



CITY OF SURPRISE
Council Subcommittee on Community Outreach Partnerships
16000 N. Civic Center Plaza
Surprise, AZ 85374

Wednesday, June 22, 2022 @ 2:00 PM
COUNCIL OVERFLOW ROOM

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Council Subcommittee on Community Outreach, Partnerships & Grants Meeting Agenda

CALL TO THE PUBLIC:

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

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission 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.

CONSENT AGENDA:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|---|--|
| 1. | Internal | Consideration and action pertaining to approval of the May 9, 2022, Council Subcommittee on Community Outreach, Partnership and Grants meeting minutes. | Human Svcs and Comm Vitality |
| 2. | Citywide | Consideration and action pertaining to establishment of a FY2023 Neighborhood Grant Program application and award timeline. | Seth Dyson
Human Svcs and Comm Vitality |
| 3. | Citywide | Consideration and action pertaining to the approval of the FY2023 Neighborhood Grant Program application. | Seth Dyson
Human Svcs and Comm Vitality |
| 4. | Citywide | Update pertaining to the Surprise Community Outreach Program and Neighborhood Grant program for FY22. | Seth Dyson
Human Svcs and Comm Vitality |

- G. Other Business and Future Agenda Items
- H. Executive Session

For information purposes: Upon a public majority vote of a quorum ("Commission"), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2));

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

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 or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

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

I. Adjournment

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: Friday, June 17, 2022 @ 11:05 a.m.

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



CITY OF SURPRISE
Council Subcommittee on Community Outreach
Partnerships

Council Meeting Date: June 22, 2022 Contact Person:
Submitting Department: Human Svcs and Comm District: Internal
Vitality
Staff Recommendations:

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

Agenda Wording:

Consideration and action pertaining to approval of the May 9, 2022, Council Subcommittee on Community Outreach, Partnership and Grants meeting minutes.

Motion:

I move to approve the minutes from the May 9, 2022 Council Subcommittee on Community Outreach, Partnership and Grants meeting.

Background:

N/A

Objective Analysis:

N/A

Policy Compliant:

N/A

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:

1. 2022-09-05 Subcommittee COPG Minutes
-

**Subcommittee on Community Outreach, Partnerships & Grants
Meeting Minutes**

May 9, 2022 @ 2:00 p.m.

Surprise City Hall
Community Room
16000 N Civic Center Plaza
Surprise, AZ 85374

The meeting was called to order by Chair Chris Judd at 2:02 p.m.

Chair Chris Judd, Vice Mayor Aly Cline and Councilman Jack Hastings were present. Staff present included Seth Dyson, Jodi Wittrock, Deb Perry and Lord Garcillano.

Human Services and Community Vitality Director Seth Dyson provided a brief staff report discussing the increase in funding for the grant from \$100,000 to \$200,000 due to a Council-approved increase of \$50,000 and one-time funding of \$50,000. Each applicant was given three minutes for their presentation followed by any questions the Subcommittee members may have for the applicant. The score sheet was also mentioned. There were 44 applicants requesting more than \$400,000 in total funding.

The Subcommittee heard presentations from the Surprise Community Outreach Program grant applicants regarding their request for funding.

Three applicants were not present to provide an overview of their grant request(s) and therefore, not considered.

Vice Mayor Aly Cline motioned to recess at 5:29 p.m. so Subcommittee could complete their scoring sheets. The motion received a second from Councilman Jack Hastings. Motion carried with a 3-0 vote.

After a brief recess, Chair Judd motion called the meeting back to order at 6:07 p.m.

Subcommittee members provided scoring sheets. Chair Judd refrained from scoring the Rotary Club of Surprise Community Foundation grant due to possible conflict. Staff tallied the sheets and the following was agreed upon:

	Requested	Recommendation
Spencer's Place Intern Program	\$10,000	\$10,000
Radiant Church Night to Shine	\$10,000	\$10,000
Meals of Joy	\$10,000	\$10,000

Valley View Community Food Assistance	\$10,000	\$10,000
Seeds of Hope International Ministries	\$10,000	\$10,000
Sounds of Autism - Unified Responders Community	\$10,000	\$8,000
WHAM	\$7,500	\$7,500
Best Buddies Inclusion Project	\$10,000	\$7,500
Rotary Club of Surprise Community Foundation, Inc	\$10,000	\$7,500
A New Leaf	\$10,000	\$7,500
Surprise Youth Foundation	\$10,000	\$7,000
Gem Housing Solutions - Mental Health Support Services	\$10,000	\$7,000
Known Church	\$6,570	\$6,570
Northwest Valley Connect	\$10,000	\$6,000
America's Mighty Warriors	\$10,000	\$6,000
HART PANTRY	\$10,000	\$6,000
Women 4 Women Surprise	\$5,000	\$5,000
The Vista Mobility Project	\$10,000	\$5,000
OUAZ Theatre Club 2022-23	\$9,594	\$5,000
Benevilla	\$10,000	\$5,000
Chance Shelter of Surprise	\$10,000	\$5,000
OSBI Life Skills	\$10,000	\$5,000
St.Vincent de Paul St Clare of Assisi Conference	\$10,000	\$5,000
West Valley Arts IMPRINT	\$10,000	\$5,000
Stage Left Productions	\$8,175	\$5,000
Medical Lending Center	\$10,000	\$5,000
Surprise Young Life	\$7,000	\$4,930
Fresh Start Women's Foundation	\$7,500	\$4,000
Arizona Burn Foundation	\$3,500	\$3,500
Stepping Up for Seniors	\$7,000	\$3,500
Angels on Patrol	\$3,500	\$2,500

Your Sure Foundation, Inc.	\$10,000	\$2,500
Valley of the Sun YMCA	\$10,000	\$2,500
Sounds of Autism - Responders Unite	\$10,000	\$0
MIKID Peer and Family Support	\$10,000	\$0
New Life Center	\$10,000	\$0
Justa Center	\$10,000	\$0
The James Foundation	\$10,000	\$0
Deep Within Rehab Center	\$10,000	\$0
Transform the Next Generation	\$9,000	\$0
Gem Housing Solutions - Promoting Housing Stability	\$10,000	\$0
Phoenix Rescue Mission	\$10,000	\$0
Youth Play USA	\$10,000	\$0
Helping Families in Need	\$8,000	\$0

Vice Mayor Cline motioned to approve the funding recommendations as noted above with a second from Councilman Hastings. Motion carried 3-0.

Vice Mayor Cline motioned to adjourn with a second from Councilman Hastings. Motion carried 3-0. Meeting adjourned at 7:14 p.m.

Approved by:

Minutes transcribed by:

Chris Judd, Chair

Jodi A. Wittrock



CITY OF SURPRISE
Council Subcommittee on Community Outreach
Partnerships

Council Meeting Date: June 22, 2022

Contact Person: Seth Dyson, DIRECTOR - HSCV

Submitting Department: Human Svcs and Comm
Vitality

District: Citywide

Staff Recommendations:

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to establishment of a FY2023 Neighborhood Grant Program application and award timeline.

Motion:

I move to approve the FY23 Neighborhood Grant program timeline.

Background:

Each year, the City Council sets aside \$10,000 for the Neighborhood Grant Program. This provides residents, HOAs, organizations other than non-profits the ability to apply for grant funding for events, community gatherings, etc.

Objective Analysis:

The Neighborhood Grant Program was established to build community engagement and neighborhood camaraderie.

Policy Compliant:

This item is compliant with City and Council policy.

Financial Impact:

Expenditures for the FY23 Neighborhood Grant will not exceed \$10,000.

Budget Impact:

The FY23 Budget was adopted with \$10,000 in funding for the Neighborhood Grant Program.

FTE Impact:

N/A

ATTACHMENTS:

1. FY 23 Neighborhood Grant Program - DRAFT Timeline



Date: June 22, 2022
To: Community Partnerships and Grants Sub-Committee
From: Seth Dyson, Director
Re: Neighborhood Grant Program Timeline FY23

June 22, 2022	Sub-Committee approves Neighborhood Grant Timeline and Application
July 1	Funding opportunity is publicly released
July 12	Pre-Application meeting
September 23	Applications due (12 week application period)
October 3-12?	Sub-Committee Meeting: Proposal presentations and award decisions
November 1	Full Council to review and consider approved subcommittee funding recommendations
November 2	Award letters sent. Initiate contracts with awardees

January 16, 2023	Project update report due to staff from recipient
April 17, 2023	Project update report due
June 16, 2023	Final report due



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Council Meeting Date: June 22, 2022

Contact Person: Seth Dyson, DIRECTOR - HSCV

Submitting Department: Human Svcs and Comm
Vitality

District: Citywide

Staff Recommendations:

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the approval of the FY2023 Neighborhood Grant Program application.

Motion:

I move to approve the FY23 Neighborhood Grant Program application.

Background:

Each year the City Council sets aside \$10,000 for the Neighborhood Grant Program. This provides residents, HOAs, organizations other than non-profits the ability to apply for grant funding for events, community gatherings, etc.

Objective Analysis:

The Neighborhood Grant Program was established to build community engagement and neighborhood camaraderie.

Policy Compliant:

This item is compliant with City and Council policy.

Financial Impact:

Expenditures for the FY23 Neighborhood Grant will not exceed \$10,000.

Budget Impact:

The FY2023 Budget was adopted with \$10,000 allocated to the Neighborhood Grant Program.

FTE Impact:

N/A

ATTACHMENTS:



NEIGHBORHOOD GRANT PROGRAM
APPLICATION INFORMATION
FY 2022-2023

PROGRAM PURPOSE

The Surprise City Council would like to engage residents and increase community spirit. To encourage our residents to do so, the Neighborhood Grant Program has been initiated to provide monetary assistance to support activities with goals that comply with our initiative.

Are you interested in sponsoring a special event in your neighborhood to bring your neighbors together to discuss issues and concerns? Would you like to organize a concert in your local park? . If you are willing to work hard to see your ideas come to fruition, the City could help make them a reality through the City of Surprise's Neighborhood Grant Program.

HOW THE PROGRAM WORKS

The City of Surprise will provide small grants for the Neighborhood Grant Program to foster partnerships between the City and its neighborhoods each year. Through an application process, qualifying neighborhoods will receive funds for specific projects outlined through the application.

HOW TO APPLY

If you are seeking funds for Fiscal Year 2022-2023, you will need to do as follows:

1. Complete and submit a Neighborhood Grant Program Application to Jodi Wittrock by **Friday, September 23, 2022 by 5:00PM**. All proposals received after this deadline will not be considered.
 - a. This application must be signed by a minimum of five neighbors within your residential area supporting the idea and the project applicant.
 - b. The application must include a thorough description of how the funding will be utilized.
 - c. Please include the HOA Board approval, if required.
2. Present your proposal at the Community Outreach, Partnerships & Grants Sub-Committee Meeting on **??day, October ??, 2022 at ??:00p.m.**
 - a. The aforementioned panel must support your project for it to move forward.
 - b. Your respective HOA must approve your project, if required, prior to submittal of application.
 - c. Projects must comply with city policy.
 - d. Please contact Jodi Wittrock, Governmental Relations Administrator at 623.222.1330 with any questions, submittal of application and to determine which meeting agenda your application will be considered.

City of Surprise Neighborhood Grant Program

Overview

The Neighborhood Grant Program, established in 2015, fosters a special partnership between the City of Surprise and its neighborhoods. Through an application process, qualifying neighborhoods will receive funds for specific projects. Award decisions are made by the Committee on Community Outreach, Partnerships & Grants. The Program encourages involvement of residents and other public and private organizations to support neighborhood-initiated planning, community-building, or improvement projects. This fiscal year, the City is providing up to **\$10,000** for neighborhood projects. Neighborhoods are not limited to one project per fiscal year and may submit more than one application annually.

To receive support projects must:

- Provide a public benefit,
- Result in a product, which benefits a neighborhood or the larger Surprise community,
- Be feasible for completion by Friday, **June 16, 2023.**
- Involve the benefiting neighborhood in project identification, planning, and execution,
- Emphasize neighborhood self-help, or
- Be educational, community-building, or a public physical improvement.
- Submit a Project Report by **January 16, 2023 & April 17, 2023.**
- Complete a final report about the project by **June 16, 2023.**

Projects not eligible for funding:

- Duplication of an existing private or public program or service,
- Ongoing services or requests that support service organizations' operating budgets,
- Projects that conflict with existing city policy,
- Projects that conflict with your respective HOA policies,
- Projects exceeding the duration of one year,
- Maintenance of projects built with previous Neighborhood Matching Funds, or
- Nonprofit 501(c)3 organizations .

IDEAS BY PROJECT CATEGORY

1. Neighborhood Events

- Events and gatherings for the community such as a concert in the park, food truck event, or movie night.

2. Neighborhood Organizing / Organizational Development

- Activities, services, and materials that generate new neighborhood connections and activities, grow an organization or educate neighborhood leadership and promote involvement.

3. Neighborhood Preservation

- Materials, programs or services that sustain or improve the health, public safety, and welfare of the neighborhood such as crime watch playgrounds, common areas, park amenities, community gardens, neighborhood markers, identity signs, trash cans, benches, etc. or contribute positively to the neighborhood's aesthetic quality such as community property maintenance programs or beautification programs.

4. Neighborhood Cultural, Social, and Recreational Initiatives

- Materials, programs or services that promote diversity, family literacy, neighborhood access to technology, after school enrichment programs, , career preparation, services for the needy, disabled, or elderly and cultural activities such as music, dance, or art programs.

Important Dates to Remember:

Item	Due Date	Time
Information Session – <i>Surprise City Hall, 16000 N Civic Center Plaza, Council Overflow Room</i>	July 12, 2022	4:00PM
Grant Applications Due	September 23, 2022	5:00PM
Proposal Presentations to Sub-Committee - <i>Surprise City Hall, 16000 N Civic Center Plaza, Council Overflow Room</i>	October ??, 2022	2:00PM
City Council Meeting (Funding Decision)	November 1, 2022	6:00PM
Project Status Report Due	January 16, 2023	5:00PM
Project Status Report Due	April 17, 2023	5:00PM
Project Completion Deadline	June 16, 2023	
Final Report	June 16, 2023*	5:00PM

*Subject to change

The City of Surprise
Neighborhood Grant Program
PROJECT SUMMARY FORM
FY 2022 – 2023

IMPORTANT: The Project Application Forms on the following three pages must be thoroughly completed.

For more information contact:

Jodi Wittrock

Governmental Relations Administrator

623.222.1330

Jodi.wittrock@surpriseaz.gov

PROJECT APPLICATION FORMS

Please provide the following information regarding your proposed project. **This three page application form is due to Jodi Wittrock on Friday, September 23rd by 5:00PM.**

Name of Neighborhood:	
Name of Proposed Project:	
Contact Person: Other Contacts (If Applicable): Note: May include a community partner working on the project.	Name: _____ Address: _____ Telephone: _____ Email: _____ Name: _____ Address: _____ Telephone: _____ Email: _____
What is the goal of the project?	
Please describe the need for the project.	
What support have you received? Who is involved?	
Have you received HOA approval? (if applicable)	
Do you have the support of 5 neighbors?	
How will this bring your neighborhood together?	

PROJECT APPLICATION FORMS (Continued)

Please use the following worksheets to estimate your project expenses.

PROPOSED PROJECT EXPENSES

Note: These are only common categories and may not be all inclusive of the expenses for your project or program. Please add to this list on this sheet or another sheet of paper if needed and leave sections blank that do not apply to your project or program.

		Projected
Type of Cost	Description of Expense	\$ Amount
Salaries/Wages such as youth to clean up after an event, babysitters, etc.		\$
Contracted Services such as site planning, sidewalk installation, etc.		\$
Material/Supplies such as refreshments, safety equipment, etc.		\$
Communication such as long distance phone calls, internet usage, etc.		\$
Printing/Reproduction such as fliers, invitations, applications, etc.		\$

Rentals/Leases such as renting a PA System for an event		\$
Capital Purchases such as playground equipment, trees, etc.		\$
Other		\$
Grand Total of Expenses	a)	\$

PROPOSED PROJECT REVENUE

Cash Donations from Partners

Name of Neighborhood, Person, or Organization **\$ Amount**

	\$
	\$
	\$
	\$
	\$
	\$
Total Cash From Partners	b) \$

In-Kind Donations from Partners

Person/Group & Activity Performed

\$ Amount

	\$	
	\$	
	\$	
	\$	
	\$	
Total In-Kind From Partners	c)	\$

Volunteer Hours (Valued at \$28.54 per hour)

**# of Hours
X \$28.54
per hour =**

Person/Group & Activity Performed

	\$	
	\$	
	\$	
	\$	
	\$	
Total Volunteer Labor	d)	\$

Grand Total (b+c+d=e)

e) \$

Project Overage or Shortage (a-e=f)

f) \$

City Grant Request (Total cash request from the City of Surprise)

g) \$

Minimum amount willing to accept to continue with the project

e) \$

Neighbors within your residential area supporting the idea and the project application. A minimum of five (5) is required.

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____



CITY OF SURPRISE
Council Subcommittee on Community Outreach
Partnerships

Council Meeting Date: June 22, 2022

Contact Person: Seth Dyson, DIRECTOR - HSCV

Submitting Department: Human Svcs and Comm
Vitality

District: Citywide

Staff Recommendations:

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Update pertaining to the Surprise Community Outreach Program and Neighborhood Grant program for FY22.

Motion:

None; Discussion only.

Background:

Each year the City Council sets aside \$100,000 for the Surprise Community Outreach Program grant and \$10,000 for the Neighborhood Grant program. HSCV will provide an update on the FY22 status of funding.

Objective Analysis:

This agenda item serves as an update for the FY22 funding of SCOP prior to the Council meeting agenda item in August.

Policy Compliant:

This item is compliant with City and Council policy.

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:
