



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

Tuesday, December 4, 2012 @ 04:00 PM

A. Call To Order

B. Roll Call

Mayor Wolcott called the **Special City Council Work Session** to order at 04:00 p.m. Surprise City Hall Council Chamber 16000 North Civic Center Plaza Surprise, Arizona 85374 , on **Tuesday, December 4, 2012**. Also in attendance with Mayor Wolcott were Council Member Biundo, Council Member Alton, Council Member Villanueva, Council Member Woodard, and Council Member Hall.

Staff Present: City Manager, Chris Hillman, City Attorney, Michael Bailey, and City Clerk, Sherry Ann Aguilar.

C. Pledge of Allegiance

D. Special City Council Work Session Agenda:

Regular Agenda Item - Non-Public Hearing:

#1 Discussion and presentation regarding the City of Phoenix Community Development Program/Process Overview - NO ACTION

Phoenix Council Member, Sal Diciccio gave a presentation regarding the City of Phoenix Community Development Program/Process Overview. Topics included permitting, zoning, site plan review & inspections (Powerpoint report available in Clerk's Office).

Mayor Wolcott asked for clarification of the process regarding contractors, sub-contractors, engineers, etc.

Council Member Hall asked for explanation of the audit process and the 125 citizen committee.

Council Member Alton inquired about possibly adapting their certified contractors here in Surprise.

Mr. Diciccio reported that they currently have 15,000 employees; will be consolidating the power of approval all in one department; the permitting process now available online and one can obtain a permit online at the same time of applying.

Council Member Biundo inquired about the initial investment would the City have to make in order to

implement the program.

Council Member Alton asked for clarification regarding the recertification process.

#2 Discussion regarding the Intergovernmental Relations Division 2012 3rd Quarter Grant Update - NO ACTION

Janeen Gaskins and Jessica Blazina gave a power point review regarding the 3rd Quarter Grant update.

Council Member Alton questioned the performance measure data.

Janeen Gaskins spoke of the 6 grants that were denied were Tribal grants.

Council Member Hall inquired about the breakout outline.

Jessica Blazina spoke of creating a community event for grant opportunities.

Council Member Villanueva inquired about Council's action possibly delaying grant activities.

Council Member Alton asked if coordinated grants effort and streamlined process has worked.

Mayor Wolcott suggested receiving an update on how the individual departments are working together.

Council Member Hall inquired about Tourism Grants available through foundations.

Council Member Alton asked for a narrative from each Director to see how this system is working.

Council Members Hall and Alton both inquired about the OTS.

Council Member Villanueva asked for an update on the rehab on Grand Avenue.

#3 Presentation and discussion on Resolution No. 2012-52; a resolution of the Mayor and Council of the City of Surprise, Arizona authorizing the Fire Chief to accept a grant award from the State of Arizona Department of Homeland Security Urban Area Security Initiative (UASI) in the amount of \$33,280. - NO ACTION

Fire Chief White gave an overview regarding Resolution No. 2012-52.

Council Member Hall inquired about being on notice from BNSF on everything that is going through Surprise on the tracks.

Chief White stated that certain types of cargo coming through the City and is meeting Federal and State requirements relating to hazardous materials.

Mayor Wolcott asked if there are any advance notices.

Council Member Alton inquired about notice on the route to Luke Air Force Base.

#4 Discussion on contract COS12-037 between the City of Surprise and Felix

Construction design and construction of the SPA2 Overhead Crane, in an amount not to exceed \$298,511. -NO ACTION

Public Works Director, Robert Beckley introduced the item for the SPA2 Overhead Crane.

Council Member Biundo inquired about the bids.

Mr. Beckley reported that we are spending \$90 thousand on rental for the crane per year.

Council Member Hall inquired about the useful time for the equipment.

Mr. Beckley stated that typically it's 15 - 20 years.

Council Member Alton inquired about the membranes currently in place.

Public Comments:

Bob Vukanovich - statement for the record

#5 Discussion regarding Council Policies and Procedures - NO ACTION

Council Member Woodard reported that there has been no feedback received from the Council that would require changes.

Council Member Biundo stated that the Sub-Committee talked about Council Member Woodard's goal, which was to place all of the documents in one place including resolutions, ordinances, city code, administrative policies, etc. Having a single source reference in full text, then somewhere down the way, develop a description of those policies, but only essential elements.

Mayor Wolcott asked Council Member Woodard for clarification on the documents included in the packet then thanked him for his and that of the Sub-Committee work on this project.

Council Member Woodard stated that the committee would like to continue with this if it's the desire of the Council.

Council Member Biundo recommended that each piece be analyzed to update and make changes as needed.

City Attorney Bailey explained the steps for approval.

Mayor Wolcott stated that it is important to review on a regular basis and that the resolution will put the handbook in correct form. She further stated that Council is accepting the report of the Sub-Committee and the document will come back for approval at the next meeting.

#6 Discussion and update of the FY2014 budget process.

City Manager Hillman updated Council on some of the financial issues that will be coming forward and how it will affect the budget process. He stated that our goal was to have a fully funded reserve by next year and our goal is trying to hold those expenses and that there is a possibility that we may be able to meet our reserve before our 2 year process.

Mr. Hillman also reported on the following: important dates that will provide a perspective; post audit reports from the auditor coming up in the January timeframe and in January we will begin the FY2012 audit.

Council Member Hall asked for an explanation for the audience of what is a post audit.

Mayor Wolcott stated that we are optimistic, but we are not out of the woods yet and that we have stayed the course and that is how we have reached our goal ahead of schedule.

Council Member Alton stated that if we have the capacity to bring back raises to our employees, it is a priority, but not for Directors and Appointees and that he would like to see it applied to 2013/2014 if possible.

E. Call To The Public:

Randy Miller spoke of: the Health Fair; the support from the Community and Council Members and many agencies; thanked City staff especially Police and Fire were very responsive; the Disabilities Commission with traffic control and the size of the facility.

Mayor Wolcott thanked Randy Miller for his efforts to make this happen and working with City staff.

Council Member Hall stated that the Chamber of Commerce assisted as well.

Roland Winters commented on the abuse of the handicap plates in Surprise and that it needs to be looked at. The DAC will be televised December 17th.

F. Executive Session: None

G. Adjournment:

Mayor Wolcott adjourned the Special City Council Work Session of December 4, 2012 at 6:12 p.m.

Sharon R. Wolcott, Mayor

ATTEST:

Sherry Ann Aguilar, City Clerk,

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 Special City Council Work Session of **Tuesday, December 4, 2012.**

Sherry Ann Aguilar, City Clerk,