

# CITY OF SURPRISE

## PLANNING AND ZONING COMMISSION WORKSHOP

**12425 West Bell Road, Suite D-100**

**Surprise, Arizona 85374**

**August 5, 2008**

### **MINUTES**

#### **Call to Order:**

Chair Blair called the Planning and Zoning Commission workshop meeting to order at 5:02 p.m. in the Surprise City Hall, 12425 West Bell Road, Suite D100, Surprise, Arizona 85374, on Tuesday, August 5, 2008.

In attendance with Chair Blair were Vice Chair Steve Somers, Commissioners Matthew Bieniek, Ken Chapman, John Hallin, Fred Watts and Robert Rein.

#### **PRESENTATION:**

Community Development Director Jeff Mihelich opened the meeting stating that the City Council approved the General Plan at the last meeting. This workshop will be introducing the Capital Improvements Plan, which is an important part in implementation of the General Plan.

Michael Schrock, Management and Budget Director, presented the Capital Improvements Plan.

The FY09 adopted budget is approximately \$359 million.

### Capital Improvement Plan (CIP)

- Five-year plan FY09 – 2013
- Projects estimated at \$300 million
- 101 projects with 33 scheduled for FY09
- Improvements on infrastructure, equipment, and community needs
- Has multiple funding sources

CIP development considers expansion of public safety facilities and parks and recreation facilities. It considers maintenance or improvements of customer service, transportation, community image, and sustainability.

A capital project is a project that has a budget over \$100,000 and has a 3-year useful life. There are four key phases in development.

- Phase #1 – Needs Assessment – by Mayor and council, public input, department/operational plans, advisory boards.
- Phase #2 – Financial Analysis – this is a key driver in CIP development, multiple funding options including user fees, impact fees, and borrowing.

Single-family residential permit projections have been declining. Projections were adjusted to reflect a more accurate assessment of the market. For future years, the city is very conservative in its projection so that all planned projects can be completed. The CIP has a five-year window, but the budget is reviewed every year for modifications.

In response to Commissioner Rein, Director Schrock stated that if commercial development does not come in, the city would see a reduction in revenues. Impact fees are calculated and meant to recover costs of development. Impact fees are more expensive for developments that are farther away from the city.

- Phase # 3 – Capital Project Evaluation Criteria – there are seven focus areas – health and safety, public desire, fiscal impact, impact on service levels, economic development, and inter-jurisdictional relations.
- Phase # 4 - CIP document – includes all previous steps and policies and implementation, City

Manager recommendation, annual adoption by Mayor and council, and regular reporting.

Monthly tracking is located on the city's website and includes information on the project details; such as, the project manager, status of the project, expected completion date, and pictures.

In response to Commissioner Chapman, Director Schrock stated that on going costs, such as maintenance, are paid out of a separate fund than one-time costs.

In response to Commissioner Chapman, Director Schrock stated that the projects for FY09 are completely funded. Future years are projections and each year the CIP budget is reviewed for any necessary adjustments.

In response to Chair Blair, Director Schrock stated that if any changes need to be made to the FY09 CIP budget, it will need to go before City Council for approval.

**CONSIDERATION AND ACTION TO HOLD AN EXECUTIVE SESSION:**

**Pursuant to A.R.S. § 38-431.03(A)(3), the Planning and Zoning Commission may go into executive session with the City Attorney for legal advice on any item listed on the agenda.**

There was no request made to call for an executive session.

**ADJOURNMENT:**

Hearing no further business, the Planning and Zoning Commission workshop meeting was adjourned on Tuesday, August 5, 2008, at 5:41 p.m.

**STAFF PRESENT:**

Assistant City Attorney Julie Kriegh, Senior Planner Janice See, Management and Budget Director Michael Schrock, Budget Division Manager Jared Askelson, Engineer Suneel Garg, Community Development Director Jeffrey J. Mihelich, and Planning and Zoning Commission Secretary Debbie Perry.

---

Jeffrey J Mihelich, Director

Community Development Department