



CITY OF SURPRISE
Regular City Council Meeting Agenda
16000 N. Civic Center Plaza
Surprise, AZ 85374

Tuesday, March 15, 2016 @ 6:00 PM
COUNCIL CHAMBERS

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A. Call To Order

B. Roll Call

C. Pledge of Allegiance

D. PROCLAMATION AND COMMUNITY ACKNOWLEDGEMENTS

District Citywide [A proclamation recognizing March 2016 as National Athletic Training Month. Mayor Sharon Wolcott will present the proclamation to representatives from Swing Orthopedic and Sports Physical Therapy in Surprise.](#)

None
Mayor
Sharon
Wolcott

E. City Manager Report:

F. City Attorney Report:

G. City Clerk Report:

H. 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 on any item not 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.

I. Regular City Council Meeting Agenda:

Consent Agenda:

1. District 2 [Consideration and action pertaining to approval of an Intergovernmental Agreement with the Arizona Department of](#)

None
Michael

Transportation for the State Route 303 Loop and US 60 (Grand Avenue) traffic interchange landscape construction and maintenance; Resolution # 2016-16.

Boule,
Public
Works
Department

2. District Citywide Consideration and action pertaining to authorizing the submission, and if granted, the acceptance and execution, of the FY2017 Governor's Office of Highway Safety Grant application; Resolution # 2016-38. None
Terry Young,
Police Chief
3. District Citywide Consideration and action on the minutes of March 1, 2016 Regular City Council Work Session and Regular City Council Meeting. None
Sherry Ann Aguilar,
City Clerk

Regular Agenda Item - Public Hearing:

4. District 4 Consideration and action regarding a Major PAD Amendment/Rezone to the Canyon Ridge West PAD changing the zoning of the property from PAD (High Density Residential 9-22 DU/Ac) to PAD (Community Commercial); Ordinance # 2016-03. None
Robert Kuhfuss,
Community Development

Regular Agenda Item - Non-Public Hearing:

5. District Citywide Consideration and action pertaining to the funding recommendations for the Neighborhood Grant Applications for Fiscal Year 2015-16. Approve
Seth Dyson,
Human Service & Community Vitality
6. District Internal Consideration and action on appointing of Ira McCullough to fill a vacancy on the Personnel Appeals Board with a term expiration of September 11, 2016. The City Clerk will issue the Oath of Office after approval. None
Sherry Ann Aguilar, City Clerk
7. District Citywide Consideration and action pertaining to the Bell and Grand Temporary Sign and Temporary Use Permit Policy; Resolution # 2016-42. None
Eric Fitzer,
Community Development
8. District Citywide Presentation and discussion pertaining to review of operating programs. None
Lindsey Duncan,
Finance Director
9. District Citywide Consideration and action pertaining to establishing the City of Surprise Stormwater Utility; declaring the City's intent to create a stormwater rate and setting a date of May 17, 2016 for a public hearing on the proposed new utility rate; and adoption of the notice of intention; Ordinance # 2016-04. None
Terry Lowe,
Water Resource Management Director
10. District Citywide Consideration and action amending the fiscal year 2016 budget by reallocating appropriations of \$50,000 from Economic None
Jeanine

	<u>Development contingency fund to Economic Development operations fund to cover costs related to new and increased programming in facilitation of strategic business retention and marketing activities at the Bell and Grand project intersection; Resolution #2016-41.</u>	Jerkovic, Director Economic Development
11. District Citywide	<u>Consideration and action pertaining to approval of an Intergovernmental Agreement between the City of Surprise and the Arizona Board of Regents for the purpose of receiving federal grants and coordinating the creation of an Arizona military energy land use plan; Resolution # 2016-24.</u>	None Eric Fitzer, Community Development
12. District Citywide	<u>Consideration and action pertaining to amendment of the Surprise Municipal Code Chapter 42, Sections 3 through 6 and 11 associated with assessments for infrastructure improvements in advance of development; Ordinance # 2016-06.</u>	None Mike Gent, Public Works Director
13. District 5	<u>Consideration and action pertaining to an amendment of the FY2016 budget by reallocating appropriations and a transfer of actual funds to establish a capital project for infrastructure design for the Northwest corner of Greenway Road and South Civic Center Drive; Resolution # 2016-39.</u>	None Mike Gent: Public Works Director
14. District 1	<u>Consideration and action amending Surprise Municipal Code Sections 105-104 and 105-106 pertaining to Nuisance Property and crime free addendum by repealing same; Ordinance # 2016-07.</u>	None Robert Wingo, City Attorney
15. District Citywide	<u>Discussion and possible action pertaining to approval of a settlement in Edwards v City of Surprise.</u>	None Robert Wingo, City Attorney

J. Other Business and Future Agenda Items:

K. Mayor/Council Reports:

L. Executive Session:

16. District 1	<u>Consideration and action to enter into executive session for discussion and consultation for legal advice with the City Attorney pertaining to the Cactus Road alignment Right of way pursuant to A.R.S. 38-431.03(A)(3).</u>	None Robert Wingo, City Attorney
17. District 1	<u>Consideration and action to enter into executive session for discussion and consultation for legal advice with the City Attorney pertaining to Markham v. City of Surprise, et al. pursuant to A.R.S. 38-431.03(A)(3).</u>	None Robert Wingo, City Attorney
18. District Internal	<u>Discussion and action to enter executive session for discussion, consultation, and legal advice from the City Attorney pertaining to Edwards v. City of Surprise pursuant to Arizona Revised Statutes 38-431.03 (A)(3).</u>	None Robert Wingo, City Attorney

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).

M. Adjournment:

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED:

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

March 15, 2016 @ 6:00:00 PM

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Council Meeting Date:	March 15, 2016	Contact Person:	Michael Boule, Public Works Department
Submitting Department:	Public Works	District:	2
Staff Recommendations:	None		

Consent	x	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action pertaining to approval of an Intergovernmental Agreement with the Arizona Department of Transportation for the State Route 303 Loop and US 60 (Grand Avenue) traffic interchange landscape construction and maintenance; Resolution # 2016-16.

Motion:

I move to approve Resolution # 2016-16.

Background:

The second phase of the State Route 303 Loop and US 60 interchange improvements include the landscaping and aesthetics. This IGA outlines the responsibilities of the City and ADOT as it relates to the construction and ongoing operation and maintenance of the landscaping, irrigation and aesthetic improvements. This project is Federally funded and being administered by ADOT.

The landscape and aesthetic improvement design is currently 95 percent complete. The city has participated in the development of the improvement plans to ensure that the design meets all of our applicable standards.

Objective Analysis:

The objective of this project is to provide landscaping, irrigation, and aesthetic improvements to the State Route Loop 303 and Grand Avenue interchange and medians. The associated IGA and resolution memorialize the ongoing responsibilities of the landscaping irrigation and maintenance.

Policy Compliant:

This action is compliant with City and Council Policy.

Financial Impact:

ADOT will be funding the construction of landscaping, irrigation, and aesthetic improvements of this project. The City will be responsible for the ongoing operation and maintenance costs of the

improvements outlined within Exhibit A. The annual costs associated with these improvements are \$40,000.

Budget Impact:

The ongoing maintenance and operation costs associated with this item will be funded from the Highway User Revenue Fund and incorporated in the FY2017 budget.

FTE Impact:

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

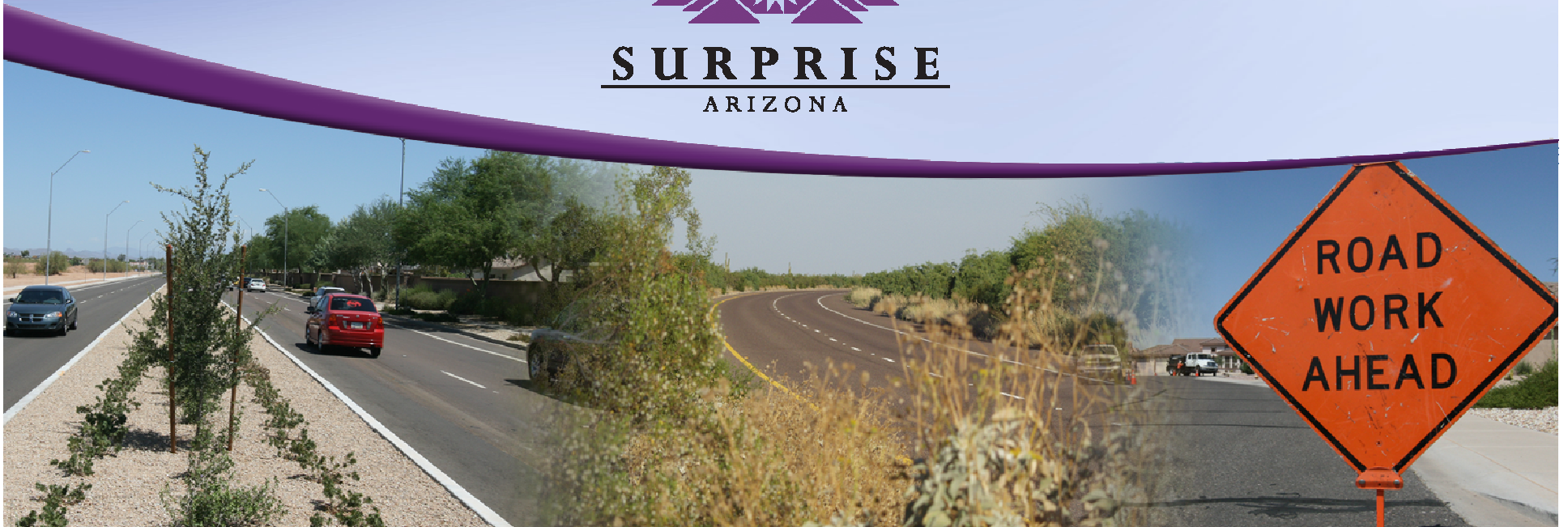
ATTACHMENTS:

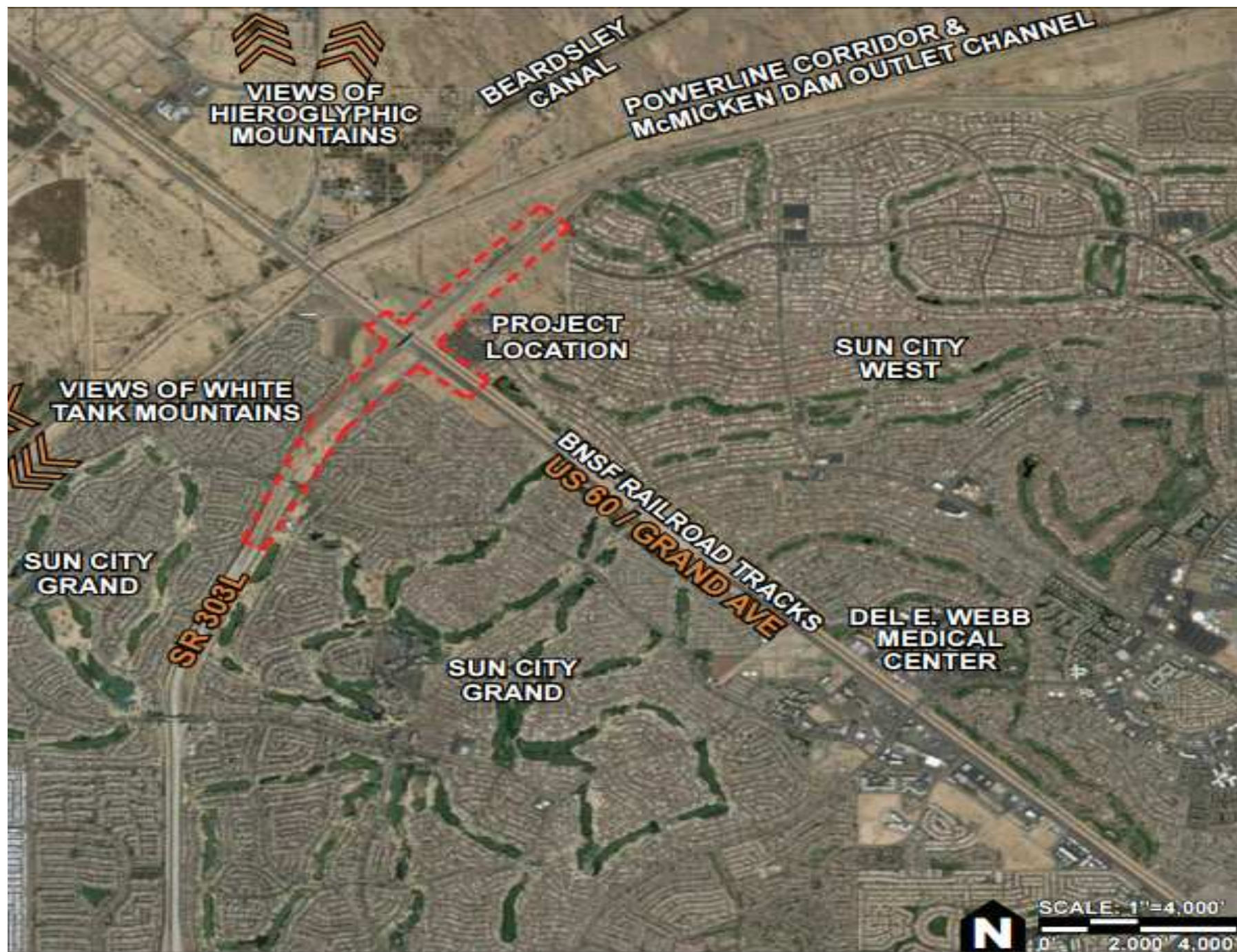
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- ☐ [Presentation](#)
 - ☐ [Resolution 2016-16](#)
 - ☐ [ADOT IGA](#)
 - ☐ [Exhibit A](#)
-

SR303 & Grand Ave. Landscape Construction & Maintenance Intergovernmental Agreement

March 15, 2016
Public Works Department







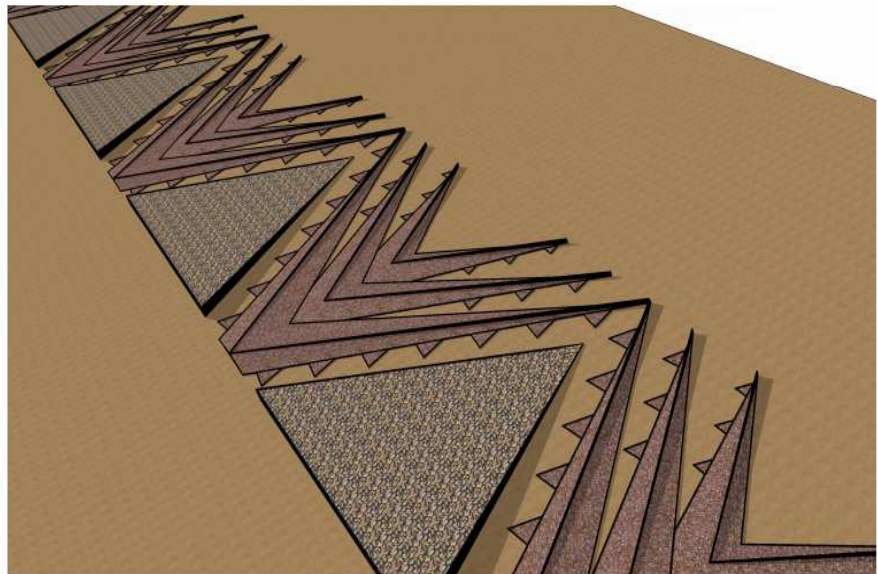
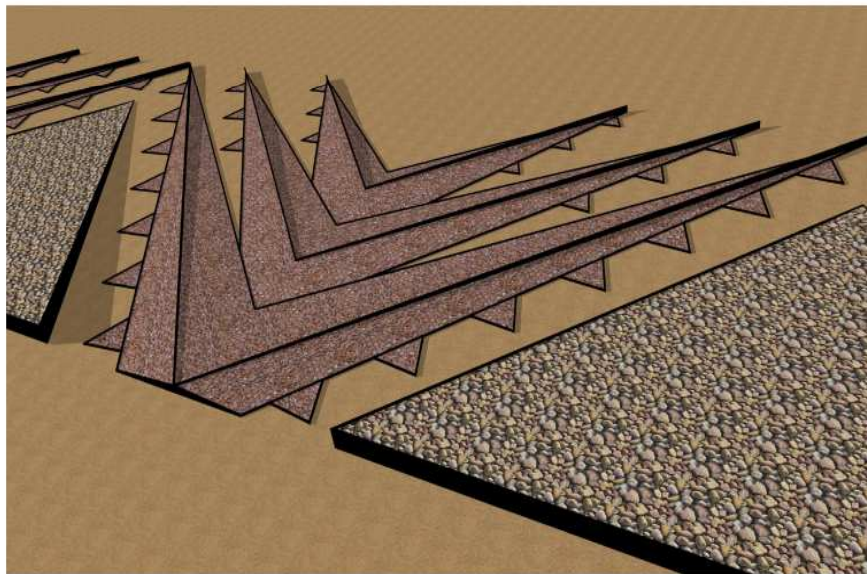
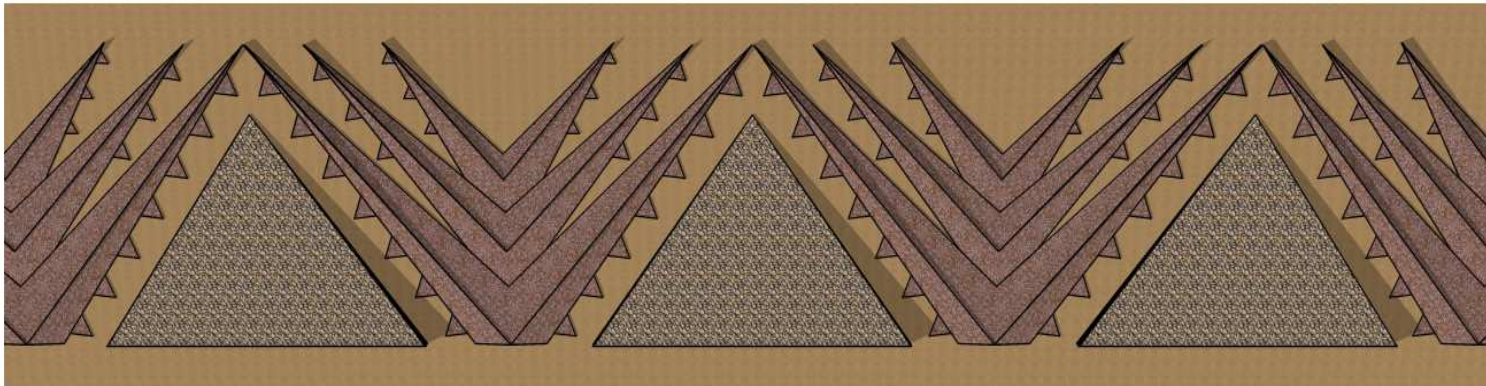
ADOT

US 60 (GRAND AVE)/SR 303L
INTERIM TRAFFIC INTERCHANGE LANDSCAPE DESIGN

TRACS
NUMBER:
H8737

Kimley»Horn
Expect More. Experience Better.

Agave Landform Graphic Concept



Triangle Emerging from Slope, Agave Height Variations



November 2015



ADOT

US 60 (GRAND AVE)/SR 303L
INTERIM TRAFFIC INTERCHANGE LANDSCAPE DESIGN

TRACS
NUMBER:
H8737

Kimley»Horn
Expect More. Experience Better.

Metal Graphics Concepts



Saguaro and Mountain Metal Graphics



Agave Metal Graphics



November 2015

Financial Impact:

- \$40,000 annually for landscape maintenance and irrigation
- City area of responsibility outlined in 'Exhibit A'- Rights-of-way along Grand Ave.
- No construction cost contribution
- No design cost contribution



RESOLUTION # 2016-16

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA APPROVING AN INTER-GOVERNMENTAL AGREEMENT WITH THE ARIZONA DEPARTMENT OF TRANSPORTATION PERTAINING TO THE STATE ROUTE 303 LOOP AND US 60 (GRAND AVENUE) TRAFFIC INTERCHANGE LANDSCAPE CONSTRUCTION AND MAINTENANCE.

WHEREAS, pursuant to Arizona Revised Statute §11-951, *et seq.*, The City of Surprise has the authority to enter into intergovernmental agreements with other governmental entities for the purposes set forth within;

WHEREAS, the parties desire to enter into an intergovernmental agreement in order to facilitate the State Route 303 Loop and US 60 (Grand Avenue) traffic interchange landscape construction and maintenance; and

WHEREAS, the Arizona Department of Transportation (“ADOT”) will receive and administer federal funding for the Route 303 Loop and US 60 (Grand Avenue) traffic interchange landscape improvements that benefit the City.

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

Section 1. The Intergovernmental Agreement between the City of Surprise and the ADOT, attached as Exhibit A, is approved.

Section 2. The City Manager, or his designee, is hereby authorized to execute and submit all documents and other necessary or desirable instruments in connection with said agreement.

APPROVED AND ADOPTED this ____ day of _____, 2016.

Sharon R. Wolcott, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney

EXHIBIT A

INTERGOVERNMENTAL AGREEMENT BETWEEN
THE CITY OF SURPRISE AND ADOT

ADOT CAR No.: IGA /JPA 15-0005558-I
AG Contract No.: P001 2015 003512
Project: Landscape Construction &
Maintenance
Section: SR303L/ US 60 (Grand Ave) Traffic
Interchange
Federal-aid No.: 000-303-A(224)Z
ADOT Project No.: H8737 01C
TIP/STIP No.: DOT15-199
**CFDA No.: 20.205 - Highway Planning
and Construction**
Budget Source Item No.: N/A

INTERGOVERNMENTAL AGREEMENT

BETWEEN
THE STATE OF ARIZONA
AND
CITY OF SURPRISE

THIS AGREEMENT is entered into this date _____, 2015, pursuant to the Arizona Revised Statutes §§ 11-951 through 11-954, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State") and the CITY OF SURPRISE, acting by and through its MAYOR and CITY COUNCIL (the "City"). The State and the City are collectively referred to as "Parties".

I. RECITALS

1. The State is empowered by Arizona Revised Statutes § 28-401 to enter into this Agreement and has delegated to the undersigned the authority to execute this Agreement on behalf of the State.

2. The City is empowered by Arizona Revised Statutes § 48-572 to enter into this Agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this Agreement on behalf of the City.

3. The State will design, advertise, award and administer the construction of landscaping on the existing Traffic Interchange (TI) at State Route (SR) 303L and US 60 (Grand Avenue), (the 'Project'). The Project limits include the areas between mile post (MP) 118.14 and MP 120.12 on SR 303L and between MP 138.07 and 139.50 on US 60 (Grand Avenue). The City will be responsible for the maintenance of the landscape and irrigation within the Project limits, as depicted in the attached Exhibit A.

4. The Parties will perform their responsibilities consistent with this Agreement, and any change or modification to the Project will only occur with the mutual written consent of both Parties.

5. The Project will be performed, completed, accepted and paid for in accordance with the requirements of the Project plans and specifications

THEREFORE, in consideration of the mutual covenants expressed herein, it is agreed as follows:

II. SCOPE OF WORK

1. The State will:

a. Prepare and provide the design plans, specifications and other such documents and services required for the construction bidding and construction of the Project and incorporate comments from the City as appropriate.

b. Proceed to advertise for, receive and open bids, award and enter into a contract(s) with a firm(s) for the construction of the Project. Administer contract(s) for the Project and make all payments to the contractor(s).

c. Provide decomposed granite, irrigation system, plants and/or seeding in the areas designated to be maintained by the City as shown on the attached Exhibit A, attached hereto and made a part hereof.

d. Upon completion of the Project's construction phase and during the contractor's maintenance and warranty period, be responsible, through its contractor, for maintenance of the landscaping, landform graphics, and the irrigation and electrical systems.

e. Upon completion of the Project, perform the final inspection and notify the City in writing that the Project has been constructed in accordance with the Project documents and has been satisfactorily completed.

f. At the conclusion of the contractor's maintenance and warranty period, referred to in the construction contract as the Landscape Establishment Phase, assume responsibility for maintenance of landscaping, landform graphics, and pay for irrigation system electric, including all testing, adjusting, repairing and operation of the irrigation system in the areas designated for the State to maintain as shown on the attached Exhibit A.

g. Shall maintain the landscape which consists of the care of all landscaping in accordance with accepted horticultural practices, keeping all areas free of weeds, undesirable grasses and litter, applying irrigation water, furnishing and applying pesticides to combat diseases and other pests, pruning and replanting as required to maintain the landscaping.

h. Be granted, without cost requirements, the right to enter City right-of-way as required to conduct any and all construction and pre-construction related activities for said Project, including without limitation, temporary construction easements or temporary rights of entry on to and over said rights-of-way of the City.

i. Issue, per established procedures of the State's Central District Permit Office, a valid blanket Encroachment Permit for the routine/normal maintenance and emergency maintenance work to be provided by the City within the State's rights-of-way. Process any other Encroachment Permits that may be needed to work within the State's right-of-way to effectively meet the obligations set forth for the City in this Agreement. The State agrees all activities that are reasonably required to be performed by the City under this Agreement shall be set forth in and covered by the appropriate Encroachment Permit.

j. Not be obligated to maintain the specified City portions of said Project should the City fail to budget or provide for proper and perpetual maintenance as set forth in this Agreement.

2. The City will:

a. Review the design documents required for construction of the Project and provide comments to the State as appropriate. Be responsible for any contractor claims for additional compensation caused by or attributable to the City.

b. Furnish all water at the design pressures stated in the design plans, for landscape installation during the construction phase, and all water thereafter necessary to properly maintain the landscape, within the City's limits, at the City's expense.

c. Reimburse the State for any irrigation line extensions that are required to bring irrigation lines up to State's Right of Way. The design at this point does not require any line extensions outside State's Right of Way.

d. Maintain both the irrigation and landscape along US 60 (Grand Avenue), for full width of landscaped area, within the Project limits, including the medians, as shown on the attached Exhibit A.

e. Agree to bear all costs of switching over the water lines for reclaimed and/or remediated water in the future for the landscaping. When the water lines switch over to reclaimed or remediated water, the water pressure range and volume will be consistent with the design parameters required for the landscaping. Reclaimed and/or remediated water shall be treated as required to ensure horticultural suitability as determined by the State.

f. Be responsible for all associated costs to incorporate the reclaimed and remediated water for the Project. Be responsible for operational and maintenance costs of the reclaimed and remediated water system which includes but not limited to; booster-pumps, filters, and other reclaimed/remediated features. Be responsible for repairing any disturbance of existing landscaping including but not limited to vegetation, decomposed granite, rock mulch, landform graphics and existing irrigation.

g. At the conclusion of the contractor's maintenance and warranty period, referred to in the construction contract as the Landscape Establishment Phase, assume responsibility for maintenance of landscaping, decomposed granite and/or seeding including all testing adjusting repairing and operation of the irrigation system in areas designated for the City as shown on the attached Exhibit A. At this time, the City shall assume responsibility of paying for the irrigation system electrical power necessary to operate the City's irrigation controllers.

h. Agree the landscape maintenance shall consist of the care of all landscaping in accordance with accepted horticultural practices, keeping all areas free of weeds, undesirable grasses and litter, applying irrigation water, furnishing and applying pesticides to combat diseases and other pests, repairing erosion, pruning and replanting as required to maintain the landscaping.

i. Certify that all necessary rights-of-way have been or will be acquired prior to advertisement for bids and certify that all obstructions or unauthorized encroachments of whatever nature, either above or below the surface of the Project area, have been removed from the proposed right-of-way, or will be removed prior to the start of construction, in accordance with The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended; 49 CFR 24.102 Basic Acquisition Policies; 49 CFR 24.4 Assurances, Monitoring and Corrective Action, parts (a) & (b) and ADOT ROW Manual: 8.02 Responsibilities, 8.03 Prime Functions, 9.07 Monitoring Process and 9.08 Certification of Compliance. Coordinate with the State's Right-of-Way personnel during any right-of-way process performed by the City, if applicable.

j. Comply with the 2009 Manual on Uniform Traffic Control Devices (MUTCD) (or latest edition) as published by the Federal Highway Administration (FHWA) and the current Arizona Supplement, as per Arizona Revised Statutes § 28-641, during all maintenance operations conducted by the City on State highway rights-of-way. Traffic Control plans will be reviewed and/or approved by and through the Arizona Department of Transportation (ADOT), Phoenix Maintenance District Permits Office.

k. Not permit or allow any encroachments upon or private use of the public right-of-way, except those authorized by permit. In the event of any unauthorized encroachment or improper use, the City shall take all necessary steps to remove or prevent any such encroachment or use.

l. Grant to the State, its agents and/or contractors, without cost, the right to enter City rights-of-way, as required, to conduct any and all construction and preconstruction related activities for the Project, including without limitation, temporary construction easements or temporary rights of entry on, to and over City rights-of-way.

m. Request and maintain, per established procedures of the State's Central District Permit Office, a valid blanket Encroachment Permit for the routine/normal maintenance and emergency maintenance work provided by the City within the State's rights-of-way. Agree to obtain separate permits for any new construction and/or installations in accordance with the Central District established procedures. The City agrees all activities performed by the City under this Agreement shall be set forth in and covered by the appropriate Encroachment Permit.

n. Upon completion of the Project, assume maintenance responsibility of the landscape and irrigation within the Project limits, as depicted in the attached Exhibit A at its sole expense.

III. MISCELLANEOUS PROVISIONS

1. The terms, conditions and provisions of this Agreement shall remain in full force and effect until completion of the Project and all reimbursements provided herein. All maintenance obligations contained herein shall be perpetual. This Agreement may be cancelled at any time prior to the award of a Project construction contract, upon thirty (30) days written notice to the other Party. It is further understood and agreed that, in the event City cancels this Agreement, the State shall have no other obligation to continue with the Project.

2. To the extent permitted by law, the City hereby agrees to save and hold harmless, defend and indemnify from loss the State, any of its departments, agencies, officers or employees from any and all liability, costs and/or damage incurred by any of the above arising or resulting from the Agreement; and from any other liability, damage to any person or property whatsoever, which is caused by any activity, negligence, condition, misrepresentation, directives, instruction or event arising out of the performance or non-performance of any provisions of this Agreement by (a) the State, any of its departments, agencies, officers and employees, or its independent contractors; or (b) the City, any of its agents, officers and employees, or its independent contractors. Costs incurred by the State, any of its departments, agencies, officers or employees shall include in the event of any action, court costs, and expenses of litigation and attorneys' fees.

3. This Agreement shall become effective upon signing and dating of the Determination Letter by the State's Attorney General.

4. The cost of the Project under this Agreement includes indirect costs approved by FHWA, as applicable.

5. Should the federal funding related to this Project be terminated or reduced by the federal government, or Congress rescinds, fails to renew, or otherwise reduces apportionments or obligation authority, the State shall in no way be obligated for funding or liable for any past, current or future expenses under this Agreement.

6. The Parties warrant compliance with the Federal Funding Accountability and Transparency Act of 2006 and associated 2008 Amendments (the "Act"). Additionally, in a timely manner, the City will provide information that is requested by the State to enable the State to comply with the requirements of the Act, as may be applicable.

7. This Agreement may be cancelled in accordance with Arizona Revised Statutes § 38-511.

8. The provisions of Arizona Revised Statutes § 35-214 are applicable to this Agreement.

9. This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable Federal regulations under the Act, including 28 CFR Parts 35 and 36. The Parties to this Agreement shall comply with Executive Order Number 09-09 issued by the Governor of the State of Arizona and incorporated herein by reference regarding "Non-Discrimination".

10. Non-Availability of Funds: Every obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the fulfillment of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State at the end of the period for which the funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments as a result of termination under this paragraph.

11. In the event of any controversy which may arise out of this Agreement, the Parties hereto agree to abide by required arbitration as is set forth for public works contracts in Arizona Revised Statutes § 12-1518.

12. The Parties shall comply with the applicable requirements of Arizona Revised Statutes § 41-4401 and Title 34 of the Arizona Revised Statutes.

13. The Parties hereto shall comply with all applicable laws, rules, regulations and ordinances, as may be amended.

14. All notices or demands upon any Party to this Agreement shall be in writing and shall be delivered in person or sent by mail, addressed as follows:

Arizona Department of Transportation
Joint Project Administration
205 S. 17th Avenue, Mail Drop 637E
Phoenix, Arizona 85007
(602) 712-7124
(602) 712-3132 Fax

City of Surprise
Attn: Michael Boule
16000 N. Civic Center Plaza
Surprise, Arizona 85374
Phone (623) 222-1000
Fax (623) 222-1021

15. In accordance with Arizona Revised Statutes § 11-952 (D) attached hereto and incorporated herein is the written determination of each Party's legal counsel and that the Parties are authorized under the laws of this State to enter into this Agreement and that the Agreement is in proper form.

IN WITNESS WHEREOF, the Parties have executed this Agreement the day and year first above written.

CITY OF SURPRISE

By _____
SHARON WOLCOTT
Mayor

STATE OF ARIZONA

Department of Transportation

By _____
STEVE BOSCHEN, P.E.
ITD Director

ATTEST:

By _____
SHERRY AGUILAR
City Clerk

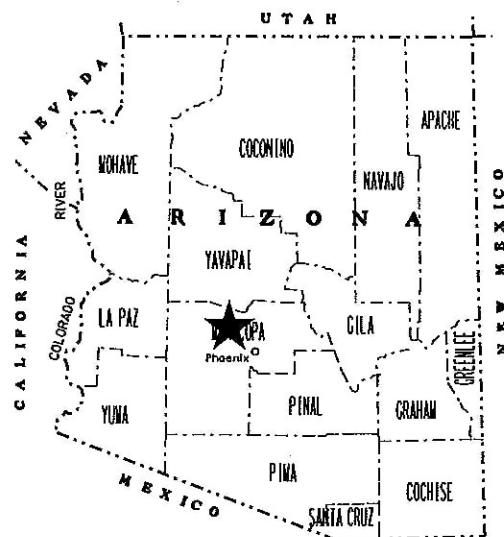
ATTORNEY APPROVAL FORM FOR THE CITY OF SURPRISE

I have reviewed the above referenced Intergovernmental Agreement between the State of Arizona, acting by and through its DEPARTMENT OF TRANSPORTATION, and the CITY OF SURPRISE, an agreement among public agencies which, has been reviewed pursuant to Arizona Revised Statutes §§ 11-951 through 11-954 and declare this Agreement to be in proper form and within the powers and authority granted to the City under the laws of the State of Arizona.

No opinion is expressed as to the authority of the State to enter into this Agreement.

DATED this _____ day of _____, 2015.

City Attorney



STATE OF ARIZONA
DEPARTMENT OF TRANSPORTATION
INTERMODAL TRANSPORTATION DIVISION

ADOT

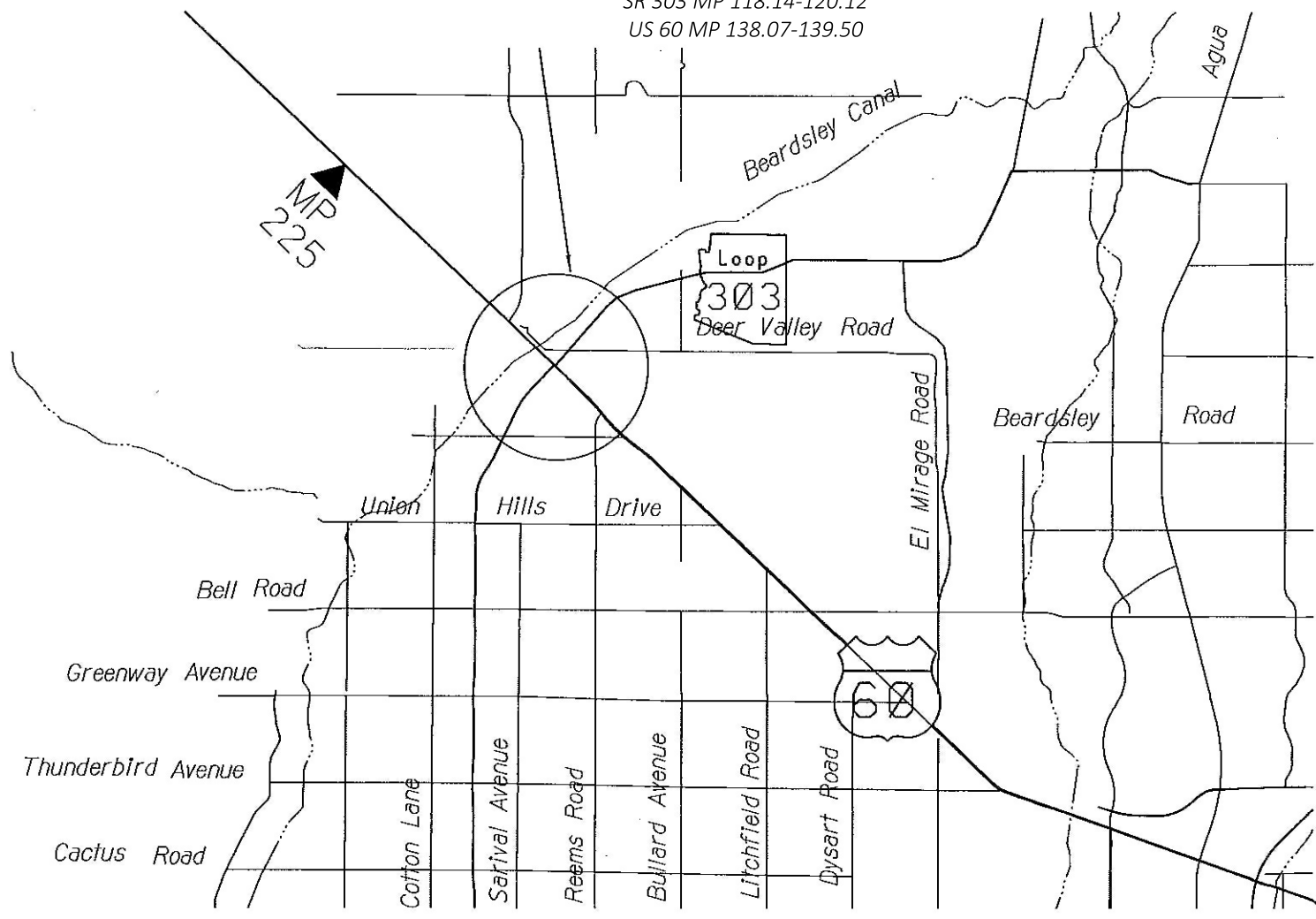
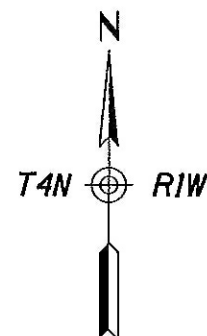
PROJECT PLANS

STATE HIGHWAY
STATE ROUTE 303L

LANDSCAPE DESIGN

SR 303 MP 118.14-120.12

US 60 MP 138.07-139.50



Constructed by:

Construction Company

Completion Date

Red-Lines by:

Construction Administrator Name & Company

Completion Date

Record Drawings by:

Record Drawings Designer Name & Company

Completion Date

US 60 (GRAND AVENUE)/SR 303L INTERIM T.I.

PROJECT NO. 303 MA 118 H8737 01 D

FEDERAL AID NO. 000-303-A(224)Z

LANDSCAPE MAINTENANCE EXHIBIT

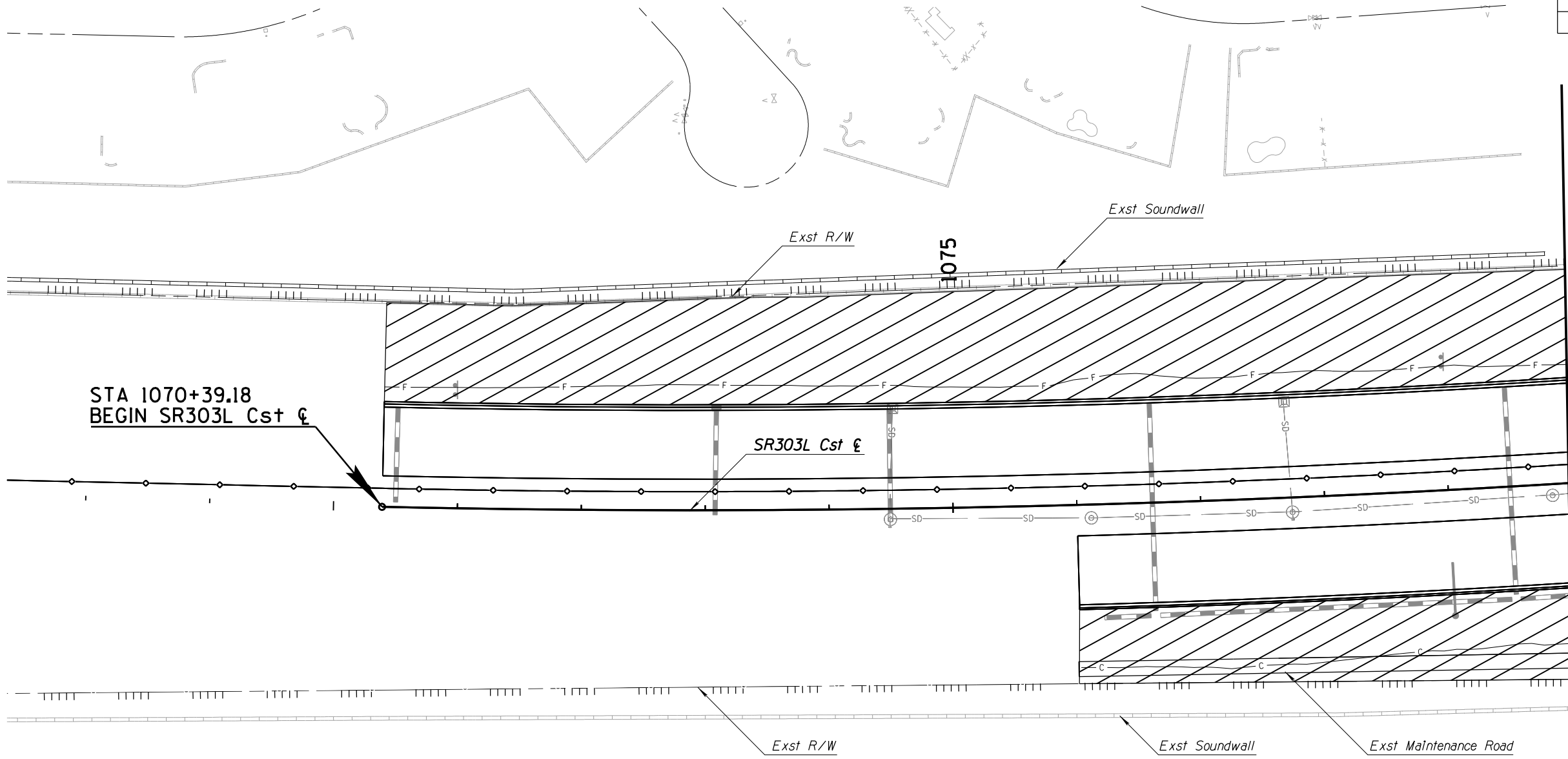
ARIZONA DEPARTMENT OF TRANSPORTATION
INTERMODAL TRANSPORTATION DIVISION
DALLAS HAMMIT, P.E., STATE ENGINEER

REC. DWGS. DATA	REC. DWG. DATE	OF
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DATE- LOCATION- REVISIONS- FINISHED PLANS- SURVEY NO. DATE- LOCATION- REVISIONS- FINISHED PLANS- SURVEY NO.

F.H.W.A. REGION	STATE	PROJECT NO.	SHEET NO.	TOTAL SHEETS	RECORD DRAWING
9	ARIZ.	303-A(224)Z	1	12	

303 MA 118



STA 1070+39.18
BEGIN SR303L Cst C

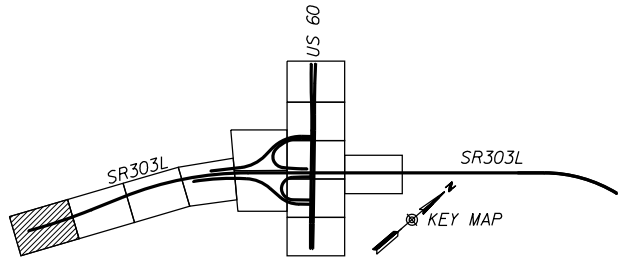
SR303L Cst C

Exst R/W

Exst Soundwall

Exst Maintenance Road

MATCHLINE STA 1080+00 SHEET M-1.02



KEY MAP

SYMBOL	DESCRIPTION
	ADOT Maintained Landscape
	City of Surprise Maintained Landscape

DESIGN	ASB	DATE	11/15	ARIZONA DEPARTMENT OF TRANSPORTATION INTERMODAL TRANSPORTATION DIVISION ROADSIDE DEVELOPMENT SERVICES	PRELIMINARY STAGE IV 95% Review NOT FOR CONSTRUCTION OR RECORDING
DRAWN	MAP	DATE	11/15		
CHECKED	ASB	DATE	11/15		
Kimley»Horn © 2015 KIMLEY-HORN AND ASSOCIATES, INC.				SR303L MAINTENANCE EXHIBIT STA 1070+38.93 TO STA 1080+00	
ROUTE	SR 303L			LOCATION	US 60 (GRAND AVE) / SR303L TI
TRACS NO. H8737 01D					000-303-A(224)Z
					DWG NO. M-1.01
					OF

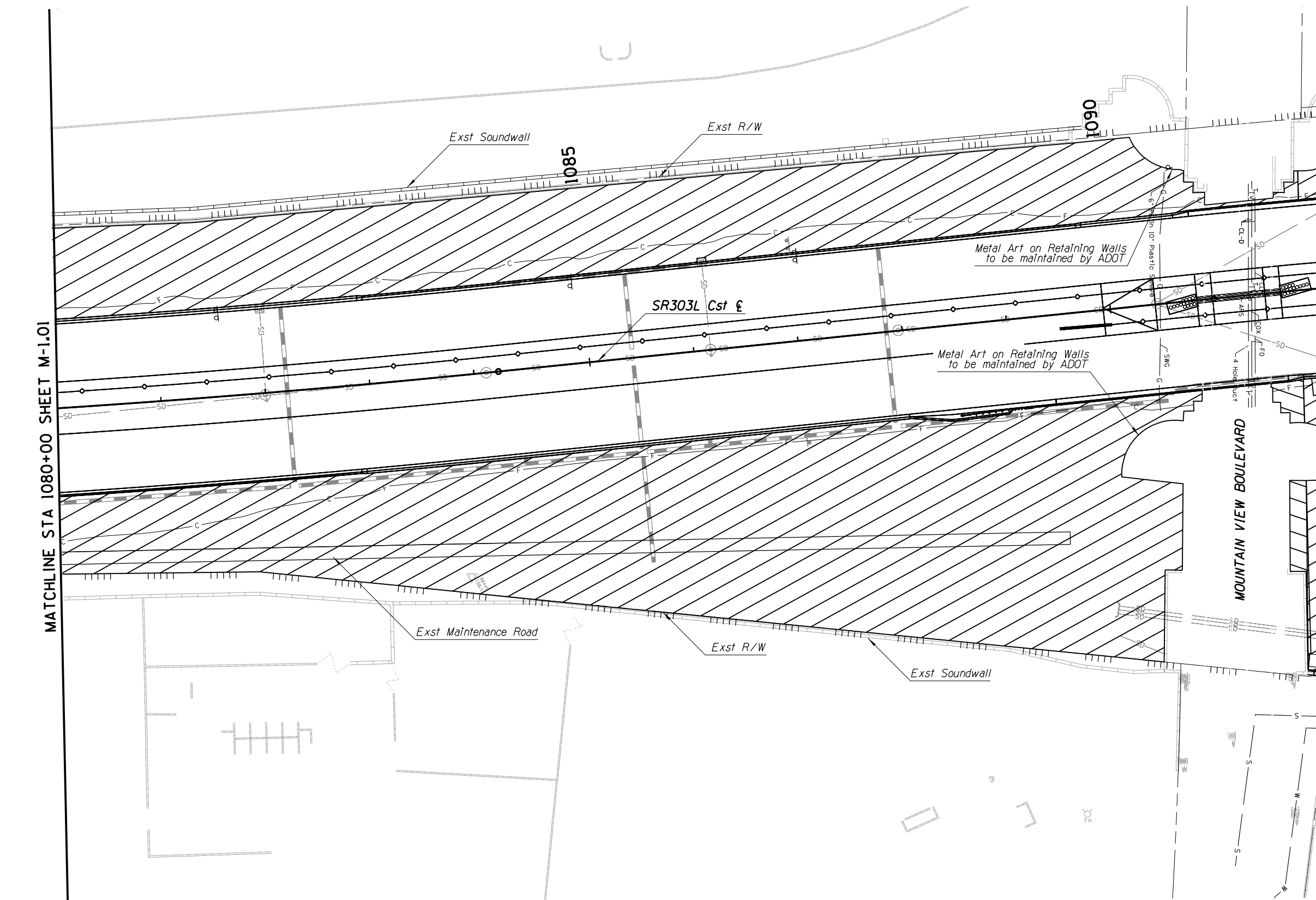
F.H.W.A. REGION	STATE	PROJECT NO.	SHEET NO.	TOTAL SHEETS	RECORD DRAWING
9	ARIZ.	303-A(224)Z	2	12	

303 MA 118

MATCHLINE STA 1080+00 SHEET M-1.01

MATCHLINE STA 1092+00 SHEET M-1.03

MOUNTAIN VIEW BOULEVARD



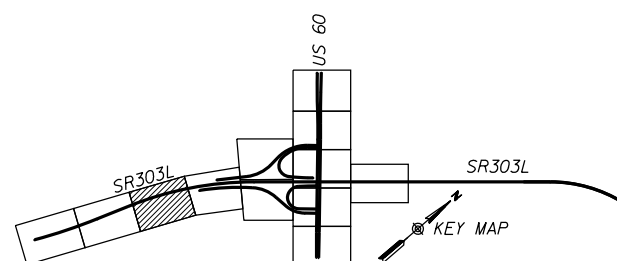
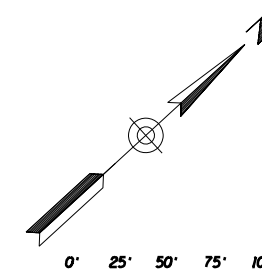
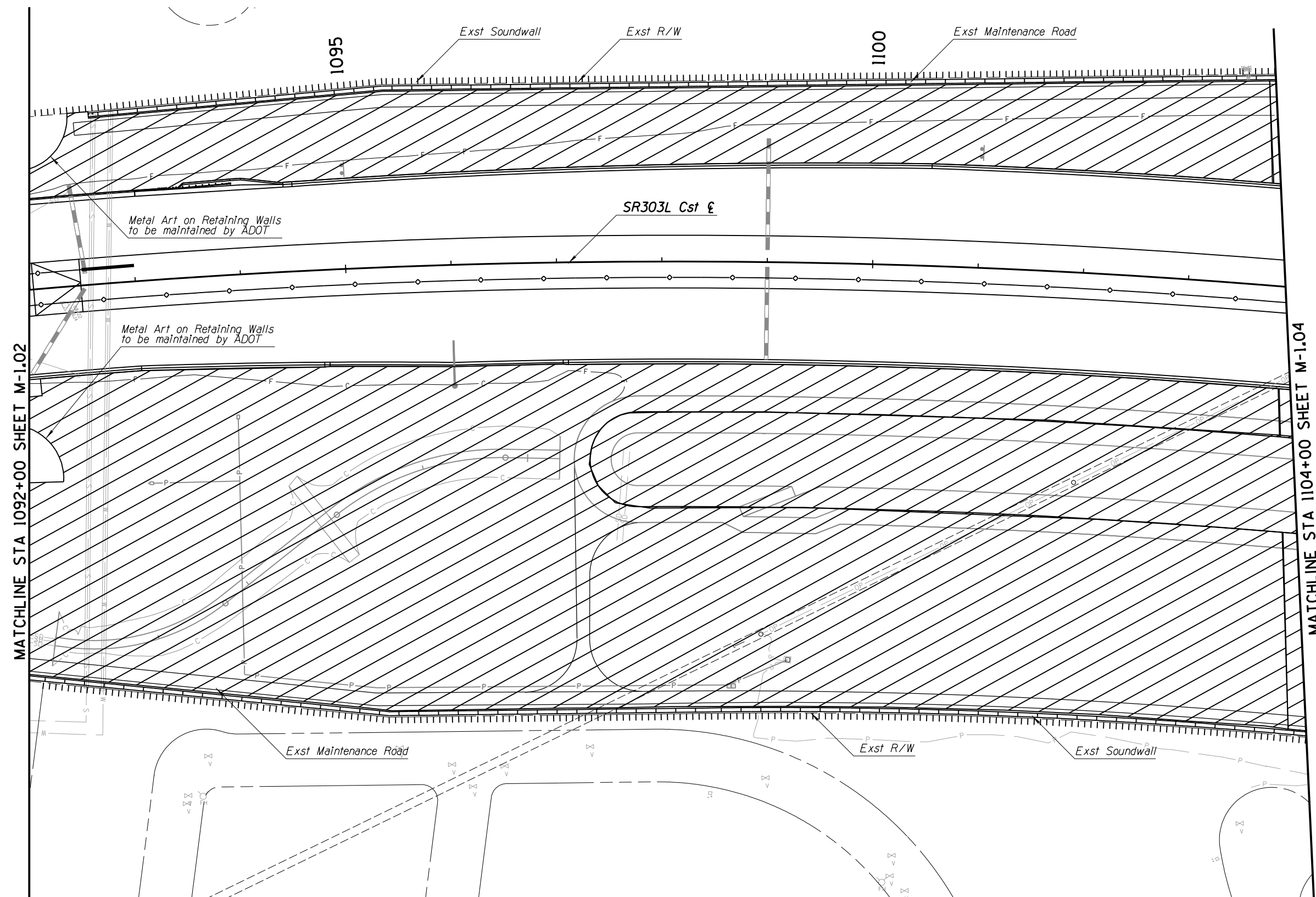
- NOTES:
1. Metal icons on Mountain View Boulevard bridge and rounded retaining walls are to be maintained by ADOT.
 2. All landscape inside of retaining walls and tangent to soundwall to be maintained by Sun City.

SYMBOL	DESCRIPTION
	ADOT Maintained Landscape
	City of Surprise Maintained Landscape

DESIGN	NAME	DATE	ARIZONA DEPARTMENT OF TRANSPORTATION INTERMODAL TRANSPORTATION DIVISION ROADSIDE DEVELOPMENT SERVICES	PRELIMINARY STAGE IV 95% Review NOT FOR CONSTRUCTION OR RECORDING
DRAWN	ASB	11/15		
CHECKED	ASB	11/15		
Kimley»Horn © 2015 KIMLEY-HORN AND ASSOCIATES, INC.			SR303L MAINTENANCE EXHIBIT STA 1080+00 TO STA 1092+00	
ROUTE	LOCATION	US 60 (GRAND AVE) / SR303L TI		
TRACS NO. H8737 01D			000-303-A(224)Z	DWG NO. M-1.02 OF

F.H.W.A. REGION	STATE	PROJECT NO.	SHEET NO.	TOTAL SHEETS	RECORD DRAWING
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303 MA 118

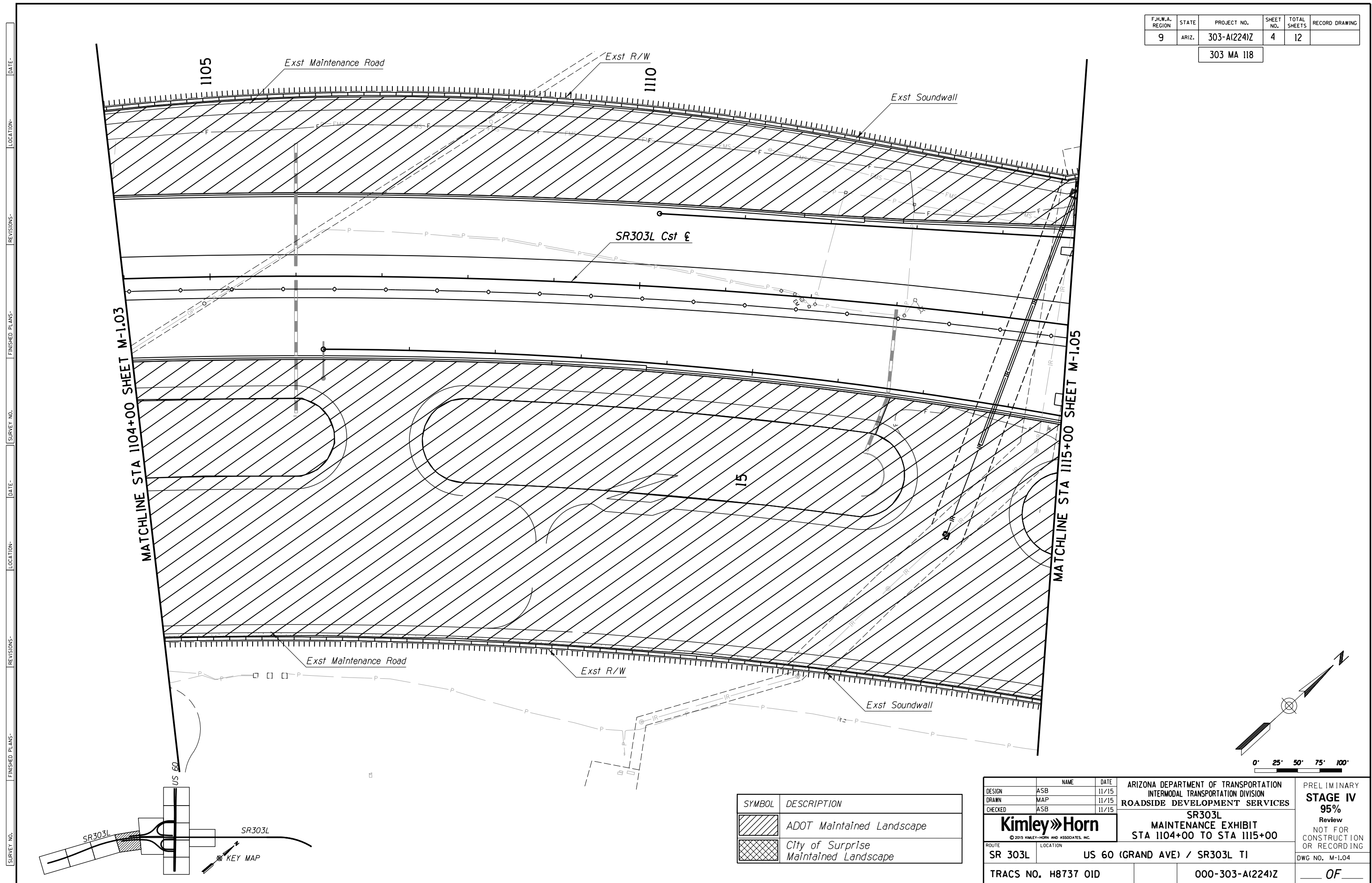


SYMBOL	DESCRIPTION
	ADOT Maintained Landscape
	City of Surprise Maintained Landscape

		NAME	DATE	ARIZONA DEPARTMENT OF TRANSPORTATION INTERMODAL TRANSPORTATION DIVISION ROADSIDE DEVELOPMENT SERVICES		PRELIMINARY STAGE IV 95% Review NOT FOR CONSTRUCTION OR RECORDING
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CHECKED	ASB	11/15				
 © 2015 KIMLEY-HORN AND ASSOCIATES, INC.						
ROUTE		LOCATION				
SR 303L		US 60 (GRAND AVE) / SR303L TI				
TRACS NO. H8737 OLD					000-303-A(224)Z	OF

F.H.W.A. REGION	STATE	PROJECT NO.	SHEET NO.	TOTAL SHEETS	RECORD DRAWING
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303 MA 118



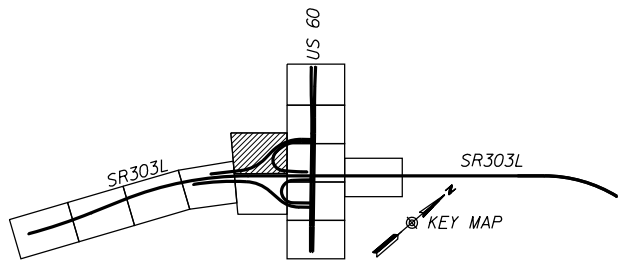
F.H.W.A. REGION	STATE	PROJECT NO.	SHEET NO.	TOTAL SHEETS	RECORD DRAWING
9	ARIZ.	303-A(224)Z	5	12	

303 MA 118

MATCHLINE STA 1115+00 SHEET M-1.04

MATCHLINE STA 1126+00 SHEET M-1.07

MATCHLINE SHEET M-1.06



SYMBOL	DESCRIPTION
	ADOT Maintained Landscape
	City of Surprise Maintained Landscape

DESIGN	ASB	NAME	DATE
DRAWN	MAP		11/15
CHECKED	ASB		11/15

ARIZONA DEPARTMENT OF TRANSPORTATION
INTERMODAL TRANSPORTATION DIVISION
ROADSIDE DEVELOPMENT SERVICES

SR303L
MAINTENANCE EXHIBIT
STA 1115+00 TO STA 1126+00

PRELIMINARY
STAGE IV
95%
Review
NOT FOR
CONSTRUCTION
OR RECORDING

ROUTE
SR 303L

LOCATION
US 60 (GRAND AVE) / SR303L TI

TRACS NO. H8737 01D

000-303-A(224)Z

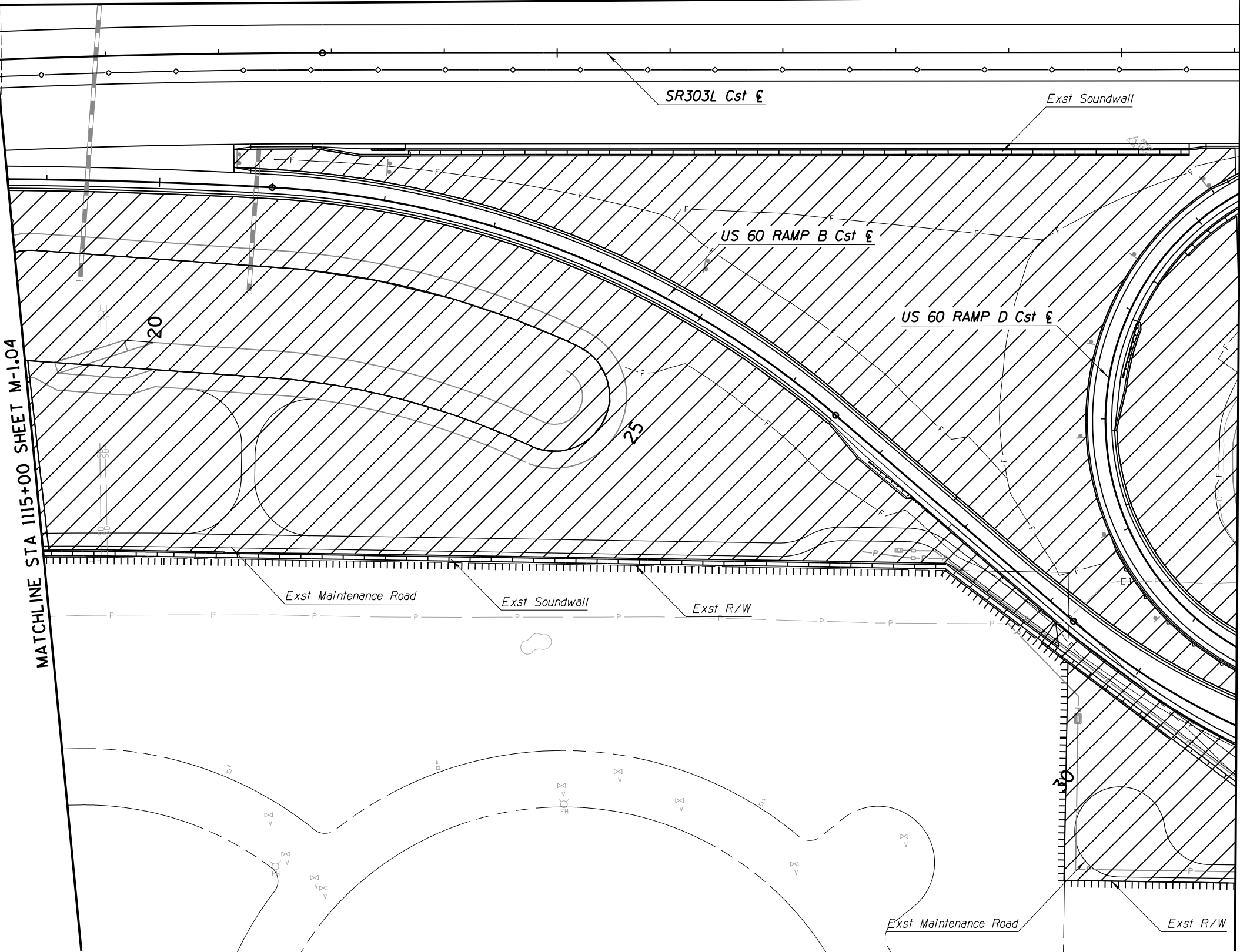
DWG NO. M-1.05

OF

MATCHLINE SHEET M-1.05

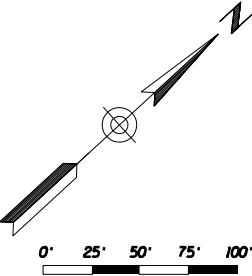
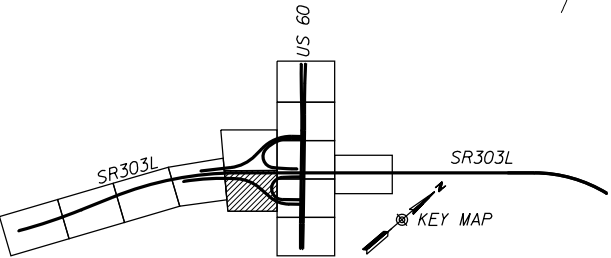
F.H.W.A. REGION	STATE	PROJECT NO.	SHEET NO.	TOTAL SHEETS	RECORD DRAWING
9	ARIZ.	303-A(224)Z	6	12	

303 MA 118



MATCHLINE STA 1115+00 SHEET M-1.04

MATCHLINE STA 1126+00 SHEET M-1.07

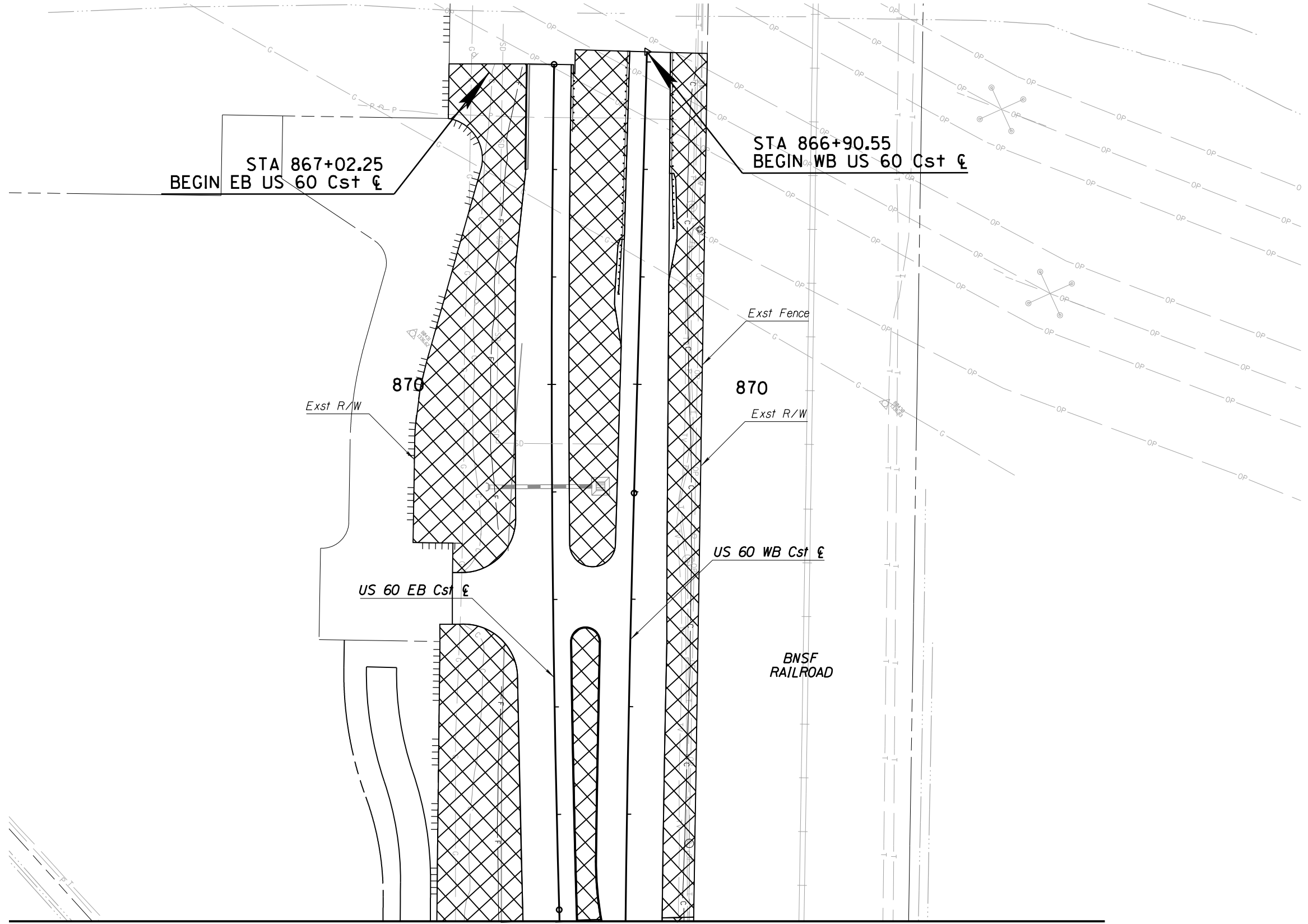


SYMBOL	DESCRIPTION
	ADOT Maintained Landscape
	City of Surprise Maintained Landscape

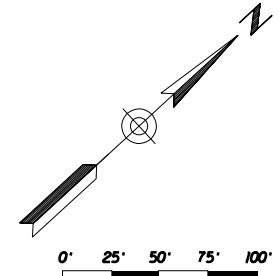
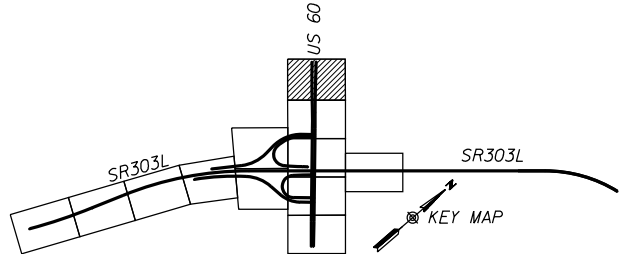
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ROUTE	SR 303L			LOCATION	US 60 (GRAND AVE) / SR303L TI
TRACS NO. H8737 01D				000-303-A(224)Z	
				DWG NO. M-1.06	
				OF	

DATE- LOCATION- REVISIONS- FINISHED PLANS- SURVEY NO. DATE- LOCATION- REVISIONS- FINISHED PLANS- SURVEY NO.

F.H.W.A. REGION	STATE	PROJECT NO.	SHEET NO.	TOTAL SHEETS	RECORD DRAWING
9	ARIZ.	303-A(224)Z	7	12	
303 MA 118					



MATCHLINE STA 875+00 SHEET M-1.08



SYMBOL	DESCRIPTION
	ADOT Maintained Landscape
	City of Surprise Maintained Landscape

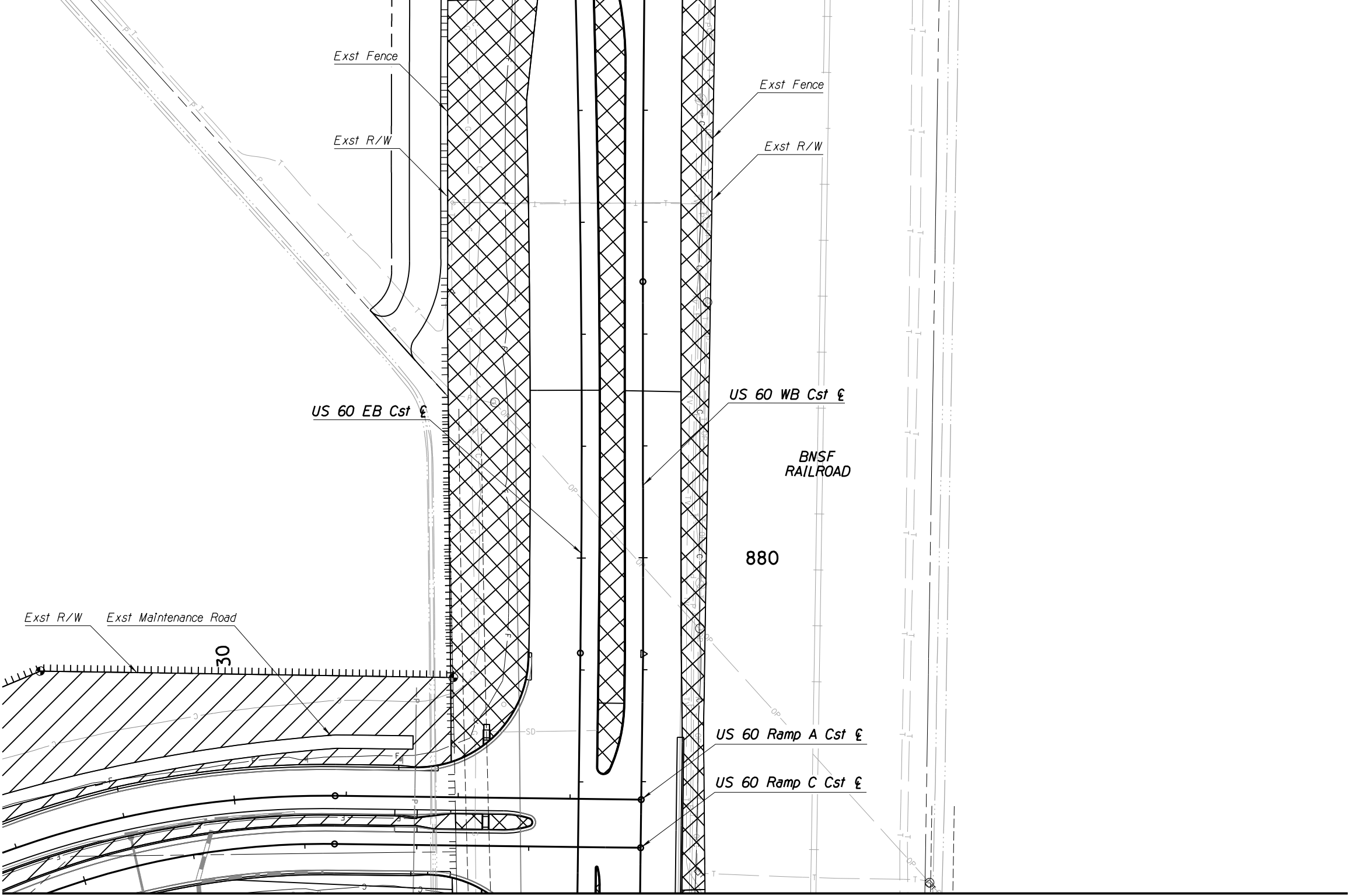
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DRAWN	MAP		11/15		
CHECKED	ASB		11/15		
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ROUTE	LOCATION			DWG NO. M-1.07	
SR 303L	US 60 (GRAND AVE) / SR303L TI				
TRACS NO. H8737 01D			000-303-A(224)Z	___ <i>OF</i> ___	

DATE- LOCATION- REVISIONS- FINISHED PLANS- SURVEY NO. DATE- LOCATION- REVISIONS- FINISHED PLANS- SURVEY NO.

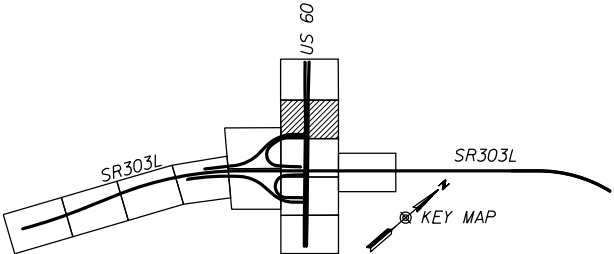
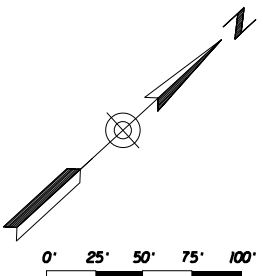
F.H.W.A. REGION	STATE	PROJECT NO.	SHEET NO.	TOTAL SHEETS	RECORD DRAWING
9	ARIZ.	303-A(224)Z	8	12	

303 MA 118

MATCHLINE STA 875+00 SHEET M-1.07



MATCHLINE STA 883+00 SHEET M-1.09



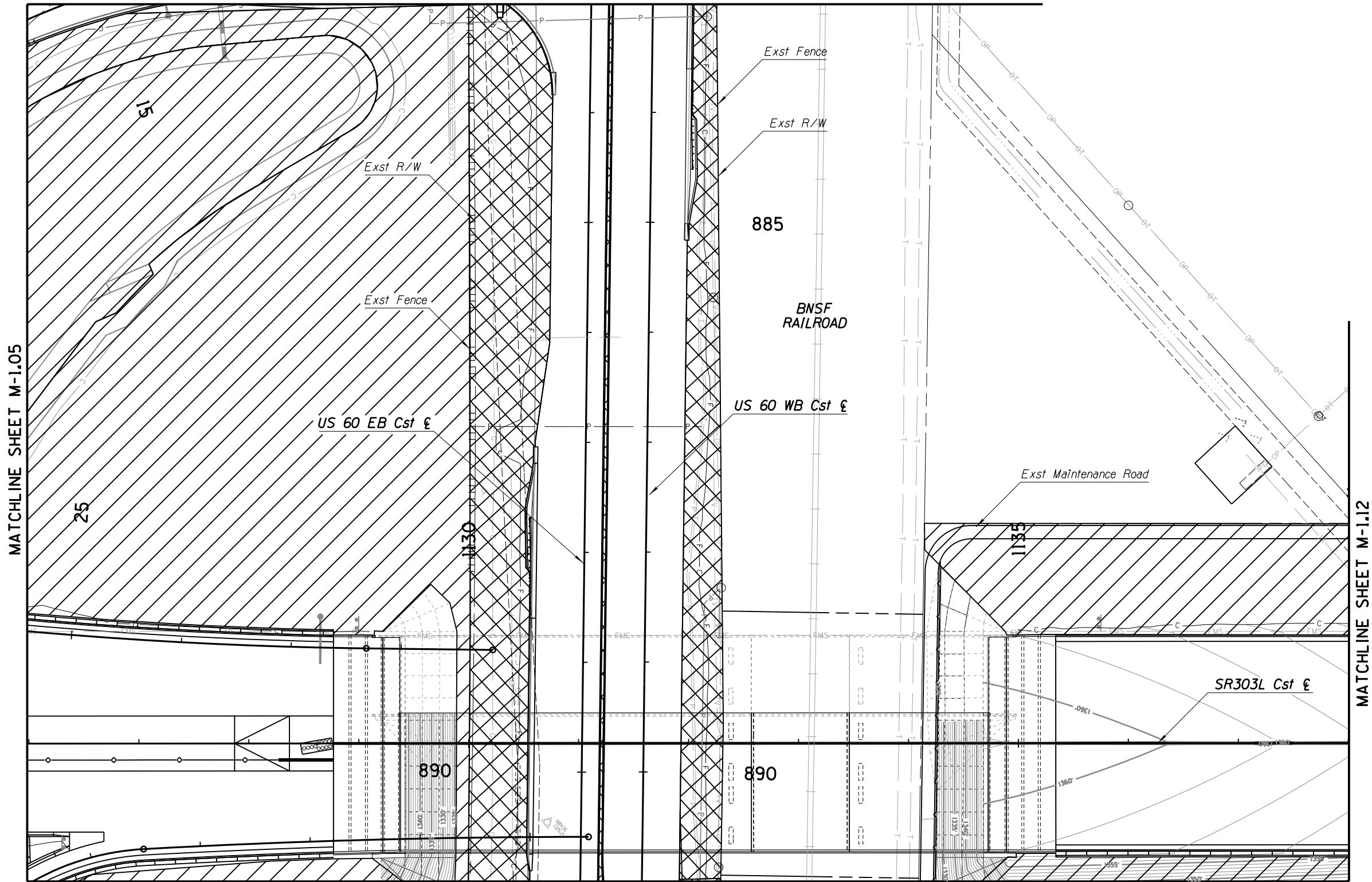
SYMBOL	DESCRIPTION
	ADOT Maintained Landscape
	City of Surprise Maintained Landscape

		NAME	DATE	ARIZONA DEPARTMENT OF TRANSPORTATION INTERMODAL TRANSPORTATION DIVISION ROADSIDE DEVELOPMENT SERVICES	PRELIMINARY STAGE IV 95% Review NOT FOR CONSTRUCTION OR RECORDING
DESIGN	ASB		11/15		
DRAWN	MAP		11/15		
CHECKED	ASB		11/15		
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ROUTE		LOCATION		DWG NO. M-1.08	
SR 303L		US 60 (GRAND AVE) / SR303L TI			
TRACS NO. H8737 01D				000-303-A(224)Z	___ OF ___

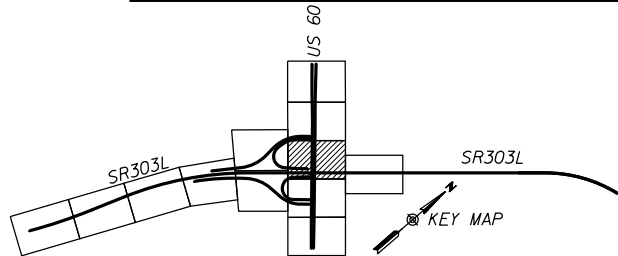
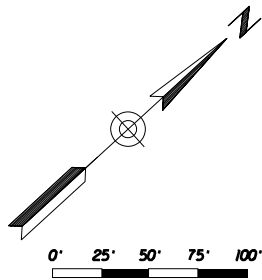
F.H.W.A. REGION	STATE	PROJECT NO.	SHEET NO.	TOTAL SHEETS	RECORD DRAWING
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303 MA 118

MATCHLINE STA 883+00 SHEET M-1.08



MATCHLINE STA 891+00 SHEET M-1.10



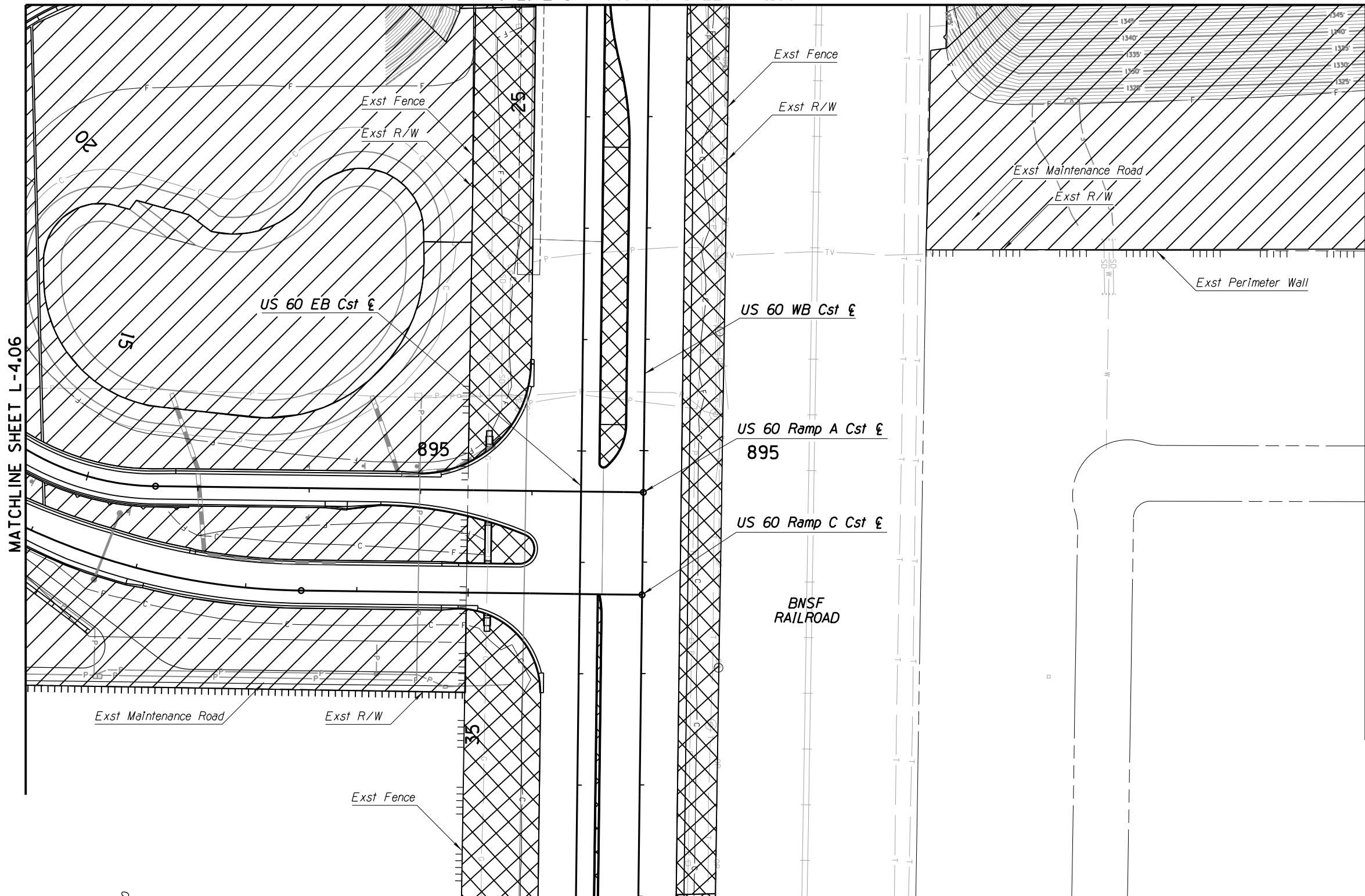
SYMBOL	DESCRIPTION
	ADOT Maintained Landscape
	City of Surprise Maintained Landscape

		NAME	DATE	ARIZONA DEPARTMENT OF TRANSPORTATION INTERMODAL TRANSPORTATION DIVISION ROADSIDE DEVELOPMENT SERVICES	PRELIMINARY STAGE IV 95% Review NOT FOR CONSTRUCTION OR RECORDING
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DRAWN	MAP		11/15		
CHECKED	ASB		11/15		
Kimley»Horn © 2015 KIMLEY-HORN AND ASSOCIATES, INC.				US60 MAINTENANCE EXHIBIT STA 883+00 TO STA 891+00	
ROUTE		LOCATION			
SR 303L		US 60 (GRAND AVE) / SR303L TI			
TRACS NO. H8737 OID				000-303-A(224)Z	
					___ <i>OF</i> ___

F.H.W.A. REGION	STATE	PROJECT NO.	SHEET NO.	TOTAL SHEETS	RECORD DRAWING
9	ARIZ.	303-A(224)Z	10	12	

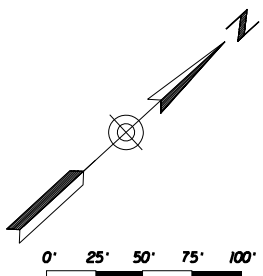
303 MA 118

MATCHLINE STA 891+00 SHEET M-1.09



MATCHLINE SHEET L-4.12

MATCHLINE STA 899+00 SHEET M-1.11



SYMBOL	DESCRIPTION
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	City of Surprise Maintained Landscape

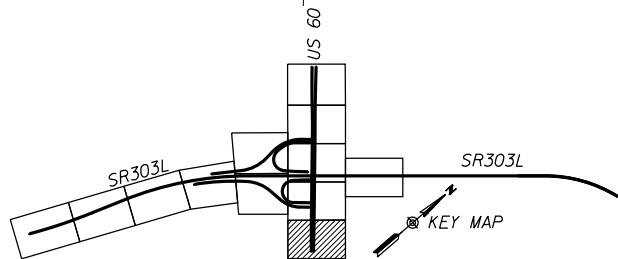
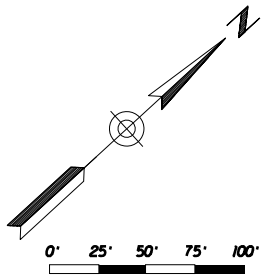
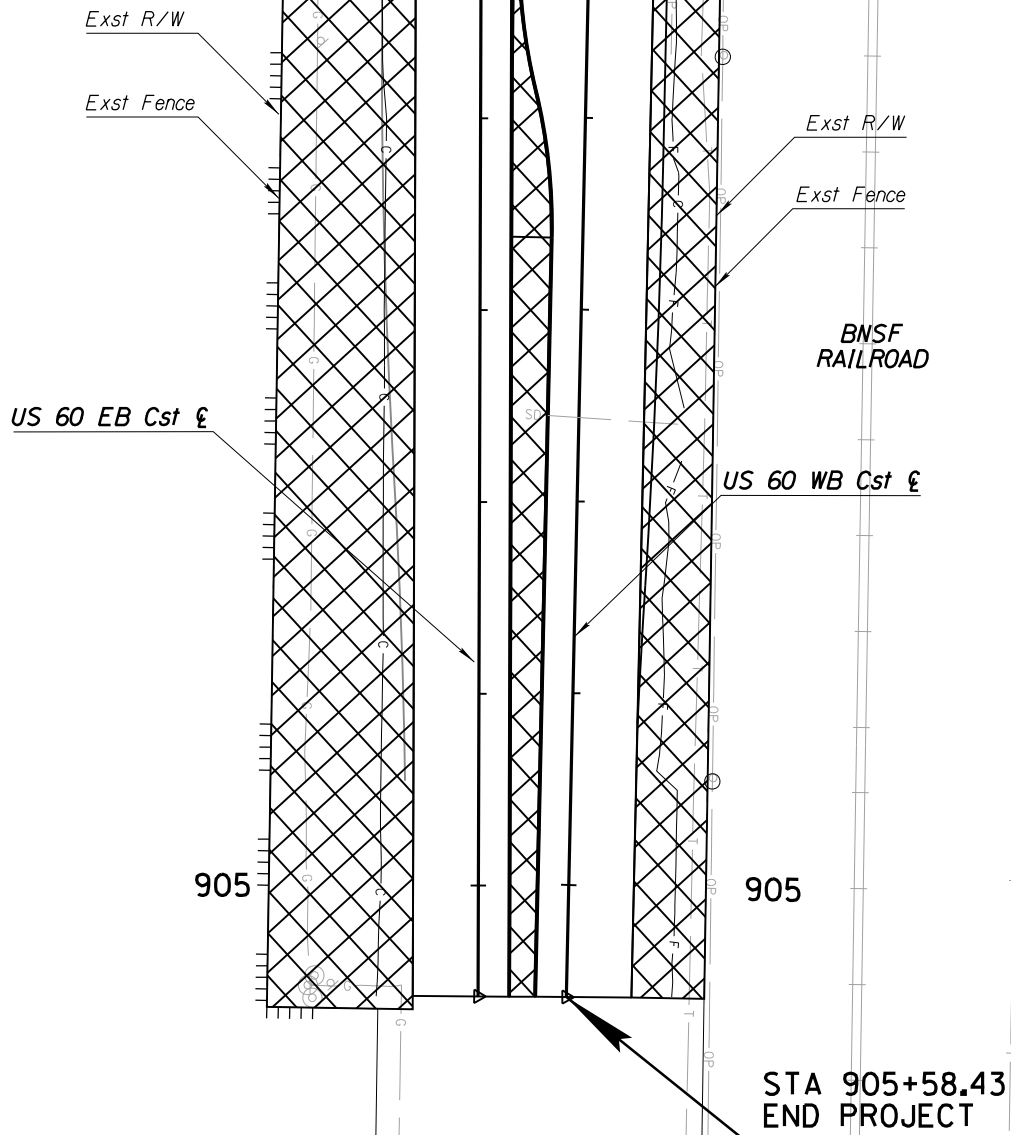
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DESIGN	ASB		11/15		
DRAWN	MAP		11/15		
CHECKED	ASB		11/15	US60 MAINTENANCE EXHIBIT STA 891+00 TO STA 899+00	
Kimley»Horn © 2015 KIMLEY-HORN AND ASSOCIATES, INC.					
ROUTE	LOCATION				
SR 303L		US 60 (GRAND AVE) / SR303L TI			DWG NO. M-1.10
TRACS NO. H8737 OID				000-303-A(224)Z	___ <i>OF</i> ___

SURVEY NO. LOCATION- REVISIONS- FINISHED PLANS- DATE- SURVEY NO. LOCATION- REVISIONS- FINISHED PLANS- DATE- SURVEY NO. LOCATION- REVISIONS- FINISHED PLANS- DATE-

F.H.W.A. REGION	STATE	PROJECT NO.	SHEET NO.	TOTAL SHEETS	RECORD DRAWING
9	ARIZ.	303-A(224)Z	11	12	

303 MA 118

MATCHLINE STA 899+00 SHEET M-1.10

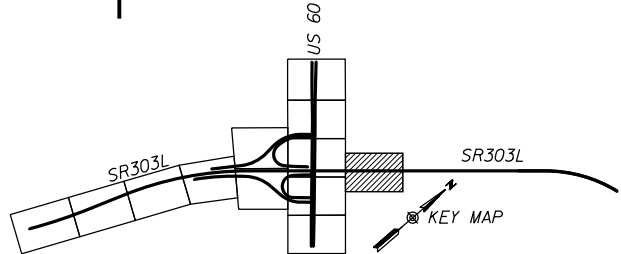
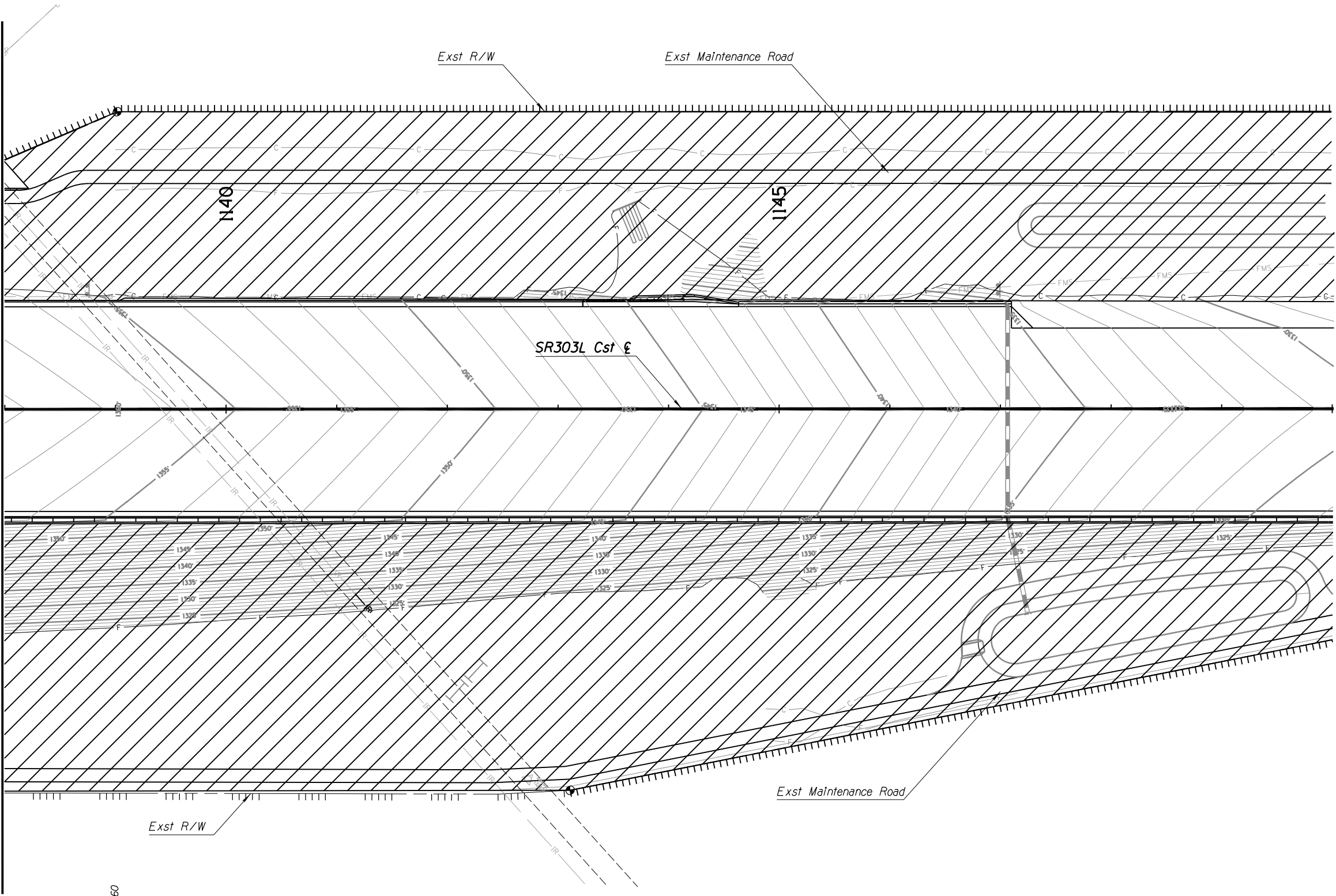


SYMBOL	DESCRIPTION
	ADOT Maintained Landscape
	City of Surprise Maintained Landscape

		NAME		DATE		ARIZONA DEPARTMENT OF TRANSPORTATION INTERMODAL TRANSPORTATION DIVISION ROADSIDE DEVELOPMENT SERVICES				PRELIMINARY	
DESIGN		ASB		11/15		US60 MAINTENANCE EXHIBIT STA 899+00 TO STA 905+58.52				STAGE IV	
DRAWN		MAP		11/15						95%	
CHECKED		ASB		11/15						Review	
Kimley»Horn © 2015 KIMLEY-HORN AND ASSOCIATES, INC.						NOT FOR CONSTRUCTION OR RECORDING					
ROUTE		LOCATION				DWG NO. M-1.11					
SR 303L		US 60 (GRAND AVE) / SR303L TI				_____ OF _____					
TRACS NO. H8737 OID						000-303-A(224)Z					

F.H.W.A. REGION	STATE	PROJECT NO.	SHEET NO.	TOTAL SHEETS	RECORD DRAWING
9	ARIZ.	303-A(224)Z	12	12	
303 MA 118					

MATCHLINE STA 1138+00 SHEET M-1.09 & M-1.10



SYMBOL	DESCRIPTION
	ADOT Maintained Landscape
	City of Surprise Maintained Landscape

		NAME	DATE	ARIZONA DEPARTMENT OF TRANSPORTATION INTERMODAL TRANSPORTATION DIVISION ROADSIDE DEVELOPMENT SERVICES	PRELIMINARY STAGE IV 95% Review NOT FOR CONSTRUCTION OR RECORDING
DESIGN	ASB		11/15		
DRAWN	MAP		11/15		
CHECKED	ASB		11/15		
Kimley»Horn © 2015 KIMLEY-HORN AND ASSOCIATES, INC.				SR303L MAINTENANCE EXHIBIT STA 1138+00 TO STA 1150+00	
ROUTE		LOCATION		DWG NO. M-1.12	
SR 303L		US 60 (GRAND AVE) / SR303L TI			
TRACS NO. H8737 OID				000-303-A(224)Z	___ OF ___



CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

[Back](#) [Print](#)

Council Meeting Date:	March 15, 2016	Contact Person:	Terry Young, Police Chief
Submitting Department:	Police	District:	Citywide
Staff Recommendations:	None		

Consent	☒	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action pertaining to authorizing the submission , and if granted, the acceptance and execution, of the FY2017 Governor's Office of Highway Safety Grant application; Resolution # 2016-38.

Motion:

I move to approve Resolution # 2016-38.

Background:

The city of Surprise Police Department is requesting grant funding from the Arizona Governor's Office of Highway Safety in the amount of \$57,500 to support DUI enforcement and awareness and overtime expenses. The purpose of the Governor's Office of Highway Safety grant program is multifold and includes protecting citizens from, and making them aware of the dangers associated with impaired drivers. Surprise Police Department Officers will participate in the traffic task force operations to curb DUIs. Acting singularly, the Department will conduct awareness events to prevent and educate against impaired driving. The drug screening system will be used to assist officers in determining the cause(s) of impairment.

Objective Analysis:

The pursuit of this grant funding will produce many positive impacts. DUI driving will be prosecuted and discouraged by traffic task force operations and awareness programs. The source of impairment for offending drivers will be determined more quickly, efficiently and with greater accuracy by the purchase of the drug screening system. 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 grant application is consistent with the city's past practice of discouraging DUIs and successfully discovering and prosecuting DUIs.

Financial Impact:

If the grant is awarded, it will result in funding of \$50,000 for overtime and \$7,500 for operating equipment for a one-time total of \$57,500. There are no city match requirements for this grant.

Budget Impact:

If the grant is awarded, it will be included as a part of the FY2017 budget in the amount of \$57,500.

FTE Impact:

No FTE impact.

ATTACHMENTS:

Click to download

- ☐ [GOHS FY17 grant cover letter](#)
 - ☐ [GOHS FY17 grant guidance docs](#)
 - ☐ [Resolution 2016-38](#)
-



DOUGLAS A. DUCEY
GOVERNOR

ALBERTO C. GUTIER
DIRECTOR
GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE

February 17, 2016

Re: Federal Fiscal Year 2017 Proposal Guide

Dear Grant Requester,

Please find the Federal Fiscal Year (FFY) 2017 Grant Proposal Guide on the GOHS website under Grant Opportunities (<http://www.azgohs.gov/grant-opportunities/>). Review the FFY 2017 Grant Proposal Guide so you completely understand the funding criteria guidelines.

The Governor's Office of Highway Safety (GOHS) has scheduled one eGrants training session at the Governor's Office of Highway Safety Conference Room on March 8, 2016. This training is for Project Administrators **new to the eGrants system or new to proposal writing**. Space is limited to no more than two representatives from each agency. Classroom size is limited to 30 persons. Please contact your GOHS Project Coordinator at 602-255-3216 for more information and to register.

Proposals are due via the GOHS eGrants online system located on the GOHS website under Grant Opportunities (<http://www.azgohs.gov/grant-opportunities/>). The deadline for Proposal submission is March 31, 2016.

Congress passed the Fixing America's Surface Transportation (FAST) Act in early December 2015. Under the FAST Act, and with support from the National Highway Traffic Safety Administration (NHTSA), Arizona and all other States are required to submit their completed GOHS Highway Safety Plans by July 1, 2016.

As you can imagine, GOHS receives many grant proposals. GOHS appreciates your on-time proposal submission.

Thank you,

Alberto Gutier, Director and
Governor's Highway Safety Representative



FEDERAL FISCAL YEAR 2017 GRANT PROPOSAL GUIDE

ARIZONA GOVERNOR'S OFFICE OF HIGHWAY SAFETY

DOUGLAS A. DUCEY

GOVERNOR

STATE OF ARIZONA

ALBERTO GUTIER

DIRECTOR AND

GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE



GOVERNOR'S OFFICE OF HIGHWAY SAFETY (GOHS)

PURPOSE AND AUTHORITY:

The procedures outlined in this manual are based upon the requirements of the Highway Safety Act of 1966 (United States Code, Title 23, Chapter 4, § 402, § 405c, § 405d, § 405f and subsequent amendments; Fixing America's Surface Transportation (FAST) Act; Moving Ahead for Progress in the 21st Century (MAP-21); Arizona Revised Statutes; the Arizona Vehicular Code; and Administrative Orders issued by the Federal Highway Administration (FHWA), the National Highway Traffic Safety Administration (NHTSA), and the Arizona Governor's Office of Highway Safety (GOHS).

NHTSA funds grant projects under the Highway Safety Act. Federal funds are authorized under the Act to assist state and political subdivisions in conducting highway safety programs approved by the respective governor and the U. S. Secretary of Transportation.

GOHS prepared this guide to provide guidance in conforming to the federal fiscal and technical requirements. All governmental and non-profit agencies are encouraged to take an active part in Arizona's Highway Safety Program. Please contact GOHS when you need information or assistance.

Any proposal submitted to GOHS and then funded from another source must notify GOHS in writing immediately. Failure to make this notification could result in supplanting, which is a direct violation of federal rules, or could adversely affect future funding opportunities.

FUNDING CRITERIA GUIDELINES:

Federal funds allocated to finance state and local government highway safety projects are intended to supplement, not be a substitute for, ongoing state or local program expenditures. Projects should be designed to eliminate a deficiency in an applicant agency's program or to expand an existing program. Agencies that are tax-based and non-profit agencies may apply to GOHS for federal grant funds.

Federal grants are funded in the form of reimbursable contract expenditures. GOHS reimburses funds on the basis of a written claim made by the applicant agency each time funds are expended.

GENERAL REQUIREMENTS:

All political subdivisions participating in federal grant processes must comply with the Single Audit Act of 1984 (P.L. 98-502). Mail a copy of the most recent independent audit of your agency to: Director Alberto Gutier, 1700 West Washington Street, Executive Tower, Suite 430, Phoenix, AZ 85007 or email independent audit to agutier@azgohs.gov.

Highway Safety Act funds cannot be used for the construction, design, or maintenance of highways or for highway construction research projects.

Highway Safety Act funds may be used for conducting inventories, need studies, engineering studies, systems development, program implementation, or for purchasing equipment. (Program implementation can include putting new programs into use and the training required for their use.)

Buy America Act

In accordance with the Buy America Act (49 U.S.C. 5323(j)):

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

Effective July 30, 2015, the National Highway Traffic Safety Administration (NHTSA) published a Buy America Act public interest waiver. The waiver allows States to purchase any manufactured product with a purchase price of \$5,000.00 or less, excluding a motor vehicle when the purchased product is using Federal grant funds administered under Chapter 4 of Title 23 of the United States Code. (Reference Federal Register Vol. 80, No. 125, published June 30, 2015.)

GENERAL PROPOSAL INSTRUCTIONS:

Cover Letter

A cover letter to the attention of the Director of the Governor's Office of Highway Safety shall be submitted on agency letterhead and must be signed by the agency head authorized to commit your agency to conduct the grant should it be approved for funding. The cover letter should summarize the total number of proposals submitted, total dollar amount requested, and if submitting for multiple grant projects, prioritize the funding request.

How to Apply

Applying for a GOHS grant begins with submission of a proposal. The proposal is to be submitted only online to egrants.azgohs.gov with a separate cover letter prepared on your agency letterhead. The system is open. Proposals must be submitted by **March 31, 2016**. GOHS will not accept proposals that are faxed and/or mailed.

Proposal cover letters should be submitted to the following address:

**Director Alberto Gutier
Governor's Office of Highway Safety
1700 West Washington Street
Executive Tower, Suite 430
Phoenix, Arizona 85007**

FEDERAL FISCAL YEAR 2017:

GOHS grant funding is based on the federal fiscal year calendar which begins on October 1, 2016 and ends on September 30, 2017. Grants for the 2017 federal fiscal year are awarded for a one-year period.

If selected, GOHS staff will assist your agency to finalize the contractual grant agreement. Development of the agreement will begin at GOHS in the month of April 2016; however, **grants are not considered approved until signed by the GOHS Director**. Therefore, it is incumbent upon the agency to be prepared to initiate the grant timelines by an October 1, 2016 start date.

Upon written notification from GOHS that your proposed grant agreement has been selected, it is imperative that your agency Project Administrator research the procurement processes for obtaining grant funded items (equipment bids, etc.) in order to complete the project in a timely fashion. However, **do not incur any costs prior to the contract execution**.

If you have any questions when preparing your proposal, please contact a Project Coordinator at the GOHS for assistance: (602) 255-3216.

If your City Council or Board of Supervisors is not scheduled to meet before your proposal is submitted, include the date of their next meeting in your scanned cover letter and forward the resolution to GOHS as soon as it is signed and certified. Failure to do this can invalidate your proposal.

Include your governing board's requirements, i.e. some require a resolution to submit the proposal and then another one to accept the contract. Others simply have a monetary limit. Sample resolution and certification are located on pages 23 & 24 of this document.

PROPOSAL REVIEW:

Proposals will be reviewed by GOHS staff to determine:

- Past performance of the agency (performance in submitting stats and fiscal compliance, past grant awards, etc...)
- If the crash and activity data covering the three preceding years indicates a significant problem
- If the proposed goals and objectives address the problem
- If the agency intends to continue the program following the termination of federal funding support.

"Grants for Performance"

GOHS Funded Programs Descriptions:

Accident Investigation (AI)

Accident Investigation area grants provide funding to improve the overall ability of the Vehicular Crime Units (VCU) detectives to investigate fatality and serious injury collisions. Funding supports the purchase of Capital Outlay to provide the agencies with the most technically advanced accident measuring equipment and documentation systems to reconstruct collisions for causation for subsequent criminal prosecution. Additionally, funding provides both in-state and out-of-state training for VCU personnel to receive the most current training and trends in the field of collision reconstruction.

Impaired Driving (AL)

Impaired Driving Program area grants strive to remove alcohol and other drug impaired drivers from the road through highly effective enforcement and public education programs, traffic adjudication, and licensing systems. Law enforcement agency grants additionally provide funding for DUI saturation patrol enforcement throughout the year and multi-agency task forces during specific holiday periods such as Independence Day, Labor Day, St Patrick's Day, Halloween and Christmas Holiday season and on other days with high numbers of alcohol-related collisions (such as Super Bowl Weekend, Cinco de Mayo, Back to School). Enforcement efforts are conducted through combined agency efforts to cover all enforcement jurisdictions. These programs provide a highly visible and united DUI message to the community during these periods.

Emergency Medical Services (EMS)

Victims of motor vehicle collisions must be assured of receiving life-saving emergency medical service no matter where or when the collision occurs. To meet the challenge, GOHS funds cost effective programs that incorporate effective strategies for improving Arizona EMS system's ability to meet the needs of collision victims.

GOHS provides funding for: rescue equipment, medical equipment and supplies, training, data collection and reporting systems, injury prevention programs, communications equipment, and program evaluation.

Occupant Protection (OP)

Occupant Protection grants provide highly effective programs which reduce traffic fatalities and injuries by increasing the usage of seat belts and child safety seats. These grants provide traffic safety education, low-cost child safety seats, bilingual educational programs and materials, and overtime funds to conduct child safety seat checkups and enforcement. A strong commitment requires help from the entire community including public agencies and the private sector to increase seat belt and child safety seat compliance and correct usage.

Pedestrian and Bicycle Safety (PS)

GOHS grantees conduct traffic safety programs including bicycle rodeos for elementary, middle and high schools, and community groups in an effort to increase awareness among various age groups. To boost compliance with the law and decrease injuries, safety bicycle helmets are properly fitted and distributed to children in need. Other programs target high-risk populations and areas with multicultural public education addressing safer driving, biking and walking behaviors.

A bicycle and pedestrian community program should be designed to increase safety awareness and skills among pedestrians and bicyclists and should also address driver behaviors. Two types of programs are described below. A comprehensive program should include both elements: 1) education and 2) enforcement.

Police Traffic Services/Speed Control (PT)

The Police Traffic Safety/Speed Control program focuses on enforcing and encouraging compliance with seat belt use, speed limit, aggressive/reckless driving and other traffic laws. The grants are highly effective in reducing traffic collisions through selective enforcement and education.

Grants may include Personnel Services (overtime) and Employee Related Expenses (ERE) to conduct enhanced enforcement directed toward described documented problem. Additional funding may support the purchase of Capital Outlay to be implemented to resolve the described problem.

Examples of funded equipment include: motorcycles, radar and laser speed measuring devices, visible speed display radar trailers, and computers.

Roadway Safety/Traffic Records (RS, TR)

GOHS Roadway Safety grants do not include highway design, maintenance or construction. Rather, it is a program intended to effect improvements in the roadway environment by enabling traffic engineers and others with traffic engineering responsibilities to identify and recommend solutions to traffic hazards attributable to the roadway and its appurtenances. An engineering solution represents a long-term improvement that should reduce not only the incidence of serious collisions, but also the need for close monitoring by law enforcement.

Roadway Safety grants may include the procurement and use of computer software to identify critical collision locations. When performed in conjunction with a Traffic Records program, a Roadway Safety grant may provide a grantee agency with a broad based, comprehensive Geographical Information System (GIS) or other similar automated system. The developed system must address the bulleted agendas (above) with the enhancement of graphics, data storage, and retrieval of collision and law enforcement activities.

Motorcycle Safety (MS)

The Motorcycle Safety program focuses on the reduction of motorcycle fatalities and serious injury collisions through enforcement, public awareness and education. Activities include but are not limited to impaired motorcycle operation, speeding, aggressive/reckless driving and other traffic laws. The grants are highly effective in reducing traffic collisions through selective enforcement and education.

Grants may include Personnel Services (overtime) and Employee Related Expenses to conduct enhanced enforcement directed toward described documented problem. Additional funding may support the purchase of Capital Outlay, Professional & Outside Services, and Materials/Supplies to be implemented to resolve the described problem.

Proposal Development:

Background

Provide general characteristics describing the applicant agency as well as information on population, demographics, topography, and climate. Additionally describe streets and highways listing of all roadway mileage within the agency's jurisdiction (if applicable to the project for which funds are being sought).

Problem Statement

Provide detailed information referencing the specific traffic safety related problem or deficiency that the proposed grant is intended to correct. Identify and gather appropriate supporting information and data relevant to the problem. When identifying the problem, take into consideration changes or granted changes in population, traffic patterns, and other demographic dynamics that may affect traffic safety.

Traffic Data Summary – Law Enforcement (If Applicable)

In addition to some data gathered by GOHS, the data provided in the proposal will be used to evaluate your proposal against those submitted from other agencies. If selected, updated preliminary 2014 data will be required as the baseline measurement for the program goals and objectives.

The Traffic Data Summary - Law Enforcement Report provides statistics to evaluate the need and potential effectiveness of the proposed project. Collection of correlated data is appropriate to identifying problems within communities. Three years of traffic data summary must be completed and attached to your proposal. New data categories have been added to the current statistical form which will allow GOHS to conduct a more in depth, comprehensive analysis of grant proposals.

Traffic Data Summary – Fire District (If Applicable)

For regional EMS proposals, the problem statement must include the number of traffic collision responses, extrications, age of equipment, response times, and size of response areas for each jurisdiction/station that will receive equipment.

For non-profit organizations, no Traffic Data Summary is required

If your department does not have accurate data concerning traffic-related crashes, please contact the Arizona Department of Transportation, Motor Vehicle Division (Traffic Records Section 602-712-7011), adjudicating court/prosecutors office, and own respective agency traffic records section.

For Law Enforcement Agencies ONLY
TRAFFIC DATA SUMMARY - LAW ENFORCEMENT REPORT
(Submitted to GOHS)

Reporting Period

Description	(If Available) 2015	2014	2013
Sober Designated Drivers Contacted			
TOTAL DUI ARRESTS			
Aggravated DUI Arrests			
Misdemeanor DUI Arrests			
Extreme DUI Arrests (.15+)			
DUI – Drug Arrests			
DRE Evaluations			
Under 21 DUI Arrests			
Minor Consumption / Possession Arrests			
TOTAL AGENCY CITATIONS			
Criminal Speed Citations			
Aggressive Driving Citations			
Civil Speed Citations			
Other Citations (Except Speed)			
Child Restraint Citations			
Seatbelt Citations			

For Emergency Medical Agencies ONLY
TRAFFIC DATA SUMMARY – FIRE DISTRICT REPORT
(Submitted to GOHS)

Reporting Period

Description	(If Available)		
	2015	2014	2013
Traffic Calls for Service			
Injuries			
Fatalities			
Crash to Hospital Arrival Times			

Attempts to Solve Problem:

Describe in detail your agency's past efforts to resolve the problem, if any, and include reasons the efforts have been unsuccessful. Outline the reasons the goals and objectives of the on-going or past projects haven't been met or need to be modified.

Performance Measures:

Grant goals and objectives should be stated in measurable terms, be concise and deal with a specific item, be realistic with a reasonable probability of achievement, and be related to a specific time frame (a "by" date). Establishing the "by date" assists in developing the full grant agreement upon acceptance of the proposal. These dates establish the full grant timeline.

Goals and objectives related to statistical data should be based upon completion date of December 31, 2016. Goals and objectives related to completion of activities to address goals and objectives should have a completion date of September 30, 2017.

Goals and objectives serve as the foundation upon which the grant is built. Goal(s) are what you hope to accomplish by implementing a traffic safety grant and represent an end result.

Examples of goal and objectives statements are the following:

- To reduce the number of persons killed in alcohol-involved collisions **3%** from **219** to **213** by December 31, 2016.
- To reduce the number of persons injured in alcohol-involved collisions **3%** from **219** to **213** by December 31, 2016.
- To participate in **1** DUI Task Force detail per quarter by September 30, 2017.

- To participate in **2** speed enforcement details per quarter by September 30, 2017.
- To increase total department-wide DUI arrests by **3%** from **549 to 566** by December 31, 2016.
- To conduct educational presentations in **2** schools by September 30, 2017.
- To conduct **2** child safety seat events throughout the community by September 30, 2017.
- To conduct **1** bicycle rodeo event with one-on-one education by September 30, 2017.

***Performance measures outlined in subsequent contracts if awarded are recommendations by GOHS staff to provide agencies with direction in achieving their goals and objectives.**

***Although these are performance examples, each agency should provide goals specific to their community.**

Detailed Budget Estimate:

When preparing the Detailed Budget Summary, care should be taken in estimating costs. Grant costs must be reasonable and proportional to the stated problem. See on-line attachments for Budget Summary. Agency should research costs associated with proposed projects to assure accurate funding.

Personnel Services:

This category is for overtime salaries. It is the policy of GOHS not to fund full-time or part time positions unless approved by the agency director.

Employee Related Expenses:

This category is for the benefits received, i.e. FICA (social security), Medicare, unemployment insurance, workers compensation, and pension. Typically this percentage is less for overtime than it is for straight time. The GOHS reserves the right to limit reimbursement of Employee Related Expenses from zero (0) to a maximum rate of 40 percent.

All proposals shall include the applying agency current percentage (%) for employee related expenses. Employee Related Expenses does not apply to health and dental insurance as the contributions are allocated out of a normally funded budgeted position.

Professional and Outside Services:

This category is reserved for contracted outside services. Examples of outside services include refurbishment of vehicles, public service announcements, brochures, production of signs and other public awareness and educational materials.

Travel In-State:

This category is for attending highway safety-related workshops, conferences, and/or training. Include a breakdown of registration fees (if applicable), lodging and per diem. Mileage will be reimbursed only for personal vehicles. Brochures providing conference/training information outlining content and costs must be included with proposal.

Conference registration, lodging, and State of Arizona per diem rates will be reimbursed to the agency in accordance with ARS §38-624.

Travel Out-of-State:

This category is for attending highway safety-related workshops, conferences, and/or training outside the State of Arizona. Include breakdown of registration fees (if applicable), lodging, per diem, airfare, ground transportation, (rental cars only if it can be demonstrated that this is the most economical mode of ground transportation). Except as separately approved by NHTSA, costs for international travel are not allowable. Brochures providing conference/training information outlining content and costs must be included with proposal.

Conference registration, round-trip airfare, ground transportation (excluding a rental vehicle unless it can be documented that the costs are equal to or less than utilizing a taxi, shuttle, hotel transportation), lodging, and State of Arizona per diem rates will be reimbursed to the agency in accordance with ARS §38-624.

Materials and Supplies:

This category is for items that support capital outlay equipment such as PBT mouthpieces, blood kits, DRE supplies, breath testing instrument gas canisters etc. Additional items purchased under this section would include public information and educational materials to support a traffic safety program such as informational brochures and items for distribution (pencils, key chains, etc.).

Capital Outlay:

This category is for equipment that has a life of at least three years. This includes, but is not limited to, marked and unmarked enforcement vehicles, police motorcycles speed detection devices, in-car video systems, preliminary breath testing devices, marked enforcement motorcycles, radar trailers, child safety seats and collision extrication equipment.

Obtain appropriate estimates from vendors, and include tax, delivery, shipping, and set-up costs. Attempt to anticipate increases in costs that may occur between the time the grant is proposed and the grant start date. It is strongly recommended that you request assistance from your financial office to estimate accurate program costs. An inaccurate budget estimate could result in insufficient grant funds.

Photographs and estimated cost sheets must be provided as attachments for subsequent review by GOHS staff.

Important Contract Exclusions:

Supplanting is replacing routine and/or existing State or local expenditures with the use of federal grant funds and/or using Federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of State, local or Federally-recognized Indian tribal government is prohibited.

Alcoholic beverages for any consumption purposes, including controlled settings for the training of law enforcement officers in techniques for determining driver impairment are not allowable.

Entertainment cost, including amusement and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are not allowable.

ESTIMATED COSTS:

I.	Personnel Services (Overtime) <i>"Provide Explanation"</i>	\$0.00
II.	Employee Related Expenses (ERE) <i>"Provide ETE Percentage"</i>	\$0.00
III.	Professional and Outside Services <i>"Provide Explanation"</i>	\$0.00
IV.	Travel In-State <i>"Provide Travel Explanation"</i>	\$0.00
V.	Travel Out-of-State <i>"Provide Travel Explanation"</i>	\$0.00
VI.	Materials and Supplies <i>"Provide Materials Explanation"</i>	\$0.00
VII.	Capital Outlay <i>"List Equipment and Cost"</i>	\$0.00
	<u>TOTAL ESTIMATED COSTS</u>	\$0.00

Budget Narrative:

This schedule is a detailed narrative explanation and justification of individual expenditures outlined in the Budget Summary Page. The Budget Narrative should be complete, covering all cost categories and individual line-items reflected in the Budget Summary. Provide specific details on how the granted funding will be implemented related to the previously outlined request.

The GOHS reserves the right to limit reimbursement of Employee Related Expenses (ERE) from zero (0) to a maximum rate of 40 percent. This is the maximum ERE amount to be reimbursed. It is agreed and understood that the grantee shall absorb any and all expenditures in excess of total amount awarded.

SPECIFIC REQUIREMENTS:

Grantees should review the Arizona State Procurement Office (SPO) for items on state contract or listed on the Western States Contracting Alliance (WSCA). For more information follow this link to Procure AZ: <https://procure.az.gov/bsa/> or to WSCA: <http://www.aboutwsca.org/content.cfm>.

Remember the “BUY AMERICA” NHTSA requirements.

SPEED DETECTION EQUIPMENT:

Requirements for Speed Detection Devices

The grantee will be responsible for providing all personnel the appropriate training for using the speed detection devices purchased under this contract implementing a NHTSA approved training course.

The grantee will maintain written documentation (copy of the training certificates) which will be available for review by GOHS.

Some models are on State contract or WSCA.

Requirements for Speed Monitoring Trailer Systems

Speed monitoring trailers are portable, self-contained speed display units. This equipment may be used for enforcement, public information, education and data collection. The grantee will maintain a written policy covering usage of the Speed Trailer System, which will be available upon request for review by GOHS.

VIDEO EQUIPMENT:

Requirements for In-Car Video Systems

The grantee will be responsible for providing all personnel the appropriate training for using the In-Car Video System purchased under this contract.

The grantee will maintain written documentation (copy of the training certificates) which will be available upon request for review by GOHS.

The grantee will maintain a written policy covering training and usage regarding an In-Car Video System which will be available upon request for review by GOHS.

Some models are on State contract or WSCA.

BREATH TESTING DEVICES:

Requirements for Portable Breath Test Devices (PBTs)

The grantee will be responsible for providing all personnel the appropriate training for using the Portable Breath Test Devices (PBTs) purchased under this contract.

PBTs will be calibrated per the specifications outlined by the respective manufacturer. Written documentation will be maintained by the agency and will be available upon request for review by GOHS.

Some models are on State contract or WSCA. \$500 is the maximum allotted funding amount per portable breath test device.

Requirements for Intoxilyzers (Evidentiary Breath Testing Instruments)

The successful vendor must certify that the devices purchased are on the NHTSA Conforming Products List and must meet, or exceed, NHTSA model specifications. In addition, the devices must be certified and approved by the Arizona Department of Public Safety per Arizona Administrative Code R9-14-403.

The grantee will be responsible for providing all personnel the appropriate training for using the Intoxilyzers purchased under this contract implementing a NHTSA approved training course.

The grantee will maintain written documentation (copy of the training certificates) which will be available upon request for review by GOHS.

Intoxilyzers will be operated, calibrated under the standard quality assurance procedures per the appropriate outlined procedures listed in the Arizona Administrative Code.

POLICE PACKAGE VEHICLES:

Requirements for Police Package Vehicle (Marked and Unmarked)

Equipment included with the vehicle, at a minimum, is emergency equipment (lights and siren), police radio system, and may include a speed detection device and an in-car video system. The make, model, and color of this vehicle may or may not be that which is associated with traditional enforcement vehicles.

A sample of vehicle markings and decals are required to be provided to the GOHS Director for review and written approval prior to placement on vehicle. \$47,000 is the maximum allotted funding amount per vehicle.

Requirements for Police Package Motorcycle

Equipment included with the motorcycle, at a minimum, is emergency equipment (lights and siren), police radio system, and helmet with microphone, and may include a speed detection device.

A sample of motorcycle markings and decals are required to be provided to the GOHS Director for review and written approval prior to placement on motorcycle. \$27,000 is the maximum allotted funding amount per motorcycle.

OTHER CONTRACT SPECIFICS:

Requirement for Child Safety Seats

The equipment purchased under this contract shall be ordered, received, training completed, and placed in service prior to the end of the project period. Child Safety Seats will only be distributed by certified Child Passenger Safety Technicians along with appropriate installation instruction and education. \$50 is the maximum allotted funding amount per child safety seat.

Requirements for Professional and Outside Services

A copy of all contracts for "Professional and Outside Services" will be required to be submitted to the GOHS Director for written approval before execution.

Requirements for Public Information and Education Materials

Prior to the printing and distribution of public information, education materials, and news releases, a sample will be required to be provided to the GOHS Director for review and written approval.

Requirements for Paid Media

All paid media must be pre-approved by the GOHS Director to ensure that consistent messages are sent statewide. Requests for paid media must include, *at a minimum*, scripts, description of target audience (to include methodology for identifying target audience), type of media to be utilized (electronic, print), campaign schedule, and budget. Additional information may be requested on a case by case basis.

Prior to the printing and distribution of public information, education materials, and news releases, a sample will be provided to the GOHS Director for review and written approval. If this is not done, costs relating to the printing and distribution of the materials may not be reimbursed.

EQUIPMENT:

Requirements for Equipment

The grantee shall include a high quality color photograph of all equipment purchased under this contract. The grantee shall complete the attached Capital Outlay Equipment form for all individual equipment purchases of \$5,000.00 or more. The form is to be attached and submitted with the next quarterly report subsequent to the delivery of the equipment.

METHOD OF PROCUREMENT:

The application of USDOT "Common Rule" and Circular A-102 requires that:

Grantees and sub grantees will use their own procurement procedures which reflect applicable state and local laws and regulations, provided that the procurement procedures conform to applicable federal laws and standards. The most stringent purchasing requirement at each level must be met. If the Agency does not have a procurement process, the Agency may use the State Procurement process.

A clear audit trail must be established to determine costs charged against this contract. Substantiation of costs shall, where possible, be made utilizing the grantee documentation consisting of, but not limited to, copies of time sheets, purchase orders, copies of invoices, and proof of payment.

The Project Director shall retain copies of all documentation in the project file.

LIMITATIONS AND CONDITIONS:

1. Facilities

- a. Costs for land are not allowable.
- b. Costs for construction or reconstruction of permanent facilities, such as paving, driving ranges, towers, and portable and non-portable skid pads are not allowable.
- c. Costs for construction, rehabilitation, or remodeling for any buildings or structures or for purchase of office furnishings and fixtures are not allowable.

Examples of office furnishings and fixtures

Desk	Credenza	Storage Cabinet
Chair	Bookcase	Portable Partition
Table	Filing Cabinet	Picture, Wall Clock
Shelving	Floor Covering	Draperies & Hardware
Coat Rack	Office Planter	Fixed Lighting/Lamp

- d. Costs for highway safety appurtenances including longitudinal barriers (such as guardrails), sign supports (except as allowed under the NHTSA Highway Safety Grant Funding Guidance Allowable Costs with Conditions for selected Items, Part II.A.2), luminaire supports, and utility poles are not allowable. (FHWA safety construction Federal-aid funds are available.)

2. Personnel

It is the policy of GOHS to not fund positions. The only Personnel Services and Employee Related Expenses that will be funded are for overtime and special detail funding.

3. Equipment

Costs for major multi-purpose equipment will be factored based on utilization for highway safety purposes.

- a. Costs for safety belts and air bags/automatic restraints are not allowable.
- b. Costs for child restraint devices are allowable if they comply with NHTSA performance standard FMVSS #213. An educational component **must** be included in your proposal.

The individual administering this program **must** have a certified national child safety seat technician available to the agency prior to distributing any child safety seats. You may contact GOHS or refer to the National Safe Kids website for scheduled training. The cost of this training may be included in your proposal and will be evaluated upon financial need.

It is GOHS policy to provide funding to agencies so they may order their own respective child restraint systems in bulk and have them drop-shipped to approved agencies.

- c. Costs for police officer uniforms, weapons, handguns, shotguns, mace, batons, riot helmets, bulletproof vests, motor boots, and ammunition are not allowable.
- d. Costs for fixed and portable truck scales, including costs associated with transportation and use, are not allowable.
- e. Costs for mainframe computers are not allowable.
- f. Costs for commercial lease or purchase of motorcycles are not allowable; however, police package solo motorcycles and helmets with microphones are allowable costs.
- g. Costs for traffic signal preemption systems are not allowable. (FHWA Federal-aid highway program funds are available.)
- h. It is the policy of the GOHS not to fund indirect costs.

4. Training

- a. Costs for training are allowable using curriculum developed or endorsed by USDOT/NHTSA/GOHS or their equivalent.

It is the policy of GOHS to reimburse the **lowest registration fee** offered, i.e. early registration versus late or on-site registration.

- b. Development costs for new training curriculum and materials are allowable if they will not duplicate materials for similar purposes by USDOT/NHTSA or by other states. This does not preclude modifications of present materials necessary to meet state and local instructional needs.
- c. Costs to pay for an employee's salary while pursuing training or to pay the salary of the employee's replacement, except where the employee's salary is supported by federal funds under an approved project, are not allowable.
- d. Training costs for helicopter pilots, fixed wing pilots, and observers are not allowable.
- e. The cost to pay for an individual's salary while pursuing training or to pay the salary of the individual's replacement, except when the individual's salary is already supported with highway safety funds under an approved project, are not allowable.
- f. Costs of training employees of Federal and military agencies are not allowable.

All training for FY 2017 needs to be completed prior to September 30, 2017. Training occurring after that date will not be reimbursable utilizing FY 2017 funds.

5. Subcontractors

All contracts between a sub grantee agency and subcontractor(s) must be reviewed by the GOHS Director and approved in writing prior to execution. If this is not completed, costs relating to the subcontractor may not be reimbursed.

Requirements for Emergency Medical Services:

The following information is to provide further clarification for agencies applying to GOHS for federal grant funds under the EMS highway safety program area specifically.

1. **Eligibility:** Agencies that are tax-based and non-profit agencies may apply to GOHS for federal grant funds.
2. **Relation to Highway Safety:** GOHS reviews grant proposals based on how the request applies to "highway safety." When submitting a request for equipment or training, explain why the equipment is needed and how the requested items relate directly to highway safety and will contribute to the reduction of crashes, fatalities and injuries.
3. **Statistics:** Provide information on the number of highway miles the agency responds to, where the agency is located and the other agencies nearby that also respond to the same area. Provide statistics for the previous three (3) years of the number of crashes responded to, the number of resulting injuries, fatalities and average response time. Statistics will be reported to GOHS during the contract period if grant funds are awarded.
4. **Equipment:** Costs for major multi-purpose equipment will be factored based on utilization for highway safety purposes. It is a NHTSA rule that any emergency medical services (EMS) equipment will not exceed 25% of the purchase price. The purchase price for equipment directly related to highway safety (i.e., extrication tools, airbag lifting set, etc.) is fundable at 100%.

"SAMPLE" RESOLUTION and CERTIFICATION

(Note: When preparing your agency's Resolution, please enter the one appropriate choice from within each set of brackets or other appropriate information for that section if choice is not listed.)

RESOLUTION

Resolution Number: _____

A RESOLUTION OF THE [COUNCIL, BOARD] OF THE [CITY, TOWN, COUNTY] OF _____, ARIZONA, PERTAINING TO THE SUBMISSION OF PROJECTS FOR CONSIDERATION IN ARIZONA'S 2017 (requested fiscal year) HIGHWAY SAFETY PLAN:

WHEREAS, the Governor's Office of Highway Safety is seeking proposals from state and local agencies for projects relating to all aspects of highway safety; and

WHEREAS, the [City, Town, County] of _____, through the [Police/Fire Department, Sheriff's Office], is interested in submitting projects to be considered for funding in the form of reimbursable grants from the National Highway Traffic Safety Administration;

NOW, THEREFORE, BE IT RESOLVED by the [Council, Board] of the [City, Town, County] of _____, Arizona as follows:

1. THAT approval of the submission of projects for consideration in Arizona's *20____ (requested fiscal year)+ Highway Safety Plan is granted.

2. THAT _____, [Chief of Police, Fire Chief, Sheriff] is appointed agent for the [City, Town, County] of _____, to conduct all negotiations and to execute and submit all documents and any other necessary or desirable instruments in connection with such grant.

PASSED AND ADOPTED by the [Council, Board] of the [City, Town, County] of _____, Arizona, this _____ day of _____, 20_____.

ATTEST:

[CITY, TOWN, COUNTY] CLERK

[MAYOR, BOARD OF SUPERVISOR]

Print Name and Telephone Number

Print Name and Telephone Number

CERTIFICATION

I HEREBY CERTIFY that the foregoing Resolution Number _____ was duly passed and adopted by the [Council, Board] of the [City, Town, County] of _____, Arizona, at a regular meeting held on the ____ day of _____, 20____, and that a quorum was present at the meeting.

[CITY, TOWN, COUNTY] CLERK

APPROVED AS TO FORM:

Governor's Office of Highway Safety (GOHS) Staff

Name	Position	Phone Number	E-Mail Address
Alberto Gutier	Agency Director and Governor's Highway Safety Representative	602-255-3216	agutier@azgohs.gov
Mari Hembeck	Assistant Director of Administration and Operations	602-255-3201	mhembeck@azgohs.gov
Megan Darian	Comptroller	602-255-3203	mdarian@azgohs.gov
Renee Bracamonte	Grant Manager	602-255-3204	rbracamonte@azgohs.gov
Jenise Moreno	Special Projects	602-255-3206	jmoreno@azgohs.gov
Joshua Worley	Senior Grant Project Coordinator and Statistical Data	602-255-3202	jworley@azgohs.gov
Terri Fornefeld	Grant Project and IT Coordinator	602-255-3213	tfornefeld@azgohs.gov
Shane Radford	Grant Project and DUI AC Coordinator	602-255-3208	sradford@azgohs.gov
Gabby Gallegos	Grant Project and Occupant Protection Coordinator	602-255-3211	ggallegos@azgohs.gov
Kristi Noneman	Administrative Assistant	602-255-3216	knoneman@azgohs.gov
Pam Cobb	Fiscal Specialist	602-255-3210	pcobb@azgohs.gov

RESOLUTION # 2016-38

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA AUTHORIZING THE CITY TO APPLY FOR AND, IF AWARDED, ENTER INTO THE GRANT PROGRAM HS-FY2017 FROM THE GOVERNOR'S OFFICE OF HIGHWAY SAFETY, STATE OF ARIZONA.

WHEREAS, the Arizona Governor's Office of Highway Safety annually awards grants to local agencies to focus upon highway safety;

WHEREAS, the City of Surprise Police Department desires to seek grant funding in the amount of \$40,000 for overtime expenses related to participation in the West Valley DUI Task Force, \$10,000 for overtime expenses related to participation in the Know Your Limit Campaign, and \$7,500 to acquire a drug screening system for a total grant award of \$57,500;

WHEREAS, accepting a grant for these purposes will cause impaired driver enforcement to be increased, educate citizens on the dangers of impaired driving, and quickly identify sources of impairment in drivers suspected of driving under the influence;

WHEREAS, the grant, if awarded, will be included as a part of the FY2017 budget; and

WHEREAS, the City of Surprise Administrative Policies requires the approval of the Mayor and Council prior to the application and acceptance of grant funds 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 is authorized to apply for, and if awarded, accept a grant in the amount of \$57,500 from the Arizona Governor's Office of Highway Safety for the City of Surprise, acting through its Police Department, to be able to conduct DUI and impaired driving enforcement and awareness pursuant to the Governor's Office of Highway Safety Grant Programs HS-FY 2017.

Section 2. The City Manager Bob Wingenroth, or his designees, is hereby authorized to conduct all negotiations and to execute and submit all documents and other necessary or desirable instruments in connection with this grant application and, if awarded in whole or in part, the grant acceptance.

APPROVED AND ADOPTED this ____ day of _____, 2016.

Sharon R. Wolcott, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney



CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

[Back](#) [Print](#)

Council Meeting Date: March 15, 2016
Submitting Department:
Staff Recommendations: None

Contact Person: Sherry Ann Aguilar, City Clerk
District: Citywide

Consent	x	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action on the minutes of March 1, 2016 Regular City Council Work Session and Regular City Council Meeting.

Motion:

I move to approve the meeting minutes.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

Click to download

- ☐ [3/1/2016 WKS Minutes](#)
 - ☐ [3/1/2016 REG Minutes](#)
-

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

Tuesday, March 1, 2016 @ 04:00 PM

Call to Order

Roll Call

Mayor Wolcott called the **Regular City Council Work Session** to order at 04:00 p.m. at Surprise City Hall Council Chamber, 16000 North Civic Center Plaza Surprise, Arizona 85374 , on **Tuesday, March 1, 2016**. Also in attendance with Mayor Wolcott were Vice Mayor Biundo, Council Member Winters, Council Member Williams, Council Member Hall, and Council Member Tande.

Staff City Manager, Bob Wingenroth, City Attorney, Robert Wingo, and Deputy
Present: City Clerk, Linda Stevens.

Pledge of Allegiance

Call to the Public

Regular Agenda Item - Non-Public Hearing

1 – Presentation and discussion pertaining to two Temporary Sign Policy drafts.
The first draft policy would encompass the area which is affected by the Bell
Grand Overpass project. The second draft policy would cover the incorporated
limits of the City of Surprise - NO ACTION

Community Development Director, Eric Fitzer reported the history, what the policy allows, proposal and duration.

Council Member Hall: if in the Bell/Grand area, rather than have them come in for a permit, how about we give them a map showing them where they are approved?

Mr. Fitzer - we can definitely look into that.

Regular City Council Work Session Minutes – March 1, 2016 - Page 2

Council Member Hall - A-framed signs looks a little disheveled, feedback, remove A-framed and keep the banners, add educational component by sending them a letter first. We need to be proactive and give them 30 days and tell them in a nice way instead of enforcing.

Mr. Fitzer - yes a soft letter giving them time

Mayor Wolcott - while we are revisiting it all together this is one of the items we have gotten a lot of feedback on.

Council Member Winters: Visibility triangle?

Mr. Fitzer - 25x25 triangle, that's adjacent to the corner.

Council Member Tande - treating Grand/Bell a little bit differently as a whole outside of what we looking at directional signs. He referred to a couple exceptions for discussion directional signage, 1 per intersection.

Mr. Fitzer - this is something we can look at separately.

Council Member Tande - some churches are not in a full time building yet, could we consider an exception?

Mr. Fitzer - deferred to the City Attorney

Vice Mayor Biundo - waive for special events, do we have a standard regarding directional signs?

Mr. Fitzer - we can regulate, but we are struggling with part of it.

Council Member Hall - asked for the Readers Digest version of Reed v. City of Gilbert.

City Attorney Wingo - it's a case where a church who was placing off sight signs challenged the City of Gilberts code claiming that it was not content neutral. Since it's not content neutral it implicated the first amendment the test applied to it would be strict scrutiny. It required a very narrow tailoring, the policy generally needs to be content neutral. What the case did in general was demarcated and expanded and opened up the parameters beyond what we had always referred to in the past as being content neutral. If you have to read the sign to determine what applies to it, it's not content neutral.

Regular City Council Work Session Minutes – March 1, 2016 – Page 3

Council Member Hall - what does it mean to us?

City Attorney Wingo - if we had a provision in our sign code, say political signs and if we had a regulation that only applies to political signs based on it being a political sign it's not content neutral and it's going to be scrutinized by the Courts, should it be challenged.

Council Member Hall - specifically addresses a church, or a real-estate business or a restaurant, then it's not content neutral.

City Attorney Wingo - we haven't suspended the application of our sign code. At present, we are doing our best to apply them in a content neutral manner and are still enforcing the time, place and manner restrictions which don't rise to the level of requiring strict scrutiny.

Council Member Tande: A-frame signs Bell/Grand area - recommend some way of contacting the vendor.

Mayor Wolcott - I believe it's a disclosure requirement.

2 – Presentation and discussion pertaining to developing a Stormwater Utility to generate a dedicated source of funding for the operation and maintenance of the City's stormwater conveyance systems. The Utility will also be responsible for Capital Improvement Project development and management - NO ACTION

Water Resource Management Director, Terry Lowe gave a recap of the stormwater discussion, update on the outreach efforts, receive final feedback from Council and discuss the next steps.

Council Member Hall - grant opportunities?

Mr. Lowe - they are slim other than the flood control district.

Council Member Hall - feedback from open houses, was the rate discussed?

Mr. Lowe - we went through the exact presentation.

Council Member Hall - give us a breakdown of the expenses.

Council Member Tande: infrastructure one-time expense and the regulator credit program.

Mr. Lowe it's an annual renewal, we have to do it every year.

Regular City Council Work Session Minutes – March 1, 2016 – Page 4

Vice Mayor Biundo - I agree the study was very well done and has great specifics. Walk me through how the benefit will be applied and when does it apply to the credit program?

Mr. Lowe - there's a reduction in their rate and the benefit to the city is less impact to the system.

Public comments:

Ken Remley - commended staff, stormwater conveyance is a big problem here, we have to have these systems. He referred to the proposals.

Council Member Tande - prefers scenario 2.

Council Member Hall - scenario 2.

3 – Presentation and discussion to review capital projects - NO ACTION

City Manager Wingenroth - we have been having conversation about the capital side during the work sessions and discuss the operating side during the regular session. This is our second meeting to discuss capital projects. The topic of tonight is taking care of what we already have; pavement preservation, asset replacement and vehicle replacement.

Budget Manager, Jared Askelson commented that we are going to focus on vehicle replacement, pavement preservation and other replacement/maintenance and those impacts to the general fund.

Mayor Wolcott - pavement preservation - go into a more advanced pavement program rather than a band-aid approach which we have been doing. How much longer can we save off that pavement replacement and how much more are we saving in the lifetime of our streets?

Public Works Director, Mike Gent - our streets vary life and cycle varies. A residential road, properly maintained we can get 50 years out of it. Bell Road would have to be replaced a couple of times during that same time.

Council Member Tande: I am a strong believer of taking care of what you have first. He referred to vehicles.

Vice Mayor Biundo - the amount that was increased from the current year to the prior year, I think it made a significant difference, anxious to see the breakdown of the 800,000.

Regular City Council Work Session Minutes – March 1, 2016 – Page 5

Executive Session

Adjournment

Mayor Wolcott adjourned the Regular City Council Work Session of March 1, 2016 at 5:30 PM.

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 Regular City Council Work Session of **Tuesday, March 1, 2016.**

Sherry Ann Aguilar, City Clerk

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

Tuesday, March 1, 2016 @ 06:00 PM

Call to Order

Roll Call

Mayor Wolcott called the **Regular City Council Meeting** to order at 06:00 p.m. Surprise City Hall Council Chamber 16000 North Civic Center Plaza Surprise, Arizona 85374 , on **Tuesday, March 1, 2016**. Also in attendance with Mayor Wolcott were Vice Mayor Biundo, Council Member Winters, Council Member Williams, Council Member Hall, and Council Member Tande.

Staff City Manager, Bob Wingenroth, City Attorney, Robert Wingo, and Deputy
Present: City Clerk, Linda Stevens.

Pledge of Allegiance

Proclamation and Community Acknowledgements

A proclamation recognizing March 2016 as Brain Injury Awareness Month. Mayor Wolcott will present the proclamation to Ms. Sharon Noe, Chief Executive Officer of Cobalt Rehabilitation Hospital and to Carrie Collins-Fadell, Executive Director of the Brain Injury Alliance of Arizona.

City Manager Report

**Rancho Gabriela 5th Graders/
Police Department - Rose the Therapy Dog - rescheduled for a later date**

City Attorney Report

City Clerk Report

Call to the Public

Susan DeJong: Arts in Surprise, need to do more, plan more and do it now. Luncheon Theatre, Public Arts Bus Tour and innovative arts place.

Gwen Wisner: recent loss of husband, wants everyone to know about the Firefighters and Engine House 306. A-shift - Doug Hamrick; Janessa Dobrinski, Warren Abraham, Chris Culligan. B-Shift - Matt Clark, David Hackett, Melissa King, Aaron Lehr. C-Shift - David Zimmerman, David Anderson, Trevor Cagle and Matt Morris.

Consent Agenda

1 – Consideration and action declaring Council's intention to create a lighting improvement district pursuant to A.R.S. 48-616 for the purpose of purchasing facilities and energy for lighting the public streets for the Dysart Mini Storage #145 Street Lighting Improvement District; Resolution # 2016-23 - APPROVED

2 – Consideration and action pertaining to approval of the final plat entitled "Final Plat of W Ranch" a 10.47 acres property generally located north of Waddell Road and 2,100 feet east of Bullard Avenue - APPROVED

3 – Consideration and action pertaining to approval of the final plat entitled "Amended Plat of 'a Resubdivision of a Portion of Martin Acres' "a 2.36 acre property generally located at the northwest corner of Norwich Drive and Grand Avenue frontage Road - APPROVED

4 – Consideration and action pertaining to acceptance of a Victim of Crime Act grant and a Fiscal Year 2016 budget amendment reallocating appropriations of \$47,000.00 to account for increased grant funding; Resolution # 2016-26 - APPROVED

5 – Consideration and action on the minutes of February 16, 2016 Regular City Council Work Session and Regular City Council Meeting and the February 18, 2016 Special City Council Meeting Minutes - APPROVED

6 – Consideration and action pertaining to an Intergovernmental Agreement with the City of El Mirage for Emergency Water Service - APPROVED

7 – Consideration and action pertaining to acceptance of a Victims of Crime Act (VOCA) victims assistance grant and amendment of the fiscal year 2016 budget by reallocating appropriations of \$42,100 to account for an increase in grant award; Resolution # 2016-35 - APPROVED

Regular City Council Meeting Minutes – March 1, 2016 – Page 3

Council Member Winters made the motion to approve the consent agenda. Council Member Hall seconded the motion. Six yes votes. Motion carried.

Regular Agenda Item - Public Hearing

8 – Consideration and action pertaining to a proposed Text Amendment to Chapter 113 of the Surprise Municipal Code regarding Political Signs; Ordinance # 2016-01 - APPROVED

City Planner, Robert Kuhfuss reported on the proposed Text Amendment to Chapter 113 to SMC.

No public comments were made.

Council Member Winters made the motion to approve Ordinance 2016-01. Council Member Tande seconded the motion. Six yes votes. Motion carried.

Regular Agenda Item - Non-Public Hearing

9 – Presentation and discussion pertaining to Bell and Grand Phasing including a project update - NO ACTION

Karl Zook introduced the item and Mr. Barnhart.

Brock Barnhart of ADOT walked Council through the individual phases of the project.

Mayor Wolcott - question regarding driveways and temporary closures.

Council Member Tande: at what time does the signal go up on Bell Rd?

Mr. Barnhart - upon completion of the other projects.

Council Member Hall - left hand turn at Applebee's

Economic Development Director, Jeanine Jerkovic gave a presentation regarding the ADOT Technical update.

Mayor Wolcott thanked Ms. Jerkovic and commented that their success is our success.

Council Member Hall - Progress magazine will be highlighting Bell/Grand - as part of it, I think we should have one page donated to the shopping center layout.

Regular City Council Meeting Minutes – March 1, 2016 – Page 4

Ms. Jerkovic - access points during construction 6 page spread where to get shop local campaign.

Council Member Hall - referred to Reno, Nevada "the littlest big town" banner. Commented on adding a banner at Litchfield and Bell for east bound traffic "don't take the detour" and hi-light what's open.

Ms. Arthur - sign, shop here today is constantly rotated.

Council Member Tande: likes the idea of special events.

10 – Presentation and discussion to review operating programs - NO ACTION

City Manager, Bob Wingenroth opened this item with some background related to this item.

Budget Manager, Jared Askelson reported on the two main focuses: revenue update and revisit the Public Safety discussion.

Council Member Hall - revenue enhancements is a tough subject - last retail leakage study takes the propensity to consume automotive, restaurant, etc.

Council Member Hall - emergency management - tough to justify there are some grant opportunities to lessen the load on the general fund.

Mr. Wingenroth - we have done some research in those areas and we have found that it might be difficult to fund those positions with grants.

Council Member Williams - in 8 years that we have had this discussion this is the first time where our staff has come forward revenue increase. For me it has to be a steady reliable source so we know it's there. At the max levy, what is the impact to the average household?

Mr. Askelson - 200,000 assess valuation = 50.06

Council Member Williams - food tax - the true/positive impact is providing two or three police officers. 50/50 split or three-way split makes a lot of sense.

Council Member Winters - this is a tough time, but we all know that Public Safety has to be number one. Does not like grocery tax on food it's a regressive tax. I would rather have a slight increase in property taxes.

Regular City Council Meeting Minutes – March 1, 2016 – Page 5

Council Member Tande: break it up in two sessions, public safety, enhancement, Police, Fire and taking care of what we have.

Vice Mayor Biundo: we all agree that Public Safety is a priority, holding the rate steady, I lean more toward decisions to consume and consumers make the decision.

Council Member Hall - we are the only city that doesn't have a food tax.

Mayor Wolcott - one of the first things that hit me is that the sales tax is the single most overworked tax in the state of Arizona, it underperforms. Food tax and where we consume and come to spend. One of the reasons people come to buy here is because there's no tax. The food take is one of the most regressive things we can do.

Council Member Williams - referred to the .15% increase on the slide, corner food stores, feels it's out of convenience. He stated that he needs to see the stats, stated that we have leakage going to Arrowhead Mall.

Council Member Hall - I'm for blending, maybe there is a blending formula. He referred to property taxes, HOA dues, Marley Park and a formula that is sustainable.

Council Member Tande: question regarding maximum rate, what happens if we go to Bond?

Mr. Askelson - it would go on top of that.

Council Member Tande - the residents are we being good stewards, are we getting good results. What does the rate do and how does it compare to others? What would the property tax rate have to be 2.15 for general sales and food tax?

Council Member Tande - If you drop it to 2.15, it's about a 900,000 drop in the General, 3.6 for the food tax bringing us to 2.7 for Public Safety, that would allow us to go to 75.

Vice Mayor Biundo - that concept Council Member Tande was talking about has some promise, it's a very creative concept.

City Manager Wingenroth summarized Council's discussion.

11 – Discussion and action pertaining to in-house administration of public utilities billing - APPROVED

City Attorney Wingo explained that an executive session is needed before moving on to number 11.

Regular City Council Meeting Minutes – March 1, 2016 – Page 6

Council Member Tande made the motion to recess into executive session at 7:55 PM. Council Member Hall seconded the motion. Six yes votes. Motion carried.

Executive Session

Discussion and action to enter executive session for discussion and consultation with the City Attorney in order to consider its position and provide instruction regarding American Water Operations and Maintenance Inc. contracts pursuant to A.R.S. 38-431.03A(3) and (4).

Mayor Wolcott reconvened the Regular Meeting at 8:11 PM.

Finance Director, Lindsey Duncan gave a powerpoint presentation regarding item 11.

Council Member Winters: thank you for giving us options, it has been a nightmare.

Council Member Tande - high level customer service experience?

Council Member Tande made the motion to approve directing staff in appropriation of the FY17 budget, to include appropriations for continuation of American Water Operations and Maintenance, Inc. contract only through the period necessary to implement in-house public utilities billing. Council Member Hall seconded the motion. Six yes votes. Motion carried.

Other Business and Mayor/Council reports:

Council Member Williams - future agenda item - pool facility capacity. Mayor Wolcott is second signer.

Council Member Tande - referred to pool situation and gave an update on infrastructure and projects.

Council Member Hall - future agenda item - revisit public art funding. Mayor Wolcott is the second signer.

Vice Mayor Biundo - Chamber Memorial Luncheon, Grand View Terrace. Future agenda item - Steve Yamamori, Vice President of Veteran's Initiatives request a work session on this item.

Mayor Wolcott - thanked our residents for speaking up and thanked Mrs. Wisner.

Regular City Council Meeting Minutes – March 1, 2016 – Page 7

Mayor Wolcott also commended Council for reaching out to residents she also spoke of the importance of discussion regarding taxes and acknowledged the work being done by Paul Bernardo and our youth.

Adjournment

Council Member Williams made the motion to adjourn the Regular City Council Meeting of March 1, 2016 at 8:30 PM. Council Member Hall seconded the motion. Six yes votes. Motion carried.

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 Regular City Council Meeting of **Tuesday, March 1, 2016.**

Sherry Ann Aguilar, City Clerk



CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

Back Print

Council Meeting Date:	March 15, 2016	Contact Person:	Robert Kuhfuss, Community Development
Submitting Department:	CD	District:	4
Staff Recommendations:	None		

Consent	Regular	Public Hearing	x	Report/Discussion
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Agenda Wording:

Consideration and action regarding a Major PAD Amendment/Rezone to the Canyon Ridge West PAD changing the zoning of the property from PAD (High Density Residential 9-22 DU/Ac) to PAD (Community Commercial); Ordinance # 2016-03.

Motion:

I move to approve Ordinance # 2016-03.

Background:

Brian Greathouse of Burch and Cracchiolo, on behalf of 115th Avenue and Bell Road, LLC and QuikTrip Corporation, seeks approval of a Major PAD Amendment / Rezone to change the zoning of the subject property from PAS (High Density Residential 9-22 DU/Ac) to PAD (Community Commercial) for the ultimate purpose of extending a driveway from the existing QT Mart out to 115th Avenue, while adding one (1) freestanding monument sign where said driveway will meet 115th Avenue. The proposed action anticipates a future site plan amendment together with a final plat prior to either the driveway or sign construction.

Objective Analysis:

The subject property is located immediately to the west of the existing QT Mart located near the northeast corner of Bell Road and 115th Avenue, and is currently undeveloped except for certain infrastructure relating to regional drainage as well as several power lines. In addition, the site is significantly encumbered by a number of electrical and drainage easements. As such, the site is unsuited for development under its current multi-family zoning.

Since the site lies between the existing QT Mart and 115th Avenue, and is otherwise unsuited for most development, an opportunity exists to extend access from the existing QT Mart to 115th Avenue in order to capture some of the southbound traffic present on 115th Avenue. The applicant would also like to

ultimately erect a freestanding monument sign where the new driveway meets 115th Avenue. A conceptual site design is included in Exhibit 2 of the attached narrative report and will be finalized at a later date through a separate major site plan application. Staff notes that the cities of Surprise, El Mirage, Peoria and Maricopa County are in the process of finalizing their design for a regional drainage feature that will bisect the subject site. Any future site design with respect to the driveway and any signage will take the Flood Control project into consideration.

As currently configured, any signs erected on the property would essentially be considered off-premise signage, which is not permitted within the City of Surprise. To remedy this situation, the applicant will bring a separate final plat application forward that will combine the subject property with the existing QT Mart property at a later date.

Staff also notes that the preliminary site plan included as Exhibit 2 of the Narrative, anticipates approximately 7.5' of landscaping to be located between the northern edge of the future sidewalk and the adjacent Lot 23 of the Southgate at Canyon Ridge subdivision, which was added in order to provide a buffer between the future QT driveway and the future adjacent lot.

Staff believes the proposed Major PAD Amendment/Rezone will create the zoning that will allow the adjacent convenience market access to 115th Avenue in manner that does not interfere with proposed regional drainage improvements to occur on said property, while providing a buffer between the future driveway and future residential development to the north.

Policy Compliant:

The Surprise General Plan 2035, as recently amended, shows the subject property as lying within the Neighborhood Character Area, which supports convenience uses such as what exists to the east of the site and reinforced by the subject proposal. The subject property also lies within the Transit Oriented Development Sub Area. Although the proposed rezone does little to enhance the goals and policies of the Sub Area, the proposed PAD Amendment does not conflict with those goals and policies.

Financial Impact:

All activity related to ongoing development of the City of Surprise has an economic and fiscal impact on the city and the region.

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:

Click to download

- ☐ [FS15-506 - Quiktrip 0494 Rezone - Public Engagement Form](#)
- ☐ [00 - FS15-506 - Quiktrip 0494 Rezone - Staff Report](#)
- ☐ [01 - FS15-506 - Quiktrip 0494 Rezone - Vicinity Map](#)

- ☐ [02 - FS15-506 - Quiktrip 0494 Rezone - PADA Case Map](#)
 - ☐ [03 - FS15-506 - Quiktrip 0494 Rezone - PADA/Zone Change Narrative w/exhibits](#)
 - ☐ [FS15-506 - Quiktrip 0494 Rezone - Ordinance 2016-03](#)
 - ☐ [FS15-506 - Quiktrip 0494 Rezone - Presentation](#)
-

PUBLIC ENGAGEMENT FORM

PROJECT TITLE: Quik Trip Major PAD Amendment /Rezone

OVERALL PUBLIC INVOLVEMENT LEVEL:

This activity will follow the citizen outreach and public hearing notification processes as outlined in state statute and the SUDC.

IDENTIFY STAKEHOLDERS:

Impacted residents; schools; churches; businesses; public at-large; property owners?

OBJECTIVES:

What is the purpose of the project/service/program and why is it needed? What are the impacts if the project/service/program is not achieved?

PUBLIC ENGAGEMENT STRATEGIES & TOOLS:

Public Engagement & Project timeline:

Public outreach time frame (when to when)

Future Council Work Session/Meetings target dates

Election dates (if applicable)

Project start/completion dates

Communication Tools and Technique options: (which do you plan to use?)

- ☐ Press releases
- ☐ Public meetings (video/photos, poster boards, fact sheet(s) *do you need Spanish version?)
- ☐ Presentations to boards and commissions, other interested community partners/stakeholders
- ☐ Third-party consultant/moderator (pending budget)
- ☐ Survey (online/paper/both?)
- ☐ Social media
- ☐ Surprise 11
- ☐ Notify Me email/ Council newsletters (opt-in audience)
- ☐ Paid advertising (pending budget)
- ☐ Surprise Progress (mailed quarterly and tied to print deadlines)
- ☐ Booth at city events
- ☐ Paid mailings (pending budget)
- ☐ Creation of a subcommittee/task force
- ☐ Youth/adult activities, registration, or orientation (HOA Academy)
- ☐ Website updates



MAJOR PAD AMENDMENT/REZONE

REPORT TO THE CITY COUNCIL

Case: FS15-506

Project Name: Quik Trip Major PAD Amendment/Rezone

Council District: 4

Meeting Date: March 15, 2016

Planner: Robert H. Kuhfuss, AICP

Owner: 115th Avenue and Bell Road, LLC

Applicant: Brian Greathouse of Burch and Cracchiolo on behalf of 115th Avenue and Bell Road, LLC and QuikTrip Corporation

Request: Major PAD Amendment/Rezone to the Canyon Ridge West PAD changing the zoning of the property from PAD (High Density Residential 9-22 DU/Ac) to PAD (Community Commercial)

Site Location: Northeast corner of 115th Avenue and Bell Road

Site Size: 3.06 gross acres / 2.32 net acres (approx.)

Density: N/A

General Plan Conformance: The proposal is consistent with the Surprise General Plan 2035

Support/Opposition: None known

Commission

Recommendation: Unknown as of the writing of this report.

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48 **Background:**

49
50 **August 28, 1997:** The City Council approved the original Canyon Ridge PAD under case PAD97-006.

51
52 **August 1, 2001:** The City Council approved a Major PAD Amendment to Parcel 5 of the Canyon
53 Ridge PAD for the purpose of revising the land use from High Density Residential to Low Density
54 Residential under case PADA00-101.

55
56 **April 28, 2005:** The City Council approved a Major PAD Amendment to Parcel 4 and portions of
57 Parcels 2 and 3 of the Canyon Ridge PAD for the purpose of revising the land use from Community
58 Commercial and Multi-Family Residential to Single-Family Residential under case PADA04-349.

59
60 **September 27, 2007:** The City Council approved a Major PAD Amendment for the purpose of
61 changing the land use of the subject property from Community Commercial to High Density
62 Residential to accommodate The Seasons at Surprise Apartments under case PADA07-118.

63
64 **September 3, 2015:** Staff met with the applicant to discuss the subject project during a regularly
65 scheduled Concept Review meeting under CR15-329.

66
67 **December 1, 2015:** The City Council approved a Major PAD Amendment / Rezone and related
68 Preliminary Plat for Garrett/Walker Homes under case FS15-205.

69
70 **December 11, 2015:** The applicant filed a request for a Major PAD Amendment / Rezone to the
71 Canyon Ridge PAD under case FS15-506, the subject case.

72
73 **January 12, 2016:** Garrett-Walker Homes submitted an application for the Southgate at Canyon
74 Ridge Final Plat.

75
76 **January 28, 2016:** The applicant held a neighborhood outreach meeting to discuss the project.

77
78 March 3, 2016: The Planning and Zoning Commission hearing scheduled. Outcome of this hearing
79 unknown as of the writing of this report.

80
81 **Citizen Outreach:**

82
83 The site was posted and advertised in accordance with the SUDC. As noted above, the applicant
84 held a Citizen Review meeting on January 28, 2016. Two local residents were in attendance who
85 offered no objections to the request.

Analysis and Discussion:

The subject property is located immediately to the west of the existing QT Mart located near the northeast corner of Bell Road and 115th Avenue, and is currently undeveloped except for certain infrastructure relating to regional drainage as well as several power lines. In addition, the site is significantly encumbered by a number of electrical and drainage easements. As such, the site is unsuited for development under its current multi-family zoning.

Since the site lies between the existing QT Mart and 115th Avenue, and is otherwise unsuited for most development, an opportunity exists to extend access from the existing QT Mart to 115th Avenue in order to capture some of the southbound traffic present on 115th Avenue. The applicant would also like to ultimately erect a freestanding monument sign where the new driveway meets 115th Avenue. A conceptual site design is included in Exhibit 2 of the attached narrative report and will be finalized at a later date through a separate major site plan application. Staff notes that the cities of Surprise, El Mirage, Peoria and Maricopa County are in the process of finalizing their design for a regional drainage feature that will bisect the subject site. Any future site design with respect to the driveway and any signage will take the Flood Control project into consideration.

As currently configured, any signs erected on the property would essentially be considered off-premise signage, which is not permitted within the City of Surprise. To remedy this situation, the applicant will bring a separate final plat application forward that will combine the subject property with the existing QT Mart property at a later date.

Staff also notes that the preliminary site plan included as Exhibit 2 of the Narrative, anticipates approximately 7.5' of landscaping to be located between the northern edge of the future sidewalk and the adjacent Lot 23 of the Southgate at Canyon Ridge subdivision, which was added in order to provide a buffer between the future QT driveway and the future adjacent lot.

Utility and Services Table:

Electric:	APS
Water:	EPCOR
Wastewater:	EPCOR
Refuse:	City of Surprise
Natural Gas:	SWG
Irrigation:	N/A
Schools:	Dysart USD #89

115 **Conformance with Adopted Plans:**

116
117 **Surprise General Plan 2035:** The Surprise General Plan 2035, as recently amended, shows the
118 subject property as lying within the Neighborhood Character Area, which supports convenience
119 uses such as what exists to the east of the site and reinforced by the subject proposal. The subject
120 property also lies within the Transit Oriented Development Sub Area. Although the proposed
121 rezone does little to enhance the goals and policies of the Sub Area, the proposed PAD Amendment
122 does not conflict with those goals and policies.

123
124 **Reviewing Agencies:**

125
126 The subject request was routed to the standard city reviewing agencies, in addition to Luke Air
127 Force Base, Maricopa Water District, Arizona Department of Transportation, and Arizona Public
128 Service who indicate no objections to the requests.

129
130 **Summary:**

131
132 Staff believes the proposed Major PAD Amendment/Rezone will create the zoning that will allow
133 the adjacent convenience market access to 115th Avenue in manner that does not interfere with
134 proposed regional drainage improvements to occur on said property, while providing a buffer
135 between the future driveway and future residential development to the north.

136
137 **Findings:**

- 138
139
 - The proposed Major PAD Amendment is consistent with the Surprise General Plan 2035.
 - The reviewing agencies have indicated no objections to the request.

140
141
142 **Staff Recommendation to the Planning and Zoning Commission:**

143
144 Based on the findings noted above, staff recommended the Commission move to recommend
145 **approval** of the Major PAD Amendment/Rezone proposed under case **FS15-506** to the City Council,
146 subject to stipulations 'a' through 'c' as outlined below:

- 147
148
 - a. Development and use of the site shall be consistent with the PADA/Zone Change document
149 entitled "Canyon Ridge West PAD Amendment for QuikTrip" consisting of eleven (11)
150 pages including exhibits, dated revised January 22, 2016 and stamped received January 22,
151 2016, except as modified by the following stipulations.
 - b. Non-compliance with the stipulations of approval of this case will be treated as a violation in
152 accordance with the provisions of Article XIV of the Surprise Unified Development Code.

- c. The Property owner and successors waive claim for diminution of in value if the City takes action to rescind approval of this zone change request due to non-compliance with the stipulations of approval.

Commission Recommendation:

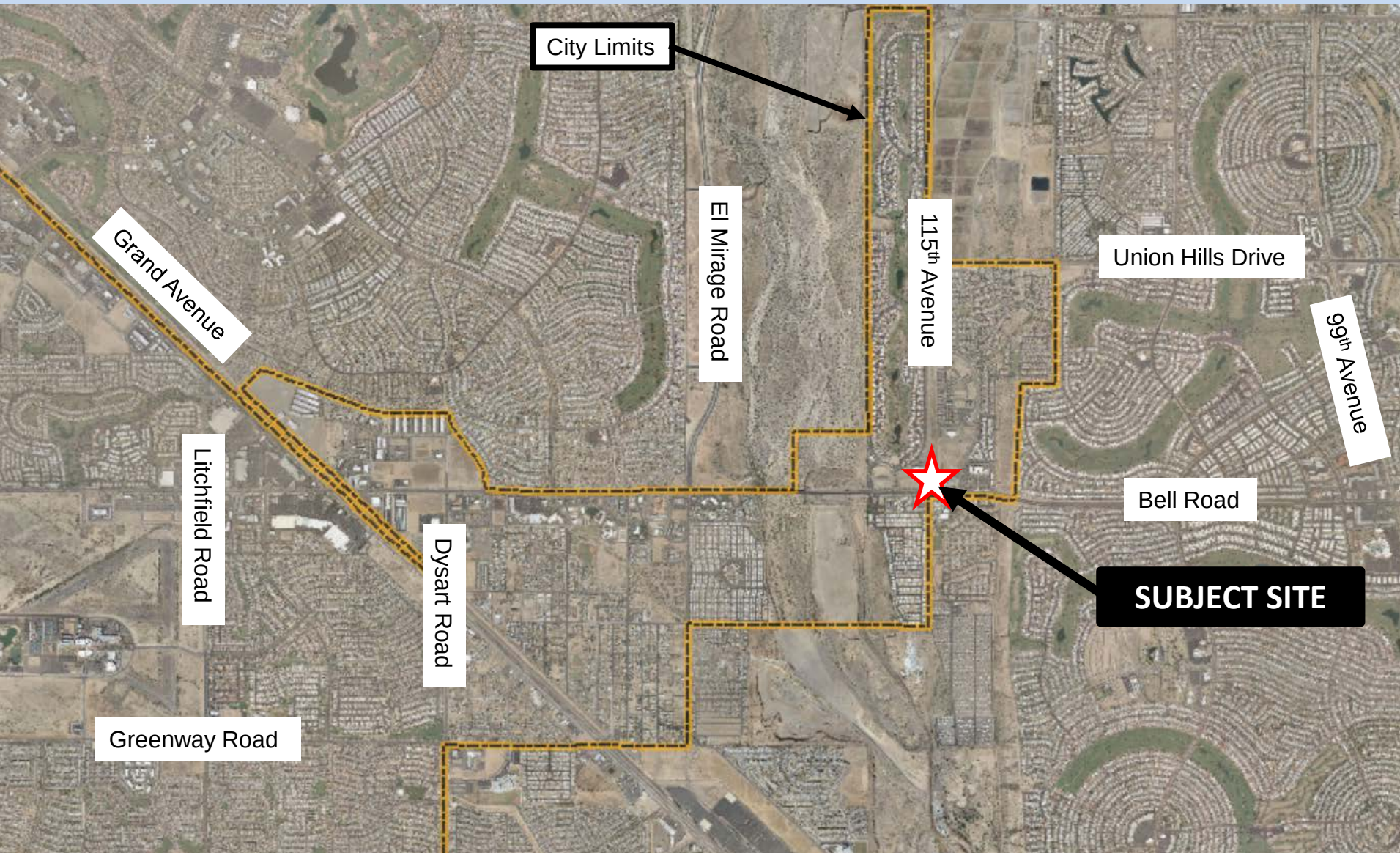
The Planning and Zoning Commission's recommendation is unknown as of the writing of this report.

Attachments:

- 01 – Vicinity Map (1 page)
- 02 – Case Map (1 page)
- 03 – PADA/Zone Change Narrative w/ Exhibits (11 pages)

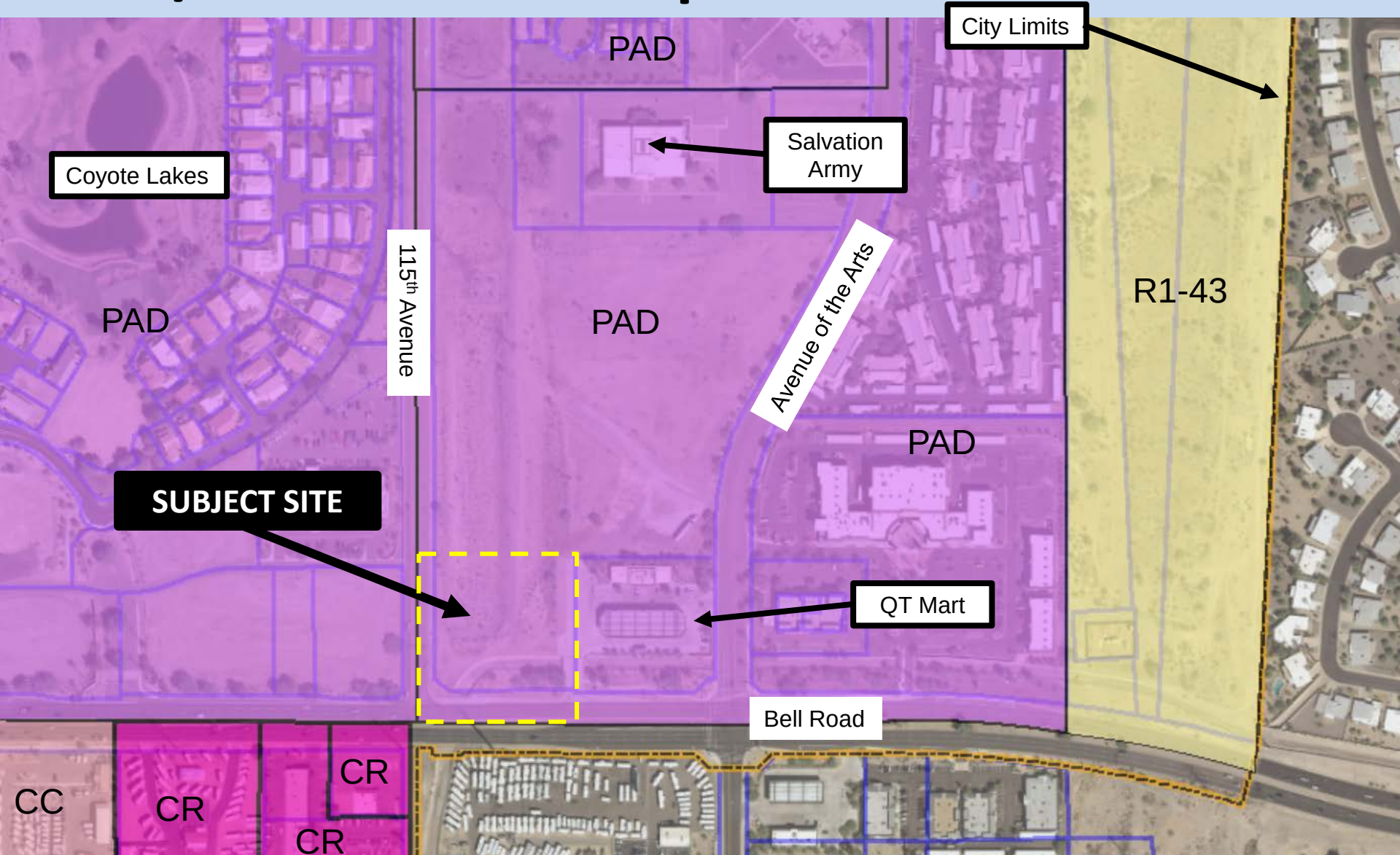
FS15-506 Quik Trip at Canyon Ridge West

Vicinity Map



FS15-506 Quik Trip at Canyon Ridge West

PADA/Rezone Case Map



Canyon Ridge West PAD Amendment For QuikTrip

Case No. FS15-506

**Northeast Corner of 115th Avenue and Bell Road
Surprise, Arizona**

Applicant: Brian Greathouse
Burch & Cracchiolo, P.A.
702 E. Osborn Road, Suite 200
Phoenix, Arizona 85383

Owner: 115th Avenue & Bell Road, LLC
2828 N. Central Avenue, Suite 1110
Phoenix, Arizona 85004

December 11, 2015
1st Revision: January 22, 2016

CANYON RIDGE WEST PAD AMENDMENT

A. INTRODUCTION AND OVERVIEW

The subject of this PAD amendment is approximately 3.06 gross acres (2.24 net acres) located at the northeast corner of 115th Avenue and Bell Road (“Site”). See Aerial Map at **Exhibit 1**. QuikTrip Corporation (“QT”) is requesting an amendment to the Canyon Ridge West Planned Area Development (“PAD”) to allow the development of a private driveway across the Site that connects QT’s existing gas station and convenience store (“QT Store”) to 115th Avenue and to allow the installation of a new QT sign along 115th Avenue (“QT Sign”). See Conceptual Site Plan at **Exhibit 2**.

The Site is within Parcel 1 of the Canyon Ridge West PAD. Parcel 1 is split into three “Lots.” Lot 1 is the 1.5 acre QT Store Site. Lot 2 is 13.80 acres that was recently rezoned from High Density Residential to Single Family Residential by Garrett Walker Homes. Lot 3 is the subject of this PAD Amendment. See “Current” Land Use Map at **Exhibit 3**. A PAD Amendment was approved in 2007, changing the land use designation on Lot 3 from Community Commercial to High Density Residential. This PAD Amendment seeks to change Lot 3 back to its original Community Commercial land use designation to allow the development of QT’s proposed driveway and monument sign. See “Proposed” Land Use Map at **Exhibit 3**. Prior to issuance of any building permits relating to the QT Sign, QT will complete the City’s site plan review process and combine the Site with APN 200-13-016V (the existing QT Store) through the Final Plat process.

B. EXITING CONDITIONS

1. **Surrounding Area.** The Site is bounded on the north by Lot 2, which was recently rezoned to Single Family Residential. The Site is bounded on the east by the existing QT Store. The Site is bounded on the south and west by Bell Road and 115th Avenue, respectively.
2. **Current Land Use and Zoning within the PAD.** The land uses within the PAD have evolved since its approval in 1997. Parcels 5 and 6 are completed single family residential communities. Parcel 3 is the location of a small community church (Community Commercial) and a partially completed single family residential community. Parcel 4 is a partially completed single family residential community. Parcel 2 is the location of a Salvation Army store (Community Commercial). Parcel 7 is the location of the Canyon Ridge Apartments (High Density Residential). Parcel 8 is the location of the Bell Mar Retail Center (Community Commercial). Parcel 1, Lot 1 is the location of the QT Store (Community Commercial). Parcel 1, Lot 2 is vacant land proposed to be developed with single family homes on the east portion of the Parcel/Lot by Garrett Walker Homes.
3. **Physical Features.** This vacant Site is primarily vegetated with sagebrush, bushes and other small ground cover. There are 3 separate overhead APS transmission and distribution lines running north-south within a 224 feet wide electric easement along the west portion of the Site. There is an existing shared driveway with various access easements and parking easements along the east property line of the Site. There is an existing 32 feet wide water easement running north-south down the middle of the Site. There is also an existing concrete drainage channel located on the south portion of the Site.

C. AMENDMENT TO THE PAD FOR PARCEL 1, LOT 3

1. **Existing Land Use and Zoning.** The purpose of this request is for approval to amend the Canyon Ridge West PAD to allow the development of a private driveway across the Site that connects QT's Store to 115th Avenue and to allow the installation of a new freestanding QT monument sign along the east side of 115th Avenue. The land use designation on the Site was changed from Community Commercial to High Density Residential in 2007. Since then, the Site has sat vacant with no development potential given the existing drainage channel, water easement, and overhead APS electric lines.
2. **Proposed Land Use and Zoning.** An amendment to the PAD from High Density Residential to Community Commercial on the Site will allow for the best use of this challenging, vacant Site. QT intends to construct a private driveway across the Site and install a new freestanding monument sign along the east side of 115th Avenue.

D. CIRCULATION

1. **Vehicular Circulation.** Traffic circulation will be improved on the Site with the additional driveway connecting the QT Store to 115th Avenue. This additional driveway will allow the QT Store to operate with three access points (115th Ave., Bell Road, and Avenue of the Arts), providing excellent vehicular circulation.
2. **Pedestrian Circulation.** There are currently no pedestrian walkways from 115th Avenue to the QT Store or the Bell Mar retail shopping center. The proposed private driveway will include a new sidewalk along the north side, providing a pedestrian connection to/from 115th Avenue.

E. DEVELOPMENT STANDARDS

The Development Standards applicable to the Site shall be in accordance with the Community Commercial Development Standards provided in the Canyon Ridge West PAD, except as modified as follows:

1. **Signage.**
 - a. **Location.** QT shall be allowed to install one freestanding monument sign along 115th Avenue. See Conceptual Monument Sign at **Exhibit 4**.
 - b. **Size.** The reader panel area of the QT Sign shall not be greater than 66% of the total face area of the sign.
 - c. **Setbacks.** The QT sign shall be setback from the west property line of the Site by a minimum of 5 feet, which is necessary given the proximity to the large drainage corridor and retention requirements on the west portion of the Site.

Exhibit 1 – Aerial Map



SITE

N 115th Dr

N 115th Ave

Hurricane Grill & Wings

QuikTrip

Butcher Bob's

W Bell Rd

Tom's Camperland

Orangewood RV Center

N 114th Ave

W Bell Rd

W Brenda Lynne Ln

Rose Garden Mobile Home Resort

Seabreez

Mirand

N 113th Ave

Google

W Amber Trail

Exhibit 2 – Conceptual Site Plan

Exhibit 3 – Land Use Map

PROJECT NO.:05-0494

The WLB Group Inc.
Engineering Planning Surveying
Landscape Architecture Urban Design
Offices located in Tucson, Phoenix, NV,
4444 East Broadway
Tucson, Arizona (520) 881-7480
WLB Project No.: 215018A-002

CANYON RIDGE WEST
PAD
SURPRISE, ARIZONA



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ANY UNAUTHORIZED USE, REPRODUCTION,
PUBLICATION, DISTRIBUTION, OR SALE IN
WHOLE OR IN PART, IS STRICTLY FORBIDDEN.

PROTOTYPE: P-85 (11/01/15)
DIVISION: 05
VERSION: 001
DESIGNED BY: dls
DRAWN BY: dls
REVIEWED BY: CAG

[illegible]

LAND USE MAP
EXHIBIT A

1 of 1

CASE #FS15-506

PROPOSED



ORIGINAL PAD LAND USE TABLE		
PARCEL	USE	AREA (AC)
1	COMMUNITY COMMERCIAL	16.41
2	COMMUNITY COMMERCIAL	10.78
3	HIGH DENSITY RESIDENTIAL	9.19
4	COMMUNITY COMMERCIAL	23.27
5	HIGH DENSITY RESIDENTIAL	42.12
6	SINGLE FAMILY RESIDENTIAL	112.38
7	HIGH DENSITY RESIDENTIAL	10.20
8	COMMUNITY COMMERCIAL	10.07



PREVIOUS PAD LAND USE TABLE		
PARCEL	USE	AREA (AC)
1, LOT 1	COMMUNITY COMMERCIAL	1.50
1, LOT 2	HIGH DENSITY RESIDENTIAL	16.12
2	COMMUNITY COMMERCIAL	9.57
3	COMMUNITY COMMERCIAL	3.74
3	SINGLE FAMILY RESIDENTIAL	5.45
4	SINGLE FAMILY RESIDENTIAL	23.27
5	SINGLE FAMILY RESIDENTIAL	42.12
6	SINGLE FAMILY RESIDENTIAL	112.38
7	HIGH DENSITY RESIDENTIAL	10.20
8	COMMUNITY COMMERCIAL	10.07

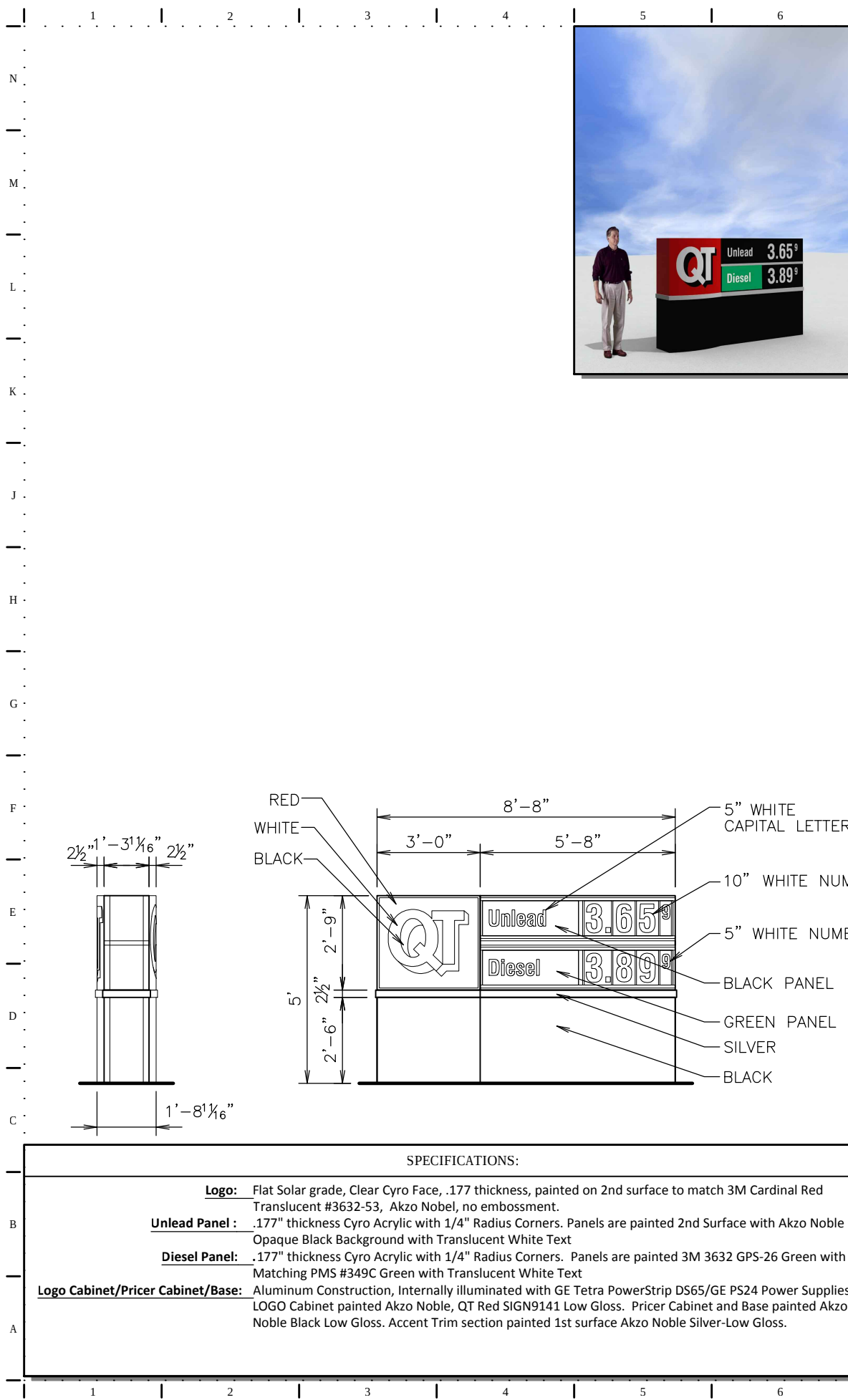


CURRENT PAD LAND USE TABLE		
PARCEL	USE	AREA (AC)
1, LOT 1	COMMUNITY COMMERCIAL	1.50
1, LOT 2	SINGLE FAMILY RESIDENTIAL	13.80
1, LOT 3	HIGH DENSITY RESIDENTIAL	2.32
2	COMMUNITY COMMERCIAL	9.57
3	COMMUNITY COMMERCIAL	3.74
3	SINGLE FAMILY RESIDENTIAL	5.45
4	SINGLE FAMILY RESIDENTIAL	23.27
5	SINGLE FAMILY RESIDENTIAL	42.12
6	SINGLE FAMILY RESIDENTIAL	112.38
7	HIGH DENSITY RESIDENTIAL	10.20
8	COMMUNITY COMMERCIAL	10.07



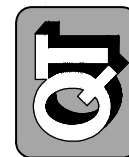
PROPOSED PAD LAND USE TABLE		
PARCEL	USE	AREA (AC)
1, LOT 1	COMMUNITY COMMERCIAL	1.50
1, LOT 2	SINGLE FAMILY RESIDENTIAL	13.80
1, LOT 3	COMMUNITY COMMERCIAL	2.32
2	COMMUNITY COMMERCIAL	9.57
3	COMMUNITY COMMERCIAL	3.74
3	SINGLE FAMILY RESIDENTIAL	5.45
4	SINGLE FAMILY RESIDENTIAL	23.27
5	SINGLE FAMILY RESIDENTIAL	42.12
6	SINGLE FAMILY RESIDENTIAL	112.38
7	HIGH DENSITY RESIDENTIAL	10.20
8	COMMUNITY COMMERCIAL	10.07

Exhibit 3 – QT Sign



QuikTrip.

705 S. 129th E. Ave - Tulsa, OK 74134-7008
P.O. Box 3475 - Tulsa, OK 74101-3475



Horizontal
Monument Sign
MH10-2P24SF

NOTES
DRAWN BY
ISSUE DATE
12/3/14

SQUARE FOOTAGE	TYPEFACE	
	INSIDE CAN	
	ENTIRE SIGN	24

SPECIFICATIONS:

Logo: Flat Solar grade, Clear Cyro Face, .177 thickness, painted on 2nd surface to match 3M Cardinal Red Translucent #3632-53. Akzo Nobel, no embossment.

Unlead Panel : .177" thickness Cyro Acrylic with 1/4" Radius Corners. Panels are painted 2nd Surface with Akzo Noble Opaque Black Background with Translucent White Text

Diesel Panel: .177" thickness Cyro Acrylic with 1/4" Radius Corners. Panels are painted 3M 3632 GPS-26 Green with Matching PMS #349C Green with Translucent White Text

Logo Cabinet/Pricer Cabinet/Base: Aluminum Construction, Internally illuminated with GE Tetra PowerStrip DS65/GE PS24 Power Supplies. LOGO Cabinet painted Akzo Noble, QT Red SIGN9141 Low Gloss. Pricer Cabinet and Base painted Akzo Noble Black Low Gloss. Accent Trim section painted 1st surface Akzo Noble Silver-Low Gloss.

SCALE:

$$1/4'' = 1'-0''$$

SERIAL NUMBER:

MH10-2P24SF

STORE NUMBER:

ORDINANCE 2016-03

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, APPROVING A MAJOR AMENDMENT TO THE CANYON RIDGE PAD, CHANGING THE ZONING CLASSIFICATION FROM HIGH DENSITY RESIDENTIAL PAD (9-22 DU/AC) TO COMMUNITY COMMERCIAL PAD, LOCATED EAST OF 115TH AVENUE AND NORTH OF BELL ROAD.

WHEREAS, this Ordinance was properly noticed for public hearing and the necessary hearings and opportunity for public input were completed;

WHEREAS, the subject site is located east of 115th Avenue and north of Bell Road;

WHEREAS, the subject site is zoned PAD;

WHEREAS, the PAD Amendment is authorized by the Canyon Ridge PAD;

WHEREAS, the proposed use of the subject site requires modification of the applicable zoning regulations;

WHEREAS, the proposed PAD Amendment satisfies the requirements set forth in Chapter 122 of the Surprise Municipal Code;

WHEREAS, this Zone Change and PAD Amendment is in harmony with the purposes and intent of the Surprise General Plan; and

WHEREAS, on March 3, 2016, the Planning and Zoning Commission recommended approval of the Canyon Ridge West PAD Amendment for QuikTrip.

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

Section 1. The parcel legally described on Exhibit A and depicted on Exhibit B, a portion of the Canyon Ridge West PAD, is hereby rezoned from PAD (High Density Residential 9-22 DU/Ac) to PAD (Community Commercial). This re-zoning approval is subject to the following stipulations:

- a. Development and use of the site shall be consistent with the PADA/Zone Change document entitled "Canyon Ridge West PAD Amendment for

QuikTrip” consisting of eleven (11) pages including exhibits, dated revised January 22, 2016 and stamped received January 22, 2016.

b. Non-compliance with the stipulations of approval of this case will be treated as a violation in accordance with the provisions of Article XIV of the Surprise Unified Development Code.

c. The Property owner and successors waive claim for diminution in value if the City takes action to rescind approval of this zone change request due to non-compliance with the stipulations of approval.

Section 2. Amendment of Zoning Map. The City of Surprise zoning map is herewith amended to reflect the change in districts referred to in Section 1 above.

Section 3 Codification. This ordinance is not of a general nature and will not be codified.

Section 4. Conflicting Ordinances. All ordinances, resolutions or codes in conflict with the provisions of this Ordinance or Code adopted by this Ordinance are repealed upon the effective date of this Ordinance.

Section 5. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by decision of any court of competent jurisdiction, such decision will not be read to affect the validity of the remaining portions thereof.

Section 6 Effective Date. This ordinance will become effective at the time and manner prescribed by law.

PASSED AND ADOPTED this ____ day of _____, 2016.

Sharon R. Wolcott, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney

FS15-506

Quik Trip at Canyon Ridge West

Major PAD Amendment / Rezone

City Council

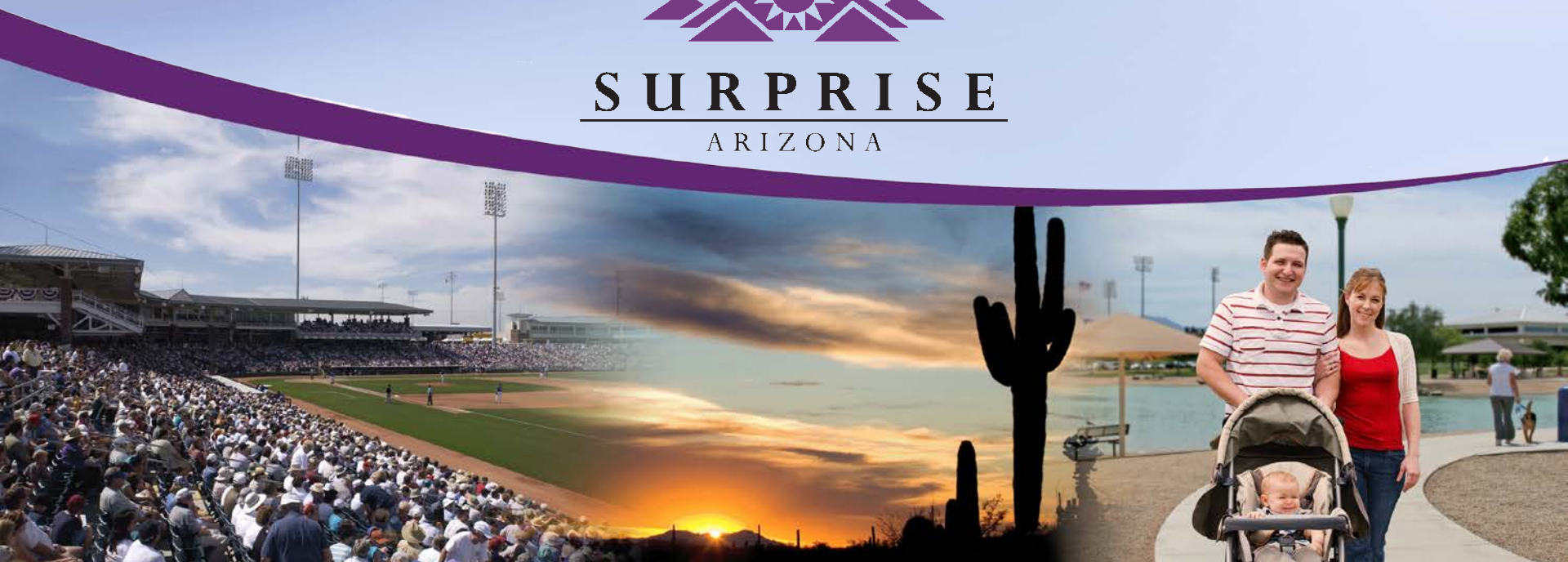
Regular Session

March 15, 2016



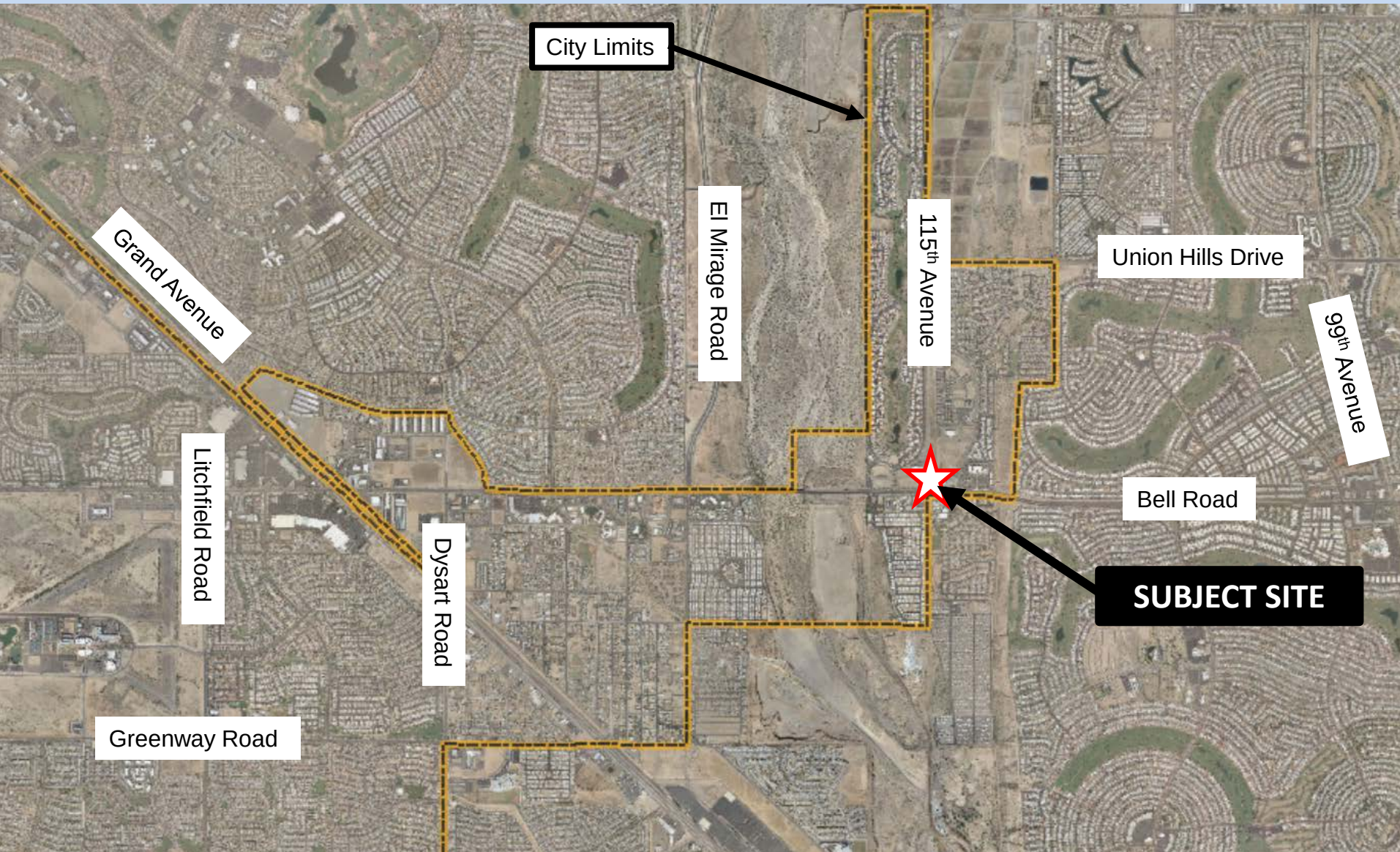
SURPRISE

ARIZONA



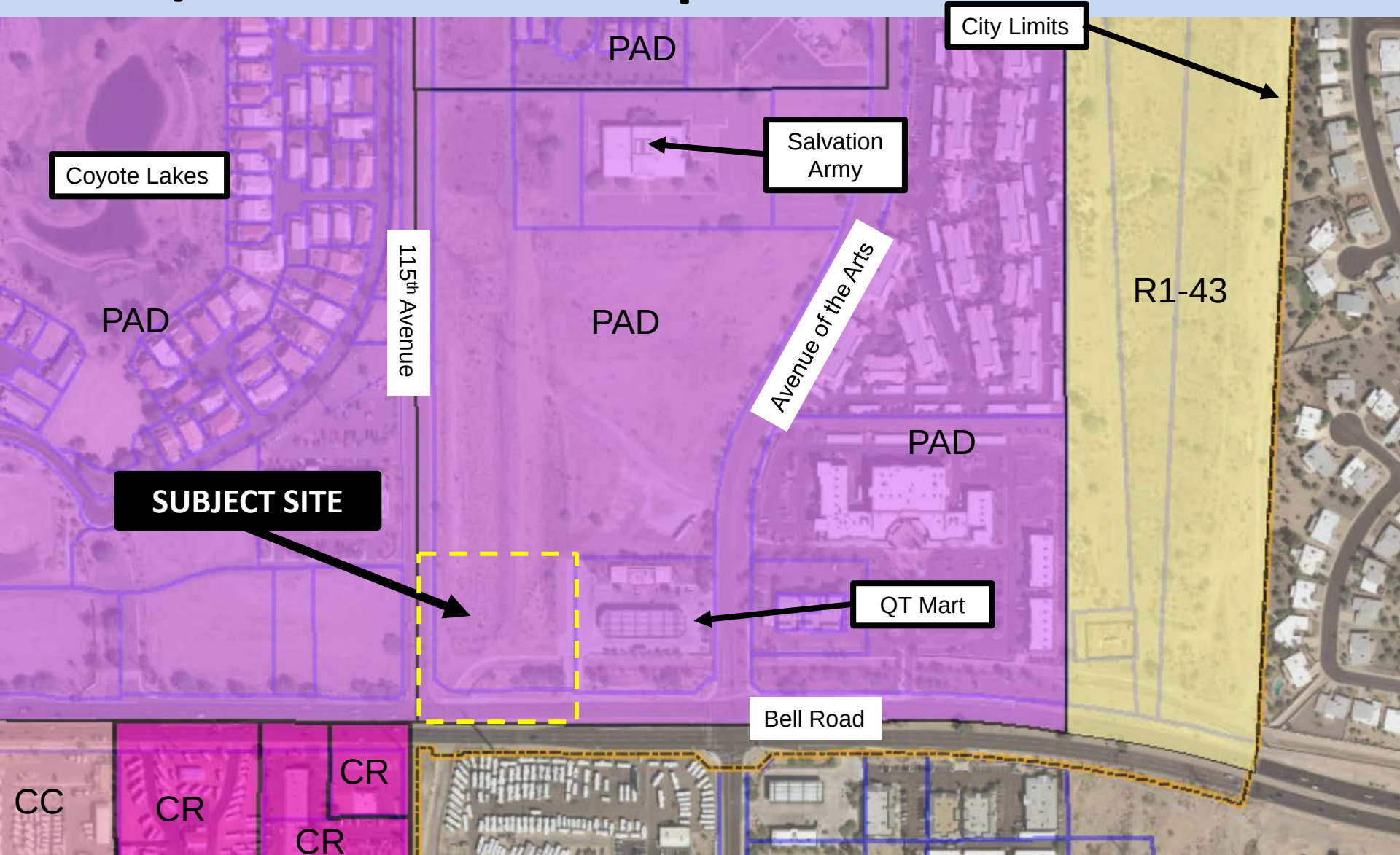
FS15-506 Quik Trip at Canyon Ridge West

Vicinity Map



FS15-506 Quik Trip at Canyon Ridge West

PADA/Rezone Case Map



NTS

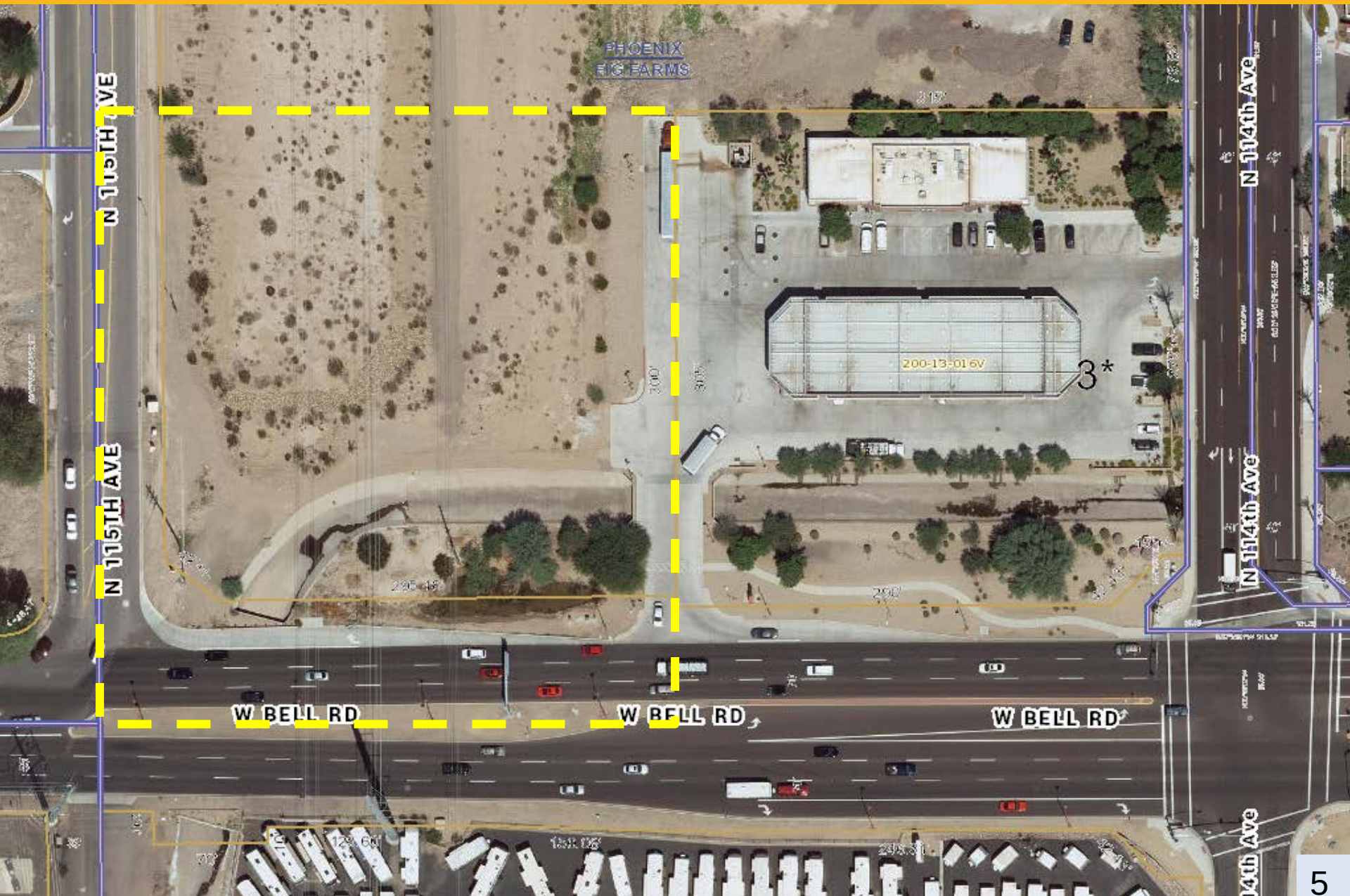
PROPOSED



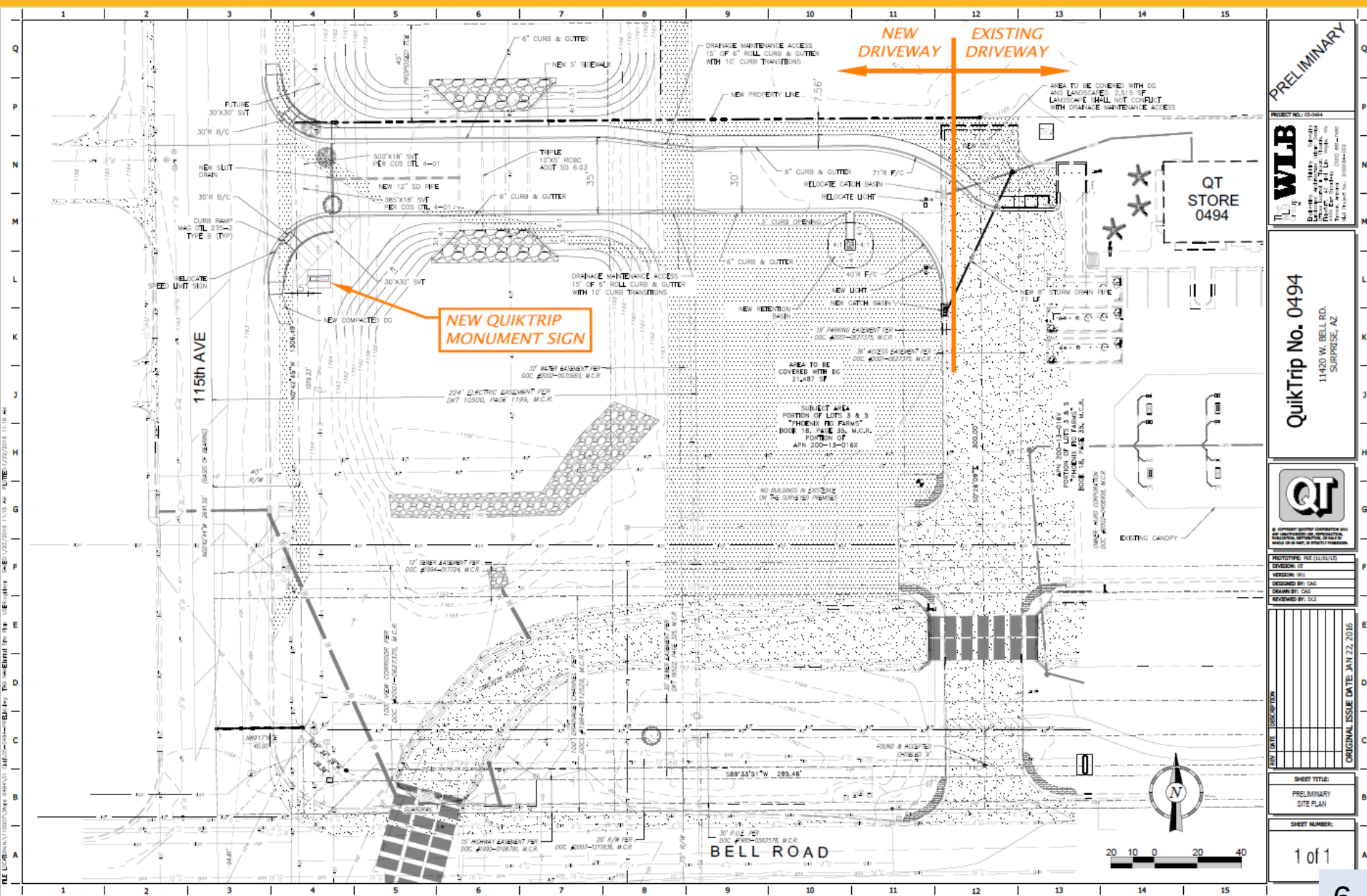
PROPOSED PAD LAND USE TABLE		
PARCEL	USE	AREA (AC)
1, LOT 1	COMMUNITY COMMERCIAL	1.50
1, LOT 2	SINGLE FAMILY RESIDENTIAL	13.80
1, LOT 3	COMMUNITY COMMERCIAL	2.32
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6	SINGLE FAMILY RESIDENTIAL	112.38
7	HIGH DENSITY RESIDENTIAL	10.20
8	COMMUNITY COMMERCIAL	10.07

1 of 1

FS15-506 Quik Trip at Canyon Ridge West



FS15-506 Quik Trip at Canyon Ridge West



PRELIMINARY

PROJECT NO. 15-0494
W.L.B.
DESIGNED BY: W.L.B.
CHECKED BY: W.L.B.
DATE: 03/22/2016

QuikTrip No. 0494
11420 W. BELL RD.
SURPRISE, AZ



PREPARED FOR (CLIENT):
DIVISION: SF
VERSION: 01
DESIGNED BY: CAG
CHECKED BY: CAG
REVIEWED BY: CAG

REV	DATE	DESCRIPTION

SHEET TITLE:
PRELIMINARY
SITE PLAN

SHEET NUMBER:

1 of 1

ORIGINAL ISSUE DATE: JAN 22, 2016

Citizen Outreach

➤ Citizen Review meeting January 28, 2016

Commission Recommendation:

Unknown as of the preparation of this presentation

Questions or Comments?





CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

[Back](#) [Print](#)

Council Meeting Date:	March 15, 2016	Contact Person:	Seth Dyson, Human Service & Community Vitality
Submitting Department:	Human Service & Community Vitality	District:	Citywide
Staff Recommendations:	Approve		

Consent	Regular	Public Hearing	Report/Discussion
---------	---------	----------------	-------------------

Agenda Wording:

Consideration and action pertaining to the funding recommendations for the Neighborhood Grant Applications for Fiscal Year 2015-16.

Motion:

I move to approve the funding recommendations as presented.

Background:

The Surprise Neighborhood Grant Pilot Program was introduced to Council on November 3, 2015. The purpose of the program is to engage residents and increase community engagement, interest, and involvement within the City of Surprise. Funding will be available beginning March 2016. All funding should be spent by June 17, 2016.

The Committee on Community Outreach, Partnerships and Grants have reviewed applications and are making funding recommendations to City Council.

Objective Analysis:

The Surprise Community Outreach Program was designed to provide neighborhoods with options for funding programs and/or events. Neighborhoods have not been provided with grant opportunities or monetary assistance for funding community events, neighborhood functions or improvements. This outlet would provide them the opportunity to request assistance with the goal of building community engagement and stronger relationships with the City of Surprise.

Policy Compliant:

The Neighborhood Grant Program would be consistent with the Surprise Community Outreach Program initiative.

Financial Impact:

The funds were previously allocated in the Human Service and Community Vitality Department for the Surprise Community Outreach Program at \$50,000. This past August, \$10,000 was designated for the purpose of establishing a Neighborhood Grant Pilot Program.

Budget Impact:

The FY2016 approved budget includes a total of \$50,000 for community outreach activities; \$10,000 for the Neighborhood Grant Pilot Program and \$40,000 for the Surprise Community Outreach Program.

FTE Impact:

This item does not change the full time equivalent count.

ATTACHMENTS:

Click to download

- ☐ [Staff Report](#)
 - ☐ [Marley Park - Veteran's Commemorative Plaza](#)
 - ☐ [WHAM - Recycle Arts Festival](#)
 - ☐ [Sanalina - Water Conservation](#)
 - ☐ [Royal Ranch - Pet Waste Removal Stations](#)
 - ☐ [District 4 - Numbers on Homes With Missing Addresses](#)
 - ☐ [Presentation](#)
-



HUMAN SERVICE AND COMMUNITY VITALTY

Date: March 15, 2016

To: Surprise City Council

From: Seth Dyson, Director
Jodi Tas, Assistant to Council II

Re: Pilot Neighborhood Grant Program FY 16

Introduction

The existing Surprise Community Outreach Program was designed to provide non-profit 501(c)3 organizations with options for funding programs and/or events. Neighborhoods have not been provided with grant opportunities or monetary assistance for funding community events, neighborhood functions or even some improvements. This outlet would provide them the opportunity to request assistance with the goal of building community engagement and stronger relationships with the City of Surprise.

Background

The Neighborhood Grant Program was discussed at the City Council Work Sessions on October 20, 2015 and November 3, 2015 at which time the City Council requested additional information with regards to the criteria and application process. The City Council approved the \$10,000 Pilot Neighborhood Grant Program on January 5, 2016.

Funding

The City Council designated \$10,000 of the \$50,000 approved from FY2016 budget from the Surprise Community Outreach Program for the Pilot Neighborhood Grant Program in August, 2015.

The Committee on Community Outreach, Partnerships and Grants reviewed applications and are making recommendations to the full City Council for which groups get funding.

Committee Recommendations

The Committee on Community Outreach, Partnerships and Grants held a meeting March 2 to review, discuss and act upon the eligible applications received. A total of five neighborhood applicants were received. Applicants were invited to the March 2 committee meeting to present their project to the committee. Four of the five applicants made presentations.

Committee recommendations are as follows:

Neighborhood/Applicant	Project Name	Requested Amount	Committee Recommendation
Marley Park	Veteran Commemorative Plaza (VCP)	\$6,000	\$2,000
Original Town Site/WHAM	The Recycle Arts Festival Exhibit and Show	\$6,000	\$2,000
Sanalina	Water Conservation Project	\$10,200	\$4,000
Royal Ranch	Pet Waste Stations	\$7,776.01	\$0
Original Town Site	Numbers on Home Without Address	\$2,000	\$2,000
	Request Total	\$31,976.01	\$10,000

Future Actions

- Award notifications to be sent immediately after Council action
- Spending and projects must be complete by June 17, 2016

Recommendation

Approval of Neighborhood Grant Program awards as recommended by the Committee on Community Outreach, Partnerships and Grants.

PROJECT APPLICATION FORMS

Please provide the following information regarding your proposed project. This three page application form is due to Jodi Tas, Assistant to the Council II, on Friday, February 26th at 5:00PM.

Name of Neighborhood:	MARLEY PARK
Name of Proposed Project:	Veterans Commemorative Plaza (VCP)
Contact Person:	Name: Bill Adams Address:  Telephone:  Email: 
Other Contacts (If Applicable):	Name: _____ Address: _____ Telephone: _____ Email: _____
Note: May include a community partner working on the project.	
Description of project including: a) goal/need of the project, b) how support has evolved in the neighborhood, c) who is involved, and d) what you expect the benefits to be when the project is complete. Note: Please use additional paper if needed.	See attached sheet.

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.

Type of Cost	Description of Expense	Projected \$ Amount
Salaries/Wages such as youth to clean up after an event, babysitters, etc.	NA	\$
Contracted Services such as site planning, sidewalk installation, etc.	See attached sheet	Total: \$31,622 \$ PAID: \$22,573 Need to be Funded: \$9,100
Material/Supplies such as refreshments, safety equipment, etc.	NA	\$
Communication such as long distance phone calls, internet usage, etc.	NA	\$
Printing/Reproduction such as fliers, invitations, applications, etc.	NA	\$

Rentals/Leases such as renting a PA System for an event	NA	\$
Capital Purchases such as playground equipment, trees, etc.	See attached sheet.	Total: \$5444 \$ PAID: \$2344 Need to be funded: \$3100
Other	NA	\$
Grand Total of Expenses		a) \$ 37,116

PROPOSED PROJECT REVENUE

Cash Donations from Partners

Name of Neighborhood, Person, or, Organization

\$ Amount

MAJOR SUPPORTERS	\$ 12,000
Other supporters	\$ 14,239
Fundraising	\$ 4,995
	\$
See attached sheet	\$
	\$

Total Cash From Partners

b) \$ 31,234

In-Kind Donations from Partners

Person/Group & Activity Performed

\$ Amount

DHB Associates, INC (donated land and flagpole)	\$
Logan Simpson Design (donated their services)	\$
Wadley Park Community Association (donated	\$
their services - financial, commun, water, etc)	\$
	\$
	\$

UNKNOWN

UNKNOWN

UNKNOWN

Total In-Kind From Partners

c) \$

UNKNOWN

of Hours X

\$23.07 per

hour =

Volunteer Hours (Valued at \$23.07 per hour)

Person/Group & Activity Performed

Committee Meetings	# of meetings 40	members 5	hours 1	\$ 4614
FUNDRAISING Activities	250 hours			\$ 5767
				\$
				\$

estimate

estimate

Total Volunteer Labor

d) \$

10,381

Grand Total (b+c+d=e)

e) \$

41,615

Project Overage or Shortage (a-

f) \$

4499

Overage

Why add donation and
Volunteer hours
to the Grand Total of
Assets?

City Grant Request

(Total cash request from the City of Surprise)

g) \$ 1,000

OR
6,000

City of Surprise Neighborhood Grant Program

February 25, 2016

Name of Neighborhood: Marley Park

Name of Proposed Project: Veteran Commemorative Plaza (VCP)

Contact Person: Bill Adams

Description of Project:

- a) Goal/need of the project: The VCP is intended to create an everlasting place for the Northwest Valley community to commemorate and memorialize military members from all branches of service and dates served. Phase I of the project was completed in July 2014. Fundraising is currently ongoing to raise funds to complete Phase II and III.
- b) How support has evolved in the neighborhood: The project started in the Marley Park community and has spread throughout the City of Surprise and the Northwest Valley.
- c) Who is involved: The VCP Committee consists of residents from the Marley Park community, representatives from the DMB Associates Inc, and representatives from the local VFW organization.
- d) What you expect the benefits to be when project is completed: The VCP will be a place to honor the service and sacrifices of all military personnel. The VCP will also be a place to generate interest for our younger generations to learn more about what it means to serve our country.

Salaries/Wages: NA

Contracted Services: Total - \$31,672; Paid - \$22,572; Need to be funded - \$9,100

Phase I (Paid): Fabricate precast concrete for pentagon base, install flagpole and brass plates, masonry, engrave pavers \$22,572

Phase II: Fabricate materials and installation of five benches \$7000

Phase III: Fabricate masonry column and precast concrete for Entrance pedestal, install pedestal and pathway lighting, install trash receptacle and pet waste bag dispenser \$2100

Material/Supplies: NA

Communication: NA

Printing/Reproduction: NA

Rentals/Leases: NA

Capital Purchases: Total - \$5,444; Paid - \$2,344; Need to be funded - \$3,100

Phase I (Paid): Brass plates (pentagon) \$2204 and Flags \$140,

Phase III: Brass plate (entrance pedestal) \$1500, pedestal lighting \$150, pathway lighting \$200, waste receptacle \$1000, pet waste bag dispenser \$250.

Other: NA

City of Surprise Neighborhood Grant Program

February 25, 2016

Cash Donations from Partners

Major Supporters: Total: \$12,000

DMB Associates Inc \$2500, Logan Simpson Design \$2500, Camino Del Sol Funeral Chapel \$1500, Wood/Patel & Associates \$1500, West Maricopa County Regional Association of Realtors \$1500, Legacy Traditional School \$1500, OCM LLC \$1000.

Other Supporters: Total: \$14,239

(Paver purchases) Individuals, groups, small businesses, etc

Fundraising: Total: \$4,995

Marley Park Elementary School \$2373, various fundraisers \$2622

In-Kind Donations

DMB Associates Inc (Donated the land and the flagpole)

Logan Simpson Design (Donated their services)

Marley Park Community Association (Donated their services – financial, communication, etc)

Volunteer Hours

Meeting of Committee members: est 40 meetings X 5 members X 1 hour X \$23.07 = \$4614

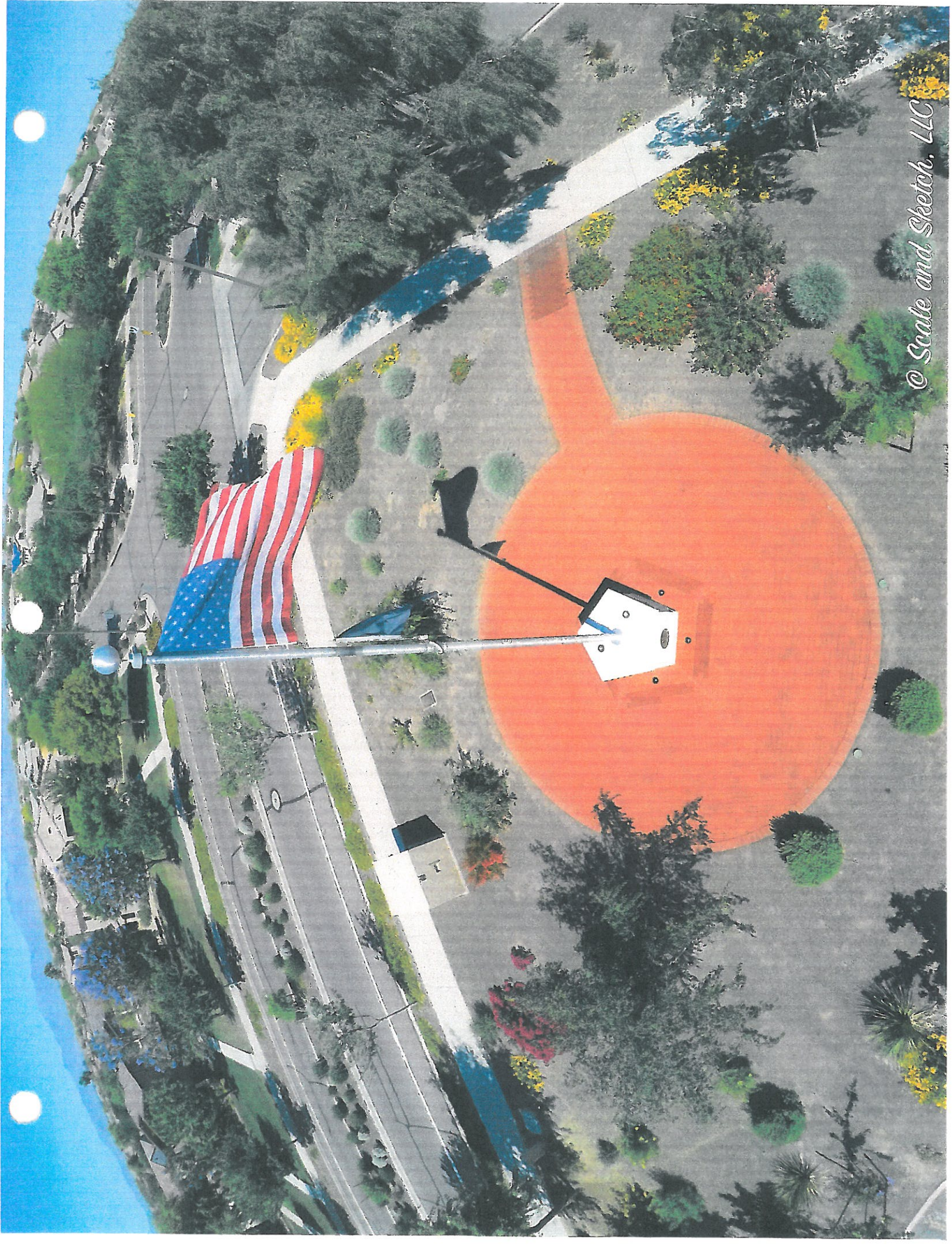
Fundraising activities: est 250 hours X \$23.07 = \$5767

City Grant Request (total cash request from the City of Surprise): \$1,000 or \$6000

Description of how the funding will be utilized

The \$1000 grant will enable the VCP Committee to complete the financing in the construction of Phase II of the VCP. Phase II involves the building of five benches (see the attached design plans).

The \$6000 grant will enable the VCP Committee to complete the financing in the construction of Phases II and III of the VCP. Phase II involves the building of five benches (see the attached design plans). Phase III involves the purchase, fabrication, and installation of the Entrance Pedestal, trash receptacle, pet waste bag dispenser, and Pathway lighting (see the attached design plans).

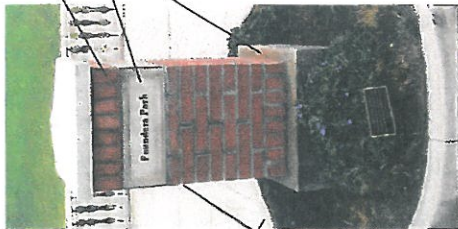


© Scale and Sketch, LLC

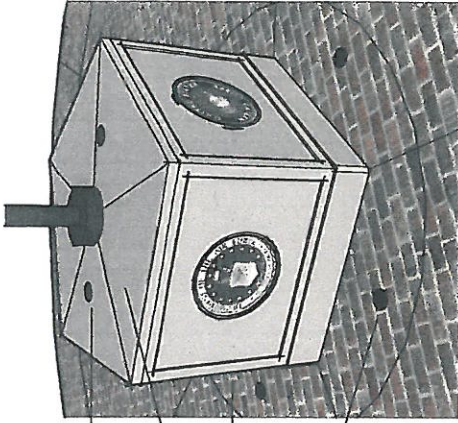


VETERANS COMMEMORATIVE PLAZA

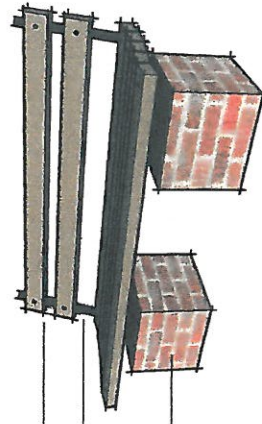




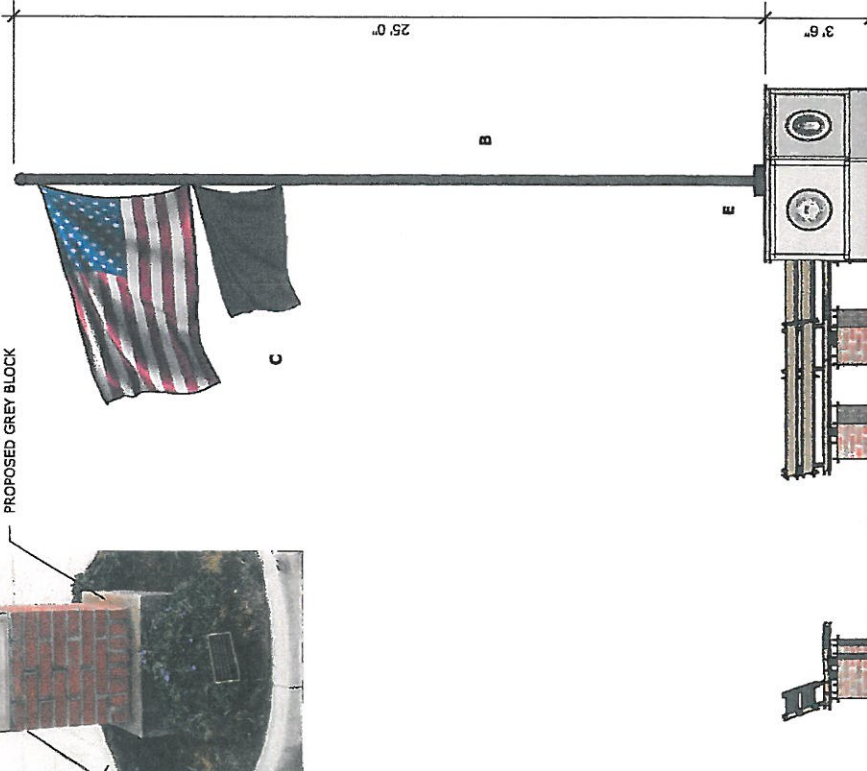
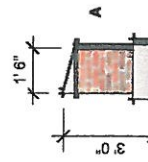
PROPOSED FOUNDERS BLOCK
PROPOSED PRECAST
PROPOSED GREY BLOCK



(2) UPLIGHTS FOR FLAG ILLUMINATION
PRECAST CAP - SLOPE TO DRAIN
MITER ALL CORNERS OF PRECAST PANELS
(5) LOW VOLTAGE UPLIGHTS FOR EMBLEM ILLUMINATION - CENTER AT EACH FACE AT DISTANCE TO PROVIDE EVEN LIGHT



WOOD OR COMPOSITE WOOD SLATS
METAL FRAME - BLACK OR DK. BRONZE FINISH
16" SQUARE FOUNDERS BLOCK BASE



- A ENTRY MONUMENT SIGNAGE
 - B 25'-0" FLAG POLE W/ INTERNAL LANYARD
 - C US FLAG W/ MIA POW FLAG
 - D WOOD PARK BENCHES W/ BLOCK BASE
 - E PENTAGON BASE W/ BRANCH SEALS
- BRONZE PLAQUE OVER FOUNDERS BLOCK OVER GREY BLOCK
 - BRUSHED ALUMINUM FINISH
 - SIZES TBD
 - WOOD OR COMPOSITE WOOD SLATS OVER BLACK METAL FRAME OVER FOUNDERS BLOCK BASE
 - PRECAST FOAM PANELS WITH INSCRIBED INSIGNIA AFFIXED TO FACE

SCALE: 1"=4'-0"



- A ENTRY MONUMENT SIGNAGE
- B 5'-0" WIDE BRICK PAVER PATHWAY
- C 30'-0" DIAMETER BRICK PAVER PLAZA
- D (5) PARK BENCHES
- E FLAGPOLE AND PENTAGON BASE
- F EXISTING UTILITY SWITCH CABINET
- G EXISTING SIDEWALK
- H EXISTING POOL HOUSE PARKING LOT
- I EXISTING TRASH ENCLOSURE
- J PROPOSED TRASH RECEPTACLE



SCALE: 1"=20'

DRAWN BY JM	PROJECT NO. MP Vet Memorial	CLIENT Marley Park Veterans Memorial Committee
DESCRIPTION Plan	ISSUE 04.30.13	Tel: 602.501.2988
	RE-ISSUE	Sunrise, AZ 85379

**UNANIMOUS WRITTEN CONSENT IN LIEU OF A MEETING
OF THE BOARD OF DIRECTORS OF
MARLEY PARK COMMUNITY ASSOCIATION, INC.**

**(City of Surprise Neighborhood Grant Program
Veterans Commemorative Plaza)**

The undersigned, being all of the Directors of MARLEY PARK COMMUNITY ASSOCIATION, INC., an Arizona nonprofit corporation (the "**Corporation**"), pursuant to A.R.S. § 10-3821, as well as Section 3.14 of the Corporation's Bylaws, do hereby consent to the adoption of the following resolution and declare it to be in full force and effect as if it was adopted at a regularly-scheduled meeting of the Board of Directors:

WHEREAS, in May of 2012, Marley Park Phase I, LLC, an Arizona limited liability company ("**MP Phase I**"), in conjunction with the Corporation, the Marley Park Leadership Team and the Veterans Commemorative Plaza Committee, approved the construction of a Veterans Commemorative Plaza (the "**Project**") on Lot 2 as set forth on the Final Plat of Marley Park Village Core Phase 1 recorded in Book 1009 of Maps, Page 11, as Instrument No.: 2008-0900709, Official Records of Maricopa County, Arizona.

WHEREAS, the Corporation's Board of Directors memorialized the approval from MP Phase I for the construction of the Veterans Commemorative Plaza via a Unanimous Written Consent dated July 25, 2012 authorizing the Corporation to begin construction of the Project.

WHEREAS, the Veterans Commemorative Plaza Groundbreaking Ceremony was held on November 11, 2013, and the Veterans Commemorative Plaza Committee raised \$25,000.00 (Twenty Five Thousand Dollars) for the Project. Phase 1 of the Project grand opened on July 4, 2014 with a 30-foot flagpole and an octagon shaped base that includes an emblem for each of the five branches of military service along with "Circle of Honor" pavers.

WHEREAS, the Veterans Commemorative Plaza Committee continues fundraising efforts to complete Phases II and III of the Project. Phase II includes the construction and installation of five benches, and Phase III includes the construction and installation of pathway lights, a garbage receptacle and a dog waste bag station.

WHEREAS, the Veterans Commemorative Plaza Committee has requested the approval from the Corporation's Board of Directors to make application to the City of Surprise Neighborhood Grant Program, which provides eligible neighborhoods with small grants to fund neighborhood events, functions or community improvements.

WHEREAS, the Corporation desires that the Veterans Commemorative Plaza Committee move ahead and make such application to the City of Surprise Neighborhood Grant

Program in hopes that any funds received through the City of Surprise Neighborhood Grant Program will aid in completing Phases II and III of the Veterans Commemorative Plaza.

THEREFORE BE IT RESOLVED, that the Corporation's Board of Directors hereby approve the Veteran's Commemorative Plaza Committee's request to make application to the City of Surprise Neighborhood Grant Program for the purpose of receiving grant monies to aid in the completion of Phases II and III of the Veterans Commemorative Plaza in Marley Park.

Dated effective as of the 22nd day of January, 2016

DocuSigned by:

Todd Hornback

4B47F46F2966424

Todd Hornback, President

DocuSigned by:

TJ Forster

D02B5D742C08424

TJ Forster, Secretary & Treasurer

DocuSigned by:

Bill Adams

F058407CE2A6453

Bill Adams, Director

City of Surprise Neighborhood Grant Program

February 25, 2016

I support the building of the Veterans Commemorative Plaza (VCP) and the application to request funds from the City of Surprise Neighborhood Grant Program.

Signature: William D Adams

Printed Name: William D ADAMS

Resident's Address: [REDACTED]

Signature: Karen Zelek

Printed Name: KAREN Zelek

Resident's Address: [REDACTED]

Signature: Rosalba Chan

Printed Name: Rosalba CHAN

Resident's Address: [REDACTED]

Signature: Jennea Bono

Printed Name: Jennea Bono

Resident's Address: [REDACTED]

Signature: Martin Latko

Printed Name: Martin Latko

Resident's Address: [REDACTED]

PROJECT APPLICATION FORMS

Please provide the following information regarding your proposed project. This three page application form is due to Jodi Tas, Assistant to the Council II, on Friday, February 26th at 5:00PM.

Name of Neighborhood:	OLD TOWNE SURPRISE
Name of Proposed Project:	THE RECYCLE ARTS FESTIVAL: EXHIBIT & SHOW
Contact Person:	Name: JOSEPHINE GARCIA Address: 16560 N. DYSART RD Telephone: [REDACTED] Email: josephine.garcia@wham-art.org
Other Contacts (If Applicable):	Name: CONNIE WHITLOCK Address: 16560 N. DYSART RD Telephone: [REDACTED] Email: connie.whitlock@wham-art.org
Note: May include a community partner working on the project.	
Description of project including: a) goal/need of the project, b) how support has evolved in the neighborhood, c) who is involved, and d) what you expect the benefits to be when the project is complete. Note: Please use additional paper if needed.	SEE ATTACHED...

The Recycle Arts Festival: Exhibit & Fashion Show is a one day program for the local community. It is scheduled for Saturday April 2, 2016 from 4-7 PM. For the first hour, there will be a professional art exhibit featuring youth and adult art work, as well as free activities for kids, music and food available for purchase. The Recycle Fashion show will begin at 5 PM. At the close there will be a presentation of awards for merit in each of the categories.

This event is designed as a fundraiser to sustain art programs for underserved populations in the local community. We seek to raise funds for three main programs **Art: A Path to Healing**, a program for veterans with Post Traumatic Stress Disorder, **The Artist Within**, an adaptive art program for people with special needs and **All Kids Art** a free summer program for kids. Neighbors living in the vicinity, schools (Arizona Charter Academy), organizations (Benevilla, Becky Home Care) and businesses (Art Supply Stores, printing companies, local publications) benefit from these free opportunities.

While the main focus is to raise funds for art programming the actual event serves as a community building project for the local neighborhood. Through the calls to participate in the activities our organizational members and local neighbors—children, teens and adults, novice to expert, are encouraged to participate in the artistic challenges. Individuals are asked to use post-consumer recycled materials in their process and create hanging or wearable art. Local attendees enjoy free quality art programming in their own back yard and have an opportunity to interact with other neighbors.

Benefits of this program include ability for WHAM Art Association to offer free art programming for one year for the above mentioned programs and groups. Through the projects leading up to and the day of the event this project fosters a deeper sense of community and local pride. We hope to enrich the neighbors with arts and culture, encouraging future generations to appreciate the value of art and community.

This program is unique to the West Valley and professional programs such as this contribute to the City of Surprise being known as an arts destination. Art festivals of this nature stimulate the local community as well.

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.

Type of Cost	Description of Expense	Projected \$ Amount
Salaries/Wages such as youth to clean up after an event, babysitters, etc.	ARTIST DEMONSTRATION FEES 6 ARTISTS @ \$100.00 / HR FOR ONE HOUR	\$ 600.00
Contracted Services such as site planning, sidewalk installation, etc.		\$
Material/Supplies such as refreshments, safety equipment, etc.	MATERIALS & SUPPLIES FOR FASHION DISPLAY & SHOW SUPPLIES FOR FREE ACTIVITIES FOR KIDS SNACKS / WATER → VOLUNTEERS	\$ } \$600.00 \$ 200.00
Communication such as long distance phone calls, internet usage, etc.		\$
Printing/Reproduction such as fliers, invitations, applications, etc.	ADS, PRINTING INVITES	\$ \$2100

Rentals/Leases such as renting a PA System for an event	STAGE , CHAIRS, LARGE TENT	\$ 1050
Capital Purchases such as playground equipment, trees, etc.		\$
Other	DJ MC SERVICES VIDEO/ PHOTOGRAPHY AWARDS	500 \$ 150 800
Grand Total of Expenses		a) \$ 6000.00

PROPOSED PROJECT REVENUE

Cash Donations from Partners

Name of Neighborhood, Person, or, Organization

\$ Amount

AZ COMMISSION ON THE ARTS	\$ 2000
	\$
	\$
	\$
	\$
	\$

Total Cash From Partners

b) \$ 2000.00

In-Kind Donations from Partners

Person/Group & Activity Performed

\$ Amount

ARIZONA PUBLIC SERVICE	\$ 300.00
	\$
	\$
	\$
	\$
	\$

Total In-Kind From Partners

c) \$

300.00

Volunteer Hours (Valued at \$23.07 per hour)

of Hours X
\$23.07 per
hour =

Person/Group & Activity Performed

TEENS (6) X 1 HR	\$ 192.00
2 DOCENTS (2) X 3 HRS	\$ 138.42
SET UP / TAKE DOWN (12) X 2 HRS	\$ 553.68
INFO TENT (3) X 2 HRS	\$ 138.42
BACKSTAGE (8) X 4 HRS	\$ 738.24
PARKING ATT. (2) X 4 HRS	\$ 184.56

Total Volunteer Labor

d) \$

1945.32

Grand Total (b+c+d=e)

e) \$

4,245.32

Project Overage or Shortage (a-e=f)

f) \$

1,754.68

City Grant Request

(Total cash request from the City of Surprise)

g) \$
6,000.00

- NAME OF DEVELOPMENT

- MAKE A COPY, GET SIGNATURES...

- *Future India*
- *Patel Singh*

- *[Signature]*
- *Manoj Meena*
- *Judy K Harmon*

Name of Neighborhood: Sanalina

Name of Project: Water: Conservation Project

Contact Person: Michael Manda

Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Description of Project:

Replace our aging sprinkler system with a state of the art system. This new system will have the ability to utilize weather data, soil moisture content and several other variables to determine water needs.

Goal/Need of the Project

Water is one of the most valuable resources for the entire world. Our goal is to help conserve this valuable resource. With these conservation efforts we hope to achieve long term sustainability for our community.

Who is involved in the neighborhood?

Sanalina HOA promotes community involvement. The entire board of directors, our landscape committee, and several residents of our community, First Service Residential, and Proqual Landscape are involved in this project.

How Support has evolved in the Neighborhood

Over the last several years we have made various efforts to conserve water. These efforts have included shrub removal, working with our landscapers to maintain leaks, not over seeding with winter rye. We work in conjunction with our landscapers to monitor our water meters to ensure we do not exceed projected use. We have discussed upgrading our system for several years. Unfortunately our budget constraints have not allowed us to implement a new system

What you expect the benefits to be when the project is complete

Water is our largest expense. We expect our community will reduce our water use between 15%-25% annually. These savings will ensure that we are able to maintain our common areas for the long term. Our parks and common areas are a place where kids and adults spend quality time. Sanalina is committed to doing its part to make Surprise a place where people want to live.

Proposed Expense of Project

The expense of this project including materials and labor \$12,525.00. The costs are outlined in the attached proposal. The work will be performed by Proqual Landscaping. Once approved we can easily meet a target installation date prior to June 1 2016

Sanalina's Contribution

It is understood there are a limited amount of funds available for this program. Sanalina strongly supports water conservation. Our homeowners association is willing to commit as much as \$4500 toward this effort.

Sanalina Homeowners Association

Water Conservation Project

2/24/2016

Thank You for considering our application for the Neighborhood Grant Program.

The Sanalina Homeowners association fully supports the water conservation project.

Any funds awarded to Sanalina will be used solely for the purpose of this project

Sincerely,

Michael Manda

Lisa Braswell

Robert Imlay

Joseph Carle

Mark Gibson

James Ruff (Resident)

Russell Terro (Resident)

Lisa Iuvino (Resident)

John E. Stanfield (Resident)

James M. Parmley (Resident)



Water Management Program

Sanalina HOA

	Existing Controller	# of Stations	Replacement Controller	Cost
1	RainBird MC	24	ET Water Replacment Panel	\$2,100.00
2	RainBird MC	24	ET Water Replacment Panel	\$2,100.00
3	RainBird MC	24	ET Water Replacment Panel	\$2,100.00
4	RainBird MC	4	ET Water Hermit Crab	\$825.00
5	RainBird MC	24	ET Water Replacment Panel	\$2,100.00
6	RainBird MC	24	ET Water Replacment Panel	\$2,100.00
7				
8				
9				
10				
11				
12				
13				
Total Cost of Controllers				\$11,325.00
Cost to Install Controller				\$200.00
# of Controllers				6
Total Cost of Installation				\$1,200.00
Total Project Cost				\$12,525.00

Water is one of our most precious resources. The Certified Water Management Professionals at ProQual Landscaping are working hard to provide sustainable Water Management Programs for their customers. Combining the highest level of technology and real world experience, our custom tailored programs will allow you to sustain both your beautiful landscape... and your budget.

Landscape Management solutions to increase the value of your community!



2016 Water Budget **\$43,000**

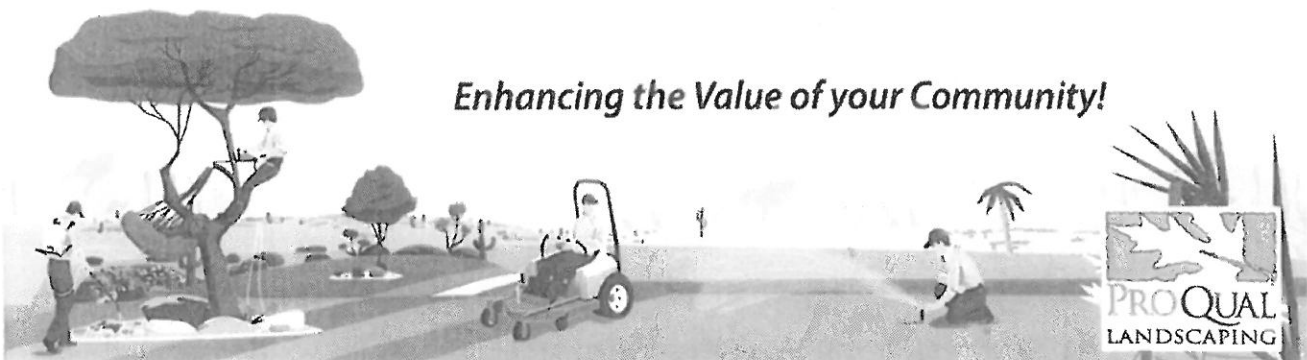
Potential Savings - 10-30% **15%**

Potential 1 Year Savings **\$6,450**

Return on Investment in Years **1.94**

Potential 5 Year Savings **\$33,947**

Enhancing the Value of your Community!





PO Box 24530
 Tempe, AZ 85282
 Tempe, AZ 85282-24530
 Phone: 480-456-0608

PROPOSAL

Date	Proposal #
1/18/2016	22625

Customer/ Address

Sanalina HOA
 c/o FirstService Residential
 9000 W. Pima Center Parkway, Suite 300
 Scottsdale, AZ 85258

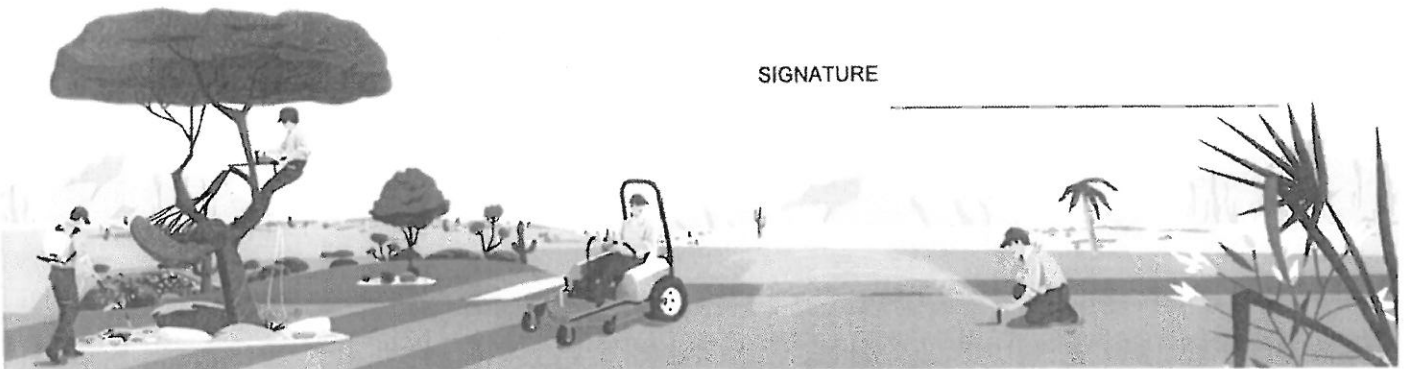
Web Site

www.proquallandscaping.com

Description	Quantity	Cost	Total
(5) ET Water 24 Station Replacement Panel \$2,100.00	1	11,325.00	11,325.00
(1) ET Water Hermit Crab \$825.00			
Total Cost of Controllers \$11,325			
Labor to install and program system	1	1,200.00	1,200.00
Work will be scheduled when authorization is received.			
Sales Tax (0.0%)			\$0.00
Total			\$12,525.00

THIS IS NOT AN INVOICE. PLEASE DO NOT PAY.
 THIS PRICE IS ONLY VALID FOR 30 DAYS.

SIGNATURE _____



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.

Type of Cost	Description of Expense	Projected \$ Amount
Salaries/Wages such as youth to clean up after an event, babysitters, etc.		\$
Contracted Services such as site planning, sidewalk installation, etc.		\$ 11,200 includes materials
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) \$ 11,200

PROPOSED PROJECT REVENUE

Cash Donations from Partners

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

Sunshine Home	\$ 1000
	\$
	\$
	\$
	\$
	\$

Total Cash From Partners

b) \$ 1000

In-Kind Donations from Partners

Person/Group & Activity Performed

\$ Amount

	\$
	\$
	\$
	\$
	\$
	\$

Total In-Kind From Partners

c) \$

of Hours X
\$23.07 per
hour =

Volunteer Hours (Valued at \$23.07 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) \$ 10,200

PROJECT APPLICATION FORMS

Please provide the following information regarding your proposed project. This three page application form is due to Jodi Tas, Assistant to the Council II, on Friday, February 26th at 5:00PM.

Name of Neighborhood:	ROYAL RANCH
Name of Proposed Project:	PET WASTE STATIONS
Contact Person:	Name: GEORGE PETERSON Address: [REDACTED] Telephone: [REDACTED] Email: [REDACTED]
Other Contacts (If Applicable): Note: May include a community partner working on the project.	Name: _____ Address: _____ Telephone: _____ Email: _____
Description of project including: a) goal/need of the project, b) how support has evolved in the neighborhood, c) who is involved, and d) what you expect the benefits to be when the project is complete. Note: Please use additional paper if needed.	INSTALL 20 PET WASTE STATIONS THE GOAL IS TO PROVIDE RESIDENTS AND VISITORS A CONVENIENT METHOD OF DISPOSING GENERATED WASTE. THE COMMUNITY IS BEHIND THIS EFFORT. THE HOA BOARD IS INVOLVED IN THIS EFFORT. BENEFITS FROM THE PLACEMENT OF STATIONS WILL BE TO ASSIST IN A CLEANER COMMUNITY AND ALLOW PET OWNERS TO BE MORE RESPONSIBLE.

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.

Type of Cost	Description of Expense	Projected \$ 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.	PET WASTE STATIONS	\$ 6,853.21
Other		\$
Grand Total of Expenses	a)	\$ 6,853.21

PROPOSED PROJECT REVENUE

Cash Donations from Partners

Name of Neighborhood, Person, or, Organization	\$ Amount
NONE —	\$ —
	\$
	\$
	\$
	\$
	\$
Total Cash From Partners	b) \$ —

In-Kind Donations from Partners

Person/Group & Activity Performed

\$ Amount

NONE	\$
	\$
	\$
	\$
	\$
	\$

Total In-Kind From Partners

c) \$

of Hours X

\$23.07 per

hour =

Volunteer Hours (Valued at \$23.07 per hour)

Person/Group & Activity Performed

RESIDENT GROUP 40 HRS X 23.07	\$ 922.80
	\$
	\$
	\$
	\$
	\$

Total Volunteer Labor

d) \$

922.80

Grand Total (b+c+d=e)

e) \$

7,776.01

Project Overage or Shortage (a-e=f)

f) \$

City Grant Request

(Total cash request from the City of Surprise)

g) \$

7,776.01

City of Surprise Neighborhood Grant Program.

The Royal Ranch Homeowners Association Board approved the application for this Grant and project at the Board Meeting held February 25, 2016.

A handwritten signature in dark ink, appearing to read "George J. Peterson", written over a horizontal line.

George J Peterson
Royal Ranch Homeowners Association
Board Member



We support the installation of Pet Stations in Royal Ranch.

Name: Leonard Lindsay

Address: [REDACTED]

Name: Walter Bank

Address: [REDACTED]

Name: Kory Hallen

Address: [REDACTED]

Name: Alfredo Hernandez

Address: [REDACTED]

Name: Bill Tane

Address: [REDACTED]

Name: David Ingram

Address: [REDACTED]

PROJECT APPLICATION FORMS

Please provide the following information regarding your proposed project. This three page application form is due to Jodi Tas, Assistant to the Council II, on Friday, February 26th at 5:00PM.

Name of Neighborhood:	District 4 - Project
Name of Proposed Project:	Members on home without Address.
Contact Person:	Name: <u>Mike Reyes</u> Address: _____ Telephone: _____ Email: _____
Other Contacts (If Applicable):	Name: <u>Sylvia San Romera</u> Address: _____ Telephone: _____ Email: _____
Note: May include a community partner working on the project.	
Description of project including: a) goal/need of the project, b) how support has evolved in the neighborhood, c) who is involved, and d) what you expect the benefits to be when the project is complete. Note: Please use additional paper if needed.	The identification of home addresses is so necessary for police, fire and public works. Some residents forget their addresses since they have had a number for long period of time. Student volunteers & supervisors from adults will take place. The need to identify homes especially in emergency cases is so needed in OTS.

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.

Type of Cost	Description of Expense	Projected \$ Amount
Salaries/Wages such as youth to clean up after an event, babysitters, etc.	Taking down unfinished number & replacing new one - will be needed.	\$
Contracted Services such as site planning, sidewalk installation, etc.	Numbers will be purchased as need from Boulders or Home Depot.	\$
Material/Supplies such as refreshments, safety equipment, etc.	food drinks for students & adults -	\$
Communication such as long distance phone calls, internet usage, etc.	—	\$
Printing/Reproduction such as fliers, invitations, applications, etc.	fliers & printing will be necessary -	\$

Rentals/Leases such as renting a PA System for an event	Event will take place at Garcia Park with food & drinks - for all volunteers	\$
Capital Purchases such as playground equipment, trees, etc.	Project will be completed by September 2016. E.V.	\$
Other	City trailer will be used for entertainment	\$
Grand Total of Expenses		a) \$

PROPOSED PROJECT REVENUE

Cash Donations from Partners

Name of Neighborhood, Person, or Organization

\$ Amount

Donation will be submitted	\$
when we have all the info	\$
of how many homes are	\$
in need of numbers for	\$
their homes.	\$
	\$

Total Cash From Partners

b) \$

In-Kind Donations from Partners

Person/Group & Activity Performed

\$ Amount

Have not asked for in-kind donation at this time.	\$
	\$
	\$
	\$
	\$
	\$

Total In-Kind From Partners

c) \$

Volunteer Hours (Valued at \$23.07 per hour)

of Hours X
\$23.07 per
hour =

Person/Group & Activity Performed

20 students	\$ 596.40
5 Adults	\$
food - entertainment	\$
	\$
	\$
	\$

Total Volunteer Labor

d) \$

Grand Total (b+c+d=e)

e) \$

Project Overage or Shortage (a-e=f)

f) \$

City Grant Request

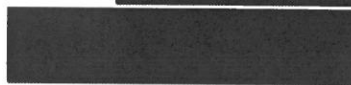
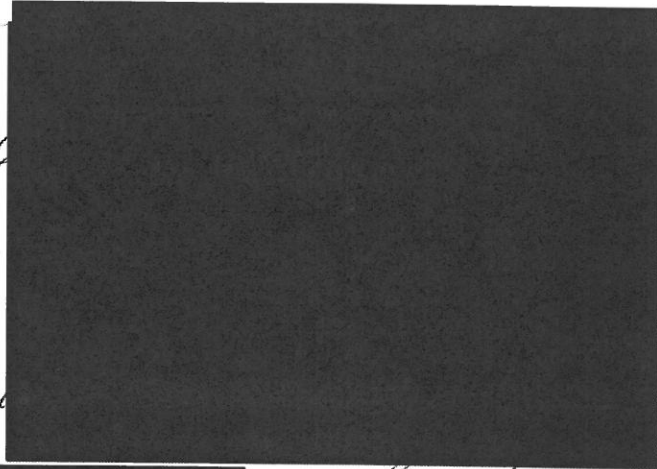
(Total cash request from the City of Surprise)

g) \$ 2,000.00

We would like to pass out bags with paper, pencils, erasers and small supplies for school during our entertainment gathering at Garcia Park during month of Sept.

Rest of Committee members are

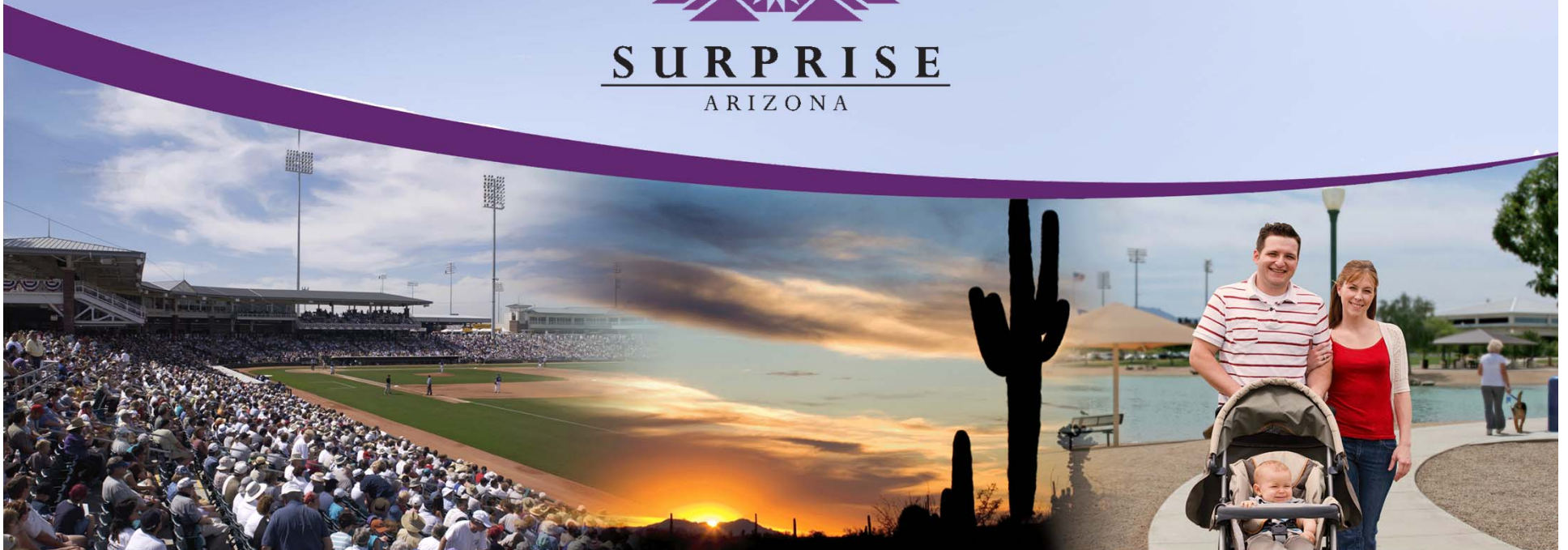
Richard Gomez -
Guay Rorrero -
Sylvia Herrera -
Mike Geyer -
Yolanda Reyes -



City of Surprise

Neighborhood Grant Pilot Program

FY2015-2016



Pilot Program Purpose



- Neighborhoods have not been provided with grant opportunities or monetary assistance; this program would provide that opportunity
- The purpose of the Program is to engage residents and increase community engagement, interest and involvement within the City of Surprise

Pilot Program Overview



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 June 17, 2016;
- Involve the benefiting neighborhood in project identification, planning and execution;
- Emphasize neighborhood self-help, or
- Be educational, community-building, or a public physical improvement

Neighborhood Grant Application Process



- Application must be signed by a minimum of 5 neighbors within applicant's respective residential area supporting ideas and project applicant
- Must include a thorough description of how funding will be utilized
- Project must comply with City and HOA policies
 - Application must include approval of HOA Board, if necessary

Process Timeline



**January 14, 2016 –
February 26, 2016**

Application Period

Information session
held January 30th

March 2, 2016

Committee on
Community
Outreach,
Partnerships &
Grants Meeting &
Recommendation

March 15, 2016

City Council
Recommendation



Application Description



Neighborhood/Applicant	Project Name	Requested Amount
Marley Park	Veteran Commemorative Plaza (VCP)	\$6,000
Original Town Site/WHAM	The Recycle Arts Festival Exhibit and Show	\$6,000
Sanalina	Water Conservation Project	\$10,200
Royal Ranch	Pet Waste Stations*	\$7,776.01
Original Town Site	Numbers on Home Without Address	\$2,000
* Did not present project at Committee meeting 3/2/2016.		
	Request Total	\$31,976.01

Committee Recommendations



Neighborhood/Applicant	Project Name	Requested Amount	Committee Recommendation
Marley Park	Veteran Commemorative Plaza (VCP)	\$6,000	\$2,000
Original Town Site/WHAM	The Recycle Arts Festival Exhibit and Show	\$6,000	\$2,000
Sanalina	Water Conservation Project	\$10,200	\$4,000
Royal Ranch	Pet Waste Stations	\$7,776.01	\$0
Original Town Site	Numbers on Home Without Address	\$2,000	\$2,000
	Request Total	\$31,976.01	\$10,000

Neighborhood Grant Program Guidelines



- Funding would be available after City Council approval
- All funding must be spent by June 17, 2016
- Reporting will be similar to the Surprise Community Outreach Program

Questions or Comments?





CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

[Back](#) [Print](#)

Council Meeting Date: March 15, 2016

Contact Person: Sherry Ann Aguilar, City Clerk

Submitting Department:

District: Internal

Staff Recommendations: None

Consent

Regular

Public Hearing

Report/Discussion

Agenda Wording:

Consideration and action on appointing of Ira McCullough to fill a vacancy on the Personnel Appeals Board with a term expiration of September 11, 2016. The City Clerk will issue the Oath of Office after approval.

Motion:

I move to approve appointment of Ira McCullough to fill a vacancy on the Personnel Appeals Board with a term expiration of September 11, 2016 to fill the remainder of the vacancy.

Background:

Sec. 2-296. - Member selection and replacement process.

The following process will apply to all openings or vacancies for appointment to a public body, unless otherwise indicated in the ordinance or resolution creating the body:

(a)

Application process.

(1)

Upon notice of a vacancy, the city clerk will promptly notify the nominations committee chair, and post all vacancies on the city website. Vacancies will also be posted at all designated posting locations, no later than three business days after a vacancy is created and continue such posting until the position is filled.

(2)

The city clerk will maintain and distribute applications to all persons interested in being a member of a public body.

(3)

All persons, including current members seeking re-appointment, interested in becoming a member of a public body must submit an application to the city clerk's office. Only applications received by the city clerk's office may be considered for body vacancies. Members with expiring terms who submit a timely application will automatically be nominated for reappointment unless the nominations committee objects to reappointment. Notice of the nominations committee's objection for reappointment will be provided to the member no less than ten business days after referral by the city clerk.

(4)

All applications will be accepted on an open rolling basis and will be maintained as an active application for four years.

(b)

Boards and commissions nominations committee.

(1)

The mayor will designate one city council member to serve as the chair of the nominations committee, who will serve on an ongoing basis until such time as the mayor makes a new designation.

(2)

The chair will select two additional city council members to serve on the nominations committee. At the discretion of the chair, the chair or designee of the respective public body may also serve on the nominations committee.

(3)

The nominations committee will interview all qualified applicants. All applicants will be asked the same questions in order to ensure that a fair assessment can be made of each applicant; however, additional questions may be asked for purposes of clarification after the standard questions have been asked.

(4)

The committee will submit the names of qualified applicants selected for nomination to a public body to the city clerk on an agenda action form.

(c)

Appointment.

(1)

The city clerk will place the nomination for appointment on the agenda for the next available regular city council meeting and provide the nominees with the date, time, location and any other appropriate information regarding the city council meeting at which their possible appointment will be discussed.

(2)

Appointment of any nominee requires an affirmative vote by a majority of city council in attendance at a properly noticed city council meeting.

(3)

The city clerk will swear in all newly appointed members prior to acting in the capacity as a body member.

(Ord. No. 2014-14, 5(Exh. A), 11-23-2014)

Objective Analysis:

Policy Compliant:

Yes compliant with City Code and Selection Committee process.

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

Click to download

☐ [McCullough Application Redacted](#)

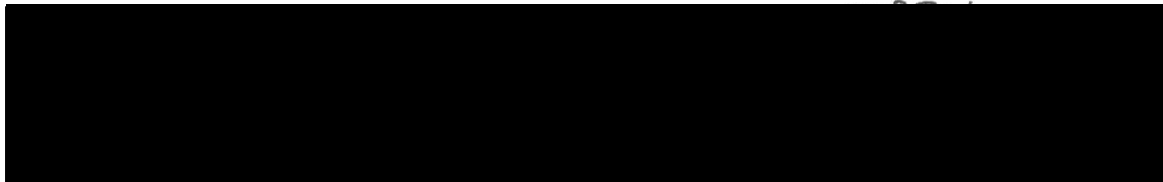
Date/Time/Initials Received by Clerk's Office: 1-4-16 4:00 P.M.



City of Surprise

APPOINTMENT APPLICATION FOR ALL SURPRISE COMMISSIONS

Name: Ira A. McCullough Date Submitted: 1-4-16



Resident of Surprise: ☒ Yes ☐ No Number of Years: 6 yrs

Board/Commission(s) you are applying for? Personnel Appeals &/or Disability Advisory

Education: BA, MBA, Master of Public Policy

EMPLOYMENT BACKGROUND:

Present Employer/Position: City of Phoenix - Lead
Equal Opportunity Specialist

Previous Employer(s)/Position (Last 5 Years): 2005-2015 City of
Phoenix - Equal opportunity Specialist

Special Qualifications (Include list of Surprise activities or organizations you have participated in and dates):

None

(Continued on Reverse Side)

Do you currently serve, or have you previously served on any other City of Surprise Commissions? If yes, which one(s):

No

Statement as to why you want to serve as a Commission Member for the City of Surprise:

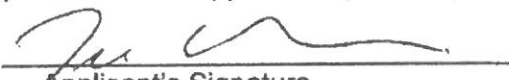
Personnel Appeals- My skills & expertise in ensuring Equal & fair treatment in employment will be a valuable asset.

I have 18 years in dealing with personnel issues.

Disability Advisory- I serve as an advisor to City of Phoenix departments regarding ADA issues in employment and accessibility

Additional Information/Comments:

I, Ira McCullough certify that to the best of my knowledge, all information given herewith is true and correct. I understand that any falsification or misrepresentation of facts will be cause for dismissal from the position if I am appointed by the City Council.


Applicant's Signature

Please return to:

City Clerk's Office
16000 N. Civic Center Plaza
Surprise, AZ. 85374
623-222-1200

Please note that applications are accepted on an open rolling basis and shall be maintained as an active application for future vacancies.

IRA A. MCCULLOUGH, MPPA, MBA

Surprise, Arizona



EMPLOYEE RELATIONS ✦ HR INVESTIGATIONS ✦ TEAM LEADERSHIP/DEVELOPMENT *Solution Focused ✦ Strategic Planning ✦ Relationship Building*

A highly accomplished, team-oriented internal investigator with extensive experience coordinating and conducting thorough investigations utilizing strong research and analysis skills. Highly skilled in employee relations, EEOC administration, leadership development and education, training, performance management, coaching and employee engagement. Expertise in compiling extensive case documentation to fully support findings for a variety of cases. Excels at turning individuals into teams that work efficiently and exceed all expectations. Exceptional academic qualifications include a Master of Public Policy & Administration from Northwestern University along with a Master of Business Administration from New York Institute of Technology.

SELECTED HIGHLIGHTS

- Effectively guided, managed and directed Equal Opportunity Specialists in the Compliance and Enforcement Division, Equal Employment Section, thoroughly reviewing and evaluating employment discrimination investigations and work product.
- Meticulously investigated various complaints of employment, housing and public accommodation discrimination including preparing detailed final investigative reports, findings and conclusions for investigations.
- Coordinated and conducted extensive analysis into the city's workforce to ensure diversity and equal pay, creatively presenting the results of analysis to stakeholders, including managers and department directors.
- Served as a liaison between the Equal Opportunity Department and other city departments to administer guidance regarding interdepartmental equal employment opportunity (EEO) and Americans with Disabilities (ADA) concerns.
- Created and facilitated comprehensive public and internal trainings regarding diversity, disability sensitivity, ADA compliance and discrimination prevention in housing and employment, customizing training depending on audience needs.

CORE COMPETENCIES

- | | | |
|---------------------------------|-------------------------|-----------------------|
| ▪ Staff Training/Coaching | ▪ Technical Expertise | ▪ Risk Assessments |
| ▪ Continuous Improvement | ▪ Policies/Procedures | ▪ Equal Opportunity |
| ▪ Performance Management | ▪ Project Management | ▪ Conflict Resolution |
| ▪ Organizational Communications | ▪ Regulatory Compliance | ▪ Case Management |

EDUCATION

Northwestern University, Evanston, Illinois: 2013

Master of Public Policy & Administration (GPA: 3.35)

- **Relevant Coursework:** Strategic Policy Implementation, Analytic Methods for Public Service, Public Finance, Applied Research and Writing, and Foundations of Leadership

New York Institute of Technology, Old Westbury, New York: 2007

Master of Business Administration, with Distinction (GPA: 3.51)

- **Relevant Coursework:** Global Business, Visionary Organizations, Decision Modeling, and Managing Organizations

Arizona State University, Tempe, Arizona: 2003

Bachelor of Arts in Political Science, Summa Cum Laude (GPA: 3.84)

- **Relevant Coursework:** Public Administration, Policing and Criminal Law, Political Theory, and Rhetoric
- **Activities:** Speech and Debate – winning dozens of intercollegiate forensics competitions

PROFESSIONAL EXPERIENCE

City of Phoenix ✦ Phoenix, AZ ✦ 2005 – Present**Lead Equal Opportunity Specialist: 2015 – Present****Equal Opportunity Specialist: 2006 – 2015****Equal Opportunity Programs Assistant: 2005 – 2006**

- Promoted to positions of increasing authority and responsibility due to exemplary performance and strong management abilities.
- Effectively guide, manage and direct Equal Opportunity Specialists and Programs Assistants in the Compliance and Enforcement Division, Equal Employment Section, thoroughly reviewing and evaluating employment discrimination investigations and work product.
- Provide comprehensive training to all employees while also extensively evaluating their performance ensuring the complete understanding of their responsibilities and organizational policies.
- Function as an integral part of the team providing exceptional leadership to the Equal Opportunity Department to assure optimal success.
- Meticulously investigate various complaints of employment, housing and public accommodation discrimination including preparing detailed final investigative reports, findings and conclusions for investigations.
- Responsible for efficiently preparing answers to discrimination charges filed against city departments and employees.
- Coordinate and conduct extensive analysis into the city's workforce to ensure diversity and equal pay, creatively presenting the results of analysis to stakeholders, including managers and department directors.
- Serve as a liaison between the Equal Opportunity Department and other city departments to administer guidance regarding interdepartmental equal employment opportunity (EEO) and Americans with Disabilities (ADA) concerns.
- Create and facilitate comprehensive public and internal trainings regarding diversity, disability sensitivity, ADA compliance and discrimination prevention in housing and employment, customizing training depending on audience needs.
- Collaborate as part of a team to evaluate and grade annual departmental Affirmative Action plans and ADA/EEO initiatives.
- Facilitate all aspects of the interactive process for reasonable accommodations for employees and customers.
- Successfully lead the department's grant writing and research efforts to drive organizational growth.
- Thoroughly interviewed potential complainants regarding allegations of disability, housing, employment and public accommodation discrimination.
- Seamlessly processed numerous housing complaints during a 400% increase in filings.
- Fully assisted seven Equal Opportunity Specialists with pending housing investigations within guidelines set forth by the United States Department of Housing and Urban Development.
- Compiled various statistical reports for review by upper management.
- Utilize strong knowledge of equal opportunity laws and guidelines to closely evaluate agency compliance.
- Effectively manage complaint processing to ensure consistency between city actions and EEOC guidelines.
- Quickly respond to all controlled correspondence, inquiries and other high-level communications.

Office of the Arizona Attorney General ✦ Phoenix, AZ ✦ 2002 – 2005**Maricopa County Attorney's Office ✦ Phoenix, AZ ✦ 2000 – 2002****Legal Secretary/Legal Clerk/Legal Support Assistant**

- Provided high-level legal support for five Assistant Attorneys General in the Civil Rights Division, Litigation Section responsible for investigating and litigating violations of housing, employment, public accommodation and other civil rights related laws.
- Accurately and efficiently drafted simple and complex legal pleadings and correspondence.
- Developed a new filing system for improving the process of organizing documents for disclosure.
- Maintained monthly statistical reports and office files to enhance organizational efforts.
- Acted as an assistant to the state's top drug crimes prosecutor within the Criminal Division, Drug and Violent Crimes Section.
- Delivered advanced support to management and administration to ensure maximized productivity and efficiency.

- Directly oversaw all scheduling and calendaring to guarantee smooth and efficient operations.
- Coordinated and distributed discovery and disclosure materials within the guidelines of all Arizona Revised Statutes.
- Fully assisted federal agents, police officers and detectives with pending criminal and drug-related investigations while also assisting with pending highly confidential court-ordered wiretaps.
- Provided comprehensive assistance to eight Deputy County Attorneys with pending civil rights, ADA, liability, § 1983 and employment related lawsuits/claims including in the preparation of civil trials in both state and federal courts.
- Quickly and efficiently updated county officials about pending suits and claims while aiding victims, witnesses and defense counsel with questions.
- Responsible for accurately recording dispositions during court to enhance organizational efforts.
- Consistently praised for the quality and timeliness of reports, attention to detail, exemplary customer service delivery and team-player attitude.
- Captured and entered confidential information into specific files and forms from recorded material.

ADDITIONAL CREDENTIALS	
TECHNICAL SKILLS	Microsoft Office: Word, Excel, PowerPoint, Outlook, Access, and Publisher Liaison for content and management of department intranet site
HONORS/AWARDS	Received commendations from the United States Drug Enforcement Administration and Mesa Police Department for support in drug related investigations: 2004
PROFESSIONAL DEVELOPMENT	Phoenix Police Citizens Academy, Class # 64: 2012 National Fair Housing Academy, United States Department of Housing and Urban Development: 2009 Pre-Supervisory Certificate, City of Phoenix: 2007 Certificate of Completion, Public Administration (with Honors), Rio Salado College: 2002
ORGANIZATIONS	Member, International City/County Management Association: 2010 – Present Member, Association for Public Policy Analysis & Management: 2010 – Present Department Co-Chair, City of Phoenix Community Service Fund Drives: 2009 – 2010
VOLUNTEERISM	Volunteer, Arizona Burn Foundation: 2015 - Present Volunteer Judge for High School & Collegiate Speech/Debate Events: 1999 - Present Volunteer High School Mock Trial Coach: 2004 - 2005

Detailed Professional References Available Upon Request





CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

Back Print

Council Meeting Date:	March 15, 2016	Contact Person:	Eric Fitzer, Community Development
Submitting Department:	CD	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action pertaining to the Bell and Grand Temporary Sign and Temporary Use Permit Policy; Resolution # 2016-42.

Motion:

I move to approve Resolution # 2016-42.

Background:

In order to assist businesses during the construction of the Bell and Grand Overpass Project the “Project” City staff has developed the Bell and Grand Temporary Sign and Use Permit Policy. The policy is based upon Resolution 09-151 enacted in 2009 and then extended in 2012 for one year. The original resolution was approved by Council to help out businesses during the great recession.

The new Temporary Sign portion of the proposal includes the signage as allowed in the previous Temporary Sign policy but also removes the requirement for the Temporary Use Permit to utilize a sign walker and also includes a provision to allow for directional signs which are placed as a way/finding signs and are used when the normal route to the business is not possible due to construction.

Recognizing that the businesses in the area need to promote themselves during construction, staff looked at how to allow business to promote through special events. In order to decrease the burden upon businesses and to promote special events the proposed policy waives the requirement of obtaining a Temporary Use Permit for certain activities.

Objective Analysis:

Positive impacts are that the policy would allow businesses to have additional signage to entice customers to their businesses and allow businesses to promote themselves through special events without requiring a Temporary Use Permit. The negative impacts could include sign clutter, obstructions of sidewalks etc.

Policy Compliant:

The Policy is compliant with City and Council policy of promoting businesses within the City of Surprise.

Financial Impact:

All activity related to ongoing development of the City of Surprise has an economic and fiscal impact on the city and the region.

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:

Click to download

- ☐ [Bell and Grand Temporary Sign and Temporary Use Permit Policy - Staff Report 031516](#)
 - ☐ [Resolution 2016-42](#)
 - ☐ [Bell and Grand Temporary Sign and Temporary Use Permit Policy](#)
 - ☐ [Bell and Grand Temporary Sign and Temporary Use Permit Policy - Presentation](#)
-

REPORT TO THE CITY COUNCIL

Case: N/A

Project Name: Resolution 2016-42 Bell and Grand Temporary Sign and Temporary Use Permit Policy

Council District: 4 Mulberry and 5 Palm

Meeting Date: March 15, 2016

Planner: Eric Fitzer, Community Development Director

Summary:

In order to assist businesses during the construction of the Bell and Grand Overpass Project the "Project" City staff has developed the Bell and Grand Temporary Sign and Use Permit Policy. The policy is based upon Resolution 09-151 enacted in 2009 and then extended in 2012 for one year. The original resolution was approved by Council to help out businesses during the great recession and allowed the following:

- A-Frames
 - 1 per business; cannot be located on a street, sidewalk or within visibility triangle
- Banners
 - 1 per business; must be placed on building
- Sign Walkers
 - Requires a no fee Temporary Use Permit from the City and must meet insurance criteria

The resolution temporarily waved the enforcement of City Code Section 113-47, relative to the requirements of the policy as states above, which is as follows:

Penalties for violations.

Any person who violates any provision of this article or any provision of any code adopted by this article shall be guilty of a civil or criminal violation.

The new Temporary Sign portion of the proposal includes the above referenced signage, removes the requirement for the Temporary Use Permit to utilize a sign walker and also includes a provision to allow for directional signs which are placed as a way/finding signs and are used when the normal route to the business is not possible due to construction; such signage is acceptable with the following requirements:

- Description - A sign placed on a side street to direct customers. They will generally contain a business name and an arrow pointing toward your business
- Maximum Size of sign - 48" x 48"
- Made of metal with no unfinished, sharp or rough edges
- Sign must be maintained in good order and repair
- Sign copy must be legible
- Sign may not display outdated copy
- Sign must be properly affixed to prevent movement but shall not be chained or cabled
- Logo Allowed – Yes
- Placement - Placement should not conflict with existing traffic control or pedestrian access. The location must be approved by the City through the due diligence process

Recognizing that the businesses in the area need to promote themselves during construction staff looked at how to allow business to promote through special events. In order to decrease the burden upon businesses and to promote special events the proposed policy waives the requirement of obtaining a Temporary Use Permit for the following types of activities:

- Special events;
- Retail sales of arts, crafts, souvenirs, gifts, food, and other goods;
- Retail sales of Christmas trees, or other seasonally related sales;
- Grand opening events, tent sales, sidewalk sales, and other events that include commercial activities;
- Religious/revival gatherings

In order to do this the City proposes to adopt a resolution to temporarily waive the enforcement of the Surprise City Code Section 122-174, relative to the requirements of the policy as states The area in which this policy would be in effect is the white area as indicated below:



The waving of the enforcement requirements for the Bell and Grand Temporary Sign and Temporary Use Permit Policy would commence on March 15th, 2016 and shall continue in effect until the substantial completion of construction of the Bell Grand overpass project occurs and the Council repeals the resolution.

Attached:

01 Resolution 2016-42

02 Bell and Grand Temporary Sign and Temporary Use Permit Policy

RESOLUTION # 2016-42

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, ADOPTING THE BELL AND GRAND TEMPORARY SIGNAGE AND TEMPORARY USE PERMIT POLICY

WHEREAS, the Mayor and Council directed staff to prepare the Bell and Grand temporary signage and temporary use permit policy;

WHEREAS, it is beneficial to the city to implement the Bell and Grand temporary signage and temporary use permit policy that is better aligned to serve the needs and desires of business and citizens within the Bell and Grand area during the construction of the Bell and Grand overpass;

WHEREAS, the city would temporarily waive the enforcement of the Surprise Municipal Code related to temporary signs, generally §113-157 – Standards and regulations and § 113-158 – Development information temporary sign, as specified in the policy defined in attached Exhibit A, beginning immediately upon adoption of this resolution and expiring at the substantial completion of construction of the Bell Grand overpass project;

WHEREAS, the city would temporarily waive the enforcement of the Surprise Municipal Code Section 122-105 – Temporary Use Permits, as specified in the policy defined in attached Exhibit A, beginning immediately upon adoption of this resolution and expiring at the substantial completion of construction of the Bell Grand overpass project; and

WHEREAS, the Mayor and Council deem this an urgent matter and requested this resolution to be effective immediately upon its passage and adoption.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council as follows:

Section 1. That the Mayor and Council adopt the Bell and Grand Temporary Signage and Temporary Use Permit Policy as set forth in the attached Exhibit A.

Section 2. That the Bell and Grand Temporary Signage and Temporary Use Permit Policy is enacted immediately upon passage of this Resolution.

Section 3. That this Resolution shall continue in effect until the substantial

completion of construction of the Bell Grand overpass project occurs, and the Council repeals this Resolution.

APPROVED AND ADOPTED this ____ day of _____, 2016.

Sharon R. Wolcott, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney

Bell and Grand Temporary Signage and Temporary Use Permit Policy

April 5, 2016 to Substantial Completion of the Bell and Grand Overpass

Temporary Sign Policy:

The Surprise Mayor and Council have adopted by resolution that will allow businesses impacted by the Bell/Grand Overpass Project to promote their business with additional temporary signage.

Beginning April 5th, 2016, businesses located within the geographic boundary as defined in Exhibit A shall be allowed to display an A-frame sign, banner-style sign, and/or employ a sign walker along the adjacent roadway or roadway closest to their business subject to certain requirements set forth below.

Business will be allowed to display **one of each** of the following temporary signs in accordance with the standards listed in this brochure:

- A-frame Sign
- Banner
- Sign Walker

Any sign displayed in a manner other than described in the code or this temporary policy shall be subject to the City of Surprise Sign Code.

No fees will be required for temporary signs allowed by this policy.

A – Frame Sign

- Cannot be placed in any public or private street or sidewalk.
- Must be placed behind sidewalk. Cannot be placed between sidewalk and street curb.
- Sign cannot be placed within any visibility triangle (30' from curb intersection).
- 12 square feet sign area. (two sided)
- 4 feet maximum height.
- Sign must be maintained in good order and repair.
- Sign copy must be legible.
- Sign may not display outdated copy.
- Sign must be properly anchored or weighted to prevent movement but shall not be chained or cabled.
- A-frame sign shall have the internal spacing between faces of 45 degrees. Each face shall be fabricated of a wood, hard plastic or metal material that is at least one-half inch thick with no unfinished, sharp or rough edges.

Banner

- Can only be placed on building.
- Banner must be attached properly to the building at each corner of the banner.
- Maximum size is 1 square foot per linear foot of lease front; not to exceed 500 square feet. (e.g. a store with 20 feet of lease front will be allowed a 20 square-foot banner-a 5' x 4' sign).
- Sign copy must be legible.
- Sign must be maintained in good order and repair.
- Sign may not display outdated information.
- Banner may not exceed 80% of lease frontage or building frontage of a single tenant building.

Sign Walker

- Sign walker is not allowed within 30 feet of any street or driveway inter-section.
- Sign walker is not allowed on the street, nor may they prohibit the safe passage of anyone using a public or private sidewalk.
- Sign walker is allowed in any zoning.

Directional Signs

Directional Signs are placed as a way-finding sign and are used when the normal route to your business is not possible due to construction. Directional Signs will not be permitted for the purpose of advertising on routes to your business. The business provides and installs these signs.

- Description - A sign placed on a side street to direct customers to your business. They will generally contain your business name and an arrow pointing toward your business.
- Maximum Size of sign - 48" x 48"
- Sign must be maintained in good order and repair.
- Sign copy must be legible.
- Sign may not display outdated copy.
- Sign must be properly affixed to prevent movement but shall not be chained or cabled.
- Logo Allowed – Yes
- Placement - Placement should not conflict with existing traffic control or pedestrian access. The location must be approved by the City through the due diligence process.

Temporary Use Permit Policy:

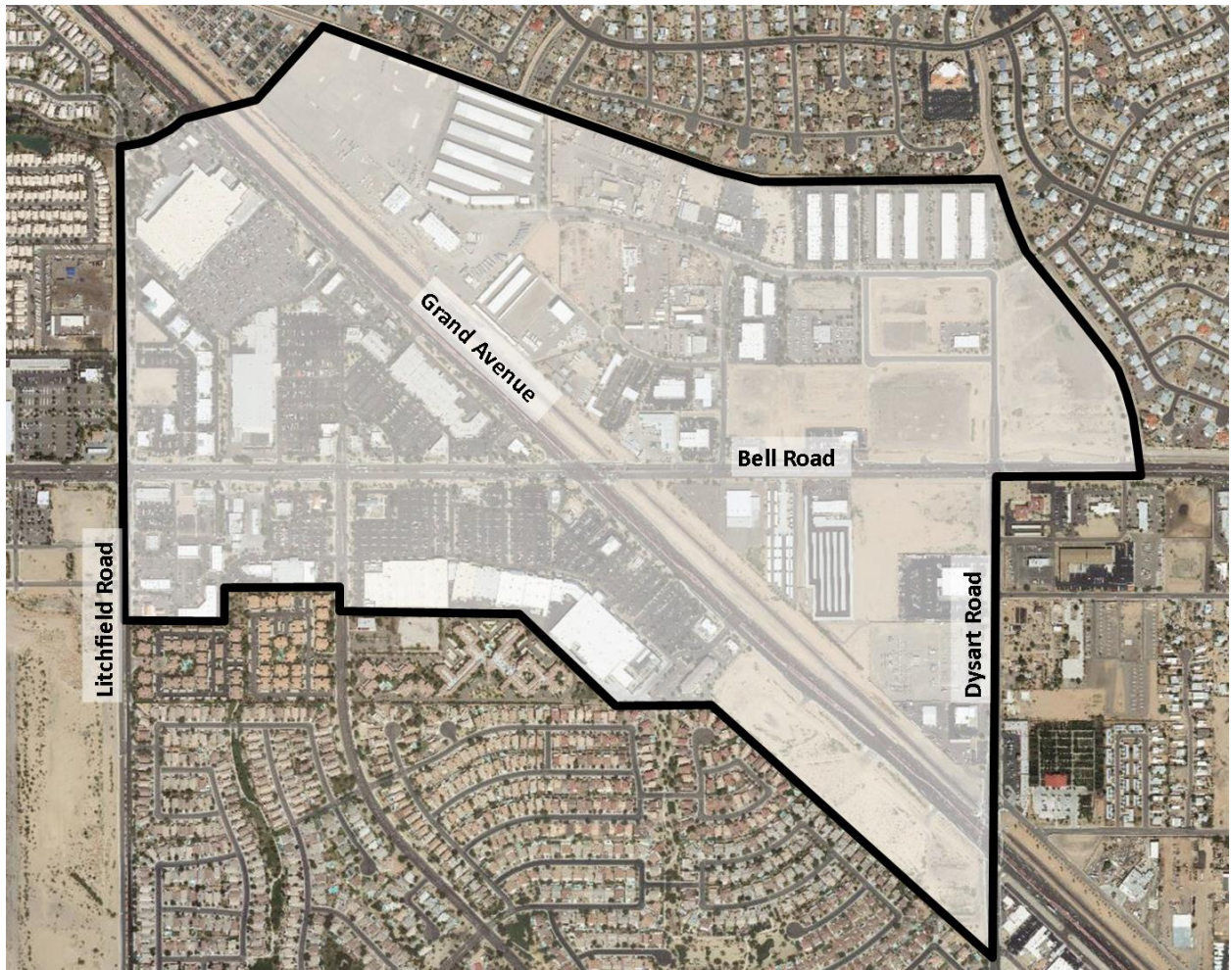
The Surprise Mayor and Council have adopted a resolution that will allow businesses impacted by the Bell/Grand Overpass Project to promote their business with special events.

Beginning April 5th, 2016, businesses located within the geographic boundary as defined in Exhibit A shall be allowed to conduct:

- Special events;
- Retail sales of arts, crafts, souvenirs, gifts, food, and other goods;
- Retail sales of Christmas trees, or other seasonally related sales;
- Grand opening events, tent sales, sidewalk sales, and other events that include commercial activities;
- Religious/revival gatherings

Businesses conducting these activities will be allowed to conduct those and only those activities listed above without having to apply for a Temporary Use Permit from the City.

EXHIBIT A



Bell and Grand Temporary Signage and Temporary Use Permit Policy

March 15, 2016 to Substantial Completion of the Bell and Grand Overpass

Temporary Sign Policy:

The Surprise Mayor and Council have adopted by resolution that will allow businesses impacted by the Bell/Grand Overpass Project to promote their business with additional temporary signage.

Beginning March 15th, 2016, businesses located within the geographic boundary as defined in Exhibit A shall be allowed to display an A-frame sign, banner-style sign, and/or employ a sign walker along the adjacent roadway or roadway closest to their business subject to certain requirements set forth below.

Business will be allowed to display **one of each** of the following temporary signs in accordance with the standards listed:

- A-frame Sign
- Banner
- Sign Walker
- Directional Sign

Any sign displayed in a manner other than described in the code or this temporary policy shall be subject to the City of Surprise Sign Code.

No fees will be required for temporary signs allowed by this policy.

A – Frame Sign

- Cannot be placed in any public or private street or sidewalk.
- Must be placed behind sidewalk. Cannot be placed between sidewalk and street curb.
- Sign cannot be placed within any visibility triangle (30' from curb intersection).
- 12 square feet sign area. (two sided)
- 4 feet maximum height.
- Sign must be maintained in good order and repair.
- Sign copy must be legible.
- Sign may not display outdated copy.
- Sign must be properly anchored or weighted to prevent movement but shall not be chained or cabled.

- A-frame sign shall have the internal spacing between faces of 45 degrees. Each face shall be fabricated of a wood, hard plastic or metal material that is at least one-half inch thick with no unfinished, sharp or rough edges.

Banner

- Can only be placed on building.
- Banner must be attached properly to the building at each corner of the banner.
- Maximum size is 1 square foot per linear foot of lease front; not to exceed 500 square feet. (e.g. a store with 20 feet of lease front will be allowed a 20 square-foot banner-a 5' x 4' sign).
- Sign copy must be legible.
- Sign must be maintained in good order and repair.
- Sign may not display outdated information.
- Banner may not exceed 80% of lease frontage or building frontage of a single tenant building.

Sign Walker

- Sign walker is not allowed within 30 feet of any street or driveway inter-section.
- Sign walker is not allowed on the street, nor may they prohibit the safe passage of anyone using a public or private sidewalk.
- Sign walker is allowed in any zoning.

Directional Signs

Directional Signs are placed as a way/finding sign and are used when the normal route to your business is not possible due to construction. Directional Signs will not be permitted for the purpose of advertising on routes to your business. The business provides and installs these signs.

- Description - A sign placed on a side street to direct customers to your business. They will generally contain your business name and an arrow pointing toward your business.
- Maximum Size of sign - 48" x 48"
- Made of metal with no unfinished, sharp or rough edges.
- Sign must be maintained in good order and repair.
- Sign copy must be legible.
- Sign may not display outdated copy.
- Sign must be properly affixed to prevent movement but shall not be chained or cabled.
- Logo Allowed – Yes
- Placement - Placement should not conflict with existing traffic control or pedestrian access. The location must be approved by the City through the due diligence process.

Temporary Use Permit Policy:

The Surprise Mayor and Council have adopted a resolution that will allow businesses impacted by the Bell/Grand Overpass Project to promote their business with special events.

Beginning March 15th, 2016, businesses located within the geographic boundary as defined in Exhibit A shall be allowed to conduct:

- Special events;
- Retail sales of arts, crafts, souvenirs, gifts, food, and other goods;
- Retail sales of Christmas trees, or other seasonally related sales;
- Grand opening events, tent sales, sidewalk sales, and other events that include commercial activities;
- Religious/revival gatherings

Businesses conducting these activities will be allowed to conduct those and only those activities listed above without having to apply for a Temporary Use Permit from the City.

EXHIBIT A



City Council

Temporary Signage and Temporary Use Permit Policy

March 15, 2016



Proposed Policy Allows

- A-Frames
 - 1 per business; cannot be located on a street, sidewalk or within visibility triangle
- Banners
 - 1 per business; must be placed on building
- Sign Walkers
 - Does not require a permit from the City
- Directional Sign

Temporary Signage



Directional Signs

- Intended for way/finding
 - Generally contain your business name and an arrow pointing toward your business
 - Maximum Size of sign - 48" x 48"
 - Made of metal with no unfinished, sharp or rough edges.
 - Sign must be maintained in good order and repair
 - Sign copy must be legible
 - Sign may not display outdated copy
 - Sign must be properly affixed to prevent movement but shall not be chained or cabled
 - Logo Allowed – Yes
 - Placement - Placement should not conflict with existing traffic control or pedestrian access. The location must be approved by the City through the due diligence process

Proposed Temporary Use Permit Policy Allows

- Businesses conducting these following activities will be allowed to conduct those and only those activities listed without having to apply for a Temporary Use Permit from the City
 - Special events;
 - Retail sales of arts, crafts, souvenirs, gifts, food, and other goods;
 - Retail sales of Christmas trees, or other seasonally related sales;
 - Grand opening events, tent sales, sidewalk sales, and other events that include commercial activities;
 - Religious/revival gatherings

Bell Grand Tem Sign/Temp Use Permit Policy



Duration

- Bell Grand Temporary Sign and Temporary Use Permit Policy
 - Beginning March 15th, 2016
 - Valid until the substantial completion of construction of the Bell Grand Project and the Council repeals the policy

Subject Area:



Questions & Comments



CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

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Council Meeting Date:	March 15, 2016	Contact Person:	Lindsey Duncan, Finance Director
Submitting Department:	Finance Dept	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Presentation and discussion pertaining to review of operating programs.

Motion:

None; discussion only.

Background:

This is the fourth in a series of discussion regarding the FY2017 operating budget. This discussion will focus on reviewing non-public safety programs and potential funding options.

Objective Analysis:

None; discussion only.

Policy Compliant:

This presentation is consistent with City and Council Policy.

Financial Impact:

None at this time; however, topics covered in this presentation could lead to future actions which may have a financial impact on the city's operations.

Budget Impact:

None at this time; however, topics covered in this presentation could lead to future actions which may have a FY2017 budget impact on the city's operations.

FTE Impact:

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

ATTACHMENTS:

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No Attachments Available



CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

[Back](#) [Print](#)

Council Meeting Date:	March 15, 2016	Contact Person:	Terry Lowe, Water Resource Management Director
Submitting Department:	Water Resource	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action pertaining to establishing the City of Surprise Stormwater Utility; declaring the City's intent to create a stormwater rate and setting a date of May 17, 2016 for a public hearing on the proposed new utility rate; and adoption of the notice of intention; Ordinance # 2016-04.

Motion:

I move to approve Ordinance # 2016-04, set the date for the public hearing on the proposed new utility rate for May 17, 2016, and direct staff to publish a notice of intention showing the date, time, and place of the public hearing not less than 20 days before the hearing.

Background:

Over the past 2 years, under the direction of Council, staff has been developing a Stormwater Utility to focus and fund all stormwater related activities, such as regulatory compliance, infrastructure maintenance, and capital improvement, under a single enterprise fund. This stand-alone Utility will relieve the burden of the General Fund, Wastewater Fund, and other funds of having to fund storm related activities.

There are several steps the City must complete as required by state law to consider and adopt its utility rates. As required by Arizona Revised Statutes 9-511.01, the city must adopt a notice of intention to raise utility rates at least 30 days prior to holding a public hearing on those increases. The notice is required to be published one time in a newspaper of general circulation within the boundaries of the municipality not less than 20 days before the public hearing date. After holding the public hearing, Council may adopt the proposed rates which will become effective no earlier than 30 days after adoption of the resolution.

Objective Analysis:

Pro: The new Utility will create a dedicated funding source for all stormwater related activities.

Con: A new utility will place an additional fee on customers' utility bills.

Policy Compliant:

The item is policy compliant.

Financial Impact:

Currently, all stormwater activities, including regulatory compliance, asset management, and capital improvement, are funded by the wastewater, HURF, and General funds. Establishing a new Stormwater Utility fund would relieve the burden from these funds as the new utility fund would be responsible for revenue generation and operational costs. As indicated in the rate study, the new fund would generate approximately \$2.05M in revenues for FY2017. All operating and capital costs for the new utility fund would be rate funded. The City's Comprehensive Financial Management Policies would address minimum fund balance requirements and debt management for the new Stormwater Utility fund.

Budget Impact:

The FY2016 budget includes a total of \$3.9M for stormwater operations and capital costs in the wastewater, HURF, and General funds. A new utility would be established for FY2017 as part of the budget process.

FTE Impact:

No FTE impact currently. It is anticipated that additional FTEs would be required once the Stormwater Utility is formed. Those additions would require the approval of the Mayor and Council either with future budget amendments or fiscal year budget adoptions.

ATTACHMENTS:

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☐ [Ordinance 2016-04](#)

ORDINANCE 2016-04

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, AMENDING SURPRISE MUNICIPAL CODE CHAPTER 58, ARTICLE VI, BY ADDING DIVISION 5 PERTAINING TO CREATION OF A STORM WATER UTILITY; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND REPEALING CONFLICTING ORDINANCES.

WHEREAS, this Ordinance was properly noticed and a public hearing and opportunity for public input have been completed;

WHEREAS, in order to preserve and further the public health and safety of the community it is necessary to maintain and improve the existing storm drain system, develop drainage plans and flood control measures, and implement water quality and related programs;

WHEREAS, a storm water utility provides the mechanism for the management and support, both administratively and fiscally, of the above necessities.

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

Section 1. Chapter 58, Article VI of the Surprise Municipal Code is hereby amended by adding Division 5, Storm Water Utility.

Section 2. Surprise Municipal Code Chapter 58, Article VI, Division 5, Storm Water Utility, is hereby amended to read as fully described in Exhibit A, which is attached hereto and incorporated by this reference.

Section 3. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by decision of any court of competent jurisdiction, such decision will not be read to affect the validity of the remaining portions thereof.

Section 4. This Ordinance will become effective at the time and manner prescribed by law.

Section 5. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance or Code adopted herein by reference are hereby repealed.

[SIGNATURES ON THE FOLLOWING PAGE]

PASSED AND ADOPTED this _____ day of _____, 2016.

Sharon R. Wolcott, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney

EXHIBIT A

DIVISION 5. STORM WATER UTILITY

Sec. 58-571. Title of provisions.

Sec. 58-572. Purpose.

Sec. 58-573. Definitions.

Sec. 58-574. Storm water utility created.

Sec. 58-575. Utility administration.

Sec. 58-576. Storm water utility service charges.

Sec. 58-577. Equivalent dwelling unit and unit rate.

Sec. 58-578. Rate adjustments.

Sec. 58-579. Rate credits.

Sec. 58-580. Utility fund.

Sec. 58-581. Utility Billing; Cross-References.

Sec. 58-571. Title of provisions.

This article shall be known and may be cited as the "storm water utility ordinance."

Sec. 58-572. Purpose.

It is the intent of this chapter to equitably allocate the expenses of the storm water service to those served by the system in relation to the service received from the system. It is the intent of this chapter to provide for the establishment of system service fees and charges and provide that the fees and charges collected are set aside and designated solely for use for the maintenance, operations, improvements, regulatory requirements, and program costs of the system.

Sec. 58-573. Definitions.

Throughout this article, unless the context otherwise requires, the following words and terms shall have the following meanings:

Director means and refers to the Director of Water Resource Management of the City of Surprise.

Equivalent Dwelling Unit (EDU) means a configuration of impervious surface estimated to contribute an amount of runoff to the City's storm water system which is approximately equal to that created by the average single family residential developed parcel in the City of Surprise.

Service Charge means the storm water utility fee in an amount to be determined by applying the appropriate rate to a particular parcel of real property based upon factors established by this Division.

Storm water system (System) means and refers to any appurtenance of the City's storm water drainage system [shall include ditches, channels, creeks, ponds, intake structures, diversion structures, curbs, gutters, levies, storm sewers, pump stations, force mains, buildings, easements, machinery, equipment, connections and all other appurtenances necessary, useful or convenient for the collection, treatment and disposal of any surface water, nuisance ground or subsurface water or storm water collected into the City's municipal separate storm sewer system (MS4). An MS4 .

Impervious surface means and refers to a surface area which either prevents or retards the entry of water into the soil mantle, and/or which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development.

Utility means the storm water utility of the City.

Undeveloped Land or Parcel means land that has not been disturbed from its native state, built upon, or used for development purposes.

Unit Rate means the dollar amount charged per EDU.

Sec. 58-574. Storm water utility created.

There is hereby created and established a storm water utility for the City. The Utility will have regulatory authority and responsibility for planning, design, construction, maintenance, administration, operation of and the services provided by the City's storm water system.

Sec. 58-575. Utility administration.

The Utility shall be administered within the Department of Water Resource Management.

Sec. 58-576. Storm water utility service charges.

- (a) Service charges for the storm water Utility are hereby authorized and imposed on parcels within the service area in amounts and on terms consistent with this Division.
- (b) The service charges shall be based on the service provided to and the relative contribution of storm water runoff to the storm water system from a given parcel. The estimated or measured impervious surface area will be used to determine the relative impact to the system from the parcel.

Service charges shall be determined as follows:

- (1) Undeveloped Land and Parcels – Undeveloped land and/or parcels shall be deemed not to make use of the service of the storm water system and an equivalent dwelling unit shall not be assigned nor a unit rate charged.
- (2) City Streets – City streets shall be deemed part of the storm water system and an equivalent dwelling unit shall not be assigned nor a unit rate charged.
- (3) Single-Family Residences – The service charge for each single-family residence shall be the unit rate for one equivalent dwelling unit (EDU), regardless of square footage of impervious surface.
- (4) Recreational Vehicles – The service charge for each recreational vehicle dwelling unit site shall be the unit rate for one equivalent dwelling unit, regardless of square footage of impervious surface.
- (5) Agricultural Property – The service charge for developed agricultural parcels shall be determined by adding the area of the impervious surfaces of such parcels and the area of the remaining pervious surfaces of such parcels times ten percent (10%) and dividing the total resulting area by the equivalent dwelling unit and multiplying that result to the unit rate and minus any approved rate credit for the parcel as determined under Sec. 58-579.
- (6) Other Developed Parcels – The service charge for all other developed parcels, including publicly-owned properties, shall be determined by dividing the total impervious area of such parcels by the equivalent dwelling unit and multiplying that result to the unit rate and minus any approved rate credit for the parcel as determined under Sec. 58-579.
- (7) Minimum Charge – There shall be a minimum service charge for all developed properties equal to the unit rate.

Sec. 58-577. Equivalent dwelling unit and unit rate.

Both the equivalent dwelling unit, expressed as the amount of impervious surface area measured in square feet and the unit rate, expressed as a dollar amount per equivalent dwelling unit, will be established by resolution.

Sec. 58-578. Rate adjustments.

- (a) Any person billed for service charges may file a "Request for Service Charge Adjustment" with the City Manager or Designee within thirty (30) days of the date of the bill. However, submittal of such a request does not extend the delinquency date for payment of the charge. A request for service charge adjustment may be granted or approved by the Director only when one or more of the following conditions exist:
 - (1) The amount charged is in error; however, no adjustment will be made unless the parcel is non-residential and the City's calculation of the impervious surface area on the parcel is shown to be in error by at least one EDU, as agreed upon by the City; or
 - (2) The parcel exists in its undeveloped condition and will remain in that condition with no allowable human activities or manmade improvements that adversely affect water quantity or quality.
- (b) Service charge adjustments will only apply to the bill then due and payable, and bills subsequently issued. The property owner shall have the burden of proving that the service charge adjustment should be granted.
- (c) Decisions on requests for service charge adjustment shall be made by the City Manager or Designee based on information submitted by the applicant and by the City within thirty (30) days of the adjustment request, except when additional information is needed. The applicant shall be notified in writing of the Director's decision.

Sec. 58-579. Commercial Rate Credits.

- (a) To qualify for a service charge credit, a commercial parcel owner or representative must file a "Request for Storm water Service Credit" with the City Manager or Designee before the first day of the month proceeding the month for which the owner is requesting credit. Parcels with facilities that meet one or more of the criteria listed below may receive:
 - (1) up to a twenty-five percent (25%) credit against the service charge for qualifying on-site infrastructure mitigation above City standards that meets all of the following conditions:
 - i. The service charge before the service charge credit exceeds the Minimum Charge; and,
 - ii. the constructed or installed improvements provide storm or storm water detention, retention, water quality treatment, and/or conveyance in accordance with City's sponsored storm water infrastructure improvement criteria; and,
 - iii. the City Manager or Designee has determined that the property owner is capable of maintaining and operating the facility; and,
 - iv. the facility is maintained by the property owner to the City's design specifications; and,
 - v. the facility is available for inspection by the City.
 - (2) a thirteen percent (13%) credit against the service charge for approved participation in City-sponsored storm water programs. These credits are granted annually for Annual participation.
- (b) The following information may be required by the City Manager or Designee to determine eligibility for a service charge credit:
 - (1) Approved storm water plans and calculations certified by a licensed and qualified professional;

- (2) a copy of the storm water facility maintenance and operation manual certified by a licensed and qualified professional;
 - (3) signature of the person responsible for the accuracy of the credit application material;
 - (4) an agreement with the City that allows the City to enter onto the parcel to inspect the drainage facility and verify all information submitted;
 - (5) other information, as required by the City Manager or Designee, to determine that the property owner is willing and has the capacity to maintain the facility;
- (c) Any credit granted by the City Manager or Designee is revocable under conditions where the facility no longer operates at the design level established during the storm water plan review / approval process.
 - (d) Service charge credits will only apply to bills subsequently issued. The property owner shall have the burden of proving that the service charge credit should be granted.
 - (e) Decisions of the City Manager or Designee on requests for service charge adjustments shall be final unless appealed to the City Council within thirty (30) days of the date of the decision.

Sec. 58-580. Utility fund.

- (a) All fees and charges received and collected under the authority of this chapter shall be deposited and credited to a special fund to be designated as the Storm Water Utility Fund.
- (b) The account of said fund shall show all receipts and expenditures of the construction, maintenance, upkeep, and repair of the City's System and all payments on System bonds of the City if any which if any shall from time to time be outstanding.
- (c) As provided by law, when budgeted and appropriated, the funds and credits to the account of the Storm Water Utility Fund shall be available for the payment of the requirements for the maintenance, operation, repairs, and upkeep of the System, compliance with regulatory requirements, and to the extent legally available for payment into an account established for the payment of the principal of and interest on any System debt which shall from time to time be outstanding.

Sec. 58-581. Utility Billing; Cross-References.

Utility fees shall be billed and collected in the same manner as service fees for solid waste, water, wastewater and other public services. Division 2, Section 58-50, as it relates to utility billing, including delinquency provisions, is applicable to the Storm Water Utility rates. The property owner shall be responsible for the design, performance, and operation or maintenance of all privately-owned storm water structures.



CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

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Council Meeting Date:	March 15, 2016	Contact Person:	Jeanine Jerkovic, Director Economic Development
Submitting Department:	Econ Development	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action amending the fiscal year 2016 budget by reallocating appropriations of \$50,000 from Economic Development contingency fund to Economic Development operations fund to cover costs related to new and increased programming in facilitation of strategic business retention and marketing activities at the Bell and Grand project intersection; Resolution #2016-41.

Motion:

I move to approve Resolution #2016-41.

Background:

The Economic Development Department was asked to consider business retention and promotional activities on behalf of the businesses at the Bell and Grand intersection and any associated costs that may be considered in achieving these objectives. The funds will be directed toward Bell and Grand Shop Local program implementation, support and execution. Staff has worked with the Surprise Regional Chamber of Commerce in developing a new digital marketing campaign for the Bell and Grand businesses. Several additional events and promotional activities are also planned. The associated cost of approximately \$50,000 will cover the digital marketing campaign, print materials and potential advertising in promotion of the digital marketing campaign, and associated events and sponsorships that may require support from the City of Surprise.

Objective Analysis:

The department fund request is addressing strategic business retention and promotional programs that would not have been anticipated in the previous fiscal year. The programmatic support being requested aligns with recent Council discussions with staff related to business needs at the Bell and Grand intersection as well as City Council Strategic plan initiatives in the interest of business retention and expansion. The funds will help proactively position the department to successfully execute on recommended Bell and Grand Shop Local programs and related events.

Policy Compliant:

This action item is consistent with Council policy including the adopted City Council strategic plan on

Economic Development.

Financial Impact:

The additional programming is expected to cost \$50,000 and is a one-time expense in conjuncture with the Bell and Grand construction project.

Budget Impact:

Funds for the additional programming were not included in the FY2016 adopted Economic Development operating budget, however \$750,000 is available in Economic Development contingency for unforeseen economic development needs. If Resolution #2016-41 is approved, the FY2016 Annual Budget will be amended by this action, reallocating appropriations among lawfully available appropriations and does not represent an actual transfer of funds, but only spending authority. The reallocation does not increase or decrease the total budget. The budget amendment will move \$50,000 within the General Fund from Economic Development contingency to Economic Development Department's services budget. The unused FY2016 portion of this funding will be carried forward to FY2017.

FTE Impact:

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

ATTACHMENTS:

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 - ☐ [FINAL 1ST A](#)
 - ☐ [Resolution](#)
-



STAFF REPORT
ECONOMIC DEVELOPMENT DEPARTMENT

Date: March 15, 2016

To: Mayor and City Council

From: Jeanine Jerkovic, Economic Development Director

Re: Fiscal Year 2016 budget reallocation of \$50,000 in facilitation of strategic business retention and marketing activities at the Bell and Grand project intersection

Introduction

The Economic Development Department is proposing to fund a temporary (April-November 2016) Bell and Grand Shop Local Campaign, which includes targeted business retention and promotional activities with an associated cost of \$50,000 which would be reallocated from the Economic Development Contingency Fund. A portion of the funds will be directed toward a digital marketing partnership with the Surprise Regional Chamber of Commerce.

- Staff has worked with the Surprise Regional Chamber of Commerce in developing a new digital marketing campaign for the Bell and Grand businesses, currently estimated at \$32,710. This will cover the digital marketing campaign itself, print materials and dedicated business coordination and outreach in promotion of the digital marketing campaign.
- Additional shopper attraction events and promotional activities are also planned and estimated at a cost of \$10,000.
- A reserve amount of \$7,290 is recommended for any unforeseen scope changes for either the digital marketing or event budgets.

This item requires an addendum to the current contract with the Surprise Regional Chamber of Commerce, which is attached.

Background

In order to alleviate projected economic impacts at the Bell and Grand intersection associated with the temporary closure of Bell Road over the next eight months, Economic Development has been actively looking at best practices in construction mitigation programs nationally, both from a business advocacy perspective as well as from a consumer attraction perspective. As a result, the department developed two programs: (1) the **Bridge Buddy Program** and (2) the **Bell and Grand Shop Local Campaign**. While the Bridge Buddy Program is aimed at directly assisting businesses with education and tactics for managing through the construction timeframe, the Bell and Grand Shop Local Campaign has been created to target consumers and encourage them to shop at the intersection despite the temporary traffic and construction impediments.

The Bell and Grand Shop Local Campaign has already been given a new brand identity and associated promotional materials; however the staff desired to demonstrate our commitment to a more cutting edge promotional campaign that would be flexible and ongoing for the project duration, responsive and targeted

at local consumers. Economic Development and Marketing and Communications staff met several times with the Surprise Regional Chamber of Commerce to discuss various marketing strategies to most effectively reach the consumer market and draw them to shop at the affected intersection. After several discussions and proposal iterations, the City of Surprise and the Surprise Regional Chamber of Commerce jointly developed a digital marketing campaign where consumers could opt-in via text and/or email and receive a “deal of the day” from local Bell and Grand businesses. This campaign will require teamwork from the businesses and property owners in addition to the Chamber and the City of Surprise. Ensuring that businesses are “teamed up” is an important national best practice in any shop local campaign, and the proposed text campaign is a novel idea offering ease of participation for both businesses and consumers. This would also require the Chamber to assist with printing and web updates to continuously encourage consumers to opt-in as well as an extensive level of one-on-one business coordination.

In addition to the digital marketing campaign, staff is proposing periodic food truck and entertainment events to drive consumer attendance to the intersection, particularly the east side of the intersection with limited dining options.

The budget request to utilize \$50,000 from contingency funding for the Bell and Grand Shop Local campaign is an important business retention and marketing strategy that protects the City of Surprise’s currently most significant retail intersection and associated revenues and employment. The estimated budget is as follows:

BELL AND GRAND SHOP LOCAL MARKETING CAMPAIGN	COST
Surprise/Chamber Digital Platform: 100,000 messages per month (8 months) at \$1,000 per month, including a Deal of the Day Text/Email Blast	\$8,000
Printing of 150,000 promotional cards for the opt-in campaign	\$1,000
Additional printing of flyers, posters, other	\$750
Business coordination services: contact with businesses, directory listing, text-deal / 12 weeks x 40 hours x \$17/hour	\$8,160
Phase 1: Initial distribution of promotional items (hand delivery)	\$2,400
Phase 2: Re-stacking promotional items, follow-up, Shop Surprise Guide	\$2,400
Underwriting of advertising offered to local Bell and Grand businesses	\$5,000
Launch of Shop Surprise Division at Chamber / overhead costs	\$5,000
Additional Branding and Promotions: • Logo on rotating banner / www.shopsurpriseaz.com • Logo on cover of ShopSurpriseAZ guide • Editorial Pages (Mayor’s Welcome, etc) in Shop Surprise • Push notifications to Text-Clients for City of Surprise messages • 100,000 consumer promotional cards/materials • Weekly/monthly prizes (contingent on third parties/CBRE)	Included
SURPRISE/CHAMBER DIGITAL MARKETING CAMPAIGN TOTAL	\$32,710
PROMOTIONAL EVENTS AT BELL AND GRAND	\$10,000
RESERVE FUNDING TO SUPPORT EXTENDING MARKETING OR EVENTS	\$7,290
TOTAL	\$50,000

Staff Comments

The Surprise Regional Chamber of Commerce digital marketing partnership will assist the Chamber with a potential ongoing, post-construction citywide campaign that will invite shoppers to “Shop Surprise” in a more

sophisticated way than ever before. Thus, the proposed digital marketing partnership is not only a smart mechanism to drive consumer activity to Bell and Grand, it is also laying the foundation for the future of the Chamber's shop local initiatives in our community.

Staff also recognizes that Council has asked to see events that drive consumer participation as well at the intersection.

The proposed Bell and Grand Shop Local Campaign initiatives are scalable, flexible and responsive to both the business needs and the consumer market.

Recommendation

None

Attachments

- Addendum to the Surprise Regional Chamber of Commerce contract with the City of Surprise
- Exhibit B

FIRST AMENDMENT TO
Annual Membership and Services Agreement
Surprise Regional Chamber of Commerce

This FIRST AMENDMENT is dated March 15, 2016 ("Effective Date"). This is the first amendment to the "Annual Membership and Services Agreement, Surprise Regional Chamber of Commerce," hereinafter "THE AGREEMENT," entered into on _____, by the City of Surprise, Arizona (the "City") and the Surprise Regional Chamber of Commerce (the "Chamber") is hereby amended by this FIRST AMENDMENT.

RECITALS

WHEREAS, THE City of Surprise and the Surprise Regional Chamber of Commerce have a long history of working together for the support of local businesses;

WHEREAS, the Mayor and Council wish to support the businesses Surprise Regional Chamber of Commerce; and

WHEREAS, the Surprise Regional Chamber of Commerce has the resources and contacts to conduct a digital marketing campaign to support the businesses in the Surprise Regional Chamber of Commerce.

THE AGREEMENT

1. **Section 3, Chamber Obligations; Select Services**, is hereby amended by adding the following new subsection d, which shall hereafter be and read as follows:

d. Digital Marketing Campaign. The Chamber will conduct a digital marketing campaign in cooperation with the City and consistent with the projects described in the single exhibit to this FIRST AMENDMENT, entitled Exhibit B and dated March 15, 2016. The City Agrees to pay the Chamber for provision of these services within 60 days of receiving an itemized invoice for the services performed. The services, amounts and fees set forth on Exhibit B are maximum amounts. Under no circumstances will the services provided by Chamber exceed the units and fees set forth in Exhibit B.

2. Except as provided in this FIRST AMENDMENT, all terms used in this FIRST AMENDMENT that are not otherwise defined shall have the respective meanings ascribed to such terms in THE AGREEMENT.

3. This FIRST AMENDMENT embodies the entire agreement between City and Chamber with respect to the FIRST AMENDMENT of THE AGREEMENT. In the event of any conflict or inconsistency between the provisions of THE AGREEMENT and this FIRST AMENDMENT, the provisions of this FIRST AMENDMENT shall control and govern.
4. Except as specifically modified and amended herein, all of the terms, provisions, requirements and specifications contained in THE AGREEMENT remain in full force and effect. Except as otherwise expressly provided herein, the parties do not intend to, and the execution of this FIRST AMENDMENT shall not, in any manner impair THE AGREEMENT, the purpose of this FIRST AMENDMENT being simply to amend and ratify THE AGREEMENT, as hereby amended and ratified, and to confirm and carry forward THE AGREEMENT, as hereby amended, in full force and effect.
5. THIS FIRST AMENDMENT SHALL BE CONSTRUED AND GOVERNED BY THE LAWS OF THE STATE OF ARIZONA.

IN WITNESS WHEREOF, the parties have entered into this FIRST AMENDMENT on the date first written above.

SURPRISE REGIONAL CHAMBER OF COMMERCE:

Melissa Holdaway
2015 Chairman of the Board

Raoul Sada
President & CEO

Dated: _____

CITY OF SURPRISE:

Bob Wingenroth, City Manager

Dated: _____

APPROVED AS TO FORM:

Robert Wingo, City Attorney



DIGITAL MARKETING CAMPAIGN

Digital Platform: 100,000 Messages Per Month (8 Months)	100,000 Messages Per Month at \$1,000/ Month	\$8,000
Deal of the Day Weekly Text Blast (Through Dec 2016)		
Printing of 150,000 Promotional Cards		\$1,000
Printing & Other Promotions (Flyers, Posters, etc.)		\$750
Business Coordination Services: Contact with Businesses, Directory Listing, Text-Deal	12 Weeks x 40 Hours x \$17/ Hour	\$8,160
Round 1: Initial Distribution of Promotional Items (Hand Delivery)	4 Weeks x 40 Hours x \$15/ Hour	\$2,400
Round 2: Re-Stocking, Follow-Up, Shop Surprise Guide	4 Weeks x 40 Hours x \$15/ Hour	\$2,400
Underwriting Free Advertising Offered to Businesses	\$50 x 100	\$5,000
Launch of Shop Surprise Division (Overhead Costs)		\$5,000
Logo on Rotating Banner (www.shopsurpriseaz.com)		Included
Logo on Cover of ShopSurpriseAZ guide		Included
Editorial Pages (Mayor's Welcome, etc.) in Shop Surprise		Included
Push Notifications to Text-Clients for CoS Messages		Included
100,000 Consumer Promotional Cards/ Materials		Included
Weekly/ Monthly Prizes (contingent upon third party)		Included

SUPRISE/ DIGITAL MARKETING CAMPAIGN TOTAL **\$32,710**

PROMOTIONAL EVENTS AT BELL AND GRAND **\$10,000**

RESERVE FUNDING TO SUPPORT MARKETING OR EVENTS **\$7,290**

TOTAL **\$50,000**

RESOLUTION # 2016-41

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, AMENDING THE FISCAL YEAR 2016 BUDGET BY REALLOCATING APPROPRIATIONS OF \$50,000 FROM ECONOMIC DEVELOPMENT DEPARTMENT CONTINGENCY FUND TO COVER COSTS RELATED TO NEW AND INCREASED PROGRAMMING IN FACILITATION OF STRATEGIC BUSINESS RETENTION AND MARKETING ACTIVITIES AT THE BELL AND GRAND PROJECT INTERSECTION.

WHEREAS, the City's Economic Development Department has developed new and reconstituted programs that align with the City Council strategic plan on Economic Development and Education that when fully implemented will increase economic and social sustainability for the community;

WHEREAS, the FY2016 budget was adopted by Council Resolution #2015-53 on June 2, 2015;

WHEREAS, this action will necessitate a budget amendment; and

WHEREAS, 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's Chief Financial Officer is authorized to make the fund source budget adjustments described and estimated in Exhibit A.

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, 2015 through June 30, 2016.

APPROVED AND ADOPTED this _____ day of _____, 2016.

Sharon R. Wolcott, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney

RESOLUTION # 2016-41
Exhibit A

The FY2016 Annual Budget is amended by reallocating appropriations among lawfully available appropriations to ensure the continued operations of the City of Surprise in the payment of necessary expenditures. These allocations do not represent an actual transfer of funds, but only a transfer of spending authority. Additionally, these reallocations do not increase or decrease the total budget.

Fund, Department Account	Current Appropriation	Increase (Decrease)	Amended Appropriation
General Fund, Economic Development, Contingency	\$750,000	(\$50,000)	\$700,000
General Fund, Economic Development, Services	\$5,755,300	\$50,000	\$5,805,300
	<u>\$6,505,300</u>	<u>\$0</u>	<u>\$6,505,300</u>

The general fund change is as follows:

The budget amendment will move \$50,000 within the General Fund from Economic Development contingency to the Economic Development Department's services budget to cover the anticipated cost for facilitation of strategic business retention and marketing activities during the Bell and Grant intersection project construction.



CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

[Back](#) [Print](#)

Council Meeting Date:	March 15, 2016	Contact Person:	Eric Fitzer, Community Development
Submitting Department:	CD	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
---------	---------	----------------	-------------------

Agenda Wording:

Consideration and action pertaining to approval of an Intergovernmental Agreement between the City of Surprise and the Arizona Board of Regents for the purpose of receiving federal grants and coordinating the creation of an Arizona military energy land use plan; Resolution # 2016-24.

Motion:

I move to approve Resolution #2016-24.

Background:

In April of 2015 the Office of Economic Adjustment (OEA) of the Department of Defense (DoD) announced an opportunity to request funding from field activity, for community planning assistance to help prevent the siting of energy projects from adversely affecting DoD's test, training, and military operations. The reason this notice was initiated is that the commercial development of energy projects may affect unique DoD activities and military readiness, especially when located near installations, ranges, or on lands beneath designated military training routes or special use airspace. The notice offered the opportunity for State, tribal, and local governments to support effective collaboration, early engagement and dialogue between DoD and energy developers to ensure proposed energy projects may proceed without compromising the DoD missions.

Objective Analysis:

The City of Surprise and Arizona State University are going to work hand-in-hand with the state, cities, counties, tribes, and military installations to create an Arizona Military Energy Land Use Plan (AMEUP). This plan and an accompanying multi-dimensional Web tool will provide best practices for siting of renewable energy projects within Arizona. By connecting a wide variety of stakeholders across the state, the plan will incorporate existing documentation of maps, airspace, land use, land zoning, general plans, BLM zones, military installations, flight paths, and proposed and existing renewable energy projects. AME-UP will also use an inclusive model of engagement through stakeholder meetings and focus groups to ensure extensive input and feedback from those directly involved and invested in the successful operations of military installations concurrent with the development of renewable energy projects.

Policy Compliant:

The proposed action is consistent with City and Council Policies.

Financial Impact:

None at this time; however if awarded, this grant would result in one-time federal grant revenue which would be passed through by the city of Surprise to Arizona State University for the Arizona Military Energy Land Use Plan.

Budget Impact:

None at this time; however if awarded, staff will return to Council with a budget amendment.

FTE Impact:

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

ATTACHMENTS:

Click to download

- ☐ [00 - AZ Board of Regents IGA - Staff Report](#)
 - ☐ [01 - AZ Board of Regents IGA - IGA](#)
 - ☐ [02 - AZ Board of Regents IGA - Abstract & Narrative](#)
 - ☐ [03 - AZ Board of Regents IGA - Scope of Work Final](#)
 - ☐ [04 - AZ Board of Regents IGA - Budget & Justification](#)
 - ☐ [05 - AZ Board of Regents IGA - Support Letters](#)
 - ☐ [06 - AZ Board of Regents IGA - Presentation](#)
 - ☐ [Resolution 2016-24](#)
-



SURPRISE
ARIZONA

INTERGOVERNMENTAL AGREEMENT

REPORT TO THE CITY COUNCIL

Case: N/A

Project Name: Intergovernmental Agreement between the City of Surprise and the Arizona Board of Regents on behalf of Arizona State University for the Arizona Military and Energy Land Use Plan (AME-UP)

City Council Date: March 15, 2016

From: Eric Fitzer, Community Development Director

Request: Approval of an Intergovernmental Agreement between the City of Surprise and the Arizona Board of Regents on behalf of Arizona State University to obtain grant funding from the Department of Defense Office of Economic Adjustment for research to be performed by ASU associated with the Arizona Military and Energy Land Use Plan (AME-UP)

Site Location: State Wide

History:

In April of 2015 the Office of Economic Adjustment (OEA) of the Department of Defense (DoD) announced an opportunity to request funding from field activity, for community planning assistance to help prevent the siting of energy projects from adversely affecting DoD's test, training, and military operations. The reason this notice was initiated is that the commercial development of energy projects may affect unique DoD activities and military readiness, especially when located near installations, ranges, or on lands beneath designated military training routes or special use airspace. The notice offered the opportunity for State, tribal, and local governments to support effective collaboration, early engagement and dialogue between DoD and energy developers to ensure proposed energy projects may proceed without compromising the DoD missions.

Project Summary:

In an effort to protect the military missions here in the State of Arizona the City and ASU have partnered together along with the Arizona Geological Survey, Arizona Department of Emergency Management and Military Affairs, the Sonoran Institute, the Western Regional Partnership, the Arizona Aerospace and Defense Association as well as the all of the military bases in the State of Arizona to work collaboratively in this effort.

41 The City of Surprise and Arizona State University are going to work hand-in-hand with the state,
42 cities, counties, tribes, and military installations to create an Arizona Military Energy Land Use Plan
43 (AMEUP). This plan and an accompanying multi-dimensional Web tool will provide best practices
44 for siting of renewable energy projects within Arizona. By connecting a wide variety of stakeholders
45 across the state, the plan will incorporate existing documentation of maps, airspace, land use, land
46 zoning, general plans, BLM zones, military installations, flight paths, and proposed and existing
47 renewable energy projects. AME-UP will also use an inclusive model of engagement through
48 stakeholder meetings and focus groups to ensure extensive input and feedback from those directly
49 involved and invested in the successful operations of military installations concurrent with the
50 development of renewable energy projects.

51 The goal is to create an interactive community planning resource that will spur discussion and
52 collaborative siting for renewable energy projects, while respecting parameters and requirements
53 of military bases and installations. Both the AME-UP plan and tool are necessary to create
54 comprehensive best practices for siting of renewable energy projects within Arizona and a
55 replicable model that can be developed for additional locations across the United States.

56
57 **Attachments:**

58
59 City Council Resolution # 16-xx
60 Arizona Board of Regents IGA
61 AME_UP Abstract & Narrative
62 AME_UP Scope of Work Final
63 AME_UP_Budget & Justification_Final
64 Support Letters
65

INTERGOVERNMENTAL AGREEMENT

BETWEEN

ARIZONA BOARD OF REGENTS ON BEHALF OF ARIZONA STATE UNIVERSITY

AND

CITY OF SURPRISE

FOR THE ARIZONA MILITARY AND ENERGY LAND USE PLAN

This **AGREEMENT** ("Agreement") is entered into this _____ day of _____, _____, by and between the **ARIZONA BOARD OF REGENTS ON BEHALF OF ARIZONA STATE UNIVERSITY** ("ASU") and the City of Surprise ("Agency").

WHEREAS, the Parties are authorized to enter into this Agreement with one another pursuant to Arizona Revised Statutes ("A.R.S"). § 11-952 and 15-342(13), inter alia; and.

WHEREAS, The Arizona Board of Regents (ABOR) is authorized to enter into agreements by the Arizona legislature (A.R.S. § 15-1625.B).

WHEREAS, Agency desires to obtain grant funding from the Department of Defense Office of Economic Adjustment for research to be performed by ASU, as described in the scope of work attached hereto and incorporated herein as Exhibit A (the "Project"), and ASU desires to conduct such research, the Project contemplated by this Agreement is of mutual interest to Sponsor and ASU and furthers the educational, scholarship and research objectives of ASU as a nonprofit, tax-exempt, educational institution;

NOW, THEREFORE, in consideration of the premises and mutual promises and undertakings herein contained, and for other good and valuable consideration, the parties agree as follows:

1. Effective Date. This Agreement will be effective as of the date of the last signature below.
2. Term. The term of this Agreement shall be for twenty (20) months from the effective date of this Agreement.
3. Scope of Work. ASU will use reasonable efforts to perform the services and deliver any reports or other items specified in Exhibit A.
4. Principal Investigator. ASU will provide Kristin Mayes, Director, Julie Ann Wrigley Global Institute of Sustainability as Principal Investigator ("PI") for work contemplated and performed under this Agreement.
5. Termination. Either party may terminate this Agreement at any time without cause by giving the other party thirty (30) days written notice prior to the date of termination.

6. Notices. All notices shall be mailed or delivered to the party to receive such notice to the following address.

a. If intended for Agency to:

City of Surprise
Attn: City Attorney's Office
16000 N Civic Center Plaza
Surprise, AZ 85374

Copy to:
Attn: Eric Fitzer
Title: Community Development Director
Phone: (623) 222-3020

b. If intended for ASU, to:

Office for Research & Sponsored Projects Administration
Arizona State University
P.O. Box 876011
Tempe, Arizona 85287-6011
e-mail: asu.awards@asu.edu
Phone: (480) 965-1427
Fax: (480) 965-2455

Copy to:
Attn: Kris Mayes
Title: Principal Investigator
email address: Kris.Mayes@asu.edu

7. Interpretation and Amendments. This Agreement contains the entire agreement between the parties hereto. This Agreement shall not be amended or modified in any manner, except by an instrument in writing signed by the parties hereto.

8. Headings. Headings are for convenience only and are not to be construed as part of this Agreement.

9. Invalidity of a Term. The parties agree that in the event any term, covenant or conditions herein contained should be held to be invalid or void, the invalidity of any such term, covenant or condition shall in no way affect any other term, covenant or condition of this Agreement.

10. Dispute. In the event of any dispute between the parties under this Agreement, the parties agree that they shall submit the dispute to arbitration pursuant to A.R.S. §§ 12-133(D) and 12-1518.

11. Conflict of Interest. The parties acknowledge that this Agreement is subject to

cancellation by the Governor of Arizona pursuant to A.R.S. § 38-511, the provisions of which are incorporated herein.

12. Prohibition Against Discrimination. In the event that it applies, the parties agree to comply with the Arizona Governor's Executive Order No. 2009-09.

13. Governing Law and Venue. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona. The exclusive venue for any litigation, arbitration, administrative hearing or the like concerning this Agreement or any matter arising therefrom shall be in Maricopa County, State of Arizona.

14. Unavailability of Funding. Every payment or financial obligation of the parties under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by any party at the end of the period for which funds are available. No liability shall accrue to any party in the event this provision is exercised, and neither the Agency nor ASU shall be obligated or liable for any future payments nor for any damages as a result of termination under this paragraph.

15. E-verify. To the extent applicable under A.R.S. § 41-4401, each party and its respective subcontractors warrant compliance with all federal immigration laws and regulations that relate to its employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). Each party has the right to inspect the papers of the other party or its subcontractors participating in this Agreement and may result in the termination of the Agreement by a non-breaching party under terms of this Agreement.

IN WITNESS WHEREOF, the parties hereto agree to carry out the terms of this Agreement and have executed this Agreement the day, month and year first written above.

ARIZONA BOARD OF REGENTS

CITY OF SURPRISE:

Signature: _____

Name: _____

Name: _____
Associate Director Research Administration

Sharon Wolcott, Mayor

ATTEST: _____
Sherry Aguilar, City Clerk

APPROVED this _____ day of _____, _____.

This Intergovernmental Agreement has been reviewed by the undersigned attorney for the Agency who has determined that it is in appropriate form and within the powers and authority granted by law to the Agency designed herein.

BY: _____
Robert Wingo, City Attorney

This Intergovernmental Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned, who has determined that it is in the proper form and is within the powers granted under the laws of the State of Arizona to those Parties to the Agreement represented by the Legal Counsel for Arizona State University.

Dated this ____ day of _____, ____.

BY: _____
Office of General Counsel for Arizona State University

DRAFT

Arizona Military & Energy Land Use Plan

Purpose:

The City of Surprise and Arizona State University seek to work hand-in-hand with the state, cities, counties, tribes, and military installations to create an **Arizona Military Energy Land Use Plan (AME-UP)**. This plan and an accompanying multi-dimensional Web tool will provide best practices for siting of renewable energy projects within Arizona. By connecting a wide variety of stakeholders across the state, the plan will incorporate existing documentation of maps, airspace, land use, land zoning, general plans, BLM zones, military installations, flight paths, and proposed and existing renewable energy projects. AME-UP will also use an inclusive model of engagement through stakeholder meetings and focus groups to ensure extensive input and feedback from those directly involved and invested in the successful operations of military installations concurrent with the development of renewable energy projects.

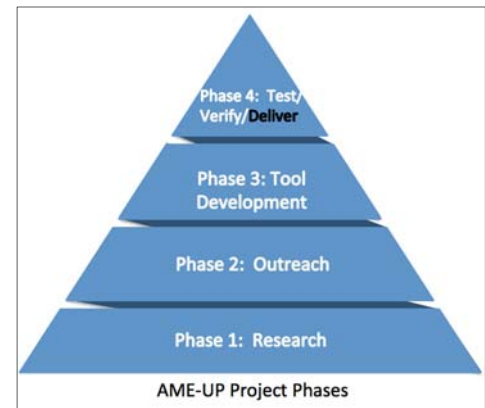
The goal is to create an interactive community planning resource that will spur discussion and collaborative siting for renewable energy projects, while respecting parameters and requirements of military bases and installations. Both the AME-UP plan and tool are necessary to create comprehensive best practices for siting of renewable energy projects within Arizona and a replicable model that can be developed for additional locations across the United States.

Objectives:

Research: Consider military training routes and airspace throughout the state, gather data, and conduct analyses to determine challenges, and impact and threat levels.

Outreach: Engage stakeholders for input on best practices and feedback on case studies with an end result of effective collaboration and development of dialogue between government entities, the DoD, and energy developers.

Development: Develop an online interactive Web-mapping tool for use by city and community planners, military personnel, renewable energy developers, and other stakeholders.



Goals:

Effective and Active Collaboration: Identify stakeholders and engage them throughout all phases of the AME-UP project.

Consensus Building: Identify best practices for stakeholder identification and engagement. Identify best practices for energy site qualification for DoD testing, training, and military operations. Create best practice plan for assessment of existing and planned energy projects that can be modeled and replicated. Identify best land-use areas for development of specific renewable energy projects that can be modeled and replicated.

Information Sharing: Provide faculty expertise in geospatial information systems (GIS), mapping, renewable energy development, energy transportation, and economic and policy analysis. Develop an interactive web-mapping tool for use by stakeholders and beyond.

Products:

Arizona Military & Energy Land Use Plan (AME-UP): a best practices plan for assessment of existing and planned energy projects proximal, tangential, and impacting DoD testing, training, and military operations.

Online Interactive Web-mapping Tool: to be used by city and community planners, military personnel, renewable energy developers and other stakeholders to identify potential permitting requirements, cultural and natural resource sensitivities, and opportunities/conflicts between renewable energy development and military facilities.

Background/Introduction

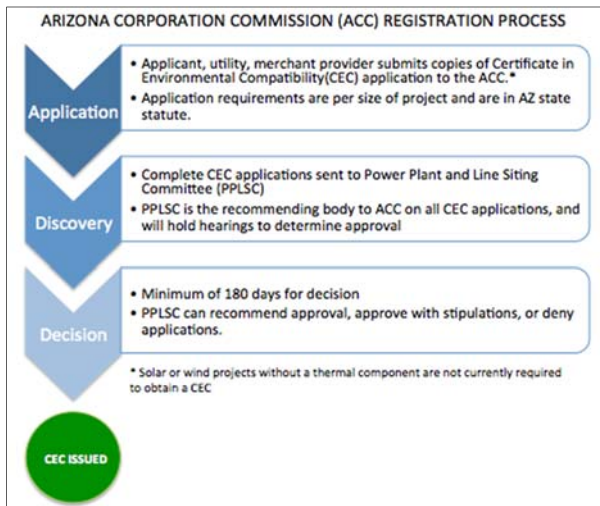
Commitment to renewable energy has increased at the state level. Arizona's Renewable Energy Standard, passed in 2006 by the Arizona Corporation Commission (ACC), requires that an increasing amount of electricity sold in the state must come from renewable sources, and must reach fifteen percent by 2025ⁱ. Due, in large part to this energy mandate, Arizona has increased renewable energy spending and has initiated numerous renewable energy projects, which in turn have created a correlating positive impact on the state's economy. In 2011, renewable energy projects created a total 16,790 jobs and \$795 million in wages in Arizonaⁱⁱ. These renewable energy projects have stimulated local economies and have kept money circulating within the state, thus benefitting Arizona's economy over time.

By 2013, Arizona ranked second in the nation for utility-scale electricity generation from solar energyⁱⁱⁱ, second only to California. By contrast, according to the Arizona Commerce Authority, because of the continued use of fossil fuels, more than half of all expenditures for energy leave the state and are not reinvested in local economies^{iv}. Proper implementation and maintenance of renewable energy projects will reduce demand on imported fossil fuel, thus keeping more money in-state.

Approval Process: Arizona Corporation Commission

Arizona is unique among the states because of its utility governance structure. In the majority of states, the Public Utilities Commission (PUC), which is responsible for regulating utilities, is an appointed body. The Arizona Corporation Commission (ACC) is a state wide elected body of five members who serve four-year terms and are limited to two terms. Many Arizonans refer to the ACC as the State's fourth

branch of government. The ACC approves rates, mergers, etc. and in some cases, the location of power plants and transmission lines. (See the chart for the process to obtain ACC renewable energy project registration and approval.)



What is intriguing about the ACC Registration process is that there are minimum requirements relative to the size of projects (power plants and transmission line sittings). These requirements are currently prescribed in state statute. As an example, if a power plant has a nameplate reading of 100MW or more, it must be approved via an ACC Certificate of Environmental Compatibility (CEC). Similarly, if a transmission line is 115kv or larger, it would also be required to obtain a CEC. Therefore projects larger than 100MW requiring a transmission line greater than 115kv to connect to the grid would submit for

two separate CEC applications, and both of those applications would be heard at the same meeting. One additional perplexity exists in this process with regards to power plants. Per Arizona statute, references to the size of the power plants at more than 100MW limits the type of plant to thermal electric, nuclear or hydro in nature, which limits the scope of the statute to processes with a thermal component. Conversely, the ACC process has not taken into account the new energy technologies that have moved into the energy portfolio, such as Solar Photovoltaic (PV) generation and wind generation. These projects are without a thermal component and are not required to obtain a CEC. As a result, the only instance in which the ACC would be aware of new energy technology construction is if the power plant required a transmission line greater than 115kv. One benefit of this process, to a degree, is that new energy technology projects can be built with only the local government (whether city or county) jurisdiction's permits, thus eliminating some time before approval. However, the project that we are proposing could mitigate this by bringing

Arizona Military & Energy Land Use Plan

the regulatory body, developers and the local jurisdictions together – working from the same information – and thus fill this gap in the permitting process.

Because Arizona is part of an integrated and interdependent complex of military ranges and Special Use Airspace (SUA) spanning all four services, all efforts should be done collaboratively with the Southwest Regional Coordination Team (RCT), a cross Services team, who are responsible for encroachment and sustainment concerns in the Region. This includes working with representatives from each of Arizona's military branches, which span seven installations across the state (see call out box to the right and letters of support).

Therefore, the City of Surprise and Arizona State University (ASU) seek to work hand-in-hand with the state, cities, counties, tribes, and military branches to create an Arizona Military & Energy Land Use Plan (AME-UP). The AME-UP plan and tool will provide best practices for siting of renewable energy projects within the State of Arizona, one of the highest activity states for both military use and renewable energy projects. The AME-UP will also incorporate and provide guidelines and practices for comprehensive and detailed economic impact analysis. Rather than a static document, ***we propose a multi- dimensional Web tool that can be used as an interactive community planning resource that will spur discussion and collaborative siting for renewable energy projects, while respecting parameters and requirements of military bases and installations.***

AZ Military Facilities

Air Force Bases/Ranges

- Barry M. Goldwater Air Force Range, Phoenix
- Davis Monthan Air Force Base, Tucson
- Luke Air Force Base, Glendale

Army Bases

- Camp Navajo Army Base, Flagstaff
- Fort Huachuca Army Base, Cochise
- Yuma Proving Ground Army Base, Yuma County

Marine Corps Bases

- MCAS Yuma Marine Corps Base, Yuma

Objectives and Need for Additional Assistance

As illustrated in both the map and proposed projects list that follow, Arizona is in need of a plan and tool to mitigate or prevent conflicts of interest between renewable energy and transmission development and the state's military bases and installations both from encroachment on the ground and in the air space.

Arizona Military & Energy Land Use Plan

Proposed Renewable Energy Project Sites in Arizona:

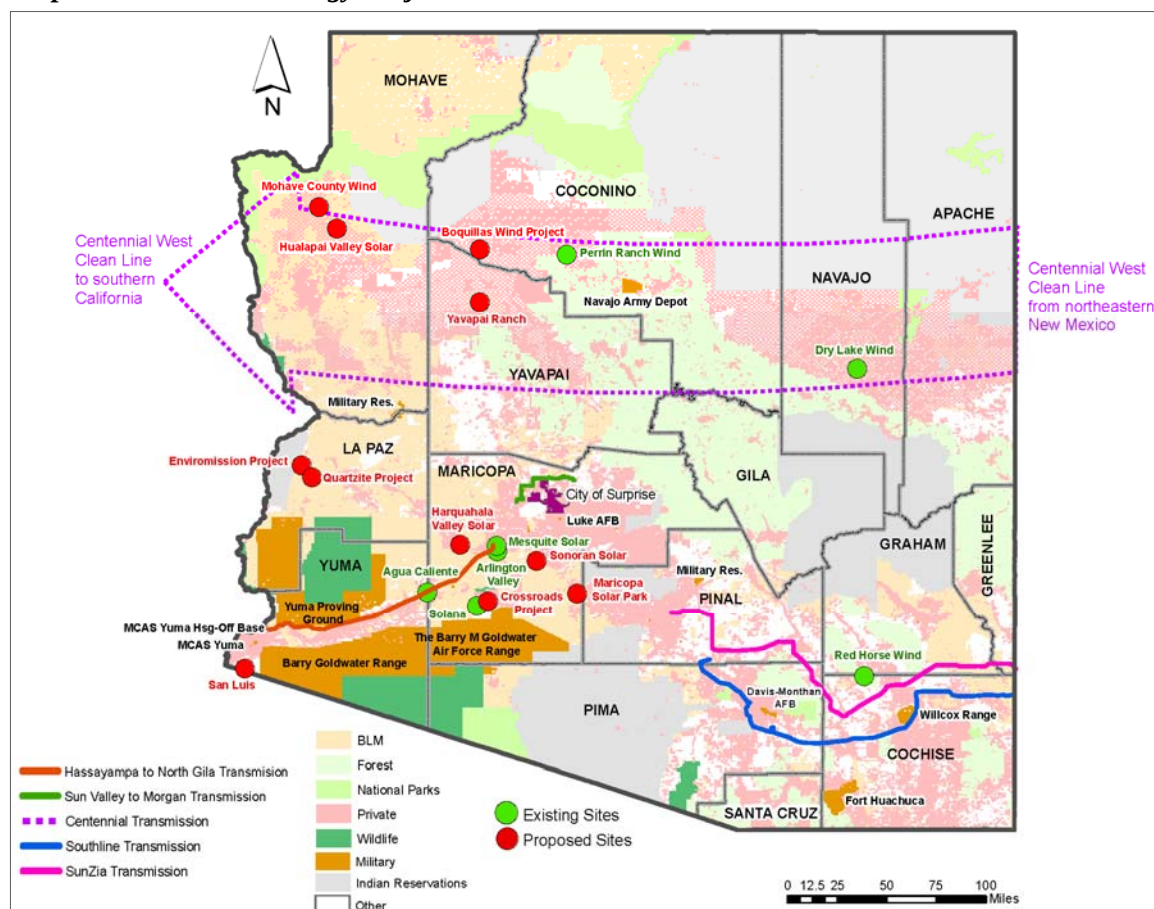


Figure 1. Definition of the Study Area. Arizona reflects the need for integrated management and collaboration across stakeholders to ensure that national security is not affected by renewable energy projects.

Proposed renewable energy projects in Arizona:

Potential Energy Development

Project Title & Developer	Description	Location
Crossroads, Solar Reserve	Concentrated Solar Power tower, 150 MW, 538 ft. height	Gila Bend, AZ, Private Land
Quartzsite, Solar Reserve	Concentrated Solar Power tower, 100 MW, 653 ft. height	Quartzsite, AZ, BLM Land
Harquahala Valley Solar Tower, Abengoa Solar LLC		Tonopah, AZ, Private Land
Enviromission Tower, Enviromission LLC	Updraft tower, 200 MW, 2,600 ft. height	Quartzsite, AZ, State Land
Solar Wind Down Draft Tower, Solar Wind Energy, Inc.	Downdraft tower, 600 MW, 2,250 ft. height	San Luis, AZ, Private Land
Hualapai Valley Solar	Concentrated Solar Power – Parabolic Trough, 340 MW	Mohave County, AZ, Private Land
Sonoran Solar, NextEra Energy Resources	Photovoltaic, 300 MW	Buckeye, AZ BLM Land
Maricopa Solar Park, Marisol Energy 2 LLC	Photovoltaic, 300 MW	Maricopa, AZ, BLM Land
Mojave County Wind Farm, BP Wind Energy	Wind, 425-500 MW, 238 turbines, 397-492 ft. height	Kingman, AZ, BLM & Bureau of Reclamation Lands
Boquillas Wind Project, Edison Mission Energy & NTUA	Wind, 85 MW (first phase) – 200 MW (build out)	Navajo Reservation, AZ, Tribal Land
Yavapai Ranch, NextEra Energy	Wind, 99 MW, 81 turbines	Yavapai County, AZ, Private Land
Centennial West, Clean Line Energy Partners	Merchant Transmission, 600 HVDC, New Mexico to California	Northern AZ route
Sunzia Southwest Transmission Project, Sunzia	Merchant Transmission, 500 KV, New Mexico to Arizona	Southern AZ route
Southline Transmission Project, Black Forest Partners	Merchant Transmission, 345 KV & 115 KV, New Mexico to Arizona	Southern AZ route

Arizona Military & Energy Land Use Plan

The AME-UP project is especially critical given the December 30, 2014 recommendations by the Governor's Arizona Strategic Military Affairs Advisory Panel (SMAAP), which included:

- Airspace coordination/prioritization will be increasingly important as military flying missions grow in Arizona. Existing airspace must be protected.
- Continued growth of the energy sector in Arizona will carry on into our future. While this is an economic advantage to the state, new energy infrastructure can potentially encroach on military operations (see call out box below). This necessitates completing an early review of new projects, which are crucial to retaining our installations.

Identified encroachment issues with potential DoD impacts:

- Radar interference – wind
- Low-level flight obstructions – wind, solar towers
- Electromagnetic interference – electric transmission
- Glint – momentary flash – solar PV, solar towers
- Glare – continuous source – solar PV, solar towers
- Night Vision Goggles (NVG) – photovoltaic reflection (potential/research needed)

Why Arizona?

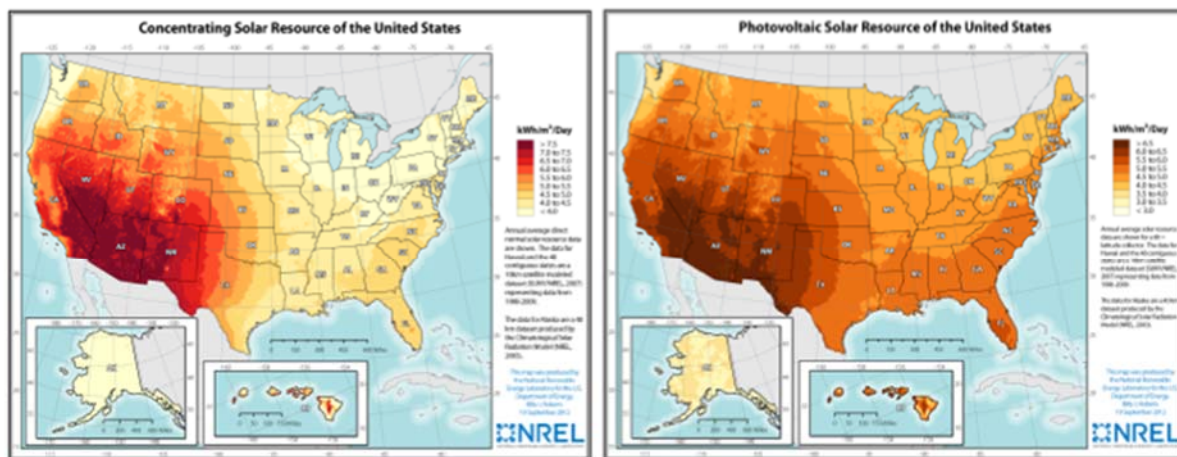


Figure X. Concentrated and Photovoltaic Solar Resource Potential. Many parts of Arizona receive more than 300 days of sunshine each year making it the “Persian Gulf” of solar power.

Arizona is a natural model for addressing military and civilian use of land. The state is home to an integrated network of military facilities, including military airports, ranges and Special Use Airspace (SUA) connected by low-level Military Training Routes (MTR) that provide a key foundation for our nation's security. Arizona's military bases are billion dollar economic engines for the state and are often the largest employers in the communities where they are located. Concurrently, Arizona has the greatest solar energy potential of any state. According to a 2014 study by the Environment Arizona Research & Policy Center, Arizona is first in the nation for installed solar (per capita), and was also ranked first in percentage of new electrical capacity from solar in 2014. Smaller markets in wind and algae cultivation are rapidly expanding, as emphasis on alternative energy is driven by economic and resource availability.

Arizona Military & Energy Land Use Plan

Arizona's cities, towns and counties have years of expertise relative to coordination of development with military operations. In these ways, Arizona reflects two national needs: (1) military training and preparedness, and (2) development of renewable energy resources. Together these assets provide economic development, national safety and security, and quality of life for Arizona's residents. In addition, as recently as 2015, Arizona's military installations participated in seven Joint Land Use Studies (JLUS); and one statewide study. However, these studies are specific to development encroachments or expansion of DNLs, and have not taken into account large-scale-energy development, impacts on low/high level training routes, and electromagnetic interference. Given all of this activity, early coordination among energy developers, cities, counties, towns, state and tribal entities, and the military is necessary and will ensure that project development conflicts are minimized and do not impede military mission requirements. Capitalizing on the resources available in Arizona, as well as the breadth and depth of the existing knowledge base and the capacity of ASU, the AME-UP model will be a comprehensive tool that will be replicable in other parts of the country with regards to the coexistence of energy developments and military installations.

The proposed project will leverage our partners' place in the region for the quick identification and recruitment of adequate resources and stakeholders to create and release a working version of the AME-UP tool. AME-UP has eight collaborating partners that will be critical to the success of this project: City of Surprise, AZ, Arizona State University, Arizona Geological Survey (AZGS), Arizona Department of Emergency and Military Affairs (DEMA), The Sonoran Institute, Western Regional Partnership (WRP), Arizona Aerospace and Defense Association (AZADA), and Local Military Involvement. (See callout box at the end of this section for a description of each and their function in this project. Also note that all of these stakeholders, unless listed in the budget, are volunteering their participation and are not seeking compensation from the grant or contributing to the match.)

Recognizing that Arizona is a home rule state (local government authority), the drafting and adoption of AME-UP and development of the tool will be a grassroots effort. Success in achieving our objectives will come through active collaboration, information

Partial List of Project Stakeholders

Military

- Military Leaders – all branches
- Arizona Department of Emergency and Military Affairs
- Arizona Military Affairs Commission
- Arizona Commanders Summit
- Aerospace and Defense Alliance
- Western Regional Partnership

Federal Government Organizations

- Bureau of Land Management
- Federal Aviation Administration

Tribal Leaders

- Tribal Solar Working Group
- Arizona's 22 Tribes
- Arizona Committee on Indian Affairs

City, County Leaders

- Arizona League of Cities and Towns
- Arizona League of Counties
- County/City/Town Council, Manager, Planner

Subject Matter Experts

- Bureau of Land Management
- Arizona State Land Department

Arizona House of Representatives

- Military Affairs and Public Safety Committee
- Rural and Economic Development Committee
- Energy, Environment and Natural Resources Committee

Arizona State Senate

- Public Safety, Military and Technology Committee
- Energy Committee
- Natural Resources Committee
- Rural Affairs and Environment Committee

Arizona Governor's Office

- Military and Public Safety Policy Advisor
- Energy and Environment Policy Advisor
- Local Governments Policy Advisor
- Indian Affairs Policy Advisor

Utilities

- Arizona Public Service
- Tucson Electric Power
- Salt River Project
- Cooperatives

Non-Government Organizations

- Four Corners Wind Resource Center
- Tribal Solar Working Group
- Arizona Aerospace and Defense Alliance
- Arizona Solar Energy Industries Association

Arizona Military & Energy Land Use Plan

sharing and consensus building. Using this approach, the project's overall goals are to:

AME-UP Goals

Effective and Active Collaboration

- ✓ Stakeholder identification within state and local jurisdictions, tribal, military personnel, renewable energy developers, subject matter experts, and any additional participants that will bring value to discussions.
- ✓ Engagement of stakeholders and encouragement of active participation throughout all phases of AME-UP project.

Consensus Building

- ✓ Identify best practices for stakeholder identification and engagement.
- ✓ Identify best practices for energy site qualification for DoD testing, training, and military operations.
- ✓ Create best practices plan for assessment for existing and planned energy projects that can be modeled and replicated.
- ✓ Identify best land-use areas for development of specific renewable energy projects that can be modeled and replicated.

Information Sharing

- ✓ Provide faculty expertise in geospatial information systems (GIS), mapping, renewable energy development, energy transportation, and economic and policy analysis.
- ✓ Develop an interactive web-mapping tool for use by stakeholders and beyond.

Success fulfilling our goals will be attained using a bottom-up strategy. Leveraging this approach, we will we will achieve the following objectives:

AME-UP Objectives

Research

- ✓ Take into account military bases, airspace and high low level training routes and electromagnetic interference issues throughout the state.
- ✓ Gather existing data and overlay military bases and airspace flight routes with the existing documentation of maps, community and county general, and comprehensive land use plans, zoning, BLM zones, Renewable Energy Development Areas, and BLM Section 368 West Wide Energy Corridors.
 - Utilize data and documentation to identify where siting of energy projects, including electrical transmission lines, could adversely impact Arizona's DoD testing, training, and military operations.
 - Utilize data to mitigate or prevent incompatible energy development activities that are likely to impair the continued operational utility of Arizona's DoD bases and installations.
- ✓ Conduct a sensitivity analysis of lands where development of renewable energy projects are likely to encounter permitting challenges or have meaningful negative environmental impacts.
 - Utilize data to create a framework for identifying and characterizing types of encroachment on military operations associated with renewable energy projects.
 - Utilize data to create a comprehensive master DoD testing, training, and military operations land use plan.
- ✓ Conduct analysis of lands to determine where the development of energy projects pose no threat to military installations.
 - Utilize data to guide the development community in areas more acceptable and appropriate for energy development.

Arizona Military & Energy Land Use Plan

- ✓ Conduct analysis of locations where siting of energy projects, including transmission lines, could adversely impact Arizona's DoD testing, training, and military operations.
 - Utilize data to create a best practices plan for assessment of existing and planned energy projects proximal, tangential, and impacting DoD testing, training and military operations.

Outreach

- ✓ Engage stakeholders to create a consensus on best practices for stakeholder engagement and energy site qualification and for feedback on the AME-UP tool development via telephone calls, in-person interviews, and group sessions.
- ✓ Engage stakeholders by requesting their review and feedback of a set of case studies illustrating various types of encroachment and how they were addressed.
- ✓ End result: effective collaboration, including early engagement and dialogue between state local governments, the DoD, and energy developers to ensure that proposed energy projects may proceed without compromising the DoD's military testing and operational training.

Development

- ✓ Develop an online interactive Web-mapping tool for use by city and community planners, military personnel, renewable energy developers, and other stakeholders.
 - Tool will be used by stakeholders to identify potential permitting requirements, cultural and natural resource sensitivities, and opportunities/conflicts between renewable energy development and military facilities.

Arizona Military & Energy Land Use Plan

AME-UP Partners/Collaborators and Roles	
City of Surprise	• Arizona's 10th largest City with a population in excess of 120,000 residents • Located 45 minutes northeast of downtown Phoenix • Neighbor of Luke Air Force Base • FUNCTION: Provide a point of contact, a place to convene stakeholder groups and expertise as it relates to siting of renewable energy projects, permitting of projects, and the locations of proposed renewable energy projects
Arizona State University	• Home to a National Science Foundation and DOE funded Engineering Research Center in Quantum Energy and Sustainable Solar Technologies • ASU's Global Institute of Sustainability is also home to the Sustainable Cities Network (SCN), a vehicle for knowledge sharing and coordinating efforts among communities across Arizona • FUNCTION: Provide faculty expertise in geospatial information systems (GIS), mapping, renewable energy development, energy transportation, and economic and policy analysis. Partner with the Pat Tillman Veterans Center to utilize two veteran liaisons will be instrumental in AME-UP outreach efforts, providing important insight into military priorities and advancing the educational goals of these students
Arizona Geological Survey	• Serves as a primary source of geologic information in this state to enhance public understanding of the state's geologic character, geologic hazards and limitations and mineral resources. • Provide technical advice and assistance in geology to other state and local governmental agencies engaged in projects in which the geologic setting, character or mineral resources of the state are involved. • FUNCTION: Provide support for data gathering, web development, and hosting services for the interactive AME-UP tool
Arizona Department of Emergency and Military Affairs (DEMA)	• Consists of the Army and the Air National Guard, the Division of Emergency Management, and the Joint Programs Division • DEMA provides unique capabilities and services to the citizens of Arizona in three distinct roles: community, state and federal • FUNCTION: Help facilitate stakeholder identification and meetings as the state's military affairs specialists. DEMA facilities will be utilized for some project and stakeholder meetings
The Sonoran Institute (SI)	• A non-profit organization founded in 1990 to help communities conserve and restore natural resources and manage growth and change through collaboration, civil dialogue, sound information, practical solutions and big picture thinking • FUNCTION: Develop an encroachment framework to identify and characterize direct, indirect, and perceived impacts of renewable energy projects on military operations and preparing a series of case studies describing how these impacts have been addressed through stakeholder processes
Western Regional Partnership (WRP)	• Provides a proactive and collaborative framework for senior-policy level Federal, State and Tribal leadership to identify common goals and emerging issues in the states of Arizona, California, Nevada, New Mexico and Utah • Works to develop solutions that support WRP Partners and protect natural resources, while promoting sustainability, homeland security and military readiness. • FUNCTION: Help identify stakeholders within the tribal and military communities and assist in facilitating both stakeholder meetings and focus groups. WRP will also assist in editing AME-UP prior to submission
Arizona Aerospace and Defense Association (AZADA)	• Neutral and all-encompassing voice for the aerospace community and its interactions with the military sector • Arizona's aviation and aerospace manufacturing industry is the fourth largest in the nation by total employment • FUNCTION: Advise in AME-UP's stakeholder outreach and focus group efforts as a state leader in bringing together the larger aerospace community as it intersects with the military sector
Local Military Involvement	• Each of the military bases/ installations within Arizona has agreed to be active participants in this project • AME-UP team has secured explicit commitment from the state's military branches - Air Force, Army and USMC (MCIWEST) for this project (see letters of support) • FUNCTION: participation in the research stage, stakeholder meetings, focus groups, overall project plan review/input and roll out of the plan to the local planning community

(This list of stakeholders represents some key partners that will be engaged during the process of building the AME-UP tool. It is important to note that unless otherwise outlined in this proposal, these partners are not seeking compensation through the grant but rather are volunteering their time to support this important project.)

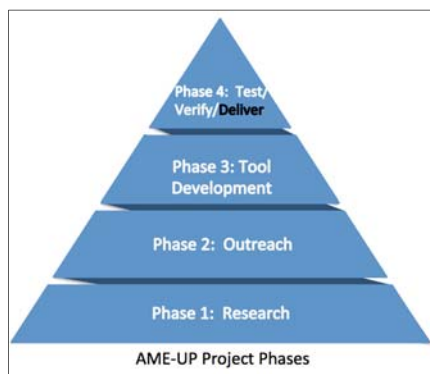
Approach

The AME-UP project team has a determined start date of March 1, 2016 for a project duration of 20 months ending October 31, 2017.

		Month																			
Task/Activities		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Phase 1: Research	1.1 Siting and permitting																				
	Develop requirements list for DoD; identify and compile requisite documents and resources for state, local and federal land use; identify and compile renewable energy project plans; develop encroachment framework; prepare case studies of encroachment impacts and stakeholder efforts to address these issues.																				
	1.2 GIS Data Collection																				
	Identify and collect existing data resources; opportunities to collect real-time data.																				
	1.3 Intangible Data Collection																				
	Identify and collect existing economic and quality of life data; opportunities for real collection of real time data.																				
	1.4 Stakeholder Identification																				
Phase 2: Outreach	Military, tribal, cities, counties, subject matter experts, state legislators, congressional delegation, Governor's office, industry, utilities, non-government organizations.																				
	2.1 Stakeholder Engagement																				
	Stakeholders are contacted and surveyed for information and feedback regarding scope and impact of renewable energy projects on military operations through phone calls, in-person interviews and email.																				
	2.2 Round-table Sessions																				
	Two group sessions for six groups of stakeholders; data recording (notes and materials).																				
	2.3 Focus Groups																				
	Small group sessions with key stakeholders; data recording (notes and materials).																				
Phase 3: Tool Dev.	2.4 Analysis																				
	Overlay and integration of stakeholder information with task 1.2; data collection/capture.																				
	3.1 Report and Preliminary Tool Development																				
Phase 4: Test/Verify	Synthesis of data collection and all analysis into single document; incorporation of feedback from stakeholder outreach; develop draft Web tool.																				
	4.1 Testing and Dissemination																				
	Publication (hard copy) of report; delivery to stakeholders; online portal for Web tool examination.																				
	4.2 Test and Demonstration																				
	Modeling/testing of web tool using ASU's Decision Theater; deliver final Web tool.																				

The AME-UP project team will concentrate state-wide in the regions of Arizona where, if proposed renewable energy projects are developed, could conflict with the military missions.

The project team will, through an inclusive model of engagement, hold stakeholder meetings and focus groups to create a landscape assessment of challenges. Key stakeholder groups will be identified (see partial list above) and the project team will work with those groups to obtain feedback from those stakeholders directly involved and invested in the protection of the military mission concurrent with the successful development of renewable energy projects. The resulting assessment will be used to indicate current and potential future impacts to the military missions underway in Arizona. All stakeholder engagements will allow the project team to identify technical, economic and land use issues.



The project team will then create the AME-UP map to identify potential areas where energy development adversely impacts military missions, and will include real world examples where energy developments have been proposed, are in process, or have been approved. Subsequently the AME-UP

tool will provide land use and development guidance to authorities with jurisdiction over best practices for development of energy projects in areas that may impact military missions. AME-UP will also identify lands where the development of energy projects pose no threat to military installations.

AME-UP will provide a framework to identify and characterize types of encroachment on military operations associated with renewable energy projects. This framework will build upon an overarching structure developed by the Sonoran Institute (SI) through its study of encroachment on public lands in Arizona. The SI program's goal is to help decision-makers and stakeholders determine the appropriate actions to address specific types of encroachment. In addition, AME-UP will prepare a set of case studies illustrating various types of encroachment and how they were addressed through stakeholder engagement processes to avoid, minimize, or mitigate impacts. Both the framework and case studies will be designed to assist the development and organization of best practices in siting, designing, and other actions to reduce impacts to military operations from renewable energy projects (see figures 2 and 3 for project schedule and milestones).

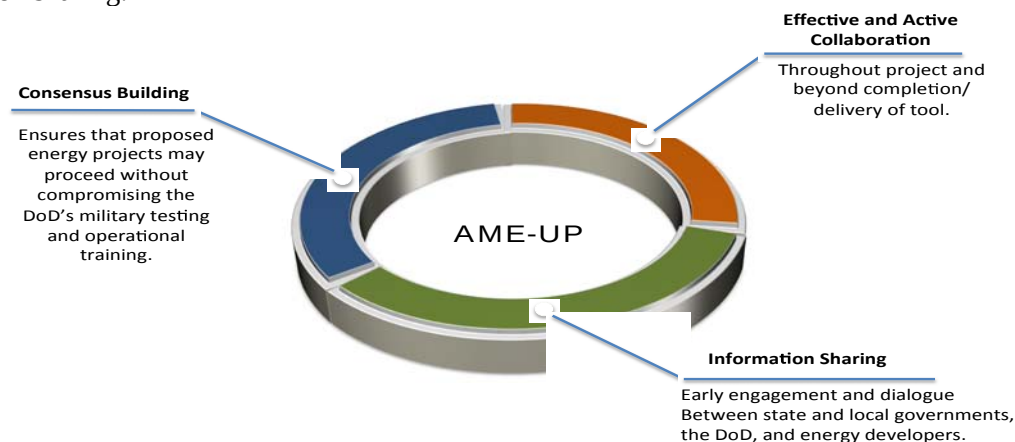
Finally, the team will create the AME-UP interactive Web-mapping tool to assist military institutions, renewable-energy developers, community planners, government agencies, and other stakeholders to make well-informed decisions related to the siting, permitting, and constructing of renewable-energy projects. The tool will meet preliminary decision-making and collaboration needs of the project and provide state of the art, online software applications for the AME-UP tasks of identifying key stakeholders, potential permitting requirements, and other potential conflicting interests between utility-scale energy projects and military facilities in Arizona.

Developing a tool that meets the specific needs of diverse stakeholders is critical. As such, stakeholder outreach will be employed to identify, refine, and prioritize a list of desired tool features. A software development process with incremental releases and frequent testing by target users will be implemented to validate function and user interface design and assure alignment with stakeholder interests.

System development activities will include data compilation, Web-map application development, and stakeholder-engagement tool development. These activities could be concurrent, but the actual work plan will be based on priorities that emerge from the stakeholder meetings at project kickoff. Action items resulting from kickoff will then determine which functionality to develop first, and that in turn will dictate the data requirements.

Benefits

The end result of the AME-UP project will be effective and active collaboration, consensus building, and information sharing.



Arizona Military & Energy Land Use Plan

Products

Two products will result from this project. The first, a best practices plan for assessment of existing and planned energy projects proximal, tangential, and impacting DoD testing, training, and military operations, the *Arizona Military & Energy Land Use Plan (AME-UP)*; and the second, an online interactive web-mapping tool that can be used by city and community planners, military personnel, renewable energy developers and other stakeholders to identify potential permitting requirements, cultural and natural resource sensitivities, and opportunities/conflicts between renewable energy development and military facilities. Both the AME-UP plan and tool are necessary to create comprehensive best practices for siting of renewable energy projects within the State of Arizona, one of the highest activity states for both military use, and a replicable model for renewable energy projects in additional locations across the United States.

SCOPE OF WORK

The City of Surprise has constructed the scope of work for Arizona State University to execute as the sub-recipient via a subaward. As such, the project team will:

- Concentrate in the regions of Arizona where, if proposed renewable energy projects are developed, could conflict with the military missions.
- Hold stakeholder meetings and focus groups to create a landscape assessment of challenges through an inclusive model of engagement.
- Work with key stakeholder groups to obtain feedback from those directly involved and invested in the protection of the military mission concurrent with the successful development of renewable energy projects.
- Use the landscape assessment to indicate current and potential future impacts to the military missions underway in Arizona.
- Create the AME-UP map to identify potential areas where energy development adversely impacts military missions, with the addition of real world examples where energy developments have been proposed, are in process or have been approved.
- Create the AME-UP interactive web-mapping tool that will assist military institutions, renewable-energy developers, community planners, government agencies, and other stakeholders to make well-informed decisions related to the siting, permitting, and constructing of renewable-energy projects.

Research and Development of AME-UP Tool

The scope of this project is quite large, and an incremental development process will need to be driven by stakeholder priorities. The accompanying budget provides estimates for development of various subsystem components that can be developed sequentially or in parallel.

<i>Project Tasks</i>	<i>Performance Milestone(s)</i>
1. Research	
1.1 Siting and Permitting	Requirements list complete (Month 2)
1.2 & 1.3 Data Collection	All resources integrated into processing system (Month 3)
1.4 Stakeholder Identification	Identification of >90% of stakeholder representatives (Month 7)
2. Outreach	
2.1 Stakeholder Engagement	Invitations to outreach activities complete (Month 7)
2.2 & 2.3 Round-table and Focus Group	>90% of planned meetings complete, with >75% attendance per meeting (Month 10)
2.4 Analysis	>90% of data from meetings captured and overlaid with Tasks 1.2 and 1.3 Data Collection (Month 11)
3. Tool Development	
3.1 Synthesis of Data Collection	All data, analysis, and feedback from stakeholder outreach integrated into one document (Month 12)
3.2 Draft Web tool development	Version 1 of AME-UP complete (Month 15)
4. Test and Verify	
4.1 Testing and Dissemination	Online portal for Web tool examination complete (Month 16)
4.2 Test and Demonstration	Modeling/testing of Web tool using ASU's Decision Theater complete (Month 17) Final AME-UP Web tool delivered to DoD (Month 20)

The stakeholder engagement tools can all be implemented in a variety of frameworks, utilizing existing software to a greater or lesser degree. The on-the-ground-viewing capabilities might be implementable by extending applications like Google Earth, Panoramio (<http://www.panoramio.com/>), or 360 Cities (e.g. <http://www.360cities.net/image/wind-farm-sunset-near-condon-or>). The community interaction site could be built based on existing components like [MediaWiki with geoData Extensions](#). There are a variety of

mobile data acquisition software packages available, e.g. Esri ArcPad, the OpenData Kit, or iFormBuilder. We propose that in the initial phase of the project the focus for these capabilities is on technology evaluation and proof of concept prototyping based on input from stakeholders.

ASU's Decision Theater (<https://dt.asu.edu/>) will be utilized to test the tool prior to its completion. The Decision Theater helps leaders visualize solutions to complex problems through advanced modeling and simulation technology. Using nodes at ASU and the McCain Institute in Washington DC, the network connects researchers from all disciplines with national and international policy makers. The Decision Theater's immersive visualization environments include: seven-screen panorama HD displays high-performance computation for analysis and simulation, large-capacity data storage, remote sites to allow sharing of expertise, a collaborative software for sharing applications across platforms.

Data:

The suitability and impact analyses will require spatial data documenting selected information about military bases, military airspace, training routes, and other military operations concerns, as well as energy infrastructure features, project locations and characteristics, and energy market information. Common background layers will also be necessary, for example roads, land ownership, vegetation, aerial imagery and topographic maps, digital elevation models, etc., with high-resolution data for areas in close proximity to military facilities. Data that are considered to be sensitive will need to be protected by applying different levels of authenticated access control. Data required for the suitability and impact analyses will probably require some 'data wrangling'—quality checking and schema transformations to make it interoperable with system components.

Web Map Application:

Users will interact with the system via a user-friendly map and data viewer. Functionality will be available via common web-browsers (including Internet Explorer, Chrome, Firefox, Safari, etc.), which will require Internet connectivity. The use of existing web mapping frameworks like Google Maps or Esri ArcGIS Online will provide a familiar set of interface tools to add layers, toggle layers on/off, pan, zoom, adjust transparency, change color, save map to file, etc. The application will be able to access online data catalogs to locate and add new data layers. Development of specific tool functions is difficult at this stage; however, we envision the tool to include some of the following features:

Obtain siting information by location:

Users will initiate a query by entering general information about a proposed project, e.g., type of project (wind, solar, geothermal, etc.), size of project (area), height of facilities/infrastructure, timing, access, contact information, etc. Project characteristics are customized for wind, solar, electric transmission, solar PV, etc. Once a project description is entered, the user can select a location (point, polygon) and retrieve a report with information specific to that location, for example:

- List of key stakeholders along with their contact information
- List of potential federal, state, local, or Tribal permits specific to that location
- List of potential conflicts with military facilities (airspace, high and low level training routes, etc.)
- List of potential conflicts with other infrastructure (high-voltage transmission lines, underground gas lines, etc.)
- List of potential environmental issues such as "critical wildlife area" or "wetland"

Site suitability analysis map layer:

This unique and useful element of the AME-UP project will develop GIS analysis that combine data on land use, military usage concerns, environmental restrictions and other factors to color code regions according to suitability for renewable energy development, highlighting areas which are ideal for renewable energy development, and flagging areas that may present permitting challenges.

“On the ground” view:

This feature will provide multi-media capabilities, such as 360-degree interactive photographs, video, etc., to create “virtual site visits”, reducing the need for frequent site visits, or tracking the stages of project development.

Stakeholder Engagement Tools:

A second set of tools would implement various user engagement functions. The input collected from these tools will be accessible via the web map application, but the tools will be lightweight and capable of operating separately. Some examples:

- Community interaction: web based application to solicit, capture, or respond to stakeholder comments, specific to sites or projects.
- User notification system: subscription based updates on projects or events of interest.
- Field data and reporting tools: create an immediate bi-directional flow of information between decision makers and resource specialists. Field data collection and reporting tools will support operation on mobile devices that are not connected to the Internet, allowing data upload and synchronization at a later time.

The complexity of the analyses needed to determine the full range of impacts on military operations is unclear at this time. This workflow may require 3-D analysis of flight paths and tower heights, or viewshed analysis for glare, or electromagnetic wave propagation calculations for radar interaction with wind generators or electromagnetic interference from power lines. Similar complexity may be involved in calculating site suitability. Development of these analytical components is not included in this budget; such components would be integrated via service interfaces consistent with the loosely coupled, service-oriented USGIN framework.

Arizona Military & Energy Land Use Plan

Task	Activity	Responsible Party
1.1 Siting and permitting	Develop requirements list for DoD	City of Surprise
	Identify and compile requisite documents and resources for state, local and federal land use	ASU/City of Surprise/ Sonoran Institute
	Identify and compile renewable energy project plans	ASU/Sonoran Institute
	Develop encroachment framework	ASU/City of Surprise
	Prepare case studies of encroachment impacts and stakeholder efforts to address these issues	Sonoran Institute
1.2 GIS Data Collection	Identify and collect existing data sources	AZ Geological Survey (AZGS)/ASU
	Opportunities to collect real-time data	ASU
1.3 Intangible Data Collection	Identify and collect existing economic and quality of life data	ASU
	Opportunities for real collection of real time data	ASU/AZGS
1.4 Stakeholder Identification	Military, tribal, cities, counties, subject matter experts, state legislators, congressional delegation, Governor's office, industry, utilities, non-government organizations	Western Regional Partnership (WRP)/City of Surprise/ASU
2.1 Stakeholder Engagement	Stakeholders are contacted and surveyed for information and feedback regarding scope and impact of renewable energy projects on military operations through phone calls, in-person interviews and email.	City of Surprise/ASU/WRP
2.2 Roundtable Sessions	Two group sessions for six groups of stakeholders	AZ Dept. of Emergency and Military Affairs (DEMA)/AZ Aerospace and Defense Assoc (AZADA)/WRP/City of Surprise/ASU
	Data recording (notes and materials)	ASU
2.3 Focus Groups	Small group sessions with key stakeholders	WRP/City of Surprise/ASU
	Data recording (notes and materials)	ASU
2.4 Analysis	Overlay and integration of stakeholder information with task 1.2	ASU/AZGS
	Data collection/capture	ASU/AZGS
3.1 Report and Preliminary Tool Development	Synthesis of data collection and all analysis into single document	ASU/AZGS
	Incorporation of feedback from stakeholder outreach	ASU/City of Surprise/WRP
	Develop draft Web tool	ASU/AZGS
4.1 Testing and Dissemination	Publication (hard copy) of report; delivery to stakeholders	ASU
	Delivery to stakeholders	ASU/City of Surprise
	Online portal for Web tool examination	ASU/AZGS
4.2 Test and Demonstration	Modeling/testing of web tool using ASU's Decision Theater	All Partners and Stakeholders
	Deliver final Web tool	ASU
5.1 Tool Updates	Ongoing upload of updated information	AZGS
	Ongoing management of AME-UP Web tool	ASU

Deliverables:

Two products will result from this project. The first, a best practices plan for assessment of existing and planned energy projects proximal, tangential, and impacting DoD testing, training, and military operations, the *Arizona Military & Energy Land Use Plan (AME-UP)*; and the second, an online interactive web-mapping tool that can be used by city and community planners, military personnel, renewable energy developers and other stakeholders to identify potential permitting requirements, cultural and natural resource sensitivities, and opportunities/conflicts between renewable energy development and military facilities. Both the AME-UP plan and tool are necessary to create comprehensive best practices for siting of renewable energy projects within the State of Arizona, one of the highest activity states for both military use, and a replicable model for renewable energy projects in additional locations across the United States.

AME-UP
City of Surprise
Final Budget

				Year 1			Year 2			Totals		
				DoD	Cost Share	Total	DoD	Cost Share	Total	DoD	Cost Share	Total
Key Personnel	Hourly Rate	Yr 1 Hrs	Yr 2 Hrs									
CDD (GRS)	\$ 66.36	182	122.5	\$0	\$12,078	\$12,078	\$0	\$8,129	\$8,129	\$0	\$20,207	\$20,207
Total Key Personnel				\$0	\$12,078	\$12,078	\$0	\$8,129	\$8,129			\$0
	Benefit Rate											
(Fringe Benefits)		30%		\$0	\$3,623	\$3,623	\$0	\$2,439	\$2,439	\$0	\$6,062	\$6,062
Total Benefits				\$0	\$3,623	\$3,623	\$0	\$2,439	\$2,439			\$0
Total Salaries, Wages & Benefits				\$0	\$15,701	\$15,701	\$0	\$10,568	\$10,568	\$0	\$26,269	\$26,269
Contractual Costs												
Subcontract - ASU				\$517,889	\$43,949	\$561,838	\$309,654	\$27,998	\$337,652	\$827,543	\$71,947	\$899,490
Contract IPM	\$ 99.69	312	210	\$31,103	\$0	\$31,103	\$20,935	\$0	\$20,935	\$52,038	\$0	\$52,038
Other - meeting room				\$1,620	\$0	\$1,620	\$1,080	\$0	\$1,080	\$2,700	\$0	\$2,700
Total Direct Costs				\$550,612	\$59,650	\$610,262	\$331,669	\$38,566	\$370,235	\$882,281	\$98,216	\$980,497
Indirect Costs		0.0%		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Budget				\$550,612	\$59,650	\$610,262	\$331,669	\$38,566	\$370,235	\$882,281	\$98,216	\$980,497

AME-UP (City of Surprise (DoD))

Full Proposal Budget

Arizona State University

	Year 1			Year 2			TOTAL		
	Sponsor	Cost Share	Total	Sponsor	Cost Share	Total	Sponsor	Cost Share	Total
Key Personnel (faculty)									
PI; Professor of Practice, SFIS	\$12,500	\$3,750	\$16,250	\$6,437	\$2,472	\$8,909	\$18,937	\$6,222	\$25,159
Co-PI; Professor - SGSUP	\$10,444	\$3,133	\$13,577	\$5,379	\$2,065	\$7,444	\$15,823	\$5,198	\$21,021
Co-PI; Asst. Prof. - EMR	\$13,883	\$4,165	\$18,048	\$7,150	\$2,745	\$9,895	\$21,033	\$6,910	\$27,943
Co-PI; Asst. Prof. - SGSUP	\$7,222	\$2,167	\$9,389	\$3,719	\$1,428	\$5,147	\$10,941	\$3,595	\$14,536
Total Senior Personnel (Faculty)	\$44,049	\$13,215	\$57,264	\$22,685	\$8,710	\$31,395	\$66,734	\$21,925	\$88,659
Key Personnel (Contract)									
Project Director	\$88,800	\$0	\$88,800	\$59,200	\$0	\$59,200	\$148,000	\$0	\$148,000
Total Contract Personnel	\$88,800	\$0	\$88,800	\$59,200	\$0	\$59,200	\$148,000	\$0	\$148,000
Other Personnel									
GRA	\$17,500	\$0	\$17,500	\$9,013	\$0	\$9,013	\$26,513	\$0	\$26,513
GRA Summer	\$5,833	\$0	\$5,833	\$6,008	\$0	\$6,008	\$11,841	\$0	\$11,841
Undergraduates/Hourly Grads Summary	\$17,680	\$0	\$17,680	\$0	\$0	\$0	\$17,680	\$0	\$17,680
Total Other Personnel	\$41,013	\$0	\$41,013	\$15,021	\$0	\$15,021	\$56,034	\$0	\$56,034
ERE (Fringe Benefits)									
Faculty	\$13,021	\$3,907	\$16,928	\$6,907	\$2,653	\$9,560	\$19,928	\$6,560	\$26,488
Grad Research Assistants	\$3,029	\$0	\$3,029	\$2,008	\$0	\$2,008	\$5,037	\$0	\$5,037
Undergrads/Hourly Grads	\$310	\$0	\$310	\$0	\$0	\$0	\$310	\$0	\$310
Total ERE	\$16,360	\$3,907	\$20,267	\$8,915	\$2,653	\$11,568	\$25,275	\$6,560	\$31,835
Other Benefits - Tuition									
GRA Tuition & Fees - AY	\$16,569	\$0	\$16,569	\$8,948	\$0	\$8,948	\$25,517	\$0	\$25,517
GRA Tuition & Fees - Summer	\$1,078	\$0	\$1,078	\$1,164	\$0	\$1,164	\$2,242	\$0	\$2,242
Total Tuition	\$17,647	\$0	\$17,647	\$10,112	\$0	\$10,112	\$27,759	\$0	\$27,759
Total Salaries, Wages & Benefits	\$207,869	\$17,122	\$224,991	\$115,933	\$11,363	\$127,296	\$323,802	\$28,485	\$352,287
Travel									
Domestic	\$1,335	\$0	\$1,335	\$890	\$0	\$890	\$2,225	\$0	\$2,225
Foreign	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Travel	\$1,335	\$0	\$1,335	\$890	\$0	\$890	\$2,225	\$0	\$2,225
Other Direct Costs									
1. Materials and Supplies -	\$2,900	\$0	\$2,900	\$0	\$0	\$0	\$2,900	\$0	\$2,900
2. Publication Costs	\$1,000	\$0	\$1,000	\$0	\$0	\$0	\$1,000	\$0	\$1,000
3. Independent Contracts	\$7,200	\$0	\$7,200	\$4,800	\$0	\$4,800	\$12,000	\$0	\$12,000
4. Computer & related	\$9,600	\$0	\$9,600	\$0	\$0	\$0	\$9,600	\$0	\$9,600
5. Subcontracts									
Sonoran Inst	\$45,885	\$5,539	\$51,424	\$0	\$0	\$0	\$45,885	\$5,539	\$51,424
AZ GS	\$99,170	\$11,957	\$111,127	\$124,830	\$10,442	\$135,272	\$224,000	\$22,399	\$246,399
6. Venue costs (Decision Theater)	\$0	\$0	\$0	\$1,571	\$0	\$1,571	\$1,571	\$0	\$1,571
Total Other Direct Costs	\$165,755	\$17,496	\$183,251	\$131,201	\$10,442	\$141,643	\$296,956	\$27,938	\$324,894
Total Direct Costs	\$374,959	\$34,618	\$409,577	\$248,024	\$21,805	\$269,829	\$622,983	\$56,423	\$679,406
Modified Total Direct Costs	\$262,257	\$17,122	\$279,379	\$113,082	\$11,363	\$124,445	\$375,339	\$28,485	\$403,824
Total F&A (@ 54.5%)	\$142,930	\$9,331	\$152,261	\$61,630	\$6,193	\$67,823	\$204,560	\$15,524	\$220,084
Total ASU Project Costs	\$517,889	\$43,949	\$561,838	\$309,654	\$27,998	\$337,652	\$827,543	\$71,947	\$899,490

	Year 1 - FY 2016			Year 2 - FY 2017			TOTAL PROJECT		
	Sponsor	Cost Share	Total	Sponsor	Cost Share	Total	Sponsor Total	Cost Share Total	TOTAL BUDGET
Personnel									
Total Personnel Salaries	\$53,692	\$5,519	\$59,211	\$65,306	\$5,795	\$71,101	\$118,998	\$11,314	\$130,312
Total Fringe Benefits	\$18,516	\$1,792	\$20,308	\$23,790	\$1,808	\$25,598	\$42,306	\$3,600	\$45,906
Total Salaries, Wages & Benefits	\$72,208	\$7,311	\$79,519	\$89,096	\$7,603	\$96,699	\$161,304	\$14,914	\$176,218
Other Direct Costs									
Server & Data Hosting	\$0	\$1,395	\$1,395	\$1,795	\$0	\$1,795	\$1,795	\$1,395	\$3,190
Total Other Direct Costs	\$0	\$1,395	\$1,395	\$1,795	\$0	\$1,795	\$1,795	\$1,395	\$3,190
Total Direct Costs	\$72,208	\$8,706	\$80,914	\$90,891	\$7,603	\$98,494	\$163,099	\$16,309	\$179,408
Modified Total Direct Costs	\$72,208	\$8,706	\$80,914	\$90,891	\$7,603	\$98,494	\$163,099	\$16,309	\$179,408
Indirect Costs	\$26,962	\$3,251	\$30,213	\$33,939	\$2,839	\$36,778	\$60,901	\$6,090	\$66,991
Total AZ GS Request	\$99,170	\$11,957	\$111,127	\$124,830	\$10,442	\$135,272	\$224,000	\$22,399	\$246,399

Sonoran Institute									
Year 1			Year 2 - FY 2018			TOTAL PROJECT			
	Sponsor	Cost Share	Total	Sponsor	Cost Share	Total	Sponsor Total	Cost Share Total	TOTAL BUDGET
Senior Personnel									
Salaries & Benefits	\$34,665	\$4,474	\$39,139	\$0	\$0	\$0	\$34,665	\$4,474	\$39,139
Total Salaries, Wages & ERE	\$34,665	\$4,474	\$39,139	\$0	\$0	\$0	\$34,665	\$4,474	\$39,139
Travel									
Domestic	\$1,000	\$0	\$1,000	\$0	\$0	\$0	\$1,000	\$0	\$1,000
Foreign	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Travel	\$1,000	\$0	\$1,000	\$0	\$0	\$0	\$1,000	\$0	\$1,000
Other Direct Costs									
Other - Project Operations	\$425	\$142	\$567	\$0	\$0	\$0	\$425	\$142	\$567
Total Other Direct Costs	\$425	\$142	\$567	\$0	\$0	\$0	\$425	\$142	\$567
Total Direct Costs	\$36,090	\$4,616	\$40,706	\$0	\$0	\$0	\$36,090	\$4,616	\$40,706
Modified Total Direct Costs	\$36,090	\$4,616	\$40,706	\$0	\$0	\$0	\$36,090	\$4,616	\$40,706
Indirect Costs	\$9,795	\$923	\$10,718	\$0	\$0	\$0	\$9,795	\$923	\$10,718
Total Request Sonoran Inst.	\$45,885	\$5,539	\$51,424	\$0	\$0	\$0	\$45,885	\$5,539	\$51,424

AME-UP Budget Justification

The total budget required to achieve the objectives outlined in the project narrative and scope of work is \$980,497 (OEA grant of \$882,281; non-federal matching funds of \$98,216) - See details below.

City of Surprise

Personnel

The City of Surprise Community Development Director will serve as the Grant Reporting Supervisor (GRS) and provide 3.5 hours effort per week to manage the project for the City of Surprise for the 20 months of the project as cost share. Specifically, the GRS will:

- Oversee the effective compliance of the grant plan
- Help facilitate and anticipate in stakeholder meetings and focus groups
- Review of post meeting minutes and notes to assess successful information gathering
- Host weekly project team meetings to keep project on schedule

This position is considered a key position for this grant and will be filled by Mr. Eric Fitzer, (see attached position description and resume).

Total: 3.5 hrs./week @ \$66.36/hr. (annual salary of \$138,028) for ~87 weeks = \$20,207 (cost share)

Fringe benefits

Fringe benefit rate applied is consistent with institutional rate and other positions in the City of Surprise—Major components of benefits are: retirement, health insurance premiums, and death and long-term disability insurance.

GRS: @ 30% = \$6,062 (cost share)

Other Direct Costs

Space for six stakeholder meetings in the City of Surprise are budgeted on DoD funds, at a cost of \$450 per meeting (setup = \$100; clean-up = \$100; 2 hrs. room rental @ \$100/hr. = \$200; AV - \$50) per the City's standard billing rate. This is a private, fully enclosed room where group participants can be free to share opinions unencumbered by outside distractions. Transcription services as well as translation services will be available at this facility.

Sub-awards and contracts

The City of Surprise will sub-award, via an intergovernmental agreement (see attached letter), with Arizona State University to conduct the activities outlined in the project narrative and scope of work. ASU will have sub-awards with the Sonoran Institute (a private non-profit entity) and the Arizona Geological Survey (a State of Arizona Agency). Both entities offer unique data and/or skill sets and are eligible for sub-award under ASU's standard policies (See details under ASU budget justification below).

The City of Surprise has an existing contract with Interim Public Management (IPM) to provide contract planning and management services (see attached Professional Services Agreement). IPM will be paid 6 hours per week at their standard rate to administer the award, including:

- Financial management, account administration and reconciliation
- Issuing and financially managing sub-award
- Issuing financial reports to DoD as required
- Assuring compliance with all grant terms and conditions

6 hrs./week @ \$99.69/hr. for ~87 weeks = \$52,038 (charged to grant)

ASU

Personnel - Faculty

One ASU faculty member from the School of Innovation and Society will serve as PI, three ASU faculty will serve as Co-PIs. Each will each receive 1 month salary in Year 1, and ½ month salary in Year 2 (8 mo. period), from grant funds for work as outlined in the project narrative. Additionally, each will provide 2.5% effort in cost share during the Year 1, and 1.6% effort in cost share during Year 2.

1. PI: Professor of Practice, School for the Future of Innovation in Society:
 - a. Participate in stakeholder outreach efforts, including the Arizona Corporation Commission regarding the project and Web tool.
 - b. Provide assistance in understanding state and federal policies that will drive future development of Renewables including the Arizona Renewable Energy Standard, tax incentives, and the state's Clean Power Plan obligations.
 - c. Provide leadership in bringing various ASU personnel together to complete the project.
 - d. Carry out outreach to national renewable energy and transmission companies seeking to construct utility scale renewable energy projects in Arizona.
 - e. Instruct Energy Policy Innovation Council student workers, who will assist in various aspects of the research and stakeholder outreach.
 - f. Provide outreach to various energy-based foundations regarding the value of the tool, both during and after the completion of the tool.
 - g. Conduct outreach to state PUC's and CAISO in the West regarding the tool.
2. Co-PI: Professor, School of Geographical Sciences and Urban Planning:
 - a. Coordinate evaluation of land use changes anticipated.
 - b. Identify water requirements
 - c. Calculate water savings over time
 - d. Assist in public opinion evaluation
 - e. Oversee student workers
 - f. Represent the project to private sector renewable energy developers
3. Co-PI: Assistant Professor, Environmental Resource Management:
 - a. Quantify economic impacts using simulation tools such as Jobs and Economic Development Impact (JEDI) model developed by NREL.
 - b. Participate in stakeholder interviews
 - c. Conduct empirical economic modeling
 - d. Provide guidelines and practices for comprehensive and detailed economic impact analysis.
4. Co-PI: Assistant Professor, School of Geographical Sciences and Urban Planning:

- a. Provide expertise for renewable energy siting, focus on bio energy and will assist with other renewable energy sources.
- b. Support the geo-spatial analysis and Web tool development activities.
- c. Participate in stakeholder outreach efforts
- d. Advise on the developments of the decision support tool

The position of PI is considered a key position for this grant and will be filled by Dr. Kristin Mayes, (see attached position description and resume).

Contract Personnel

The Special Projects Director at ASU Lightworks will serve as the Project Director and work 29.6 hrs. /week effort for the 20 months of the project to provide overall management of the project for a total cost of \$148,000. This rate represents 74 percent of her regular contract pay demonstrating her 29.6 hour/week commitment to the project. The Project Director will manage the overall success of the project on a daily, weekly, monthly basis throughout the duration of the project. These duties include, but are not limited to the following:

- a. Manage project phases and timeline to ensure goals and objectives are met on target
- b. Manage team members and partners to ensure all deadlines are tracked and met
- c. Write and facilitate the stakeholder outreach plan
- d. Host stakeholder meetings, focus groups and Decision Theatre sessions, including regular interface with stakeholders
- e. Create and manage stakeholder outreach data, comments and themes.
- f. Combine qualitative data with quantitative data to create “jump off” report for tool development
- g. Brief team weekly, track progress, make recommendations to ensure targets are met
- h. Provide regular and comprehensive reporting to OEA/DoD on project progress

Personnel - Other

A Graduate Research Assistant (GRA) will serve as lead mapping supervisor and lead student supervisor. He will work 20 hrs. /week for 1½ academic years (1 AY = 9 mos.) and 20 hrs. /week for two summers (1 summer = 3 mos.) in calendar years 2016 & 2017. Specifically, the GRA will:

- a. Provide expertise for electric utility infrastructure siting, routing and permitting requirements for Arizona, including cultural/natural resource sensitivities and opportunities/conflicts between renewable energy development and military facilities.
- b. Lead geo-spatial analysis, cartography, multi-media, and Web mapping tool development activities.
- c. Carry out primary research, data collection, including field data and other geo spatial layers, and document/report preparation activities.
- d. Participate in and provide support in stakeholder outreach efforts.
- e. Oversee some day-to-day project activities (maintain issues tracking sheet, contact lists, project records, budget forecasts, etc.).
- f. Supervise other research assistants who provide project support.

Two additional hourly students will be paid 10 hrs. /wk. at \$17/hr. during Year 1 of the grant. The duties of the students will include:

- a. Meeting notification to all participating partners and stakeholders
- b. Meeting set up and tear down
- c. Meeting minutes – write and distribute to partners and stakeholders

- d. Assist in meeting agenda creation and distribution
- e. Brief stakeholders, as needed, on project progress
- f. Assist in creation and/or editing of written reports and other documents as needed
- g. Site photography and videography
- h. Participate in tool testing exercises
- i. Assist in tool creation and demonstration activities

Table of ASU Personnel - Year 1					
	Salary (annualized)	% AY effort (Sponsor)	Sponsor Costs	% AY effort (Cost Share)	Cost Share
Key Personnel					
Professor of Practice, SFIS	\$150,000	8.33%	\$12,500	2.5%	\$3,750
Professor - SGSUP	\$125,333	8.33%	\$10,444	2.5%	\$3,133
Asst. Prof. - EMR	166,595*	8.33%	\$13,883	2.5%	\$4,165
Asst. Prof. - SGSUP	\$ 86,667	8.33%	\$7,222	2.5%	\$2,167
Project Director	\$120,000	74%	\$88,800	0%	\$0
GRA AY	\$ 46,667	50%	\$17,500	0%	\$0
GRA Summer	\$ 46,667	50%	\$5,833	0%	\$0
Total Key Personnel			\$156,182		\$13,215
Other Personnel					
Undergraduates/Hourly Grads Summary	\$ 35,360	25%	\$8,840	0%	\$0
Undergraduates/Hourly Grads Summary	\$ 35,360	25%	\$8,840	0%	\$0
Total Other Personnel			\$17,680		\$0

Table of ASU Personnel - Year 2** (8 months)					
	Salary (annualized)	% AY effort (Sponsor)	Sponsor Costs	% AY effort (Cost Share)	Cost Share
Key Personnel					
Professor of Practice, SFIS	\$154,500	4.17%	\$6,437	1.6%	\$2,472
Professor - SGSUP	\$129,093	4.17%	\$5,379	1.6%	\$2,065
Asst. Prof. - EMR	171,593*	4.17%	\$7,150	1.6%	\$2,745
Asst. Prof. - SGSUP	\$ 89,267	4.17%	\$3,719	1.6%	\$1,428
Project Director	\$120,000	49.33%	\$59,200	0%	\$0
GRA AY	\$ 48,067	25%	\$9,013	0%	\$0
GRA Summer	\$ 48,067	50%	\$6,008	0%	\$0
Total Key Personnel			\$44,049		\$8,710
Other Personnel	\$0	0%	\$0	0%	\$0

Table notes:

* It is not unusual for ASU or universities in general to pay faculty salary in this range if they possess highly-valued expertise; all salaries are approved and within ASU and ABOR policies.

** For budgetary purposes, all salaries are escalated by 3% in Year 2 per ASU policy.

ERE - Employee Related Expenses (Fringe Benefits)

Arizona State University defines fringe benefits as direct costs, estimates benefits as a standard percent of salary applied uniformly to all types sponsored activities, and charges benefits to sponsors in accordance with the Federally-negotiated rates in effect at the time salaries are incurred. Major components of benefits are: retirement, health insurance premiums, disability insurance, and, for faculty, sabbatical leave. Benefit costs are expected to increase approximately 3% per year; the rates used in the proposal budget are based on the current Federally-negotiated Rate Agreement with DHHS of 6/15/2015, plus annual escalation for out years.

ERE Rates	FY2017*	FY2018
Faculty Benefits	29.56%	30.45%
Graduate Student Benefits	12.98%	13.37%
Hourly Student Benefits	1.75%	1.80%

* FY 17 rate used for Year 1 for budgeting purposes per ASU standard procedures.

Other Benefits – Graduate Student Tuition

Per standard ASU policy, graduate student tuition has been charged per student per year at the ASU approved AY rates as follows and are exempt from Facilities & Administrative (F&A) costs:

GRA Tuition	FY2017*	FY2018
AY	\$16,569	\$17,895
Summer	\$1,078	\$1,164
Total	\$17,647	\$19,059

* FY 17 rate used for Year 1 for budgeting purposes per ASU standard procedures.

Travel

Mileage reimbursement for Project Director Leisa Brug for travel throughout Arizona for stakeholder meetings: estimate 3,000 mi. of travel in Year 1 and 2000 mi. of travel in Year 2, @ \$0.445/mile = \$2,225 (rounded to nearest dollar). Note: All travel costs are in accordance with ASU policies and federal guidelines.

Other Direct Costs

Materials & supplies

\$1,900 is budgeted for camera equipment – these are direct expenses for development of virtual site visits and multi-media materials described in the scope of work:

DSLR Camera Kit	\$ 600.00
Wide-angle lens	\$ 800.00
Tripod	\$ 200.00
Panosaurous head	\$ 100.00
Extra battery/memory/bag	\$ 200.00
Total	\$ 1,900.00

An additional \$1,000 is budgeted for misc. materials & supplies required to execute the project.

Publication costs

\$1,000 is budgeted for publications to include: meeting notifications/printing, stakeholder meeting materials, focus group materials, and meeting agendas and minutes.

Independent contracts

A Military Outreach Liaison will assist with outreach to the military community at large for a total cost of \$12,000 which includes all expenses and travel. Estimated cost is \$600/month for 20 months based on market rates. This person is critical to ensuring familiarity with military customs and will be critical to the project team's goal of building solid relationships with all branches of the military. The liaison will perform the following:

- a. Stakeholder outreach to all relevant military groups
- b. Attend 12 stakeholder meetings – special attention to military needs
- c. Help plan four focus groups
- d. Help facilitate two Decision Theatre test sessions
- e. Review all project materials for consistency with military terminology & customs
- f. Assist in reviewing written project report
- g. Input on Web-tool development

Computer and related expenses

\$5,600 is budget for a computer and related hardware – these are direct expenses for document preparation, emailing, running multi-media and GIS applications, and development of Web-map application.

Item	Qty	Cost Per item	Total Cost
Laptop with dedicated graphics card	1	\$ 1,200.00	\$ 1,200.00
External Storage	1	\$ 100.00	\$ 100.00
Cloud Storage (Monthly)	20	\$ 20.00	\$ 400.00
iPAD/Otter Box/field gear	2	\$ 1,200.00	\$ 2,400.00
Wireless Data Plan (monthly)	20	\$ 50.00	\$ 1,000.00
Sub-Meter GPS	1	\$ 500.00	\$ 500.00
Total		\$ 3,070.00	\$ 5,600.00

\$4,000 is budget for computer software – these are direct expenses for a specific suite of proprietary software needed to create multi-media and Web-mapping materials.

Stitching/Rendering/Google Earth Pro	1	\$ 1,000.00	\$ 1,000.00
ESRI ArcMap	1	\$ 2,000.00	\$ 2,000.00
Adobe Creative Cloud (monthly)	20	\$ 50.00	\$ 1,000.00
Total		\$ 3,050.00	\$ 4,000.00

Sub-awards

ASU will manage sub-awards to the Arizona Geological Survey and The Sonoran Institute:

The Arizona Geological Survey (AZGS)

AZGS will develop software for a web-map application to support the AME-UP System. All code will be accessible to the project team and broader community (according to project access control policies) via GitHub. Deliverable will be client software compatible with standard web browsers (MS Internet Explorer, Chrome, Firefox, and Safari) and supporting server side software deployed and available to stakeholders.

AZGS will manage data acquisition, data management for supporting the web map application and site suitability analysis and querying functions. Data access controls will be established according to project policies.

AZGS's total project budget is \$246,399: \$224,000 is charged to the grant; AZGS will provide in-kind cost share valued at \$22,399 (see attached budget).

The Sonoran Institute (SI)

SI will develop a framework for identifying and characterizing types of encroachment on military operations associated with renewable energy projects. The framework will identify and characterize direct, indirect, and perceived impacts of renewable energy projects on military operations. This framework builds upon an overarching framework developed by the Sonoran Institute in its study of encroachment on public lands in Arizona. It is designed to help decision-makers and stakeholders determine the appropriate actions to address specific types of encroachment. Additionally, the SI will prepare a set of case studies illustrating various types of encroachment and how these were addressed through stakeholder engagement processes to avoid, minimize, or mitigate impacts.

SI's total project budget is \$51,424: \$45,885 is charged to the grant; the institute will provide in-kind cost share valued at \$5,539 (see attached budget).

Venue Costs: \$1,571 is budgeted for use of ASU's Decision Theater for two meetings to demonstrate project to stakeholders. Cost based on standard rates (see attached).

ASU Indirect Costs/F&A

ASU indirect costs (F&A) are charged on all budget categories except participant support, equipment, sub-award costs over the first \$25,000, and tuition. F&A costs are calculated at the rate of 54.5% for FY 2016 per the rate agreement with DHHS of 6/15/2015 (see attached rate agreement).

SCHEDULE 4
TO
DECEMBER 3, 2012 PROFESSIONAL SERVICES AGREEMENT

Effective Date of Schedule: February 22, 2016

Client: City of Surprise, Arizona

Services: Interim Grant Administrator – Financial management, account administration and reconciliation; issuing and financially managing sub-award; issuing financial reports to Department of Defense as required; and assuring Client compliance with Arizona Military & Energy Land Use Plan Grant terms and conditions.

Expected Commencement Date for Engagement: April 1, 2016

Expected Services Performance: Typically six hours per week on and offsite.

Fees: Client shall pay to IPM the Fees set forth below, in consideration of the Services rendered by IPM hereunder:

Services Fees:	The Client shall pay IPM \$99.69 per hour for each hour during which the Consultant or other IPM representatives provide Services to the Client.
Expense Fees:	Client shall reimburse IPM for the following expenses: actual cost for business-related mileage to and from Client's place of business at standard IRS rates; and pay an administrative charge of 15% on all reimbursed expenses.

The Services Fees set forth above shall increase by five percent on July 1, 2017 and annually thereafter. If Client expressly approves or requests that a Contractor work overtime hours, and if IPM is required to pay such Consultant overtime rates for such work, Client hereby agrees that its rates for such Consultant with respect to such overtime hours shall be 1.5 times the Services Fees rates set forth above.

Term: This Schedule shall commence upon its stated Commencement Date and shall continue until terminated either (a) by either party without cause by providing the other party 7 days' prior written notice of termination; or (b) by either party with cause by providing the other party at least seven (7) days' prior written notice of termination for cause, provided that if the party giving such notice agrees that such cause has been cured during the first seven (7) days of such notice period then such notice of termination shall have no force or effect.

IN WITNESS WHEREOF the parties have executed this Schedule, effective on the Effective Date described above.

Client: City of Surprise, AZ

By: Bob Wingenroth, City Manager

Date:

ATTEST:

Agreed to and accepted by Interim Public Management, LLC:

By: _____
Tim Pickering, CEO

Date

Decision Theater - Price Quote

Title: GIOS DT Use					RU51002	
6Fiscal Year: 2015						
					BUDGET REQUEST	
PERSONAL SERVICES						
Salaries						
List proposed faculty/staff lines		Name	Position Number	ID Number	Time Period	
Asst to the Director		Cynde Garrett	174749	1001463022	4 hours	80
Director		Jon Miller	182471		4 hours	288
Office Specialist Sr		Roberto Garza	185687	1200334932	4 hours	54
Systems Analyst Associate		Corey Vuelta	193364		4 hours	100
Wages						
Student Workers						
SUBTOTAL SALARIES AND WAGES					\$ 523	
ERE Required for all Salary and Wages						
ERE Type		Enter Salary	ERE Rate			
Faculty			28.80%		0	
Staff		523	40.60%		212	
RA/TA			12.60%		0	
Students			1.70%		0	
Post Docs			26.70%		0	
Non-Benefits Eligible			11.00%		0	
TOTAL PERSONAL SERVICES INCL ERE					\$ 735	
OPERATING EXPENSES						
TRAVEL					0	
ALL OTHER OPERATING						
Risk Mgt and Netcomm					13	
Drum and Conference Room Fee					700	
SUBTOTAL OPERATING EXPENSE					713	
ASC					8.5%	
TOTAL BUDGET REQUEST					\$ 1,571	

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN:

DATE:06/15/2015

ORGANIZATION:

FILING REF.: The preceding
agreement was dated
05/29/2014

Arizona State University
Fulton Center 410, Rm. 4478
P.O. Box 87705
Tempe, AZ 85287-7605

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2011	06/30/2012	52.50	On-Campus	Organized Res.
PRED.	07/01/2012	06/30/2014	54.00	On-Campus	Organized Res.
PRED.	07/01/2014	06/30/2016	54.50	On-Campus	Organized Res.
PRED.	07/01/2011	06/30/2016	26.00	Off-Campus	Organized Res.
PRED.	07/01/2011	06/30/2012	53.00	On-Campus	Instruction
PRED.	07/01/2012	06/30/2016	51.60	On-Campus	Instruction
PRED.	07/01/2011	06/30/2016	26.00	Off-Campus	Instruction
PRED.	07/01/2011	06/30/2012	36.00	On-Campus	Other Spon Act
PRED.	07/01/2012	06/30/2016	37.50	On-Campus	Other Spon Act
PRED.	07/01/2011	06/30/2016	26.00	Off-Campus	Other Spon Act
PROV.	07/01/2016	Until Amended	(1)		

*BASE

Modified total direct costs, consisting of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, student tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of \$25,000.

(1) Use same rates and conditions as those cited for fiscal year ending June 30, 2016.

ORGANIZATION: Arizona State University

AGREEMENT DATE: 6/15/2015

SECTION I: FRINGE BENEFIT RATES**

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%) LOCATION</u>	<u>APPLICABLE TO</u>
FIXED	7/1/2015	6/30/2016	28.70 All	Faculty
FIXED	7/1/2015	6/30/2016	40.60 All	Staff
FIXED	7/1/2015	6/30/2016	11.00 All	Part Time
FIXED	7/1/2015	6/30/2016	1.70 All	Student
FIXED	7/1/2015	6/30/2016	12.60 All	RA/TA
FIXED	7/1/2015	6/30/2016	25.00 All	Post Doc

** DESCRIPTION OF FRINGE BENEFITS RATE BASE:

Salaries and wages including vacation, holiday, sick leave pay and other paid absences.

ORGANIZATION: Arizona State University

AGREEMENT DATE: 6/15/2015

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using the rate(s) listed in the Fringe Benefits Section of this Agreement. The fringe benefits included in the rate(s) are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal costs for salaries and wages. Separate claims for the costs of these paid absences are not made except for paid absences that have been earned but not taken when an individual separates from the university prior to the completion of the grant, contract or other agreement.

OFF-CAMPUS DEFINITION

An off-campus rate is applicable to those projects conducted in facilities not owned or operated by the University, which include charges for facility rental as a direct expenditure, and for which more than 50% of the project salaries and wages are for effort conducted in the rental facility.

DEFINITION OF EQUIPMENT

Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

The following fringe benefits are included in the fringe benefit rate(s):

FICA, WORKERS COMPENSATION, HEALTH/DENTAL/LIFE INSURANCE, UNEMPLOYMENT INSURANCE, DISABILITY INSURANCE, ACCIDENTAL DEATH, RETIREMENT PLANS (STATE RETIREMENT PROGRAMS AND TIAA/CREF), FLEXIBLE SPENDING PLAN, RETIREE ACCUMULATIVE SICK LEAVE, AND EMPLOYEE TUITION REMISSION, EMPLOYEE WELLNESS, SABBATICAL PAYMENTS, EMPLOYEE ASSISTANCE, AND TERMINAL LEAVE.

NEXT PROPOSAL DUE DATE

A proposal based on actual costs for fiscal year ending 6/30/15, will be due no later than 12/31/15.

This rate agreement updates the fringe benefits only.

ORGANIZATION: Arizona State University

AGREEMENT DATE: 6/15/2015

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

Arizona State University

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

6/15/2015

(DATE) 0157

HHS REPRESENTATIVE: Cora Coleman

Telephone: (415) 437-7820

Arif M. Karim -S
Digitally signed by Arif M. Karim -S
DN: cn=U.S. Government, ou=HHS, ou=OSC, ou=People,
ou=Arif M. Karim -S, o=U.S. Government, ou=HHS, ou=OSC, ou=People,
Date: 2015.06.18 07:28:48 -0500

ERIC J. FITZER, CFM

2506 S Kachina Cir

Tempe, AZ 85282

(602) 545-2470

E-mail: ejfitzer@gmail.com

EDUCATIONAL BACKGROUND

Bachelor of Science Planning: Arizona State University, Tempe, AZ.

Focus: Urban Planning with emphasis on Economic Development,

Associate in General Studies: Mesa Community College, Mesa, AZ.

Focus: General Studies, preparation for Bachelors Degree

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the rules, regulations, policies, and operating procedures of Planning and Economic Development Departments and procedures; extensive experience coordinating multiple municipal departments.
- Thorough knowledge and experience in intergovernmental relations; theories, principles, procedures, practices and trends in the field of solar development; Planning, zoning, land division and environmental protection; federal, state, local laws and ordinances and codes impacting the Planning function.
- Expert knowledge of Planning resource publications, public policy, information services, research techniques and report presentations; customer service philosophy and techniques; computer modeling, spreadsheets, and Geographic Information Systems.
- Proven ability to work effectively as a team member; extremely effective verbal and written communication skills; experience and knowledge of working effectively with ethnically and educationally diverse groups as well as within multiple levels of government.
- Strong competency in preparing and interpreting data, maps, and legal requirements; proven ability to keep accurate records;
- Team-oriented attitude and work ethic including ability to quickly understand and thoroughly follow written and verbal directions.
- Able to provide and coordinate complex research/data analysis, systems design, programming, and support of computer-based Geographic Information Systems/Global Positioning Systems mapping and related statistical software.
- Experience administering grant-funded projects and providing technical leadership and administrative coordination for a team.
- Skilled in the use of office equipment including personal computers.
- Proven ability to exercise sound independent judgment, interpret and apply applicable laws, codes and regulations.
- Team player maintaining effective working relationship with staff elected and appointed officials, applicants and the general public.
- In-depth experience at conflict resolution.

SKILLS/SPECIALIZATIONS

ArcGIS (9.1); ArcMap; ArcCatalog; and ArcEdit series of ESRI Software. Google SketchUp, Google Earth, comprehensive Planning techniques, knowledgeable in state law, knowledgeable Environmental Health concerns, Knowledgeable with Federal Environmental Laws and Site Assessment Processes; public and political outreach; floodplain management.

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

Community Development Director (2014-Present)

City of Surprise

➤ Duties

- Oversee a staff of 37 employees in the following Community Development Divisions: Code Enforcement; Current Planning; Long Range Planning; Transportation Planning; Real Property; Building Safety Plan Review; Building Safety Inspections;.
- Assist legislative body with research, draft policy and procedure manuals for approval and distribution.
- Prepare reports and presentations for the City Boards and Commissions and City Council as required.
- Collaborate with developers, engineers, architects, governments, public agencies and general public to implement land use policy as outlined in the General Plan, Zoning Ordinance and other City codes and regulations.

- Work with Public Works Department daily to provide local contractors advice on Code Compliance, Planning, Engineering, Building Safety and other regulations.
- Manage, train staff, recruit team members and provide adequate knowledge and direction to carry out tasks outlined with various community development programs.
- Serve as the City's Zoning Administrator and manage Public and Neighborhood Meetings conducted by the City.
- Review and approve applications for General Plan Amendments; Rezonings; Site Plans; Elevations Plans; Landscape Plans; Photo-metric Plans; Major and Minor Subdivisions; Administrative Use Permits; and all other associated land use permits.
- Review various Environmental Impact Statements; Cultural Resource Studies; Transportation Studies.
- Manage annual budget processes for the Community Development Department.
- Serve as an Ombudsman for large Economic Development Projects in order to expedite and facilitate land use entitlements and permitting.

➤ Accomplishments

- Finalizing Major General Plan Amendment utilizing Character Area Land Use Approach and updating six elements of the Surprise 2035 General Plan..
- Oversaw processing of four zoning ordinance text amendments including lot coverage, wireless telecommunication facilities. Assisted living facilities, height limits. .
- Ombudsman for and permitted a 470,000 square foot corporate headquarters,, manufacturing and warehouse facility.
- Drafted and negotiated multiple Development Agreements and extensions to Development Agreements.

Senior Energy Programs Manager (2013-2014)

Governor's Office of Energy Policy

➤ Duties

- Responsible for managing Arizona's State Energy Program which operates to increase energy efficiency and reduce costs for consumers, businesses and government.
- Updating Arizona's Master Energy Plan titled emPOWER ARIZONA, which hadn't been updated since 1990.
- Maintaining information for Arizona's Energy Emergency Assurance Plan.
- Identifying competitive grant funding opportunities.
- Promoting renewable energy and alternative fuels and general community outreach efforts.
- Coordinating informational activities regarding the U.S. Environmental Protection Agency, Section 111(d) Plans and how they may affect Arizona.
- Established by Executive Order, working on four energy goals for the state, the first of which is to increase utility-scale solar energy opportunities.

➤ Accomplishments

- Successful renegotiation of a contract coordinated with the Arizona State Procurement Office to establish a list of prequalified Energy Performance Contractors.
- Spearheaded the establishment and implementation of a Revolving Energy Efficiency Development Fund.

Director, Planning & Economic Development (2009-2013)

Town of Gila Bend, Arizona

➤ Duties

- Oversee Engineering; Code Compliance; Planning; Economic Development; Building Safety; Floodplain Management; Transportation; Geographic Information Systems; Addressing.
- Assist legislative body with research, draft policy and procedure manuals for approval and distribution.
- Prepare reports and presentations for the Town of Gila Bend Planning and Zoning Commission and Town Council as required.
- Collaborate with developers, engineers, architects, governments, public agencies and general public to implement land use policy as outlined in the General Plan, Zoning Ordinance and other Town codes and regulations.
- Work with Public Works Department daily to provide local contractors advice on Code Compliance, Planning, Engineering, Building Safety and other regulations.
- Manage, train staff, recruit team members and provide adequate knowledge and direction to carry out tasks outlined with various community development programs.
- Act as the Town's intergovernmental liaison with neighboring communities by coordinating regional economic development activities and promoting establishment of utility scale solar development projects.
- Serve as the Town's Zoning Administrator and manage all Public and Neighborhood Meetings conducted by the Town and developers.
- Review and approve applications for General Plan Amendments; Rezonings; Site Plans; Elevations Plans; Landscape Plans;

Photo-metric Plans; Major and Minor Subdivisions; Administrative Use Permits; and all other associated land use permits.

- Review various Environmental Impact Statements; Cultural Resource Studies; Transportation Studies; Draft Federal Insurance Rate Maps; Area Drainage Master Plans and Studies.
- Manage annual budget processes for the Planning and Economic Development Department.
- Served as the Interim Public Works Director from May 2010-October 2010 in addition to fulfilling previous responsibilities.
- Acting Town of Gila Bend Right-of-Way (ROW) Agent; verify all Town ROW dedications, easements and locations of ROWs and easements. Conduct research in association with verifications.
- Manage the Town of Gila Bend United States Department of Agriculture – Rural Development Loan Projects totaling \$2.9 million for the replacement and rehabilitation of the Town's water system.
- Member of the Maricopa Association of Governments Transportation Review Committee and Population Technical Advisory Committee since 2009.
- Provide support to local businesses and collaborate with local Chamber of Commerce and other organizations to ensure plans are implemented on time and according to approved Capital Improvement Plan or program timeline for Economic Development projects.
- Negotiate land and easement sales of all Town owned properties.

➤ Accomplishments

- Assisted the Town Manager with the establishment of the Town's first Capital Improvement Plan in eight years.
- Created the Town of Gila Bend Solar Field Overlay Zone (SFOZ) ordinance which has put the Town in the forefront of Solar Development in the United States.
- Reviewed and approved 302MW of Solar Electrical Generation Stations.
- Attracted over \$250 million in new investment in the Town of Gila Bend and over 50 full time jobs.
- Submitted and processed Arizona State Land Department Land Leases on behalf of the Town of Gila Bend.
- Drafted and gained approval of the Town of Gila Bend Fence and Parking Ordinances.
- Drafter of the Town of Gila Bend On-Call Engineering Statement of Qualifications.
- Served as liaison with ADOT for the construction of the Town's Airport Park & Ride Lot and Pima Street Sidewalk and Landscape Improvements funded by American Recovery and Reinvestment Act.
- Managed the Town of Gila Bend 2010 Street Improvement Project including inspections.
- Authored the Town of Gila Bend Redevelopment Plan.
- Established the Town of Gila Bend Strategic Annexation Plan and processed all Town of Gila Bend Annexations from 2009 till present.
- Submitted applications for: Community Development Block Grants and obtained over \$1.1 million in funding; Safe Routes to Schools Grants; Transportation Enhancement Grants.
- Coordinated infrastructure projects with the Tohono O'odham Nation.
- Drafted and negotiated multiple Development Agreements and Pre-Annexation Development Agreements.
- Coordinated Solar Development Strategies with the Arizona State Land Department, Governor's Office, Private Developers and Utilities.

Planner II, Development Services; Planning (2005-2009)

City of Maricopa, Arizona

➤ Duties

- Assisted legislative body with research, democratic governance rules and regulations, wrote policy and procedure manuals for approval and distribution.
- Managed, trained staff, recruited team members and provided adequate knowledge to carry out tasks outlined with various community development programs.
- Worked with developers, engineers, architects, governments, public agencies and general public to implement land use policy as outlined in the General Plan, Zoning Ordinance and other City codes and regulations.
- Worked with Public Works Department on daily basis to provide local contractors advice on code compliance and other regulations in regards to Planning and Engineering issues.
- Reviewed and approved applications for: General Plan Amendments; Rezonings; Site Plans; Elevations Plans; Landscape Plans; Photo-metric Plans; Major and Minor Subdivisions; Administrative Use Permits; and all other associated land use permits.
- Reviewed and processed Temporary and Conditional Use Permits and Variance requests, Design Reviews for Residential, Commercial and Industrial Projects.
- Prepared and delivered reports and presentations for the Planning and Zoning Commission, City Council, boards and other committees as assigned on a weekly/monthly/quarterly Reviewed Environmental Impact Studies; Hazard Material Inventory Statements; Hazardous Materials Management Plans; Hazardous Air Pollutants; PM 10 and PM 2.5 Nonattainment Best

Management Practices processes and issues; in conjunction with the City hired Environmental, Safety, Health Consultants and special interest groups.

- Provided support to Economic Development department and community organizations to ensure success of projects. Established community based outreach programs and information campaigns and provided mediation for projects with local residents and legislative body and boards.
- Utilized Geographic Information Systems on various projects; maintained and upgraded software as required; utilized Land Information System software to integrate GIS and Computer Aided Drafting files for developers and City records.
- City of Maricopa Addressor from August 2005 through March 2006.
- Acted as the City of Maricopa Right-of-Way (ROW) Agent; verified all City ROW dedications, easements and locations of ROWs and easements. Conduct research in association with verifications.
- Member of the Central Arizona Association of Governments Population Technical Advisory Committee 2005 to 2009.

➤ Accomplishments

- Oversaw review and approval processes of new master planned residential subdivision projects ranging from 100-14,000 dwelling units.
- Prepared, researched, updated, and made policy recommendations on various short and long-range Planning and Economic Development initiatives; worked with superiors and legislative body to implement such policies and initiatives.
- Managed text amendments to the Zoning Ordinances, Subdivision Ordinances, and General Plan amendments; update various provisions of the regulations as required.
- Drafted City of Maricopa Zoning Ordinance Rewrite Scope of Work and Request for Statement of Qualifications for Land Use Attorney Legal Services.
- Assisted the Planning Manager with review of a \$70 million ethanol plant within a heavy industrial zone; evaluated environmental, health and safety issues and concerns (Federal, State, County and Local regulations).
- Drafted/reviewed for Transportation initiatives: City of Maricopa Transit Study and Implementation Plan; City of Maricopa Regional Transportation Study; State Route 347 Grade Separation Study; Maricopa Casa Grande Highway Corridor Improvement Study; Hiller Road Alignment Study; Pinal County Small Area Transportation Study; Pinal County Regionally Significant Routes and Mobility Plan; Hidden Valley Framework Study; the City of Casa Grande Small Area Transportation Study; and the Tempe/Maricopa Commuter Rail Major Investment Study.
- Developed and implemented the City of Maricopa Technical Advisory Committee for the purposes of internal and outside agency review of projects and to build consensus for approval of such projects.
- Developed City of Maricopa maps and exhibits for other departmental purposes including the first City zoning, transportation and annexation maps, and exhibits for enhancement grants, park and ride location, economic development sites, Rights of Way.
- Member of the Destination Maricopa Task Force for the implementation and designation of the Downtown Redevelopment Area. Member of the review team for City of Maricopa Redevelopment Plan.
- Drafted City of Maricopa Strategic Annexation Plan and created legal description and petitions for all City of Maricopa Annexations.
- Conducted highest and best use analysis for City acquired land; researched lands for costs associated with development of such lands.
- Negotiated with developers for school sites, fire station sites, park facilities and urban trail connections.
- Drafted and reviewed 2006 City of Maricopa General Plan and 2009 Pinal County Comprehensive Plan.
- Member of the Review Committee for the City of Maricopa Parks, Open Space and Trails Master Plan.
- Drafted/Reviewed the following City of Maricopa Codes and Manuals: Temporary Use Permit Ordinance revision; Conditional Use Permit Ordinance revision; Citizen Participation Plan; 2006 Subdivision Ordinance; Sign Ordinance revision; Design Manual; Board of Adjustment Ordinance revision; Traffic and Parking Ordinance revision.
- Drafted Due Diligence reports for management and City Council prior to the purchase of properties for City uses.

Planning Intern, Zoning Group (2005-2005) **Snell and Wilmer Law Offices, Phoenix, Arizona**

- Supported Land Use Lawyers and Planning Professionals with an emphasis on research based tasks.
- Processed and act as support staff for: zoning, site plan, conditional and temporary use permits, variances, general plan amendments, planned area development, conventional rezoning, subdivision and final plats, text amendments, design review cases and landscape plan reviews.
- Interpreted State Planning statutes, municipal ordinances, codes, regulations and policies.
- Implemented a research-based approach to conflict resolution to resolve disputes between neighborhoods and applicants and neighbor versus neighbor issues.
- Coordinated and participated in technical Planning activities involving disseminating information, processing plan submittals, and preparing staff reports to ensure compliance with City codes and state statutes.

- Conducted research and special studies on Planning issues; prepared Requests for Proposals on Planning related activities; prepare background reports and position papers.

Publications

- Arizona Governor's Office of Energy Policy, Contributor, emPOWER ARIZONA: Executive Energy Assessment and Pathways, 2013

Synergistic Activities

- Chair, Arizona Association of Economic Developers, Rural Economic Development Committee. 2012-2013.
- Flinn-Brown Civic Leadership Academy, Flinn-Brown Fellow, 2013
- Board Member of the Arizona Solar Center 2014-present.
- Industrial Advisory Board member of Arizona State University's Professional Science Master's in Solar Energy Engineering & Commercialization 2014-present.



DIRECTOR - COMMUNITY DEVELOPMENT (Community Development)

Class Code:
123

CITY OF SURPRISE
Established Date: Sep 19, 2014
Revision Date: Feb 11, 2015

SALARY RANGE

\$4,461.54 - \$6,692.31 Biweekly
\$116,000.04 - \$174,000.06 Annually

The hiring salary range is \$116,000.04 - \$145,000.18 annually

Job Title: DIRECTOR - COMMUNITY DEVELOPMENT

Department: Community Development

Reports To: Assistant City Manager

FLSA Status: Exempt

Job Status: Full-time; Non-Classified

Pay Grade: 123

SUMMARY

As a globally focused community with world class aspirations in economic, social, and environmental sustainability, the Director is responsible and accountable for leading, directing, and managing the Community Development Department including its personnel, budget, and resources. In collaboration with all departments, the Director is responsible for meeting best practices for the deployment of the General Plan, Council Strategic Plan, Long Range Planning, Current Planning, Development Services, Transportation Planning, Code Enforcement, and Neighborhood Services. Responsibilities include: developing and deploying a strong collaboration with economic development; making recommendations to the Council and City Management; developing and implementing policy initiatives; ensuring compliance with statutory responsibilities and directives; and, providing for a multi-jurisdictional, regional, collaborative approach.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed.

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations
- Provides strategic and daily departmental leadership and oversight of the Department. Oversee operations and personnel including consultants; directs and participates in the preparation of departmental budgets, financial reports, and operational and/or capital improvement budgets; and monitors revenues and expenditures
- Works closely with Economic Development personnel and efforts; meets with potential locates as necessary, advising and providing pertinent information
- Performs oversight and key duties relative short term and long term planning tasks, including but not limited to: site plan reviews, entitlement process reviews and duties, general plan updates, zoning ordinance updates, design guidelines development, subdivision code updates, districting, etc.
- Primarily responsible for planning, organizing, directing and evaluating the current and long-range planning activities of the Community Development Department. Coordinates work assignments, manages office processes and procedures, etc. Performs technical planning work involving the administration, negotiation, research, analysis and public conveyance of planning, zoning, subdivision, design review, and land use development issues
- Perform staff duties for Board of Adjustments and Planning and Zoning Commission; directs and/or prepares relevant materials for presentation to staff, the Planning and Zoning Commission, and the City Council; attends, leads, and/or acts as a participant in planning related meetings
- Provides information and recommendations to developers, engineers, architects and general public; prepares technical reports and makes oral presentations; prepares and/or recommends revisions of codes and ordinance
- Develops, implements, and evaluates departmental policies, procedures, strategies

- and goals; maintains, updates, and ensures procedural compliance for programs; develops strategic planning objectives in conjunction with other departments
- Interprets and administers codes, development agreements, general planning, municipal policies, and development procedures; revises, maintains, and manages development codes and land use policies to ensure healthy growth and most efficient use of land
 - Provides advice in area of expertise to City officials, City Council, and management teams; gives related presentations; provides advanced administrative support to the Mayor, Council, and City Management in support of organizational goals and objectives
 - Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the department and City at meetings and conferences; and serves as a liaison between departments, external organizations, the general public, and other agencies
 - Researches, analyzes, and makes recommendations for cost effective improvements in departmental operations; designs, administers, and evaluates departmental programs and services; negotiates contracts and solutions on a variety of administrative, fiscal and special projects; and participates in the preparation of program or special project budgets
 - Gathers and analyzes data on existing programs; conducts surveys and prepares proposals including financing, staffing, and organization requirements; oversees the development, preparation and distribution of department publications for the City including pamphlets, brochures and handbooks
 - Monitors legislation affecting City operations and activities; interprets laws and regulations as they relate to municipal government and preparation of related reports
 - Maintains regular attendance and punctuality
 - Performs other duties of a similar nature or level

SUPERVISORY RESPONSIBILITIES

Exercises supervision of personnel in related area of responsibility.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Knowledge of Federal, State, County and City laws, codes and ordinances relating to land use, land development and zoning
- Knowledge of city, county, state, and federal laws pertaining to community planning, industrial and commercial development
- Knowledge of principles of budget preparation and expenditure control
- Knowledge of contemporary best principles and practices in supervision, training, management and administration
- Public administration and governmental operations
- Accounting and financial management principles
- Advanced theories and principles related to area of assignment
- Strategy development principles and procedures
- Applicable local, state and federal laws, codes, rules, and regulations
- Program development and administration principles and practices
- Project management principles
- Conflict mediation principles
- Public relations principles

Skill in:

- Using computers and related software applications
- Microsoft Office (Word, Excel, Powerpoint, Outlook, Internet Explorer, etc.)
- ArcView/ESRI; AutoCad

Ability to:

- Represent the Department before a variety of groups and organizations
- Interpret and enforce provisions of applicable codes, ordinances, and regulations within the City's jurisdiction
- Develop and deploy collaborative working relationships with economic development professionals
- Establish and maintain cooperative working relationships. Monitor and evaluate employees
- Prioritize and assign work; provide leadership
- Manage projects

- Manage multiple priorities simultaneously
- Effectively speak in public
- Analyze and develop policies and procedures
- Ensure compliance with applicable federal, state, and local laws, codes, rules and regulations
- Interpret and apply applicable laws, rules, codes, and regulations
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Resolve conflict
- Prepare and administer budgets
- Manage change and sensitive topics
- Plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction

EDUCATION and/or EXPERIENCE:

Bachelor's Degree in Planning, Urban Management, or a related field and five years of progressively responsible management experience directly related to the area assigned; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

CERTIFICATION

Must have at the time of hire and be able to maintain a valid Arizona driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position is typically office or administrative work and is not substantially exposed to adverse environmental elements.

Curriculum Vitae



Kristin K. Mayes
116 West Echo Lane
Phoenix, AZ 85021

Employment History

General Assignment Reporter, Phoenix Gazette, 1994-1995
Political Reporter, Arizona Republic, 1995-1997, 1999-2000
Press Secretary, Janet Napolitano for Governor campaign, 2001-2002
Communications Director, Gov. Janet Napolitano, 2002-2003
Arizona Corporation Commissioner, 2003 to 2010
Chairman, Arizona Corporation Commission, 2009 to 2010
Founding Faculty Director, Program on Law and Sustainability, Director, Utility of the Future Center and the Energy Policy Innovation Council, Sandra Day O'Connor College of Law, Arizona State University, January 2011 to present; Director, Utility of the Future Center and Energy Policy Innovation Council (EPIC).

Education

J.D. Arizona State University College of Law, 2000-2003
M.P.A. Columbia University, 1998-2000
B.A. Political Science, Arizona State University, 1990-1994

Arizona Corporation Commission Responsibilities

As one of five Arizona Corporation Commissioners, Commissioner Mayes shared responsibility for regulating Arizona's investor-owned utilities, including 21 electric and natural gas utilities and more than 300 private water companies. Primarily a rate-setting body, the Commission exercises its Constitutionally-prescribed judicial function in determining cases brought before it by utilities seeking to establish new rates and charges. Considered the Fourth Branch of government in Arizona, the Commission also decides cases involving the siting of new transmission lines and power plants, and has been the lead agency in Arizona in the establishment of policies regarding renewable energy and energy efficiency. Additionally, the Commission oversees pipeline and railroad safety in the state, and is responsible for adjudicating cases involving violations of the state's civil securities laws. In January of 2009, Commissioner Mayes was selected by her Colleagues to chair the Commission, a position that required her to lead all formal Commission meetings, set Commission agendas, represent the Commission before the Arizona State Legislature on budget matters, as well as interface with federal agencies such as the Federal Energy Regulatory Commission (FERC) and the Federal Communications Commission (FCC).

During her time at the ACC, Commissioner Mayes focused on renewable energy, energy efficiency, natural gas

- and goals; maintains, updates, and ensures procedural compliance for programs; develops strategic planning objectives in conjunction with other departments
- Interprets and administers codes, development agreements, general planning, municipal policies, and development procedures; revises, maintains, and manages development codes and land use policies to ensure healthy growth and most efficient use of land
 - Provides advice in area of expertise to City officials, City Council, and management teams; gives related presentations; provides advanced administrative support to the Mayor, Council, and City Management in support of organizational goals and objectives
 - Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the department and City at meetings and conferences; and serves as a liaison between departments, external organizations, the general public, and other agencies
 - Researches, analyzes, and makes recommendations for cost effective improvements in departmental operations; designs, administers, and evaluates departmental programs and services; negotiates contracts and solutions on a variety of administrative, fiscal and special projects; and participates in the preparation of program or special project budgets
 - Gathers and analyzes data on existing programs; conducts surveys and prepares proposals including financing, staffing, and organization requirements; oversees the development, preparation and distribution of department publications for the City including pamphlets, brochures and handbooks
 - Monitors legislation affecting City operations and activities; interprets laws and regulations as they relate to municipal government and preparation of related reports
 - Maintains regular attendance and punctuality
 - Performs other duties of a similar nature or level

SUPERVISORY RESPONSIBILITIES

Exercises supervision of personnel in related area of responsibility.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Knowledge of Federal, State, County and City laws, codes and ordinances relating to land use, land development and zoning
- Knowledge of city, county, state, and federal laws pertaining to community planning, industrial and commercial development
- Knowledge of principles of budget preparation and expenditure control
- Knowledge of contemporary best principles and practices in supervision, training, management and administration
- Public administration and governmental operations
- Accounting and financial management principles
- Advanced theories and principles related to area of assignment
- Strategy development principles and procedures
- Applicable local, state and federal laws, codes, rules, and regulations
- Program development and administration principles and practices
- Project management principles
- Conflict mediation principles
- Public relations principles

Skill in:

- Using computers and related software applications
- Microsoft Office (Word, Excel, Powerpoint, Outlook, Internet Explorer, etc.)
- ArcView/ESRI; AutoCad

Ability to:

- Represent the Department before a variety of groups and organizations
- Interpret and enforce provisions of applicable codes, ordinances, and regulations within the City's jurisdiction
- Develop and deploy collaborative working relationships with economic development professionals
- Establish and maintain cooperative working relationships. Monitor and evaluate employees
- Prioritize and assign work; provide leadership
- Manage projects

- Manage multiple priorities simultaneously
- Effectively speak in public
- Analyze and develop policies and procedures
- Ensure compliance with applicable federal, state, and local laws, codes, rules and regulations
- Interpret and apply applicable laws, rules, codes, and regulations
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Resolve conflict
- Prepare and administer budgets
- Manage change and sensitive topics
- Plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction

EDUCATION and/or EXPERIENCE:

Bachelor's Degree in Planning, Urban Management, or a related field and five years of progressively responsible management experience directly related to the area assigned; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

CERTIFICATION

Must have at the time of hire and be able to maintain a valid Arizona driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position is typically office or administrative work and is not substantially exposed to adverse environmental elements.



Academic Affairs Manual (ACD)

Effective: 7/1/1982

Revised: 7/1/2011

ACD 505–02: Faculty Membership, Appointment Categories, Ranks, and Titles

Purpose

To describe and define faculty membership, appointment categories, ranks, and titles

Sources

Arizona Board of Regents Policy Manual - 6–201, 6–208
Office of the Provost of the University

Policy

Faculty Membership

Faculty include all employees of the Arizona Board of Regents, for and of Arizona State University, engaged in teaching, research, scholarship and/or creative activities, or service whose Notice of Appointment is as lecturer, senior lecturer, principal lecturer, instructor, assistant professor, associate professor, professor, clinical assistant professor, clinical associate professor, clinical professor, assistant professor of practice, associate professor of practice, professor of practice, research assistant professor, research associate professor, research professor, or persons who are otherwise designated as faculty on the Notice of Appointment. Graduate students who serve as assistants associates, or otherwise are academic appointees, as well as graduate students, are not members of the faculty.

College Faculty

College faculty shall consist of the dean of the college and all faculty members of the academic units and divisions assigned to that college. The right to vote in college matters shall be determined by college bylaws and policies. The president and provost of the university shall be nonvoting ex officio members of all college faculties. A college faculty may consider, among other matters, all questions of educational policy affecting the college, including requirements for entrance and graduation, majors, and prescribed subjects of study.

Faculty Appointment Categories

Appointments to the faculty are tenured, tenure eligible, and fixed-term as defined below.

Tenured Appointment

Tenure is awarded by the president to a faculty member who has demonstrated excellence in teaching, research, scholarship and/or creative activities, and service in accordance with standards established by the university and academic units. Tenured appointments are only made to associate professors or professors. An assistant professor may be awarded tenure with a promotion to associate professor. Tenure creates a legitimate claim of entitlement to continued employment unless the tenured faculty member retires, resigns, or is dismissed or released in accord with [ACD 501](#), "Conditions of Faculty Service." The Notice of Appointment of a faculty member shall carry the designation "with tenure." See [ACD 506–04](#), "Tenure" for more information about tenure.

Tenure-eligible Appointment

This appointment means that the faculty member may be reviewed for the award of tenure. Tenure-eligible appointments may be made to faculty with the rank of assistant professor, associate professor, or professor. The Notice of Appointment for a faculty member shall carry the designation of "tenure-eligible." See [ACD 506-03](#), "Faculty Probationary Appointments" for more information about tenure-eligible appointments.

Fixed-Term Appointment

A fixed-term appointment is for a specified period of time as noted below and will not lead to consideration for tenure. All faculty titles of visiting, clinical, research, professor of practice, instructor, lecturer, faculty research associate and faculty associate will be in this appointment category. Academic unit bylaws specify eligibility for academic unit committees, graduate supervisory committees, and other roles within the unit. Appointments terminate at the end of the period stated in the offer letter or Notice of Appointment and may be eligible for renewal. Renewal is conditional upon satisfactory job performance, the continued availability of funds, and the needs of the academic unit and the university. Where applicable, the offer letter shall state that the appointment is dependent for continuation upon funding from a specific source other than state appropriations and that the appointment may terminate prior to the expiration of the appointment if funding is no longer available. The Notice of Appointment for a fixed-term faculty member shall carry the designation of "non-tenure eligible."

Persons with fixed-term appointments of less than 50 percent time generally do not receive a Notice of Appointment and work at the discretion of the university as long as performance is satisfactory, services are needed, and funding is available. In general, faculty working less than 50 percent time do not qualify for such employment benefits as subsidized insurance and university fee waivers, see [ACD 600](#), "Benefits" for more information.

Annual Appointment

An annual appointment is for a period of one academic or fiscal year or a portion thereof and may be renewed.

Multiple-Year (MY) Appointment

A multiple-year appointment is for a term of more than one academic or fiscal year but not more than three academic or fiscal years and may be renewed.

Rolling Multiple-Year (RMY) Appointment

Upon a determination of satisfactory performance by the college dean, the current two or three-year multiple-year appointment may be renewed annually with a new two or three-year multiple-year appointment conditional upon availability of funds, the needs of the unit and the university, and the approval of the college dean.

Faculty on MY and RMY appointments whose annual performance is unsatisfactory in one category may be put on an improvement plan for the succeeding year and placed on an annual appointment. Such unsatisfactory performance may alternatively result in nonrenewal. If put on an improvement plan and performance returns to a satisfactory level, the individual may be reappointed to an annual, MY, or RMY appointment. If performance does not improve to a satisfactory level by the next annual evaluation, the individual may receive a notice of nonrenewal.

Academic Ranks and Titles

Professor, Associate Professor, Assistant Professor

Faculty who hold the ranks of professor, associate professor, and assistant professor are either tenured or tenure-eligible (see the policies [ACD 506-03](#), "Faculty Probationary Appointments," [ACD 506-04](#), "Tenure," and [ACD 501](#), "Conditions of Faculty Service").

Regents' Professor

The title "regents' professor" shall be conferred on selected tenured full professors who are sustaining the highest level of distinction by their exceptional contributions to the mission of the university in research, scholarship, or other creative activity, and who have made significant professional contributions in teaching and public service.

In accord with Board of Regents' policy (6-208 B.), regents' professors will receive salary increments added to their base salaries at the time of appointment, subject to approval by the Board of Regents. The candidate's home academic unit will also receive additional monies to support the individual's scholarly activity, dependent on availability of funds. Appointment to this position involves service to other state universities in Arizona. The service may include lecturing, consulting on curriculum and research matters, advising administrative officers, or other similar activities.

In recognition of the special honor and upon approval by the Board of Regents, the university shall name as regents' professor no more than 3 percent of the total full-time tenured and tenure-eligible faculty. The complement of regents' professors should reflect the excellence of the strongest scholars within the university without regard to their distribution within specific disciplines.

President's Professor

The title "president's professor" may be conferred by the president on selected tenured full professors who have made outstanding contributions in undergraduate and master's level teaching at Arizona State University. President's professors are chosen based on a variety of criteria: mastery of subject matter; enthusiasm and innovation in the learning and teaching process; ability to engage students both within and outside the classroom; ability to inspire independent and original thinking in students to stimulate students to do creative work; innovation in course and curriculum design; and scholarly contributions.

Professor Emeriti

The president may confer upon retired faculty members who have served the institution for a substantial length of time the title of "emeritus." To initiate the process for this designation, the college dean must forward notices of retirement to the provost of the university. For more information about emeritus status, see [ACD 607-01](#), "Emeritus Status."

Research Professor, Research Associate Professor, Research Assistant Professor, Research Scholar

Research faculty are fixed-term faculty members who are qualified to engage in, be responsible for, or oversee a significant area of research or scholarship. They may also serve as principal or co-principal investigators on grants or contracts administered by the university or take on other appropriate responsibilities. Research faculty who are hired on or supported by research grants or contracts are not guaranteed space, facilities, or services beyond those approved for currently active grants or contracts.

Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor

Clinical faculty are fixed-term faculty members who are qualified by training, experience, or education to direct or participate in specialized university functions, including teaching, student internships, training, or other practice components of degree programs. Responsibilities of clinical faculty may encompass any area of professional practice and/or technical expertise and may include professional development.

Professor of Practice, Associate Professor of Practice, Assistant Professor of Practice

Professors of practice are fixed-term faculty members whose expertise, achievements, and reputation developed over a sustained period of time qualify them to be distinguished professionals in an area of practice or discipline, although they may not have academic credentials or experience. The responsibilities of this position are teaching courses, seminars, and independent studies to undergraduate and graduate students or other duties that the dean determines are appropriate.

Principal Lecturer, Senior Lecturer, Lecturer

Lecturers are fixed-term faculty members with responsibilities that may include teaching service responsibilities, supervising supplemental kinds of student learning, professional development, and/or administrative duties related to teaching. A senior lecturer generally holds a doctorate degree (or appropriate terminal degree) and has a minimum of five years of college-level teaching experience or equivalent qualifications and experience. A principal lecturer generally holds a doctorate degree (or appropriate terminal degree) and has a minimum of seven years of college-level teaching experience or equivalent qualifications and experience.

Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, Visiting Scholar, Visiting Scientist, Visiting Artist, Visiting Writer

Visiting faculty are faculty with annual, fixed-term appointments who are normally expected to return to their own institutions at the expiration of the appointment. Visiting faculty are not members of the Academic Assembly.

Instructor and Instructor, ABD

Instructor and instructor, ABD are annual, fixed-term appointments. Instructor may include appointments to positions with teaching assignments and limited service and/or professional development responsibilities. Instructor, ABD must be used as a temporary designation for newly hired individuals who, upon completion of their dissertations or other final terminal degree requirements, will be ranked as assistant professors. See [ACD 506-03](#), "Faculty Probationary Appointments" for more information on the instructor, ABD appointment.

Faculty Research Associates

Faculty research associates are appointed on a semester or annual, fixed term appointments, are not eligible for promotion, and are not members of the Academic Assembly. Persons appointed to this rank usually hold an advanced degree and are employed to work on a research grant or contract. Faculty research associates may also engage in teaching as part of their responsibilities.

Faculty Associates

Faculty associates are appointed on semester or annual, fixed term appointments, are not eligible for promotion, and are not members of the Academic Assembly. Individuals in this rank are qualified by training and experience to teach university-level courses.

Adjunct Faculty

Adjunct faculty appointments are unpaid, usually part-time positions for limited (not more than one-year) renewable terms. Adjunct faculty are not part of the Academic Assembly. The appointments are made by deans to individual academic units or to such units as interdisciplinary degree or certification programs. Appointments are made in order to facilitate the adjunct faculty member's professional association with the university for the benefit of the individual and the university in such roles as supervising clinical practice students, assisting with research efforts, and occasionally teaching.

Cross-References

1. [ACD 505-04](#), "Transfer, Joint, and Affiliated Faculty and Academic Professional Appointments"
2. [ACD 506-03](#), "Faculty Probationary Appointments"

3. [ACD 506-04](#), "Tenure"
4. [ACD 607-01](#), "Emeritus Status."

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University Policy Manuals Group,
ASU's Office of General Counsel, 480/965-4550



May 25, 2015

Mr. Bob Wingenroth
City Manager
City of Surprise
1600 North Civic Center Plaza
Surprise, Arizona 85374

Subject: Department of Defense (DoD), Office of the Secretary, Office of Economic Adjustment (OEA); field activity for community planning assistance to help prevent the siting of energy projects from adversely affecting DoD's test, training, and military operations.

Dear Mr. Wingenroth:

The Arizona Aerospace and Defense Association (AZADA) strongly supports your efforts with Arizona State University to obtain funding for community planning assistance to help prevent the siting of energy projects from adversely affecting the DoD's test, training, and military operations.

As a not-for-profit organization, the AZADA is a neutral and all-encompassing voice for the aerospace community and its interactions with the military sector.

The A& D industry in Arizona accounts for over 97,000 direct jobs employed at over 3,500 establishments. Arizona's aviation and aerospace manufacturing industry is the fourth largest in the nation by total employment. Arizona's military bases are billion dollar economic engines for the state and often the largest employers in the communities where they are located. So, it is especially important to work on a collaborative basis with energy developers, local entities, non-governmental organizations and the military to assure project development doesn't impede military base operations.

To best coordinate this work, it would be of great benefit to the State of Arizona if you and your partners received this funding to facilitate your goal of creating a Master Energy Land Use Plan. If the funding is awarded, the AZADA stands ready to assist in this endeavor in any way we can.

Sincerely,

A handwritten signature in blue ink, appearing to read "Birgitte Santaella", is written over a circular blue stamp that contains the name "Birgitte Santaella".

Birgitte Santaella
President, Arizona Aerospace and Defense Association

**ARIZONA
MILITARY AFFAIRS
COMMISSION**



Lisa A. Atkins, Co-Chair
Maricopa County

COL Thomas M. Finnegan, Co-Chair
USA, Ret., Cochise County

BrigGen Thomas Browning,
USAF, Ret., Member-at-Large

Richard Coffman
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Hon. Gregory S. Ferguson
Supervisor, Yuma County

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Hon. Clint Hickman
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USMC, Ret., Pima County

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Mayor, City of Sierra Vista

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Hon. Anthony Smith
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Supervisor, Pima County

James Wymer
Yuma County

Staff:

Dr. Joseph Cuffari
Governor's Policy Advisor on
Public Safety

Travis Schulte
Arizona Department of Emergency
& Military Affairs

July 8, 2015

Mr. Bob Wingenroth
City Manager
City of Surprise
16000 North Civic Center Plaza
Surprise, Arizona 85374

SUBJECT: Department of Defense (DoD), Office of the Secretary, Office of Economic Adjustment (OEA); Announcement of Federal Funding Opportunity (FFO); *field activity for community planning assistance to help prevent the siting of energy projects from adversely affecting DoD's test, training, and military operations.*

Dear Mr. Wingenroth:

On behalf of the State of Arizona, the Arizona Military Affairs Commission strongly supports your efforts with Arizona State University to obtain funding for community planning assistance to help prevent the siting of energy projects from adversely affecting the areas used by the U.S. Department of Defense for testing, training, and military operations.

Arizona's network of military installations, training and testing ranges, and associated airspace are among the best defense assets in the nation. No other state in the Union provides our warfighters with the unparalleled access to realistic training environments that we can here in Arizona. The Arizona Military Affairs Commission serves a critical role in the state to ensure that these assets and the missions they serve are protected and can meet any future need that this country faces. Through the Military Affairs Commission, Arizona is able to keep issues affecting military installations and missions in the forefront, balancing private property rights and economic development while insuring that state and local policy positions maintain and enhance military missions at the installation.

Arizona's military installations contribute \$9.12 billion to the state economy and are responsible for nearly 97,000 jobs, making the military the largest employer and economic driver in the State of Arizona.ⁱ Concurrently, Arizona is consistently ranked among the top two states nationally in solar output by the Solar Energy Industries Association, and Arizona was ranked first in percentage of new electrical capacity from solar in 2014. As these two economic sectors begin to overlap geographically, it is critically important to work on a collaborative basis with energy developers, local entities, non-governmental organizations, and the military to assure energy project development is compatible with the unique and varied military missions found throughout our state to ensure the continued economic growth and success for all.

The State of Arizona would greatly benefit from your proposed concept of developing an Arizona Military & Energy Land Use Plan. Early coordination among these partners will ensure that these two sectors, which are vital to the future of our economy, will continue to grow in a way that does not negatively impact the other. The Arizona Military Affairs Commissions fully supports your proposed concept and application to the Department of Defense Office of Economic Adjustment for this endeavor, and stands ready to assist you and your efforts in any way that we can.

Sincerely,



Lisa A. Atkins
Co-Chair



COL Thomas M. Finnegan, USA, Ret.
Co-Chair

ⁱ Maguire, Alan. "Executive Summary." In *Economic Impact Of Arizona's Principal Military Operations*, viii. Arizona: The Maguire Company, 2008. http://www.azdema.gov/mifapplication/2008_Maguire_military_econ_impact_exec_summary.pdf



Community Development
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3001
TTY: 623-222-1002

November 18, 2015

Office of Economic Adjustment
Attn: Richard (Rick) V. Solander
1325 J Street, Suite 1500
Sacramento, CA 95814

RE: Intergovernmental Agreement between the City of Surprise and Arizona State University

Dear Mr. Solander,

The City of Surprise is working to finalize an Intergovernmental Agreement between the City and Arizona State University. The City is committed to reaching this agreement but such agreement must follow normal City processes for drafting, review by our City Attorney and senior management and ultimately approval by our City Council. Many times these processes take a few months to come to fruition.

That stated the City is committed to finalizing this agreement and moving forward with the project. The City is excited about heading up the AME-UP project and working with our partner Arizona State University.

If you have any questions please let me know.

Sincerely,

Eric Fitzer
Community Development Director



Office of the City Manager

16000 N. Civic Center Plaza

Surprise, AZ 85374-7470

Ph: 623-222-1100

Fax: 623-222-1021

TTY: 623-222-1002

June 15, 2015

Subject: Department of Defense (DoD) Office of the Secretary, Office of Economic Adjustment; Announcement of Federal Funding Opportunity ;field activity for community planning assistance to help prevent the siting of energy projects from adversely affecting DoD's test, training, and military operations.

To Whom It May Concern:

It is my pleasure to communicate the strong support from the City of Surprise for joint efforts with Arizona State University to obtain funding for community planning assistance to help prevent the siting of energy projects from adversely affecting the Department of Defense's test, training, and military operations. Luke Air Force Base is a critical resource for our community and the west valley, and we recognize and appreciate the importance of our other military facilities around the state of Arizona. It is our honor to provide support to military institutions in Arizona in this way, and we look forward to working with our partner agencies.

The City of Surprise and Arizona State University (ASU) seek to work hand-in-hand with cities, counties, tribes, and military installations to create a Master Energy Land Use Plan. This plan will provide best practices for siting of renewable energy projects within the central and southern Arizona corridor, one of the highest activity regions for both military use and renewable energy projects. Connecting a wide swath of stakeholders across Arizona, the plan will incorporate existing documentation of maps, airspace, land use, land zoning, general plans, BLM zones, military installations, flight paths, and proposed and existing renewable energy projects alongside characterizations of intangible variables such as economic impact and quality of life. Using an inclusive model of engagement through stakeholder meetings and focus groups, the plan will rely on extensive input and feedback from those directly involved in and invested in the protection of the military mission concurrent with the successful development of renewable energy projects. Finally, subject matter experts at ASU will model scenarios to support decision-making integral to the effectiveness of the plan. It is our goal to create a report that will be used as a model for generations to ensure a bright future for all citizens of Arizona.

Arizona is consistently ranked among the top two states nationally in Solar output by the Solar Energy Industries Association. In fact, Arizona was ranked first in percentage of new electrical capacity from solar in 2014. Concurrently, Arizona's military bases are billion dollar economic engines for the state and often the largest employers in the communities where they are located. We recognize the importance of and are committed to working collaboratively with energy developers, local entities, non-

governmental organizations and the military to assure project development does not impede military base operations.

To best coordinate this work, it would be of great benefit to the State of Arizona if Surprise and our partners received this funding to facilitate the goal of creating a Master Energy Land Use Plan. We look forward to working to make this endeavor a great success with our partners.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bob Wingenroth". The signature is fluid and cursive, with the first name "Bob" being more prominent than the last name "Wingenroth".

Bob Wingenroth
City Manager, City of Surprise



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE
BOX 555010
CAMP PENDLETON, CALIFORNIA 92055-5010

1000
G-7
8 Jun 15

Mr. Bob Wingenroth
City Manager
City of Surprise
1600 North Civic Center Plaza
Surprise, Arizona 85374

Dear Mr. Wingenroth:

On behalf of Marine Corps Installations West (MCIWEST), we are pleased to support your efforts with Arizona State University to obtain OEA funding for community planning assistance in order to help prevent energy projects from adversely affecting the Department of Defense's (DoD) test, training, and military operations in Arizona.

The southwest region is home to the 1st Marine Expeditionary Force (I MEF). This unit represents 40% of the United States Marine Corps' (USMC) combat power. In addition, 65% of the USMC's Special Use Airspace (SUA) resides here. Solutions that support the ability to protect natural resources, while promoting sustainability, homeland security and our ability to maintain military readiness are a focused priority to MCIWEST.

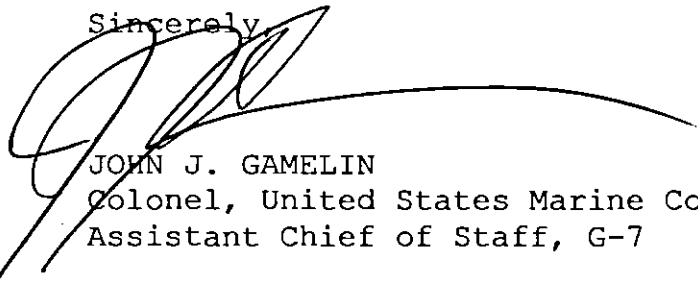
Arizona represents a key component in the USMC's ability to meet our national security training requirements. The system of integrated, cross Service ranges, which include both USMC and United States Air Force military Installations, SUA and live fire ranges are the backbone of pre-deployment training. Additionally, Marine Corps Air Station Yuma is home to Marine Air Group-11 (F-35 Lightning Strike Fighter), the Weapons Tactics Instructor School (WTI), and the future bed down for VX-22 (USMC's Test and Evaluation squadron).

Arizona is also consistently ranked among the top two states nationally in solar output by the Solar Energy Industries Association. Arizona was ranked first in percentage of new electrical capacity from solar in 2014. Given all this activity, early coordination among energy developers, cities, counties, towns, state and tribal entities and the military

helps ensure project development does not impede military base operations.

We support your proposed concept to work with key partners in Arizona to develop the Master Energy Land Use Plan, which could help facilitate energy development in areas compatible to the DoD mission. Please keep us informed on your project and ways that the MCIWEST may be able to assist your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Gamelin', with a long horizontal flourish extending to the right.

JOHN J. GAMELIN
Colonel, United States Marine Corps
Assistant Chief of Staff, G-7



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

JUN 17 2015

Mr. Charles E. Buchanan
Director, Range Management Office
7101 Jerstad Lane
Luke AFB AZ 85309-1629

Mr. Bob Wingenroth
City Manager
City of Surprise
1600 North Civic Center Plaza
Surprise, Arizona 85374

Subject: Department of Defense (DoD), Office of the Secretary, Office of Economic Adjustment (OEA); Announcement of Federal Funding Opportunity (FFO); *field activity for community planning assistance to help prevent the siting of energy projects from adversely affecting DoD's test, training, and military operations.*

Dear Mr. Wingenroth

As director for Luke AFB's ranges and airspace and coordinator for the Arizona Commanders Summit, I unreservedly support initiatives that promote the long-term sustainment of the Luke AFB mission and ultimately, the missions of all military installations throughout Arizona. The vast, remote ranges and airspace throughout the state, combined with the excellent weather provide exceptional training opportunities for the military, a \$9 billion industry in Arizona. Wind turbines and any vertically developed energy infrastructure can interfere with test and training operations or pose a safety risk to pilots. It's imperative to preserve the capability to provide realistic training to our warfighters.

While I don't specifically endorse one FFO proposal over any other submittal intended to protect the Luke AFB and Arizona installations' missions, any chance to collaborate and influence the multifarious organizations, municipalities, state and federal agencies, etc., to prevent and/or mitigate mission impact can pay dividends. I believe this can be an excellent opportunity to improve and streamline processes to the benefit of the military installations as well as the renewable energy industry in the state.

Thank you for your interest in protecting the training environment throughout the state. I look forward to working on this project to help define areas of concern, potential impacts and to provide necessary information about the military mission.

Sincerely,

A handwritten signature in blue ink, reading "CE Buchanan", is located below the "Sincerely," text.

CHARLES E. BUCHANAN, GS-14, DAF



WESTERN REGIONAL PARTNERSHIP

Anthony Parisi, WRP Steering Committee Chair • Mike Mower, WRP Steering Committee Vice Chair
20118 N. 67th Ave. Suite 300-453, Glendale, AZ 85308

June 16, 2015

Mr. Bob Wingenroth
City Manager
City of Surprise
1600 North Civic Center Plaza
Surprise, Arizona 85374

Subject: Support for the Arizona Submission for OEA federal funding for "Community Adjustment Planning Assistance in Response to Support Department of Defense Mission Interests"

Dear Mr. Wingenroth:

On behalf of the Western Regional Partnership (WRP) Steering Committee, we are pleased to support your efforts with Arizona State University to obtain OEA funding for community planning assistance to help prevent energy projects from adversely affecting the DoD's test, training, and military operations.

By way of background, WRP provides a proactive and collaborative framework for senior-policy level Federal, State and Tribal leadership to identify common goals and emerging issues in the states of Arizona, California, Nevada, New Mexico and Utah and to develop solutions that support WRP Partners and protect natural resources, while promoting sustainability, homeland security and military readiness

Arizona is home to a network of military facilities, including military airports, ranges and special use airspace connected by low-level flight corridors that provide a key foundation for our nation's security. Arizona is also consistently ranked among the top two states nationally in solar output by the Solar Energy Industries Association. Arizona was ranked first in percentage of new electrical capacity from solar in 2014. Given all this activity, early coordination among energy developers, cities, counties, towns, state and tribal entities and the military helps ensure project development does not impede military base operations.

We support your proposed concept to work with key partners in Arizona to develop the Master Energy Land Use Plan, which could help facilitate energy development in areas compatible to the DoD mission. This concept is consistent with the findings set forth in the WRP document titled, "Renewable Energy and Transmission Siting Coordination and Potential Impacts to the Military Mission." The purpose of this document is to highlight the importance of determining potential energy project impacts on the military mission as early as possible. State statutes, executive orders and working groups are extraordinarily helpful to facilitate enhanced notification/communication. It is imperative that DoD entities provide information on any known impacts in a timely fashion to minimize and mitigate impacts. Please keep us informed on your project and ways that WRP may be able to assist your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Anthony Parisi".

Mr. Anthony M. Parisi
WRP Steering Committee Chair
Head, Sustainability Office
Naval Air Systems Command Ranges
Phone: (805) 989-9209
Email: anthony.parisi@navy.mil

A handwritten signature in black ink, appearing to read "Michael L. Mower".

Mr. Michael Mower
WRP Steering Committee Vice Chair
Deputy Chief of Staff
Utah Governor's Office
Phone: 801-541-1981
Email: mikemower@utah.gov

Arizona Military & Energy Land Use Plan (AME-UP)

March 15, 2016



History

- The Department of Defense (DOD) Office of Economic Adjustment (OEA) issued a Federal Funding Opportunity (FFO) in April 2015
- FFO addresses Community Planning associated with Energy Projects and impacts to military missions
- ASU & City of Surprise have worked on a Joint response to the FFO
- OEA has supported the request

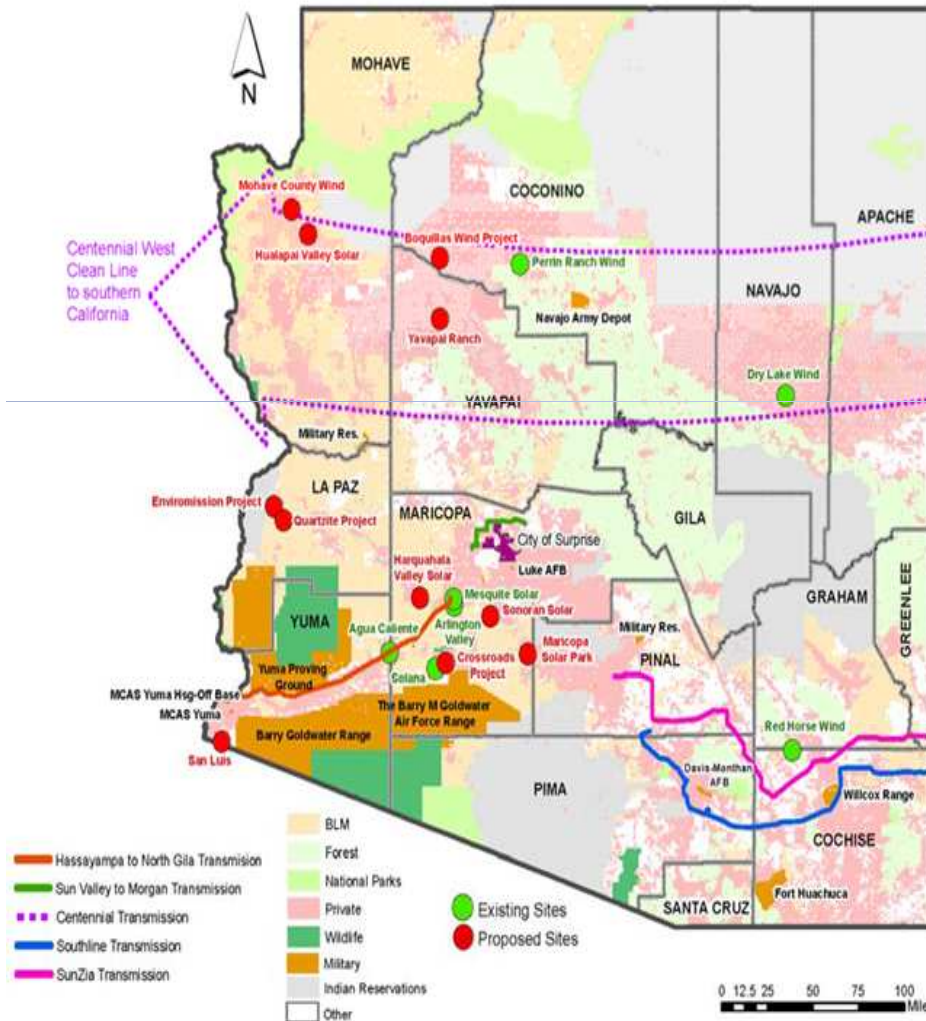
Background

- Arizona Renewable Energy Standard adopted in 2006
 - 15% renewable resources by 2025
- In 2011 renewable energy projects created 16,790 jobs and stimulated local economies
- By 2013 Arizona ranked second in the nation in utility-scale solar generation
- December 2014 Governor's State Military Affairs Advisory Panel (SMAAP) convened and made recommendations to protect AZ's military installations

SMAAP Recommendations

- Airspace coordination/prioritization will be increasingly important as military flying missions grow in Arizona
- Existing airspace must be protected
- Continued growth of the energy sector in Arizona will carry on into our future
- While this is an economic advantage to the state, new energy infrastructure can potentially encroach on military operations
 - Encroachments issues include:
 - Radar Interference
 - Low-level flight obstructions
 - Electromagnetic interference
 - Glint & Glare
 - Impacts to Night Vision
- Must have an early review of new projects

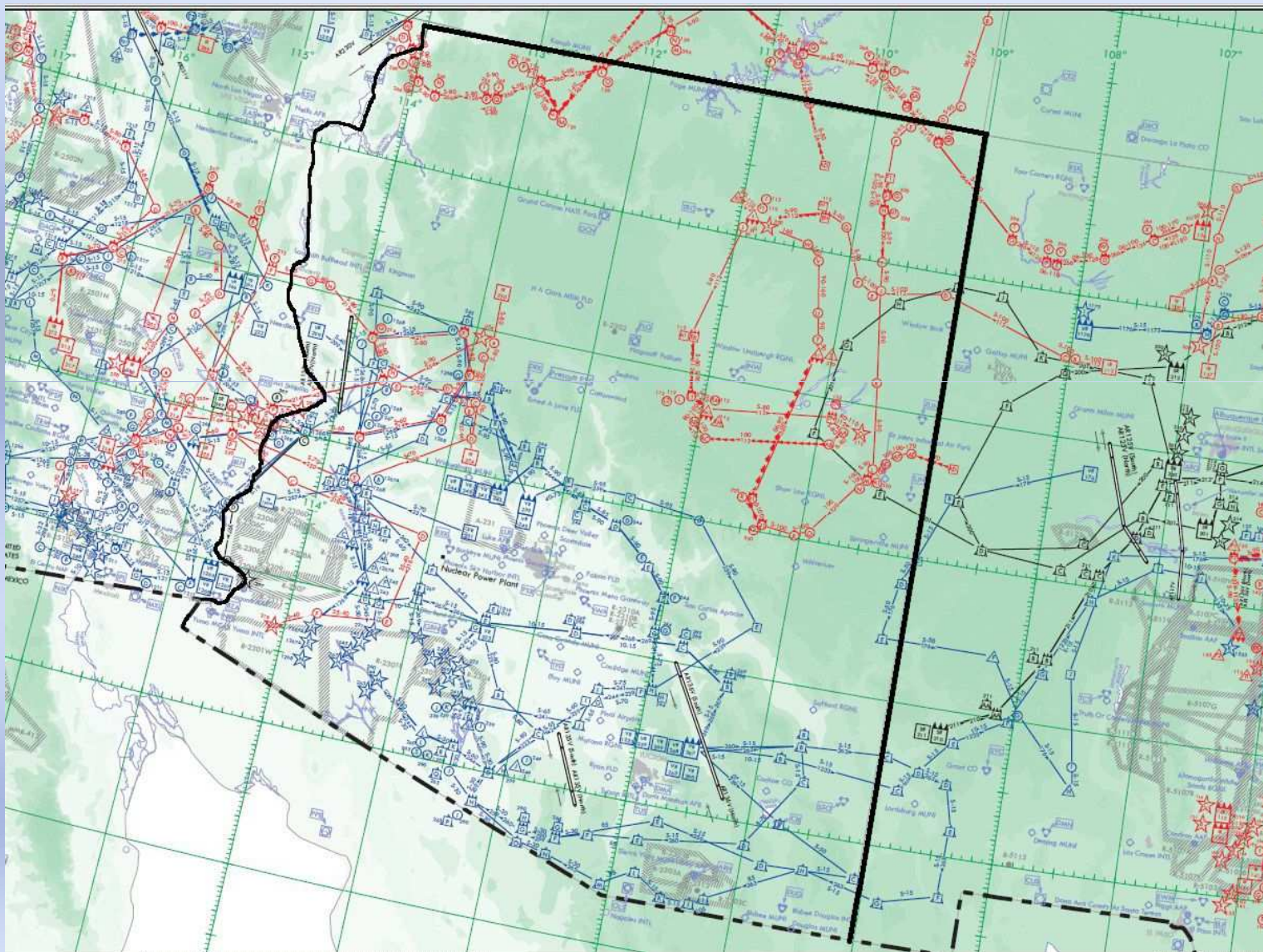
Renewable Energy Projects

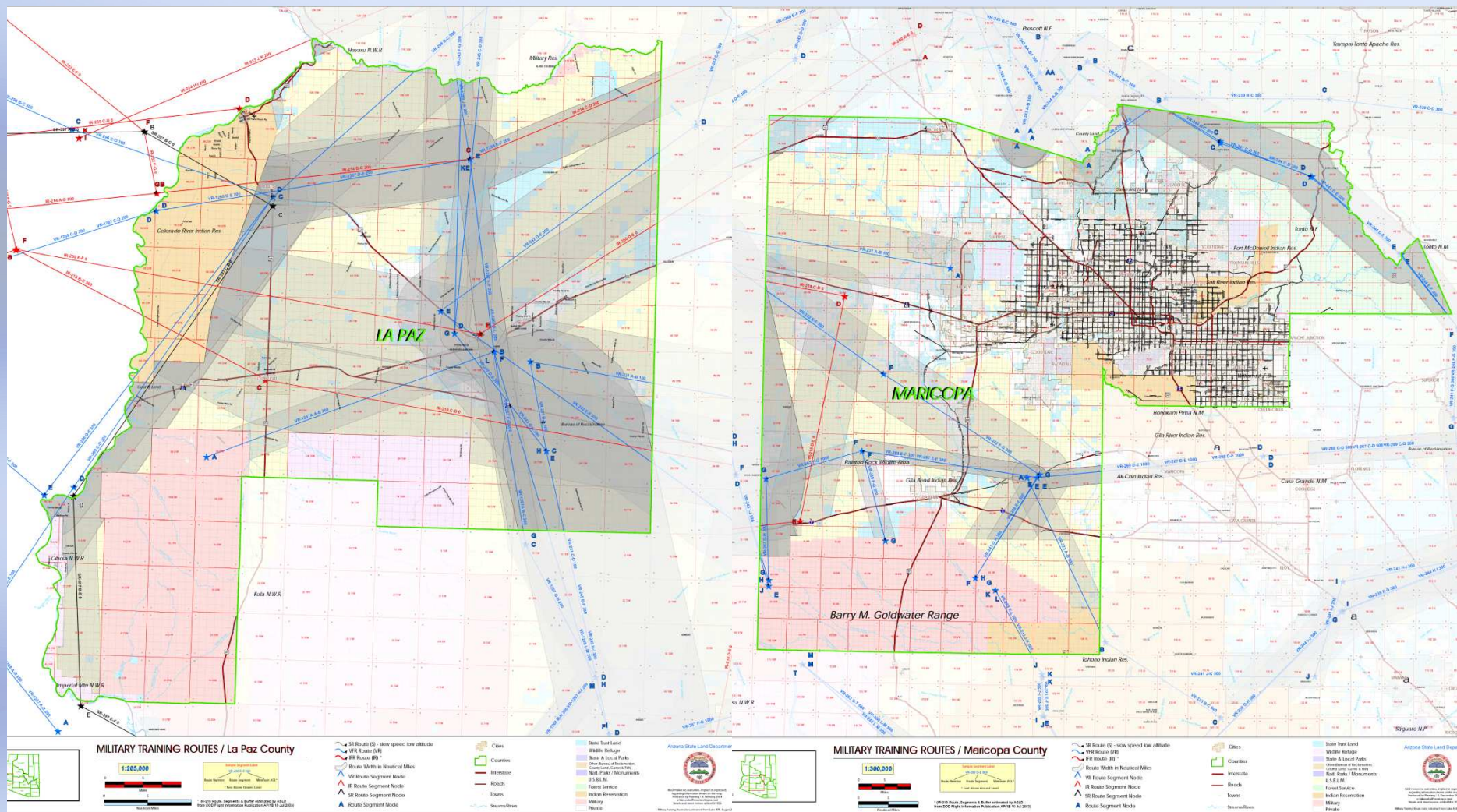


Potential Energy Development

Project Title & Developer	Description	Location
Crossroads, Solar Reserve	Concentrated Solar Power tower, 150 MW, 538 ft. height	Gila Bend, AZ, Private Land
Quartzsite, Solar Reserve	Concentrated Solar Power tower, 100 MW, 653 ft. height	Quartzsite, AZ, BLM Land
Harquahala Valley Solar Tower, Abengoa Solar LLC		Tonopah, AZ, Private Land
Enviromission Tower, Enviromission LLC	Updraft tower, 200 MW, 2,600 ft. height	Quartzsite, AZ, State Land
Solar Wind Down Draft Tower, Solar Wind Energy, Inc.	Downdraft tower, 600 MW, 2,250 ft. height	San Luis, AZ, Private Land
Hualapai Valley Solar	Concentrated Solar Power – Parabolic Trough, 340 MW	Mohave County, AZ, Private Land
Sonoran Solar, NextEra Energy Resources	Photovoltaic, 300 MW	Buckeye, AZ BLM Land
Maricopa Solar Park, Marisol Energy 2 LLC	Photovoltaic, 300 MW	Maricopa, AZ, BLM Land
Mojave County Wind Farm, BP Wind Energy	Wind, 425-500 MW, 238 turbines, 397-492 ft. height	Kingman, AZ, BLM & Bureau of Reclamation Lands
Boquillas Wind Project, Edison Mission Energy & NTUA	Wind, 85 MW (first phase) – 200 MW (build out)	Navajo Reservation, AZ, Tribal Land
Yavapai Ranch, NextEra Energy	Wind, 99 MW, 81 turbines	Yavapai County, AZ, Private Land
Centennial West, Clean Line Energy Partners	Merchant Transmission, 600 HVDC, New Mexico to California	Northern AZ route
SunZia Southwest Transmission Project, SunZia	Merchant Transmission, 500 KV, New Mexico to Arizona	Southern AZ route
Southline Transmission Project, Black Forest Partners	Merchant Transmission, 345 KV & 115 KV, New Mexico to Arizona	Southern AZ route

Military Training Routes





Partnerships

- Collaborative effort
 - The City, ASU, AGS, DEMA, AZADA, Sonoran Institute, Western Regional Partnership, Local Military involvement

AZ Military Facilities

Air Force Bases/Ranges

- ▣ Barry M. Goldwater Air Force Range, Phoenix
- ▣ Davis Monthan Air Force Base, Tucson
- ▣ Luke Air Force Base, Glendale

Army Bases

- ▣ Camp Navajo Army Base, Flagstaff
- ▣ Fort Huachuca Army Base, Cochise
- ▣ Yuma Proving Ground Army Base, Yuma County

Marine Corps Bases

- ▣ MCAS Yuma Marine Corps Base, Yuma

Partial List of Project Stakeholders

Military

- ▣ Military Leaders – all branches
- ▣ Arizona Department of Emergency and Military Affairs
- ▣ Arizona Military Affairs Commission
- ▣ Arizona Commanders Summit
- ▣ Aerospace and Defense Alliance
- ▣ Western Regional Partnership

Federal Government Organizations

- ▣ Bureau of Land Management
- ▣ Federal Aviation Administration

Tribal Leaders

- ▣ Tribal Solar Working Group
- ▣ Arizona's 22 Tribes
- ▣ Arizona Committee on Indian Affairs

City, County Leaders

- ▣ Arizona League of Cities and Towns
- ▣ Arizona League of Counties
- ▣ County/City/Town Council, Manager, Planner

Subject Matter Experts

- ▣ Bureau of Land Management
- ▣ Arizona State Land Department

Arizona House of Representatives

- ▣ Military Affairs and Public Safety Committee
- ▣ Rural and Economic Development Committee
- ▣ Energy, Environment and Natural Resources Committee

Partial List of Project Stakeholders

Arizona State Senate

- ▣ Public Safety, Military and Technology Committee
- ▣ Energy Committee
- ▣ Natural Resources Committee
- ▣ Rural Affairs and Environment Committee

Arizona Governor's Office

- ▣ Military and Public Safety Policy Advisor
- ▣ Energy and Environment Policy Advisor
- ▣ Local Governments Policy Advisor
- ▣ Indian Affairs Policy Advisor

Utilities

- ▣ Arizona Public Service
- ▣ Tucson Electric Power
- ▣ Salt River Project
- ▣ Cooperatives

Non-Government Organizations

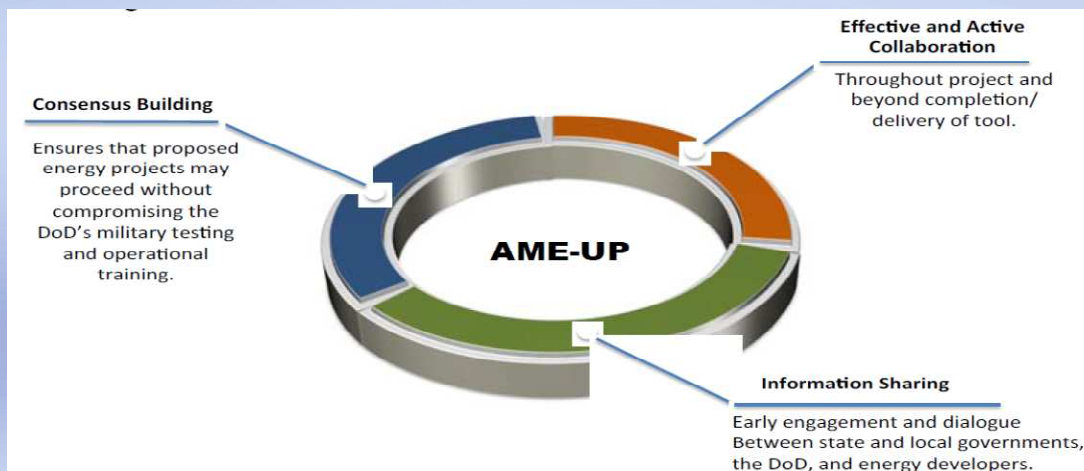
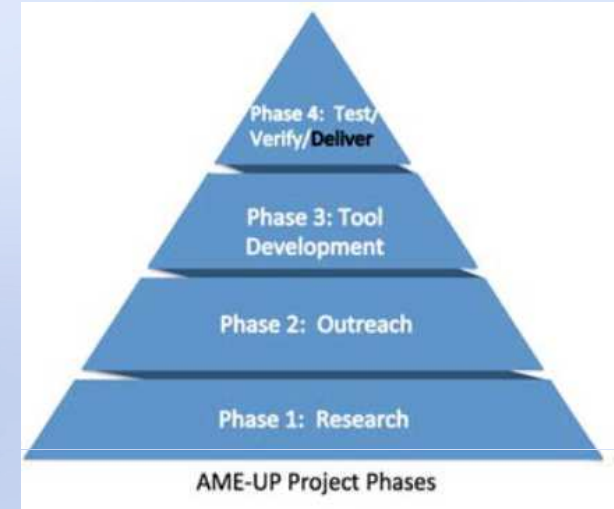
- ▣ Four Corners Wind Resource Center
- ▣ Tribal Solar Working Group
- ▣ Arizona Aerospace and Defense Alliance
- ▣ Arizona Solar Energy Industries Association

AME-UP



Outcomes

- The Arizona Military & Energy Land Use Plan (AME-UP) best practices plan for assessment of existing and planned energy projects.
- Online Interactive Web-mapping Tool: to be used by city and community planners, military personnel, renewable energy developers



Benefits

- Effective Collaboration
- Consensus Building
- Information Sharing

Questions & Comments

RESOLUTION # 2016-24

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY
OF SURPRISE, ARIZONA APPROVING AN
INTERGOVERNMENTAL AGREEMENT WITH ARIZONA STATE
UNIVERSITY FOR RESEARCH REGARDING RENEWABLE
ENERGY PROJECTS.**

WHEREAS, pursuant to Arizona Revised Statute §11-951, *et seq.*, the City of Surprise has the authority to enter into intergovernmental agreement with other governmental entities for the purposes set forth within; and

WHEREAS, the parties desire to enter into an intergovernmental agreement in order to facilitate the research of renewable energy and their relationship to military bases.

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

Section 1. The Intergovernmental Agreement between the City of Surprise and Arizona State University, attached as Exhibit A, is approved.

Section 2. The Mayor is authorized to sign the Intergovernmental Agreement.

APPROVED AND ADOPTED this ____ day of _____, 2016.

Sharon R. Wolcott, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney

EXHIBIT A

INTERGOVERNMENTAL AGREEMENT BETWEEN
THE CITY OF SURPRISE AND ARIZONA STATE UNIVERSITY

INTERGOVERNMENTAL AGREEMENT

BETWEEN

ARIZONA BOARD OF REGENTS ON BEHALF OF ARIZONA STATE UNIVERSITY

AND

CITY OF SURPRISE

FOR THE ARIZONA MILITARY AND ENERGY LAND USE PLAN

This **AGREEMENT** ("Agreement") is entered into this _____ day of _____, _____, by and between the **ARIZONA BOARD OF REGENTS ON BEHALF OF ARIZONA STATE UNIVERSITY** ("ASU") and the City of Surprise ("Agency").

WHEREAS, the Parties are authorized to enter into this Agreement with one another pursuant to Arizona Revised Statutes ("A.R.S"). § 11-952 and 15-342(13), inter alia; and.

WHEREAS, The Arizona Board of Regents (ABOR) is authorized to enter into agreements by the Arizona legislature (A.R.S. § 15-1625.B).

WHEREAS, Agency desires to obtain grant funding from the Department of Defense Office of Economic Adjustment for research to be performed by ASU, as described in the scope of work attached hereto and incorporated herein as Exhibit A (the "Project"), and ASU desires to conduct such research, the Project contemplated by this Agreement is of mutual interest to Sponsor and ASU and furthers the educational, scholarship and research objectives of ASU as a nonprofit, tax-exempt, educational institution;

NOW, THEREFORE, in consideration of the premises and mutual promises and undertakings herein contained, and for other good and valuable consideration, the parties agree as follows:

1. Effective Date. This Agreement will be effective as of the date of the last signature below.
2. Term. The term of this Agreement shall be for twenty (20) months from the effective date of this Agreement.
3. Scope of Work. ASU will use reasonable efforts to perform the services and deliver any reports or other items specified in Exhibit A.
4. Principal Investigator. ASU will provide Kristin Mayes, Director, Julie Ann Wrigley Global Institute of Sustainability as Principal Investigator ("PI") for work contemplated and performed under this Agreement.
5. Termination. Either party may terminate this Agreement at any time without cause by giving the other party thirty (30) days written notice prior to the date of termination.

6. Notices. All notices shall be mailed or delivered to the party to receive such notice to the following address.

a. If intended for Agency to:

City of Surprise
Attn: City Attorney's Office
16000 N Civic Center Plaza
Surprise, AZ 85374

Copy to:
Attn: Eric Fitzer
Title: Community Development Director
Phone: (623) 222-3020

b. If intended for ASU, to:

Office for Research & Sponsored Projects Administration
Arizona State University
P.O. Box 876011
Tempe, Arizona 85287-6011
e-mail: asu.awards@asu.edu
Phone: (480) 965-1427
Fax: (480) 965-2455

Copy to:
Attn: Kris Mayes
Title: Principal Investigator
email address: Kris.Mayes@asu.edu

7. Interpretation and Amendments. This Agreement contains the entire agreement between the parties hereto. This Agreement shall not be amended or modified in any manner, except by an instrument in writing signed by the parties hereto.

8. Headings. Headings are for convenience only and are not to be construed as part of this Agreement.

9. Invalidity of a Term. The parties agree that in the event any term, covenant or conditions herein contained should be held to be invalid or void, the invalidity of any such term, covenant or condition shall in no way affect any other term, covenant or condition of this Agreement.

10. Dispute. In the event of any dispute between the parties under this Agreement, the parties agree that they shall submit the dispute to arbitration pursuant to A.R.S. §§ 12-133(D) and 12-1518.

11. Conflict of Interest. The parties acknowledge that this Agreement is subject to

cancellation by the Governor of Arizona pursuant to A.R.S. § 38-511, the provisions of which are incorporated herein.

12. Prohibition Against Discrimination. In the event that it applies, the parties agree to comply with the Arizona Governor's Executive Order No. 2009-09.

13. Governing Law and Venue. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona. The exclusive venue for any litigation, arbitration, administrative hearing or the like concerning this Agreement or any matter arising therefrom shall be in Maricopa County, State of Arizona.

14. Unavailability of Funding. Every payment or financial obligation of the parties under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by any party at the end of the period for which funds are available. No liability shall accrue to any party in the event this provision is exercised, and neither the Agency nor ASU shall be obligated or liable for any future payments nor for any damages as a result of termination under this paragraph.

15. E-verify. To the extent applicable under A.R.S. § 41-4401, each party and its respective subcontractors warrant compliance with all federal immigration laws and regulations that relate to its employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). Each party has the right to inspect the papers of the other party or its subcontractors participating in this Agreement and may result in the termination of the Agreement by a non-breaching party under terms of this Agreement.

IN WITNESS WHEREOF, the parties hereto agree to carry out the terms of this Agreement and have executed this Agreement the day, month and year first written above.

ARIZONA BOARD OF REGENTS

CITY OF SURPRISE:

Signature: _____

Name: _____

Name: _____
Associate Director Research Administration

Sharon Wolcott, Mayor

ATTEST: _____
Sherry Aguilar, City Clerk

APPROVED this _____ day of _____, ____.

This Intergovernmental Agreement has been reviewed by the undersigned attorney for the Agency who has determined that it is in appropriate form and within the powers and authority granted by law to the Agency designed herein.

BY: _____
Robert Wingo, City Attorney

This Intergovernmental Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned, who has determined that it is in the proper form and is within the powers granted under the laws of the State of Arizona to those Parties to the Agreement represented by the Legal Counsel for Arizona State University.

Dated this ____ day of _____, ____.

BY: _____
Office of General Counsel for
Arizona State University



CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

[Back](#) [Print](#)

Council Meeting Date:	March 15, 2016	Contact Person:	Mike Gent, Public Works Director
Submitting Department:	Public Works	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action pertaining to amendment of the Surprise Municipal Code Chapter 42, Sections 3 through 6 and 11 associated with assessments for infrastructure improvements in advance of development; Ordinance # 2016-06.

Motion:

I move to approve Ordinance # 2016-06.

Background:

Currently Arizona Revised Statutes Title 9, specifically A.R.S. 9-243 allow cities to assess properties for improvements made in advance of development and allows a 10 year period for the assessments as mandated by the statute. While A.R.S. 9-243 is arguable to be self-executing such that a City Code provision is not necessary, a better approach is to codify the statute into the Code to clarify the process and timelines for the assessments.

Ordinance #2016-06 codifies A.R.S. 9-243 into the City code and describes the processes for notices and assessment limitations.

Objective Analysis:

By establishing the assessment process in City code it accurately reflects the City's position to be committed to protect the City's interest while advancing infrastructure improvements.

The negative impact associated with this item is that development could potentially wait out the assessment limitations identified in the code thereby avoiding costs for the fair share of infrastructure improvements associated with their property.

Policy Compliant:

The City Council Strategic plan describes a mission of developing a high standard of community life through shared vision, superior service, and sustainable practices. This item is consistent with both normal city practice and Council policies and objectives.

Financial Impact:

City funds expended in advance of development would be recoverable based on Ordinance #2016-06 City code revisions.

Budget Impact:

All planned public improvements associated with this item would be programmed as part of the City's capital improvement budget plan and assessments would be called out as part of project descriptions.

FTE Impact:

There is no FTE impact associated with the item.

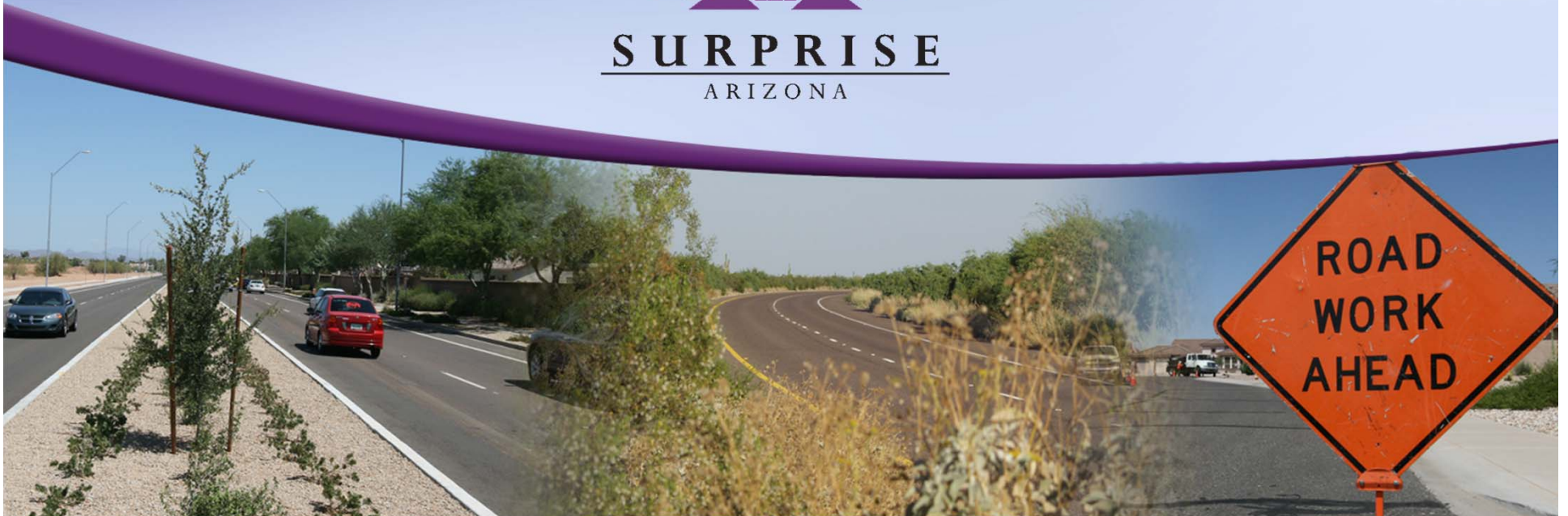
ATTACHMENTS:

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- ☐ [Presentation](#)
 - ☐ [Ordinance #2016-06](#)
-

Assessment of Liens

City Council
March 15, 2016



Assessment of Liens



Arizona Revised Statute 9-243 authorizes municipal governments to:

- Require property owners to construct improvements such as streets within and adjacent to their property at the time of development; or
- If the Council determines that such improvements are necessary prior to the development of the property, construct such improvements at city expense with those costs being assessed against the property.

Assessment of Liens



Ordinance 2016-06 will:

- Codify A.R.S. 9-243 in Surprise Municipal Code
- Describe process City will follow pertaining to assessment of liens for City constructed improvements prior to development
- Ensure consistency, due process, and compliance with state law
- Increase transparency, providing greater notice to land owners / developers regarding the City's expectations of the development / pre-development of their property

Questions or Comments?



ORDINANCE 2016-06

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, AMENDING SURPRISE MUNICIPAL CODE SECTIONS 42-3 THROUGH 42-6 AND 42-11, BY CODIFYING THE AUTHORITY GRANTED BY A.R.S 9-243 PERTAINING TO ASSESSMENT OF LIENS FOR CITY CONSTRUCTED IMPROVEMENTS PRIOR TO DEVELOPMENT AND PROVIDING PROCEDURES FOR EXERCISING THAT AUTHORITY; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE AND REPEALING CONFLICTING ORDINANCES.

WHEREAS, Arizona Revised Statute §9-243 provides authority for the City to adopt ordinances requiring property owners to improve adjacent sidewalks and streets at the time of development;

WHEREAS, it further authorizes City Council to determine when improvements are necessary prior to development, order construction, and assess the expense against the adjacent property;

WHEREAS, that statute provides only parameters of the authority granted but is silent as to the process to be utilized when exercising the authority;

WHEREAS, similarly Chapter 42 of the Surprise Municipal Code currently does not specifically enumerate what procedure must be utilized; and

WHEREAS, to ensure consistency, due process, and compliance with state law, the best practice is to codify A.R.S. 9-243 and a procedure for implementing the authority thereunder into City Code.

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

Section 1. Chapter 42, Streets, Sidewalks and Other Public Places, Article I, In General, Sections 42-3, 42-4, 42-5, 42-6, and 42-11 are hereby amended as set forth in Attachment A, which is incorporated by reference.

Section 2. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 3. This ordinance shall be effective at the time and in the manner prescribed by law.

Section 4. All ordinances or parts of ordinances in conflict with the provisions of this ordinance or any part of the code adopted herein by reference are hereby repealed.

PASSED AND ADOPTED this _____ day of _____, 2016.

Sharon R. Wolcott, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney

ATTACHMENT A

Deleted text appears in ~~strikethrough~~. Added text appears in **bold**.

Sec. 42-3. - Public improvement repayments **and assessments**—Definitions.

The following words, terms and phrases, when used in sections 42-3 through 42-10, shall have the meanings set forth below, unless the context clearly indicates a different meaning:

(a) **Assessment means the amount of the lien that may be fixed, levied, and assessed by the city, pursuant to A.R.S. § 9-243 and this Chapter, against real property abutting streets and sidewalks constructed by the city, where the owner or its predecessors in interest did not construct or pay for any of the costs of construction.**

(ab) *Benefited party* means the person or entity creating a demand for or otherwise utilizing special public improvements resulting in a special benefit for which the benefited party has not specifically contributed to the costs in providing such special public improvements.

(ec) *City* means City of Surprise, Arizona.

(ed) *Costs* means the actual cost of:

- (1) Right-of-way or easement acquisition;
- (2) Construction of the special public improvements as determined by the construction contract price or by the actual costs, such construction to include, but shall not be limited to construction and installation of water lines, reclaim water lines, sewer lines, storm sewer lines and systems, asphaltic and concrete paving, curb, gutter and sidewalks, street lights, traffic signals and public landscaping.
- (3) Inspection, testing and permit fees;
- (4) Engineering and design fees required for preparation of plans and specifications;
- (5) Administrative charges paid to the city by the developer or owner;
- (6) Incidental fees, expenses and charges, including but not limited to capitalized interest required to complete the improvements.
- (7) Federal fund rate plus three percent.

(de) *Development agreement* means an agreement between one or more parties and the city pursuant to § 9-500.05, Arizona Revised Statutes.

(ef) *General public benefit* means that portion of the expense of the special public improvement that is for general public benefit and does not specially benefit the property subject to reimbursement **or assessment** for special public improvements.

(fg) *Reimbursement amount* means the charge which must be paid to the city **pursuant to a repayment agreement** and imposed upon the owner or developer of property which has or will receive the benefit of special public improvements benefiting their property.

(gh) *Special benefit* means a benefit to a specific parcel of real property from a special public improvement based on: **(1) a calculation of apportioned traffic volume generated as the result of the special public improvement; volume generated as the result of the special public improvement;** **(2) the cost apportioned per frontage foot of the special public improvement; or (3) the cost apportioned per acre of all properties that receive a special benefit from** of the special public improvement; **or (4) the cost apportioned based on the assessed valuation of all properties that receive a special benefit from the special public improvement.**

(hi) *Special public improvements* mean any publicly dedicated rights-of-way, any street, **sidewalks**, drainage, water or sewer improvements or facilities or any other improvements financed by bonds, general funds, water utility funds, sewer utility funds, private funds **and that** are completed after the effective date of this ordinance.

(Ord. No. 08-15, § 1, 3-13-08; Ord. No. 09-19, § 1, 4-23-09)

State Law references— A.R.S. § 9-243 and A.R.S. § 9-500.05.

Sec. 42-4. - Same—Policy.

Sections 42-3 through 42-10 intend to provide for the **completion and** extension of special public improvements **within developed areas and** into undeveloped areas of the city by encouraging the **completion or** extension of such improvements and providing for the reimbursement of the costs of such improvements other than those costs which are for general public benefit by the owners of parcels which specifically benefit from such improvements and which are not subject to any other special assessments or special charges for the benefit which they receive from the special public improvement.

(Ord. No. 08-15, § 1, 3-13-08; Ord. No. 09-19, § 1, 4-23-09)

Sec. 42-5. - Same—Construction of special public improvements.

Prior to a permit being issued for construction of special public improvements **by a property owner** for which repayment of a reimbursement amount is being requested, the following requirements shall be met:

- (a) A diagram describing all property which will be benefited by any special public improvements to be installed shall be provided to the city engineer or designee.
- (b) The field engineering, plans and specifications required for the special public improvement may be prepared by the owner or the city. If prepared by the owner, they must be approved by the city engineer or designee prior to construction. The

engineering costs for preparation of plans and staking of the special public improvements only, which are incurred by the person, may be included as determined by the city engineer or his designee in the agreed construction costs as provided in this section.

- (c) For any special public improvements which are constructed, the owner shall furnish and install to city specifications all facilities within the boundary of the designated area of the development.
- (d) Detailed plans and specifications for special public improvements which are extensions to existing public facilities must be approved by the city engineer prior to construction. The costs for the preparation of plans and specifications, diagrams and other information required by the owner to comply with sections 42-3 through 42-10 shall be assumed by the owner.
- (e) The project shall be bid in accordance with the provisions pertaining to public works projects contained in Title 34, Arizona Revised Statutes and city code. The construction costs shall be determined prior to the commencement of construction and shall be approved by the city. In the event that the agreed upon construction costs increase, the repayment agreement may be amended upon approval of the additional construction costs by the city.
- (f) The city will perform the inspection during construction and shall charge the owner for the inspection of the special public improvements. The costs of such inspections may be included in any repayment agreement.
- (g) The ownership of all special public improvements upon inspection and acceptance as meeting city standards shall be vested in the city.

(Ord. No. 08-15, § 1, 3-13-08; Ord. No. 09-19, § 1, 4-23-09)

State Law reference— A.R.S. § 34-201-2.

Sec. 42-6. - Same—Authorization of repayment agreements.

- (a) Upon development of any property within **the city** or outside of the city limits **that may be subsequently annexed into the city** for which a special public improvements project will be constructed, the developer or owner paying the cost of the special public improvements may request the city manager or his designee on behalf of the city to enter into a reimbursement agreement to collect reimbursement amounts from the developers and owners of parcels specially benefited by the project located within **the city** or outside the city **limits that may be subsequently annexed into the city**.
- (b) Upon construction of special public improvements the cost of which were financed by bonds issued by the city, including improvement or assessment bonds, the city may impose upon and collect reimbursement amounts pursuant to the terms of section 42-8.

- (c) The city manager shall be authorized to enter into repayment agreements under this chapter. Such agreements shall be recorded in the Office of the Maricopa County Recorder.

(Ord. No. 08-15, § 1, 3-13-08; Ord. No. 09-19, § 1, 4-23-09)

Sec. 42-11. – Same -- Assessments for streets and sidewalks constructed by the city.

- (a) In accordance with A.R.S. § 9-243, as amended, the city council may pass an ordinance providing for the construction of streets and sidewalks. The ordinance shall briefly describe and state the location of the streets and sidewalks to be constructed. The ordinance shall order and direct that the construction of the streets and sidewalks shall be made by the owners of the abutting property and also that, in the event of the failure of the abutting property owners to construct such streets and sidewalks, the city shall do the work and the expense shall be charged to the abutting property owners.
- (b) The ordinance shall state that the public health, safety, welfare and convenience requires construction of the streets and/or sidewalks prior to the development of abutting properties, and direct the city engineer or designee to prepare a map establishing the boundaries of the area showing the width and location of the proposed streets and sidewalks to be filed in the office of the city clerk. The map shall contain:
 - (1) A description of the streets and sidewalks to be constructed.
 - (2) A general description of the estimated total cost and cost per frontage foot of the proposed street and sidewalk improvements.
 - (3) A list of all parcels (including parcel numbers) depicted on the map.
 - (4) A determination of that portion of the estimated total cost of the public improvement which is for general public benefit and that portion which would specially benefit the listed properties.
- (c) The map (inclusive of parcel numbers) shall be recorded with the Maricopa County Recorder concurrently with the owners of the real property within the subject area receiving written notice of the proposed assessments.
- (d) The city engineer or designee shall apportion the estimated total construction costs to be assessed against each listed property based on the linear foot frontages of the streets and sidewalks.
- (e) Within fourteen (14) business days of the filing of the map in the office of the city clerk, the city shall provide each owner of the parcels listed and shown on

the map a written notice accompanied by a copy of the map setting forth the following:

- (1) A statement that the property owner shall obtain a civil construction permit from the city for construction of the streets and sidewalks within sixty (60) days from the date of the notice.**
 - (2) A statement that if the property owner does not obtain a construction permit within sixty (60) days from the date of the notice, the city will proceed to make the improvements and the apportioned cost of constructing the street and sidewalk improvements abutting the property shall become a lien upon the property.**
 - (3) A statement of the apportioned cost of constructing the street and sidewalk improvements for the abutting property and how the amount was determined.**
- (f) It shall be the duty of the owner of any lot or parcel abutting upon any proposed street and sidewalk to proceed to construct such streets and sidewalks as provided by the terms of the ordinance of the city council. If the owner fails to comply with the ordinance and the notice provided in the preceding section, the city shall have the right to construct the streets and sidewalks and assess the costs and expenses thereof to the abutting property owner.**
- (g) No special public improvements constructed pursuant to this Chapter shall be subject to both reimbursement agreements under this Chapter and assessments imposed pursuant to this Chapter.**
- (h) Any assessment under this Chapter shall abate if the property has not been developed within ten (10) years of the assessment.**



CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

[Back](#) [Print](#)

Council Meeting Date:	March 15, 2016	Contact Person:	Mike Gent: Public Works Director
Submitting Department:	Public Works	District:	5
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action pertaining to an amendment of the FY2016 budget by reallocating appropriations and a transfer of actual funds to establish a capital project for infrastructure design for the Northwest corner of Greenway Road and South Civic Center Drive; Resolution # 2016-39.

Motion:

I move to approve Resolution # 2016-39.

Background:

Mayor and Council approved a tentative settlement agreement with Surprise Center Development Company, and has obtained the rights to a 20 acre parcel of land located on the Northwest corner of Greenway Road and South Civic Center Drive.

The City wishes to proceed with an offsite infrastructure design and drainage master plan in order to attract partners either of the educational or government nature to further spur economic development.

Objective Analysis:

By advancing the design of offsite infrastructure associated with this parcel the City has an opportunity to infuse Government and Educational development around Surprise Civic Center.

Delaying this preliminary design will only add pressure on the City to meet the requirements of the agreement.

Policy Compliant:

This action item addresses three Council Strategic Goals:

- 1) Create a robust business environment that attracts employment, wealth, capital investment, and enhanced opportunities for investors and residents.
- 2) Enhance community lifestyle for the current and the future residents of Surprise.

3) Strive to develop world class education in Surprise by seeking and enhancing educational opportunities that support initiatives, programs, projects, and lifelong learning opportunities throughout the community.

Financial Impact:

A total of \$100,000 is needed for the design associated with the on-site infrastructure improvements for the Northwest corner of Greenway and South Civic Center Drive. This request will utilize available savings from the General Fund, Economic Development and Engineering operations, and savings within the Water and Wastewater Operations Funds for the design and master plan of the Northwest corner of Greenway and South Civic Center Drive. The total project budget for design is \$100,000.

Budget Impact:

This project was not approved as a part of the FY2016 budget. This request will reallocate appropriations of \$64,000 from General Fund to the General Capital Fund, \$20,000 within the Water Operations Fund, and \$16,000 within the Sewer Operations Fund to establish a new capital project for the design and master plan of the Northwest corner of Greenway and South Civic Center Drive.

An actual transfer of funds of \$64,000 from the General Fund to the General Capital Fund is necessary to support the reallocation of appropriations.

FTE Impact:

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

ATTACHMENTS:

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☐ [Resolution 2016-39](#)

RESOLUTION # 2016-39

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, AMENDING THE FISCAL YEAR 2016 BUDGET BY REALLOCATING APPROPRIATIONS OF \$64,000 FROM THE GENERAL FUND TO THE GENERAL CAPITAL FUND, \$20,000 WITHIN THE WATER OPERATIONS FUND, \$16,000 WITHIN THE SEWER OPERATIONS FUND AND A TRANSFER OF ACTUAL FUNDS OF \$64,000 (FROM THE GENERAL FUND TO THE GENERAL CAPITAL FUND) TO ESTABLISH A NEW PROJECT FOR DESIGN SERVICES ASSOCIATED WITH THE NW CORNER OF GREENWAY AND SOUTH CIVIC CENTER DRIVE.

WHEREAS, The City has agreed to terms with Surprise Center Development Company regarding a 20 acre parcel of land located on the NW corner of Greenway and South Civic Center Drive;

WHEREAS, The City wishes to proceed immediately with the design and master plan the onsite infrastructure associated with the site;

WHEREAS, The City has identified operational and one-times monies for design;

WHEREAS, the FY2016 budget was adopted by Council Resolution #2015-53 on June 2, 2015;

WHEREAS, this action will necessitate a budget amendment; and

WHEREAS, 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's Chief Financial Officer is authorized to make the fund source budget adjustments described and estimated in Exhibit "A".

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, 2015 through June 30, 2016.

SIGNATURES ON THE FOLLOWING PAGE

APPROVED AND ADOPTED this ____ day of _____, 2016.

Sharon R. Wolcott, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney

RESOLUTION # 2016-39
Exhibit A

The FY2016 Annual Budget is amended by reallocating appropriations among lawfully available appropriations to ensure the continued operations of the City of Surprise in the payment of necessary expenditures. These allocations do not represent an actual transfer of funds, but only a transfer of spending authority. Additionally, these reallocations do not increase or decrease the total budget.

Fund, Department, Expenditure, Project	Current Appropriation	Increase (Decrease)	Amended Appropriation
General Fund, Engineering, Services	\$ 104,900	\$ (22,000)	\$ 82,900
General Fund, Economic Development, Services	710,000	(42,000)	668,000
Sewer Operations, Sewer, Services	4,161,900	(16,000)	4,145,900
Water Operations, Water, Services	3,983,300	(20,000)	3,963,300
General Capital Fund, Engineering, New Project	0	64,000	64,000
Sewer Operations, Engineering, New Project	0	16,000	16,000
Water Operations, Engineering, New Project	0	20,000	20,000
	\$ 8,960,100	\$ -	\$ 8,960,100

The allocations below represent an actual transfer of funds from the General Fund to the General Capital Fund. This transfer of funds is necessary to support the increase in General Capital Fund appropriations listed above.

Fund, Department	Current Transfer Amount	Increase (Decrease)	Amended Transfer Amount
General Fund, General Operations, Transfer Out	\$ 10,647,000	\$ 64,000	\$ 10,711,000
General Capital Fund, General Operations, Transfer In	(7,774,200)	(64,000)	(7,838,200)
	\$ 2,872,800	\$ -	\$ 2,872,800

The fund changes are as follows:

- This amendment reallocates appropriations of \$64,000 from the General Fund to the General Capital Fund, \$20,000 within the Water Operations Fund, and \$16,000 within the Sewer Operations Fund to a new project for design and master plan of the Northwest corner of Greenway and South Civic Center Drive without exceeding the approved total annual budget for FY2016.
- The amendment also reallocates actual funds of \$64,000 from the General Fund to the General Capital Fund to support the reallocation of appropriations.



CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

Back Print

Council Meeting Date:	March 15, 2016	Contact Person:	Robert Wingo, City Attorney
Submitting Department:	Attorney's Office	District:	1
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action amending Surprise Municipal Code Sections 105-104 and 105-106 pertaining to Nuisance Property and crime free addendum by repealing same; Ordinance # 2016-07.

Motion:

I move to approve Ordinance # 2016-07.

Background:

In 2015 the ACLU filed a lawsuit against the City of Surprise on behalf of Nancy Markham. The lawsuit alleged, among other things, that Surprise Municipal Code Sections 105-104 and 105-106 are unconstitutional because they have a chilling effect on an individuals right of free speech under the 1st Amendment.

While the City's position is that these two Sections are facially constitutional and have always been applied and enforced in a constitutional manner, upon review, the legal department and police department both agree that there are existing Arizona state statutes which may be utilized by the City which provide an effective and viable mechanism to deal with "nuisance properties."

A settlement conference occurred in the pending litigation and a settlement was tentatively reached in which the City would repeal these two Sections subject to City Council Approval.

Objective Analysis:

By removing these two Sections and relying solely on Arizona State law to take action against "nuisance property," the City limits its liability because it removes the opportunity for a challenge of the constitutionality of its code. It would also settle the Markham lawsuit and bring a closure to that matter. The ability of the City to address issues with nuisance properties will remain intact due to state law provisions.

Policy Compliant:

This action is consistent with City Policy and reduces risk. By relying on Arizona State law for future enforcement against nuisance properties, the City Attorney's office and the Police Department will by

necessity need to work closely together and coordinate enforcement actions.

Financial Impact:

This will have no financial impact other than reducing risk (and therefore cost) of future challenges to these two City Code provisions. It will also end the Markham litigation which will be beneficial and limit financial exposure.

Budget Impact:

N/A.

FTE Impact:

N/A.

ATTACHMENTS:

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☐ [Ordinance # 2016-07](#)

ORDINANCE 2016-07

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, REPEALING CHAPTER 105, ARTICLE III, SECTIONS 105-104 RELATING TO NUISANCE PROPERTIES, AND 105-106 LEASE ADDENDUMS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, in June 2010 the City Council adopted amendments to the Surprise Municipal Code intended to enhance its ability to deal with issues relating to rental properties located within the City;

WHEREAS, the constitutionality of Surprise Municipal Code Sections 105-104 and 106 has been challenged in the lawsuit entitled Markham v City of Surprise filed in the Arizona District Federal Court;

WHEREAS, the City has alternative mechanisms available in state law upon which to rely to resolve issues that were addressed by Sections 105-104 and 106, to wit A.R.S. § 12-990 *et seq.*; and

WHEREAS, utilization of state law is preferable because it alleviates certain challenges to city code and requires involvement by the City Attorney's Office, which will further coordination between the Police Department and the City Attorney's Office in future enforcements.

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

Section 1. Surprise Municipal Code Chapter 105, Article III, Section 105-104 is hereby repealed. Section 105-104 is readopted and amended to read as follows:

Sec. 105-104.-Reserved.

Section 2. Surprise Municipal Code Chapter 105, Article III, Section 105-106 is hereby repealed. Section 105-106 is readopted and amended to read as follows:

Sec. 105-106.-Reserved.

Section 3. This Ordinance shall be effective at the time and in the manner prescribed by law.

[SIGNATURES ON THE NEXT PAGE]

PASSED AND ADOPTED this _____ day of _____, 2016.

Sharon R. Wolcott, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Robert Wingo, City Attorney



CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

[Back](#) [Print](#)

Council Meeting Date: March 15, 2016

Contact Person: Robert Wingo, City Attorney

Submitting Department:

District: Citywide

Staff Recommendations: None

Consent

Regular

Public Hearing

Report/Discussion

Agenda Wording:

Discussion and possible action pertaining to approval of a settlement in Edwards v City of Surprise.

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

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CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

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Council Meeting Date:	March 15, 2016	Contact Person:	Robert Wingo, City Attorney
Submitting Department:	Attorney's Office	District:	1
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action to enter into executive session for discussion and consultation for legal advice with the City Attorney pertaining to the Cactus Road alignment Right of way pursuant to A.R.S. 38-431.03(A)(3).

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

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CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

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Council Meeting Date:	March 15, 2016	Contact Person:	Robert Wingo, City Attorney
Submitting Department:	Attorney's Office	District:	1
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action to enter into executive session for discussion and consultation for legal advice with the City Attorney pertaining to Markham v. City of Surprise, et al. pursuant to A.R.S. 38-431.03(A)(3).

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

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CITY OF SURPRISE
Regular City Council Meeting

March 15, 2016 @ 6:00:00 PM

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Council Meeting Date:	March 15, 2016	Contact Person:	Robert Wingo, City Attorney
Submitting Department:		District:	Internal
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Discussion and action to enter executive session for discussion, consultation, and legal advice from the City Attorney pertaining to Edwards v. City of Surprise pursuant to Arizona Revised Statutes 38-431.03 (A)(3).

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

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