



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

Tuesday, March 1, 2016 @ 4:00 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

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



CITY OF SURPRISE
Regular City Council Work Session

March 1, 2016 @ 4:00:00 PM

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Council Meeting Date:	March 1, 2016	Contact Person:	Eric Fitzer, Community Development
Submitting Department:	CD	District:	Citywide
Staff Recommendations:	No Action		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

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.

Motion:

No Action; discussion only.

Background:

The City Council enacted a Temporary Sign Policy in 2009 and extended the Policy in 2013.

Objective Analysis:

Positive impacts

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

ATTACHMENTS:

Click to download

- ☐ [1 - Temporary Sign Policy - Bell Grand - V3](#)
 - ☐ [2 - Temporary Sign Policy - City Wide - V3](#)
 - ☐ [3 - Temporary Sign Policy - Presentation](#)
-

Temporary Signage Policy – Bell/Grand

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 additional temporary signage.

Beginning April 1st, 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 (33' from curb intersection).
- 12 square feet sign area.
- 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 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 lease frontage.

Sign Walker

- A city permit is required.
- Sign walker must declare whether they plan to walk on public or private property.
- Sign walker on public property must provide a copy of their liability insurance which lists the City of Surprise as an additional insured and liability coverage must be for a minimum of \$5 million prior to permit approval.
- 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 not effected by the construction. 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"*
- *Background Sign Color – White*
- *Letter size - 4 inch minimum*
- *Letter Color – Black*
- *Logo Allowed – Yes*
- *Placement - Placement should not conflicting with existing traffic control or pedestrian access. The location must be approved by the City.*

Temporary Signage Policy – City Wide

Policy:

The Surprise Mayor and Council have adopted a resolution that will allow businesses impacted by the recession to promote their business with additional temporary signage.

Beginning _____, businesses shall be allowed to display a 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:

- 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.

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.
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- Sign walker must declare whether they plan to walk on public or private property.
- Sign walker on public property must provide a copy of their liability insurance which lists the City of Surprise as an additional insured and liability coverage must be for a minimum of \$5 million prior to permit approval.
- Sign walker is not allowed within 30 feet of any street or driveway intersection.

- 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.

DRAFT



CITY OF SURPRISE
Regular City Council Work Session

March 1, 2016 @ 4:00:00 PM

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Council Meeting Date:	March 1, 2016	Contact Person:	Terry Lowe, Director, Water Resource Management
Submitting Department:	Water Resource	District:	Citywide
Staff Recommendations:	No Action		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

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.

Motion:

N/A; discussion only.

Background:

In September 2015, staff provided Council with an update on the development of the Stormwater Utility. The rate structure, fee structure, and credit program were discussed. Staff received direction to provide opportunities for residents to become educated on stormwater and the development of Surprise's proposed utility. Tonight's presentation is intended to seek the final input from Council prior to the Utility/Rate adoption process.

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:

Click to download

- ☐ [Final FCS Stormwater Utility Formation](#)
 - ☐ [Stormwater Update Presentation](#)
-

City of Surprise



STORMWATER UTILITY FORMATION

February 2016

FCS GROUP

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SECTION I: INTRODUCTION

This section describes the context and project scope upon which the body of this report is based.

A. BACKGROUND

In July, 2014, the City of Surprise (City) contracted with Financial Consulting Solutions Group, Inc. (FCS GROUP) to perform a stormwater utility formation and rate study that would include structuring a stormwater rate to equitably recover the costs of stormwater management within the parameters of the Arizona Constitution and Arizona Revised Statutes. The City's stormwater functions are currently funded by the Streets Division (sweeping) and the Wastewater Division (maintenance, etc.).

B. SCOPE OF SERVICES

With this study, the City wished to implement a stormwater utility and supporting rate to provide the funding necessary to allow stormwater functions to be independent and fully funded. The study was performed using the following general approach:

- ◆ **Policy Framework for Charges.** In this step, we worked with City staff to identify, analyze, and agree on key policy issues.
- ◆ **Customer Base Calculation.** In this step, we worked with City staff to create customer base estimates for the utility. Additional information on the calculation is included as **Appendix A** to this report.
- ◆ **Technical Analysis.** In this step, we worked with City staff to perform a detailed financial analysis with projected costs, utility revenue requirements, and resulting rates. The technical analysis is included as **Appendices B and C** to this report.
- ◆ **Documentation and Presentation.** In these tasks, we wrote this report describing the recommended charge structure and charges, and presented results to the City Council and the general public.

APPENDIX A: CUSTOMER DATA WORK PLAN

APPENDIX B: REVENUE REQUIREMENT – SCENARIO I

APPENDIX C: REVENUE REQUIREMENT – SCENARIO II
