



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

Tuesday, May 2, 2017 @ 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 only on issues within the jurisdiction of the City Council which are not an item 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 1 | Discussion pertaining to the potential renaming of Surprise Farms Park to Dick McComb Park. | None
Councilmember
Roland Winters
&
Councilmember
Ken Remley |
| 2. | District Citywide | Presentation and discussion pertaining to an update of the library feasibility study. | None
Donna
Miller -
Assistant
Director
Community
& |

		Recreation Services
3.	District Citywide <u>Presentation and discussion pertaining to an update on park shade projects.</u>	None Donna Miller, Community and Recreation Services
4.	District Internal <u>Presentation and discussion pertaining to the Arizona State University Marvin Andrews Fellowship program and the management internship with the City of Surprise.</u>	None Kristen Ayers, Management Intern

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.



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Council Meeting Date:	May 2, 2017	Contact Person:	Councilmember Roland Winters & Councilmember Ken Remley
Submitting Department:		District:	1
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Discussion pertaining to the potential renaming of Surprise Farms Park to Dick McComb Park.

Motion:

None; Discussion only.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

Click to download

No Attachments Available



CITY OF SURPRISE
Regular City Council Work Session

May 2, 2017 @ 4:00:00 PM

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Council Meeting Date:	May 2, 2017	Contact Person:	Donna Miller - Assistant Director Community & Recreation Services
Submitting Department:		District:	Citywide
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Presentation and discussion pertaining to an update of the library feasibility study.

Motion:

No Motion

Background:

The City of Surprise owns two libraries, the Northwest Regional Library and Hollyhock Library. The city currently has an Intergovernmental Agreement (IGA) with the Maricopa County Library District (MCLD) for the county to operate both libraries. The City of Surprise has experienced significant growth since the completion of the Northwest branch in 2002, and has adopted an update to the City of Surprise General Plan 2035 and the Parks and Recreation Master plan. Since the Northwest Branch has opened, the City of Surprise has seen the advancement of technology, current and anticipated growth, and the varying social economic characteristics affecting the demand for services provided for by the Library system. This study is intended to guide the City of Surprise Library system to best serve the needs of the community. The term of this Agreement shall be for one (1) year commencing July 1, 2017 and expiring on June 30, 2018.

Objective Analysis:

Policy Compliant:

This action is consistent with City and Council Policy.

Financial Impact:

Funding for the library feasibility study is currently available within the FY2017 operating budget for CRS in the amount of \$100,000. The final study may be used for future planning of library operations as well as new libraries which could result in financial impacts in the future. The final report will provide recommendations on future libraries, expansion or new facilities as well as costs associated with city

operation of libraries.

Budget Impact:

The City currently has full funding for operation of Hollyhock Library and Northwest Regional Library. (The FY2017 adopted budget includes funding in the amount of \$1,957,000 for operation of the Hollyhock Library and Northwest Regional Library, this amount includes \$100,000 for the library feasibility study.) Any unspent amounts associated with the library feasibility study will be carried forward into FY2018.

FTE Impact:

There is no FTE impact.

ATTACHMENTS:

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☐ [powerpoint](#)



Library Feasibility Study

Community and Recreation Services Department

Library Feasibility Study

- City currently owns (2) libraries.
- Current Intergovernmental Agreement with Maricopa County Library District to operate.
- The city is responsible for 100% of the operational costs for both libraries (total approx. \$1.96M).
- The city has experienced significant growth since 2002.
- City Council approved library feasibility study of \$100,000.
- Study will guide future library operations, library renovation projects and potential new libraries in the future.
- Need to renew IGA for FY 18 in order to maintain library operations.

Project Scope

- Conduct a feasibility study based on the needs of the community.
- Gather data and feedback through community outreach.
- Identify service priorities, goals, objectives and activities.
- Evaluate facility and space needs, new location possibilities and provide cost model for capital and operating costs.
- Study will provide recommendations for expansion or new construction.
- Study will provide recommendations for continuing IGA with county to operate or city.
- Will come back to council with report in August.

Library Feasibility Study Consultant



Tom O'Neil
orcutt | winslow
Prime Architect



John Cantrell
orcutt | winslow
Architectural
Anthropologist



Richard Jensen
WORKSBUREAU
Library Architect



Jay Hicks
digstudio
Planner / Landscape



June Garcia
Library Strategies International
Library Consultant



The Big questions

- Are the library's services appropriate for the community?
 - Is the financial investment in the library being used in the most effective manner?
 - Are the current buildings serving the community effectively?
- 

Similar Studies

Ventura, with two facilities totaling 37,000 SF has 0.343 SF per capita.

Library	Population	Facilities	Total SF	SF per capita
Burbank Public Library	104,427	Central 2 branches	79,190	0.758
Carlsbad City Library	107,674	Central 2 branches	99,993	0.929
Daly City Public Library	102,593	Central 3 branches	38,300	0.373
Inglewood Public Library	110,623	Central 1 branch	84,900	0.767
Mission Viejo Library	94,196	Central	41,500	0.441
Richmond Public Library	104,887	Central 2 branches	34,975	0.334
Ventura City Library	107,734	Central 1 branch	37,000	0.343
Whittier Public Library	85,654	Central 1 branch	52,329	0.611

In general terms, it is more expensive to operate multiple facilities than to operate one facility when the SF of the one facility is approximately the same size as the combined SF of the multiple facilities.

SALARIES AND BENEFITS

The percentage of the annual budget that the benchmark libraries spend on salaries and benefits varies from a low of 62.75% (Daly City) to a high of 80.00% (Carlsbad). A number of factors influence these figures. The two most common factors are services provided by another City department and outsourced services.

For example, if support services such as Human Resources, Finance, Information Technology etc. were provided by other City departments, then the cost of salaries and benefits for library staff would be less than they would be if functions such as these were provided by library staff.

The same is true of outsourced services. The salaries and benefits required for library staff would be higher if the library staff provided custodial or security services instead of outsourcing those to a local contractor. Many libraries have their books and other materials delivered "shelf ready" in lieu of having library staff catalog and process them. This reduces their cost for salaries and benefits but increases their cost for library materials.



Flint
Public
Library



Chattanooga

Public Library



LOUISVILLE FREE PUBLIC
LIBRARY



Buffalo & Erie County Public

LIBRARY



Future Focused Design

Collaboration

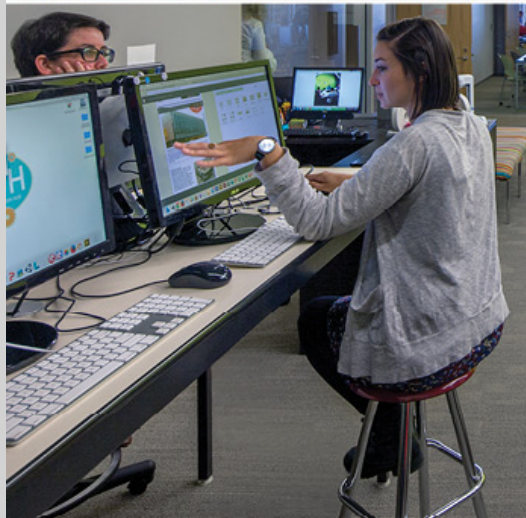


Future Focused Design

Collaboration



Future Focused Design



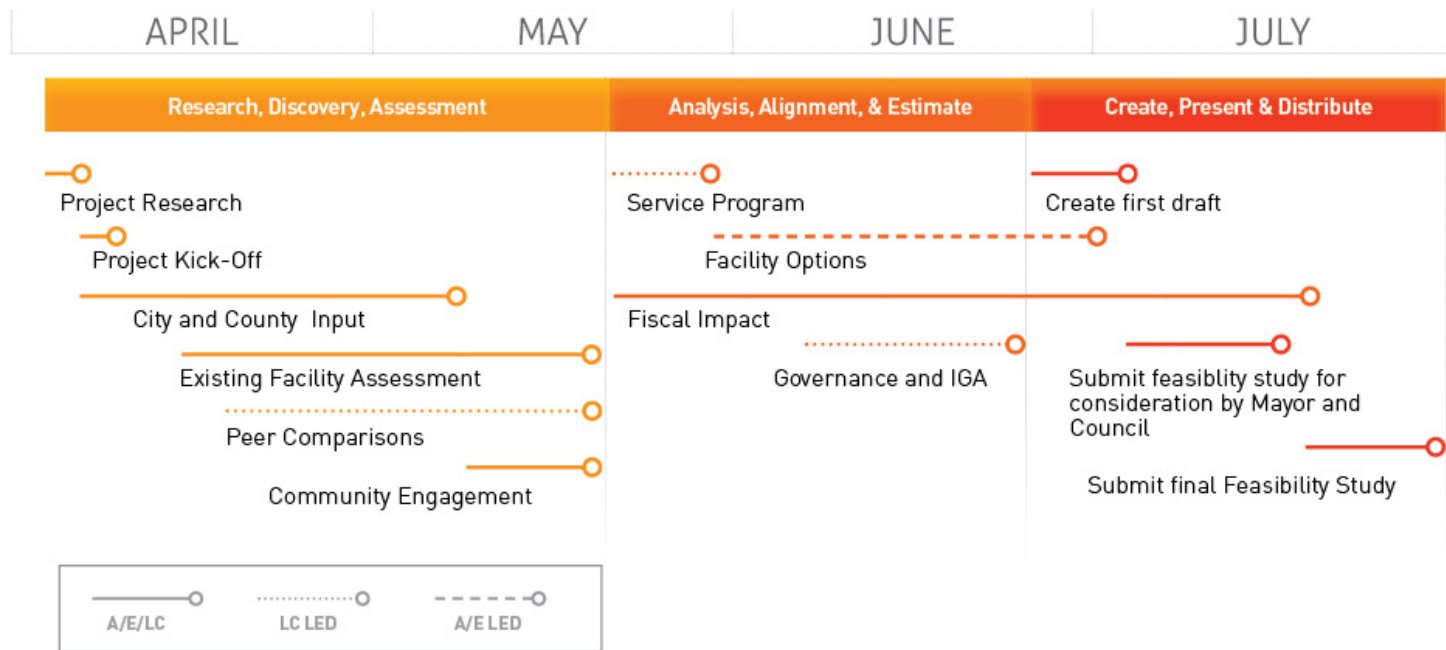
Future Focused Design



Flexibility



Project Schedule





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**QUESTIONS OR
COMMENTS?**

Thank You



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Council Meeting Date:	May 2, 2017	Contact Person:	Donna Miller, Community and Recreation Services
Submitting Department:		District:	Citywide
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Presentation and discussion pertaining to an update on park shade projects.

Motion:

n/a

Background:

Over the years City Council approved the construction of a wide variety of Park and Recreation facilities including sports fields and courts, playgrounds, water features, dog parks, and open space. These facilities are a gathering place for all ages.

During much of the year, the heat from the shade makes it difficult to fully enjoy our facilities. Equipment is hot to the touch, flooring too hot for bare feet, and without shade of any kind, there is no way to find respite other than leaving the facility and heading inside.

Council approved to fund \$200,000 on February 21, 2017 for shade structures and staff have analyzed the needs citywide and have prepared a recommendation of the best mix of structures to maximize the benefit from a \$200,000 investment in shade.

Objective Analysis:

Adding shade to our existing outdoor facilities would provide residents an extended time to enjoy our public facilities during the hot, sunny days of the year.

Policy Compliant:

This action is compliant with city and council policy.

Financial Impact:

On February 21, 2017 council authorized the use of \$200,000 of savings identified within the General Fund to provide funding for the Shade Structures projects. The estimated annual ongoing operating costs

to maintain the shade structures are approximately \$10,000 per year. The impact of the operating costs associated with this project will be seen after the completion of the project in FY2018.

Budget Impact:

On February 21, 2017, Council approved an amendment to the FY2017 budget in the amount \$200,000 for the Shade Structures project. Any unspent amount associated with the Shade Structures project will be carried forward into FY2018.

FTE Impact:

No FTE Impact.

ATTACHMENTS:

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☐ [Shade Project Update](#)



Shade Structures

\$200,000

Community and Recreation Services Department

Playgrounds without shade structures

- Community Park
- Bi-Centennial Park
- Gaines Park
- Marley Park
- Veramonte Park
- Johnson Townhomes Park
- Sierra Montana Park
- Surprise Farms



Project Scope

- Total Budget: \$200,000
- Staff were asked to evaluate the most impactful way to place structures in the City return to Council with recommendation.

Park	Structure	Cost
Surprise Farms	Dog Park	\$ 21,000
Veramonte	Playground	\$ 43,000
Bicentennial	Playground (2)	\$ 34,000
Sierra Montana	Playground	\$ 16,000
Surprise Farms	Playground (2)	\$ 86,000
TOTAL		\$200,000

Shade Structure Examples

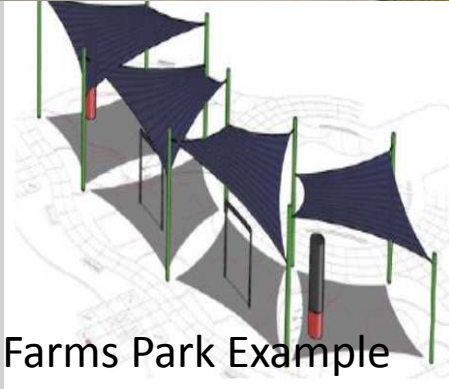
Veramonte Park Example



Bicentennial Park example



Surprise Farms Park Example



Surprise Farms Dog Park Example



Future Consideration

Park	Structure	Cost
Johnson Townhomes	Playground	\$12,300
Marley Park	Playground	\$13,800
Gaines	Playground	\$16,400
Community Park	Playground	\$180,000
Surprise Farms	Splash pad	\$17,000
Surprise Farms	Picnic Area	\$30,000
Stone Brook Picnic Area	Ramada	\$22,000
Veramonte	Splash pad	\$59,000
Marley Park	Splash pad	\$60,700
Surprise Farms Softball Complex	Bleachers/Center Area	\$136,000
Total		\$547,200



Shade Structures

Thank You



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Council Meeting Date:	May 2, 2017	Contact Person:	Kristen Ayers, Management Intern
Submitting Department:		District:	Internal
Staff Recommendations:	None		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Presentation and discussion pertaining to the Arizona State University Marvin Andrews Fellowship program and the management internship with the City of Surprise.

Motion:

None, discussion only.

Background:

In efforts to establish a relationship with Arizona State University School of Public Affairs, the City of Surprise agreed to host a Marvin Andrews Fellow for the 2016-2017 academic year. This is an update regarding the student's experience.

Objective Analysis:

N/A

Policy Compliant:

This item is City and Council policy compliant.

Financial Impact:

None at this time.

Budget Impact:

None at this time.

FTE Impact:

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

ATTACHMENTS:

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☐ [Management Intern Report](#)



Management Internship Report

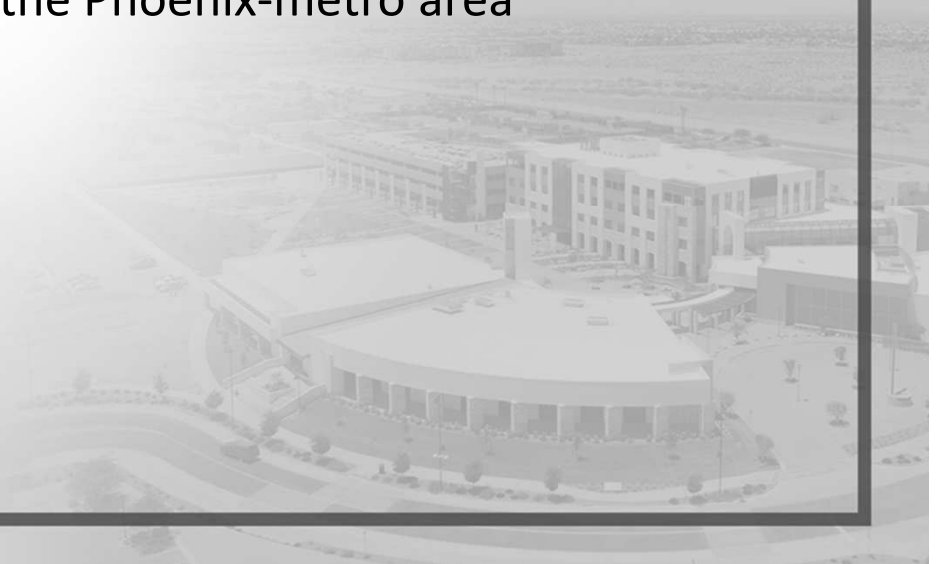
City Council Work Session
May 2nd, 2017

Marvin Andrews Fellowship

- “Designed to identify the country’s most talented students aspiring to executive levels in local government”
- Offered in cooperation with School of Public Affairs at ASU and the Arizona City/County Management Association
- Notable Alumni: Nicole Lance, Edith Baltierrez

Marvin Andrews Fellowship

- Accumulate 2 years of local government experience while earning a Master's in Public Administration
 - 1st year internship with the Alliance for Innovation
 - 2nd year internship with a city in the Phoenix-metro area
- Other Benefits:
 - Tuition waiver
 - Mentor
 - Financial support to conferences



City of Surprise Internship

- City Manager's Office Rotation
 - Performed various research requests for CMO and other departments
 - Transportation funding analysis
- Finance Department Rotation:
 - Support role to budget analysts during FY18 budget development process
 - Benchmarking research
 - Review and provide analysis for department proposals

Women Leading Government

- Completed initial research of other state/regional organizations for best practices
- Co-lead on Mentoring Committee
- Helped create and present webinar on Surprise's efforts for State organization

City of Surprise Internship-Experiences

- Police/fire ride-along
- Point in Time Homelessness Count
- Youth Council events
- Observed on interview panels
- FEMA virtual exercise
- Lunch/meetings with department directors and other staff
- ACMA Winter Conference Planning Committee Member/Presenter



THANK YOU!





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**QUESTIONS OR
COMMENTS?**

