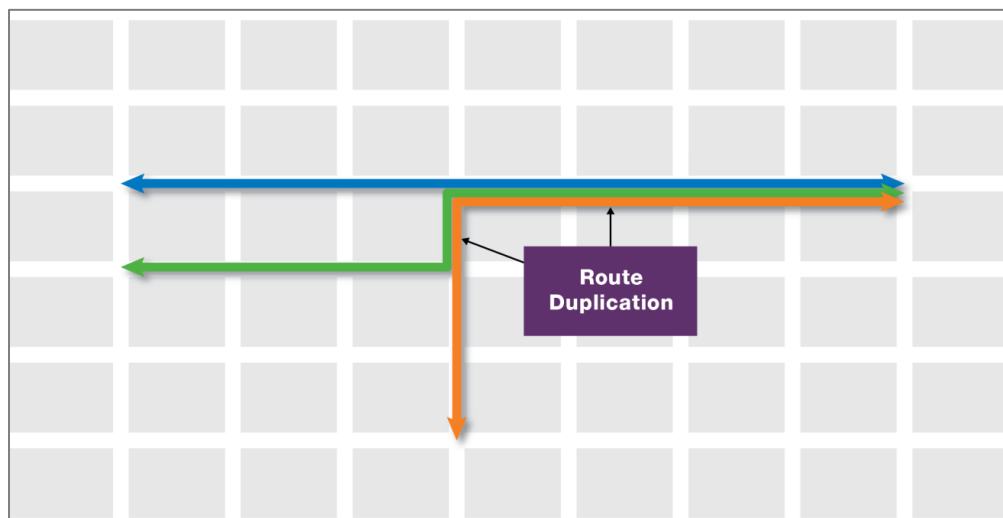
230.2 Route Duplication Standards

Route duplication is defined as the operation of two or more routes or services along the same street segment or on closely parallel streets (within one-quarter mile of each other) and is depicted in

Figure 3: Examples of Route Duplication. Regionally funded transit services shall avoid route duplication; however, under the following conditions, route duplication may be warranted:

- Availability of a designated transit corridor (HOV lane, business access and transit (BAT) lanes, transit guideway, etc.);
- Access and egress to park-and-ride facilities, transit centers, rail stations, or inter-modal transportation facility;
- If duplicative routes provide enhanced frequency in a corridor or corridor segment where the performance of the individual routes can be maintained at a performing level;
- If duplicative routes have different stop spacing characteristics (for example, local bus and light rail operating within the same corridor provide access and egress at different intervals, which may be necessary to conveniently transport passengers to and from their desired origin/destination).

Figure 3: Examples of Route Duplication



230.3 Revenue Service End-of-Line Vehicle Turnarounds

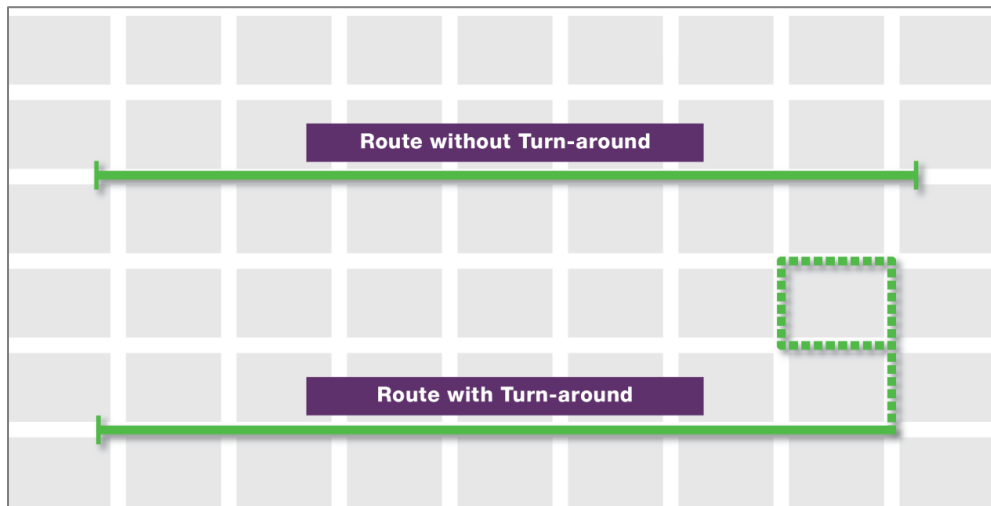
Revenue-service vehicle turnarounds should avoid excessive circulation to maintain the transit system's grid architecture and minimize operating costs. However, without a facility to accommodate turnarounds at a route's terminus, excessive circulation may be necessary to maneuver vehicles into the proper position/location for return trips.

To minimize potential impacts to surrounding land uses and maximize operations and cost efficiencies, the shortest path of travel for revenue-service end-of-line turnarounds is desired. The following considerations are applied for the design of revenue-service end-of-line vehicle turnarounds on new regionally funded transit services or existing regionally funded transit services where the end-of-line location is being modified:

- Is there a dedicated transit facility (e.g. park-and-ride or transit center) within one mile of the designated route terminus that can accommodate off-street transit vehicle circulation and has the capacity to stage the quantity of vehicles being planned for the new service or service modification? If yes, the route shall be extended to the transit facility.
- If no dedicated transit facility exists to accommodate the end-of-line layover, the following considerations should be utilized to define a route's revenue-service end-of-line turnaround(s).
 - Operate on arterial and collector streets with sufficient lane width to accommodate a full-size transit bus travelling in each direction at the posted speed;
 - Avoid circulating through areas with potentially non-compatible land uses such as single-family residential areas that have homes facing the street. More compatible land uses include multi-family residential, government, commercial, and industrial;
 - Avoid circulating through private property unless other options are inefficient (excess circulation) or undesirable (incompatible land uses). An agreement between Valley Metro and the property owner and/or manager, obtained in cooperation with requesting member agency, is required prior to the commencement of operations on private property;
 - Consider routing that provides opportunities to accommodate interlining between transit routes, where possible, to reduce non-revenue miles (and turnaround segments).

Figure 4 below depicts what is meant by end-of-line turnaround.

Figure 4: Example of End-of-Line Turnaround



240 – New Transit Service Standards and Planning Procedures

Procedures defining transit service standards have been adopted by the Valley Metro Board as TSPM application principles (see **Appendix B: TSPM Phase II Final Report**). This section outlines the procedures for new transit services and how they are prioritized.

240.1 New Transit Service Definition

New transit services include routes not currently in operation or any material service change (defined in the adopted TLCP policies as a 25% or greater change in a route's service level). As concepts for new services are identified, the process for assessing performance potential shall be applied to determine the recommended transit service type for implementation.

240.2 Regionally Funded Transit Services

New services are expected to meet the Board-adopted transit service standards upon implementation; however, exceptions shall be considered for weekend service levels. A new service may have limited weekend demand; therefore, weekend service standards may be relaxed until there is reasonable and sufficient demand to support weekend service above the lower performance threshold.

240.3 Locally Funded Transit Services

Consistency with adopted transit service standards as defined in **Table 4** above is recommended for all locally funded transit services; however, this is at the discretion of the local funding agency.

240.4 Relationship to TLCP

The implementation of all new services shall be consistent with the adopted TLCP policies, including jurisdictional equity, and the TSPM procedures identified herein.

240.5 Planning Process

New transit services identified by Valley Metro member agencies and Valley Metro staff shall be considered in coordination with the regional transit service planning process, which includes the following:

- Annual transit service performance review initiated through the SPWG;
- Annual update of the Valley Metro Five-year Short Range Transit Program, Fleet Management Plan and TLCP.

240.6 Local Service Planning Support

Valley Metro will provide planning support for locally funded/operated services at the request of the local jurisdiction. Upon request from a member agency, Valley Metro will review selected routes and/or proposed service changes to ensure the service request(s) adhere to the member agency's goals and TSPM standards. This review process will take place during SRTP production years (i.e. years one through three of the five-year SRTP). To help document the process, a request form has been produced so member agencies can clearly denote which services and changes they would like support evaluating. The request form is provided in **Appendix D: Local Service Planning Support Request Form**.

Using TSPM planning tools, route performance and optimization analyses will be conducted for the review. The results of the service change(s) analysis will be presented to the member city in the form of a short summary report that includes:

1. Name of requesting agency
2. Service assessment request
3. Description of proposed services
4. Performance review (TSPM quartiles)
5. Applicable transit tool evaluation and route optimization (for alignment and segment)
6. Summary of observations and recommendations.

Similar to Transit Implementation Studies, member agencies can elect to advance or decline the assessment results/recommendations. Should the member agency elect to advance the service change(s), the SRTP list of recommendations will be updated.

240.7 Prioritization of New Transit Services

In the event that the number of requests for new service exceeds the amount of regional funding and/or capital support infrastructure (revenue vehicles) available, implementation of services shall be prioritized as follows:

1. First, consistent with adopted TLCP policies, determine if there is available jurisdictional equity within the communities to be served by the proposed new service. This information is available from and maintained by Valley Metro.
2. The second level of evaluation includes determining if the proposed new service is included in the RTP (consistent with adopted TLCP policies and TSPM Service Provision Goal #1).
3. The third level of evaluation includes an assessment of potential performance using the planning tools associated with TSPM Service Provision Goals #2 and #5. These tools include

transit service connectivity, population density, employment density and activity centers served, zero-auto households, low-income population, elderly persons, youth (under the age of 16), and people with mobility disabilities. See **Table 9** for a complete list of planning tools. The performance potential assessment for each proposed service improvement will be conducted collaboratively with the affected local jurisdictions to be used as a decision-making aid.

240.8 Implementation Standards for New Transit Services

Implementation standards or thresholds are to be used to classify the service type of any proposed new transit service. Implementation standards use performance-based quantitative and qualitative measures to classify potential services planned or programmed to be implemented within five years. A brief description of the implementation standards for each service type is summarized in **Table 6**. A complete description of the implementation standards for new services is provided in **Appendix B**: TSPM Phase II Final Report.

Table 6: Implementation Standards (Thresholds) for New Transit Service

Service Type	Thresholds for New Services
Vanpool	- Serves groups of 6 to 15 persons with a common destination - Provides a commuter express-type option for limited-demand worksites not necessarily located within one of the top 10 regional employment centers
Demand Response/Flex Route	- Serves low-density (4 DU/Acre or lower) areas without fixed-route transit service or other available transit service options - Can help build future demand for local transit market
Rural Connector	- Connect a rural community into the regional transit network - Based on market demand
Community Circulator	- Based on market demand - Routing structure connects neighborhoods to local or regional activity centers and resources - Proposed new routes that are generally less than 10 miles in length that fall below the projected boardings per revenue mile for local service would be a candidate for community circulator standard of service, to help build a future market for transit use
Local	Projected boardings/revenue mile > 90% of bottom quartile threshold
Key Local	Projected boardings/revenue mile > 90% of bottom quartile threshold
Limited Stop Peak	- Key local service operating in corridor has boardings/revenue mile $\geq$ top quartile threshold - Demand exceeding capacity on existing services in corridor OR - Existing commuter-based market on a non-freeway corridor - Estimated 6,400 person trips in market - Corridor greater than 8 miles in length - Serve top 10 regional employment center

Service Type	Thresholds for New Services
Limited Stop All Day	- Key local service operating in corridor has boardings/revenue mile $\geq$ top quartile threshold - Demand exceeding capacity on existing services in corridor
Commuter Express	- Must serve a top ten employment district - Existing commuter-based market on a freeway corridor - Estimated 6,400 person trips in market - Corridor greater than eight miles in length
Streetcar	Determined through the completion of corridor-specific transit planning studies and through incorporation into the Regional Transportation Plan
Bus Rapid Transit	Determined through the completion of corridor-specific transit planning studies and through incorporation into the Regional Transportation Plan
Light Rail	Determined through the completion of corridor-specific transit planning studies and through incorporation into the Regional Transportation Plan

240.9 Transit Propensity Tool Modification

In an effort to improve route outcome forecasting capabilities Valley Metro has undergone a retooling of its current propensity model, which is used to model performance of new transit service. The previous three coefficient based model served well to provide a relative comparison of prospective success for realignments and future routes, however alternative statistical methods allow for fewer errors in predictions.

The current model estimates ridership by comparing total population, low income population and no-car household counts to ridership in a corridor. Estimates from this system inform efforts to improve underperforming routes, and rank proposals for funding among other uses. This proved useful for the relative comparison of routes/proposals in an effort to gauge a proposal's worthiness for funding, but needed greater accuracy to predict absolute ridership in a route.

In an effort to improve the model, staff reviewed a new methodology proposed by Harvard doctoral students. Using their proposed methodology of multivariate linear regression on corridor specific demographics Valley Metro experimented with several iterations of a model and designed a new tool. The new methodology uses several variables and more granular data to produce ridership predictions with significantly greater accuracy. Additionally, this methodology allows for the flexibility of adding and removing variables to increase predictive capacity over time as new data sources come online or regional dynamics change. Going forward this tool will be used in predicting ridership for route additions, realignments and SRTF Fleet priority ranking. The annual SRTF reports display the propensity tool methodology with the latest variables, should the model be updated between now and the next TSPM update. Details of the methodology can be found in **Appendix E: Transit Propensity Tool Methodology Update Memo**.

241.0 - Frequency Assessment Standards for Transit (FAST)

While the transit propensity tool is useful in forecasting new transit service performance, an additional planning tool has been developed to evaluate routes and corridors in the existing network that may warrant higher frequency. Frequency Assessment Standards for Transit (FAST) offers a set of

thresholds and guidelines that can be used to assess individual transit corridors that are the best candidates for Frequent Service span and headway investments, as well as a snapshot of how a set of corridors could function together as a Frequent Service network.

The FAST model framework is similar to the propensity tool framework and considers eight inputs as part of the analysis. **Table 7** shows the inputs, its source, corresponding route catchment area, a 1/2-mile buffer around each route, or the study area, and the factor used in the model. The data was chosen based on its correlations with ridership on a route level. The data chosen had highest correlation with ridership and was well supported by academic literature. For complete details on how the FAST tool was developed please reference **Appendix F: Frequency Assessment Standards for Transit Final Report**.

Table 7: FAST Model Framework

Factor	Study Area	Data Source	Output
Population	1/2 mile of route	U.S. Census Bureau, ACS 2016, Block Groups	Population/ Square Mile
Jobs	1/2 mile of route	U.S. Census Bureau, ACS 2016, Block Groups	Jobs/ Square Mile
Low Income Jobs	1/2 mile of route	U. S. Census Bureau, Longitudinal Employer Household Dynamics Data	% of Total Jobs
Network Connectivity	Route connections	Valley Metro	Sum of weekday route miles of each route crossed, normalized by their length
Low Income Population	1/2 mile of route	U.S. Census Bureau, ACS 2016, Census Tracts	% of Total Population
Minority Population	1/2 mile of route	U.S. Census Bureau, ACS 2016, Block Groups	% of Total Population
Boardings Per Revenue Mile	Each route	Valley Metro	Average boardings per revenue mile
Zero Vehicle Households	1/2 mile of route	U.S. Census Bureau, ACS 2016, Census Tracts	% of Total Population

Table 8 below shows how the inputs are normalized and the resulting percentage that essentially ranks routes amongst each other according to these inputs. Routes scoring below the service area average are given 5 points, routes scoring between 100 and 149% of the service area average are given 10 points, and routes that score 150% and above are given 20 points. For each of the routes, their scores are ranked by productivity, transit equity, and finally a composite of the two (productivity and transit equity) combined. The productivity category is determined by the following factors: population, jobs, network connectivity and boardings per revenue mile. The transit equity is determined by the following factors: low income jobs, low income population, zero-vehicle households, and minority population.

The composite ranking has all eight of these factors weighted equally.⁴ Routes are then ranked by their scores, from highest to lowest.

Table 8: FAST Normalized Inputs

Factor	Calculation	Point System
Population	$(\text{Population/Square Mile}) / (\text{Service Area Average of Population/Square Mile for 60 Local Bus Routes}) = [0 \text{ to } 150+] \%$	Between 0 and 99% = 5pts Between 100 and 149% = 10 pts More than 150% = 20pts
Jobs	$(\text{Jobs/ Square Mile}) / (\text{Service Area Average of Jobs/Square Mile for 60 Local Bus Routes}) = \%$	
Low Income Jobs	$(\text{Low Income Jobs/Total Number of Jobs}) / (\text{Service Area Average of Low-Income Jobs/Total Number of Jobs for 60 Local Routes}) = \%$	
Network Connectivity	$(\text{Sum of weekday route miles of each route crossed, normalized by their length}) / (\text{Service Area Average for all 60 routes}) = \%$	
Low Income Population	$(\text{Low Income Population} / \text{Total Population}) / (\text{Service Area Average of Low Income Population} / \text{Total Population for all 60 Bus Routes}) = \%$	
Minority Population	$(\text{Minority Population/ Total Population}) / (\text{Service Area Average of Minority Population/ Total Population for all 60 Bus Routes}) = \%$	
Boardings Per Revenue Mile	$(\text{12-month average boardings per revenue mile}) / (\text{Service Area Average for all 60 routes}) = \%$	
Zero Vehicle Households	$(\text{Zero Vehicle Households/ Total Number of Households}) / (\text{Service Area Average of Zero Vehicle Households for all 60 Bus Routes}) = \%$	

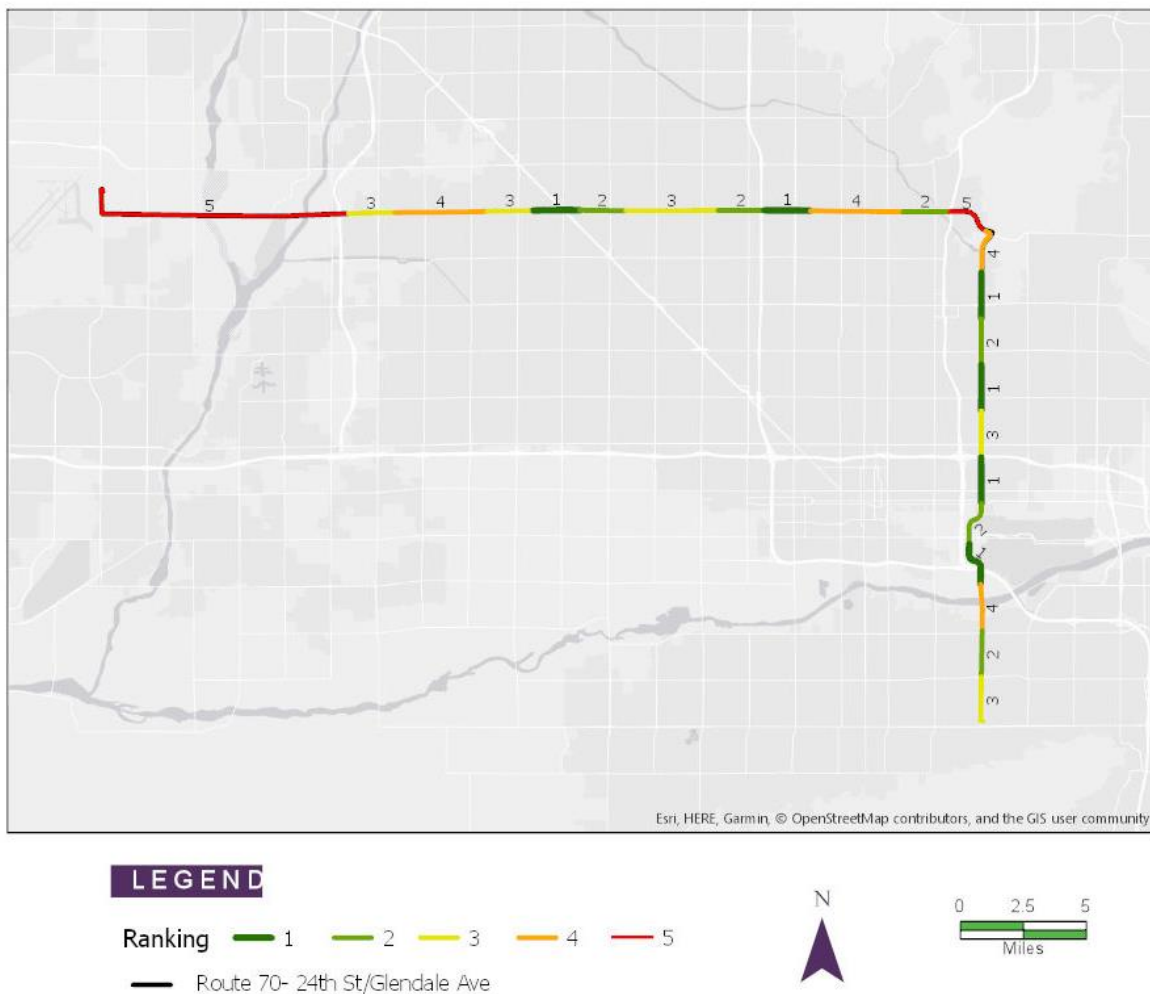
It is likely that some of the top ranking routes identified by FAST analysis will already have frequent service. Since these routes are already frequent, there will likely not be a compelling reason to recommend them for frequency increases; however, future higher demand could change that. At this time, these routes should be omitted from further analysis.

⁴ Several different weighting criteria, based on peer research, were discussed with the TSPM working group. The criteria fell into two categories for the variables: those measuring route productivity and those measuring equity/need. After looking at model run outcomes for current routes (for these two categories) and seeing which outcomes mapped best onto our understanding of the transit system and of what warranted more service, there ended up being very little variation on the model runs, with the exception of one or two routes. The variations were partially a product of the correlation between variables across the categories, like high population areas also often having high minority and low income populations simply because there are more people there. Because the variation was minimal, instead of having people assign weights based on local preference, it was decided to keep weighting neutral for all variables.

As it may not be appropriate to increase the entire length of a route to frequent service, FAST analysis on the corridor level for the remaining identified routes is recommended. A corridor level analysis evaluates a single route broken down into roughly one-mile long segments. It involves the same methodology described above except that network connectivity is removed from the model, as this is a route level measure and should be used for entire routes. As depicted in

Figure 5, the corridor segments for Route 70 are ranked amongst themselves and there is no comparison to other routes in the network.

Figure 5: Route 70 Corridor Analysis



300 – Transit Service Performance Measures and Evaluation Process

Transit service performance measures gauge how well a transit service is meeting Valley Metro's adopted transit service provision goals and objectives (see Section 110). This section provides a description of the adopted Valley Metro transit service performance measures and performance evaluation process and is organized into the following subsections:

- 310 – Transit Service Performance Measures and Planning Tools
- 320 – Transit Service Performance Measures Thresholds
- 330 – Transit Service Performance Measures Procedures

310 – Transit Service Performance Measures and Planning Tools

Transit service performance measures are intended to assess the effectiveness of transit operations in achieving the adopted service provision goals, and help identify whether performance improvement actions taken to enhance performance and productivity are effective. The Board-adopted transit service performance measures are intended to be applied separately for each transit service type (see Section 210). In addition to the Board-adopted transit service performance measures, planning tools have been developed to assist with detailed evaluation of existing services/operations or to assess the potential performance of new or expanded services being contemplated. The adopted transit service performance measures and planning tools are listed in **Table 9**.

Table 9: Transit Service Performance Measures and Planning Tools

Performance Measures	Planning Tools
▪ Boardings/revenue mile ▪ Boardings/revenue trip* ▪ Farebox recovery rate ▪ On-time performance	▪ Boardings by stop ▪ Boardings by time of day ▪ Service connectivity ▪ Subsidy per boarding ▪ Zero-auto households served ▪ Low-income households served ▪ Elderly persons served ▪ Youth served ▪ People with mobility disabilities served ▪ Peak load factor ▪ Headways/trips ▪ Service span ▪ Operating days ▪ Population density ▪ Employment density ▪ Activity centers served ▪ <i>Boarding to peak fleet ratio**</i> ▪ <i>Employed and student population**</i>

Performance Measures	Planning Tools
	▪ <i>Weekday average boardings**</i> ▪ <i>Percent time point dwelling**</i> ▪ <i>Average dwell per time point**</i> ▪ <i>Peak speed**</i> ▪ <i>Off-peak/peak speed ratio**</i> ▪ <i>FAST Route Analysis**</i>
<i>*For commuter express and limited stop peak services only</i>	<i>**New planning tool</i>

As part of this TSPM update, the boardings per revenue hour metric has been removed from the list of performance measures. The TSPM Technical Advisory Group (TAG) reviewed and evaluated potential replacement metrics, but ultimately decided to remove the metric without a replacement at this time. Reasons for removing the boardings per revenue hour metric include:

1. Fixed route transit operations contracts Valley-wide are per vehicle revenue mile and not pre revenue hour.
2. The boardings per revenue hour key performance measure is duplicative of boardings per vehicle revenue mile.
3. Given the breadth of service hours in the region per vehicle revenue hour analysis is more applicable as a planning tool and not key performance measure.

In addition to the FAST tool described in Section 250.0, potential replacement metrics that are instead being adopted as additional planning tools include:

- **Boardings to peak fleet ratio** – Calculated as the number of average weekday boardings divided by the fleet required by route during weekday peak.
- **Employed and student population** – Calculated using American Census Survey data, with a 1/2 mile buffer at the block group level around route. Proportions not used, only whole block groups.
- **Weekday average boardings** – Calculated using Valley Metro ridership data.
- **Percentage of time point dwelling** – Calculated using Valley Metro monthly on-time performance data. Counts percentage of time points where a vehicle arrives more than a minute early than its scheduled time.
- **Average dwell per time point** – Calculated at the total amount of dwell time at all route time points divided by the number of all time point arrivals.
- **Peak speed** – Calculated using General Transit Feed Specification (GTFS) data and schedule times by dividing the revenue miles and hours in peak periods.
- **Off-peak/peak speed ratio** – Calculated as the ratio between the average peak speeds and the average speed during mid-day.

Table 10 below provides an overview of the focus categories to which the additional planning tools are applicable. Those categories are “system,” as in system-wide evaluation; “route optimization,” referring to the evaluation of a particular route; and “customer,” referring to tools that are focused on customer satisfaction.

Table 10: Focus Categories for Additional Planning Tools

Additional Planning Tools	Focus Categories		
	System	Route Optimization	Customer
Boarding to Peak Fleet Ratio	X		
Employed & Student Population	X		X
Weekday Average Boarding	X		
Percent Time Point Dwelling			X
Average Dwell at Time Point			X
Ridership by Peak Fleet Ratio		X	
Peak Period Speed			X
Peak vs. Off-peak Speed	X	X	X
FAST	X		X

310.1 Frequent and Late Night Service Maps

In addition to the planning tools outlined above, two new corridor designations have been established in this update. In previous phases, TSPM concerned itself with setting minimum standards and codifying procedures for targeted improvement. These new designations, Late Night and Frequent Service, are distinct in that they dictate a service standard that is exceptional rather than minimal. From a public perspective, navigating multiple schedules and maps to deduce broader network characteristics can be quite difficult, so producing simplified outputs addressing concerns of convenience, reliability and span would be useful marketing tools. This is especially true for a large system such as ours.

Frequent and Late Night Service Maps highlight corridors providing exemplary service either for their span, or their frequency. They are not a baseline, and routes will *never* be penalized for not being designated in either category. These designations signify a high level of service and provide a regional standard for improving routes already meeting minimum standards. Beyond their value as a planning tool to visualize the growing robustness of the network, they will serve as excellent marketing materials for choice riders and those requiring late night services to show the extent of late or frequent service beyond their familiar neighborhood.

Due to the difference in transit service types, Frequent Service maps were developed for local/circulator bus routes as well as Express/Commuter Routes. For local and circulator bus routes, Frequent Service is defined as routes with headways of 15 minutes or less from at least 6 a.m. – 6 p.m. on weekdays. Frequent Express/Rapid Service is provided by commuter routes with 8 or more inbound trips and 8 or more outbound trips on weekdays. Finally, Late Night Service is defined as any service running at least one full trip in both directions after midnight Monday through Friday. **Figure 6** and

Figure 7 demonstrate the Frequency Service maps by service type and **Figure 8** depicts the Late Night Service map.

Figure 6: Local and Circulator Bus Frequent Service Map (October 2018 Bid)

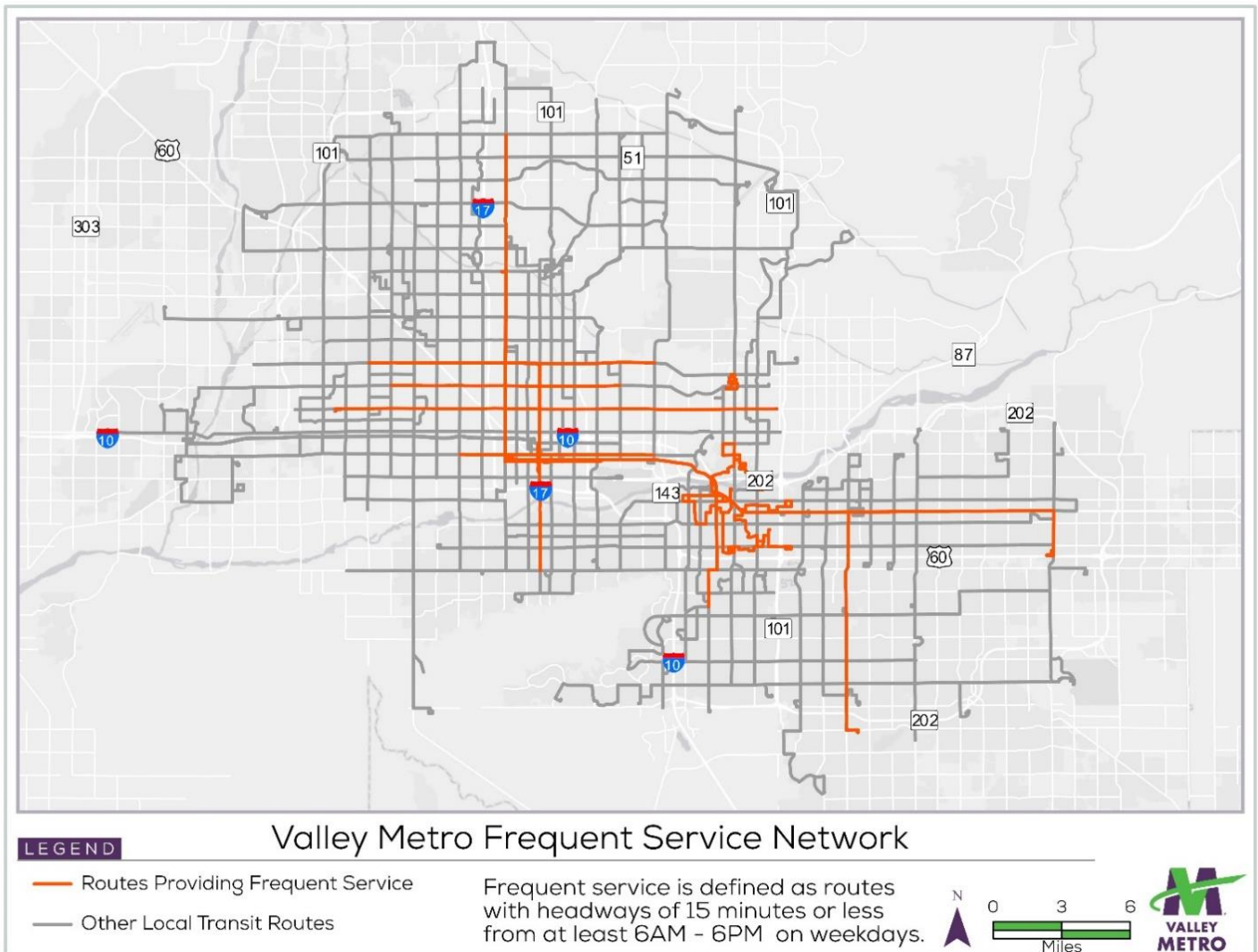
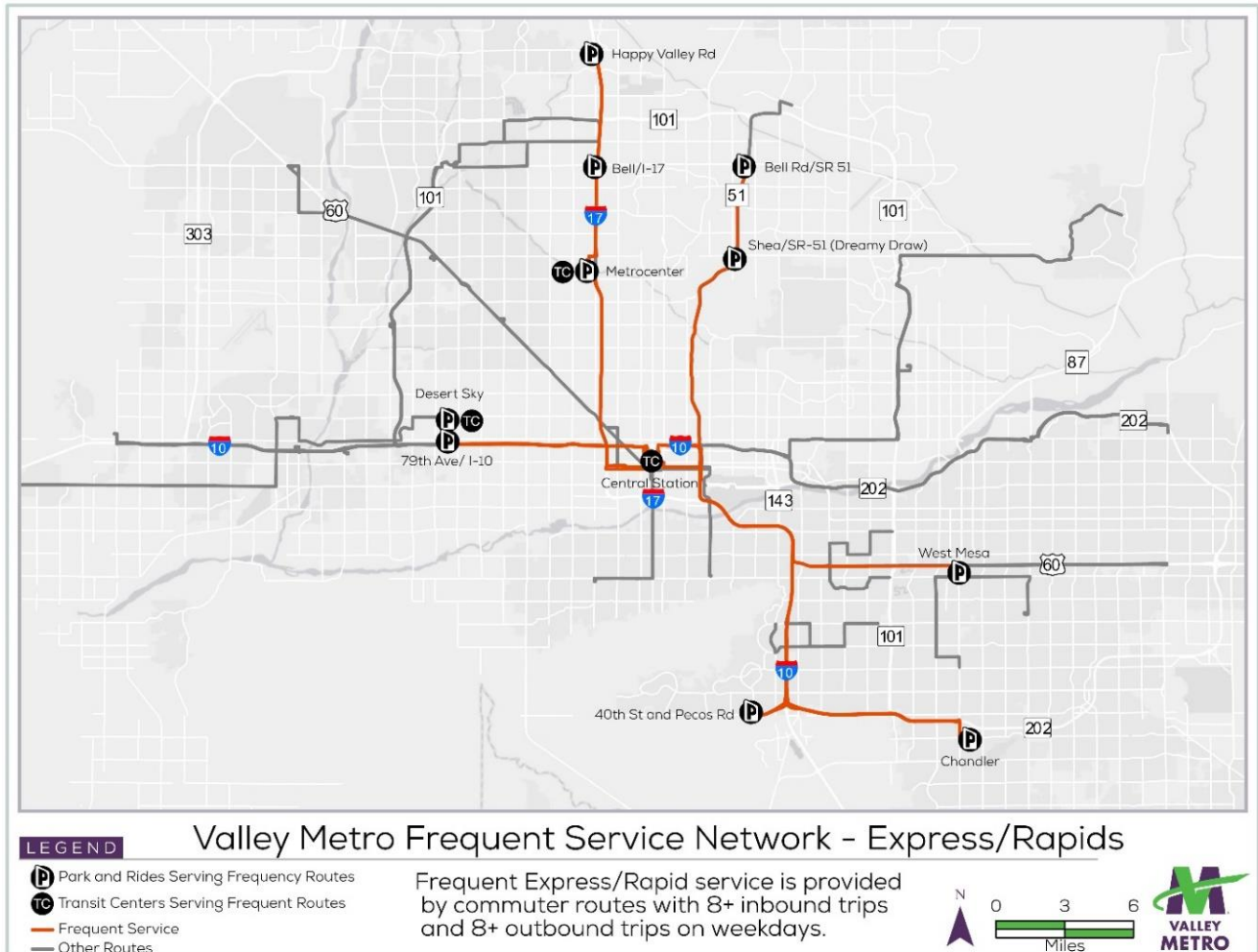


Figure 7: Express/Rapid Frequent Service Map (October 2018 Bid)



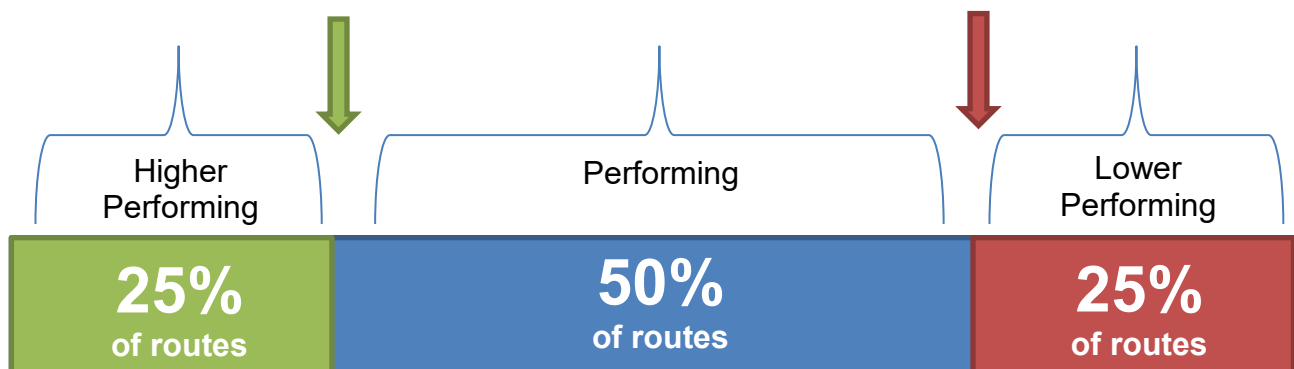
310.2 Fixed Route Benchmarks

As a high-level measure of system-wide performance and as part of the TSPM process, Valley Metro will review and report on the overall health of transit in the region through metrics used in the Transit Performance Reports (TPR). The metrics include boardings per year, revenue miles per year, and boardings/revenue mile. Used as benchmarks, the metrics will help measure year to year changes on a network level and bring attention to larger regional trends. Boardings per capita, miles traveled per capita, and the growth of the Late Night and Frequent Service maps can also be used as planning tools to support the system-wide review. Taking a system-wide perspective can in turn help Valley Metro and its member agencies evaluate how regional changes to policies, funding, economic health, service delivery models, etc. may be impacting the system.

320 – Transit Service Performance Measures Thresholds

Transit service thresholds serve as a tool for comparing and measuring the relative performance of individual services/operations by transit service type. The transit service performance thresholds developed by Valley Metro rely on a numerical ranking of each performance measure for each route or service within their respective service type category. Thresholds are established at quartile breakpoints for each transit service type to identify the top 25% and bottom 25% performers. **Figure 9** illustrates the quartile-based performance thresholds.⁵

Figure 9: Transit Service Performance Thresholds



330 – Transit Service Performance Measures Procedures

Procedures for the application of regional transit services performance measures that have been adopted by the Valley Metro Board are summarized in the subsections below.

⁵ The route performance analysis is published in the annual Short Range Transit Program (S RTP) available at <https://www.valleymetro.org/short-range-transit-program>

330.1 Performance Evaluation Frequency

All routes or services operated within the region, regardless of operating agency or funding source, shall be reviewed annually using the three performance measures and performance thresholds.

330.2 Applicable Services to be Evaluated

Locally operated and funded transit services, regardless of funding source used for fleet procurement, shall be included in the performance measurement process, but the development and implementation of local performance improvement actions are the sole discretion of the associated local jurisdiction. However, all light rail service adjustments are subject to action by the Valley Metro Rail Board of Directors, even though the operation is funded by the local jurisdictions.

330.3 Definition of “Performing” Transit Service

A route is designated as “performing” if it has no more than one performance measure ranked in the bottom quartile by service type.

330.4 Performance Attainment for New Services

New services or material service changes (as defined in the adopted TLCP policies) to an existing route are expected to attain a “performing” level within three years of implementation. If the service has not attained a “performing” level within the first three years of operation, performance improvement actions shall be identified and applied to help improve service performance for one or more measurements. A new service will not be eliminated based on performance level within the first two years of operation.

If after three years from initial implementation, the service has still not achieved “performing” status or showing improvement, Valley Metro and staff from the affected jurisdiction(s) shall work together to determine if the route will be further modified, eliminated, or remain in service. If it is agreed that the service will be eliminated, Valley Metro and the affected local jurisdiction(s) staff shall identify alternative uses within said jurisdiction(s) for any funding saved by eliminating the route.

Services that do not achieve a “performing” level after three years of continuous operation, but are showing improvement in one or more performance-measurement category, shall continue to be monitored and evaluated to determine if there are any additional performance improvement actions that can be implemented.

330.5 Performance Attainment for Existing Services

Existing services that do not meet service standards, but are “performing”, are not required to be modified to become compliant with the established service standards.

330.6 Determination of Service Evaluation

Routes or services that are operated by Valley Metro and/or funded, all or in part, by legislatively authorized Valley Metro regional transit funds (currently includes the Public Transportation Fund and Arizona Lottery Fund) that are within the top 25% or bottom 25% (by service type) of any two of the three performance measures identified in **Table 9** (Section 310.0) will be further evaluated using the

planning tools (also identified in **Table 9**) or other relevant qualitative or quantitative metrics (e.g. service evaluation by day of week).

330.7 Data Accuracy

Prior to conducting additional performance evaluations of the top 25% or bottom 25% routes (by service type), the performance data shall be reviewed for accuracy. If further review of the data identifies that it is inaccurate and the route is, in fact, “performing,” then no additional evaluation shall be conducted for that service.

330.8 Determination of Performance Improvement Action

Based on the additional evaluation of the higher performing and lower performing routes/services, potential performance improvement actions shall be identified cooperatively with all affected jurisdictions/agencies, and later, discussed with the Valley Metro SPWG. As applicable, performance improvement actions are submitted for Valley Metro Board approval through the bi-annual service change process and annual Transit Life Cycle Program (TLCP) update process.

330.9 Types of Performance Improvement Actions

Performance improvement actions may include targeted marketing, schedule adjustments, frequency, service span and days of operation adjustments, and rerouting (including route extensions and route segment terminations).

330.10 Unsuccessful Performance Improvement Actions

If performance improvement actions prove to be unsuccessful (i.e. they did not improve performance in one or more performance measurement category), potential reinvestment of resources into other services within the same jurisdiction(s) shall be collaboratively explored with the affected jurisdiction(s) to maintain jurisdictional equity as defined by the adopted TLCP policies, and if agreed to, submitted to the Valley Metro Rail Board of Directors (if applicable) and/or the Valley Metro RPTA Board of Directors for possible action.

400 – Bus Stop Optimization Process

The Valley Metro bus network consists of over 7,650 bus stop stops dispersed over 1,140 square miles. The stops vary greatly by size, design, and amenities included. According to the 2015 Origin and Destination (O&D) Survey, 89.2% of bus riders accessed the system by walking, 5.4% drove to or were dropped off at the stop, and 3.6% accessed the system by bike⁶. The O&D survey also found that 83% of bus riders that walk reported walking up to two blocks to get to transit. Optimizing bus stop locations is not only essential for maintaining and improving system accessibility, but also because stop locations have capital maintenance cost and vehicle speed impact implications that impacts the customer experience.

⁶ https://www.valleymetro.org/sites/default/files/uploads/event-resources/2014-2015_onboard_survey_final.pdf

The stop spacing standards contained within this document (Section 220) categorize stop spacing by transit service type to better guide member agencies in their stop placement decision-making process. Transit service types that provide localized operations typically have passenger stops more frequently spaced in contrast with limited stop services, where passenger stops are provided at greater distances. Minimum passenger stop spacing, which were outlined in Section 220 (**Table 5**), has been adopted for the applicable transit service types. Passenger stop spacing standards represent minimum spacing distances; however, where development patterns are of higher or lower density than typical within the region, an exception to the adopted standard may be warranted.

Furthermore, Valley Metro's Bus System Handbook is being updated to identify key areas where stops should be provided, noting places such as employment and retail centers, education centers, and major medical centers with out-patient care. The guidelines will outline general stop spacing based on population densities and the distance a person has to travel to access a bus stop. Please refer to the 2019 Bus System Handbook for specific details.

While the guidelines provide a foundation for identifying bus stop locations, they lack parameters to optimize existing stops. As a result, a more in-depth process for optimizing bus stop locations has been developed as part of this update.

Bus stop optimization involves a careful evaluation of the distance between *existing* stops and the purpose, quality, and effectiveness of them. If stops are placed too far apart, it reduces the ability of patrons to access the system. If stops are too close together, it slows down travel for those already on the bus. Thus, stop optimization is about finding the balance between access to service and service speed.

In order to develop a bus stop optimization process, Valley Metro conducted peer research and undertook a collaborative engagement process with the SPWG. The primary agency Valley Metro reviewed for guidance on developing an agency-specific process was the Maryland Transit Administration (MTA). MTA defines bus stop optimization as an on-going process that analyzes the placement and design of all bus stops in the network and includes the following actions:

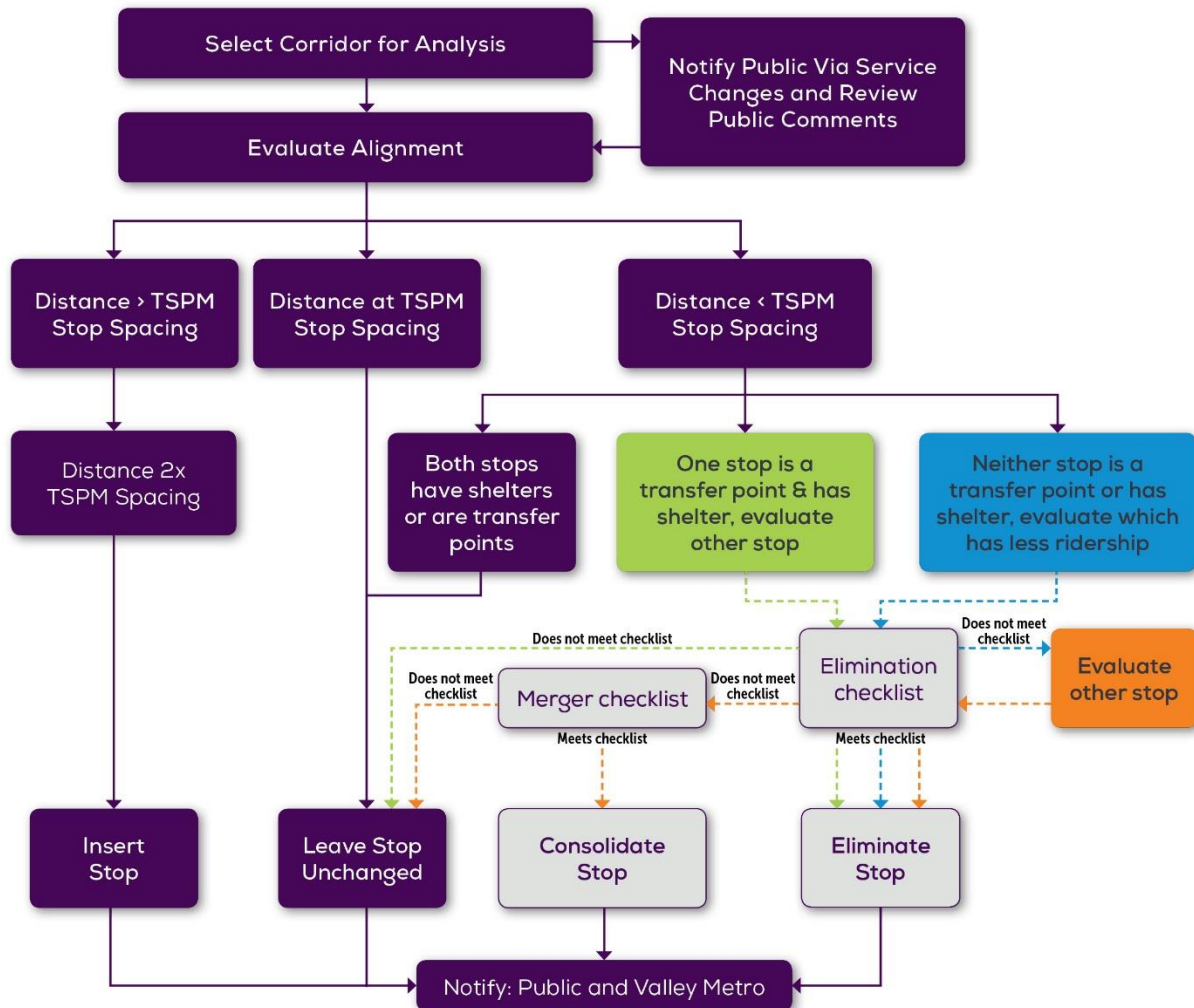
1. Consolidating (removing) existing, redundant bus stops,
2. Adding new bus stops where needed, and
3. Relocating existing stops for safety and operational improvements⁷

Stop optimization is intended to improve the quality and reliability of bus service while still providing adequate access to riders. Safety, utilization, transfer points, and site conditions are all important factors to consider throughout the optimization process.

The Bus Stop Optimization Process specifically developed for Valley Metro and its member agencies is depicted in **Figure 10** below. It starts with selecting a corridor for analysis and notifying the public for comments. The first level of evaluating the alignment looks at the distance of stop spacing as compared to the TSPM Stop Spacing Standard. For stops greater than twice the standard, a new stop should be inserted between the two. If stops are closer than the recommended TSPM Spacing Standard, stops are evaluated on whether they have a shelter and/or are transfer points. If a stop does not have a shelter and is not a transfer point, it is considered for elimination.

⁷ <https://mta.maryland.gov/content//bus-stop-optimization>

Figure 10: Valley Metro Bus Stop Optimization Process



At this point, two evaluation checklists are built-in to the Optimization process to help determine if a stop should be removed. The Merger Checklist and Elimination Checklist depicted in **Figure 11** provides a series of criteria questions that if are answered affirmatively make a stop eligible for elimination. The checklists include criteria related to the TSPM Spacing Standard, access and ADA guidelines, ridership, transfer opportunities, and trip generators. Once a stop has been evaluated through these checklists, it is either eliminated or consolidated and the public is notified of any change.

Figure 11: Merger and Elimination Checklists⁸

Merger Checklist	Elimination checklist
Yes answer to all criteria makes a stop eligible for merging: • Does the new stop location meet ADA guidelines or can it reasonably modified to meet ADA guidelines? • Does the new stop location have pedestrian access? • Does the new stop location meet TSPM spacing requirements? • Will transfer opportunity be retained at the new/merged stop or at an adjacent stop along the line? • Do the stops not under consideration for merging not serve 20% or more of the entire routes the route's daily ridership? • Is the stop being considered for merging not serve key community services such as schools, hospital, senior center, and public service offices (e.g. AZ DES)	Yes answer to all criteria makes a stop eligible for elimination: • Do the remaining/adjacent stops meet TSPM spacing? • Can the remaining/adjacent stops absorb additional ridership? • Does the stop not provide direct access to connecting transit routes, or do adjacent stops provide same connection to transit routes? • Does the stop not meet ADA guidelines, and the remaining/ adjacent stops meet ADA guidelines? • Does the stop serve less than 10% of the route's daily ridership? • Does the stop not serve key community services such as schools, hospital, senior center, and public service offices (e.g. AZ DES)?

500 – Regional Fleet Prioritization Process

Transit services are adjusted and service expansion proposals are submitted through the Short Range Transit Program (SRTP). However, given the finite quantity of vehicles available in the region and the length of time required to procure expansion vehicles, not all service adjustments or expansion needs may be accommodated with available fleet in a particular year. As such, prioritization processes have been identified for existing and expansion fleet should requests for vehicles exceed the quantity available. This section describes these processes and is organized into the following subsections:

- 510 – SRTP Methodology (Modified)
- 510 – Prioritization Process for Existing Fleet
- 520 – Prioritization Process for Expansion Fleet
- 530 – Fleet Procurement and Programming Process

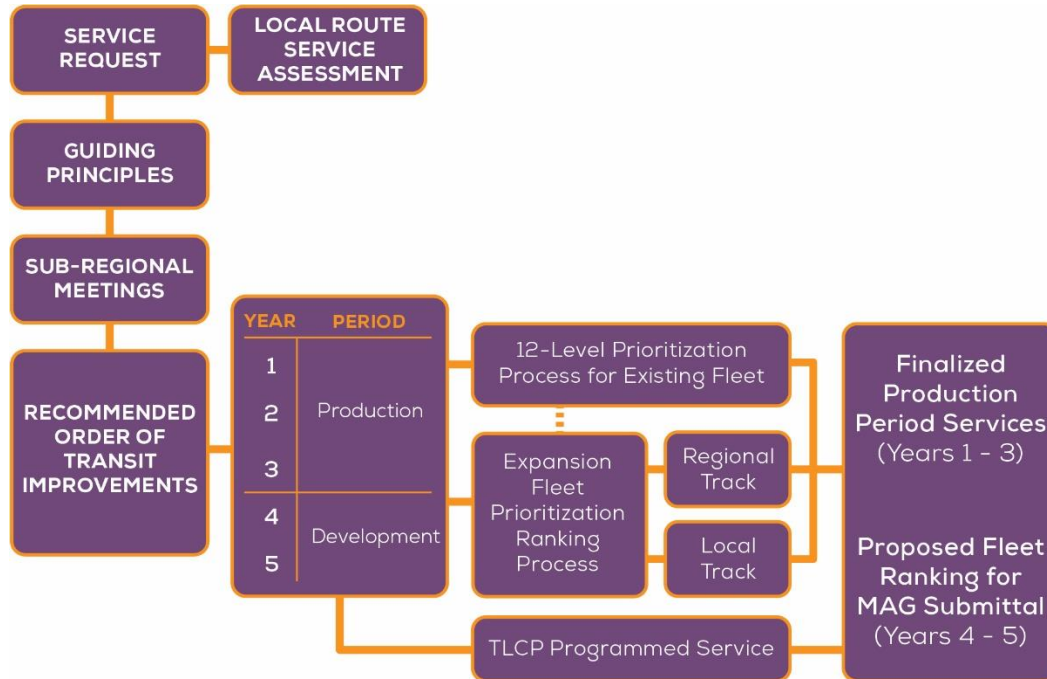
510 – SRTP Methodology

The SRTP is a five-year program aimed at the regional coordination of locally and regionally funded transit service changes. It has previously been divide into two phases identifying production phase as years 1-2, and development phase as years 3-5. In order to better understand required fleet needs, minimize confusion on immediate fleet needs, and to better coordinate the fleet prioritization process with the regional TIP, the production phase has been expanded to occur in years 1-3 and the development phase will occur in years 4-5 of the STRP process. A funding commitment letter will still be required on locally funded services that require new fleet, the commitment letter signed by the city's City Manager or Transit/Transportation Department Director must be provided subsequent to the sub-regional SRTP meetings.

⁸ Valley Metro's Bus Stop Design Guidelines discuss in greater detail the placement of bus stops and applicability of bus pullouts, transfer points, etc.

Figure 12 depicts the modified SRTP process, which includes the change in production and development years, and addition of the Local Route Service Assessment form and process (described in Section 240.6).

Figure 12: Modified SRTP Process



510 – Prioritization Process for Existing Fleet

Service adjustments in the production years (1-3) of the SRTP are ranked using the 12-level prioritization process for existing fleet. The 12-levels apply priorities to elements such as funding source, type of service adjustment and purpose of the service adjustment. The 12-level prioritization process for existing fleet is summarized in

Figure 13 below.

Figure 13: 12-Level Prioritization Process for Existing Fleet

Service Adjustment	Purpose	Rank Level
Implement TLCP-programmed service as scheduled	Implement TLCP-programmed service	1
Early implementation of programmed service as scheduled in TLCP	Addresses performance-based fleet need (high ridership or running-time adjustment)	2
	Will enhance regional transit connectivity (connect one or more routes)	3
	Will reach potential ridership generator	4
Implement TLCP-planned service	Implement TLCP-planned service	5
Locally funded expansion of an existing route funded through the TLCP	Existing service with performance-based fleet need (high ridership or insufficient schedule)	6
	Will reach potential ridership generator	7
Implementation of service adjustment on existing locally funded service	Addresses performance-based fleet need (e.g. running-time adjustment)	8
	Will enhance regional transit connectivity (connect one or more routes)	9
	Will reach potential ridership generator	10
Implementation of new locally funded service	Will enhance regional transit connectivity (connect one or more routes)	11
	Will reach potential ridership generator	12

Note: If multiple adjustment requests have same rank, the Transit Propensity Tool is used. The service adjustment with highest Transit Propensity Index will receive priority.

510.1 Tie Break Methodology

If multiple service requests receive the same rank level in the same planning year, the transit propensity tool, which estimates boardings by revenue mile, is used as a tiebreaker. For additional information regarding the transit propensity tool, refer to the Section 240.9 above or Valley Metro's TSPM Phase II Final Report in **Appendix B: TSPM Phase II Final Report** for a detailed explanation of the methodology.

520 – Prioritization Process for Expansion Fleet

Service adjustments in the development years (4-5) of the SRTP that require expansion fleet are ranked using the prioritization process for expansion fleet, which evaluates the service adjustments and assigns points based on their funding characteristics, compliance with established TSPM standards, and regional connectivity. The more points a service earns, the higher it is prioritized in the list of fleet requests submitted to the Board for their consideration and possible recommendation to Maricopa Association of Governments (MAG). The prioritization process for expansion fleet is summarized in

Figure 14.

Figure 14: Prioritization Process for Expansion Fleet

PRIORITIZATION PROCESS FOR EXPANSION FLEET		
Category	Metric	Points
Funding Characteristics	Is there between 2 and 3 years of funding committed for the service improvement? OR Is there more than 3 years of funding committed for the service improvement?	1
		2
	Is the service improvement a TLCP-planned service?	1
TSPM Compliance	Does the service improvement meet weekday service standards?	0.5
	Does the service improvement meet Saturday service standards?	0.25
	Does the service improvement meet Sunday service standards?	0.25
	Does the service improvement meet the current transit propensity threshold? (Note: only applicable to local/key local service improvements greater than 1 mile)	1
	Does the service improvement remove/modify an under-performing route deviation, thereby requiring at least one less vehicle for operation?	1
Regional Connectivity	Does the service improvement serve multiple jurisdictions?	1
	Does the service improvement connect to other transit route alignments?	0.25 per connection (2 points maximum)

520.1 Tie Break Methodology

In the event of a tie, each service improvement is further evaluated to determine its compliance with TSPM service and performance standards and to quantify its regional connectivity. The tie break methodology is summarized in

Figure 15 below.

Figure 15: Prioritization Process for Expansion Fleet Tie Break Methodology

PRIORITIZATION PROCESS FOR EXPANSION FLEET - TIEBREAK		
Category	Metric	Points
TSPM Compliance	Are weekend service standards met?	1
	If existing route, is weekday performance above the performance threshold for two or more performance measures?	1
Regional Connectivity	How many jurisdictions are served?	1 Per Jurisdiction Served

520.2 Regional and Local Tracks

Based on the outcome of the prioritization process for expansion fleet, proposed service improvements are placed on one of two tracks: a regionally-supported track and a local track. Services that rank favorably through the expansion fleet prioritization process fall into the regionally-supported track. Those services that rank less favorably but are still priorities for the submitting jurisdiction fall into the local track. If a jurisdiction still wishes to pursue implementation of services in the local track, they must support Valley Metro or the City of Phoenix Transit Department⁹ throughout the entire fleet grant application process. Upon procurement, vehicles must be provided to Valley Metro or Phoenix if either agency will be operating the service. For efficient fleet management purposes, vehicles are then assigned at the operators' discretion.

520.3 Applicability

The prioritization process for expansion fleet is applied to all services in the development years of the SRTP requiring expansion fleet with two notable exceptions. The first exception is for programmed TLCP projects. As these improvements are programmed in the RTP, they are automatically given top priority. The second exception is for services that ranked well in the production years of the SRTP but the fleet requirements exceeded vehicle availability. In these cases, the service is given priority in the next development year, secondary only to TLCP projects. All other service improvements requiring expansion fleet in the development years will be prioritized using the expansion fleet prioritization process.

530 – Fleet Procurement and Programming Process

Regional transit fleet procurement and programming occur through a multi-agency integrated process that includes local jurisdictions, Valley Metro and MAG. The planned procurement and programming process is as follows: a request for service adjustment is made through the SRTP and fleet availability

⁹ The City of Phoenix purchases and owns their own vehicle fleet; including many vehicles that operate within other jurisdictions but which are Phoenix-operated routes.

is determined. If fleet is unavailable for the service adjustment, Valley Metro identifies and submits a list of prioritized service adjustments approved by the Board to MAG for consideration in the federal funds programming process. The MAG Transit Committee discusses programming options for all federal funds. The MAG Transit Committee then recommends a Program of Projects and Five-Year Transportation Improvement Program (TIP) to Regional Council for approval. Once MAG approval is obtained, the City of Phoenix, with MAG concurrence, submits grants to the Federal Transit Administration for approval. The fleet is then procured by the appropriate agency.

Figure 16 illustrates the primary steps associated with the transit fleet procurement and programming process.

Figure 16: Fleet Procurement and Programming Process



600 – Transit Center and Park-and-Ride Classification

Transit centers and park-and-ride facilities are crucial features of a transit system that improve network access by facilitating transfers between routes and transportation modes. As part of this TSPM update, regional facilities were reviewed to identify similarities and differences between sites, with the goal of creating a more clear delineation of the operational and rider expectations at such facilities. Additionally, while Valley Metro’s recently updated Light Rail Design Criteria Manual outlines construction codes and the recommended features of the system’s built environment (landscaping, security, parking, etc.), it is specific to the design of the light rail system and does not explicitly define the features and placement of bus transit centers or park-and-rides. As such, it is the intent of this update to provide a classification structure for transit centers and park-and-rides in order to help integrate TSPM and the agency’s current and future design criteria manuals. Given the nature of the different planning processes between light rail and bus facilities, this TSPM update effort focused strictly on bus facilities.

The classification process started with an understanding that the most fundamental difference between facilities are those that are publicly owned versus those that are shared with another facility, whether publicly or privately owned (i.e. library, recreation center, strip mall, Walmart, fast food chain, etc.). Using MAG's Designing Transit Accessible Study (2013)¹⁰ as a guide, the classification process then sought to incorporate the surrounding built environment into the framework because of its connection to the types of services provided. For example, there are fewer transit service types and routes on the suburban edge of the Valley, where population density is lower as compared to the urban core, which is served by numerous routes of several transit service types. The three built environment settings as established by MAG and incorporated in this classification matrix include urban core, outer urban, and suburban. **Table 11** outlines MAG's built environment definitions and extrapolated regional examples (the original study focused only on Phoenix).

Table 11: Built Environments around the Valley

From MAG Transit Accessible Communities Study			Extrapolated Examples	
	Definition	Phoenix Example	Tempe Example	Mesa Example
Urban Core	Within the heart of the city center; high employment and residential density	16th St/Thomas	Mill/University	Mesa/Center
Outer Urban	Between urban core and suburbs; medium employment and residential density	I17/Dunlap Ave	Southern/Rural	Southern/Gilbert Rd.
Suburban	Beyond outer urban; low employment and residential density	75th Ave/Bell Rd	Elliot/Priest	Power/Brown

With these three features classified, a review of regional facilities was conducted and additional classification features were identified. The TSPM Working Group participated and provided input on the identified classification features, which were incorporated into the final classification matrix presented in **Figure 17**. The critical features include:

1. **Service Type** – Refers to the transit modes accessible at the location.
2. **Bike and Pedestrian Facilities** – Looks at the accessibility of the location via bicycle lanes and connected sidewalks. Bicycle parking at the facility is also considered. Fully accessible facilities have dedicated bicycle lanes, bicycle parking, and connected sidewalks. Limited accessibility means that either bicycle or pedestrian infrastructure is provided, but not both.
3. **Bus Stop Placement** – Considers how stops are positioned on or off the roadway for the boarding/alighting of passengers. Has safety and route speed implications.
4. **Freeway Proximity** – Refers specifically to commuter route services and the distance they travel from the freeway to a park-and-ride. Has route speed implications.

¹⁰ https://www.phoenix.gov/streetssite/Documents/MAG_Designing-Transit-Accessible-Communities-Study-Final-Report.pdf

5. **Deviation from Route** – Refers primarily to local routes and the distance they deviate from their alignment to access a transit center or park-and-ride. Has network connectivity and route speed implications.
6. **Central Business District (CBD) Direction of Travel Placement** – Considers the placement of the stop to locate in the direction of travel and on the far side of an intersection. Has route speed and operational implications.
7. **HOV Access** – Consideration of facility location given route accessibility to a HOV entry/exit ramp.
8. **Local Bus Level of Service (LOS)** – Refers to the minimum frequencies of routes serving the facility.
9. **Commuter Bus LOS** – Refers to the minimum number of daily AM and PM peak trips serving the facility.
10. **Number of Transit Connections** – Considers the types of services and number of transfer that are available at the facility.
11. **Kiss-and-Ride** – Refers to park-and-ride facilities having a designated area for quick pedestrian pick-up and drop-off that does not conflict with bus operations or obstruct the flow of vehicular traffic.
12. **Ticket Vending Machines (TVMs)** – This considers the availability of ticket vending machines in station areas to help expedite the boarding process. This has implications for customer experience and route speed.

Note that all newly constructed facilities are expected to meet ADA requirements. Examples of other facility features that should be considered and which are elaborated on in the design criteria manual include:

- Safety and security (CCTV cameras, emergency call boxes)
- Shade (via landscaping or structures)
- Operator facilities (i.e. restrooms)
- Real time information
- Lighting
- Amenities such as benches, trash receptacles, water fountains, etc.

To optimize the placement of transit centers and park-and-rides in the regional transit network, it is encouraged that member agencies involve Valley Metro as early in the planning process as possible. It is recommended that member agencies wanting to implement a transit center or park-and-ride include that information during the annual SRTP update process.

Figure 17: Transit Center and Park-and-Ride Classification Matrix

	PUBLICLY OWNED				SHARED-USE FACILITY			
	Urban Core	Outer Urban		Suburban	Urban Core	Outer Urban		Suburban
	TC	TC/P	P	P	TC	TC/P	P	P
 Service Type	Commuter Express / Local Bus	Local Bus	Commuter Express	Commuter Express / Local Bus	Commuter Express / Local Bus	Local Bus	Commuter Express	Commuter Express / Local Bus
 Bike/Ped Facilities	Fully Accessible	Fully Accessible	Limited Access	Limited Access	Fully Accessible	Fully Accessible	Limited Access	Limited Access
 Bus Stop Placement	Off-street docking; serves as end of line (Express); designated bus entry	Off-street docking; designated bus entry	Off-street docking; designated bus entry	Off-street docking; serves as end of line (Express); designated bus entry	Off-street docking; serves as end of line (Express); shared bus/auto entry	On-street docking	Off-street docking	On-street docking; serves as end of line (Express)
 Freeway Proximity	NA	NA	<0.5 Miles	<1 Mile	NA	NA	<0.5 Miles	<1.5 Miles
 Deviation from Route	On alignment	On alignment	0.5 miles or less	0.5 miles or less	On alignment	On alignment	0.5 miles or less	0.5 miles or less
 CBD Direction of Travel Placement (far side)	✓	✓	✓	✓	✓	✓		
 HOV Access Preferred			✓	✓			✓	✓
 Local Bus LOS	10-30 minutes	30 minutes or better	30-60 minutes	30-60 minutes	10-30 minutes	30 minutes or better	30-60 minutes	30-60 minutes
 Commuter Express LOS (Peak Trips)	6+ AM Trips 6+ PM Trips	4+ AM Trips 4+ PM Trips	4+ AM Trips 4+ PM Trips	4+ AM Trips 4+ PM Trips	6+ AM Trips 6+ PM Trips	4+ AM Trips 4+ PM Trips	4+ AM Trips 4+ PM Trips	4+ AM Trips 4+ PM Trips
 Number of Transit Connections	5+; serves light rail and / or express	3+; serves light rail and / or express	3+	2+	5+; serves light rail and / or express	3+; serves light rail and / or express	3+	2+
 Ticket Vending Machines	✓	✓	✓	✓	✓			
 Kiss & Ride	✓	✓	✓	✓	✓			

 Transit Center
 Transit Center with Park-and-Ride
 Park-and-Ride

700 – Mobility Enhancement Uses

From the sharing economy to autonomous vehicles, technology and new service delivery models are changing the transportation industry. Bike-share, e-scooters, and on-demand transportation network companies (TNCs) such as Uber and Lyft are just some examples of expanding modes and service delivery models that enhance mobility. Often owned and operated by private companies, when coordinated appropriately with a transit agency, the technologies and services can play a vital role in supporting public transit networks. Referred to here as **mobility enhancement uses** (MEUs), the term involves a transit authority coordinating outside of transit service delivery models to improve network connectivity and improve travel options, such as employing Transportation Network Companies (TNCs), working with micromobility, car shares, carpools and vanpools.

Around the Valley, jurisdictions are experiencing an on surge of services, particularly bike shares and e-scooters, and many areas are partnering with TNCs and/or piloting new vehicle technologies as well. The purpose of integrating these MEU efforts into TSPM is to help improve coordination with the public transit network and improve knowledge sharing between member agencies. As part of this process, VM Capital and Service Development (CSD) staff will work with key staff from member agencies to create a database of MEUs (mobility offered, company name, contact information). Key staff from member agencies will assist by:

- Enabling data sharing
- Providing up to date transit planning documents
- Reporting mobility goals and objectives of current partnerships
- Presenting to the SPWG to learn more on MEUs

Staff will help coordinate regional grant support, if applicable and report annually, at a minimum, on MEUs in the region, recent partnerships, and lessons learned.

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Appendix A: TSPM Phase I Final Report

Appendix B: TSPM Phase II Final Report

Appendix C: TSPM Phase III Final Report

Appendix D: Local Service Planning Support Request Form

Appendix E: Transit Propensity Tool Methodology Update Memo

Appendix F: Frequency Assessment Standards for Transit Final Report

RESOLUTION # 2022-12

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY
OF SURPRISE, ARIZONA APPROVING AND ADOPTING THE
2022 CITY OF SURPRISE TITLE VI IMPLEMENTATION PLAN.**

WHEREAS, the Federal Transit Administration (FTA) is responsible for ensuring that its funding recipients fully comply with Title VI of the Civil Rights Act of 1964, which among other things prohibits discrimination based on race, color, and national origin;

WHEREAS, City of Surprise is a sub-recipient of FTA funding for public transportation programs, distributed through the City of Phoenix Public Transit Department as the primary recipient of said funds;

WHEREAS, all sub-recipients of FTA funds must develop, update, and submit every three years a Title VI Plan to the primary recipient to assist in the primary recipient's respective Title VI compliance requirements; and

WHEREAS, the City has updated its Title VI plan to comply with new requirements which were adopted by the FTA since the City's last Plan update in 2018.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Surprise, Arizona, as follows.

Section 1. The Title VI Implementation Plan, hereby attached as Exhibit A and incorporated by reference, is approved and adopted as the 2022 City of Surprise Title VI Implementation Plan.

APPROVED AND ADOPTED this ____ day of _____, 2022.

Skip Hall, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney



CITY OF SURPRISE Regular City Council Meeting

Council Meeting Date: March 15, 2022

Contact Person: Holly Osborn, DIRECTOR-
PARKS & REC, Andrea Davis, DIRECTOR -
FINANCE

Submitting Department: Parks and Recreation

District: District 6

Staff Recommendations: None

Consent: Yes

Regular: No

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to approval of a Fiscal Year 2022 budget amendment moving budget authority of \$8,600,000 from project G54170 - Countryside Park within the Grants Fund to P54170 - Countryside Park within the General Capital Projects Fund and moving budget authority of \$100,000 from the Grants Fund to the Economic Development General Fund Services Category in the amount of \$50,000 and to the Human Services Community Vitality General Fund Services Category in the amount of \$50,000; Resolution #2022-27.

Motion:

I move to approve Resolution # 2022-27.

Background:

On or about July, 2021, the City of Surprise received \$7,772,992 of economic stimulus from the American Rescue Plan Act ("ARPA") and an additional \$7,772,992 is anticipated to be received in June, 2022. Then on or about December, 2021, Resolution #2021-189 was approved to include capital expenses of \$8,600,000 in project G54170 for Countryside Park, and grant expenses in the amount of \$100,000 in project G12101 for the ARPA workforce development program and non-profit donations. Pursuant to the U.S. Department of Treasury's issuance of the ARPA Final Rule, \$8,700,000 will be removed from the ARPA grant in the Grants Fund for the Countryside Park, workforce development program, and non-profit donations. These projects and programs will no longer be funded by the City's ARPA allocation. The Countryside project will be funded out of the General Capital Projects Fund, workforce development will be funded out of to the Economic Development General Fund Services Category, and the non-profit donations will be funded out of the Human Services and Community Vitality General Fund Services Category.

Objective Analysis:

Budget Authority of \$8,700,000 will be removed from the ARPA grant in the Grants Fund for the Countryside Park, workforce development program, and non-profit donations.

Policy Compliant:

This budget amendment is compliant with the City's Comprehensive Financial Management Policy and Budget Amendment Policy.

Financial Impact:

This action does not have any financial impact, and is only a change in the fund and funding for all three initiatives.

Budget Impact:

This action will move budget authority from the Grants Fund to the General Capital Projects Fund in the amount of \$8,600,000 for the Countryside Park project, and \$100,000 from the Grants Fund to the Economic Development General Category Fund Category in the amount of \$50,000 and to the Human Services Community Vitality General Fund Services Category in the amount of \$50,000. This does not increase the total amount of funding, and is only a change in the fund type.

FTE Impact:

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

ATTACHMENTS:

1. RESOLUTION_FY2022-27
 2. RESOLUTION - FY2022 ARPA Countryside & Programs
-

RESOLUTION # 2022-27

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, AMENDING THE FISCAL YEAR 2022 BUDGET BY MOVING BUDGET AUTHORITY OF \$8,600,000 FROM PROJECT G54170 COUNTRYSIDE PARK WITHIN THE GRANTS FUND TO P54170 COUNTRYSIDE PARK WITHIN THE GENERAL CAPITAL PROJECTS FUND AND MOVING BUDGET AUTHORITY OF \$100,000 FROM THE GRANTS FUND TO THE ECONOMIC DEVELOPMENT GENERAL FUND SERVICES CATEGORY IN THE AMOUNT OF \$50,000, AND TO THE HUMAN SERVICES COMMUNITY VITALITY GENERAL FUND SERVICES CATEORTY IN THE AMOUNT OF \$50,000.

WHEREAS, in July, 2021, the City of Surprise received \$7,772,992 of economic stimulus from the American Rescue Plan Act ("ARPA") and an additional \$7,772,992 is anticipated to be received in June, 2022;

WHEREAS, in or about December, 2021, Resolution #2021-189 was approved to include capital expenses of \$8,600,000 in project G54170 for Countryside Park, and grant expenses in the amount of \$100,000 in project G12101 for the ARPA workforce development program and non-profit donations;

WHEREAS, pursuant to the U.S. Department of Treasury's issuance of the ARPA Final Rule, \$8,700,000 will be removed from the ARPA grant in the Grants Fund for the Countryside Park, workforce development program, and non-profit donations. These projects and programs will no longer be funded by the City's ARPA allocation. The Countryside project will be funded out of the General Capital Projects Fund, workforce development program will be funded out of to the Economic Development General Fund Services Category, and the non-profit donations will be funded out of the Human Services and Community Vitality General Fund Services Category.

WHEREAS, the FY2022 budget was adopted by Council Resolution #2021-87 on June 1, 2021;

WHEREAS, this action will necessitate a budget amendment; and

WHEREAS, the City of Surprise Administrative Policies requires the approval of the Mayor and Council for budget amendments of this nature.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Surprise, Arizona, as follows.

Section 1. That the statements and schedules attached as *Exhibit A* and incorporated by reference are adopted, amending the budget of the City of Surprise, Arizona for the fiscal year July 1, 2021 through June 30, 2022.

SIGNATURES ON THE FOLLOWING PAGE

APPROVED AND ADOPTED this ____ day of _____, 2021.

Skip Hall, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney

RESOLUTION # 2022-27
Exhibit A

1. Appropriation - The allocation below represents a movement of budget authority in the amount of \$8.6M from G54170 - Countryside Park within the Grants Fund to P54170 - Countryside Park within the General Capital Fund. Additionally, a movement of budget authority in the amount of \$100,000 from G12101 to the Economic Development and Human Services Community Vitality General Fund services category. This action represents a transfer of spending authority and does not increase or decrease the total adopted citywide expenditure budget.

Fund	Department	Project/Category	Rev/ Exp	Current Budget	Increase/ (Decrease)	Amended Budget
Grants	Parks and Recreation	#G54170 ARPA Countryside Park	E	8,600,000	(8,600,000)	-
General Capital Projects Fund	Parks and Recreation	#P54170 Countryside Park	E	1,900,000	8,600,000	10,500,000
Grants	Economic Development	#G12101 American Rescue Plan Act (ARPA)	E	600,000	(100,000)	500,000
General Fund	Economic Development	Services	E	521,900	50,000	571,900
General Fund	Human Services and Community Vitality	Services	E	647,200	50,000	697,200
				11,719,100	-	11,719,100

RESOLUTION # 2022-27

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, AMENDING THE FISCAL YEAR 2022 BUDGET BY MOVING BUDGET AUTHORITY OF \$8,600,000 FROM PROJECT G54170 COUNTRYSIDE PARK WITHIN THE GRANTS FUND TO P54170 COUNTRYSIDE PARK WITHIN THE GENERAL CAPITAL PROJECTS FUND AND MOVING BUDGET AUTHORITY OF \$100,000 FROM THE GRANTS FUND TO THE ECONOMIC DEVELOPMENT GENERAL FUND SERVICES CATEGORY IN THE AMOUNT OF \$50,000, AND TO THE HUMAN SERVICES COMMUNITY VITALITY GENERAL FUND SERVICES CATEORTY IN THE AMOUNT OF \$50,000.

WHEREAS, in July, 2021, the City of Surprise received \$7,772,992 of economic stimulus from the American Rescue Plan Act ("ARPA") and an additional \$7,772,992 is anticipated to be received in June, 2022;

WHEREAS, in or about December, 2021, Resolution #2021-189 was approved to include capital expenses of \$8,600,000 in project G54170 for Countryside Park, and grant expenses in the amount of \$100,000 in project G12101 for the ARPA workforce development program and non-profit donations;

WHEREAS, pursuant to the U.S. Department of Treasury's issuance of the ARPA Final Rule, \$8,700,000 will be removed from the ARPA grant in the Grants Fund for the Countryside Park, workforce development program, and non-profit donations. These projects and programs will no longer be funded by the City's ARPA allocation. The Countryside project will be funded out of the General Capital Projects Fund, workforce development program will be funded out of to the Economic Development General Fund Services Category, and the non-profit donations will be funded out of the Human Services and Community Vitality General Fund Services Category.

WHEREAS, the FY2022 budget was adopted by Council Resolution #2021-87 on June 1, 2021;

WHEREAS, this action will necessitate a budget amendment; and

WHEREAS, the City of Surprise Administrative Policies requires the approval of the Mayor and Council for budget amendments of this nature.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Surprise, Arizona, as follows.

Section 1. That the statements and schedules attached as *Exhibit A* and incorporated by reference are adopted, amending the budget of the City of Surprise, Arizona for the fiscal year July 1, 2021 through June 30, 2022.

SIGNATURES ON THE FOLLOWING PAGE

DRAFT

APPROVED AND ADOPTED this ____ day of _____, 2021.

Skip Hall, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney

DRAFT

RESOLUTION # 2022-27
Exhibit A

1. Appropriation - The allocation below represents a movement of budget authority in the amount of \$8.6M from G54170 - Countryside Park within the Grants Fund to P54170 - Countryside Park within the General Capital Fund. Additionally, a movement of budget authority in the amount of \$100,000 from G12101 to the Economic Development and Human Services Community Vitality General Fund services category. This action represents a transfer of spending authority and does not increase or decrease the total adopted citywide expenditure budget.

Fund	Department	Project/Category	Rev/ Exp	Current Budget	Increase/ (Decrease)	Amended Budget
Grants	Parks and Recreation	#G54170 ARPA Countryside Park	E	8,600,000	(8,600,000)	-
General Capital Projects Fund	Parks and Recreation	#P54170 Countryside Park	E	1,900,000	8,600,000	10,500,000
Grants	Economic Development	#G12101 American Rescue Plan Act (ARPA)	E	600,000	(100,000)	500,000
General Fund	Economic Development	Services	E	521,900	50,000	571,900
General Fund	Human Services and Community Vitality	Services	E	647,200	50,000	697,200
				11,719,100	-	11,719,100



CITY OF SURPRISE Regular City Council Meeting

Council Meeting Date: March 15, 2022

Contact Person: Kristen Taylor, Senior
Management Analyst

Submitting Department: Public Works

District: Citywide

Staff Recommendations: None

Consent: Yes

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to acceptance of the City's Arizona Lottery Fund (ALF) allotment for FY2022 in the amount of \$364,143; and to reallocate budget authority from the contingency to the Arizona Lottery Fund; Resolution #2022-23.

Motion:

I move to approve Resolution # 2022-23.

Background:

Arizona Lottery Fund (ALF) is judicially mandated funding currently derived from Powerball lottery revenues to provide public transportation funding opportunities in Maricopa County. An allocation of \$11,200,000 has been made available for FY2022 distribution. The City of Surprise's eligible portion is \$364,143. The program was made "transit use only" so the funds can only be used for public transit or special needs transportation, sponsored by a local government. There is no local match requirement associated with ALF funds; other funds are called out in the application to highlight the City's contribution to transit services. This year's application is for the City contracted Regional Paratransit service, RideChoice services and the City's portion of the Surprise's 571 express bus service. These state funds will be used to meet the City Council Strategic Planning Transportation goals. After submission of the application for funding, the City will receive the requested funds in the amount of \$364,143. The proposed resolution authorizes the application and acceptance of the funds upon receipt and reallocates budget authority from the Contingency Fund to the Lottery Fund.

Objective Analysis:

Arizona Lottery Funds allow the City to leverage general fund dollars to other City priorities without jeopardizing transit service to the Surprise residents on average in the amount of \$360,000 annually. By not accepting these funds, and if the City wanted to maintain the current level of service in its transit programs the City would have to increase its general fund obligations on average an additional \$360,000.

Policy Compliant:

This action is consistent with Council Strategic Plan goal identifying funding sources for the transportation system. This action is compliant with the Budget Amendment Policies and Procedures.

Financial Impact:

Approval of this item will allow the City to formally receive ALF funding in the amount of \$364,134 for FY2022 to support public transportation services.

Budget Impact:

The FY2022 budget was adopted including revenue and expense allocations of \$355,000 within the Arizona Lottery Fund for transit services. In addition to the City's FY2022 Arizona Lottery Fund allocation of \$364,134, the City has a FY2021 allocation of \$31,216 that was unspent due to decreased ridership throughout the COVID-19 pandemic. This budget amendment will move budget authority from contingency to the Arizona Lottery Fund to increase revenue and expenses by \$40,400 to \$395,400.

FTE Impact:

There are no FTE's associated with this item.

ATTACHMENTS:

1. FY2022 ALF Application signed
 2. Res 2022-23 ALF FY2022
-

ALF GRANT APPLICATION FOR FISCAL YEAR 2021-22

SECTION I: APPLICANT INFORMATION

Applicant: City of Surprise Contact: Kristen Taylor

Address: 16000 N. Civic Center Plaza Phone: 623-222-6021

Surprise, AZ 85374 Fax: _____

e-mail address: kristen.taylor@surpriseaz.gov

SECTION II: FUNDING REQUEST

Project Funding Summary (include funding from all project applications)

a. Total all ALF Being Requested for Transit Projects (from Project Forms)	\$	364,134
b. Total Other Funds included in the Projects (from Project Forms)	\$	273,119
c. Grand Total all Funds	\$	637,253

SECTION III: PRIOR YEAR ALF PROJECT STATUS

Funding is available for two years unless an extension is requested. Funding that is not spent within two years is subject to possible redistribution through the annual distribution process to other jurisdictions.

- Have ALF distributions received by your jurisdiction on or before June 30, 2020 been expended?
Yes _____ No X
- If the funds have been expended, were they spent on the projects as indicated in prior applications?
Yes X No _____
- If the funds described above have not been expended, what is your ALF fund balance?
\$ 31,216.00
- If the answer to lines 1 or 2 are no, provide a brief description of why the funds were not expended or were not expended on projects originally submitted in an application and explain when the funds are planned to be expended.
Since the pandemic, ridership across all services has been affected. Ridership on RideChoice and Paratransit have been impacted the most, causing the City of Surprise to have lower trips than normal causing the balance in ALF funding.

Authorized chief financial officer signature:

DocuSigned by:

Andrea Davis

E2E4EE750061449...

Finance Director

Title

Date: 2/24/2022 | 11:29 AM MST

Authorized jurisdictional signature**:

DocuSigned by:

Bd Wingenroth

E562D84F39E54D3...

City Manager

Title

Date: 2/28/2022 | 10:15 AM MST

****Signatory should be city, town or county manager or program director.**

**ALF GRANT APPLICATION FOR
FISCAL YEAR 2021-22**

SECTION I: APPLICANT INFORMATION

Applicant: City of Surprise Contact: Kristen Taylor

SECTION II: PROJECT REQUEST(S)

1. Transit Project

- a. Project Title: City of Surprise Transit Operations
- b. Project Location: City of Surprise
- c. Project Description: The City of Surprise plans to use all ALF funds to help with bus operations
in the City of Surprise. Currently, Surprise operates Express Route 571, along with funding
Paratransit and RideChoice programs.

Additional project information may be attached.

- | | | |
|--|-----|---------|
| d. ALF funding requested (also include on line 2a) | \$ | 364,134 |
| e. Other Funds included in the Project (include on line 2b on page 1) | \$ | 273,119 |
| f. Total Project Cost | \$ | 637,253 |
| g. Type of Project: ☐ Planning ☐ Capital ☒ Operations ☐ Other _____ | | |
| h. Is the project included in the Regional Transportation Plan? (Yes or No) | Yes | |
| i. Is the project included in the TIP or UPWP? (Yes or No) | Yes | |

2. Transit Project

- a. Project Title: _____
- b. Project Location: _____
- c. Project Description: _____
- _____
- _____
- _____

Additional project information may be attached.

- | | | |
|---|----|--|
| d. ALF funding requested (also include on page 1 line 2a) | \$ | |
| e. Other Funds included in the Project (include on line 2b on page 1) | \$ | |
| f. Total Project Cost | \$ | |
| g. Type of Project: ☐ Planning ☐ Capital ☐ Operations ☐ Other _____ | | |
| h. Is the project included in the Regional Transportation Plan? (Yes or No) | | |
| i. Is the project included in the TIP or UPWP? (Yes or No) | | |

RESOLUTION # 2022-23

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO ACCEPT AN ALLOCATION OF ARIZONA LOTTERY FUNDS FROM THE REGIONAL PUBLIC TRANSPORTATION AUTHORITY IN THE AMOUNT OF \$364,134, AND AMENDING THE FISCAL YEAR 2022 BUDGET BY MOVING BUDGET AUTHORITY OF \$40,400 FROM CONTINGENCY TO THE ARIZONA LOTTERY FUND.

WHEREAS, the Regional Public Transportation Authority (“RPTA”) is awarding funding for local transit projects relating to all aspects of transit services;

WHEREAS, the Arizona State Legislature has authorized an allocation of Arizona Lottery funds to the City of Surprise to fund transit activities in the amount of \$364,134.00;

WHEREAS, the FY2022 budget, was adopted by Council Resolution #2021-87 on June 1, 2021;

WHEREAS, the FY2022 adopted budget includes revenue and expense allocations of \$355,000 within the ALF fund for transit services;

WHEREAS, the Council of the City of Surprise desires to accept the Arizona Lottery Fund (“ALF”) allocation in the amount of Three Hundred Sixty-Four Thousand One Hundred Thirty-Four Dollars (\$364,134.00);

WHEREAS, accepting the allocation of ALF necessitates moving budget authority in the amount of \$40,400 from the Contingency Fund to the Arizona Lottery Fund to increase revenue and expense allocations is necessary; and

WHEREAS, the City of Surprise Administrative Policies requires the approval of the Mayor and Council for budget amendments of this nature.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Surprise, Arizona, as follows:

Section 1. The City of Surprise hereby authorizes the City Manager or his designee to accept ALF award for FY2022 and receive funds in the amount of \$364,134.00 from the Regional Public Transit Authority.

Section 2. That the statements and schedules attached as *Exhibit A* and incorporated by reference are adopted, amending the budget of the City of Surprise, Arizona for the fiscal year July 1, 2021 through June 30, 2022.

APPROVED AND ADOPTED this ____ day of _____, 2022.

Skip Hall, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney

RESOLUTION # 2022-23
Exhibit A

1. Appropriation - Reallocating appropriations of \$40,000 from the General Contingency Fund to the Arizona Lottery Fund. To cover the increased allocation from the Arizona Lottery Fund. This action represents a transfer of spending authority and does not increase or decrease the total adopted citywide expenditure budget.

Fund	Department	Project/Category	Rev/ Exp	Current Budget	Increase/ (Decrease)	Amended Budget
Contingency	General Operations	Contingency	E	25,559,700	(40,400)	25,519,300
LTAF II/ALF	Public Works	Services	E	355,000	40,400	395,400
Contingency	General Operations	Other	R	24,826,100	(40,400)	24,785,700
LTAF II/ALF	Public Works	Intergovernmental	R	355,000	40,400	395,400



CITY OF SURPRISE Regular City Council Meeting

Council Meeting Date: March 15, 2022
Submitting Department: Water Resource
Management
Staff Recommendations: None

Contact Person:
District: District 1

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

Consideration and action pertaining to approval of a Fiscal Year 2022 budget amendment by moving budget authority of \$610,000 from contingency to project P71110 Solar Biosolids Dryer within the Sewer Utility Capital Fund; Resolution #2022-28.

Motion:

I move to Approve Resolution #2022-28.

Background:

The biosolids dryer concept started back in 2015 with the primary goal to reduce shipping and landfill tipping fees for wet biosolids. A small scale solar array, greenhouse, and pumping equipment were added in time to prove up the concept. The larger greenhouse completing construction in January of 2021 was then built and operated using the original solar array equipment from the first phase concept design. The full size green house and automatic stirring equipment, now in operation for one year has proved cost savings in landfill tipping fees. However, to increase capacity more solar heat will be needed.

The next expansion of the solar biosolids dryer is now underway, and requires the purchase of additional solar array panels for added heat to process more biosolids. Due to supply chain demands the solar arrays need to be purchased now, in order for installation of the arrays to start in September 2022.

Rather than wait until the start of FY 23 to order the arrays and delay the project, staff is requesting to increase the Solar Biosolids Dryer budget in FY22. This will allow the contractor to get the solar arrays built and shipped and avoid construction installation delays in FY23.

Objective Analysis:

Increasing the solar arrays will allow the program to increase biosolid treatment from a minimum of 5 wet tons a day to a minimum of 15 wet tons a day.

Policy Compliant:

This action is consistent with the City's Budget Amendment Policies and Procedures.

Financial Impact:

This resolution will increase the project expense by \$610,000 in FY2022 to allow for timely delivery of solar arrays and keep the project moving forward.

Budget Impact:

The FY2022 budget includes \$174,400 appropriations for expenses. If approved, this item will amend the FY2022 adopted budget by moving \$610,000 budget authority from contingency to Project P71110 Solar Biosolids Dryer within the Sewer Utility Capital Fund. This action represents a transfer of spending authority and does not increase or decrease the total adopted citywide expenditure budget.

FTE Impact:

There are no FTE's associated with this item.

ATTACHMENTS:

1. Resolution No. 2022-28 Biosolids project budget amendment
-

RESOLUTION # 2022-28

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, AMENDING THE FISCAL YEAR 2022 BUDGET BY MOVING BUDGET AUTHORITY OF \$610,000 FROM CONTINGENCY TO PROJECT P71110 SOLAR BIOSOLIDS DRYER WITHIN THE SEWER UTILITY CAPITAL FUND AND AMENDING THE CONTRACT AWARDING AUTHORITY LIST.

WHEREAS, the FY2022 budget was adopted including funding for project P71110 Solar Biosolids Dryer of \$174,400;

WHEREAS, additional budget authority is needed for the purchase and installation of solar arrays;

WHEREAS, moving budget authority of \$610,000 from contingency to project P71110 Solar Biosolids Dryer within the Sewer Utility Capital Fund is necessary;

WHEREAS, the FY2022 budget, including the FY2022 Contract Awarding Authority List was adopted by Council Resolution #2021-87 on June 1, 2021;

WHEREAS, the City of Surprise Procurement Code §2-338 (d) requires the authority of the Mayor and Council when the cost to the city is greater than \$50,000;

WHEREAS, this action will necessitate a budget amendment; and

WHEREAS, the City of Surprise Administrative Policies requires the approval of the Mayor and Council for budget amendments of this nature.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Surprise, Arizona, as follows:

Section 1. That the statements and schedules attached as *Exhibit A* and incorporated by reference are adopted, amending the budget of the City of Surprise, Arizona for the fiscal year July 1, 2021 through June 30, 2022.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

APPROVED AND ADOPTED this ____ day of _____, 2022.

Skip Hall, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney

RESOLUTION # 2022-28
Exhibit A

1. Appropriation- The exhibit below represents a movement of budget authority in the amount of \$610,000 from contingency to project P71110 Solar Biosolids Dryer within the Sewer Utility Capital Fund to allow for spending authority to order solar arrays. This action represents a transfer of spending authority and does not increase or decrease the total adopted citywide expenditure budget.

Fund	Department	Project/Category	Rev/ Exp	Current Budget	Increase/ (Decrease)	Amended Budget
Sewer Utility Capital	Water Resource Management	#P71110 Solar Biosolids Dryer	E	\$174,400	\$610,000	\$784,400
Sewer Utility Capital	General Operations	Contingency	E	6,933,800	(610,000)	\$6,323,800
Expense Total				\$7,108,200	\$0	\$7,108,200
Revenue Total				0	0	0

2. Contract Awarding Authority List – Project P71110 Solar Biosolids Dryer is an existing project for construction of biosolids drying system to facilitate further drying of sludge produced at SPA1 Water Reclamation Facility. When Council approved Fiscal Year 2022 Contract Awarding Authority List project P77110 was included in the original Contract Awarding Authority List at \$247,092. This resolution provides authorization to add \$610,000 for the purchase of solar arrays to the current Fiscal Year 2022 Contract Awarding Authority List.

Reference #	Description	Current Amount	Increase/ (Decrease)	Amended Amount
22235	Solar Biosolids Dryer	\$247,092	\$610,000	\$857,092



CITY OF SURPRISE Regular City Council Meeting

Council Meeting Date: March 15, 2022
Submitting Department: Police
Staff Recommendations: None

Contact Person:
District: Citywide

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

Agenda Wording:

Consideration and action pertaining to approval of an amendment to the Fiscal Year 2022 budget by moving budget authority in the amount of \$15,000 from Contingency within the Grants Fund to grant Project G31364 FFY22 Joint Law Enforcement Operations (JLEO) and authorizing acceptance of a grant award from U.S. Department of Justice (DOJ), U.S. Marshals Service, to cover overtime expenses associated with the participation of one Surprise Police Officer in the JLEO Task Force from October 1, 2021 to September 30, 2022; Resolution #2022-26.

Motion:

I move to approve Resolution #2022-26.

Background:

The Surprise Police Department will receive \$15,000 in overtime funding from the U.S. Department of Justice, U.S. Marshals Service to cover overtime expenses associated with the participation of one Surprise Police Officer in the Joint Law Enforcement Operations (JLEO) Task Force from October 1, 2021 through September 30, 2022.

Objective Analysis:

Acceptance of this funding will provide reimbursement of overtime expenses for one Surprise Police Officer's participation in the activities of the JLEO task force. The one negative to obtaining any grant funding is the employee time spent in overseeing the grant and making regular reports back to the grantor.

Policy Compliant:

This action is consistent with City and Council Policy. The City regularly partners with other government entities when it is beneficial to do so.

Financial Impact:

This one-time funding is to be used solely for overtime incurred as a result of participation in the JLEO Task Force. There is no city-match requirement; however, all employee related expenses (ERE) associated with this overtime will be absorbed by the Police Department's current operating budget.

Budget Impact:

The FY2022 adopted budget did not include appropriations for revenue and expenses related to the U.S. Marshals JLEO grant award to the Police Department. Acceptance of the grant will require a movement of \$15,000 from Contingency within the Grants Fund to Project G31364. This action represents a transfer of spending authority and does not increase or decrease the total adopted citywide expenditure budget.

FTE Impact:

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

ATTACHMENTS:

1. USM-607 - Surprise PD (new contact)
 2. Resolution 2022-26 US Marshals Service OT IGA
-

INSTRUCTIONS: See last page for detailed instructions.

SECTION 1: OBLIGATION

DOCUMENT CONTROL #: M-22-D08-O-000103

SECTION 2: PARTICIPATING AGENCIES

Notification to state and local agencies of funding provided in support of Joint Law Enforcement Operations, pursuant to the Memorandum of Understanding (MOU) between:

Surprise Police Department

and

District of Arizona (08)

All other terms and conditions of the MOU remain the same.

SECTION 3: PERIOD OF PERFORMANCE

October 1, 2021 to September 30, 2022

SECTION 4: APPROPRIATION DATA

FISCAL YEAR	ORGANIZATION	FUND	PROJECT	SOC / PURPOSE	DOLLAR AMOUNT
2022	D08	AFF-B-OP	JLEOTFS4	25205 - TFO Overtime	\$15,000.00

Total Obligation Amount: **\$15,000.00**

SECTION 5: DESCRIPTION OF OBLIGATION

Task Force overtime funding for Surprise Police Department in the amount of \$15,000.00 for services rendered between October 1, 2021 through September 30, 2022. Funds are to be used solely for Overtime and shall not include any supplemental benefit costs such as retirement, FICA, and other expenses.

SECTION 6: CONTACT INFORMATION

DISTRICT/RFTF CONTACT:

Name: Alicia Wynn

Phone: 602-761-2643

E-mail: alicia.wynn1@usdoj.gov

STATE/LOCAL CONTACT:

Name: Jon Gake

Phone: 623-222-1828

E-mail: Jon.Gake@surpriseaz.gov

SECTION 7: AUTHORIZATION

USMS Representative - Certification of Funds:

Signature: ROBERT MCCALL

Digitally signed by ROBERT MCCALL
Date: 2021.12.27 14:28:02 -0700

Date: 12/27/2021

Robert McCall - Administrative Officer

Chief Deputy or RFTF Commander - Obligation Approval:

Signature: THOMAS SMITH

Digitally signed by THOMAS SMITH
Date: 2021.12.28 08:56:45 -0700

Date: 12/28/2021

Thomas Smith - ACDUSM

Reimbursement of overtime work shall be consistent with the Fair Labor Standards Act. Annual overtime for each state or local law enforcement officer is capped at the equivalent of 25% of a GS-1811-12, Step 1, of the general pay scale for the RUS. Reimbursement for all types of qualified expenses shall be contingent upon availability of funds and the submission of a proper request for reimbursement which shall be submitted monthly or quarterly on a fiscal year basis, and which provides the names of the investigators who incurred overtime for the Task Force during the quarter; the number of overtime hours incurred, the hourly regular and overtime rates in effect for each investigator.

Departmental Representative - Acknowledgement:

Signature: _____ Date: _____

FORM USM-607 INSTRUCTIONS

The Joint Law Enforcement Operations Task Force Obligation Document is designed to provide district and regional fugitive task forces with one standard obligating form to record new obligations in UFMS. To adjust funding in an existing obligation, please refer to Form USM-607A, Joint Law Enforcement Operations Task Force Modification Document. Funding in support of the JLEO mission is pursuant to the existing Memorandum of Understanding (MOU) between the USMS and the JLEO participant. Reimbursements are subject to the availability of funds and contingent upon the submission of proper documentation. Please note that overtime reimbursements require the submission of agency invoices and supporting documentation on a quarterly basis.

In the event that the USMS will use a payment method OTHER than reimbursement directly to the state or local agency, additional guidance will be provided by USMS Headquarters. The district or RFTF office is responsible for communicating payment procedures to their partnering agencies. All payments are made via Electronic Funds Transfer (EFT) through the U.S. Department of Treasury.

SECTION 1: Obligation Number

- A. Enter UFMS Document Control Number.

SECTION 2: Participating Agencies

- A. BOX 1: Enter name of state or local JLEO participating agency.
- B. BOX 2: Use drop down menu to select appropriate USMS District/RFTF.

SECTION 3: Period of Performance

- A. Insert valid period of performance for the obligation. Obligations created using the one-page JLEO Task Force Obligation Form may not cross fiscal years. If there is a need to cross fiscal years, please utilize a Purchase Order for the obligation.
- B. Period of performance must begin no earlier than the date of funds availability (provided by IOD and the Asset Forfeiture Division) and end no later than September 30 of the following calendar year.

SECTION 4: Appropriation Data

- A. Enter information across appropriate field for all items being obligated. All fields for a line item must be completed in order to proceed to the next step.
- B. Project Codes: District task force obligations are funded under the **JLEOTFS4** project code for a JLEO obligation. RFTF project codes have been assigned by region and will be entered by Headquarters IOD staff.

SECTION 5: Description of Obligation

- A. Enter description of obligation (optional). Include any pertinent information such as number of TFO vehicles, for example.

SECTION 6: Contact Information

- A. Enter District/RFTF contact information (Box 1) and State/Local contact information (Box 2).

SECTION 7: Authorization

- A. Certification of Funds: Signature will be applied by USMS District official or IOD representative (RFTF) after the Asset Forfeiture Division has confirmed that funds have been moved into the budget.
- B. Obligation Approval: Signature will be applied by District or RFTF representative upon receipt of obligation document. To ensure sufficient internal controls and proper segregation of duties, the district/RFTF representative approving obligation forms cannot also approve invoices or reimbursements related to the same obligation. (See U.S. Office of Management and Budget (OMB) Circular A-123 and USMS Office of Finance guidance for further information regarding internal controls.)
- C. Acknowledgement: Signature will be applied by state or local agency representative. The obligation is not valid until all parties have signed. When completed, the form will be returned to the District/RFTF office. Districts are responsible for entering obligations into UFMS. RFTF obligations will be forwarded to Headquarters IOD to be entered into UFMS.

RESOLUTION # 2022-26

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA AUTHORIZING THE CITY TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE U.S. DEPARTMENT OF JUSTICE (DOJ), U.S. MARSHALS SERVICE, ACCEPT FUNDING, AND AMEND THE FISCAL YEAR 2022 BUDGET BY MOVING BUDGET AUTHORITY IN THE AMOUNT OF \$15,000 FROM CONTINGENCY WITHIN THE GRANTS FUND TO PROJECT G31364 FOR OVERTIME EXPENSE.

WHEREAS, the parties desire to enter into an intergovernmental agreement in order to facilitate the U.S. Marshals Service providing funding for overtime in the amount of \$15,000 for our Officer assigned to the US DOJ, U.S. Marshals Service Fugitive Task Force ("Marshals Office"),

WHEREAS, the City of Surprise Police Department desires to accept the funding;

WHEREAS, the FY2022 budget was adopted by Council Resolution #2021-87 on June 1, 2021;

WHEREAS, this action will necessitate a budget amendment; and

WHEREAS, the City of Surprise Administrative Policies requires the approval of the Mayor and Council for budget amendments of this nature.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Surprise, Arizona, as follows.

Section 1. That the statements and schedules attached as *Exhibit A* and incorporated by reference are adopted, amending the budget of the City of Surprise, Arizona for the fiscal year July 1, 2021 through June 30, 2022.

Section 2. The City is hereby authorized to enter into an agreement to accept funding in the amount of \$15,000 from the Marshals Office for the City of Surprise Police Department to help fund overtime for its employee who assists the Marshals Office, which Agreement is attached as *Exhibit B*.

Section 3. The City Manager, or his designees, is authorized to conduct all negotiations and to execute and submit all documents and other necessary or desirable instruments in connection with said agreement.

SIGNATURES ON FOLLOWING PAGE

APPROVED AND ADOPTED this ____ day of _____, 2022.

Skip Hall, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney

RESOLUTION # 2022-26 **Exhibit A**

1. Appropriation - The allocation below represents a movement of budget authority in the amount of \$15,000 from contingency within the Grants Fund to the FFY22 JLEO project within the Grants Fund to cover the projected expenditures associated with overtime expenses for an officer to participate in Task Force activities. This action represents a transfer of spending authority and does not increase or decrease the total adopted citywide expenditure budget.

Fund	Department	Project/Category	Rev/ Exp	Current Budget	Increase/ (Decrease)	Amended Budget
Grants	Police	#G31364 FFY22 JLEO	E	-	15,000	15,000
Grants	Police	#G31364 FFY22 JLEO	R	-	15,000	15,000
Grants/Contingency	General Operations	Contingency	E	1,802,900	(15,000)	1,787,900
Grants/Contingency	General Operations	Other	R	1,883,500	(15,000)	1,868,500
Expense Total				1,802,900	-	1,802,900
Revenue Total				1,883,500	-	1,883,500

RESOLUTION # 2022-26
Exhibit B
Marshal's Office Overtime Agreement



CITY OF SURPRISE Regular City Council Meeting

Council Meeting Date: March 15, 2022 Contact Person: Trever Fleetham
Submitting Department: Community Development District: District 3
Staff Recommendations: None

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

Agenda Wording:

Consideration and action pertaining to the Preliminary Plat entitled, "Estia at Zanjero Trails" and dated December 16, 2021, a property generally located at the southwest corner of Cactus Road and Perryville Road; Case FS21-511.

Motion:

I move to approve the Plat entitled, "Estia at Zanjero Trails" and dated December 16, 2021, subject to stipulations "a" through "d" as outlined in the staff report.

Background:

Diego Ortiz of Hilgart Wilson, LLC seeks approval of a Preliminary Plat for Estia at Zanjero Trails (Zanjero Trails Parcel 11D). The applicant seeks to subdivide the subject property into 130 single-family lots over approximately 23.53 acres, for a gross density of 5.52 DU/Ac. The proposal is a build to rent subdivision where the lot products will be detached townhomes on individually platted lots.

Objective Analysis:

The subject Preliminary Plat meets the requirements of the Zanjero Trails PAD, in addition to other applicable requirements as set forth in the Surprise Municipal Code. All city reviewing departments have reviewed the request and expressed no concerns.

Policy Compliant:

The requested Preliminary Plat is consistent with the Zanjero Trails PAD and advances the goals and policies of the General Plan.

Financial Impact:

While this item does not have an immediate or direct financial impact, ongoing development activity in the City will inevitably have a future financial impact as additional resources are needed to provide city services.

Budget Impact:

There is no anticipated budget impact related to this item.

FTE Impact:

This item does not have an impact on current staff levels.

ATTACHMENTS:

1. 00 - FS21-511 Estia at Zanjero Trails (Parcel 11D) Pre Plat - Staff Report 031522 CC
 2. 01 - FS21-511 Estia at Zanjero Trails (Parcel 11D) - Vicinity Map
 3. 02 - FS21-511 Estia at Zanjero Trails (Parcel 11D) - Zoning Map
 4. 03 - FS21-511 Estia at Zanjero Trails (Parcel 11D) - Overlay Exhibit
 5. 04 - FS21-511 Estia at Zanjero Trails (Parcel 11D) - Preliminary Plat
 6. 05 - FS21-511 Estia at Zanjero Trails (Parcel 11D) - Landscape Plans
 7. 06 - FS21-511 Estia at Zanjero Trails (Parcel 11D) - Luke Letter
 8. FS21-511 Estia at Zanjero Trails (Parcel 11D) Pre Plat - Presentation
-

Case: FS21-511

Project Name: Estia at Zanjero Trails Preliminary Plat

Council District: 3 - Mesquite

Meeting Date: March 15, 2022

Planner: Trever Fleetham, AICP

Owner: Land Solutions Cactus, LLC

Applicant: HILGARTWILSON, LLC

Request: Preliminary Plat for a 130 lot detached townhome subdivision

Site Location: Generally located at the southwest corner of Cactus Road and Perryville Road

Site Size: 23.53 acres (approx.)

Gross Density: 5.52 DU/Ac.

General Plan Conformance: The proposal is consistent with the Surprise General Plan 2035

Support/Opposition: None known

Findings:

- The proposed Preliminary Plat is consistent with the Zanjero Trails PAD.
- The proposed Preliminary Plat is consistent with applicable City of Surprise regulations.
- The reviewing agencies have indicated no objections to the request.

Commission

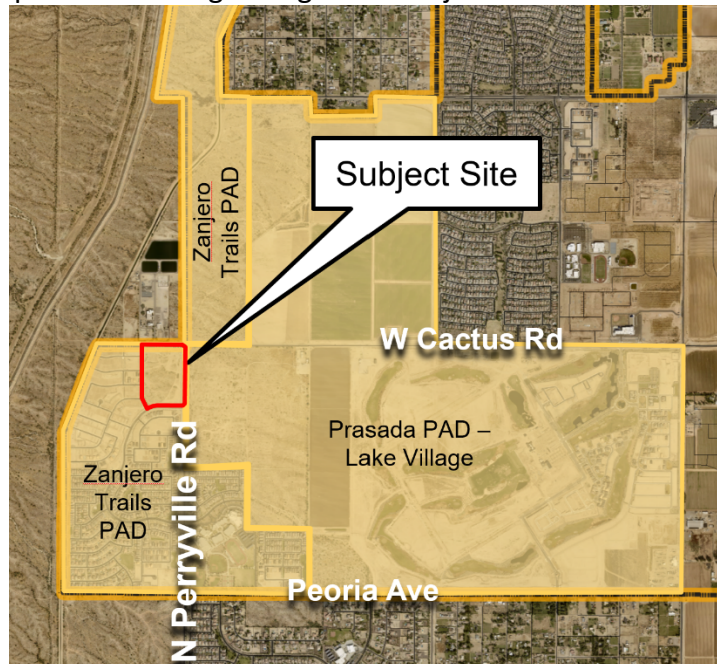
Recommendation: The Planning & Zoning Commission recommends **approval** of case FS21-511 to the City Council, subject to stipulations 'a' through 'd.'

41 **PROJECT DESCRIPTION:**

42
43 Diego Ortiz of Hilgart Wilson, LLC seeks approval of a Preliminary Plat for Estia at Zanjero Trails
44 (Zanjero Trails Parcel 11D). The applicant seeks to subdivide the subject property into 130 single-
45 family lots over approximately 23.53 acres, for a gross density of 5.52 DU/Ac. The proposal is a
46 build to rent subdivision where the lot products will be detached townhomes on individually
47 platted lots.

48
49 **SURROUNDING LAND ZONING:**

50
51 The following map depicts the existing zoning of the subject site and its surrounds:



52
53
54 **BACKGROUND:**

55
56 **September 11, 2008:** The subject lands associated with Zanjero Trails were annexed into the City of
57 Surprise.

58
59 **September 11, 2008:** The Mayor and City Council approved a PAD for the Zanjero Trails PAD under
60 case PAD07-341.

61
62 **March 18, 2021:** Staff met with the applicant to discuss the project during a regularly scheduled
63 Concept Review meeting under CR21-075.

64
65 **July 7, 2021:** The applicant filed a request for a Preliminary Plat approval under case FS21-511, the
66 subject case.

February 17, 2022: The Planning and Zoning Commission voted to recommend approval of the subject Preliminary Plat to the City Council subject to stipulations ‘a’ through ‘d’.

ANALYSIS AND DISCUSSION:

The Zanjero Trails PAD is an 878.7 acre residential and commercial PAD that generally spans from Bell Road to the north and Peoria Avenue to the south along Perryville Road. The subject site for this Preliminary Plat request is the southwest corner of Cactus Road and Perryville Road, APN 502-07-609A.

The subject request involves a Preliminary Plat of Parcel 9 of the Zanjero Trails PAD (PAD07-341), which encompasses approximately 23.53 acres. The proposed plat includes 130 single-family residential lots, which will be developed with a build-to-rent detached townhome product. The subject site is designated as R-2 within the PAD, allowing for a minimum 4,000 square foot lots. The proposal includes typical lot dimensions of 40’ x 106’ and an average lot size of 4,370. The PAD identifies a maximum density of 7.8 DU/Acre for this site, which is met by this plat at 5.52 DU/Acre.

Access

The proposed plat includes ingress and egress to the subdivision via Cactus Road and Perryville Road.

Open Space & Landscaping

With an open space requirement of 10% (per Title 17), the proposed 22.78% open space, or 5.36 acres, well exceeds the minimum standard. Of that, 2.89 acres will be active open space and 2.46 acres will be passive open space. The site will be well landscaped and meet all applicable standards of the PAD and other City codes.

Amenities

The proposed preliminary plat includes an amenity site with a pool and clubhouse that is centrally located within the subdivision for the convenience of all residents. Nine (9) parking spaces are included to service the amenity site.

Walls

Primary Theme Walls will consist of 6’ high split-face CMU panels with a split-face cap, punctuated by masonry columns finished with stone veneer. The Secondary Theme Wall will consist of the same panel configuration, but will have split-face CMU columns. There will also be a wrought iron fence around the perimeter of the pool with CMU columns to match the Secondary Theme Wall.

Conformance with Adopted Plans:

The Surprise General Plan 2035 shows the subject property as lying within the Neighborhood Character Area, which supports residential development of up to 8 DU/Ac or more.

111 **Reviewing Agencies:**

112
113 In addition to the standard city reviewing agencies, who indicate no objections to the requests, Luke
114 Air Force Base, Maricopa Water District, and Maricopa County Department of Transportation
115 (MCDOT) were included in the routing of this case. These agencies also indicate no objections.
116

117 **Summary:**

118
119 The subject Preliminary Plat meets the requirements of the Zanjero Trails PAD, in addition to other
120 applicable requirements. All city reviewing departments have reviewed the request and expressed
121 no concerns.
122

123 **Findings:**

- 124
125
 - The proposed Preliminary Plat is consistent with the Zanjero Trails PAD.
 - The proposed Preliminary Plat is consistent with applicable City of Surprise regulations.
 - The reviewing agencies have indicated no objections to the request.
128

129 **Recommendation:**

130
131 Based on the findings noted above, the Planning and Zoning Commission recommends the City
132 Council **approve** the subject Preliminary Plat, subject to stipulations 'a' through 'd' as outlined below:
133

- 134 a. Development and use of the site shall be consistent with the Preliminary Plat entitled
135 "Preliminary Plat Estia at Zanjero Trails", prepared by Hilgart Wilson, and received
136 12/16/2021.
137
138 b. Landscaping of the site shall be consistent with the Landscape Plan entitled "Estia at Zanjero
139 Trails", prepared by Young Design Group, and received 11/23/2021.
140
141 c. This development is required to participate in the repayment of the Cortessa Buy-In for the
142 Peoria Ave sewer interceptor. Proof of payment must be submitted with the Final Plat.
143
144 d. Non-compliance with the stipulations of approval of this case will be treated as a violation in
145 accordance with the applicable provisions of the Surprise Municipal Code.
146

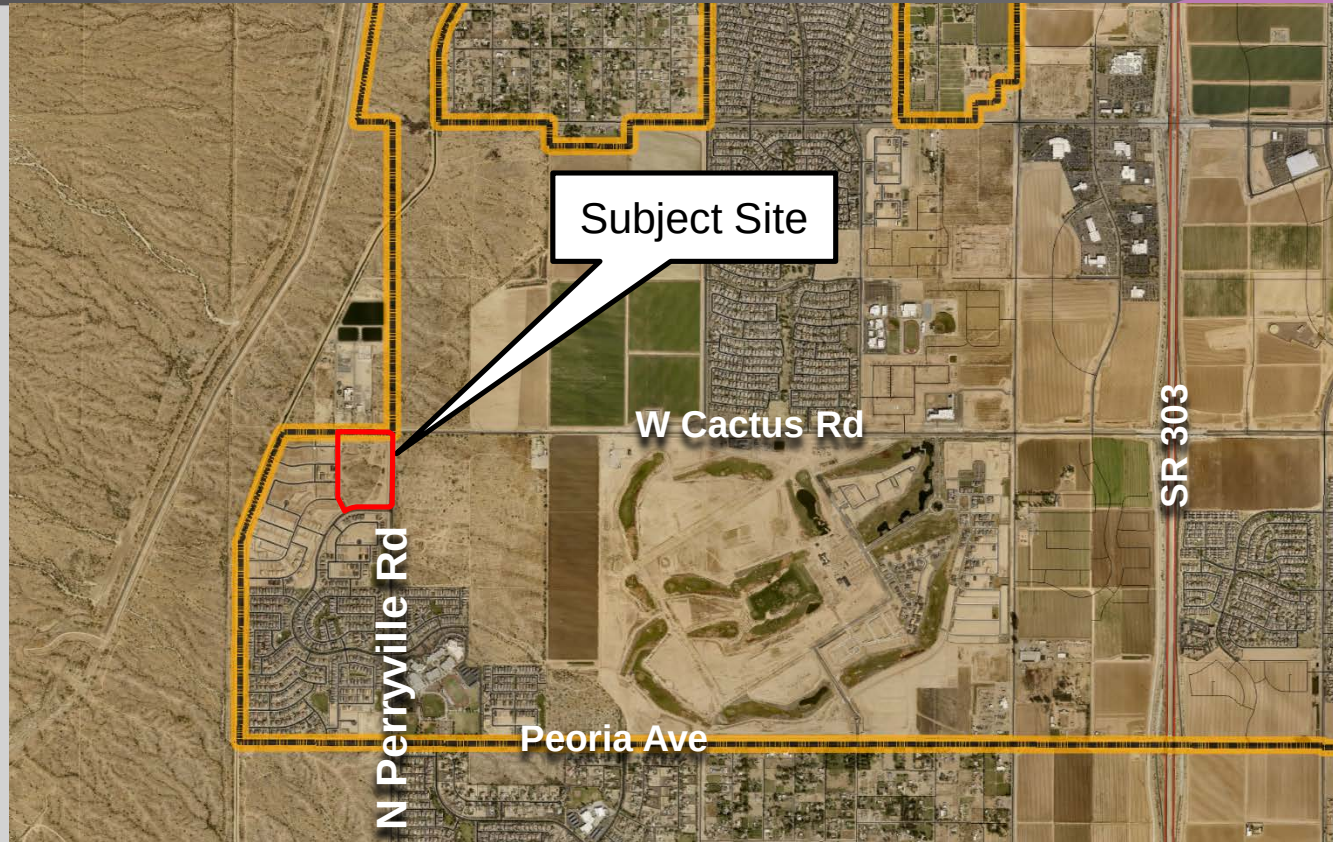
147 **Attachments:**

- 148
149 01 Vicinity Map
150 02 Zoning Map
151 03 Overlay Exhibit
152 04 Preliminary Plat
153 05 Preliminary Landscape Plan
154 06 Luke AFB Comments

VICINITY MAP

FS21-511

Estia at Zanjero TrailsPP



ZONING MAP

FS21-511

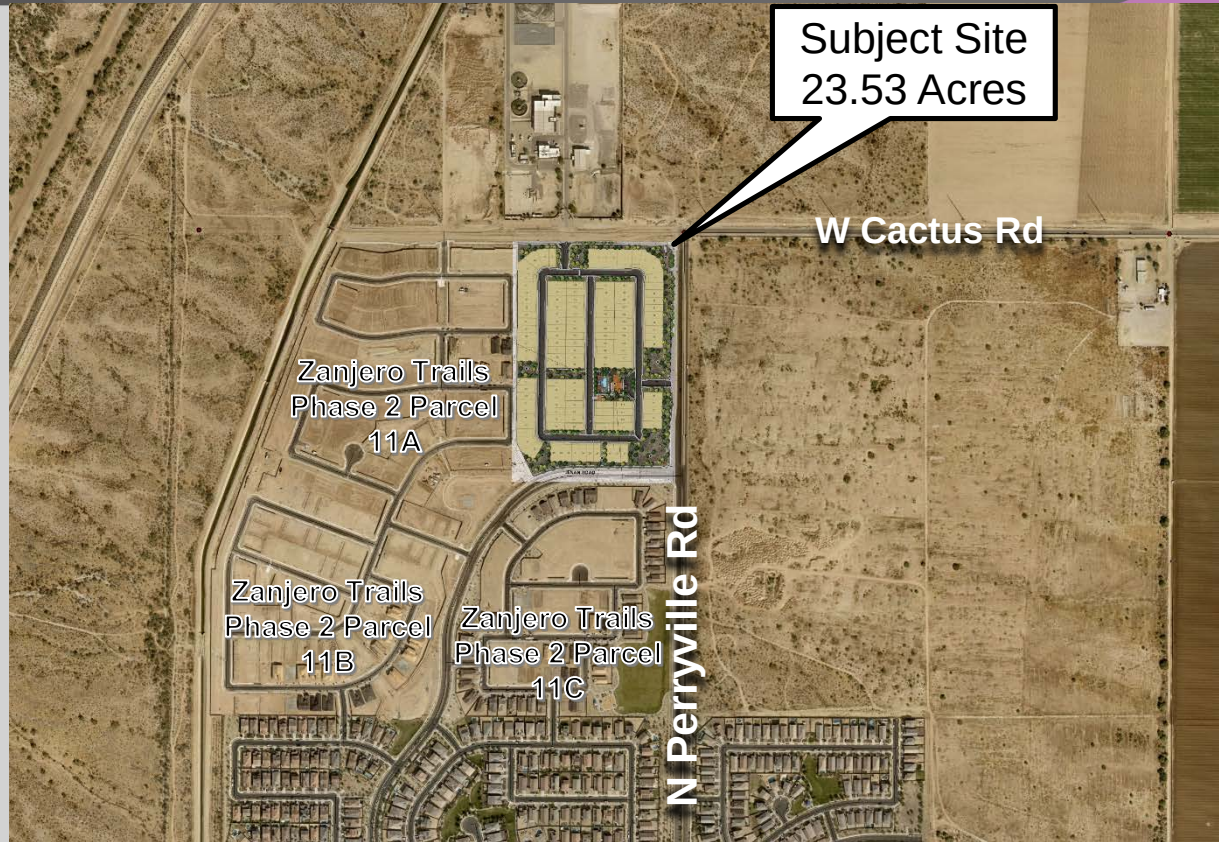
Estia at Zanjero TrailsPP

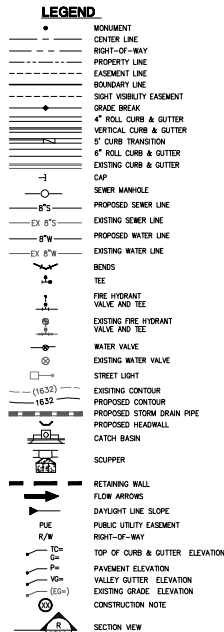
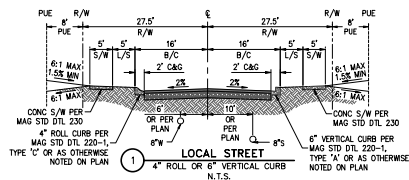


OVERLAY EXHIBIT

FS21-511

Estia at Zanjero TrailsPP





TRACT TABLE	
TRACT	AREA (ACRES)
TRACT A	0.2592
TRACT B	1.6733
TRACT C	1.7260
TRACT D	0.2218
TRACT E	0.0882
TRACT F	0.0882
TRACT G	0.2820
TRACT H	0.8760
TRACT I	0.0644
TRACT J	0.0644
TOTAL	5.3535

*COMMON AREA MAY INCLUDE OPEN SPACE, LANDSCAPE, PEDESTRIAN PATHS, AND/OR AMENITIES.

SITE SUMMARY TABLE	
OVERALL GROSS AREA (ACRES)	23.53
OVERALL NET (*) AREA (ACRES)	23.53
TOTAL NUMBER OF LOTS: SINGLE FAMILY	130
TOTAL OPEN SPACE (ACRES)	5.36
TOTAL NET PERCENTAGE OF OPEN SPACE (%)	22.78
AVERAGE LOT SIZE (SQ)	4,370
MINIMUM LOT WIDTH (FT)	40
MINIMUM LOT DEPTH (FT)	106
DENSITY (DU/AC): PER GROSS AREA	5.52

TRACT TABLE	
TRACT	AREA (ACRES)
TRACT A	0.2592
TRACT B	1.6733
TRACT C	1.7260
TRACT D	0.2218
TRACT E	0.0882
TRACT F	0.0882
TRACT G	0.2820
TRACT H	0.8760
TRACT I	0.0644
TRACT J	0.0644
TOTAL	5.3535

LOT TABLE	
LOT NO.	AREA (SQ.FT)
1	4,240
2	4,240
3	4,240
4	4,240
5	4,240
6	4,234
7	4,139
8	6,388
9	6,346
10	5,361
11	4,240
12	4,240
13	4,240
14	4,240
15	4,240
16	4,240
17	4,240
18	4,240
19	4,240
20	4,240
21	4,240
22	4,240
23	4,240
24	4,240
25	4,240
26	4,240
27	4,240
28	4,240
29	4,240
30	4,240
31	4,240
32	4,240
33	4,240
34	4,240
35	6,501
36	6,541
37	4,248
38	4,239
39	4,246
40	4,253
41	4,280
42	4,288
43	4,275
44	4,282

LOT TABLE	
LOT NO.	AREA (ACRES)
45	4,308
46	4,313
47	4,320
48	4,327
49	4,335
50	4,342
51	4,349
52	4,356
53	4,363
54	4,371
55	4,378
56	4,803
57	6,766
58	5,879
59	5,272
60	4,218
61	4,240
62	4,240
63	4,240
64	4,240
65	4,240
66	4,240
67	4,240
68	4,240
69	4,240
70	4,240
71	4,240
72	4,240
73	4,240
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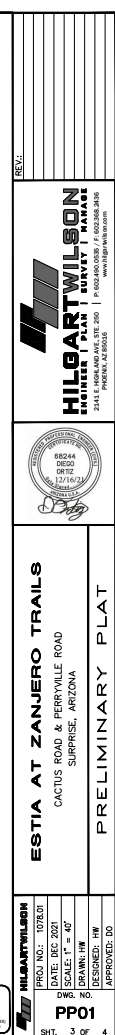
LOT TABLE	
LOT NO.	AREA (ACRES)
89	4,240
90	4,240
91	4,240
92	4,240
93	4,240
94	4,240
95	4,240
96	4,240
97	4,240
98	4,240
99	4,240
100	4,240
101	4,240
102	4,240
103	4,240
104	4,240
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108	4,240
109	4,240
110	4,240
111	4,240
112	4,240
113	4,240
114	4,228
115	4,228
116	4,240
117	4,240
118	4,240
119	4,240
120	4,240
121	4,240
122	4,240
123	4,240
124	4,240
125	4,240
126	4,240
127	4,240
128	4,240
129	4,240
130	4,240

HILGART WILSON
LANDSCAPE ARCHITECTS
2341 E. LAUREL AVE. STE. 200
PHOENIX, AZ 85032
P: 602.944.0038 F: 602.944.2434
www.hilgartwilson.com

ESTIA AT ZANJERO TRAILS
CACTUS ROAD & PERRYVILLE ROAD
SURPRISE, ARIZONA

PROJ. NO.: 1078.01
DATE: DEC 2021
DESIGNED BY: [Signature]
CHECKED BY: [Signature]
APPROVED BY: [Signature]

SV02
SHEET 2 OF 4
FS21-01



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IRRIGATION GENERAL NOTES

1. ALL IRRIGATION EQUIPMENT TO BE LOCATED IN LANDSCAPE AREAS WITHIN PROPERTY BOUNDARIES OF THE PROJECT. ALL LINES AND EQUIPMENT ARE SCHEMATIC AND ARE SOMETIMES SHOWN IN ROADWAYS, SIDEWALKS, OR OUTSIDE PROPERTY LINES. THIS IS DONE FOR CLARITY PURPOSES ONLY.
2. DO NOT INSTALL THE IRRIGATION SYSTEM AS SHOWN ON THE DRAWINGS WHEN IT IS OBVIOUS IN THE FIELD THAT UNKNOWN OBSTRUCTIONS, GRADE DIFFERENCES, OR DIFFERENCES IN AREA DIMENSIONS EXIST THAT MIGHT NOT HAVE BEEN CONSIDERED IN THE ENGINEERING. SUCH OBSTRUCTIONS OR CONFLICTS SHOULD BE BROUGHT TO THE ATTENTION OF THE OWNER AND LANDSCAPE ARCHITECT IMMEDIATELY. IN THE EVENT THIS NOTIFICATION IS NOT PERFORMED, THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ANY REVISIONS NECESSARY.
3. THE IRRIGATION SYSTEM DESIGN IS BASED ON A MINIMUM SOURCE PRESSURE OF 40 PSI.
4. ALL MATERIAL USED SHALL BE INSTALLED AS DETAILED. ALL IRRIGATION EQUIPMENT NOT OTHERWISE DETAILED OR SPECIFIED SHALL BE INSTALLED PER MANUFACTURER'S RECOMMENDATIONS AND SPECIFICATIONS. OWNER'S REPRESENTATIVE AND/OR LANDSCAPE ARCHITECT SHALL APPROVE ALL DEVIATIONS FROM DRAWINGS OR MATERIALS USED.
5. THE OWNER'S REPRESENTATIVE MAY, AT ANY TIME, TAKE AND ANALYZE SAMPLES OF MATERIALS AND EQUIPMENT FOR CONFORMITY TO SPECIFICATIONS. THE CONTRACTOR SHALL MAKE SUCH SAMPLES AVAILABLE UPON REQUEST. REJECTED MATERIAL SHALL BE IMMEDIATELY REMOVED FROM THE SITE AND REPLACED AT THE CONTRACTOR'S EXPENSE.
6. INSTALL BACKFLOW PREVENTION UNIT(S) PIPING BETWEEN THE POINT OF CONNECTION AND THE BPU PER LOCAL CODES. THE OWNER'S AUTHORIZED REPRESENTATIVE SHALL APPROVE THE FINAL LOCATION OF THE BPU. BACKFLOW PREVENTER MUST BE SCREENED FROM VIEW.
7. INSTALL IRRIGATION CONTROLLER AT THE APPROXIMATE LOCATION SHOWN ON PLAN. INSTALL CONTROLLER IN A LOCATION THAT IS ACCESSIBLE FOR MAINTENANCE PERSONNEL AND SCREENED FROM VIEW NEXT TO WALLS, BUILDINGS OR BEHIND PLANT MATERIAL. FINAL LOCATION TO BE APPROVED BY OWNER'S REPRESENTATIVE.
8. CONTRACTOR SHALL BE RESPONSIBLE FOR SUPPLYING MATERIALS AND LABOR TO PROVIDE SPECIFIED ELECTRICAL SERVICE TO ALL CONTROLLER LOCATIONS. ALL ELECTRICAL WORK TO BE PER MANUFACTURER'S SPECIFICATIONS AND PER LOCAL CODE.
9. 24 VOLT WIRE SHALL BE 600V, UF, UL APPROVED, #14 GAUGE, SINGLE STRAND, PLASTIC INSULATED, COPPER WIRE.

PRIVATE YARD LANDSCAPING NOTES

EACH HOME SITE SHALL BE LANDSCAPED INCLUDING FRONT YARD, BACK YARD AND LANDSCAPE STRIP BETWEEN CURB AND DETACHED SIDEWALK. LANDSCAPING SHALL BE PROVIDED BY BUILDER AT THE TIME OF HOME CONSTRUCTION. LANDSCAPING ASSOCIATED WITH EACH HOME SITE SHALL BE IRRIGATED FROM THE DOMESTIC SERVICE LINE FOR EACH HOUSE.

- COMMON WIRE IS TO BE WHITE. CONTROL WIRE IS TO BE RED (USE NO BLACK WIRE). TAPE AND BUNDLE WIRE AT 10' ON CENTER. LAY EXPOSED MAINLINE, BRUCE IN VALVE BOXES ONLY, USING MANUFACTURED PPOPT OR RESIN FILLED WIRE CONNECTORS. PROVIDE 18" SLACK AT EACH ELBOW IN MAIN LINE AND AT EACH REMOTE CONTROL VALVE. PULL ONE ADDITIONAL SPARE WIRE TO THE MOST DISTANT VALVE LOCATION FOR POTENTIAL FUTURE USE. COLOR OF EXTRA WIRE SHALL BE YELLOW.
10. APPROXIMATE LOCATION OF MAINLINE AND VALVES ARE SHOWN ON PLAN. FINAL LOCATION IS TO BE DETERMINED BY OWNER'S REPRESENTATIVE. AVOID LOCATING VALVES AND VALVE BOXES IN PLAIN VIEW.
 11. LEVEL OF PEA GRAVEL IN IRRIGATION BOXES SHALL BE A MINIMUM OF 2" BELOW THE BOTTOM OF THE VALVE SO THAT THE VALVE IS COMPLETELY VISIBLE. ALL PEA GRAVEL IN VALVE BOX TO BE CLEANED FROM TOP OF VALVE SO THAT VALVE IS COMPLETELY VISIBLE. TOP OF VALVE BOX IS ALSO TO BE FREE OF DEBRIS.
 12. LOCATE PRESSURE REGULATOR AND Y STRAINER IN A VALVE BOX AS REQUIRED. REMOTE CONTROL VALVE TO BE LOCATED IN A SEPARATE (ADJACENT) VALVE BOX, OR A JUMBO VALVE BOX MAY BE USED IN LIEU OF TWO SEPARATE BOXES.
 13. ALL DRIP SYSTEMS TO BE FLUSHED THROUGH FLUSH CAPS. FLUSH CAPS TO BE LOCATED IN 10" ROUND ECONOMY BOXES.
 14. FLUSH CAPS SHALL BE PLACED IN A VALVE BOX AT THE END OF ALL LATERALS.
 15. THE CONTRACTOR SHALL PROVIDE CHECK VALVES AND AIR VACUUM RELIEF VALVES AS REQUIRED, OR AT THE DISCRETION OF THE LANDSCAPE ARCHITECT, THROUGHOUT THE IRRIGATION SYSTEM LOCATED WITHIN SCOPED AREAS TO PREVENT LOW IRRIGATION HEAD DRAINAGE.
 16. PIPE SIZES SHALL CONFORM TO THOSE SHOWN ON THE DRAWINGS AND PER PIPE SIZING SCHEDULE ON DETAIL SHEET. IF THERE IS A DISCREPANCY BETWEEN THE PIPE SIZES SHOWN ON THE PLAN AND THOSE OUTLINED IN THE PIPING SCHEDULE, THE SCHEDULE SHALL TAKE PRECEDENCE. NO SUBSTITUTIONS OF SMALLER PIPE SIZES SHALL BE PERMITTED BUT SUBSTITUTIONS OF LARGER SIZES MAY BE APPROVED BY THE LANDSCAPE ARCHITECT.
 17. ALL PIPE SHALL BE BEDDED ON ALL SIDES WITH FOUR INCHES OF ROCK FREE (3/8" MINUS) MATERIAL. IMPORT SAND IF NECESSARY. BACKFILL IN TWO OR MORE COMPACTED LIFTS. SETTING OF TRENCHES BY MORE THAN AN INCH SHALL BE BROUGHT TO FINISH GRADE AT THE CONTRACTOR'S EXPENSE.
 18. REFER TO EMITTER DETAILS FOR EMITTER SPECIFICATIONS AND LAYOUT.

19. ALL PLANTS THAT REQUIRE MORE THAN ONE DRIP EMITTER SHALL HAVE EMITTERS DISTRIBUTED EVENLY AROUND PERIMETER OF PLANTING WELL. EMISSION POINTS AT ROOTBALL SHALL BE LOCATED ON THE UPHILL SIDE, MIDWAY BETWEEN THE CENTER OF THE PLANT AND THE EDGE OF THE ROOTBALL.
20. LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR ALL LANDSCAPE SLEEVING. COORDINATE INSTALLATION WITH THE GENERAL CONTRACTOR. VERIFY ANY EXISTING SLEEVES INSTALLED BY OTHER CONTRACTORS.
21. IRRIGATION AND ELECTRICAL SLEEVES TO BE SCHEDULE 40 PVC. ALL SLEEVES TO EXTEND AT LEAST 12" BEYOND CONCRETE STRUCTURES. ALLOW AT LEAST 4" FROM END OF SLEEVES TO FIRST FITTING ON IRRIGATION LINE. ALL SLEEVES TO BE 24" BELOW GRADE AND/OR PER OWNER'S SPECIFICATIONS. ALL SLEEVES UNDER PARKING LOTS, STREETS, STAGING AREAS, AND PATIOS TO BE INSTALLED BY PAVING CONTRACTOR PRIOR TO PAVING.
22. NOTIFY THE OWNER'S REPRESENTATIVE 48 HOURS PRIOR TO THE FOLLOWING REQUIRED STAGES OF OBSERVATION FOR:
 - MAINLINE: Installation, depth, valves, wire, line pressure test
 - EMITTER LATERALS: Installation, depth, valves, emitters, outlet tubing, of line pressure
 - CONTROLLER: Installation, functioning
23. PRIOR TO OWNER'S APPROVAL, AN IRRIGATION TUNE UP MUST BE PERFORMED AS FOLLOWS:
 - A. ALL IRRIGATION EQUIPMENT (INCLUDING ALL PIPELINES AND SLEEVES) TO BE DOCUMENTED FROM TWO STATIONARY POINTS.
 - B. ALL DRIP SYSTEMS TO BE FLUSHED BEGINNING WITH "Y" STRAINER, WORKING AWAY FROM THE PRESSURE REGULATOR.
 - C. ALL IRRIGATION SPRINKLER HEADS TO BE FLUSHED OF DEBRIS AND FLOW CONTROLS ADJUSTED TO ACHIEVE MINIMUM COVERAGE FOR TURF AREAS. AVOID OVER SPRAY ON ALL STREETS, CURBS, SIDEWALKS, WALLS, AND STRUCTURES.
 - D. ALL IRRIGATION HEADS SHALL BE ADJUSTED TO PROPER HEIGHT.
 - E. IRRIGATION VALVES TO BE LABELED ON A SHEET OF PAPER WITH STATIONS CORRESPONDING TO ETCHED LABELS ON TOP OF VALVE BOXES. THIS SHEET TO BE PLACED IN A PLASTIC POUCH AND ATTACHED TO INSIDE OF CONTROLLER.
24. CONTRACTOR TO PLACE DROPLINE OUTLET A MINIMUM OF 24" FROM ANY BUILDING FACES OR FOUNDATIONS OR AT SIDE OF PLANT NOT FACING BUILDING TO AVOID MOISTURE BETWEEN PLANTS AND BUILDINGS (REFERENCE SOILS REPORT FOR MORE INFORMATION).

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ESTIA at ZANJERO TRAILS
PRELIMINARY LANDSCAPE PLAN
SWC CACTUS ROAD + PERRYVILLE ROAD
SURPRISE | AZ

DATE	09/14/21
PROJECT	2109
DESIGNER	JMY / CF
REVIEWER	JMY
PREPARED BY	CF
PRELIM REV.	11/23/21

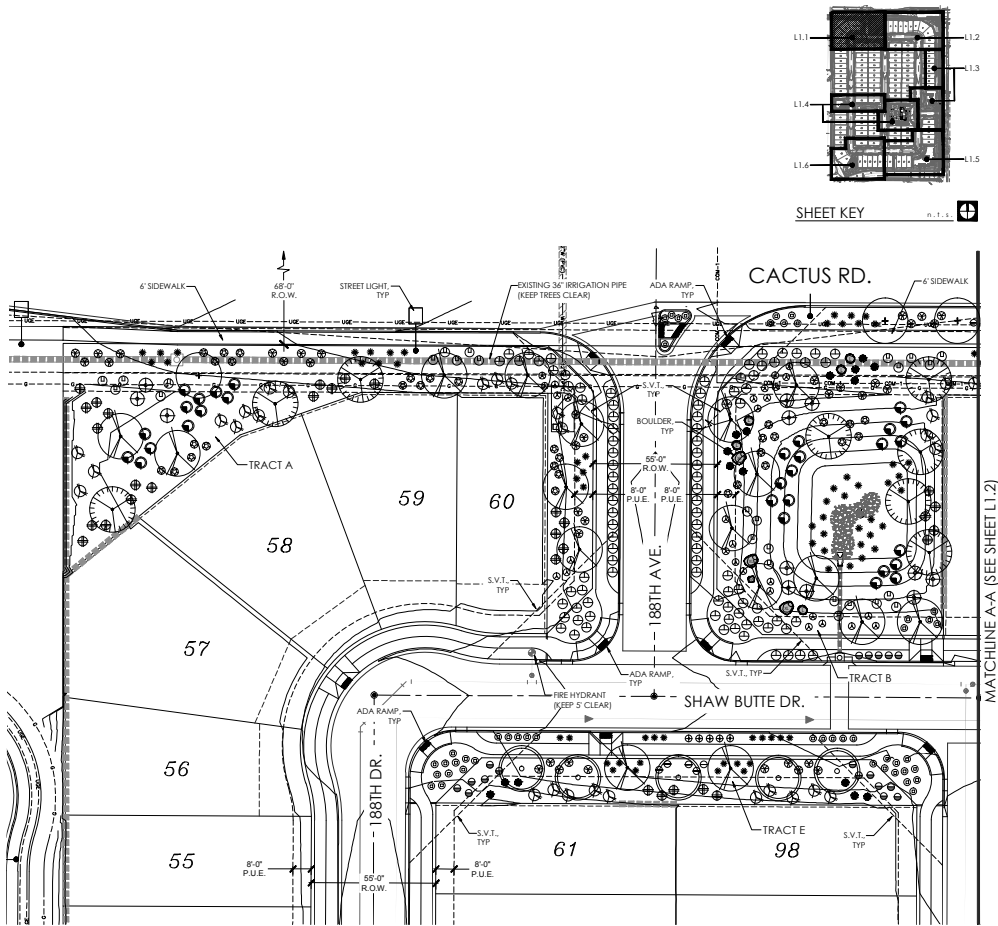
SUBMITTED FOR:

PRELIMINARY
LANDSCAPE PLAN

SHEET NO.
L0.2
2 OF 10

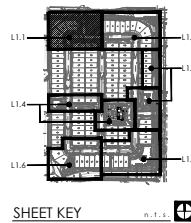
CASE # FS21-511

TRACKING NUMBERS: CASE# FS21-511



PRELIMINARY LANDSCAPE PLAN

SCALE: 1" = 20'-0"



SHEET KEY

PLANT SCHEDULE

EXISTING PLANT MATERIAL	SIZE / COMMENTS	QTY
EXISTING TREE	TO REMAIN	PER PLAN
EXISTING SHRUB / G.COVER / ACCENT	TO REMAIN	PER PLAN
TREES		
CASALPINA CACALACO CASCALOTE	36" BOX, MULTI-TRUNK, MATCHED	7
CERCIDILUM PRAECOX PALO BREA	24" BOX, MULTI-TRUNK, MATCHED	93
PROSOPIS HYBRID PHOENIX THORNLESS MESQUITE	24" BOX, MULTI-TRUNK, MATCHED	59
QUERCUS VIRGINIANA 'HERITAGE' LIVE OAK	24" BOX / STANDARD, MATCHED	46
ULMUS PARVIFLORA 'TRUE GREEN' TRUE GREEN ELM	24" BOX, STANDARD, MATCHED	39
SHRUBS		
CASALPINA PULCHERRIMA RED BIRD OF PARADISE	5 GAL.	70
DODONAEA VISCOSA HOPSEED BUSH	5 GAL.	33
EREMOPHILA MACULATA VALENTINE BUSH	5 GAL.	167
LEUCOPHYLLUM FRUTESCENS GREEN CLOUD SAGE	5 GAL.	206
LEUCOPHYLLUM LAEVIGATUM CHIRAHUANA SAGE	5 GAL.	151
MYRTUS COMMUNIS DWARF MYRTLE	5 GAL.	61
NERIUM OLEANDER 'PETITE PINK' PETITE PINK OLEANDER	5 GAL.	274
OLEA EUROPAEA 'MONTEA' LITTLE OLIVE DWARF OLIVE	1 GAL.	148
RUPELLIA BRITTONIANA BRITISH RUPELLIA	5 GAL.	110
SENNA ARTEMISIOIDES FEATHERY CASSIA	5 GAL.	242
ACCENTS		
AGAVE MURPHYI MURPHY AGAVE	5 GAL.	4
DASYLIRION WHEELERI DESERT SPOON	5 GAL.	102
HESPERALOE PARVIFLORA RED YUCCA	5 GAL.	173
MULLENBERGIA RIGENS DEER GRASS	5 GAL.	612
YUCCA PALMIDA PALE LEAF YUCCA	5 GAL.	5
GROUND COVER		
ACACIA REDOLENS 'DESERT CARPET' DESERT CARPET ACACIA	5 GAL.	146
EREMOPHILA GLABRA 'MAGNEW GOLD' OUTBACK SUNRISE (BAJ)	1 GAL.	268
LANFANA 'NEW GOLD' NEW GOLD LANFANA	1 GAL.	374
ROSMARINUS OFFICINALIS TRAILING ROSEMARY	1 GAL.	172
INERT MATERIALS		
SYNTHETIC TURF SOUTHWEST GREENS (OR EQUAL)	ROLLS	(+/-) 640 S.F.
D.G. DECOMPOSED GRANITE ALL PLANTING AREAS TO BE TOP DRESSED WITH CUSTOM BLEND DESERTSANDS - 3/4" TO 1-1/2" COBBLE - NO PINES (GRANITE EXPRESS) 3/5" - 1-1/2" TO 4" COLOR: 'CARDINAL BROWN'	ALL S AREAS	
GRANITE BOULDERS SURFACE SELECT	SIZE PER PLAN	18 / 24 / 10

CASE # FS21-511

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Scottsdale, Arizona 85258
Tel: 480.257.3312



ESTIA at ZANJERO TRAILS
PRELIMINARY LANDSCAPE PLAN
SW CACTUS ROAD + PERRYVILLE ROAD
SURPRISE, AZ

DATE: 09/14/21
PROJECT: 2109
DESIGNED BY: JMY / CF
CHECKED BY: JMY
APPROVED BY: JMY
PRELIM REV: 11/23/21

PRELIMINARY LANDSCAPE PLAN

SHEET NO.
L1.1
3 OF 10

TRACKING NUMBERS: CASE# FS21-511

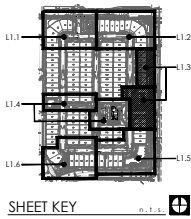



 GRANITE BOULDERS
 'SURFACE SELECT'

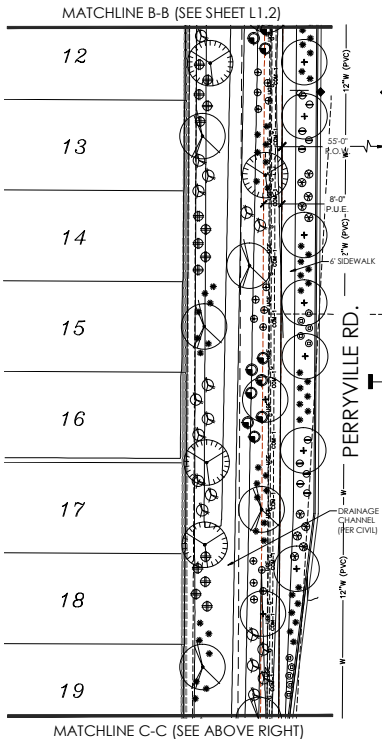
 SIZE PER PLAN 18 / 24 / 10

CASE # FS21-511

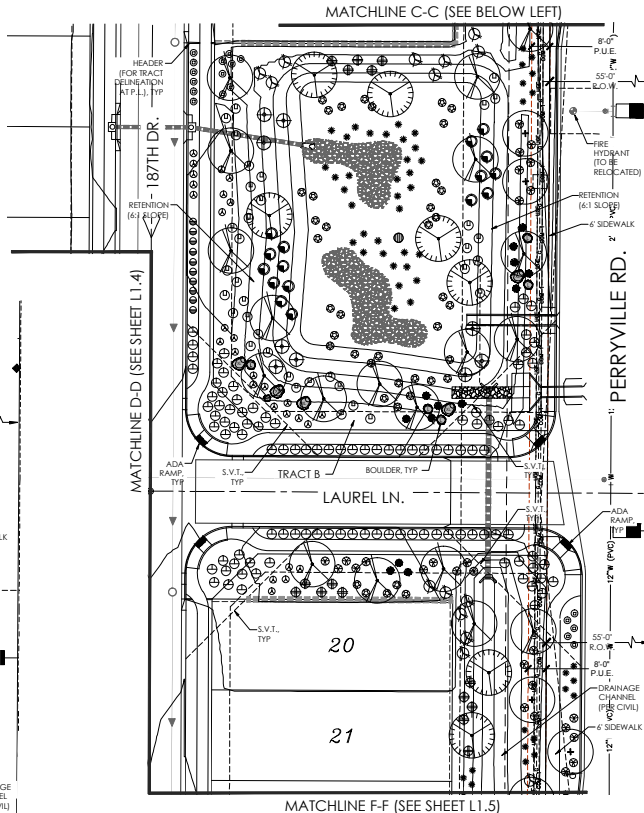
Page 278 of 298



SHEET KEY



MATCHLINE C-C (SEE ABOVE RIGHT)



MATCHLINE F-F (SEE SHEET L1.5)

PRELIMINARY LANDSCAPE PLAN

SCALE: 1" = 20'-0"



PLANT SCHEDULE			
EXISTING PLANT MATERIAL	SIZE / COMMENTS	QTY	
EXISTING TREE	TO REMAIN	PER PLAN	
EXISTING SHRUB / G.COVER / ACCENT	TO REMAIN	PER PLAN	
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HESPERALOE PARVIFLORA RED YUCCA	5 GAL	173	
MUEHLENBERGIA RIGENS DEER GRASS	5 GAL	612	
YUCCA PALMIDA PALE LEAF YUCCA	5 GAL	5	
GROUND COVER			
ACACIA REDOLENS 'DESERT CARPET' DESERT CARPET ACACIA	5 GAL	146	
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INERT MATERIALS			
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GRANITE BOULDERS 'SURFACE SELECT'	SIZE PER PLAN	18 / 24 / 10	

CASE # FS21-511

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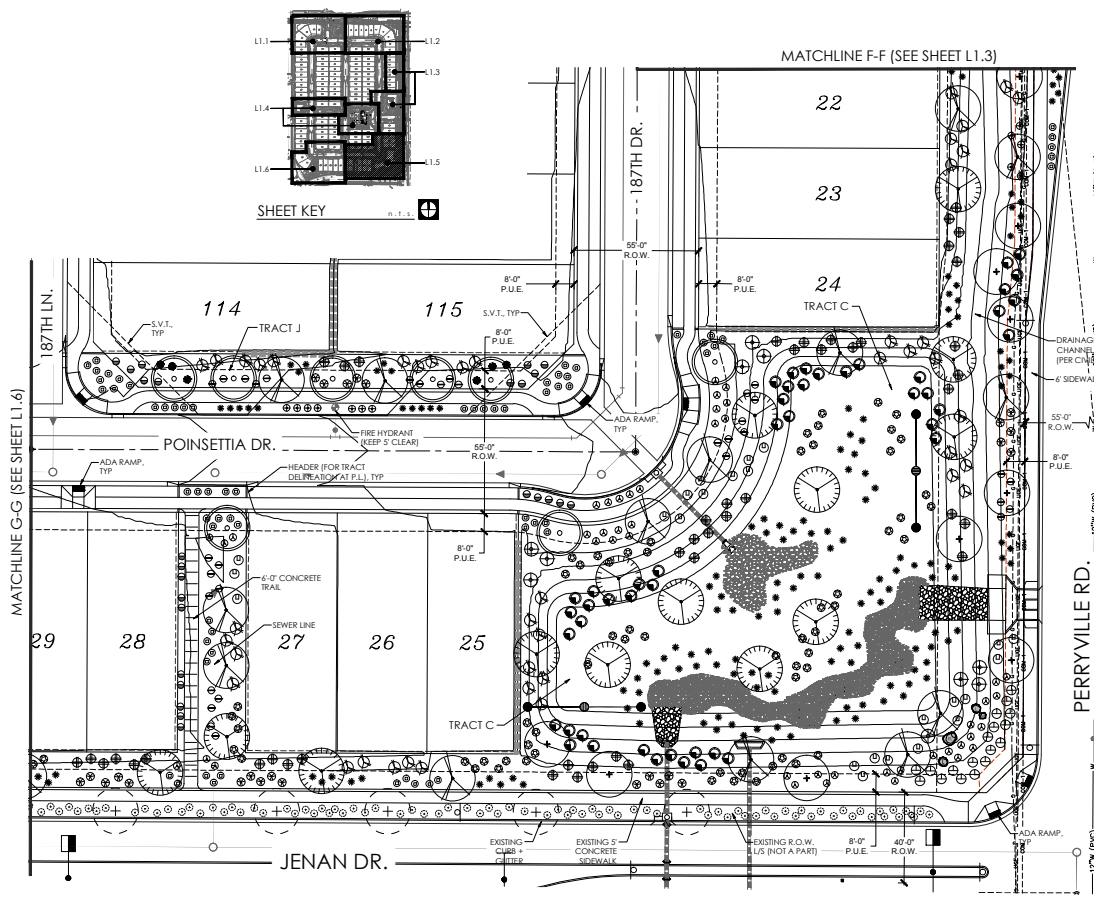
ESTIA at ZANJERO TRAILS
PRELIMINARY LANDSCAPE PLAN
SWC CACTUS ROAD + PERRYVILLE ROAD
SURPRISE, AZ

DATE: 09/14/21
PROJECT: 2109
DESIGNED BY: JMY / CF
CHECKED BY: JMY
PRELIM REV: 11/23/21

PRELIMINARY LANDSCAPE PLAN
SHEET NO.
L1.3
5 OF 10

TRACKING NUMBERS: CASE# FS21-511

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PRELIMINARY LANDSCAPE PLAN

SCALE: 1" = 20'-0"

PLANT SCHEDULE			
EXISTING PLANT MATERIAL	SIZE / COMMENTS	QTY	
EXISTING TREE	TO REMAIN	PER PLAN	
EXISTING SHRUB / G. COVER / ACCENT	TO REMAIN	PER PLAN	
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GRANITE BOULDERS SURFACE SELECT	SIZE PER PLAN	18 / 24 / 10	

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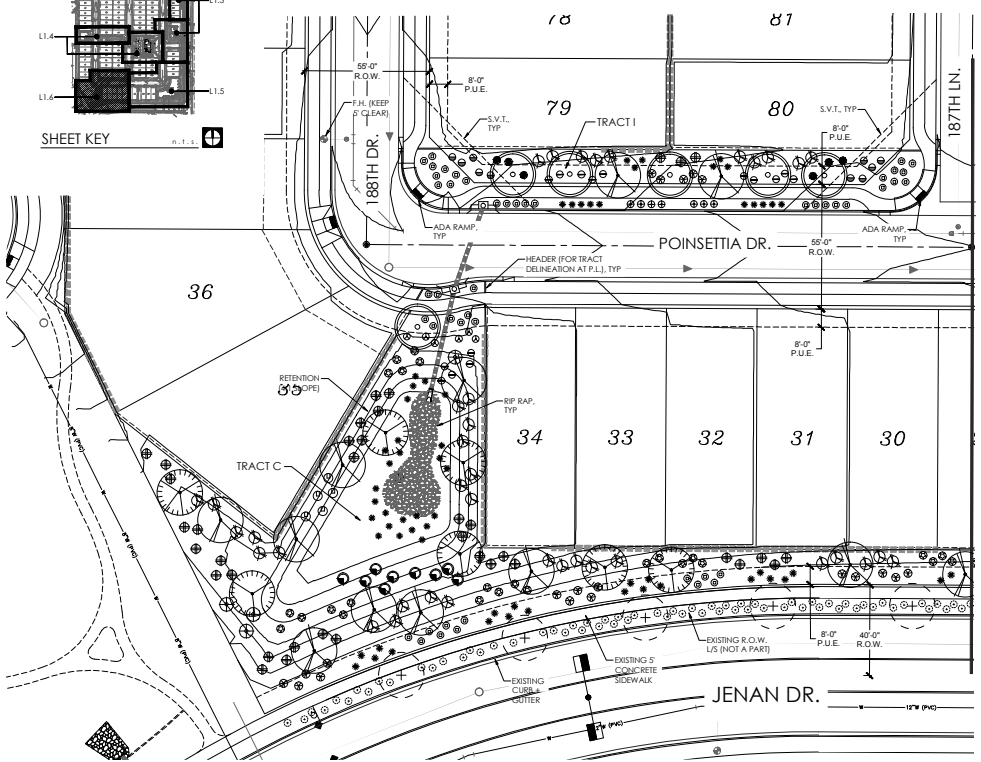
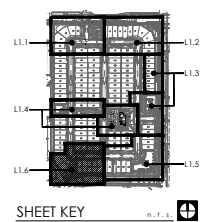
ESTIA at ZANJERO TRAILS
PRELIMINARY LANDSCAPE PLAN
SWC CACTUS ROAD + PERRYVILLE ROAD
SURPRISE | AZ

DATE: 09/14/21
DESIGN: 2109
REVISION: JMY / CF
REVISION: JMY
REVISION: JMY
PRELIM REV: 11/23/21

SHEET NO. **L1.5**
7 OF 10

TRACKING NUMBERS: CASE# FS21-511

COMPANY: YOUNG DESIGN GROUP, LLC
PROJECT: ESTIA at ZANJERO TRAILS
SHEET: L1.6 PRELIMINARY LANDSCAPE PLAN
DATE: 09/14/21
BY: JMT / CF
CHECKED: JMT
PRELIM REV: 11/23/21



PRELIMINARY LANDSCAPE PLAN

SCALE: 1" = 20'-0"

MATCHLINE G-G (SEE SHEET L1.5)

PLANT SCHEDULE			
EXISTING PLANT MATERIAL	SIZE / COMMENTS	QTY	
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GRANITE BOULDERS SURFACE SELECT	SIZE PER PLAN	18 / 24 / 10	

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landscape architecture

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SWC CACTUS ROAD + PERRYVILLE ROAD

SURPRISE | AZ

DATE: 09/14/21

BY: JMT / CF

CHECKED: JMT

PRELIM REV: 11/23/21

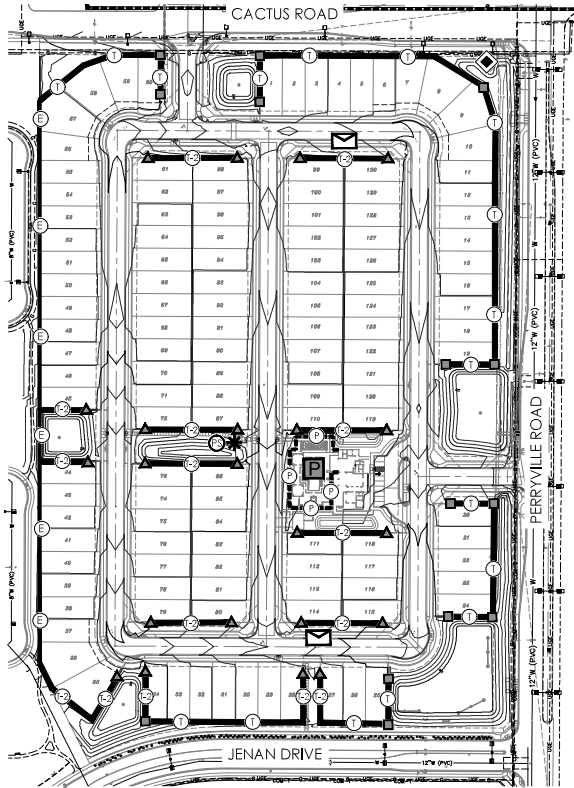
PRELIMINARY LANDSCAPE PLAN

SHEET NO. L1.6

8 OF 10

TRACKING NUMBERS: CASE# FS21-511

COMPANY: YOUNG DESIGN GROUP, LLC
PROJECT: ESTIA at ZANJERO TRAILS
SHEET: HS1.1
DATE: 09/14/21
BY: JMY / CR
CHECKED: JMY
DATE: 11/23/21
PROJECT: SWC CACTUS ROAD + PERRYVILLE ROAD
SHEET: HS1.1
DATE: 11/23/21
PROJECT: SWC CACTUS ROAD + PERRYVILLE ROAD
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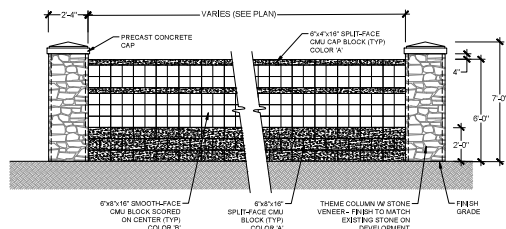


WALL + AMENITY SCHEDULE

- | | | |
|---|--------------------------|---|
| 1. THEME WALL WITH COLUMNS / 6'-0" HT (SEE SHEET HS1.1, DETAIL 1) | 2. PRIMARY MONUMENT SIGN | 3. SEATING NODE WITH BENCH |
| 4. SECONDARY THEME WALL WITH COLUMNS / 6'-0" HT (SEE SHEET HS1.1, DETAIL 2) | 5. POOL AREA AMENITY | 6. PET STATION (SEE COLOR + MATERIALS SCHEDULE) |
| 7. POOL FENCE (6'-0" HT) (SEE SHEET HS1.1, DETAIL 3) | | 8. MAILBOX KIOSK |
| 9. EXISTING CMU WALL / 6' HT | | |

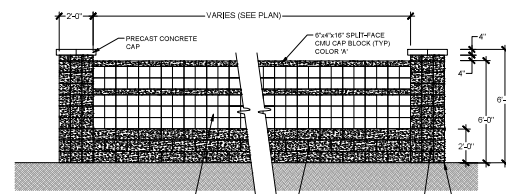
WALL + AMENITY PLAN

SCALE: 1" = 60'-0"



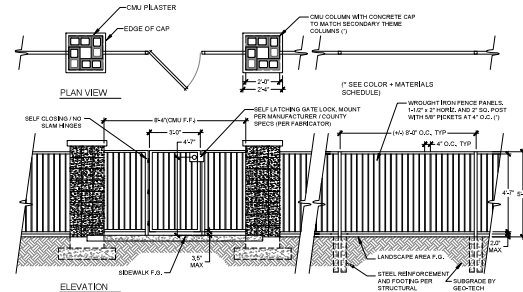
1. THEME WALL WITH COLUMNS

SCALE: 3/8" = 1'-0"



2. SECONDARY THEME WALL WITH COLUMNS

SCALE: 3/8" = 1'-0"



3. POOL FENCE + GATE

SCALE: 3/8" = 1'-0"

CASE # FS21-511

young | design | group
LANDSCAPE ARCHITECTURE
+ LAND PLANNING
7234 east Sheena Ave
Suite 8
Scottsdale, Arizona 85251
tel. 480.257.3312



ESTIA at ZANJERO TRAILS
PRELIMINARY LANDSCAPE PLAN
SWC CACTUS ROAD + PERRYVILLE ROAD
SURPRISE, AZ

DATE: 09/14/21
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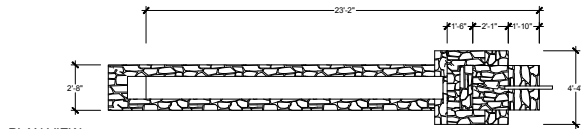
PRELIMINARY
LANDSCAPE PLAN

SHEET NO.
HS1.1
9 OF 10

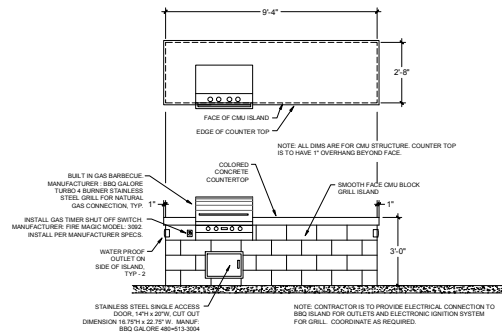
TRACKING NUMBERS CASE# FS21-511



ELEVATION



PLAN VIEW



NOTES:

1. CONTRACTOR IS TO REFERENCE GRILL INSTALLATION SPECIFICATIONS FOR INSTRUCTIONS ON MOUNTING, ELECTRICAL, VENTING AND OPERATIONAL REQUIREMENTS IN BBQ ISLAND STRUCTURE.
2. CONTRACTOR TO CONNECT TO PROVIDED NATURAL GAS LINE AND INSTALL SHUT OFF VALVE PER LOCAL CODE.
3. ALL GAS AND PLUMBING CONNECTIONS ARE TO BE INSTALLED BY A LICENSED CONTRACTOR AND INSPECTED BY CITY BUILDING DEPARTMENT.
4. CONTRACTOR IS TO FOLLOW ALL LOCAL BUILDING CODES AS THEY RELATE TO COMMERCIAL GRILL / FIREPLACE REQUIREMENTS.
5. ELECTRICAL CONNECTIONS AND OUTLETS ARE TO BE INSTALLED PER LOCAL APPLICABLE BUILDING CODES AND PROPERLY WEATHERPROOFED WITH REQUIRED HANDWARE AND OUTLET COVERS.
6. COUNTERTOP TO BE FINISHED COLORED CONCRETE SURFACE. PROVIDE A 1/2" ALT FOR GRANITE SURFACE TOP.
7. BASE IS TO INCLUDE CMU BLOCK GRILL ISLAND, TYP.
8. NOTIFY LANDSCAPE ARCHITECT IF ANY CONDITIONS ARISE THAT AFFECT THE DESIGN OF DETAILS SHOWN.

NOTE: CONTRACTOR IS TO PROVIDE ELECTRICAL CONNECTION TO BBQ ISLAND FOR OUTLETS AND ELECTRONIC IGNITION SYSTEM FOR GRILL. COORDINATE AS REQUIRED.

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1 MONUMENT SIGN

HS1.2

SCALE: 3/8" = 1'-0"

2 BBQ ISLAND (at pool area)

HS1.2

SCALE: 1/2" = 1'-0"

NOTE FOR WALLS AND SIGNAGE:
ALL PAINT COLORS, STONE VENEER, PIER CAPS AND BLOCK STYLE ARE TO MATCH EXISTING ZANJERO TRAILS DEVELOPMENT IMPROVEMENTS. SPECIFIC INFORMATION FOR THESE ITEMS WILL BE PROVIDED AT PERMIT REVIEW.



NOTE: BENCH IS TO BE SURFACE MOUNTED TO CONCRETE PAD (2' x 7' SIZE) ADJACENT TO SIDEWALK WHERE SHOWN

MANUFACTURER: VICTOR STANLEY
MODEL: EVA / REVERE COLLECTION
COLOR: BLACK
SIZE: 6'-0"
QTY: 1

3 PARK BENCH

HS1.2

SCALE: N.T.S.



NOTE: PET STATION IS TO BE MOUNTED IN BELOW GRADE FOOTING PER MANUFACTURER'S SPECIFICATIONS WHERE SHOWN ON PLAN.

MANUFACTURER: MUTT MITT
MODEL: 1004
COLOR: WHITE W/ BLACK CAN
QTY: 1
CONTACT: info@muttmitt.com
800-497-4084

4 PET STATION

HS1.2

SCALE: N.T.S.

CASE # FS21-511

From: [JAMES, MARK C GS-12 USAF AETC 56 FW/CVE](#)
To: [Nichole Flores](#); [Lorraine Nevarez](#)
Cc: [56 FW/CIT Community Initiative](#)
Subject: RE: FS21-511 Estia & Zanjero Trails (Zanjero Trails Parcel 11D) - New Digital Submittal 07.07.21
Date: Thursday, July 8, 2021 2:39:15 PM

The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

Nichole,

Thank you for allowing Luke AFB to make comments on the Estia & Zanjero Trails Application. This application proposes a build to rent subdivision on 23.5 acres. The site is located on the northwest corner of Cactus Rd and Perryville Rd in Surprise, AZ. It is approximately 3.9 miles outside the Luke AFB 1988 JLUS 65 Ldn, "high noise or accident potential zone" as defined by A.R.S. § 28-8461 and is inside the "territory in the vicinity of a military airport" also defined by A.R.S. § 28-8461.

As described in the application, this request will not have a negative impact on Luke AFB Flight Operations. Since the site will be located inside the "territory in the vicinity of a military airport," it will be subjected to approximately 165 over flights per day, as low as 1,500 feet above the ground. We recommend you review the sound attenuation requirements found in A.R.S. § 28-8482. In addition, a strong notification program on the part of the applicant is essential to inform the tenant about Luke AFB operations.

Respectfully,

Mark James

Planning Manager, Community Initiatives Team
Luke AFB AZ 85309
Office: 623-856-9981
DSN: 896-9981

From: Nichole Flores <Nichole.Flores@surpriseaz.gov>
Sent: Wednesday, July 7, 2021 12:44 PM
To: 56 FW/CIT Community Initiative <56FW.CIT.CommunityInitiative@us.af.mil>; Afshin Ahouraiyan (Maricopa) <Afshin.Ahouraiyan@Maricopa.Gov>; Bob Woodring - TEMPX <Bob.Woodring@mail.maricopa.gov>; Brad Finke - EPCOR <bfinke@epcor.com>; Chris Cain - MWD <chrisc@mwdaz.com>; Debbie Trasancos - MWD <debbiet@mwdaz.com>; Douglas Kirkland - Epcor <dkirkland@epcor.com>; Ernest (USPS) <Ernest.L.James@usps.gov>; Eva Pierce <eva.pierce@dysart.org>; Greg Welch <greg.welch@surpriseaz.gov>; Ibeth - USPS <Ibeth.L.Roman@usps.gov>; Jerome Choy (ADOT) <jchoy@azdot.gov>; Kevin Shipman <kevin.shipman@dysart.org>; Leslie - MWD <lesliej@mwdaz.com>; Lynndsay ONeil <lynndsay.oneill@maricopa.gov>; Mark Frago <fragom@mail.maricopa.gov>; Mary Orta - Surprise Chamber <mary.orta@surpriseregionalchamber.com>; Peter Hughes - FCDX <PeterHughes@mail.maricopa.gov>; Raoul Sada - Surprise Chamber <raoul@surpriseregionalchamber.com>; Sandy Simmons <Sandy.Simmons@surpriseaz.gov>; Vern

Wolfley - MAG <vwolfley@azmag.gov>; Victor.Schaum <Victor.Schaum@cox.com>; Yvonne Aguirre <yvonne.aguirre@swgas.com>

Cc: Lorraine Nevarez <Lorraine.Nevarez@surpriseaz.gov>

Subject: [Non-DoD Source] FS21-511 Estia & Zanjero Trails (Zanjero Trails Parcel 11D) - New Digital Submittal 07.07.21

Good afternoon,

On behalf of Lorraine Nevarez, attached please find the **application, narrative**, and **preliminary plat** for the above referenced project.

Please contact Lorraine with any questions.

Best regards,

Nichole Flores

Planning Project Coordinator

City of Surprise | Community Development

16000 N Civic Center Plz | Surprise AZ 85374

(623) 222-3244 Direct

This e-mail and any accompanying files transmitted are intended solely for the use of the individual or entity to whom they are addressed; if you have received this e-mail in error please delete it and notify the sender. In addition, under Arizona law, e-mail communications and e-mail addresses may be public records.

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07 Jul 2021 19:44:36 -0000



SURPRISE

ARIZONA

FS21-511

Estia at Zanjero Trails Preliminary Plat

City Council

March 15, 2022

VICINITY MAP

FS21-511

Estia at Zanjero TrailsPP



ZONING MAP

FS21-511

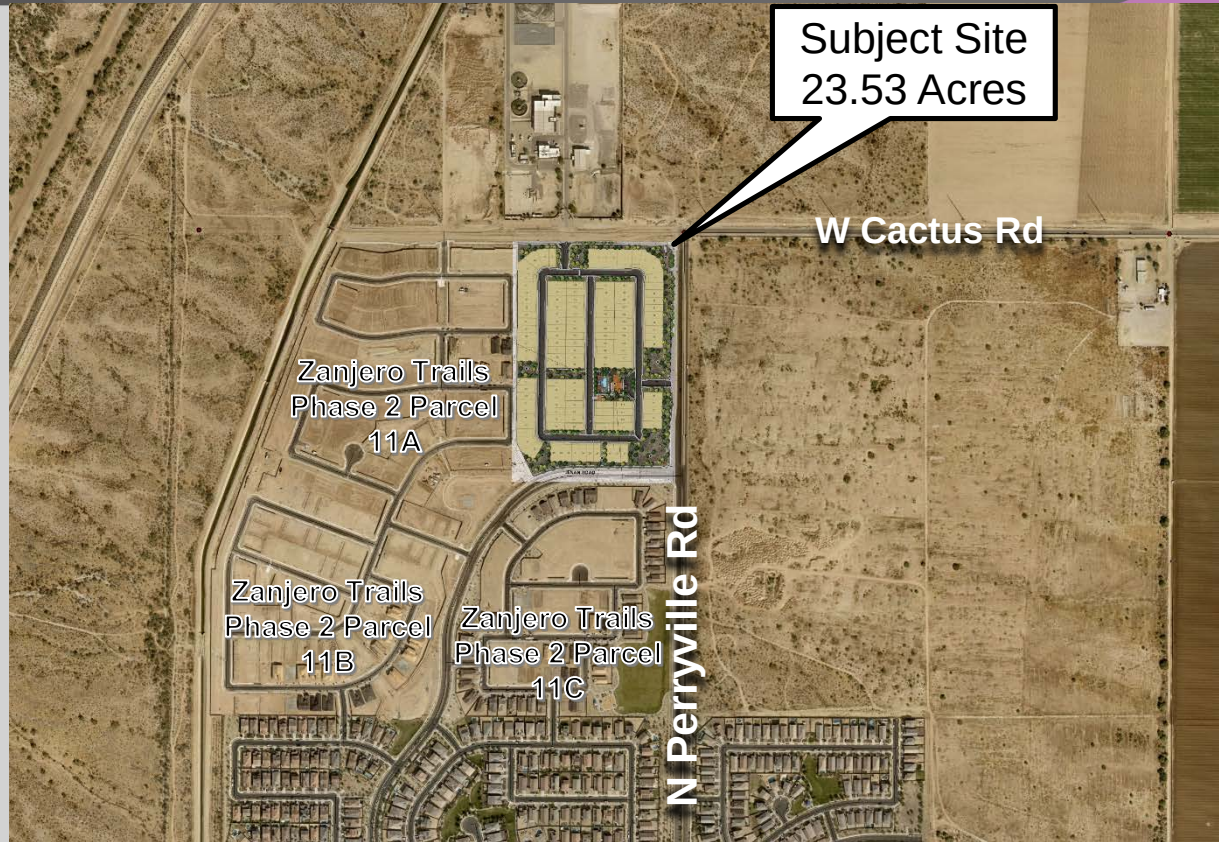
Estia at Zanjero TrailsPP



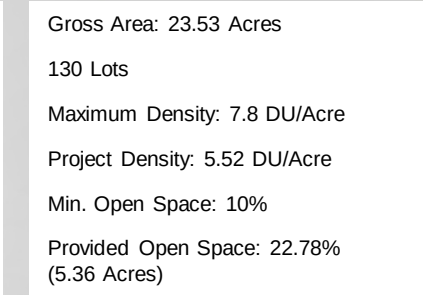
OVERLAY EXHIBIT

FS21-511

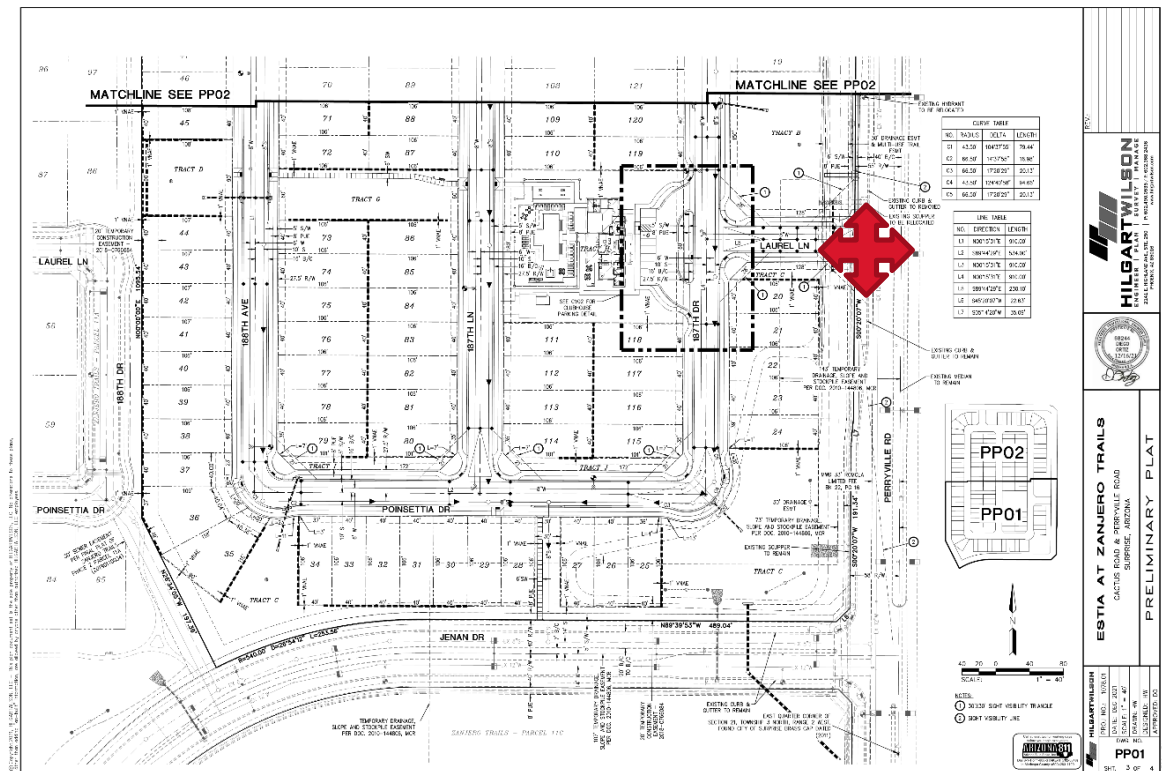
Estia at Zanjero TrailsPP



Preliminary Plat



Preliminary Plat



Min. Lot Area: 4,000

Avg. Lot Size: 4,370

Min. Lot Width: 40'

Min. Lot Depth: 106'

Typical Setbacks:

Front: 12' (18' to front facing garage)

Side: 5'/5'

Street Side: 13'

Rear: 5'

Rear Adj. to Arterial: 15'

Landscape & Amenities

Total Open Space: 5.36

Active Open Space: 2.89 Acres

Passive Open Space: 2.46 Acres

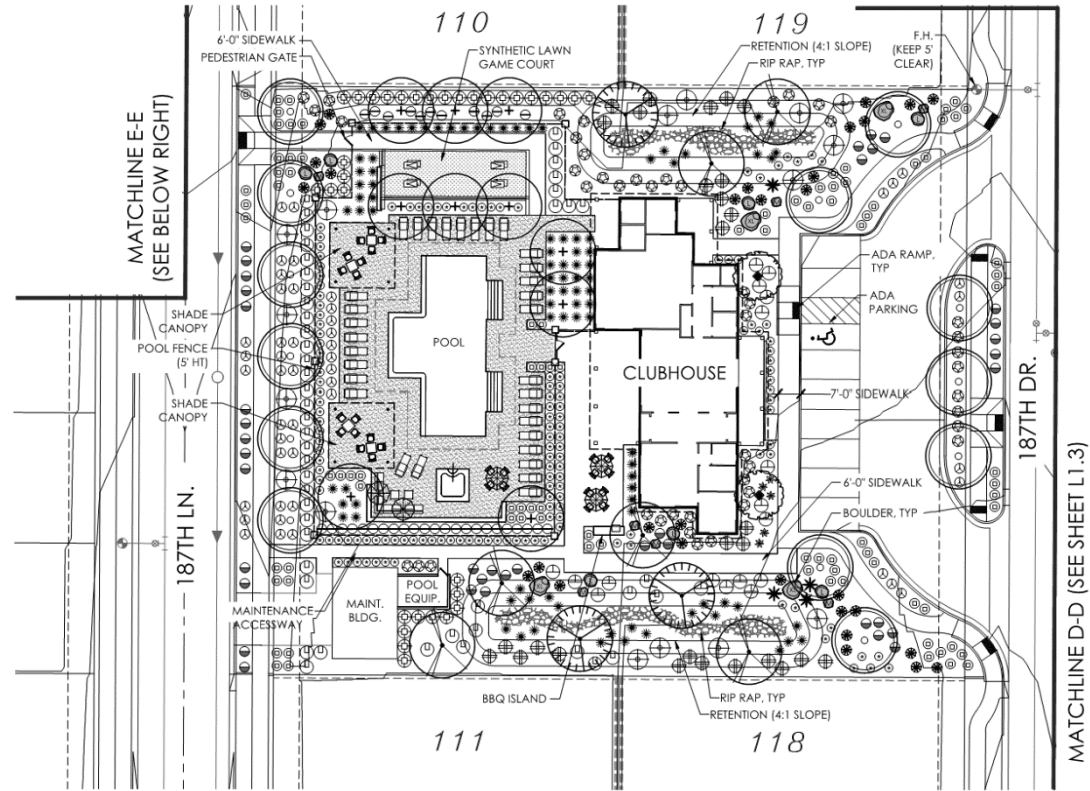
Amenity Site:

Community Pool

Clubhouse

Game Court

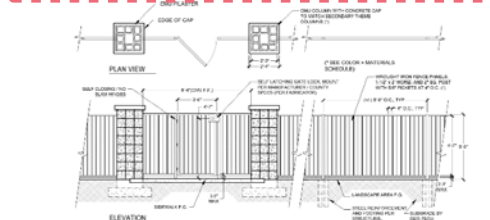
9 parking stalls



Walls



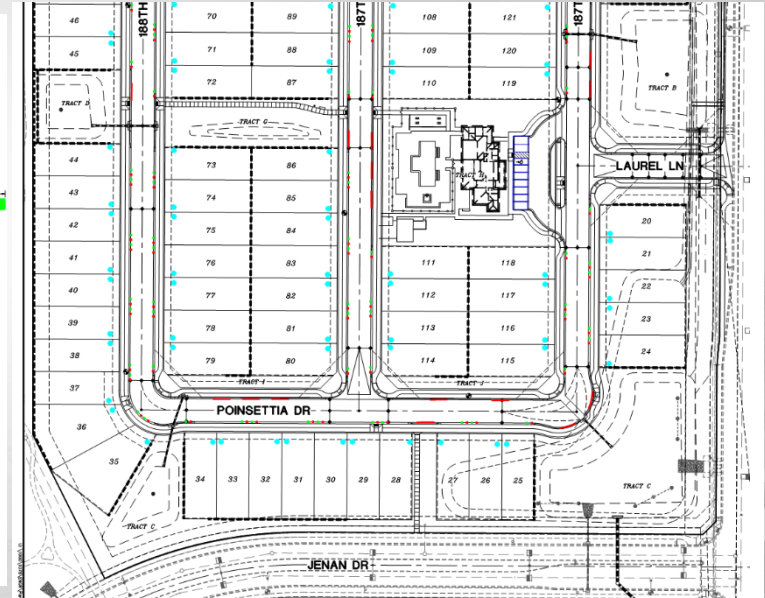
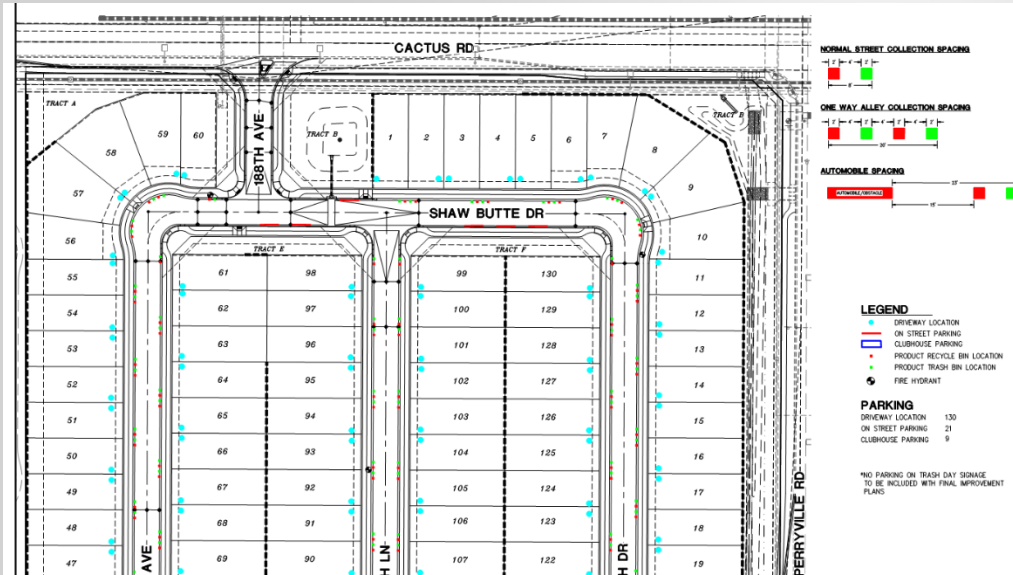
SCALE: 1" = 60'-0"



CASE # FS21-511

TRACKING NUMBERS: CAS# 7523-51-6

Parking & Trash





RECOMMENDATION

The Commission recommends Approval subject to stipulations 'a' – 'd'.



SURPRISE
ARIZONA

QUESTIONS OR COMMENTS?

Thank You



Stipulations

- a. Development and use of the site shall be consistent with the Preliminary Plat entitled “Preliminary Plat Estia at Zanjero Trails”, prepared by Hilgart Wilson, and received 12/16/2021
- b. Landscaping of the site shall be consistent with the Landscape Plan entitled “Estia at Zanjero Trails”, prepared by Young Design Group, and received 11/23/2021
- c. This development is required to participate in the repayment of the Cortessa Buy-In for the Peoria Ave sewer interceptor. Proof of payment must be submitted with the Final Plat.
- d. Non-compliance with the stipulations of approval of this case will be treated as a violation in accordance with the applicable provisions of the Surprise Municipal Code.