



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

Tuesday, October 4, 2016 @ 5:00 PM
COUNCIL CHAMBERS

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- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. 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.

E. Regular City Council Work Session Agenda:

Regular Agenda Item - Non-Public Hearing:

- | | | |
|----------------------|--|---|
| 1. District Citywide | Presentation and discussion pertaining to the City of Surprise transitioning public utility billing from a third party to in-house administration. | None
Lindsey
Duncan,
Finance
Director |
|----------------------|--|---|

F. Executive Session:

For information Purposes; Upon a public majority vote of a quorum of the City Council, the Council may hold an executive session, which will not be open to the public, but for only the following purposes:

- discussion or consideration of personnel matters (A.R.S. §38-431.03 (A)(1));
- discussion or consideration of records exempt by law from public inspection (A.R.S. §38-401.03 (A)(2));
- discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03 (A)(3));
- discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid or resolve litigation (A.R.S. §38-431.03 (a)(4));
- discussion or consultation with designated representatives of the city in order to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03 (A)(5)); or
- discussion, consultation or consideration for international and interstate negotiations or for negotiations by a city or town, or its designated representatives, with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city or town. A.R.S. §38-401.03 (A)(6)).
- discussing or consulting with designated representatives of the city in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03 (A)(7)).

Confidentiality Requirements Pursuant to A.R.S. §38-431.03(C)(D): Any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney by agreement of the City Council, or as otherwise ordered by a court of competent jurisdiction.

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

G. 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 Work Session

October 4, 2016 @ 5:00:00 PM

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Council Meeting Date:	October 4, 2016	Contact Person:	Lindsey Duncan, Finance Director
Submitting Department:	Finance	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Presentation and discussion pertaining to the City of Surprise transitioning public utility billing from a third party to in-house administration.

Motion:

None; discussion only.

Background:

On March 1, 2016 Council directed staff to include appropriations for continuation of the American Water Operations and Maintenance Inc. contract only through the period necessary to implement in-house public utilities billing. It was determined the City would continue the contract through October 31, 2016 and would commence in-house administration on November 1, 2016. The presentation today is to provide an update on the progress of that transition.

Objective Analysis:

Policy Compliant:

Financial Impact:

The estimated cost of transition to bring the public utility billing administration in-house is equivalent to the current cost paid to the third party and is projected to be \$1.8M for FY2017.

Budget Impact:

All costs associated with this item have been included as a part of the FY2017 budget. After the initial costs related to the transition, there will be no net impact to the ongoing operating budget due to the third party administration costs being equivalent to the projected in-house administration.

FTE Impact:

A total of 15 FTEs were added to the budget since Council directed staff to transition utility billing activities in house. Of the 15 new FTEs, 14 were added to the Finance Department and 1 FTE was added to the Information Technology (IT) Department to provide IT related support of utility billing activities.

The Utility Billing Division will consist of 21 FTEs which includes one FTE realigned under the Finance Department via Resolution # 2016-102 and six FTEs which will be realigned under the Finance Department with the approval of Resolution # 2016-122 on October 4, 2016.

ATTACHMENTS:

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No Attachments Available
