



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

Tuesday, February 4, 2025 @ 6:00 PM
COUNCIL CHAMBERS

A. Call To Order

Any prayer or invocation that may be offered before the start of the Regular Council Meeting is a voluntary offering by a private resident of Surprise; has not been previously reviewed or approved by City Council or City staff; should not be considered an endorsement of any particular religion by the City or its officials, as the beliefs, viewpoint, and content are personal to the speaker; and no participation by any person in attendance is required. A list of volunteers is maintained by the office of the City Clerk and interested persons should contact the Clerk's Office for further information.

B. Roll Call

C. Pledge of Allegiance

D. Proclamation and Community Acknowledgements

E. City Manager Report

The City Manager may present a brief summary of current events, including recognition of community members, employees, and programs, pursuant to A.R.S. § 38-431.02(K). The City Council will not discuss or take action on any matter within the City Manager Report.

F. City Clerk Report

G. Regular City Council Meeting Agenda

CONSENT AGENDA:

- | | | | |
|----|----------|---|---|
| 1. | Internal | Consideration and action to approve the January 21st 2025 Regular City Council Meeting Minutes; January 21st 2025 Regular City Council Work Session Minutes, January 21st 2025 Executive Meeting Minutes, and January 14th, 2025 Special Council Meeting Executive Minutes. | Kristi Passarelli
City Clerk |
| 2. | Internal | Consideration and action pertaining to acceptance of a grant award from FEMA and approval of a Fiscal Year 2025 budget amendment moving budget in the amount of \$354,000 for firefighter training; Resolution #2025-05. | Brenden Espie
Fire - Medical |
| 3. | Citywide | Consideration and action pertaining to approval of an amendment to the Intergovernmental Agreement with Maricopa County, an amendment to the Fiscal Year 2025 Contract Award Authority List, and approval of a Fiscal Year 2025 budget amendment moving budget in the amount of \$4,300 to provide Community Action Program (CAP) services; Resolution #2025-18. | Jennifer Cornelius
Human Svcs and
Comm Vitality |
| 4. | Citywide | Consideration and action pertaining to the approval of the Memorandum of Understanding between the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and the City of Surprise Police Department to provide one AZ P.O.S.T. certified sworn law enforcement officer to the ATF Firearms Crimes Investigative Task Force on a full-time basis. Resolution 2025-14; RFLS 9855. | Benny Pina
Police |

REGULAR AGENDA ITEM - PUBLIC HEARING:

- | | | | |
|----|------------|---|--|
| 5. | District 6 | Consideration and action pertaining to a recommendation to the Arizona Department of Liquor Licenses and Control (DLLC) on Application No. 325019, requested by Navayogasingam Thuraisingam, for Native Grill & Wings for Series 12 Liquor License. Native Grill & Wings is located at 13929 W Waddell Rd Surprise, AZ 85379. | Kristi Passarelli
City Clerk |
| 6. | District 1 | Presentation and discussion regarding the Surprise 295 Annexation, Case FS24-0623. In accordance with Arizona Revised Statutes 9-471(A)(3), a public hearing is required to be held after filing a blank petition within the last ten days of the thirty-day waiting period. | Chris Sexton
Community
Development |

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|--|-------------------------|
| 7. | Citywide | Presentation and discussion pertaining to proposed updates to the Comprehensive Citywide Fee Schedule. | Andrea Davis
Finance |
|----|----------|--|-------------------------|

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. You may also [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.

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.

Please be aware that Council Members may not discuss or respond to matters raised during call to the public that are not specifically identified on the agenda. Council Members may however, in their discretion, discuss or respond to relevant matters raised during a noticed public hearing or agenda item.

- I. Other Business and Future Agenda Items
- J. City Council Reports
- K. 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).

L. Adjournment

KRISTI PASSARELLI, CITY CLERK

POSTED: Thursday, January 30th, 2025 @ 10:00 AM

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR CLERK@SURPRISEAZ.GOV, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
Regular City Council Meeting

Council Meeting Date: February 4, 2025
Submitting Department: City Clerk
Staff Recommendations:

Contact Person:
District: Internal

Consent: No	Regular: No	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Invocation

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Regular City Council Meeting

Council Meeting Date: February 4, 2025
Submitting Department:
Staff Recommendations:

Contact Person:
District: Citywide

Consent: No	Regular: No	Public Hearing: No	Report/Discussion: No
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Agenda Wording:
City Manager sub-text

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE
Regular City Council Meeting

Council Meeting Date: February 4, 2025
Submitting Department: City Clerk
Staff Recommendations:

Contact Person: Kristi Passarelli, City Clerk
District: Internal

Consent: Yes	Regular: No	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Consideration and action to approve the January 21st 2025 Regular City Council Meeting Minutes; January 21st 2025 Regular City Council Work Session Minutes, January 21st 2025 Executive Meeting Minutes, and January 14th, 2025 Special Council Meeting Executive Minutes.

Motion:

I move to approve the January 21st 2025 Regular City Council Meeting Minutes; January 21st 2025 Regular City Council Work Session Minutes, January 21st 2025 Executive Meeting Minutes, and January 14th, 2025 Special Council Meeting Executive Minutes.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. 012125 Work Session Minutes DRAFT
 2. 012125 Regular City Council Meeting Minutes DRAFT
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CITY OF SURPRISE
Regular City Council Work Session
16000 N. Civic Center Plaza
Surprise, AZ 85374
Tuesday, January 21, 2025 @ 5:00 PM
COUNCIL CHAMBERS

A. Call To Order

Mayor Sartor called the Regular Council Work Session of January 21st, 2025 to order at 5:00 p.m., located at Surprise City Hall, 16000 N. Civic Center Plaza, Surprise, AZ. 85374.

B. Roll Call

In attendance with Mayor Sartor were Vice Mayor Nick Haney, Council members Chris Judd, Earle Greenberg, Patrick Duffy, Johnny Melton and Jack Hastings.

C. Pledge of Allegiance

Mayor Sartor led in the Pledge of Allegiance.

D. Proclamation and Community Acknowledgements

E. City Manager Report

1. City Manager sub-text

F. City Clerk Report

G. Regular City Council Work Session Agenda

1. CONSENT AGENDA:

2. REGULAR AGENDA ITEM - PUBLIC HEARING:

3. REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

1. Presentation and discussion on the GPS Emergency Vehicle Traffic Signal Preemption.

Transportation Director, Eric Boyles, came to introduce the item. Alberty Garcia, and Cody Worrell presented the item. They talked about What Emergency Vehicle Preemption, How the System Works, Challenges with infrared systems, CFMD Line of Sight & Range Challenges, Upgrades to a GPS based EVP System, Motivation to Upgrade, Addressing the Goals, Surprise Fire Medical Department Goals, How the GPS System Works, Brief Overview of the system, Results, and L305 Test Run Software View.

Councilmember Melton, asked how much of the city is transitioned over? Albert said 100% of the city is converted. Councilmember Melton asked about cellular dead spots and if it would create a challenge. Cody said the legacy system is still running as well. Albert said the traffic centers are not reliant on the system and are hard wired with fiber optics.

Councilmember Judd, asked how many vehicles? Cody said all of them are equipped now. Councilmember Judd asked the cost? Albert said it was roughly \$5000 and it was initially grant funded. Councilmember Judd asked if it would work for the Police Department? Albert said it would work for them too. Councilmember Judd asked about bikes and pedestrians? Albert talked about cell phones that carry information, and that there could potentially be an app for bikes and pedestrians that could help with signals. Councilmember Judd asked about cross compatibility?

Albert said other City's probably won't work with our system. Councilmember Judd asked how far ahead the City was with the technology? Albert said Glendale was using a radio system, he said that the City is fairly early in this technology development. Councilmember Judd asked if we could talk to other City's to develop standards? Albert said they try to talk to other cities on the MAG level. Councilmember Judd asked about the lifespan of the system? Albert said they were using the system for about 20 years and this is just a newer iteration. He said hardware could be around 5-7 years. He said there is no additional hardware to the traffic lights themselves. Cody talked about the possible coordination with other city's moving forward.

Councilmember Greenberg, asked about Grand Avenue and where emergency patients would go along there? Albert said that ADOT does not have a highspeed network along Grand. Councilmember Greenberg asked what devices are being used? Albert said it's a wireless router. Councilmember Greenberg, asked about reliability? Cody said it was a discussion brought up already and there are in measures in place.

Vice-Mayor Haney, talked about incidents that might require multiple City's responding. He talked about supporting coordination with other agencies. Albert said they would like to have those conversations with other agencies.

Mayor Sartor, thanked staff for their presentation and efforts on this project.

2. Presentation and discussion pertaining to the FY2026 Budget Kickoff.

Sandy Simmons and Andrea Davis came to present this item. Andrea talked about what the City Budget is, Participants in the Budget Plan, Developing the Budget, Prioritizing the Budget, Budget Outlook, Budget Outlook - Keeping up with the growth. Sandy talked about the State Requirements, State Budget Calendar, State Forms, Truth in Taxation, Public Notice, After Adoption.

Councilmember Hastings, asked if there were any taxes being increased? Andrea said there isn't anything to suggest a revenue loss? Councilmember Hastings talked about potentially reducing property tax.

H. Other Business and Future Agenda Items

I. City Council Reports

J. Executive Session

1. Executive Session Items

2. Executive Disclaimer - Part 1

3. Executive Disclaimer - Part 2

4. Executive Disclaimer - Part 3

K. Adjournment

Motion: To Adjourn

Initiated By: Nick Haney

Seconded By: Jack Hastings

Yes: Jack Hastings, Patrick Duffy, Chris Judd, Nick Haney, Kevin Sartor, Johnny Melton, Earle

Greenberg
No: None
Abstain: None

Vote Result: Passed

Meeting Adjourned at 5:53 PM

Kevin Sartor, Mayor

ATTEST:

Kristi Passarelli, City Clerk

CERTIFICATION:

I, Kristi Passarelli, 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, January 21, 2025.**

Kristi Passarelli, City Clerk



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

Tuesday, January 21, 2025 @ 6:00 PM
COUNCIL CHAMBERS

A. Call To Order

Mayor Sartor called the Regular Council Meeting of January 21st, 2025 to order at 6:05 p.m., located at Surprise City Hall, 16000 N. Civic Center Plaza, Surprise, AZ. 85374.

1. Invocation

Duet Ruiz did the invocation.

B. Roll Call

In attendance with Mayor Sartor were Vice Mayor Nick Haney, Council members Chris Judd, Earle Greenberg, Patrick Duffy, Johnny Melton and Jack Hastings.

C. Pledge of Allegiance

Freedom traditional academy president, led in the Pledge of Allegiance.

D. Proclamation and Community Acknowledgements

E. City Manager Report

2. City Manager sub-text

3. Reports

City Manager Bob Wigenroth introduced; Glenn Stark from the VFW Post to award their 2025 Police and Fire Awards. Jon Vasquez, was given the award for the Fire Department. Carlton Williams accepted the award for Cop of the year.

Bob Wigenroth presented Joann Estean. Joann introduced the Youth Council Members.

Ian Huskisson, Paradise Honors

Braedan Aftanski, Paradise Honors

F. City Clerk Report

4. Reports

1. Consideration and action pertaining to selection of a Vice Mayor in accordance with City Code Sec. 2-41 and directing the City Clerk to administer the Oath of Office.

City Clerk, Passarelli, introduced the item. Councilmember Duffy nominated Councilmember Hastings. Councilmember Hastings was elected as the new Vice-Mayor.

Vice-Mayor Hastings thanked everyone for their support.

2. Consideration and action to Appoint Sean Mattson as Chair for the Public Safety Retirement Commission Board - Police & Fire (PSPRS).

Mayor Sartor, talked about Sean Mattson.

Motion: To Appoint

Initiated By: Earle Greenberg
Seconded By: Jack Hastings

Yes: Jack Hastings, Patrick Duffy, Chris Judd, Nick Haney, Kevin Sartor, Johnny Melton, Earle Greenberg

No: None

Abstain: None

Vote Result: Passed

G. Regular City Council Meeting Agenda

5. CONSENT AGENDA:

Motion: To Approve

Initiated By: Nick Haney

Seconded By: Jack Hastings

Yes: Jack Hastings, Patrick Duffy, Chris Judd, Nick Haney, Kevin Sartor, Johnny Melton, Earle Greenberg

No: None

Abstain: None

Vote Result: Passed

3. Consideration and action to approve the January 7, 2025 Regular City Council Meeting Minutes; and January 14th, 2025 Special Council Meeting Minutes.
4. Consideration and action pertaining to approval of a grant agreement with the U.S. Department of Energy, accepting funding to support an LED light replacement project, approval of a Fiscal Year 2025 budget amendment moving budget in the amount of \$178,200, and amending the Fiscal Year 2025 Contract Awarding Authority List; Resolution #2025-16.
5. Consideration and action pertaining to authorizing acceptance of a grant award from the Arizona Department of Public Safety (DPS), approval of a Fiscal Year 2025 budget amendment moving budget in the amount of \$110,800 for expenses related to reducing human trafficking, and amending the Fiscal Year 2025 Contract Awarding Authority list by creating #25121; Resolution #2025-08.
6. Consideration and action pertaining to authorizing acceptance of an Intergovernmental Agreement with the Arizona Department of Public Safety (DPS), approval of a Fiscal Year 2025 budget amendment moving budget in the amount of \$125,000 for recruitment and retention expenses and amending the Fiscal Year 2025 Contract Awarding Authority List by creating #25122; Resolution #2025-13.
7. Consideration and action authorizing the City Manager to execute an Intergovernmental Agreement with the Arizona Department of Transportation for the Waddell Road Intelligent Transportation System enhancements. Resolution 2025-15.
8. Consideration and action pertaining to acceptance of the City's Arizona Lottery Fund (ALF) allotment for FY2025 in the amount of \$364,134; Resolution #2025-17.

9. Consideration and action pertaining to approval of the Impact Grant Agreement with Sprouts Healthy Communities Foundation, accepting funding for the Surprise Community & Resource Center, approval of a Fiscal Year 2025 budget amendment moving budget in the amount of \$450,000, approval of a Fiscal Year 2025 Contract Awarding Authority List amendment, and approval of the addition of one full-time equivalent position; Resolution #2025-06.
6. REGULAR AGENDA ITEM - PUBLIC HEARING:
7. REGULAR AGENDA ITEM - NON-PUBLIC HEARING:
10. Consideration and action pertaining to approval of the 2025 Legislative Agenda.

Intergovernmental Director, Jodi Tas, came to present this item. She talked about the Legislative Composition, 2024 Legislative Session Recap, Purpose of the Legislative Agenda, Surprise's Quality of Life, Preserve Local Funding, Supporting Local Decision-Making Authority, Transportation, Land Use Planning, Public Safety, Economic Development, Water and Sustainability, Protecting the Mission of Luke Air Force Base.

Councilmember Melton, talked about the experience with the Legislature. He thanked Jodi for her efforts to maintain our relationship with them. He asked if she had conversations with them about the City's interest in water rights? Jodi said she has and that the situation is constantly evolving.

Councilmember Haney, talked about the pace at the capital. He talked about Jodi's relationships with the capital and the importance of it. He talked about the past and evolving nature of the growth within the City, and efforts put forth to benefit the City.

Councilmember Greenberg, asked about TIFs and what they are? Jodi talked about Tax Increment Financing, she said it would provide an incentive for businesses to be here. Jodi talked about previous local resolutions that were similar and gave a brief history.

Vice-Mayor Hastings, talked about the efforts Jodi has to do down at the Capital.

Councilmember Duffy, thanked Jodi for her efforts. He talked about the Zoning battles previously had and if it will return? Jodi said she expects they will.

Mayor Sartor, thanked Jodi for her tremendous efforts as well.

Motion: To Approve
Initiated By: Nick Haney
Seconded By: Jack Hastings

Yes: Jack Hastings, Patrick Duffy, Chris Judd, Nick Haney, Kevin Sartor, Johnny Melton, Earle Greenberg
No: None
Abstain: None

Vote Result: Passed

11. Presentation and discussion pertaining to FY2024 and FY2025 City Auditor Department reports.

City Auditor, Carol Holley, came to present this report. She talked about the Travel Reimbursement Audit Report, and Compliance Assistance Program Audit Report.

Councilmember Melton, asked what tax intercept means? Carol said the defendant will make a payment plan arrangements, and the steps the court can take to cover the fees.

Mayor Sartor thanked the Auditor for her efforts.

12. Consideration and action pertaining to the authorization of the assignment of the Circle City Water Company, LLC Central Arizona Project Municipal and Industrial Water Entitlement to the City of Surprise thereby terminating the Circle City Water Company, LLC Central Arizona Project Water Service Subcontract, Resolution 2025-12.

Michael Boule, came to present this item. He talked about Circle City Water Company Overview, He gave a timeline, Financial Impact, Operational Preparedness, Next Steps, and CAP Subcontract Items.

Councilmember Judd, thanked staff for their efforts. He asked about the number of residents and the rates not changing since the 80's? as well as older equipment in use. He asked what the cost will be to bring things up to date? Michael said the city is budgeted about \$900,000 dollars, and the responsibilities he wanted to partake. Councilmember Judd asked about how steep the rates would be? Michael said it would be about a 42% increase, but they wanted to slowly increase the rate over time. Councilmember Judd talked about the importance of having reliable, clean water. Mayor Sartor asked about when the rates discussion would take place? Michael said it would be around June.

Councilmember Melton, thanked staff for their tremendous work on this project.

Vice-Mayor Hastings, talked about taking over the water but not necessarily the residents.

Mayor Sartor, asked what the acquisitions means for the water portfolio? Michael said this would represents a 40% increase to Colorado river water and a 20% increase across the entire portfolio. Mayor Sartor talked about the process so far? Michael said they started to negotiate around 2014. Kevin asked about the cost in today's money? Michael said it would be roughly around \$50 million.

Motion: To Approve
Initiated By: Chris Judd
Seconded By: Johnny Melton

Yes: Jack Hastings, Patrick Duffy, Chris Judd, Nick Haney, Kevin Sartor, Johnny Melton, Earle Greenberg
No: None
Abstain: None

Vote Result: Passed

13. Consideration and action pertaining to the authorization of Amendment No. 1 to Subcontract No. 07-XX-30-W0505 among the United States, the Central Arizona Water Conservation District and the City of Surprise, Resolution 2025-11.

Motion: To Approve
Initiated By: Chris Judd
Seconded By: Patrick Duffy

Yes: Jack Hastings, Patrick Duffy, Chris Judd, Nick Haney, Kevin Sartor, Johnny Melton, Earle Greenberg
No: None
Abstain: None

Vote Result: Passed

14. Consideration and action to approve an Addendum to the Real Estate Purchase Contract with Deer Valley & 185th Avenue II, LLC, an Arizona Limited Liability Company, for approximately 27 acres of property located near 185th Avenue & Deer Valley Road.

Fire Chief Espie, came to present this item. He talked about the Land Acquisition, Public Safety Land Purchase, Overall Site, and Fire Station 310.

Councilmember Haney, talked about the bond helping make this possible. He asked how the additional station will impact the entire city? Chief Espie, talked about the resources being more evenly dispersed. Councilmember Haney, asked what kind of apparatus will be housed in the station? Chief Espie said he said there would be a second ladder truck for the City, and resources would shuffle around as needed. Councilmember Haney asked about the hiring process? Chief Espie talked about the timeline for a new hire. Councilmember Haney, asked about alleviating employee pressure and how long paramedic school takes? Chief Espie says it takes about a year, and talked about the process.

Vice-Mayor Hastings, asked about the impact of the Bond citywide. He wanted to know how response times shift after the new station opens? Chief Espie said they would keep track.

Mayor Sartor, talked about the benefits of this item.

Motion: To Approve
Initiated By: Nick Haney
Seconded By: Chris Judd

Yes: Jack Hastings, Patrick Duffy, Chris Judd, Nick Haney, Kevin Sartor, Johnny Melton, Earle Greenberg
No: None
Abstain: None

Vote Result: Passed

H. Call To The Public

James Ellis, a Surprise Resident, came to talk about the new casino, and city's relationship with them.

Paula Anderson, a Surprise Resident, came to talk about the City rules for public speaking.

John Goodenow, came to talk about the first amendment.

Michelle, came to talk about the constitution.

Grande Johnson, came to talk about the Police Chief.

Alex Christ, a Surprise Resident, came to talk about the inauguration.

I. Other Business and Future Agenda Items

Vice-Mayor Hastings, asked about a Bell Road update, and potential left turn lanes. Councilmember Duffy, wanted the traffic update to be City wide, and school traffic.

J. City Council Reports

Councilmember Haney, had nothing to report.

Councilmember Greenberg, had nothing to report.

Councilmember Duffy, talked about his next meet and greet at the stadium.

Councilmember Melton had nothing to report.

Vice-Mayor Hastings, thanked everyone for their support. He also thanked Chief Pina for his outstanding work.

Councilmember Judd, had nothing to report.

Mayor Sartor, talked about his experience so far in the last three weeks.

K. Executive Session

Motion: To Enter Executive Session

Initiated By: Chris Judd

Seconded By: Earle Greenberg

Yes: Jack Hastings, Patrick Duffy, Chris Judd, Nick Haney, Johnny Melton, Earle Greenberg

No: None

Abstain: Kevin Sartor

Vote Result: Passed

Council entered executive session at 7:47 PM

8. Executive Session Items

15. Consideration and action to recess into executive session for discussion and consultation with the City's attorneys to consider its position and receive legal advice pertaining to current litigation pursuant to A.R.S. §§ 38-431.03 and 04.

9. Executive Disclaimer - Part 1

10. Executive Disclaimer - Part 2

11. Executive Disclaimer - Part 3

L. Adjournment

Meeting reconvened at 8:27

Motion: To Adjourn

Initiated By: Nick Haney

Seconded By: Chris Judd

Yes: Jack Hastings, Patrick Duffy, Chris Judd, Nick Haney, Kevin Sartor, Johnny Melton, Earle Greenberg

No: None

Abstain: None

Vote Result: Passed

Meeting Adjourned at 8:28

Kevin Sartor, Mayor

ATTEST:

Kristi Passarelli, City Clerk

CERTIFICATION:

I, Kristi Passarelli, 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, January 21, 2025.**

Kristi Passarelli, City Clerk



CITY OF SURPRISE Regular City Council Meeting

Council Meeting Date: February 4, 2025
Submitting Department: Fire - Medical
Staff Recommendations:

Contact Person: Brenden Espie, FIRE CHIEF
District: Internal

Consent: Yes	Regular: Yes	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Consideration and action pertaining to acceptance of a grant award from FEMA and approval of a Fiscal Year 2025 budget amendment moving budget in the amount of \$354,000 for firefighter training; Resolution #2025-05.

Motion:

I move to approve Resolution #2025-05.

Background:

The Surprise Fire-Medical Department (SFMD) has partnered with the City of Glendale Fire Department who successfully obtained a grant award from the FEMA for regional training needs to implement NFPA 1021, Fire Instructor I and Fire Office I&II/Leadership for the purpose of protecting the health and safety of the public and first responder personnel against fire and fire-related hazards. The total award budget is \$2,705,348.73 (\$11,415 average per firefighter). SFMD's portion of the grant is \$307,707.98 in federal funding and \$46,156.20 in city match.

In 2017, the SFMD successfully participated as a partner in an Assistance to Firefighters Grant for regional command officer trainings. The grant funding allowed the SFMD access to trainings that were not previously within budget.

Objective Analysis:

Accepting the grant will allow the SFMD to send its sworn firefighters to critical trainings which meet national standards. The funding covers the overtime costs associated with firefighters attending or teaching the trainings as well as the overtime cost associated with backfilling on-shift firefighters during trainings.

Policy Compliant:

The action is compliant with City and Council policies.

Financial Impact:

Acceptance of this one-time grant award totaling \$307,707.98 will provide training for the purpose of protecting the health and safety of the public and first responder personnel against fire and fire-related

hazards. There is a 15% city-match requirement in the amount of \$46,156.20.

Budget Impact:

The FY2025 adopted budget did not include appropriations for revenue and expenses related to the FEMA grant awarded to the Fire-Medical department. Acceptance of the participation in the regional grant will require an amendment to the Fiscal Year 2025 budget by moving budget authority of \$354,000 from General Contingency to Project G34171 in the Grants Fund (\$307,800) and General Fund (46,200). The awarded grant will implement NFPA 1021, and train firefighters in Fire Instructor I and Fire Office I&II/Leadership. This action represents a transfer of spending authority and does not increase or decrease the total adopted citywide expenditure budget.

FTE Impact:

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

ATTACHMENTS:

1. 25.01.03_Res 2025-05 - FFY24 AFG Grant-Final
 2. 25.01.03_Res 2025-05_Exhibit B_MOU 2024- FEMA AFG Grant
 3. EMW-2023-FG-06309 - Award Package
-

RESOLUTION # 2025-05

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, AMENDING THE FISCAL YEAR 2025 BUDGET BY MOVING BUDGET AUTHORITY OF \$354,000 FROM GENERAL CONTINGENCY TO PROJECT G34171 WITHIN THE GRANTS FUND AND GENERAL FUND TO RECEIVE THE ASSISTANCE TO FIREFIGHTERS GRANT FUNDING AWARDED TO THE CITY OF SURPRISE AS A PARTNER IN THE CITY OF GLENDALE'S REGIONAL TRAINING GRANT AWARD.

WHEREAS, the FY2025 budget was adopted including funding for fire department members to obtain operational training and the city adopted contingency funding;

WHEREAS, the City of Surprise has agreed to partner with the City of Glendale and other jurisdictions to share in a regional training grant awarded through FEMA's Assistance to Firefighters Grant (AFG) program;

WHEREAS, the City desires to accept the grant funding from the AFG in the amount totaling \$307,707.98;

WHEREAS, this Resolution authorizes the budget amendment necessary for acceptance of the total grant funding and the grant match requirement of \$46,156.20 in the FY2025 General Fund Budget;

WHEREAS, the FY2025 budget was adopted by Council Resolution #2024-94 on June 4, 2024;

WHEREAS, this action will necessitate a budget amendment; and

WHEREAS, the 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. 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, 2024, through June 30, 2025.

Section 2. The Memorandum of Understanding between the City of Glendale and the City of Surprise attached as *Exhibit B* is approved. The City Manager, or his designees, is authorized to conduct all negotiations and to execute and submit all documents and other necessary or desirable instruments in connection with said agreement.

SIGNATURES ON THE FOLLOWING PAGE

APPROVED AND ADOPTED this ____ day of _____, 2025.

Kevin D. Sartor, Mayor

Attest:

Approved as to form:

Kristi Passarelli, City Clerk

Robert Wingo, City Attorney

RESOLUTION # 2025-05
Exhibit A

1. Appropriation - The allocation below represents a movement of budget authority in the amount of \$354,000 from General Contingency to project G34171 within the Grants Fund (\$307,800) and General Fund (\$46,200) to cover the projected expenditures associated with participation in the Assistance to Firefighters Grant funding awarded to the City of Surprise as a partner in the City of Glendale's grant for regional firefighter training. This action represents a transfer of spending authority and does not increase or decrease the total adopted citywide expenditure budget.

Fund	Department	Project/Category	Rev/ Exp	Current Budget	Increase/ (Decrease)	Amended Budget
Contingency	General Operations	Contingency	E	83,711,400	(354,000)	83,357,400
Contingency	General Operations	Other	R	78,616,700	(307,800)	78,308,900
Grants	Fire - Medical	#G34171 FY24 AFG Regional Grant	R	-	307,800	307,800
Grants	Fire - Medical	#G34171 FY24 AFG Regional Grant	E	-	307,800	307,800
General Fund	Fire - Medical	#G34171 FY24 AFG Regional Grant	E	-	46,200	46,200
Expense Total				83,711,400	-	83,711,400
Revenue Total				78,616,700	-	78,616,700

Exhibit B
MEMORANDUM OF UNDERSTANDING (MOU)
FY 2023 ASSISTANCE TO FIREFIGHTERS GRANT (AFG) REGIONAL GRANT

**MEMORANDUM OF UNDERSTANDING (MOU)
FY 2023 ASSISTANCE TO FIREFIGHTERS GRANT (AFG) REGIONAL GRANT
AWARD**

Application ID: EMW-2023-FG-06309

HOST – CONTRACTUAL AND PERSONNEL COSTS

	Federal Share	Cost Share
CITY OF GLENDALE	\$436,746.81	\$65,512.02 EIN# 86-6000247

PARTNERS – FINANCIAL BREAKDOWN OF PERSONNEL COSTS

	Federal Share	Cost Share
ARIZONA FIRE & MEDICAL AUTHORITY	\$337,486.17	\$50,622.93 EIN# 82-1200347
CITY OF AVONDALE	\$138,964.89	\$20,844.73 EIN# 86-6000233
CITY OF BUCKEYE	\$188,595.21	\$28,289.28 EIN# 86-6000236
DAISY MOUNTAIN FIRE DISTRICT	\$188,595.21	\$28,289.28 EIN# 86-0628446
CITY OF GOODYEAR	\$238,225.53	\$35,733.83 EIN# 86-6000249
CITY OF PEORIA	\$347,412.24	\$52,111.84 EIN# 86-6003634
SUN CITY FIRE DISTRICT	\$119,112.77	\$17,866.92 EIN# 86-0409619
CITY OF SURPRISE	\$307,707.98	\$46,156.20 EIN# 86-6007796
CITY OF TOLLESON	\$49,630.32	\$7,444.55 EIN# 86-6000264

**NUMBER OF STUDENTS/INSTRUCTORS WILL BE UP TO THE NUMBERS BELOW
BASED ON EXPENDITURES AT CURRENT PERSONNEL RATES:**

ARIZONA FIRE & MEDICAL AUTHORITY	34
CITY OF AVONDALE	14
CITY OF BUCKEYE	19
DAISY MOUNTAIN FIRE DISTRICT	19
CITY OF GLENDALE	44
CITY OF GOODYEAR	24
CITY OF PEORIA	35
SUN CITY FIRE DISTRICT	12
CITY OF SURPRISE	31
CITY OF TOLLESON	5
TOTAL STUDENTS/INSTRUCTORS: 237	

HOST will be the City of Glendale Fire Department in accepting the Fiscal Year (FY) 2023 Assistance to Firefighters Grant (“AFG Grant”) on behalf of itself and PARTNERS. The AFG Grant is utilized to implement NFPA 1021, Fire Instructor I and Fire Officer I&II/Leadership for the purpose of protecting the health and safety of the public and first responder personnel against fire and fire-related hazards. The total amount awarded plus the participants 15% match totals \$2,705,348.73 (\$11,414.97 average per firefighter).

As part of the requirement for the AFG Grant, HOST and PARTNER are required to sign all documents being provided by either the HOST Fire Chief or Authorized Representative. HOST and PARTNERS agree to their portion of the **15% match**.

The total approved budget per the grant award is \$2,705,348.73, with \$2,352,477.15 awarded in Federal funding and a required match contribution of non-Federal funds equal to or greater than \$352,871.58. PARTNERS are required to submit a reimbursement request and associated supporting documentation to HOST for submission to FEMA. All PARTNERS will be reimbursed upon FEMA reimbursement to HOST agency.

PARTNER will pay all up front for their personnel costs and submit the required payroll reports to the HOST. The HOST will submit all required documents for FEMA reimbursement

HOST agency will pay all contractual costs up front associated with the student and or instructor. These costs include, but may not be limited to, the per student expense for course materials and testing fee from the Arizona Center for Fire Service Excellence. When a PARTNER submits all necessary payroll paperwork to the HOST for FEMA reimbursement, the HOST will submit for all pre-paid, per student contractual expense for FEMA reimbursement.

When the HOST receives approval and identified reimbursement amounts from FEMA, HOST will reimburse PARTNER.

HOST and PARTNERS acknowledge and agree that all respective activities related to the AFG Grant process and administration shall comply with federal Environmental Planning and Historic Preservation Compliance (EHP) regulations, laws, and Executive Orders as applicable, and any other requirements set forth under the AFG Grant website at <https://www.fema.gov/welcome-assistance-firefighters-grant-program>.

IN WITNESS WHEREOF, HOST and PARTNERS have executed this MOU as of the dates written below.

CITY OF GLENDALE

Signature (HOST) _____ Date: _____

Authorized Representative

ARIZONA FIRE & MEDICAL AUTHORITY, a subdivision of the State of Arizona

Signature (PARTNER) _____ Date: _____

Authorized Representative

CITY OF AVONDALE

Signature (PARTNER)

Date: _____

Authorized Representative

CITY OF BUCKEYE

Signature (PARTNER)

Date: _____

Authorized Representative

DAISY MOUNTAIN FIRE DISTRICT

Signature (PARTNER)

Date: _____

Authorized Representative

CITY OF GOODYEAR

Signature (PARTNER)

Date: _____

Authorized Representative

CITY OF PEORIA

Signature (PARTNER)

Date: _____

Authorized Representative

SUN CITY FIRE DISTRICT

Signature (PARTNER)

Date: _____

Authorized Representative

CITY OF SURPRISE

Signature (PARTNER)

Date: _____

Authorized Representative

CITY OF TOLLESON

Signature (PARTNER)

Date: _____

Authorized Representative

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Effective date: 09/19/2024



Vicki Rios
CITY OF GLENDALE
5850 W. GLENDALE AVENUE SUITE 302
GLENDALE, AZ 85301

EMW-2023-FG-06309

Dear Vicki Rios,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2023 Assistance to Firefighters Grant (FG) Grant funding opportunity has been approved in the amount of \$2,352,477.15 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 15.00% of the Federal funds awarded, or \$352,871.58 for a total approved budget of \$2,705,348.73. Please see the FY 2023 FG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2023 FG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in blue ink that reads "P. Williams". The signature is fluid and cursive, with the first name "Pamela" and the last name "Williams" clearly visible.

PAMELA WILLIAMS
Assistant Administrator, Grant Programs
Region 4

Summary Award Memo

Program: Fiscal Year 2023 Assistance to Firefighters Grant

Recipient: CITY OF GLENDALE

UEI-EFT: CRE4N8H1X6J5

DUNS number: 077523579

Award number: EMW-2023-FG-06309

Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2023 Assistance to Firefighters Grant funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

Amount awarded table

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

Object Class	Total
Personnel	\$2,492,085.81
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$213,262.92
Construction	\$0.00
Other	\$0.00
Indirect charges	\$0.00
Federal	\$2,352,477.15
Non-federal	\$352,871.58
Total	\$2,705,348.73
Program Income	\$0.00

Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2023 FG NOFO.

Approved request details:

Training

Officer I-IV

DESCRIPTION

Class curriculum and Arizona State testing cost for Fire Instructor I, Fire Officer I&II, 3 total classes for each member.

QUANTITY	UNIT PRICE	TOTAL
234	\$911.38	\$213,262.92

BUDGET CLASS

Contractual

Officer I-IV

DESCRIPTION

Backfill and overtime cost for 234 students and 3 instructors attending and/or facilitating Fire Instructor I, and Fire Officer I&II classes that will receive a State of Arizona Certification. Personnel costs are backfill and/or overtime (not salaries or benefits including fringe).

QUANTITY	UNIT PRICE	TOTAL
237	\$10,515.13	\$2,492,085.81

BUDGET CLASS

Personnel

CHANGE FROM APPLICATION

Description changed

JUSTIFICATION

The award reflects a change in a line-item description to clarify that eligible personnel costs are backfill and/or overtime (not salaries or benefits including fringe).

Agreement Articles

Program: Fiscal Year 2023 Assistance to Firefighters Grant

Recipient: CITY OF GLENDALE

UEI-EFT: CRE4N8H1X6J5

DUNS number: 077523579

Award number: EMW-2023-FG-06309

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Article 1	Assurances, Administrative Requirements, Cost Principles, Representations, and Certifications I. Recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non- Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the federal awarding agency.
Article 2	General Acknowledgements and Assurances Recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in effect as of the federal award date and located at 2 C.F.R. Part 200 and adopted by DHS at 2 C.F.R. § 3002.10. All recipients and subrecipients must acknowledge and agree to provide DHS access to records, accounts, documents, information, facilities, and staff pursuant to 2 C.F.R. § 200.337. I. Recipients must cooperate with any DHS compliance reviews or compliance investigations. II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities and personnel. III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements required by law, federal regulation, Notice of Funding Opportunity, federal award specific terms and conditions, and/or federal awarding agency program guidance. V. Recipients must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receiving the Notice of Award for the first award under which this term applies. Recipients of multiple federal awards from DHS should only submit one completed tool for their organization, not per federal award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active federal award, not every time a federal award is made. Recipients must submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in these DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool. DHS Civil Rights Evaluation Tool Homeland Security. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension to the 30-day deadline if the recipient identifies steps and a timeline for completing the tool. Recipients must request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.
Article 3	Acknowledgement of Federal Funding from DHS Recipients must acknowledge their use of federal award funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal award funds.

Article 4	Activities Conducted Abroad Recipients must coordinate with appropriate government authorities when performing project activities outside the United States obtain all appropriate licenses, permits, or approvals.
Article 5	Age Discrimination Act of 1975 Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (codified as amended at 42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.
Article 6	Americans with Disabilities Act of 1990 Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.
Article 7	Best Practices for Collection and Use of Personally Identifiable Information Recipients who collect personally identifiable information (PII) as part of carrying out the scope of work under a federal award are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.
Article 8	Civil Rights Act of 1964 – Title VI Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964, Pub. L. No. 88-352 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21. Recipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA’s implementing regulations at 44 C.F.R. Part 7.

Article 9	Civil Rights Act of 1968 Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284 (codified as amended at 42 U.S.C. § 3601 et seq.) which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex, as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units— i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)
Article 10	Copyright Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 to any work first produced under federal awards and also include an acknowledgement that the work was produced under a federal award (including the federal award number and federal awarding agency). As detailed in 2 C.F.R. § 200.315, a federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and to authorize others to do so.
Article 11	Debarment and Suspension Recipients must comply with the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689 set forth at 2 C.F.R. Part 180 as implemented by DHS at 2 C.F.R. Part 3000. These regulations prohibit recipients from entering into covered transactions (such as subawards and contracts) with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.
Article 12	Drug-Free Workplace Regulations Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).
Article 13	Duplicative Costs Recipients are prohibited from charging any cost to this federal award that will be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior budget period. (See 2 C.F.R. § 200.403(f)). However, recipients may shift costs that are allowable under two or more federal awards where otherwise permitted by federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article 14	Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17. Recipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA’s implementing regulations at 44 C.F.R. Part 19.
Article 15	E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.
Article 16	Energy Policy and Conservation Act Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.
Article 17	False Claims Act and Program Fraud Civil Remedies Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§ 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)
Article 18	Federal Debt Status All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)
Article 19	Federal Leadership on Reducing Text Messaging while Driving Recipients are encouraged to adopt and enforce policies that ban text messaging while driving recipient-owned, recipient-rented, or privately owned vehicles when on official government business or when performing any work for or on behalf of the Federal Government. Recipients are also encouraged to conduct the initiatives of the type described in Section 3(a) of E.O. 13513.

Article 20	Fly America Act of 1974 Recipients must comply with Preference for U.S. Flag Air Carriers (a list of certified air carriers can be found at: Certificated Air Carriers List US Department of Transportation, https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.
Article 21	Hotel and Motel Fire Safety Act of 1990 Recipients must ensure that all conference, meeting, convention, or training space funded entirely or in part by federal award funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a.
Article 22	John S. McCain National Defense Authorization Act of Fiscal Year 2019 Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. The statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.
Article 23	Limited English Proficiency (Civil Rights Act of 1964, Title VI) Recipients must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited and additional resources on http://www.lep.gov.
Article 24	Lobbying Prohibitions Recipients must comply with 31 U.S.C. § 1352 and 6 C.F.R. Part 9, which provide that none of the funds provided under a federal award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification. Per 6 C.F.R. Part 9, recipients must file a lobbying certification form as described in Appendix A to 6 C.F.R. Part 9 or available on Grants.gov as the Grants.gov Lobbying Form and file a lobbying disclosure form as described in Appendix B to 6 C.F.R. Part 9 or available on Grants.gov as the Disclosure of Lobbying Activities (SF-LLL).

Article 25	National Environmental Policy Act Recipients must comply with the requirements of the National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq.) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.
Article 26	Nondiscrimination in Matters Pertaining to Faith-Based Organizations It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.
Article 27	Non-Supplanting Requirement Recipients of federal awards under programs that prohibit supplanting by law must ensure that federal funds supplement but do not supplant non-federal funds that, in the absence of such federal funds, would otherwise have been made available for the same purpose.
Article 28	Notice of Funding Opportunity Requirements All the instructions, guidance, limitations, scope of work, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this federal award are incorporated by reference. All recipients must comply with any such requirements set forth in the NOFO. If a condition of the NOFO is inconsistent with these terms and conditions and any such terms of the Award, the condition in the NOFO shall be invalid to the extent of the inconsistency. The remainder of that condition and all other conditions set forth in the NOFO shall remain in effect.
Article 29	Patents and Intellectual Property Rights Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq. and applicable regulations governing inventions and patents, including the regulations issued by the Department of Commerce at 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Awards, Contracts, and Cooperative Agreements) and the standard patent rights clause set forth at 37 C.F.R. § 401.14.

Article 30	Procurement of Recovered Materials States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962) and 2 C.F.R. § 200.323. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
Article 31	Rehabilitation Act of 1973 Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (codified as amended at 29 U.S.C. § 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
Article 32	Reporting of Matters Related to Recipient Integrity and Performance If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of the federal award, then the recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated by reference.
Article 33	Reporting Subawards and Executive Compensation For federal awards that equal or exceed \$30,000, recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation set forth at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated by reference.

Article 34**Required Use of American Iron, Steel, Manufactured Products, and Construction Materials**

Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless: (1) all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; (2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and (3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project. Waivers When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. The agency should notify the recipient for information on the process for requesting a waiver from these requirements. (a) When the Federal agency has determined that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that: (1) applying the domestic content procurement preference would be inconsistent with the public interest; (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent. A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office. There may be instances where an award qualifies, in whole or in part, for an existing waiver described at “Buy America” Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov. Definitions The definitions applicable to this term are set forth at 2 C.F.R. § 184.3, the full text of which is incorporated by reference.

Article 35	SAFECOM Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. The SAFECOM Guidance is updated annually and can be found at Funding and Sustainment CISA.
Article 36	Terrorist Financing Recipients must comply with E.O. 13224 and applicable statutory prohibitions on transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible for ensuring compliance with the E.O. and laws.
Article 37	Trafficking Victims Protection Act of 2000 (TVPA) Recipients must comply with the requirements of the government-wide financial assistance award term which implements Trafficking Victims Protection Act of 2000, Pub. L. No. 106-386, § 106 (codified as amended at 22 U.S.C. § 7104). The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated by reference.
Article 38	Universal Identifier and System of Award Management Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated reference.
Article 39	USA PATRIOT Act of 2001 Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.
Article 40	Use of DHS Seal, Logo and Flags Recipients must obtain written permission from DHS prior to using the DHS seals, logos, crests, or reproductions of flags, or likenesses of DHS agency officials. This includes use of DHS component (e.g., FEMA, CISA, etc.) seals, logos, crests, or reproductions of flags, or likenesses of component officials.
Article 41	Whistleblower Protection Act Recipients must comply with the statutory requirements for whistleblower protections at 10 U.S.C § 470141 U.S.C. § 4712.

Article 42	Environmental Planning and Historic Preservation (EHP) Review DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state and local laws. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. General guidance for FEMA's EHP process is available on the DHS/FEMA Website at: https://www.fema.gov/grants/guidance-tools/environmental-historic. Specific applicant guidance on how to submit information for EHP review depends on the individual grant program and applicants should contact their grant Program Officer to be put into contact with EHP staff responsible for assisting their specific grant program. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archaeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.
Article 43	Applicability of DHS Standard Terms and Conditions to Tribes The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to sub-recipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.
Article 44	Acceptance of Post Award Changes In the event FEMA determines that an error in the award package has been made, or if an administrative change must be made to the award package, recipients will be notified of the change in writing. Once the notification has been made, any subsequent requests for funds will indicate recipient acceptance of the changes to the award. Please call FEMA Grant Management Operations at (866) 927-5646 or via e-mail to: ASK-GMD@fema.dhs.gov if you have any questions.
Article 45	Disposition of Equipment Acquired Under the Federal Award For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state sub-recipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state sub-recipients must follow the disposition requirements in accordance with state laws and procedures.

Article 46	Prior Approval for Modification of Approved Budget Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308. For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.
Article 47	Indirect Cost Rate 2 C.F.R. section 200.211(b)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.
Article 48	Award Performance Goals FEMA will measure the recipient's performance of the grant by comparing the number of items requested in its application, the numbers acquired (ordered, paid, and received) within the period of performance. In order to measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient is required to report on the recipients compliance with the applicable industry, local, state and national standards described in the NOFO.

Obligating document

1. Agreement No. EMW-2023-FG-06309	2. Amendment No. N/A	3. Recipient No. 866000247	4. Type of Action AWARD	5. Control No. WX03513N2024T		
6. Recipient Name and Address CITY OF GLENDALE 5850 W GLENDALE AVE GLENDALE, AZ 85301		7. Issuing FEMA Office and Address Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 1-866-927-5646		8. Payment Office and Address FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20742		
9. Name of Recipient Project Officer Vicki Rios		9a. Phone No. 623-9302116	10. Name of FEMA Project Coordinator Assistance to Firefighters Grant Program	10a. Phone No. 1-866-274-0960		
11. Effective Date of This Action 09/19/2024	12. Method of Payment OTHER - FEMA GO	13. Assistance Arrangement COST SHARING		14. Performance Period 09/26/2024 to 09/25/2026 Budget Period 09/26/2024 to 09/25/2026		
15. Description of Action a. (Indicate funding data for awards or financial changes)						
Program Name Abbreviation	Assistance Listings No.	Accounting Data(ACCS Code)	Prior Total Award	Amount Awarded This Action + or (-)	Current Total Award	Cumulative Non-Federal Commitment
FG	97.044	2024-F3-GB01 - P410-xxxx-4101-D	\$0.00	\$2,352,477.15	\$2,352,477.15	\$352,871.58
Totals			\$0.00	\$2,352,477.15	\$2,352,477.15	\$352,871.58
b. To describe changes other than funding data or financial changes, attach schedule and check here: N/A						
16. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address) This field is not applicable for digitally signed grant agreements						
17. RECIPIENT SIGNATORY OFFICIAL (Name and Title) Vicki Rios					DATE 10/01/2024	
18. FEMA SIGNATORY OFFICIAL (Name and Title) PAMELA WILLIAMS, Assistant Administrator, Grant Programs Region 4					DATE 09/19/2024	



CITY OF SURPRISE Regular City Council Meeting

Council Meeting Date: February 4, 2025 Contact Person: Jennifer Cornelius
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

Consent: Yes	Regular: No	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Consideration and action pertaining to approval of an amendment to the Intergovernmental Agreement with Maricopa County, an amendment to the Fiscal Year 2025 Contract Award Authority List, and approval of a Fiscal Year 2025 budget amendment moving budget in the amount of \$4,300 to provide Community Action Program (CAP) services; Resolution #2025-18.

Motion:

I move to approve Resolution #2025-18.

Background:

Maricopa County and the City of Surprise entered into an Intergovernmental Agreement (IGA) in 2016 to provide Community Action Program (CAP) services from the Surprise Resource Center. On or about August 10, 2022, the parties entered into a new IGA for the term of July 1, 2022, through June 30, 2023. The parties have since executed Amendments No. 1, No. 2, and No. 3 and continue to participate in the IGA to provide CAP services from the Surprise Resource Center. This agreement is in effect through June 30, 2025.

The approval of Amendment No. 4 will allow for additional grant funding in the amount of \$4,224 for salary expenses. Amendment No. 4 replaces the original FY25 grant award amount of \$386,100, with a new award amount not to exceed \$390,324. This amendment also revises various sections of the original agreement including contact information, Paragraph 6.0, and Paragraph 58.0.

Objective Analysis:

This action will allow the Human Service & Community Vitality Department to continue to provide Community Action Program (CAP) services.

Policy Compliant:

This item is compliant with City and Council policies.

Financial Impact:

This funding allows for additional salary expenses in the amount of \$4,224 from July 1, 2024, through

June 30, 2025. All expenditures will be reimbursed on a monthly basis. A required match of 25% annually is already budgeted within the existing Human Service & Community Vitality operating budget.

Budget Impact:

This action will require movement of budget authority in the amount of \$4,300 from General Contingency to project G51595, FY25 CAP Grant in the Grants Fund to cover the salary expenses associated with the program. This action represents a transfer of spending authority and does not increase or decrease the total adopted citywide expenditure budget.

FTE Impact:

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

ATTACHMENTS:

1. Resolution 2025-18, CAP IGA Amendment
 2. Exhibit C - CAP IGA Amendment 4
-

RESOLUTION # 2025-18

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, APPROVING AMENDMENT NO. 4 TO AN INTERGOVERNMENTAL AGREEMENT WITH MARICOPA COUNTY TO PROVIDE COMMUNITY ACTION PROGRAM (CAP) SERVICES, ACCEPTING GRANT FUNDING, AMENDING THE FISCAL YEAR 2025 BUDGET BY MOVING BUDGET AUTHORITY OF \$4,300 FROM GENERAL CONTINGENCY TO PROJECT G51595 FY25 CAP GRANT IN THE GRANTS FUND; AND AMENDING THE FISCAL YEAR 2025 CONTRACT AWARDING AUTHORITY LIST NO. 25235 BY ADDING \$4,300 TO THE FY25 CAP GRANT, G51595, FOR GRANT SALARIES.

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 therein;

WHEREAS, Maricopa County and the City of Surprise entered into a financial Intergovernmental Agreement (“IGA” or “Agreement”) on or about August 10, 2022, for the term of July 1, 2022, through June 30, 2023;

WHEREAS, the parties entered into Amendment No. 1 to the IGA on or about March 28, 2023, in order to increase Agreement funding to a total of \$536,250 for the period of January 1, 2023, through June 30, 2023;

WHEREAS, the parties entered into Amendment No. 2 to the IGA on or about June 28, 2023, to extend the IGA through June 30, 2024, and replaced the Operating Budget portion in its entirety with a total not to exceed amount of \$482,625 for Fiscal Year 2024;

WHEREAS, the parties entered into Amendment No. 3 to the IGA on or about June 26, 2024, in order to extend the IGA through June 30, 2025, and replace the Operating Budget of the IGA in its entirety with a not to exceed amount of \$386,100 for Fiscal Year 2025;

WHEREAS, the parties desire to enter into this Amendment No. 4 to the IGA in order to replace the Operating Budget of the IGA in its entirety with a not to exceed amount of \$390,324 for Fiscal Year 2025;

WHEREAS, all other terms and conditions of the IGA and Amendments No. 1, No. 2, and No. 3 remain in full force and effect except as amended by Amendment No. 4;

WHEREAS, the FY2025 budget, including the FY2025 Contract Awarding Authority List, was adopted by Council Resolution #2024-94 on June 4, 2024;

WHEREAS, this action will necessitate a budget amendment;

WHEREAS, the City of Surprise Administrative Policies requires the approval of the Mayor and Council for budget amendments of this nature; and

WHEREAS, the City of Surprise Procurement Code §2-338 (d) requires the authority of the Mayor and Council when the cost to the city is greater than \$50,000.

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

Section 1. 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, 2024, through June 30, 2025.

Section 2. That the statements and schedules attached as *Exhibit B* and incorporated by reference are adopted, amending the Fiscal Year 2025 Contract Awarding Authority List of the City of Surprise, Arizona for the fiscal year July 1, 2024, through June 30, 2025.

Section 3. The Intergovernmental Agreement Amendment No. 4 between the City of Surprise and Maricopa County, attached as *Exhibit C*, is approved.

Section 4. 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 _____, 2025.

Kevin D. Sartor, Mayor

Attest:

Approved as to form:

Kristi Passarelli, City Clerk

Robert Wingo, City Attorney

RESOLUTION # 2025-18
Exhibit A

1. Appropriation - The allocations below represent the movement of budget authority in the amount of \$4,300 from General Contingency to project G51595 FY25 CAP due to additional grant funding awarded for CAP services administrative support at the Surprise Resource Center. This action represents a transfer of spending authority and does not increase or decrease the total adopted citywide expenditure budget.

Fund	Department	Project/Category	Rev/ Exp	Current Budget	Increase/ (Decrease)	Amended Budget
Grants	Human Svcs and Comm Vitality	#G51595 FY25 CAP	E	386,100	4,300	390,400
Grants	Human Svcs and Comm Vitality	#G51595 FY25 CAP	R	386,100	4,300	390,400
Contingency	General Operations	Contingency	E	83,711,400	(4,300)	83,707,100
Contingency	General Operations	Other	R	78,616,700	(4,300)	78,612,400
Expense Total				84,097,500	-	84,097,500
Revenue Total				79,002,800	-	79,002,800

RESOLUTION # 2025-18

Exhibit B

1. Contract Awarding Authority List – Council to approve increasing an item on the Fiscal Year 2025 Contract Awarding Authority List for the FY25 CAP Grant in the amount of \$4,300 for grant salaries.

Reference #	Project Number	Description	Current Amount	Increase/ (Decrease)	Amended Amount
25235	G51595	FY25 CAP Grant	\$386,100	\$4,300	\$390,400

RESOLUTION # 2025-18

EXHIBIT C

**AMENDMENT NO. 4 TO INTERGOVERNMENTAL AGREEMENT BETWEEN
THE CITY OF SURPRISE AND MARICOPA COUNTY**

**AMENDMENT NO. 4 TO THE
INTERGOVERNMENTAL AGREEMENT
BETWEEN
MARICOPA COUNTY
ADMINISTERED BY ITS
HUMAN SERVICES DEPARTMENT
AND
CITY OF SURPRISE**

- I. Maricopa County ("County"), administered by its Human Services Department, and the City of Surprise, ("Contractor") entered into a financial Intergovernmental Agreement ("Agreement"), on or about August 10, 2022. The purpose of the Agreement is for the Contractor to provide Community Action Program (CAP) services to include crisis case management, coordination of services to assist low-income households in crisis situations, and assistance to move closer to economic self-sufficiency in Surprise. The County and the Contractor collectively are referred to as the "Parties."

The Parties entered into Amendment No. 1 on or about March 28, 2023. Section 4 (Budget and Compensation), Paragraph 1.2 (Funding), Subparagraph 1.2.3 was replaced in its entirety to address funded positions. The Operating Budget in Section 4 (Budget and Compensation), Paragraph 1.5 (Operating Budget) was increased to a total of \$536,250 for Fiscal Year 2023.

The Parties entered into Amendment No. 2 on or about June 28, 2023. The Amendment extended the Agreement through June 30, 2024. Section 3 (Work Statement) was replaced in its entirety. The Operating Budget in Section 4 (Budget and Compensation), Paragraph 1.5 (Operating Budget) was replaced in its entirety with a not to exceed funding amount of \$482,625 for Fiscal Year 2024.

The Parties entered into Amendment No.3 on or about June 26, 2024. The Amendment extended the Agreement through June 20, 2025, changed the County point of contact and the Uyghur Forced Labor Prevention Act (UFLPA) provision was added to the Agreement in Section 1 (General Provisions). In Section 4 (Budget and Compensation) the Assistance Listing Number (ALN) 21.027 for the American Rescue Plan Act (ARPA) was added and the Operating Budget was revised and replaced in its entirety with a not to exceed funding amount of \$386,100 for Fiscal Year 2025.

- II. The Parties agree to enter into this Amendment No. 4 to amend the Agreement as follows:

- A. Increase funding in an amount not to exceed \$4,224 for a new Fiscal Year 2025 funding total of \$390,324. Funding will be provided by County General Funds and the following ALNs:

93.569 (Community Services Block Grant)
93.568 (Low Income Home Energy Assistance Program)
21.027 (Coronavirus State and Local Fiscal Recovery Funds)

- B. Revise the Maricopa County Representative name and contact information and replace it with the following:

Maricopa County Representative:
Human Services Department

Community Resilience Division
Siman Qassim, Assistant Director
234 N. Central Avenue, 3rd Floor
Phoenix, AZ 85004
602-506-4841
siman.qaasim@maricopa.gov

- C. Revise Paragraph 6.0 (Administrative Change Orders) by removing in its entirety and replacing with the following:

6.0 ADMINISTRATIVE CHANGE ORDERS

6.1 The Chairman of the Board of Supervisors is authorized, upon the recommendation of the Human Services Department Director and Legal Counsel, to review and execute administrative changes to the Agreement on behalf of the County through Administrative Change Orders. Administrative Change Orders will be effective upon execution by both the Parties. Administrative Change Orders shall address any of the following changes:

- 6.1.1 Modifications to the project timeline if the last day of the project timeline is within the Agreement term;
- 6.1.2 Modifications to Budget line items if the Agreement amount remains unchanged;
- 6.1.3 Modifications required by federal, state, or County regulations, ordinances, or policies; and/or
- 6.1.4 Modifications to Administrative requirements such as changes in reporting periods, frequency of reports, or report formats required by federal, state, and local regulations, policies, or requirements.

- D. Add the following Paragraph to the Agreement:

58.0 PROVISIONS REQUIRED BY LAW

Each and every provision of law and any clause required by law to be in this Agreement will be read and enforced as though it were included herein and, if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, this Agreement will promptly be physically amended to make such insertion or correction.

- E. Incorporate Federal Award Identification Number (FAIN) and Award Date into the Agreement by adding the following to Section 4 (Budget and Compensation), Paragraph 1.0 (Budget), Subparagraph 1.2.4 (Funding):

FAIN / AWARD DATE: 21.027: SLFRP0146 awarded 5/18/2021

- F. Revise Section 4 (Budget and Compensation), Paragraph 1.5 (Operating Budget) by removing it in its entirety and replacing with the attached Operating Budget. The County shall provide the Contractor with a not to exceed amount of \$390,324 for the period of July 1, 2024, through June 30, 2025, Fiscal Year 2025. Unexpended funds from Fiscal Year 2024 shall not be available for expenditures in Fiscal Year 2025.

- III. Section II above contains all the changes to the Agreement made by this Amendment No. 4. The Agreement is amended to incorporate the changes contained in this Amendment No. 4. All other terms and conditions of the Agreement remain in full force and effect as executed by the Parties. This Amendment No. 4 is subject to and incorporates the provisions of A.R.S. § 38-511.
- IV. The Parties have authorized the undersigned to execute this Amendment No. 4, and it shall be effective upon approval and signature by both Parties.

IN WITNESS, the Parties have approved and signed this Amendment No. 4:

APPROVED BY:
CITY OF SURPRISE

APPROVED BY:
MARICOPA COUNTY

Mayor Date

Chairman Date
Board of Supervisors

Attested To:

Attested To:

City Clerk Date

Juanita Garza, Date
Clerk of the Board

IN ACCORDANCE WITH A.R.S. §§ 9-240, 9-500.11, 11-952, AND 46-241, ET SEQ., THIS AMENDMENT NO. 4 HAS BEEN REVIEWED BY THE UNDERSIGNED ATTORNEY WHO HAS DETERMINED IT IS PROPER IN FORM AND WITHIN THE POWERS AND AUTHORITY GRANTED TO THE CITY OF SURPRISE UNDER THE LAWS OF THE STATE OF ARIZONA.

IN AJCORDANCE WITH A.R.S. §§ 11-201, 11-251, AND 11-952, THIS AMENDMENT NO. 4 HAS BEEN REVIEWED BY THE UNDERSIGNED ATTORNEY WHO HAS DETERMINED IT IS PROPER IN FORM AND WITHIN THE POWERS AND AUTHORITY GRANTED TO MARICOPA COUNTY UNDER THE LAWS OF THE STATE OF ARIZONA.

APPROVED AS TO FORM:

APPROVED AS TO FORM:

BY: _____
Attorney for the City Date

BY: _____
Deputy County Attorney Date

City of Surprise Operating Budget - Community Action Program (CAP) Services			
Contract Period	July 1st, 2024, through June 30th, 2025		
Budget Category	Amendment 3 Funding	Revised Amount	New Budget Total
County Funds	\$386,100	\$4,224	\$390,324
Cash Match Contributions	\$106,660	\$1,004	\$107,664
Total	\$492,760	\$5,228	\$497,988



CITY OF SURPRISE Regular City Council Meeting

Council Meeting Date: February 4, 2025
Submitting Department: Police
Staff Recommendations:

Contact Person: Benny Pina, POLICE CHIEF
District: Citywide

Consent: Yes	Regular: No	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Consideration and action pertaining to the approval of the Memorandum of Understanding between the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and the City of Surprise Police Department to provide one AZ P.O.S.T. certified sworn law enforcement officer to the ATF Firearms Crimes Investigative Task Force on a full-time basis. Resolution 2025-14; RFLS 9855.

Motion:

I move to approve Resolution #2025-14.

Background:

The Surprise Police Department agrees to provide one AZ P.O.S.T. certified sworn law enforcement officer to the Bureau of Alcohol, Tobacco, Firearms and Explosives Task Force on a full-time basis.

Objective Analysis:

Acceptance of this agreement will allow the department to enhance law enforcement services concerning Firearm trafficking through cooperative efforts.

Policy Compliant:

This action is consistent with City and Council Policy. The City regularly partners with other governmental entities when it is beneficial to do so.

Financial Impact:

Each party is responsible for all associated costs accrued in implementing this MOU. Such costs include, but are not limited to, employee salary, shift differential pay, overtime compensation, benefits, vehicles, and equipment. The ATF may have funds available to reimburse overtime to the state and local TFO's agency subject to the guidelines of the Department of Justice Asset Forfeiture Fund.

Budget Impact:

The FY2025 adopted budget includes appropriations for expenses related to this agreement, and therefore, does not require a budget amendment.

FTE Impact:

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

ATTACHMENTS:

1. 25.02.04 Res 2025-14 ATF Firearms Investigative Crimes Task Force
 2. 25.02.04 Res 2025-14_Exhibit A_ATF MOU
-

RESOLUTION # 2025-14

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA AUTHORIZING THE CITY TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES (“ATF”) TO PROVIDE ONE AZ P.O.S.T. CERTIFIED SWORN LAW ENFORCEMENT OFFICER (“OFFICER”) ON A FULL-TIME BASIS TO THE ATF FIREARMS CRIMES INVESTIGATIVE TASK FORCE (“TASK FORCE”) OF THE UNITED STATES OF AMERICA.

WHEREAS, pursuant to Arizona Revised Statute §11-952, et seq., the City of Surprise has the authority to enter into memorandum of understanding agreements (MOU) with other governmental entities for the purposes set forth within;

WHEREAS, the Bureau of Alcohol, Tobacco, Firearms and Explosives (“ATF”) is in need of one AZ P.O.S.T. certified sworn law enforcement officer (“Officer”);

WHEREAS, the City of Surprise has Officers who are capable of providing services for such assignments, as directed by the ATF, to the Task Force;

WHEREAS, the City of Surprise is willing to make one Officer available to provide these services;

WHEREAS, the ATF may have funds available to reimburse overtime to the state and local task force officer’s agency subject to the guidelines of the Department of Justice Asset Forfeiture Fund; and

WHEREAS, the duration of this MOU shall be effective with the signatures of all parties and terminates at the close of business on September 30, 2028. All prior agreements between ATF and the City of Surprise regarding Task Force participation are superseded as of the effective date of this MOU;

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

Section 1. The Memorandum of Understanding between the City of Surprise and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), 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 agreements.

SIGNATURES ON FOLLOWING PAGE

APPROVED AND ADOPTED this ____ day of _____, 2025.

Kevin D. Sartor, Mayor

Attest:

Approved as to form:

Kristi Passarelli, City Clerk

Robert Wingo, City Attorney

RESOLUTION # 2025-14

Exhibit A

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SURPRISE AND
THE BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES (ATF)

(BEGINS ON THE NEXT PAGE)

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES (ATF),

And

City of Surprise AZ Police Department

This Memorandum of Understanding (“MOU”) is entered into by and between the Bureau of Alcohol, Tobacco, Firearms and Explosives (“ATF”) and the Surprise AZ Police Department (“participating agency”) as it relates to the ATF/Firearms Task Force (herein referred to as the “Task Force”).

- The MOU is specific to the task force being referenced and applies only to the above-named participating agency, although other agencies may also be taking part on the same task force.

BACKGROUND

- The Surprise Police Department (SPD) is assigning a detective or detectives, to be named by the Chief of Police to participate in the ATF Task Force. ATF and SPD are committed to deterring, dismantling, and disrupting firearms trafficking and illegal firearms activity to deter violent crimes in the City of Surprise, AZ.

AUTHORITIES

The authority to investigate and enforce offenses under provisions of this MOU are found at 28 U.S.C. § 599A, 28 C.F.R. §§ 0.130, 0.131, and 18 U.S.C. § 3051.

PURPOSE

The Task Force will perform the activities and duties described below:

- a. Investigate firearms trafficking
- b. Investigate firearms related violent crime
- c. Gather and report intelligence data relating to trafficking in firearms
- d. Conduct undercover operations where appropriate and engage in other traditional methods of investigation in order that the Task Force's activities will result in effective prosecution before the courts of the United States and the State of Arizona.

MEASUREMENT OF SUCCESS

The ability to measure the success of this initiative will depend on the participating agencies' willingness to share certain information, (i.e., crime statistics, arrests, etc.) for the purpose of measuring the success of the task force and the participants performance.

- Mission Activities:
 - Deter illegal firearms trafficking and violent gun crime.
 - Firearms criminal possession and use
 - Combat criminal organizations

The main goal of the task force is to reduce the impact and threat to the public by deterring illegal firearms activity, trafficking, and reducing violent crimes. The task force success will be measured by:

- Number of NIBIN hits
- Number of items entered into NIBIN
- Percent of firearms traces completed within 10 days
- Percent of illegal firearms trafficking cases with convictions
- Percent of all firearms cases referred for prosecution
- Percent of all firearms cases referred for prosecution and ultimately convicted
- Number of guns taken off of the streets
- Percent of criminal organization cases referred for prosecution
- Percent of criminal organization cases referred for prosecution resulting in conviction

PHYSICAL LOCATION

Officers/troopers/agents assigned to this Task Force by their employer shall be referred to as task force officers (TFOs). TFOs will be assigned to the ATF Phoenix Field Office and will be located at 11550 W. Glendale Avenue, Glendale, AZ 85307.

SUPERVISION AND CONTROL

The day-to-day supervision and administrative control of TFOs will be the mutual responsibility of the participants, with the ATF Special Agent in Charge or his/her designee having operational control over all operations related to this Task Force.

TFOs shall remain subject to their respective agencies' policies and shall report to their respective agencies regarding matters unrelated to this agreement/task force. With regard to matters related to the Task Force, TFOs will be subject to Federal law and Department of Justice and ATF orders, regulations and policies, including those related to standards of conduct, sexual harassment, equal opportunity issues, and Federal disclosure laws.

Failure to comply with this section could result in a TFO's dismissal from the Task Force.

PERSONNEL, RESOURCES AND SUPERVISION

To accomplish the objectives of the Task Force, ATF will assign one (1) Special Agents to the Task Force. ATF will also, subject to the availability of funds, provide necessary funds and equipment to support the activities of the ATF Special Agents and TFOs assigned to the Task Force. This support may include office space, office supplies, travel funds, funds for the purchase of evidence and information, investigative equipment, training, and other support items.

Each participating agency agrees to make available to its assigned task members any equipment ordinarily assigned for use by that agency. In the event ATF supplies equipment (which may include vehicles, weapons, or radios), TFOs must abide by any applicable ATF property orders and policy and may be required to enter into a separate agreement for their use.

To accomplish the objectives of the Task Force, SPD agrees to detail one (1) full-time TFOs and/or one (1) Special Deputies (SDs) to the Task Force for a period of not less than two (2) years. As per ATF O 3501.1A, a Special Deputy is a sworn State, county, or local law enforcement officer assigned to an ATF task force on a part time basis and whose department has a fully executed task force MOU on file with ATF. For purposes of this particular MOU, SDs are included under the term "TFOs" unless the MOU provision expressly indicates that it applies only to "full-time TFOs."

All full-time TFOs shall qualify with their respective firearms by complying with ATF's Firearms and Weapons Policy.

SECURITY CLEARANCES

All TFOs will undergo a security clearance and background investigation, and ATF shall bear the costs associated with those investigations. TFOs must not be the subject of any ongoing investigation by their department or any other law enforcement agency, and past behavior or punishment, disciplinary, punitive, or otherwise, may disqualify one from eligibility to join the Task Force. ATF has final authority as to the suitability of TFOs for inclusion on the Task Force.

DEPUTATIONS

ATF, as the sponsoring Federal law enforcement agency, will require that the participating agency's TFOs be deputized by the U.S. Marshals Service to extend their jurisdiction, to include applying for and executing Federal search and arrest warrants, and requesting and executing Federal grand jury subpoenas for records and evidence involving violations of Federal laws.

A TFO will not be considered for Department of Justice legal representation if named as a defendant in an individual-capacity lawsuit alleging constitutional violations unless all deputation paperwork has been completed and approved prior to the event(s) at issue in the lawsuit.

The participating agencies agree that any Federal authority that may be conferred by a deputation is limited to activities supervised by ATF and will terminate when this MOU is terminated or when the deputized TFOs leave the Task Force, or at the discretion of ATF.

ASSIGNMENTS, REPORTS, AND INFORMATION SHARING

An ATF supervisor or designee will be empowered with designated oversight for investigative and personnel matters related to the Task Force and will be responsible for opening, monitoring, directing, and closing Task Force investigations in accordance with ATF policy and the applicable United States Attorney General's Guidelines.

Assignments will be based on, but not limited to, experience, training, and performance, in addition to the discretion of the ATF supervisor.

All investigative reports will be prepared utilizing ATF's investigative case management system, (N-Force) utilizing ATF case report numbers. The participating agency will share investigative reports, findings, intelligence, etc., in furtherance of the mission of this agreement, to the fullest extent allowed by law. For the purposes of uniformity, there will be no duplication of reports, but rather a single report prepared by a designated individual which can be duplicated as necessary. Every effort should be made to document investigative activity on ATF Reports of Investigation (ROI), unless otherwise agreed to by ATF and the participating agency(ies). This section does not preclude the necessity of individual TFOs to complete forms required by their employing agency.

Information will be freely shared among the TFOs and ATF personnel with the understanding that all investigative information will be kept strictly confidential and will only be used in furtherance of criminal investigations. No information gathered during the course of the Task Force, to include informal communications between TFOs and ATF personnel, may be disseminated to any third party, non-task force member by any task force member without the express permission of the ATF Special Agent in Charge or his/her designee.

Any public requests for access to the records or any disclosures of information obtained by task force members during Task Force investigations will be handled in accordance with applicable federal statutes, regulations, and policies pursuant to the Freedom of Information Act and the Privacy Act, and other applicable federal and/or state statutes and regulations.

INVESTIGATIVE METHODS

The parties agree to utilize Federal standards pertaining to evidence handling and electronic surveillance activities to the greatest extent possible. However, in situations where state or local laws are more restrictive than comparable Federal law, investigative methods employed by state

and local law enforcement agencies shall conform to those requirements, pending a decision as to a venue for prosecution.

The use of other investigative methods (search warrants, interceptions of oral communications, etc.) and reporting procedures in connection therewith will be consistent with the policy and procedures of ATF. All Task Force operations will be conducted and reviewed in accordance with applicable ATF and Department of Justice policy and guidelines.

None of the parties to this MOU will knowingly seek investigations under this MOU that would cause a conflict with any ongoing investigation of an agency not party to this MOU. It is incumbent upon each participating agency to notify its personnel regarding the Task Force's areas of concern and jurisdiction. All law enforcement actions will be coordinated and cooperatively carried out by all parties to this MOU.

INFORMANTS

ATF guidelines and policy regarding the operation of informants and cooperating witnesses will apply to all informants and cooperating witnesses directed by TFOs.

Informants developed by TFOs may be registered as informants of their respective agencies for administrative purposes and handling. The policies and procedures of the participating agency for handling informants will apply to all informants that the participating agency registers. In addition, it will be incumbent upon the registering participating agency to maintain a file with respect to the performance of all informants or witnesses it registers. All information obtained from an informant and relevant to matters within the jurisdiction of this MOU will be shared with all parties to this MOU. The registering agency will pay all reasonable and necessary informant expenses for each informant that a participating agency registers.

DECONFLICTION

Each participating agency agrees that the deconfliction process requires the sharing of certain operational information with the Task Force, which, if disclosed to unauthorized persons, could endanger law enforcement personnel and the public. As a result of this concern, each participating agency agrees to adopt security measures set forth herein:

- a. Each participating agency will assign primary and secondary points of contact.
- b. Each participating agency agrees to keep its points of contact list updated.

The points of contact for this Task Force are:

ATF: Kevin Funke/Reid Schwartzel

Participating Agency: Tim Reese/Ryan Rasmussen

EVIDENCE

Evidence will be maintained by the lead agency having jurisdiction in the court system intended for prosecution. Evidence generated from investigations initiated by a TFO or ATF special agent intended for Federal prosecution will be placed in the ATF designated vault, using the procedures found in ATF orders.

All firearms seized by a TFO must be submitted for fingerprint analysis and for a National Integrated Ballistic Information Network (NIBIN) examination. Once all analyses are completed, all firearms seized under Federal law shall be placed into the ATF designated vault for proper storage. All firearms information/descriptions taken into ATF custody must be submitted to ATF's National Tracing Center.

- Firearms will be swabbed for DNA prior to test firing in circumstances to include, but not limited to:
 - Homicide or other violent crimes
 - Constructive possession cases
 - At the request of the agent or officer/detective

JURISDICTION/PROSECUTIONS

Cases will be reviewed by the ATF Special Agent in Charge or his/her designee in consultation with the participating agency and the United States Attorney's Office and appropriate state's attorney offices, to determine whether cases will be referred for prosecution to the U.S. Attorney's Office or to the relevant state's attorney's office. This determination will be based upon which level of prosecution will best serve the interests of justice and the greatest overall benefit to the public. Any question that arises pertaining to prosecution will be resolved through discussion among the investigative agencies and prosecuting entities having an interest in the matter.

In the event that a state or local matter is developed that is outside the jurisdiction of ATF or it is decided that a case will be prosecuted on the state or local level, ATF will provide all relevant information to state and local authorities, subject to Federal law. Whether to continue investigation of state and local crimes is at the sole discretion of the state or local participating agency.

USE OF FORCE

All TFOs will comply with ATF and the Department of Justice's (DOJ's) Use of Force orders and policies. TFOs must be briefed on ATF's and DOJ's Use of Force policy by an ATF official and will be provided with a copy of such policy.

BODY WORN CAMERAS AND TASK FORCE OFFICERS

In accordance with ATF Order 3020.4, dated June 2, 2022, and incorporated herein, Body Worn Cameras (BWCs) may be worn by TFOs operating on a Federal Task Force. ATF will issue the BWC to the task force officer for use when necessary for task force operations.

MEDIA

Media relations will be handled by ATF and the U.S. Attorney's Office's public information officers in coordination with each participating agency. Information for press releases will be reviewed and mutually agreed upon by all participating agencies, who will take part in press conferences. Assigned personnel will be informed not to give statements to the media concerning any ongoing investigation or prosecution under this MOU without the concurrence of the other participants and, when appropriate, the relevant prosecutor's office.

All personnel from the participating agencies shall strictly adhere to the requirements of Title 26, United States Code, § 6103. Disclosure of tax return information and tax information acquired during the course of investigations involving National Firearms Act (NFA) firearms as defined in 26 U.S.C., Chapter 53 shall not be made except as provided by law.

SALARY/OVERTIME COMPENSATION

During the period of the MOU, participating agencies will provide for the salary and employment benefits of their respective employees. All participating agencies will retain control over their employees' work hours, including the approval of overtime.

ATF may have funds available to reimburse overtime to the state and local TFO's agency, subject to the guidelines of the Department of Justice Asset Forfeiture Fund. This funding would be available under the terms of a memorandum of agreement (MOA) established pursuant to the provisions of 28 U.S.C. section 524. The participating agency agrees to abide by the applicable Federal law and policy with regard to the payment of overtime from the Department of Justice Asset Forfeiture Fund. The participating agency must be recognized under state law as a law enforcement agency and their officers/ troopers/investigators as sworn law enforcement officers. If required or requested, the participating agency shall be responsible for demonstrating to the Department of Justice that its personnel are law enforcement officers for the purpose of overtime payment from the Department of Justice Asset Forfeiture Fund. **This MOU is not a funding document.**

In accordance with these provisions and any MOA on asset forfeiture, the ATF Special Agent in Charge or designee shall be responsible for certifying reimbursement requests for overtime expenses incurred as a result of this agreement.

AUDIT INFORMATION

Operations under this MOU are subject to audit by ATF, the Department of Justice's Office of the Inspector General, the Government Accountability Office, and other Government-designated auditors. Participating agencies agree to permit such audits and to maintain all records relating to Department of Justice Asset Forfeiture Fund payments for expenses either incurred during the course of this Task Force or for a period of not less than three (3) years and, if an audit is being conducted, until such time that the audit is officially completed, whichever is greater.

FORFEITURES/SEIZURES

All assets seized for administrative forfeiture will be seized and forfeited in compliance with the rules and regulations set forth by the U.S. Department of Justice Asset Forfeiture guidelines. When the size or composition of the item(s) seized make it impossible for ATF to store it, any of the participating agencies having the storage facilities to handle the seized property agree to store the property at no charge and to maintain the property in the same condition as when it was first taken into custody. The agency storing said seized property agrees not to dispose of the property until authorized to do so by ATF.

The MOU provides that proceeds from forfeitures will be shared, with sharing percentages based upon the U.S. Department of Justice Asset Forfeiture policies on equitable sharing of assets, such as determining the level of involvement by each participating agency. Task Force assets seized through administrative forfeiture will be distributed in equitable amounts based upon the number of full-time persons committed by each participating agency. Should it become impossible to separate the assets into equal shares, it will be the responsibility of all the participating agencies to come to an equitable decision. If this process fails and an impasse results ATF will become the final arbitrator of the distributive shares for the participating agencies

DISPUTE RESOLUTION

In cases of overlapping jurisdiction, the participating agencies agree to work in concert to achieve the Task Force's goals and objectives. The parties to this MOU agree to attempt to resolve any disputes regarding jurisdiction, case assignments and workload at the lowest level possible.

LIABILITY

ATF acknowledges that the United States is liable for the wrongful or negligent acts or omissions of its officers and employees, including TFOs, while on duty and acting within the scope of their federal employment, to the extent permitted by the Federal Tort Claims Act, 28 U.S.C. sections 1346(b), 2672-2680.

Claims against the United States for injury or loss of property, personal injury, or death arising or resulting from the negligent or wrongful act or omission of any Federal employee while acting within the scope of his or her office or employment are governed by the Federal Tort Claims Act, (unless the claim arises from a violation of the Constitution of the United States, or a violation of a statute of the United States under which other recovery is authorized).

Except as otherwise provided, the parties agree to be solely responsible for the negligent or wrongful acts or omissions of their respective employees and will not seek financial contributions from the other for such acts or omissions. Legal representation by the United States for individual capacity claims is determined by the United States Department of Justice on a case-by-case basis. ATF cannot guarantee the United States will provide legal representation to any state or local law enforcement officer.

Liability for any negligent or willful acts of any agent or officer undertaken outside the terms of this MOU will be the sole responsibility of the respective agent or officer and agency involved.

DURATION

This MOU is effective with the signatures of all parties and terminates at the close of business on September 30, 2028.

This MOU supersedes previously signed MOUs and shall remain in effect until the aforementioned expiration date or until it is terminated in writing (to include electronic mail and facsimile), whichever comes first. All participating agencies agree that no agency shall withdraw from the Task Force without providing ninety (90) days written notice to other participating agencies. If any participating agency withdraws from the Task Force prior to its termination, the remaining participating agencies shall determine the distributive share of assets for the withdrawing agency, in accordance with Department of Justice guidelines and directives.

This MOU shall be deemed terminated at the time all participating agencies withdraw and ATF elects not to replace such members, or in the event ATF unilaterally terminates the MOU upon 90 days written notice to all the remaining participating agencies.

MODIFICATIONS

This agreement may be modified at any time by written consent of all participating agencies. Modifications shall have no force and effect unless such modifications are reduced to writing and signed by an authorized representative of each participating agency.

SIGNATURES

_____/_____
Benny Piña Date
Chief of Police
Surprise Police Department

_____/_____
Kevin Funke Date
Special Agent in Charge, ATF
Phoenix Field Division



CITY OF SURPRISE Regular City Council Meeting

Council Meeting Date: February 4, 2025
Submitting Department: City Clerk
Staff Recommendations:

Contact Person: Kristi Passarelli, City Clerk
District: District 6

Consent: No	Regular: No	Public Hearing: Yes	Report/Discussion: No
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Agenda Wording:

Consideration and action pertaining to a recommendation to the Arizona Department of Liquor Licenses and Control (DLLC) on Application No. 325019, requested by Navayogasingam Thuraisingam, for Native Grill & Wings for Series 12 Liquor License. Native Grill & Wings is located at 13929 W Waddell Rd Surprise, AZ 85379.

Motion:

I move to recommend approval of application No. 325019 to the Arizona Department of Liquor Licenses and Control.

Background:

The City has received an application for a new Series 12 liquor license for Native Grill & Wings is located at 13929 W Waddell Rd, AZ 85379. The City Clerk's Office has posted the appropriate notice as required by law. No written arguments in favor of or opposed to the issuance of the license have been received by the Clerk's Office within the twenty days after the date of posting the notice.

The application has also been disseminated to the Community Development Department, Finance Department, Surprise Police Department, and Surprise Fire and Medical Department for review. Those departments have submitted memoranda which are attached to this item.

Objective Analysis:

Pursuant to state law, the City Council shall enter an order recommending approval or disapproval within sixty days after the filing of the application and shall file a certified copy of the order with the director. If the City Council recommends approval of the license a hearing before the state Liquor License Board is not required unless the director, the board or any aggrieved party requests a hearing on the grounds that the public convenience and the best interest of the community will not be substantially served if a license is issued. If the recommendation is for disapproval, a statement of the specific reasons containing a summary of the testimony or other evidence supporting the recommendation for disapproval shall be attached to the order and the state Liquor License Board will hold a hearing.

Policy Compliant:

The Liquor License process is controlled by state law. The steps taken by the City Clerk's Office and

this public hearing comply with, and fulfill the City's legal obligation under, applicable state law.

Financial Impact:

None

Budget Impact:

None

FTE Impact:

None

ATTACHMENTS:

1. CD - Native Grill & Wings Report
 2. FD - 13929 W Waddell Rd Native Grill and Wings Liquor License
 3. Finance - Native Grill & Wings - 13929 W Waddell Rd
 4. Native Grill & Wings Map
 5. PD - Native Grill & Wings
-



COMMUNITY DEVELOPMENT DEPARTMENT

Date: January 15, 2025
To: Kristi Passarelli, City Clerk
From: Lloyd Abrams, Community Development Director
Dan Johnson, Zoning Specialist
Re: Liquor License Application for:

**AGENT, Navayogasingam Thuraisingam
Native Grill & Wings
13929 W Waddell Road
Surprise, Arizona 85379**

NEW SERIES 12 (New Application – Restaurant) – Application # 325019

The number and series of licenses in close proximity to the subject site are:

1. Quench Taps and Tapas (Series 12) – 14010 N. Litchfield Rd. #212
2. Fry's Marketplace #674 (Series 9) – 13982 W. Waddell Rd.
3. Safeway Food & Drug # 2699 (Series # 9) – 13828 W Waddell Rd.
4. Quiktrip #466 (Series 10) – 14057 W. Waddell Rd. (Expired)
5. Walgreen's #12087 (Series 10) – 13723 N. Litchfield Rd.
6. Tap House Sports Grill (Series 12) – 13699 N. Litchfield Rd.
7. Real Thai & Sushi (Series 12) – 13749 N. Litchfield Rd.
8. Nicks Diner II (Series 12) – 13765 N. Litchfield Rd. (Not Shown)
9. AMC Surprise Pointe 14 (Series 6) – 13649 N. Litchfield Rd. (Not Shown)
10. Amigos Authentic Mexican Grill and Bar (Series 12) – 13621 N. Litchfield Rd. #131 (Not Shown)
11. Fox Cigar Bar Surprise LLC (Series 6) – 13601 N. Litchfield Rd. (Pending)(Not Shown)
12. Uptown Alley II (Series 6) – 13525 N. Litchfield Rd

The immediate area is comprised of commercial establishments. The property is zoned PAD C-2 which is consistent with the proposed use.

Commercial and residential growth is expected to remain static.

If managed properly, the effects of granting this liquor license on surrounding residences will be minimal. This license will have little to no affect on parking in the area. Staff believes that granting this liquor license will not directly impact the surrounding business and residential areas in a negative way.



Surprise Fire-Medical Department
14250 W. Statler Plaza Ste. 101
Surprise, AZ 85374-7479
Phone: 623-222-5000
Fax: 623-222-5001



January 14, 2025

To: Charles Vasquez, Deputy City Clerk

From: Keith Tanner, Fire Marshal

Subject: Liquor License Application

Applicant: Native Grill and Wings
13929 W Waddell Rd
Surprise, AZ 85379

The Surprise Fire-Medical Department recently conducted a fire inspection at the above referenced location within the last 12 months to ensure compliance with the applicable fire codes within the tenant space and building. There are no known fire code violations at this time.

Therefore fire has no comment on the application at this time.

If you have any questions feel free to contact me.

Keith Tanner
Keith Tanner, Fire Marshal
Fire Prevention Division
Surprise Fire-Medical Department



MEMO

Date:

To: Kristi Passarelli, City Clerk

Charles Vasquez, Deputy City Clerk

From:

RE: Liquor License Application –

Business License Status:

Application link emailed on .

License # , current and valid for .

Applied for license but is still pending and waiting on customer to provide additional information or documents.

BUSINESS LICENSE

CITY OF SURPRISE

16000 N. Civic Center Plaza
Surprise, AZ 85374-7470

Business Name: Native Grill & Wings
Business Location: 13929 W Waddell Rd Surprise, Az 85379-8706

Description: RESTAURANT

SURPRISE
ARIZONA

Kind Native Llc

Native Grill & Wings
219 S Siesta Ln
Tempe, Az 85288-3080

BUSINESS LICENSE NUMBER: 1024216

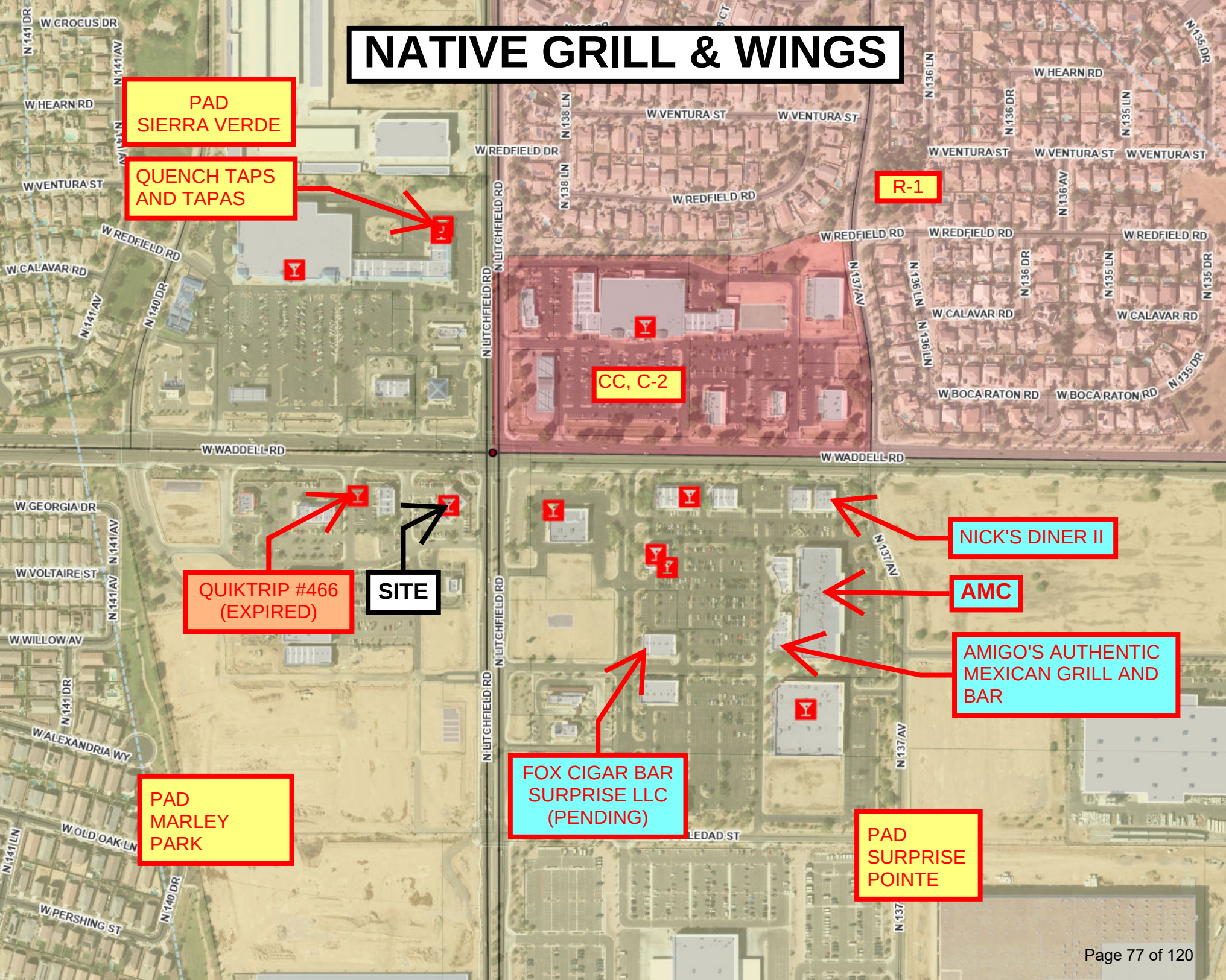
Effective Date: 01/01/2025

Expiration Date: 12/31/2025

TO BE POSTED IN A CONSPICUOUS PLACE

NOT TRANSFERABLE

NATIVE GRILL & WINGS



PAD
SIERRA VERDE

QUENCH TAPS
AND TAPAS

R-1

CC, C-2

QUIKTRIP #466
(EXPIRED)

SITE

NICK'S DINER II

AMC

AMIGO'S AUTHENTIC
MEXICAN GRILL AND
BAR

FOX CIGAR BAR
SURPRISE LLC
(PENDING)

PAD
SURPRISE
POINTE

PAD
MARLEY
PARK

S U R P R I S E P O L I C E D E P A R T M E N T
L I Q U O R L I C E N S E A P P L I C A T I O N R E V I E W

REFERENCE:

DATE: January 14, 2025

APPLICATION NUMBER: 325019

NEW APPLICATION: Series 12

APPLICANT:

Native Grill & Wings

13929 W. Waddell Road

Surprise, Arizona 85379

FINDINGS:

- 1) ***Evidence concerning the nature of the proposed business, its potential market and its likely customers.***

Native Grill & Wings is an established full service family restaurant serving lunch and dinner. The restaurant seating capacity is 232 persons, including 42 persons in the designated bar area. The market is people of all ages from the greater Surprise area and surrounding communities.

- 2) ***Effect of vehicular traffic in close proximity.***

This liquor license acquisition will have no effect on vehicular traffic.

- 3) ***The history for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant has received a detailed report of such activity at least 20 days before the hearing.***

Since January 2020 there have been 2 incidents of domestic violence which resulted in arrests, 2 disorderly conduct incidents, 3 reported physical fights, 1 reported sex offense, 1 threatening call for service, 1 warrant arrest, 2 DUI's, and 1 theft.

- 4) ***Comparison of hours of operation of the proposed premises to the existing businesses in proximity.***

Native Grill & Wings is a stand-alone family restaurant, which has a separate bar area geared around viewing sports with a listing of 20 televisions on sight. The restaurant closes at approximately 10 PM during the week and at 11 PM on Friday and Saturday nights. There are some other fast-food restaurants and smaller businesses in the general area. One (1) restaurant in the area remains open until 11 PM or later on the weekend nights.

- 5) ***Appropriateness of requested license.***

The series 12 license is appropriate for Native Grill & Wings per Arizona State law.

Submitted by Sergeant J. D. Galaz #2084



CITY OF SURPRISE Regular City Council Meeting

Council Meeting Date: February 4, 2025 Contact Person: Chris Sexton
Submitting Department: Community Development District: District 1
Staff Recommendations:

Consent: No	Regular: No	Public Hearing: Yes	Report/Discussion: No
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Agenda Wording:

Presentation and discussion regarding the Surprise 295 Annexation, Case FS24-0623. In accordance with Arizona Revised Statutes 9-471(A)(3), a public hearing is required to be held after filing a blank petition within the last ten days of the thirty-day waiting period.

Motion:

No Action

Background:

Mark Reddie with RVi Landscape + Architecture, applicant, on behalf of Old Westbury Land & Cattle Company LLC, property owners, seeks annexation of undeveloped land generally located south of the Central Arizona Project (CAP), east of the Buckeye city limits, north and south of the future Beardsley Road alignment and west of the future 251st Avenue alignment. The annexation proposal includes two (2) parcels encompassing approximately 5.41 acres of unincorporated land. The subject properties are currently zoned Maricopa County Rural-43. If annexed, the property will assume the similar zoning district of Rural Residential (RR) as outlined in the Land Development Ordinance (LDO).

The applicant applied for a rezone request (under case# FS23-0350) to change the zoning designation from Rural Residential (RR) to Residential Low Density (R-1) and Residential High Density (R-3). Both parcels are proposed to be rezoned to R-1.

The blank petition was recorded with the Maricopa County Recorder's Office on January 13, 2025. Per the Arizona Revised Statutes (ARS) signatures of property owners may not be collected until 30 days after the recording of the blank petition and a public hearing must be held within the last ten days of the 30-day waiting period. Once the public hearing is held and the 30-day waiting period has expired state statute requires that an excess of 50% of the landowners and assessed valuation for all real and personal property sign the petition in order to validate it. The statute allows up to one year to obtain the signatures.

Objective Analysis:

Positive impacts include adding additional property to the incorporated limits which will generate additional property and potential development fees. Negative impacts could include providing services

in a 5.41 acre area where the City did not have to previously serve.

Policy Compliant:

No action is being taken at this time. However, if the City Council moves forward to annex property into the City limits the annexation would be deemed policy compliant by expanding the range of influence of the City.

Financial Impact:

At this time, there are no financial impacts associated with this item. If the City Council moves forward to annex property into the City limits there could be financial impacts to the City to provide services to an area that the City did not provide services in the past. If the area is annexed that could result in future development fees, sales and property taxes.

Budget Impact:

At this time, there are no budget impacts associated with this item. If the City Council moves forward to annex property into the City limits there could be minor budget impacts to the City to provide services to an area that the City did not provide services in the past. If the area is annexed that could result in future development fees, sales and property taxes.

FTE Impact:

At this time, there would be no additional FTEs associated with this item. If the City Council moves forward to annex property into the City limits staff does not believe any future FTEs would be needed based on the potential annexation.

ATTACHMENTS:

1. 00 - FS24-0623 Surprise 295 Annexation - Blank Petition - Staff Report
 2. 01-FS24-0623 Surprise 295 Annexation - Blank Petition
 3. 02 -FS24-0623 Surprise 295 Annexation - Vicinity Map
 4. FS24-0623 Surprise 295 Annexation PPT
-

ANNEXATION

REPORT TO THE CITY COUNCIL

Case: FS24-0623

Project Name: Surprise 295 Annexation – Blank Petition

Council District: 1 - Acacia

City Council Date: February 4, 2025

Planner: Chris Sexton, Senior Planner

Owners: Old Westbury Land & Cattle Company LLC

Applicant: Mark Reddie with RVi Landscape + Architecture

Request: Annexation Public Hearing

Site Location: Generally located south of the Central Arizona Project (CAP), east of the Buckeye city limits, north and south of the future Beardsley Road alignment and west of the future 251st Avenue alignment.

Site Size: 5.41 acres (approx.)

General Plan Conformance: The proposal is consistent with the Surprise General Plan 2040

Actions: No Action at this time. City Council public hearing to discuss the annexation proposal.

Project Description:

Mark Reddie with RVi Landscape + Architecture, applicant, on behalf of Old Westbury Land & Cattle Company LLC, property owner, seeks annexation of undeveloped land generally located south of the Central Arizona Project (CAP), east of the Buckeye city limits, north and south of the future Beardsley Road alignment and west of the future 251st Avenue alignment. The annexation proposal includes two (2) parcels 503-83-022H and 503-82-001A, encompassing approximately 5.41 acres of unincorporated land. The subject properties are currently zoned Maricopa County Rural-43. If annexed, the property will assume the similar zoning district of Rural Residential (RR) as outlined in the Land Development Ordinance (LDO).

42 The applicant applied for a rezone request (under case# FS23-0350) to change the zoning
43 designation from Rural Residential (RR) to Residential Low Density (R-1) and Residential
44 High Density (R-3). Both parcels are proposed to be rezoned to R-1.

45
46 Arizona Revised Statutes require the filling of a blank annexation petition. The blank petition
47 relating to the subject property was recorded with the Maricopa County Recorder's Office
48 on January 13, 2025 (see attached). Arizona Revised Statutes also require that no
49 signatures be obtained during a 30-day waiting period immediately following the filing of
50 the blank petition, and that a public hearing must be held during the last 10 days of the 30-
51 day waiting period. This requirement is met as the public hearing is being held on day 22
52 of the 30-day waiting period. Once the public hearing is held and the 30-day waiting period
53 has ended, signatures may be collected. State statute further requires that an excess of
54 50% of the landowners and assessed valuation for all real and personal property, sign the
55 petition in order to validate the petition. State statute allows up to one year following the
56 end of the 30-day period to obtain the required number of signatures.

57
58 **Summary:**

59 The proposed annexation includes approximately 5.41 acres and requires signatures from
60 representatives of one (1) property owner after the Arizona Revised Statute's required 30-
61 day waiting period that concludes 30 days after the recordation of the blank petition. Upon
62 receiving those signatures, the Surprise 295 Annexation will be eligible for annexation by
63 the City of Surprise. The signed petition must be presented and considered by City Council
64 within one (1) year.

65
66 The parcels to be annexed complies with all requirements for size, shape, and contiguity
67 set forth in the Arizona annexation statutes.

68
69 **Attachments:**

70 01 Recorded Blank Petition
71 02 Vicinity Map
72 PPT

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Recording requested by:

AffidavitFS240623-6-1-1--
morenoa

City of Surprise
City Clerk's Office
16000 N Civic Center Plaza
Surprise, Arizona 85374

Affidavit Regarding Annexation

Surprise Case #FS24-0623

AFFIDAVIT REGARDING ANNEXATION

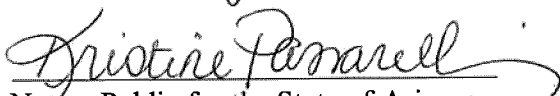
Personally appears before me, Lloyd Abrams, who, first being duly sworn, deposes and says as follows:

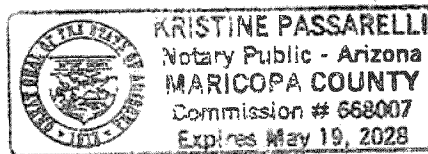
1. I make this affidavit of my own personal knowledge.
2. I am the duly appointed Community Development Director of the City of Surprise, Arizona and I am qualified to make this affidavit on behalf of and for the City.
3. I have made a diligent search of the records of the Office of the Clerk of the City of Surprise and of the Office of the Maricopa County Recorder for any annexation filing which might involve territory sought to be annexed in the City of Surprise Annexation Petition, which is filed herewith, with exhibits, in the Office of the Maricopa County Recorder.
4. **Surprise Case #FS24-0623** was originally filed seeking annexation of three separate parcels of real property.
5. **Surprise Case #FS24-0623** was subsequently amended whereby one of the three parcels of real property was removed from the annexation petition.
6. I hereby affirm, pursuant to A.R.S. §9-471(A)(6), that no part of the territory associated with **Surprise Case #FS24-0623**, as amended, for which the attached Annexation Petition is filed is already subject to an earlier filing for annexation.

FURTHER AFFIANT SAYETH NOT.


(Lloyd Abrams, Surprise Community Development Director)

SWORN TO AND SUBSCRIBED before me
this 13th day of January 2025


Notary Public for the State of Arizona



My commission expires: 5/19/2028

ANNEXATION PETITION**TO THE HONORABLE MAYOR AND COUNCIL OF THE CITY OF
SURPRISE, ARIZONA:**

We, the undersigned, the owners of one-half or more of the real and personal property that also represents one-half or more of the value of the real and personal property that would be subject to taxation by the City of Surprise in the event of annexation within the territory proposed to be annexed, which is hereafter described, said territory being contiguous to the corporate limits of the City of Surprise, with the exterior boundaries of the territory proposed to be annexed shown on the map attached hereto, marked "Exhibit "B" and made a part hereof, request the City of Surprise to annex the following described territory, provided that the requirements of A.R.S. §9-471, and amendments thereto are fully observed.

The description of the territory proposed to be annexed as part of the Surprise Case #FS24-0623, not already within the present limits of the City of Surprise and located in Maricopa County, Arizona, is as described and attached hereto, marked Exhibit "A" and made part thereof:

DATE	NAME OF PROPERTY OWNER	MAILING ADDRESS	PHONE NO	PARCEL NUMBER OR LEGAL DESCRIPTION



ONE COMPANY.
INFINITE SOLUTIONS.

LEGAL DESCRIPTION
FOR APN NO.(S) 503-83-022H & 503-82-001A
55 FOOT ANNEXATION TO THE CITY OF SURPRISE
MARICOPA COUNTY, ARIZONA

LOCATED WITHIN A PORTION OF THE SOUTH HALF OF SECTION 18, AND THE NORTH HALF OF SECTION 19, TOWNSHIP 4 NORTH, RANGE 3 WEST, OF THE GILA AND SALT RIVER BASE AND MERIDIAN, MARICOPA COUNTY, ARIZONA.

FURTHER DESCRIBED AS FOLLOWS:

THE WEST 55 FEET OF THE SOUTH HALF OF SECTION 18, EXCEPT THE NORTH PORTION THAT FALLS NORTH OF THE SOUTH BOUNDARY LINE OF THE CENTRAL ARIZONA PROJECT CSR (CAP) AND THE WEST 55 FEET OF THE NORTH HALF OF SECTION 19.

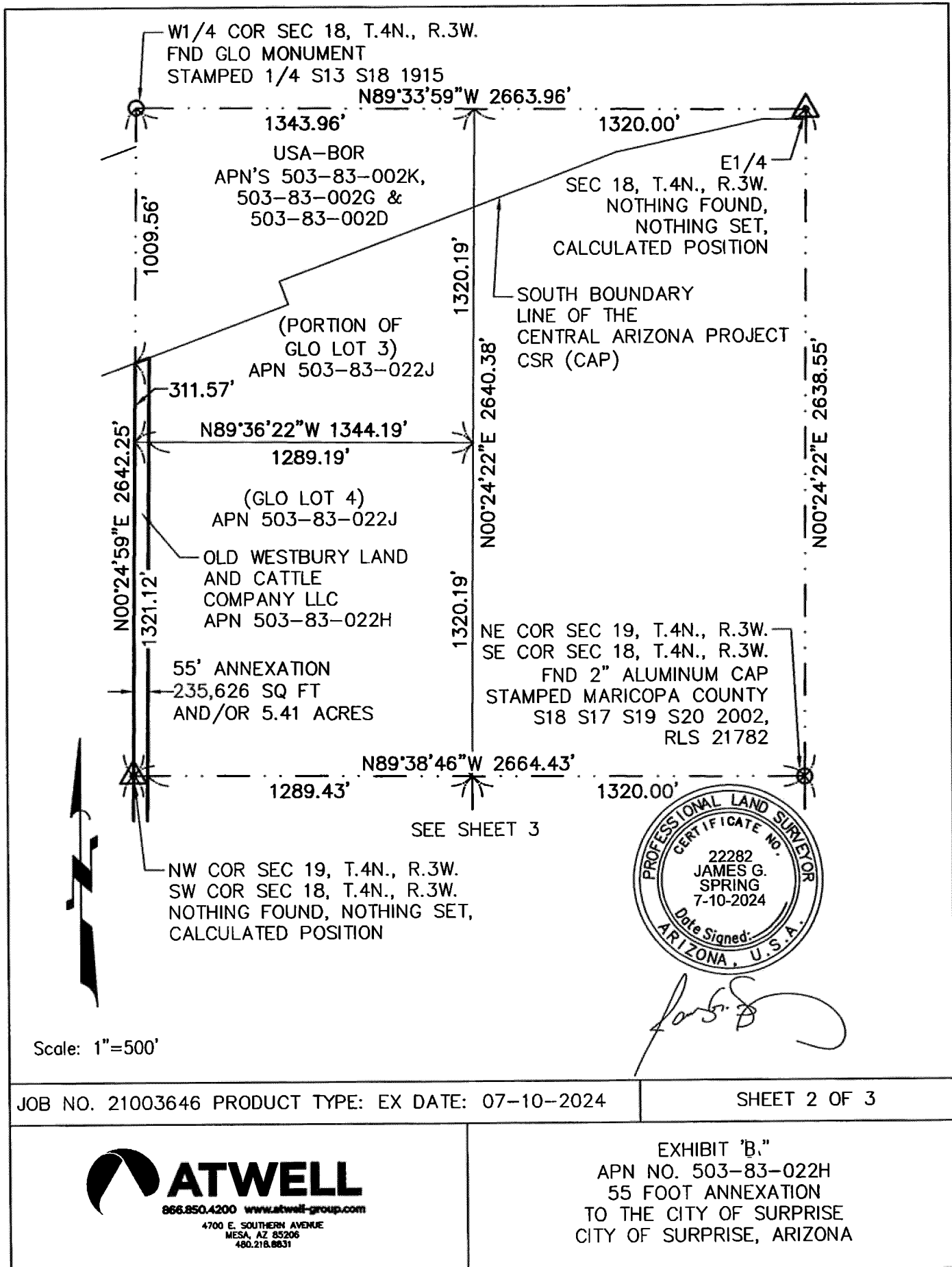
THE DESCRIPTION SHOWN HEREON IS NOT TO BE USED TO VIOLATE ANY SUBDIVISION REGULATIONS OF THE STATE, COUNTY AND/OR MUNICIPALITY OR ANY OTHER LAND DIVISION RESTRICTIONS.

PREPARED BY:
ATWELL, LLC
4700 E. SOUTHERN AVENUE
MESA, ARIZONA 85206
PROJECT NO. 21003646
DATE JUNE 10TH, 2024

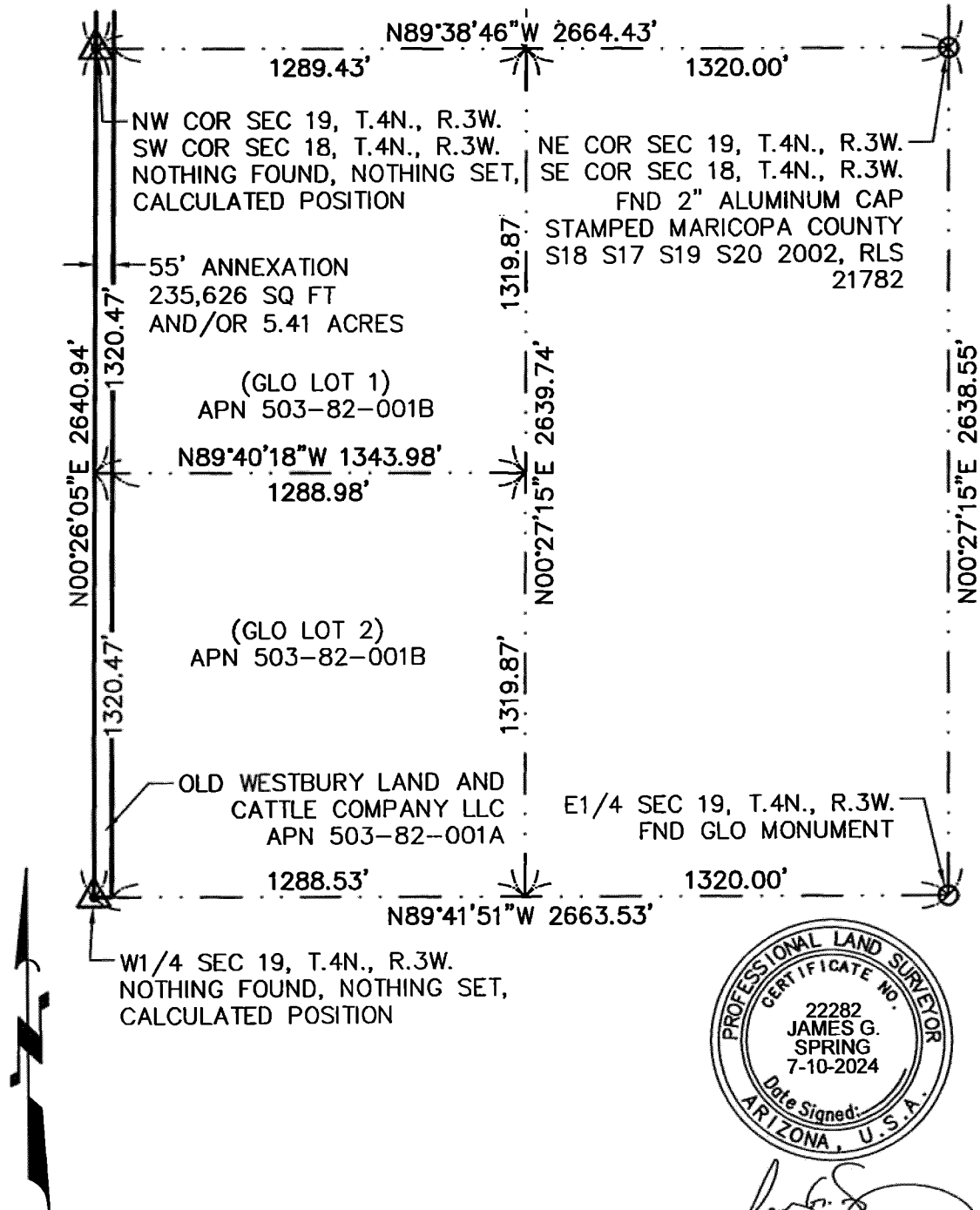


A handwritten signature in black ink, appearing to read "James G. Spring", written over the bottom portion of the professional seal.

B



SEE SHEET 2

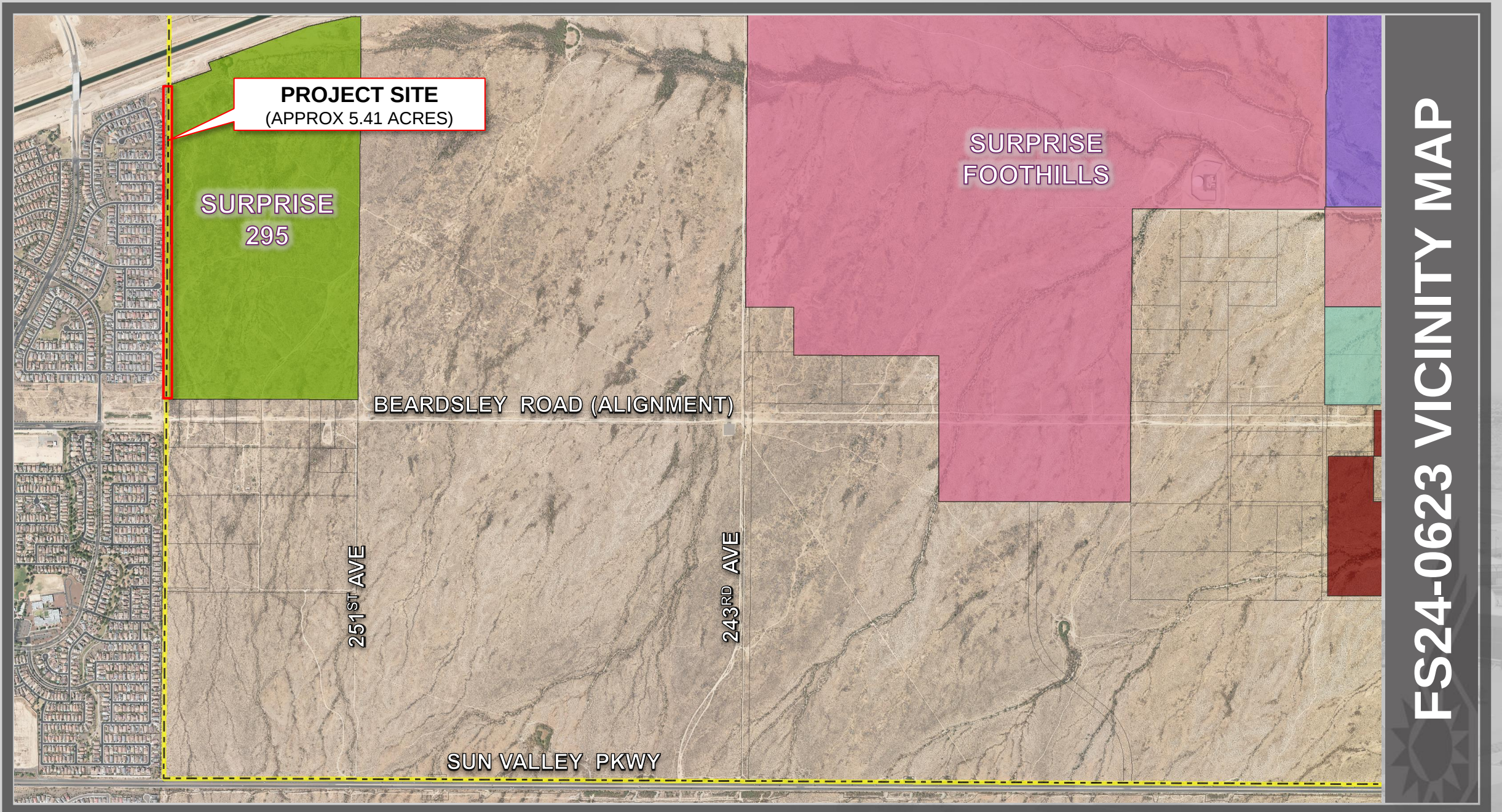


JOB NO. 21003646 PRODUCT TYPE: EX DATE: 07-10-2024

SHEET 3 OF 3



EXHIBIT "B."
APN NO. 503-82-001A
55 FOOT ANNEXATION
TO THE CITY OF SURPRISE
CITY OF SURPRISE, ARIZONA



FS24-0623 VICINITY MAP

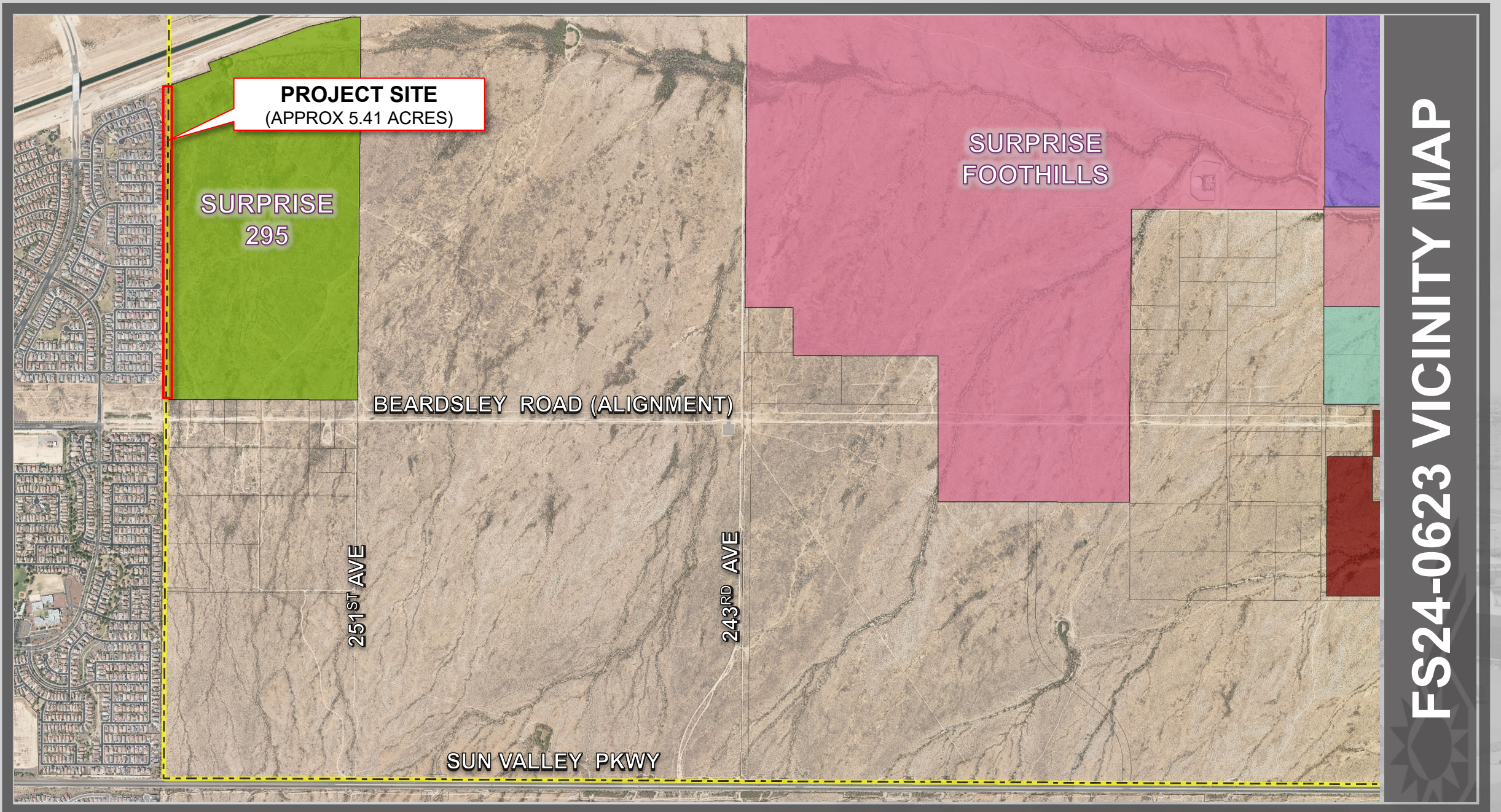
FS24-0623

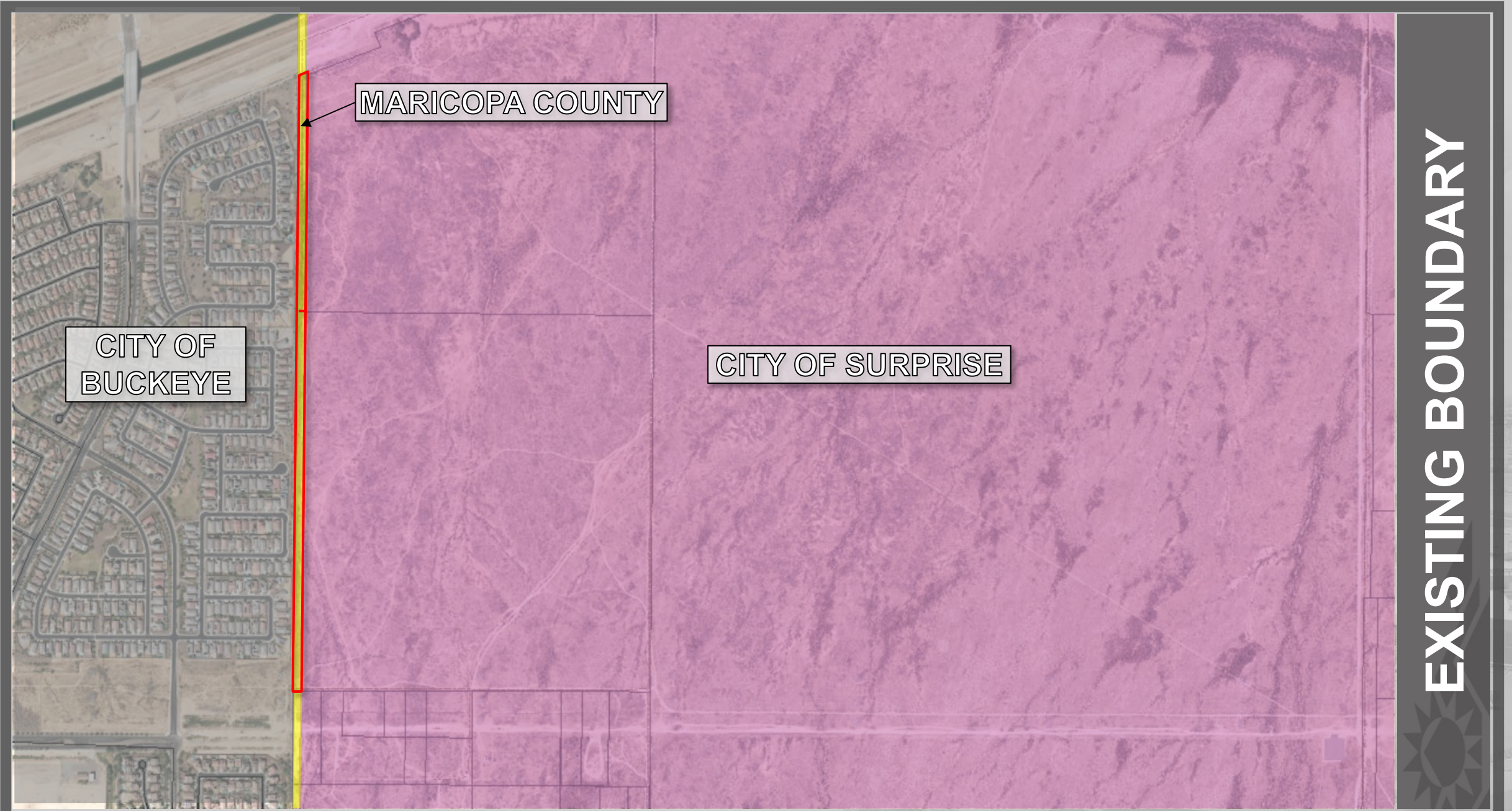
Surprise 295 – Annexation

City Council
February 4, 2025



SURPRISE
ARIZONA



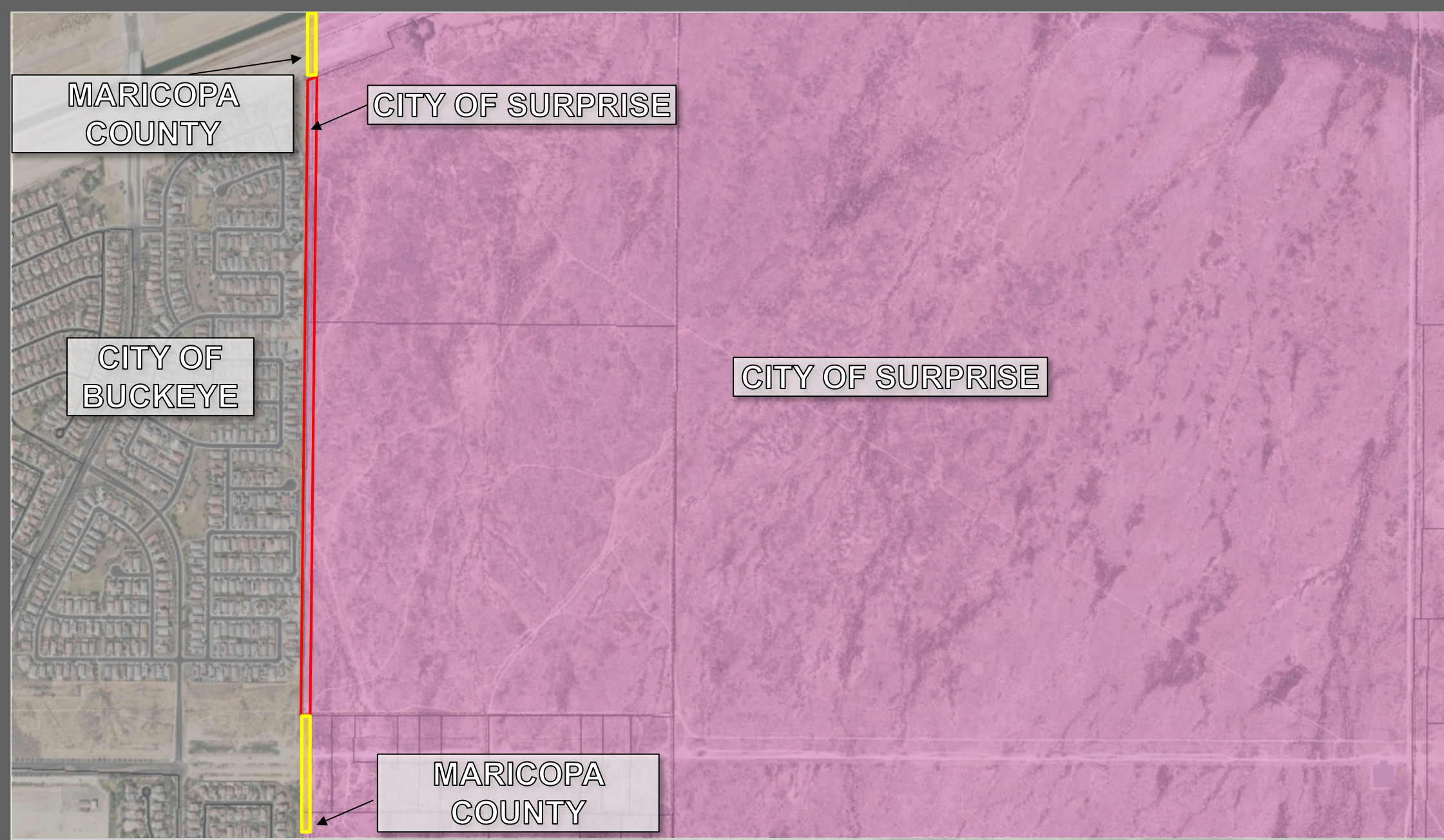


MARICOPA COUNTY

CITY OF
BUCKEYE

CITY OF SURPRISE

EXISTING BOUNDARY



PROPOSED ANNEXATION

Annexation Steps

- **Resolution for the Intent to Annex**
 - Approve Resolution for Blank Petition
 - City Council meeting – January 7, 2025
- **File Blank Petition:**
 - Begins 30-day waiting period
 - Reach out to County Assessor and Dept of Revenue
 - Petition to be filed
- **Public Hearing: ←Tonight**
 - City council holds public hearing to discuss the annexation
- **Obtain signatures on annexation petitions**
 - Applicant has 1 year to complete petition
 - City Council adopts annexation ordinance

Questions or Comments?

THANK YOU



SURPRISE

ARIZONA



CITY OF SURPRISE Regular City Council Meeting

Council Meeting Date: February 4, 2025

Contact Person: Andrea Davis, DIRECTOR -
FINANCE

Submitting Department: Finance

District: Citywide

Staff Recommendations: None

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Presentation and discussion pertaining to proposed updates to the Comprehensive Citywide Fee Schedule.

Motion:

None. Discussion only.

Background:

Per the City of Surprise Comprehensive Financial Management Policies, user fees and charges will be examined periodically. Various city departments have reviewed their fees to ensure they align with current costs of service. Approval of the proposed updates will allow the City to recover operational and supply costs of providing services.

Objective Analysis:

The City charges a range of user fees for services provided to residents and businesses. These fees are imposed to support the City's costs of providing various programs and services, reducing the impact on the City's General Fund. Notice of fees requiring public notice will be posted for 60 days. After public notice, the proposed changes will be presented to Council for final approval/adoption.

Policy Compliant:

Proposed updates to the citywide fee schedule are in compliance with the City of Surprise Comprehensive Financial Management Policies and User Fees Standard Operating Procedures.

Financial Impact:

None at this time; however, if the proposed fees are adopted, increases in fees will be used to offset costs associated with providing programs/services.

Budget Impact:

None at this time; however, if the proposed fees are adopted, anticipated increases will be incorporated into future budgets.

FTE Impact:

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

ATTACHMENTS:

1. Combined Public Notice _ Notice of Intent _ 02042025
 2. Comprehensive Surprise Fee Schedule_Res2025-19_02042025 - Redline
 3. User Fees Council Presentation 020425 -
-

Notice of Intent for New and Increased Fees

Pursuant to Arizona Revised Statutes (A.R.S) § 9-499.15 notice is hereby given that the City of Surprise intends to discuss and take action to establish/increase fees at the Regular City Council Meeting on April 15, 2025, at 6:00 p.m. at the Surprise City Council Chambers, 16000 N. Civic Center Plaza Surprise, AZ 85374. A schedule of the proposed fee including the amount of the fee and a written report or data that supports the fee is available on the home page of the City's website located at <https://www.surpriseaz.gov/> and at the City Clerk's Office, 16000 N. Civic Center Plaza Surprise, AZ 85374.

New Fees / Increases to Existing Fees

Community Development	Current Amount	Proposed Amount	Unit of Measure
Appeals Fee	\$250.00	\$1,200.00	Each
Minor Site Plan Amendment	-	\$420.00	Each
Solar Admin Fee (2 of 3)	-	\$109.00	Each
Solar Plan Review Fee (3 of 3)	-	\$128.00	Each
Human Service & Community Vitality	Current Amount	Proposed Amount	Unit of Measure
Annual Membership (January-December) – Dual (Includes Senior Center and Fitness Center)	-	\$0.00-\$12.00	Per Person/Per Year
Congregate Meal Fee <i>*Individuals who do not meet eligibility requirements for meal services</i>	-	\$5.00	Per Person/Per Meal
Crafts – Non-Member	-	\$2.00-\$26.00	Per Person/Per Session
Special Interest Classes – Non-Member	-	\$2.00-\$151.00	Per Person/Per Session
Parks and Recreation	Current Amount	Proposed Amount	Unit of Measure
Racquetball/Paddleball Court Fee: 60 min: Non-Resident	-	\$5.00-\$7.00	Per Person/Per 60 min
Lap Lane Rental- 50 meter	-	\$75.00	Per Hour
Lane Configuration Change Fee	-	\$100.00	Per Change
Lap Lane & Diving Well Rental: Additional Fee for Non-Resident	-	\$10.00	Per Hour
Aquatic – Indoor Rental – During Open Swim ≤15-50 Attendees	\$40.00-\$240.00	\$60.00-\$400.00	Per 2-Hour Rental
Aquatic – Indoor Rental – During Open Swim ≤15-50 Attendees - Additional Fee for Non-Resident Rentals	-	\$20.00-\$50.00	Per 2-Hour Rental
Aquatic – Outdoor Rental – During Open Swim ≤15-50 Attendees	\$40.00-\$240.00	\$40.00-\$300.00	Per 2-Hour Rental

Aquatic – Outdoor Rental – During Open Swim ≤15-50 Attendees - Additional Fee for Non-Resident Rentals	-	\$20.00-\$50.00	Per 2-Hour Rental
Dance Room Rental: Resident	\$50.00	\$70.00	Per Hour
Dance Room Rental: Non-Resident	\$50.00	\$80.00	Per Hour
DreamCatcher Park/Recreation Center Gymnasium: Resident	\$100.00	\$145.00	Per Hour
DreamCatcher Park/Recreation Center Gymnasium: Non-Resident	\$125.00	\$165.00	Per Hour
Multi-Purpose Room Rental: Resident	\$75.00	\$120.00	Per Hour
Multi-Purpose Room Rental: Non-Resident Fee	\$100.00	\$140.00	Per Hour
Classroom Rental: Resident	\$30.00	\$35.00	Per Hour
Classroom Rental: Non-Resident	\$35.00	\$45.00	Per Hour
Sierra Montana Recreation Center Basic Rental Package (3-Hr. Minimum)	\$150.00	\$210.00	Per 3-Hour Rental
Sierra Montana Recreation Center Basic Rental Package: Additional Time	\$50.00	\$70.00	Per Hour
Sierra Montana Recreation Center Basic Rental Package: Additional Non-Resident Fee	-	\$60.00	Per 3-Hour Rental
Sierra Montana Recreation Center Ultimate Rental Package (3-Hr. Minimum)	\$300.00	\$420.00	Per 3-Hour Rental
Sierra Montana Recreation Center Ultimate Rental Package: Additional Time	\$50.00	\$140.00	Per Hour
Sierra Montana Recreation Center Ultimate Rental Package: Additional Non-Resident Fee	-	\$90.00	Per 3-Hour Rental
Sport Court Rentals: Non-Resident Fee	-	\$7.00-\$11.00	Per Hour
Public Works	Current Amount	Proposed Amount	Unit of Measure
Dry Utility Plan Review and Dry Utility Plan Revision Review	-	\$190 billed in arrears	Per Hour
Haul Permit	-	\$140.00	Per Permit
Water Resource Management	Current Amount	Proposed Amount	Unit of Measure
Water Efficiency Certification (New Professional)	-	\$50.00	Per Person
Water Efficiency Renewal Certification (Annual Renewal)	-	\$20.00	Per Person

Financial Justification

Community Development

Appeals Fee

The Appeals Fee is being increased to recuperate the costs of staff time and materials for processing and reviewing appeals related to entitlement decisions.

Minor Site Plan Amendment Fee

Minor Site Plan Amendments do not require the same amount of staff time to process as a new Site Plan or a major amendment. As such, the current fee for Site Plan (\$3000 plus \$30/acre) is an undue burden on Minor Site Plan applicants. The proposed creation of this new fee specific to Minor Site Plan Amendments will allow for a more appropriate fee to be associated with the entitlement.

Solar Permit Fee

The Solar Permit Fee was implemented on July 1, 2016, and has remained constant at \$250 per permit since that time. The proposed overall fee increase will recuperate actual costs for staff time and materials to process, review, and issue solar permits, as well as conduct on-site inspections. The current fee will be parsed into three separate fees, which will recognize revenue in the appropriate accounts; Solar Permit, Solar Administrative Processing, and Solar Plan Review.

Additional information may be obtained by contacting Stacie Cameron, Community Development Business Manager at 623-222-1823.

Human Service & Community Vitality

Annual Membership Fee

Current membership fees are based on resident and non-resident status. Additionally, there is no membership where both senior center and fitness center are offered as a dual membership. The proposed change to eliminate the resident/non-resident pricing structure and to have a standard price structure allows for consistency regardless of residential status. The proposed fees are lower than previous fees and have an added dual membership option at a discounted rate to encourage participation in the senior programming.

Congregate Meal Fee

The Congregate Meal Program is a federally funded program with eligibility requirements. Individuals who do not meet the eligibility requirements have a suggested donation of \$2.50 per meal. The guidance from the funding agency is to charge a nominal fee for non-eligible participants rather than a suggested donation. The proposed fee of \$5.00 follows that guidance as well as recoups a portion of the City's cost for non-covered meals.

Special Interest Classes/Crafts

Currently, there is one price structure for special interest classes and crafts. The proposed change is to have a member/non-member pricing structure. This allows seniors who are not members of the center to participate in classes.

Additional information may be obtained by contacting Deb Perry, Assistant Director of Human Service & Community Vitality at 623-222-1623

Parks and Recreation

Pricing Structure and Non-Resident fees

The Parks and Recreation Department currently has a tiered pricing structure for facility rentals based on individual and organization status. The Department is recommending a change to a more basic fee

structure based on residency status to better align with industry pricing. The tiered pricing structure will be eliminated, and fees will be based on resident or non-resident status similar to the Department's program fees. Non-resident fees are being added to most rental facilities to allow for additional rental options.

Senior Rates

The Parks and Recreation Department is recommending adding a Senior rate for aquatics admission. The Senior rate will be the same as the existing Youth rate.

Oasis Swim Center

The Oasis Swim Center will be opening for the 2025 swim season. The primary fees for the center are already in effect under the City's current Fee Schedule. Some additional fees will be required that are specific to the facility and include a 50-meter Lap Lane Rental along with a Lane Configuration Change Fee. The City's current pools are only configured for 25-meter lanes; the Oasis Swim Center will offer a 50-meter lane configuration; therefore a 50-meter lane fee is recommended. A fee will also be required for lap lane rentals requesting to have the lane lines reconfigured as it takes multiple staff to make the necessary changes. The Oasis Swim Center will also have a covered space available for rentals. The rate is based on the amenities available at the pool and will also include admission to the center for those in attendance. Rentals will be available on Saturday and Sunday only.

Due to the uniqueness and size of the Oasis Swim Center with three bodies of water, a Facility Use Agreement will be required for private use of the whole facility. Rental fees will be established based on the Facility Use Agreement.

Recreation Center Facility Rentals

The facility rentals for the recreation centers require a staffing fee in addition to the rental. The staffing fee is currently an add-on fee, however the Department is recommending including the staffing fee with the actual rental fee to better clarify the rental fee. There is no proposed increase to facility rentals; the fee is now inclusive of staffing fees. The Department is also recommending adding a non-resident fee for the various rental facilities.

Additional information may be obtained by contacting Holly Osborn, Director of Parks and Recreation at 623-222-2218.

Public Works

Dry Utility Plan Review and Dry Utility Plan Revision Review Fee

This new fee provides clarity for its customers as it pertains to dry utility reviews and revisions. The fees should be split out from standard civil plan reviews to charge the appropriate amount based on estimated staff time to process each item, and the cost associated with the services provided.

Haul Permit Fee

This new proposed fee has been added to encourage more efficient development practices for the city and its customers. The fee is based on the cost associated with the services provided. This will allow the city to recoup costs associated with permit.

Additional information may be obtained by contacting Kristin Tytler, Director of Public Works at 623-222-6153.

Water Resource Management

Qualified Water Efficient Landscape Professional Certification

This certification is a new program that will be taught by the Surprise Water Conservation Specialist. The certification process is completed through Sonoma-Marín Water. The City of Surprise will pay annual dues

as a certifying agency, and these fees are per student annually. The price is based on the level of certification (new professional or renewal). As the number of students grow, each year we will be paying for new trainees, as well as re-certifications. This cost will out-grow our ability to cover the funds each year. It is a goal to certify approximately 100 professionals each year. Sonoma-Marín (the parent certifying agency) is increasing fees across all categories, beginning with calendar year 2025.

Additional information may be obtained by contacting Amanda Lacey, Environmental Compliance Supervisor, Water Resource Management at 623-222-7135.



Fees are separated by service area to facilitate the identification of a particular fee within the document, however fees as adopted on this schedule may be assessed citywide.

FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
ARTS, CULTURE & LIBRARY			
Library Printing Fees - black & white > 20 (first 20 b&w prints are free)	\$0.10	Per Page	
Library Printing Fees - color	\$0.25	Per Page	
CITY CLERK			
Commercial Records Request			
Electronic Record	\$5.00	Per Day	
Record Line	\$0.50	Per Record-Line Page	
All commercial records requests will be fulfilled electronically. For hard copy requests, an additional cost for printing will be incurred. Additional fees could be assigned depending on the commercial value of the information being requested, and other contributing factors. A.R.S. § 39-121.03(A).			
Passports			
Execution*	\$35.00	Per Card or Book	
Photocopies			
8.5" x 11" or 8.5" x 14"	\$0.50	Per Page	
11" x 17"	\$1.00	Per Page	
CITY COURT			
Arrest Warrant Processing	\$200.00	Per Warrant	
Compliance Monitoring	\$100.00	Per Case	
Deferred Prosecution	\$200.00	Per Case	
Diversion Program	\$300.00	Per Case	
Driver's License Suspension	\$50.00	Per Case	
Indigent Administrative Assessment (Determined by the Judge based on financial affidavit.)	\$25.00	Per Charge	
Jury Cancellation	\$500.00	Per Case	
Municipal Court Enhancement	\$16.40	Per Case	
Probation Program	\$100.00	Per Case	
Public Defender	\$150.00	Per Case (Determined by Judge based on financial affidavit)	
COMMUNITY DEVELOPMENT			
Community Facilities District (CFD)			
CFD Application (per A.R.S. § 48-708 (E))	\$15,000.00	Per CFD	
CFD Administrative Expense (per A.R.S. § 48-708 (E))	\$50,000.00 (or actual cost, whichever is less)	Per CFD	
CFD Administrative Expense Additional Deposits	\$25,000.00	Per CFD	
Building Permit and Inspections			
Annual Facilities Permit	\$275.00	Per Permit	
Building/Fire Permit			
Building/Fire Permit Fee (Fee 1 of 3)	\$100.00	Each Permit	
Building/Fire Permit Fee - \$1.00 to \$999,999.99 (Fee 2 of 3)	\$6.00	Per Each \$1,000.00 of Valuation	
Building/Fire Permit Fee - Any Valuation above and beyond the first \$1,000,000.00+ (Fee 3 of 3)	\$5.00	Per Each \$1,000.00 of Valuation	
Commercial Factory Built Building	Per Arizona Department of Housing Intergovernmental Agreement	Each	
Deferred Permit Submittal	\$165.00	Per Deferral	
Designated Slum Property Inspection (2 hr. min. outside normal business hours)	\$150.00	Per Inspection	
Finished Floor Elevation Verification	\$415.00	Per Verification	
Re-Inspection	\$100.00	Per Hour (\$200.00 min.)	
After Hour Inspection	\$100.00	Per Hour (\$200.00 min.)	
After Hour Inspection - Weekends/Holidays/3rd Shift	\$100.00	Per Hour (\$300.00 min.)	
Manufactured Home	Per Arizona Department of Housing Intergovernmental Agreement	Each	
Patio Covers/Awnings/Carports	50% of cost per square foot of ICC valuation	Per square foot of ICC valuation	
Print or Reproduction of Certificate of Occupancy Only	\$75.00	Per Address	
Residential Factory Built Building	Per Arizona Department of Housing Intergovernmental Agreement	Each	
Residential Healthcare Facility Inspections	\$180.00	Per Inspection	
Swimming Pool Signs	Actual Cost to Jurisdiction	Per Sign	
Temporary Certificate of Occupancy (TCO) - First 30 days (Fee 1 of 2)	\$500.00	Per TCO for first 30 days	
Temporary Certificate of Occupancy (TCO) - Each Subsequent 30 days (Fee 2 of 2) (Issued in 30-day increments only) <i>Excludes phased multifamily projects when approved by the Community Development Director</i>	\$1,000.00	Per TCO for each 30 days beyond the initial 30 days	
Temporary Use Permit/Special Event	\$135.00	Per Permit	
Self-Certification Meeting	\$300.00	Per Meeting	
Solar Permit Fee (1 of 3)	\$250.00	\$63.00 Per Permit	The current fee will be parsed into three separate fees.
Solar Admin Fee (2 of 3)		\$109.00 Per Permit	The current fee will be parsed into three separate fees.
Solar Plan Review Fee (3 of 3)		\$128.00 Per Permit	The current fee will be parsed into three separate fees.
Building, Fire and Landscape Plan Review			
Building/Fire/Landscape Plan Review	65% of the Permit Fee	Per Permit	
Plan Revisions - After Permit is Approved	\$25.00	Per 15 mins.	
Civil Engineering Permit and Inspections			
Annual Traffic Control Permit	\$750.00	Per Permit	
City Jurisdiction or Service Area - Civil Construction Permit	3.5% based on either an executed contract price or a sealed engineer's estimate at 110%	Per Permit	
City Jurisdiction or Service Area - Private Utility (Wet and dry without an agreement)	1% of Construction Cost	Per Permit	
Civil Construction Permit Renewal Or Extension (Before expiration or based on the percentage of work remaining as approved by the City Engineer)	50% of the original permit fee paid	Per Permit	Change to fee description
Inspection and Re-Inspection (2 hr. min. outside normal business hours)	\$125.00	Per Hour	
Excavation In Paved Streets Within 2 Years Of Street Construction			
5 sq. yds. or less	\$330.00	Per Square Yard	
5 - 100 sq. yds.- Fee 1 of 2	\$1,650.00	Per Review	
5 - 100 sq. yds.- Fee 2 of 2	\$18.00	Per Square Yard	
100 sq. yds. or more- Fee 1 of 2	\$3,360.00	Per Review	
100 sq. yds. or more- Fee 2 of 2	\$14.00	Per Square Yard	
Standard Civil Plan Review and Civil Plan Revision Review			
1st and 2nd Review	\$380.00	Per Sheet	Changed Fee description
3rd and Subsequent Review	\$190.00	Per Sheet	
DRAFT - REDLINE			
Resolution # 2025-19			



Citywide Fee Schedule

Fees are separated by service area to facilitate the identification of a particular fee within the document, however fees as adopted on this schedule may be assessed citywide.

FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
Dry Utility Plan Review and Dry Utility Plan Revision Review			New fee to split out from the standard civil plan review and charge the appropriate amount
\$190.00 billed in arrears Per Hour			
Development Fees			
404 Documentation/Phase 1 Environmental Assessment/Title Report/Environmental Inventory Plan & Report	\$180.00	Per Report	
Administrative Use Permit (AUP)	\$400.00	Each	
Alta Survey	\$95.00	Per Sheet	
Appeals	\$250.00	\$1,200.00 Per-Appeal Each	Increase to fee to recuperate the costs for staff time and materials for processing and reviewing appeals related to entitlement decisions.
Annexation	\$800.00	Per Annexation	
Comprehensive Sign Program (CSP)	\$1,750.00	Each	
Concept Review	\$300.00	Per Review	
Concept Review Waiver	\$150.00	Each	
Conditional Use Permit (Use Only)	\$1,250.00	Each	
Conditional Use Permit with Site Plan			
Fee 1 of 2	\$3,600.00	Each	
Fee 2 of 2	\$30.00	Per Acre	
Development Agreement	\$5,000.00	Per Agreement	
Development Agreement Amendment	\$2,500.00	Per Amendment	
Design Review/Concept Review Validity Extension	\$75.00	Each	
Design Review Elevation Only (Remodel, Colors)	\$150.00	Each	
Engineering Report (Traffic Impact Analysis/Engineering Report, Water, Wastewater or Reclaimed Water Master Plan)	\$180.00	Per Hour/ Per Report – Billed in Arrears	
Final Plat			
Fee 1 of 2	\$1,200.00	Each	
Fee 2 of 2	\$17.00	Per Lot/Tract/Parcel	
Fire Flow Test Results	\$110.00	Per Test	
Follow Up Concept Review	\$150.00	Per Review	
General Plan Amendment Major	\$6,000.00	Each	
General Plan Amendment Minor	\$2,500.00	Each	
Home Product Review	\$125.00	Per Plan	
Landscape Design Review	\$300.00	Per Sheet	
Lot Line Adjustment	\$400.00	Each	
Map of Dedication	\$750.00	Each	
Minor Land Division			
Fee 1 of 2	\$400.00	Each	
Fee 2 of 2	\$17.00	Per Lot/Tract/Parcel	
Model Home Complex			
Fee 1 of 2	\$600.00	Each	
Fee 2 of 2	\$30.00	Per Lot/Tract/Parcel	
Parcel Assemblage	\$400.00	Each	
Planned Unit Development Overlay	\$3,540.00	Per Overlay	
Preliminary Plat			
Fee 1 of 2	\$2,500.00	Each	
Fee 2 of 2	\$30.00	Per Lot/Tract/Parcel	
Project Name Change/Site Plan Extension/Continuance Per Applicant Request	\$220.00	Per Request	
Rezone			
Fee 1 of 2	\$3,000.00	Each	
Fee 2 of 2	\$20.00	Per Acre	
Site Plan (Narrative and elevations included in per sheet fee)			
Fee 1 of 2	\$3,000.00	Each	
Fee 2 of 2	\$30.00	Per Acre	
Minor Site Plan Amendment Fee	\$420.00	Each	Minor Site Plan Amendments require less staff time to process than a new Site Plan or a major amendment. The proposed new fee specific to Minor Site Plan Amendments will allow for a more appropriate fee to be associated with the entitlement.
Temporary Use Permit/Special Event	\$135.00	Per Permit	
Text Amendment	\$2,000.00	Each	
Variance			
Fee 1 of 2	\$500.00	Each	
Fee 2 of 2	\$25.00	Per Item Requested	
PAD/PUD Amendment Major	\$2,500.00	Each	
PAD/PUD Amendment Minor	\$885.00	Per Amendment	
Address Assignment From Dedicated Access (At time of Permit/Development Review)	\$10.00	Per Address	
Address Assignment On Vacant Property Or From Easement (At time of Permit/Development Review)	\$25.00	Per Address	
Address Change At Time Of Permit	\$50.00	Per Address	
Document Handling	Actual Cost to Jurisdiction	Per Document	
Native Plant Inventory – 1st and 2nd Review	\$160.00	Per Sheet	
Native Plant Inventory – 3rd and Subsequent Review	\$100.00	Per Sheet	
Miscellaneous 4th and subsequent reviews (any plan type)	20% of Initial Base Fee	Each	
Plan Revisions	\$380.00 billed in arrears	Per Sheet	
Plan Revisions - After Permit is Approved	\$25.00	Per 15 mins.	
Plan Revision Requested by Applicant	50% of Initial Base Fee	Each	
Field Directives	\$190.00 billed in arrears	Per Hour	
Public Meeting Notice/Advertising	Actual Cost to Jurisdiction	Per Advertisement	
Recordation Fee	Actual Cost to Jurisdiction	Per Recording	
General Services			
Civil Permit and Design Review Administrative Processing	\$140.00	Per Permit/Review	
Building Permit Administrative Processing Fee - Valuation of \$1.00 - \$999,999.99	0.50% of Valuation	Valuation for first million	
Building Permit Administrative Processing Fee - Valuation of \$1,000,000.00+	0.052% of Valuation	Valuation beyond the first million	
Archived Document Retrieval (Copies are additional)	\$80.00	Per Request	
Asbuilts			
12" x 18"	\$2.50	Per Page	
24" x 36"	\$5.00	Per Page	
CD's Containing Documents	\$5.00	Per CD	
Custom Maps (\$150 min.)	\$80.00	Per Hour	
Digital Data			
Boundary Shapes	\$25.00	Per Shape	
Centerlines	\$250.00	Per Centerline	
Land Use or Zoning	\$100.00	Per Request	
Parcels	\$500.00	Per Parcel	
Maps			
8.5" x 11"	\$2.50	Per Page	
11" x 17"	\$5.00	Per Map	
24" x 36"	\$20.00	Per Map	



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FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
36" x 48" or 40" x 60"	\$30.00	Per Map	
Zoning Verification, Compliance Letter	\$100.00	Each	
Right-Of-Way Facilities Fees			
Annual Use Fees			
Right-Of-Way Use Fee	\$50.00	Per year x number of Small Wireless Facilities	
Right-Of-Way Use Fee for Monopoles and Associated Wireless Facilities	\$100.00	Per year x number of Small Wireless Facilities	
Application for collocating Small Wireless Facilities (Existing with no modifications)			
One (1) to five (5) applications	\$100.00	Each	
Six (6) through 25 applications	\$50.00	Each	
Application for Utility Pole and Monopole (New or existing with modifications)			
New, replacement, or modified utility poles not subject to zoning review	\$400.00	Each	
New, replacement, or modified monopoles, utility poles, collocations, or wireless facilities subject to zoning review	\$400.00	Each	
Miscellaneous			
Outside Consultant	Actual Cost to Jurisdiction	Per Consultant	
Abatement Administrative Fee (\$150 min.)	10% of Actual Cost	Per Abatement	
ECONOMIC DEVELOPMENT			
TechCelerator			
The Economic Development Director has the authority to reduce or waive the program fee based on business evaluation criteria.			
Program Fee			
Tier 1	\$0.35	Per Square Foot/Per Month	
Tier 2	\$0.51	Per Square Foot/Per Month	
Tier 3	\$0.68	Per Square Foot/Per Month	
Tier 4	\$0.85	Per Square Foot/Per Month	
Tier 5	\$1.01	Per Square Foot/Per Month	
Tier 6	\$1.18	Per Square Foot/Per Month	
Tier 7	\$1.34	Per Square Foot/Per Month	
FINANCE			
Business Licensing			
Business - Initial License	\$168.00	Per License	
Business - Annual Renewal Fee	\$84.00	Per License	
Short Term Rental License Fee	\$250.00	Per License/Application	
Pro-Rated Initial Business License			
Start date 1st Quarter (Jan, Feb, & Mar)	\$168.00	Per License	
Start date 2nd Quarter (Apr, May, & Jun)	\$126.00	Per License	
Start date 3rd Quarter (Jul, Aug, & Sept)	\$84.00	Per License	
Start date 4th Quarter (Oct, Nov, & Dec)	\$42.00	Per License	
Late Payment (Failure to pay by a specified due date.)	25% of Base Rate	Per License	
Miscellaneous			
Returned Payment Fee	\$15.00	Per Transaction	
City Sales and Use Tax Application Fee	\$10.00	Per License	
Department of Public Safety Background Check*	\$22.00	Per Check	
In-Person Development Services Payment Processing Fee for Credit Card Transactions	2.0%	Per Transaction Amount	
Online Development Services Payment Processing Fee for Credit Card/Debit Transactions	2.8% or \$1.25 minimum	Per Transaction Amount	
FIRE-MEDICAL			
Fire Suppression			
Engine Company/Ladder Tender	\$427.00	Per Hour	
Ladder Company	\$514.00	Per Hour	
Command Vehicle	\$244.00	Per Hour	
Brush Truck/Support Truck	\$228.00	Per Hour	
Water Tender	\$184.00	Per Hour	
Staff Vehicle	\$148.00	Per Hour	
Fire Code Compliance			
Annual Fire Inspections- 3rd, 4th, and 5th Re-Inspection	\$150.00	Per Inspection	
Electronic Filing- Fire Code Compliance	\$12.00	Per Inspection	
License Inspection			
Adult/Child Day Care Facility	\$100.00	Per Inspection	
Residential Group Homes/Nursing Care/Supervisory Care/Behavioral Health and Assisted Living Facilities	\$150.00	Per Inspection	
Inspection			
Pyrotechnics Display	\$300.00	Per Inspection	
90 day Firework Vendor- Store	\$150.00	Per Inspection	
90 day Firework Vendor- Tent	\$350.00	Per Inspection	
Lock Box			
Device and Installation	\$65.00	Per Box	
Records Request			
Compact Disc	\$20.00	Per Disc	
Less than 10 pages	\$5.00	Per Request	
10 to 19 pages	\$10.00	Per Request	
20 - 29 pages	\$15.00	Per Request	
30 - 49 pages	\$25.00	Per Request	
50 - 100 pages	\$35.00	Per Request	
Remote Alarm			
Installation			
- Fee 1 QF 2	\$100.00	Per Installation	
- Fee 2 QF 2	\$150.00	Per Day	
Alarm System Non-Compliance	\$75.00	Per Call	
Incident Investigation – Car 3099	\$75.00	Per Hour	
Tactical Premise	\$75.00	Per Call	
Annual Tormar Gate Inspection	\$50.00	Per Inspection	
Resuscitation Training			
Instructor Fee (required for all classes/training)	Per HR Compensation Plan (see COS website)	Per Hour	
CPR/AED Digital Certification Card with Access to Digital Book (6 Student Minimum)	\$20.00	Materials Per Student	
CPR/AED First Aid Digital Certification Card with Access to Digital Book (6 Student Minimum)	\$30.00	Materials Per Student	
Fire-Medical Staffing			
	Per HR Compensation Plan (see COS website)	Per Hour	



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FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes			
HUMAN SERVICE & COMMUNITY VITALITY						
Senior Center Rentals						
Tier 1: City of Surprise non-profit partners and government entities						
Tier 2: Non-profit organizations who are not associated with the City of Surprise						
Tier 3: Individuals or groups						
Tier 4: Business entities operating for profit						
Café	\$0.00 - Tier 1 \$10.00 - Tier 2 \$15.00 - Tier 3 Not Available - Tier 4	Per Hour Based on Tier				
Classroom (Available to Tier 1 only)	\$0.00 - Tier 1 Not Available - Tier 2 Not Available - Tier 3 Not Available - Tier 4	Per Hour Based on Tier				
Dining Hall	\$0.00 - Tier 1 \$20.00 - Tier 2 \$40.00 - Tier 3 \$80.00 - Tier 4	Per Hour Based on Tier				
Game Room	\$0.00 - Tier 1 \$15.00 - Tier 2 \$30.00 - Tier 3 \$60.00 - Tier 4	Per Hour Based on Tier				
Dining Hall and Kitchen	\$0.00 - Tier 1 \$25.00 - Tier 2 \$50.00 - Tier 3 \$100.00 - Tier 4	Per Hour Based on Tier				
Entire Building	\$0.00 - Tier 1 \$30.00 - Tier 2 \$60.00 - Tier 3 \$125.00 - Tier 4	Per Hour Based on Tier				
Annual Membership (January-December)						
Senior Center Only	\$0.00-\$15.00	\$0.00-\$5.00	Per Person/Per Year	No longer by resident and non-resident.		
Fitness Center Only	\$0.00-\$35.00	\$0.00-\$10.00	Per Person/Per Year			
Dual (includes Senior Center and Fitness Center)		\$0.00-\$12.00	Per Person/Per Year	New combined fee at a discounted rate		
Fitness Center						
Resident	\$0.00--\$30.00	Per Person/Per Year		New fee structure established above under Annual Membership		
Non-Resident	\$0.00-\$35.00	Per Person/Per Year				
Senior Center Annual Membership						
Resident	\$0.00--\$12.00	Per Person/Per Year		New fee structure established above under Annual Membership		
Non-Resident	\$0.00--\$15.00	Per Person/Per Year				
Holiday Parties						
Member	\$0.00 - \$50.00	Per Person/Per Party				
Non-Member	\$0.00 - \$60.00	Per Person/Per Party				
Special Interest Classes						
Member	\$1.00--\$150.00	Per Person/Per Session	\$1.00 - \$150.00	Per Person/Per Session	New fee allows non-members of the center to participate	
Non-Member			\$2.00 - \$151.00	Per Person/Per Session	New fee allows non-members of the center to participate	
Crafts						
Member	\$1.00--\$25.00	Per Person/Per Session	\$1.00 - \$25.00	Per Person/Per Session	New fee allows non-members of the center to participate	
Non-Member			\$2.00 - \$26.00	Per Person/Per Session	New fee allows non-members of the center to participate	
Congregate Meal Fee (Individuals who do not meet eligibility requirements for meal services.)				\$5.00	Per Person/Per Meal	New fee established by guidance from the Congregate Meal Program (federal program)
PARKS AND RECREATION				Restructure of Parks and Recreation Fees		
Aquatics Admissions						
Special Event Admissions/Aquatics	\$0.00 - \$25.00	Per Person/Per Event				
Open Swim & Lap Swim						
Youth/Senior- Resident	\$2.00 - \$5.00	Per Person/Per Day			Change to fee name	
Adult- Resident	\$3.00 - \$6.00	Per Person/Per Day				
Youth/Adult/Senior- Non-Resident	\$5.00 - \$8.00	Per Person/Per Day			Change to fee name	
Swim Passes (Residents Only)						
Youth/Senior Individual	\$30.00 - \$50.00	Per Season			Change to fee name	
Adult Individual	\$50.00 - \$80.00	Per Season				
Family (Up to 5)	\$100.00 - \$160.00	Per Season				
Family (Additional persons over 5)	\$10.00 - \$20.00	Per Person/Per Season				
Racquet/Paddle Sports Admission						Change to fee name
Ball Machine Rental (1/2 Hour & Full Hour Rentals available)						
Resident	\$7.00	Per-Machine/Per 1/2-Hour			Eliminated the 1/2 hour increment	
Resident	\$11.00	Per Machine/Per 1 Hour				
Non-Resident	\$9.00	Per-Machine/Per 1/2-Hour			Eliminated the 1/2 hour increment	
Non-Resident	\$13.00	Per Machine/Per 1 Hour				
Tennis Court Fees-Day General Admission (Court Fees)						
Day-90-min-- Tennis Court Fee: 90 minutes- Resident	\$2.00 - \$4.00	Per Person/Per 90 min			Changed fee name, now General Admission	
Day-120-min--Tennis Court Fee: 120 minutes- Resident	\$3.00 - \$5.00	Per Person/Per 120 min			Revised the fee structure and combined the Tennis Court Fees Day/Night	
Day-90-min-- Tennis Court Fee: 90 minutes- Non-Resident	\$3.00 - \$5.00	Per Person/Per 90 min				
Day-120-min--Tennis Court Fee: 120 minutes- Non-Resident	\$4.00 - \$6.00	Per Person/Per 120 min			The Prime-Time Use Fee was already in existence under	
Additional Fee for Tennis Court Prime-Time Use (After 4pm)		\$1.00-\$3.00	Per Person/Per Rental		Tennis Court Fees-Night (below)	
Tennis Court Fees-Night						
After 4pm-90-min-- Resident	\$3.00--\$5.00	Per Person/Per 90-min			Revised the fee structure and combined the Tennis Court Fees Day/Night	
After 4pm-120-min-- Resident	\$4.00--\$6.00	Per Person/Per 120-min				
After 4pm-90-min-- Non-Resident	\$4.00--\$6.00	Per Person/Per 90-min				
After 4pm-120-min-- Non-Resident	\$5.00--\$7.00	Per Person/Per 120-min				



Citywide Fee Schedule

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FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
Racquetball/Paddleball Court Fees			
Racquetball/Paddleball Court Fee: 60 min - Resident	\$3.00 - \$5.00	Per Person/Per 60 min	
Racquetball/Paddleball Court Fee: 60 min - Non-Resident	\$5.00-\$7.00	Per Person/Per 60 min	Added small fee for non-resident
Racquet Sports Organized Play			
Racquet Sports Organized Play (Drop -in) Day - Resident	\$3.00 - \$5.00	Per Person/Per 120 min	Part of the new revised fee structure and is now listed as part of an activity drop-in fee
Racquet Sports Organized Play (Drop -in) After 4pm - Resident	\$4.00 - \$6.00	Per Person/Per 120 min	
Racquet Sports Organized Play (Drop -in) Day - Non-Resident	\$4.00 - \$6.00	Per Person/Per 120 min	
Racquet Sports Organized Play (Drop -in) After 4pm Non-Resident	\$5.00 - \$7.00	Per Person/Per 120 min	
Tennis League Group Rates-			
Day 90 min - Resident	\$10.00 - \$12.00	Per Person/Per 90 min	Revised fee structure and now falls under the Tennis & Racquet Complex Rentals section below
Day 120 min - Resident	\$14.00 - \$16.00	Per Person/Per 120 min	Now resident rate for before 4PM and after 4PM - same range
Day 90 min - Non-Resident	\$12.00 - \$14.00	Per Person/Per 90 min	Now non-resident rate for before 4PM and after 4PM - same range
Day 120 min - Non-Resident	\$16.00 - \$18.00	Per Person/Per 120 min	
After 4pm 90 min - Resident	\$14.00 - \$16.00	Per Person/Per 90 min	Now resident rate for after 4PM - same range
After 4pm 120 min - Resident	\$18.00 - \$20.00	Per Person/Per 120 min	
After 4pm 90 min - Non-Resident	\$16.00 - \$18.00	Per Person/Per 90 min	Now non-resident rate for after 4PM- same range
After 4pm 120 min - Non-Resident	\$20.00 - \$22.00	Per Person/Per 120 min	
Warm-up Fee	\$4.00 - \$5.00	Per Person/Per 30 min	Moved down below
Basket of Tennis Balls	\$2.00	Per Person/Per Day	Moved down below
Racquet Stringing Services	\$15.00 - \$25.00	Per Item	Moved down below
Backboard Rental	\$1.00	Per Person/Per 30 minutes	Moved down below
Special Events Admissions			
Special Event Admissions/Teens	\$0.00 - \$25.00	Per Person/Per Event	
Event & Promotion Activity Tickets (Fees vary depending on event)	\$1.00 - \$50.00	Per Ticket	
Aquatics Rentals			
Category** I	No charges apply		
Surprise Aquatic Center/Hollyhock Community Pool Category** II (A) (B)	\$100.00	Per Day	
Category** III	See Aquatic Private Rental Fees		Category** III has been removed throughout the schedule
Staff (Requirements based on specific event, projected attendance & required number of personnel for safety.)			
Category** II (A) (B)	\$25.00	Per Hour	Moved down below
Category** III	Included in Rental Fee		Moved down below
Utilities (Gas/Electric/Water)	\$20.00	Per Hour	Moved down below
Excessive Utilities (To restart heat/utilities when closed for winter/season)	\$500.00	Per Day	Moved down below
Surprise Aquatic Center - Private Rental Fees			
≤100 Attendees	\$280.00	Per Hour	Change to fee name
101-150 Attendees	\$310.00	Per Hour	Clarified language
151-200 Attendees	\$330.00	Per Hour	Clarified language
201-250 Attendees	\$350.00	Per Hour	Clarified language
251-400 Attendees	\$450.00	Per Hour	Clarified language
Hollyhock Community Pool- Private Rental Fees			
≤100 Attendees	\$210.00	Per Hour	Change to fee name
101-150 Attendees	\$240.00	Per Hour	Clarified language
151-200 Attendees	\$260.00	Per Hour	Clarified language
Aquatic Private Rental Fees - (2 Hr. Min.) - Category* III- Lane Rental			
Lap Lane Rental- 25 meter	\$50.00	Per Hour	Was previous rate for lap lane rental
Lap Lane Rental- 50 meter	\$75.00	Per Hour	New fee for 50 meter lane
Lane Configuration Change Fee	\$100.00	Per Change	New fee
Diving Well Rental (Surprise Aquatic Center & Hollyhock Only)	\$50.00	Per Hour	Clarified language
Additional Fee for Non-Resident Rentals	\$10.00	Per Hour	New fee
Aquatic - Indoor Rental - during open swim			
≤15 -50 Attendees	\$60.00-\$400.00	Per 2-Hour Rental	This fee was previously covered under the Municipal Pools Birthday section below. Range is now greater and includes Oasis Swim Center
Additional Fee for Non-Resident Rentals	\$20.00-\$50.00	Per 2-Hour Rental	
Aquatic - Outdoor Party Rental - during open swim			
≤15 -50 Attendees	\$40.00-\$300.00	Per 2-Hour Rental	This fee was previously covered under the Municipal Pools Birthday section below. Range is now greater and includes Oasis Swim Center
Additional Fee for Non-Resident Rentals	\$20.00-\$50.00	Per 2-Hour Rental	
Municipal Pools Birthday Party (Residents only)			
Surprise Aquatic Center - Party Room Rental			
≤15 Attendees	\$120.00	Per 2-Hour Rental	Fee now covered in range above Indoor/Outdoor rentals
16-20 Attendees	\$140.00	Per 2-Hour Rental	Fee now covered in range above Indoor/Outdoor rentals
21-25 Attendees	\$160.00	Per 2-Hour Rental	Fee now covered in range above Indoor/Outdoor rentals
26-30 Attendees	\$180.00	Per 2-Hour Rental	Fee now covered in range above Indoor/Outdoor rentals
31-50 Attendees	\$240.00	Per 2-Hour Rental	Fee now covered in range above Indoor/Outdoor rentals
Hollyhock Community Pool-			
≤15	\$40.00	Per 2-Hour Rental	Fee now covered in range above Indoor/Outdoor rentals
16-20	\$45.00	Per 2-Hour Rental	Fee now covered in range above Indoor/Outdoor rentals
21-25	\$50.00	Per 2-Hour Rental	Fee now covered in range above Indoor/Outdoor rentals
26-30	\$55.00	Per 2-Hour Rental	Fee now covered in range above Indoor/Outdoor rentals
31-50	\$75.00	Per 2-Hour Rental	Fee now covered in range above Indoor/Outdoor rentals



Citywide Fee Schedule

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FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
Additional Aquatic Fees			
Staff (Requirements based on specific event, projected attendance & required number of personnel for safety.)	\$25.00	Per Hour/Per Staff	Was the previous rate under category **II
Category** II (A)-(B)	\$25.00	Per Hour	Moved from above
Category** III	Included in Rental Fee		Moved from above
Utilities (Gas/Electric/Water)	\$20.00	Per Hour	Moved from above
Excessive Utilities (To restart heat/utilities when closed for winter/season)	\$500.00	Per Day	Moved from above
Recreation Center Facility Rentals			
Category** II+ 2 hour minimum for all Recreation Center Facility Rentals excluding rental packages	No charges apply		Change to fee description
Dance Room at Countryside Rec Center			
Category** II (A) Resident	\$50.00	\$70.00 Per Hour	Facility rental fees have not technically increased. The resident rate is now the old Category** III rate. Instead of charging a separate staffing fee, we have included the staffing fee into the total.
Category** III Non-Resident	\$50.00	\$80.00 Per Hour	Fee has not technically increased. Fee now includes staffing fee built into total
DreamCatcher Park/Recreation Center Gymnasium			
Category** II (A)-(B) Resident	\$100.00	\$145.00 Per Hour	Fee has not technically increased. Fee now includes staffing fee built into total
Category** III Non-Resident	\$125.00	\$165.00 Per Hour	Fee has not technically increased. Fee now includes staffing fee built into total
Multi-Purpose Room (2 Hr. Min.)			
Category** II (A)-(B) Resident	\$75.00	\$120.00 Per Hour	Fee has not technically increased. Fee now includes staffing fee built into total
Category** III Non-Resident	\$100.00	\$140.00 Per Hour	Fee has not technically increased. Fee now includes staffing fee built into total
Classroom *			
Category** II (A)-(B) Resident	\$30.00	\$35.00 Per Hour	Fee has not technically increased. Fee now includes staffing fee built into total
Category** III Non-resident	\$35.00	\$45.00 Per Hour	Fee has not technically increased. Fee now includes staffing fee built into total
Study Rooms*			
Category** II (A)-(B) Resident	\$25.00	Per Hour	The Study Rooms are in the library and we still allow reservations but at no fee
Category** III Non-Resident	\$30.00	Per Hour	
* Classroom rentals are subject to a \$20.00 staffing fee depending on facility schedule.			
Sierra Montana Recreation Center Rental Packages			
Basic Rental Package (3 Hr. Minimum)	\$150.00	\$210.00 Per 3-Hour Rental	Fee name change
Basic Rental Package- Additional Time	\$50.00	\$70.00 Per Hour	Fee has not technically increased. Fee now includes staffing fee built into total
Additional Fee for Non-Resident Rentals		\$60.00 Per 3-Hour Rental	Fee has not technically increased. Fee now includes staffing fee built into total
Ultimate Rental Package (3 Hr. Minimum)	\$300.00	\$420.00 Per 3-Hour Rental	New fee to allow non-residents to rent
Ultimate Rental Package- Additional Time	\$50.00	\$140.00 Per Hour	Fee has not technically increased. Fee now includes staffing fee built into total
Additional Fee for Non-Resident Rentals		\$90.00 Per 3-Hour Rental	Fee has not technically increased. Fee now includes staffing fee built into total
New fee to allow non-residents to rent			
Field Rentals			
Additional Special Event permits or a Facility Use Agreement may apply to field reservations depending on the nature of the reservation			Description updated
All City Fields (excluding Surprise Recreation Campus fields and the Fields at Countryside)			
Sport Field Rental- Monday -Friday before 5pm w/o Lights	\$7.50	Per Hour	Description updated
Category** II (A)-(B) Sport Field Rental- Resident	\$15.00	Per Hour	
Category** III Sports Field Rental- Non-Resident	\$30.00	Per Hour	Fee eliminated
Sport Field w/ Lights	\$15.00	Per Hour	
Field Rentals- Mon-Thurs- Before 3pm	\$7.50	Per Hour	Fee above and is now Mon-Fri. Before 5pm w/o lights
Field Prep Fee	\$15.00 - \$150.00	Per Field	
Fields at Countryside			
Category II (B) - Before 6pm FAC Field Rental- Resident Before 5pm	\$50.00	Per Hour	Change to fee name
Category II (B) - After 6pm FAC Field Rental- Resident After 5pm	\$65.00	Per Hour	Change to fee name
Category III - Before 6pm FAC Field Rental- Non-Resident Before 5pm	\$75.00	Per Hour	Change to fee name
Category III - After 6pm FAC Field Rental- Non-Resident After 5pm	\$90.00	Per Hour	Change to fee name
Field Prep Fee	\$15.00 - \$150.00	Per Field	Change to fee name
Surprise Tennis & Racquet Complex Rentals			
Tennis Courts w/o Lights Group Tennis Court Rentals- Before 4pm			
Category** II (A)	\$5.00 - \$8.00	Per Hour	Revised Fee Structure
Category** II (B) Resident Groups & Organizations	\$6.00 - \$11.00	Per Hour	
Category** III Non-Resident Groups & Organizations	\$12.00 - \$18.00	Per Hour	
Tennis Courts w/ Lights Group Tennis Court Rentals- After 4pm			
Category** II (A)	\$7.00 - \$11.00	Per Hour	Revised Fee Structure
Category** II (B) Resident Groups & Organizations	\$8.00 - \$12.00	Per Hour	Change to fee name
Category** III Non-Resident Groups & Organizations	\$15.00 - \$21.00	Per Hour	Change to fee name
Group Warm-up Fee	\$4.00 - \$5.00	Per Court/Per 30 min	Moved down from above, same rate
Basket of Tennis Balls	\$2.00	Per Person/Per Day	Moved down from above, same rate
Racquet Stringing Services	\$15.00 - \$35.00	Per Item	Moved down from above, same rate
Backboard Rental	\$1.00	Per Person/Per 30 minutes	Moved down from above, same rate
Tennis Classroom			
Category** II (A)-(B) Resident	\$30.00 - \$40.00	Per Hour	Change to fee name
Category** III Non-Resident	\$35.00 - \$45.00	Per Hour	Change to fee name
Tennis Ping Pong Room			
Category** II (A)-(B) Resident	\$25.00 - \$35.00	Per Hour	Change to fee name
Category** III Non-Resident	\$30.00 - \$40.00	Per Hour	Change to fee name
Racquetball Courts/Sand Volleyball Courts/Pickleball Courts/ Basketball Court Rentals-All Categories			
* Sport Courts are rented on a limited basis.			
Category** II (A)-(B) & III Resident	\$5.00 - \$9.00	Per Hour	Change to fee name
Non-Resident		\$7.00-\$11.00 Per Hour	New fee
Facility Cleaning/Excessive Utilities (weekends/holidays)			
Category** II (A)-(B) & III	\$20.00	Per Hour	Eliminated fee



Citywide Fee Schedule

Fees are separated by service area to facilitate the identification of a particular fee within the document, however fees as adopted on this schedule may be assessed citywide.

FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
Staff-See Staffing Fees			
Accessories			
Portable PA System/Water/Ice/Coolers	\$30.00	Per-Item	Eliminated fee
Podium/Microphone/Inflatable	\$10.00	Per-Item	Eliminated fee
Ramadas			
Category ²² -I Additional Special Event permits or a Facility Use Agreement may apply to ramada reservations depending on the nature of the reservation.	-No charges apply-		Description updated
Ramada Small			
Resident	\$20.00	Per 4-Hour Block	
Non-Resident	\$35.00	Per 4-Hour Block	
Ramada Large			
Resident	\$30.00	Per 4-Hour Block	
Non-Resident	\$55.00	Per 4-Hour Block	
Ramada Heritage Marley Park Pavilion and Rescue Springs Patio (Special event premiums may apply.)			
Resident	\$65.00	Per 4-Hour Block	Change to fee name
Non-Resident	\$125.00	Per 4-Hour Block	
Special Event Permits			
Amplified Sound Permit - DJ (Must reserve all ramadas within 50 ft.)			
Category ²² - II (A)	\$50.00	Every 4-Hours	Eliminated fee
Category ²² - II (B) Resident	\$50.00 - \$100.00	Every 4-Hours Per Permit	Change to unit of measure
Category ²² - III Non-Resident	\$100.00 - \$250.00	Per Location Per Permit	Change to unit of measure
Amplified Sound Permit- Live Music (Must reserve all ramadas within 50 ft.)			
Category ²² - II (A)	\$100.00	Every 4-Hours	Eliminated fee as it gets accounted for in the Amplified Sound
Category ²² - II (B) Resident	\$100.00 - \$200.00	Every 4-Hours Per Permit	Permit above
Category ²² - III Non-Resident	\$200.00 - \$400.00	Per Location Per Permit	
Beer Permit			
Resident	\$10.00	Per Permit	
Non-Resident	\$20.00	Per Permit	
Admin-Fee	\$250.00	Per-Event	Eliminated fee
Special Use Permit			
Inflatables/Attractions Special Use Permit- Resident	\$10.00	Per Item/Per Day Per 4-Hour Block	Changed name and unit of measure
Inflatables/Attractions Special Use Permit- Non-Resident	\$20.00	Per Item/Per Day Per 4-Hour Block	Changed name and unit of measure
Organized Activity Park Use - Resident	\$0.00 - \$100.00	Per-Permit/Per Day Per 4-Hour Block (Permit fees based on group size and activity)	Change to unit of measure
Organized Activity Park Use - Non-Resident	\$0.00 - \$200.00	Per-Permit/Per Day Per 4-Hour Block (Permit fees based on group size and activity)	Change to unit of measure
Mobile Food Vendor			
Vending in Parks	\$0.00 - \$500.00	Per Permit (Permit fee based on location, duration and event)	
Staff Required-See Staffing Fees			
Staffing (2 Hr.-Min. Requirements Based On Specific Event, Attendance, And Required Personnel For Safety.)			
Category ²² -I (No charges apply)			
Recreation/Maintenance/Tennis Pro-	\$20.00	Per Hour/Per Staff Member	Eliminated fee
Janitor/Custodian-	\$15.00	Per Hour/Per Staff Member	Eliminated fee
Tennis Supervisor-	\$40.00	Per Hour/Per Staff Member	Eliminated fee
Memorial Program			
24" Tree	\$850.00	One time amount	
36" Tree	\$2,000.00	One time amount	
Park Bench	\$5,000.00	One time amount	
Memorial Brick for Dream Catcher Park	\$100.00	One time amount	Change to fee name
Special Use Permit			
Inflatables/Attractions (Resident)	\$10.00	Per Item/Per Day	Section moved up
Inflatables/Attractions (Non-Resident)	\$20.00	Per Item/Per Day	Section moved up
Organized Activity Park Use (Resident)	\$0.00 - \$100.00	Per-Permit/Per Day (Permit fees based on group size and activity)	Section moved up
Organized Activity Park Use (Non-Resident)	\$0.00 - \$200.00	Per-Permit/Per Day (Permit fees based on group size and activity)	Section moved up
POLICE			
Reports			
Less Than 10 Pages	\$5.00	Per Request	
10 - 19 Pages	\$10.00	Per Request	
20 - 29 Pages	\$15.00	Per Request	
30 - 49 Pages	\$25.00	Per Request	
50 - 100 Pages	\$35.00	Per Request	
Per Page Over 100 Pages	\$0.15	Per Request	
Photos			
Photos	\$20.00	Per CD	
Fingerprint Cards			
2 Or Less	\$15.00	Per Request	
Per Card Over 2	\$5.00	Per Card	
Miscellaneous			
Letter Of Clearance	\$10.00	Per Letter	
Video Recording Fee	\$46.00	Per Hour	
Recording 911/Phone/Video- VHS/Cassette/Macro-Cassette/CD	\$20.00	Per Recording	
Tow Fee 28-3511*	\$150.00	Per Tow	
Transaction- Pawnshop/Secondhand Dealer	\$3.00	Per Transaction	
PUBLIC WORKS			
Sanitation Hauler's License			
Application	\$500.00	Per Application	
License	\$1,000.00	Per Vehicle	
Miscellaneous			
Haul Permit	\$140.00	Per Permit	New fee proposed based on the cost associated with the services provided



Citywide Fee Schedule

Fees are separated by service area to facilitate the identification of a particular fee within the document, however fees as adopted on this schedule may be assessed citywide.

FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
WATER RESOURCE MANAGEMENT			
Water Efficiency Certification			
New Professional Fee	\$50.00	Per Person	New fee for a new program being taught by the City's Water Conservation Specialist.
Annual Renewal Fee	\$20.00	Per Person	New fee for a new program being taught by the City's Water Conservation Specialist.
Water Meter Installation - Fee amount is the listed market cost updated yearly on July 1st			
3/4"	\$422.70	Per Permit	
1"	\$428.20	Per Permit	
1.5"	\$916.13	Per Permit	
2"	\$1,138.08	Per Permit	
3"	\$3,238.00	Per Permit	
4"	\$4,145.00	Per Permit	
6"	\$6,653.00	Per Permit	
8"	\$19,050.00	Per Permit	
Stormwater Utility Services			
Monthly Rate	\$2.75	Per Equivalent Dwelling Unit (EDU)	
Classifications	Number of EDU's	Unit of Measure	
Residential			
Single Family Residence	1	Per Residence	
Non-Residential			
RV Park	1	Per Pad	Stormwater Utility Fees were approved through the rate study and are included in the FY25-FY29 Utility Rates Schedule on our website under Utility Billing & Rates. It was requested that they be removed from the Citywide Fee Schedule.
Commercial/Industrial	1	Per 3,420 Square Feet of Impervious Area	
Schools/Churches	1	Per 3,420 Square Feet of Impervious Area	
Agriculture - Impervious Area	1	Per 3,420 Square Feet of Impervious Area	
Agriculture - Farmed Area	1	Per 3,420 Square Feet of Farmed Area	
(Fee applied only to 10% of total farmed area)			
<i>Undeveloped Land is exempt from Stormwater Utility Fee.</i>			
<i>Improved Land Stormwater Utility Fee is based on land use classification rates above.</i>			
<i>Non-residential classifications may qualify for the commercial credit program detailed below.</i>			
<i>Non-residential EDU calculations are rounded to the nearest one-hundredth and subject to a minimum of 1. EDU per parcel.</i>			
Commercial Credit Programs			
Infrastructure Program (Up to 25% Credit)			
1. > 10% Above Standard Requirements	5% Credit		
2. > 25% Above Standard Requirements	10% Credit		
3. > 35% Above Standard Requirements	15% Credit		
4. > 50% Above Standard Requirements	20% Credit		
5. Creative means to achieve Above Standard Requirements	5% Credit		
Regulatory Credit Program (Up to 13% Credit)			
School Education Credit (participate in County Program)	8% Credit		
Public Participation	5% Credit		
Partnership Donations	5% Credit		
Industrial AZPDES Credit	5% Credit		
Bonus: Participate in any 2	3% Credit		
*This fee is established by a federal, state, or county agency and is subject to change.			
** Category I: City of Surprise, Official City Sponsored Events or Programs, Texas Rangers, Kansas City Royals per Lease Agreement.			
Category II (A): Partnerships with City of Surprise, Dysart Unified School District IGA, Ottawa University.			
Rental Fee - Yes, Direct Expenses - Yes			
Rental Fee - Yes, Direct Expenses - Yes			
Category II (B): Surprise Youth Sports Organizations with 90% Residency Requirements			
Rental Fee - No, Direct Expenses - Yes			
Category III: Individuals, Companies, Organizations, Commercial Entertainment, Consumer Events, Concerts, Trade Shows -			
Rental Fee - Yes, Direct Expenses - Yes			

WELCOME

CITYWIDE USER FEE UPDATES



SURPRISE
ARIZONA

User Fees

- Recover costs associated with City programs and services
- Examined and updated periodically
- Compliance and applicable policies
 - A.R.S. § 9-499.15
 - Comprehensive Financial Management Policies
 - User Fees Standard Operating Procedures
- Citywide Fee Schedule approved by City Council Resolution
- Utility rates and development impact fees are not part of this update

User Fees

- Public Notice required for any new or increased tax/fee
 - 60 days before City Council action
- Public Notice not required for
 - Lowering or eliminating a fee
 - Changes to the name or unit of measurement
 - Exempt fees
 - Amount set by state or federal law – e.g. court, ambulance
 - Registration-based classes, programs or activities



User Fees - Updates

- Total number of proposed changes
 - New or Increased Fees – 35
 - Eliminated or Removed Fees – 19
 - Changes to Name, Unit of Measure and/or Existing Amount – 38

Department	New or Increased Fee (Requires Public Notice)	Eliminated or Removed Fee (Does Not Require Public Notice)	Changes to Name, Unit of Measure and/or Existing Amount (Does Not Require Public Notice)
City Clerk	0	0	1
Community Development	4	0	3
HSCV	4	2	0
Parks and Recreation	23	9	34
Public Works	2	0	0
Water Resource Mgmt	2	8	0

User Fees - Updates

➤ Changes Requiring Public Notice – New Fees (Examples)

- Community Development: Minor Site Plan Amendment
 - Minor Site Plan Amendments require less staff time to process than a new Site Plan or a major amendment.

Fee Name	Amount	Unit of Measure
Minor Site Plan Amendment	\$420.00	Each

- Human Service & Community Vitality: Annual Membership – Dual (Includes Senior Center and Fitness Center)
 - Proposed fee would allow for a dual membership option at a discounted

Fee Name	Amount	Unit of Measure
Annual Membership (January-December)		
Dual (Includes Senior Center and Fitness Center)	\$0.00-\$12.00	Per Person/Per Year

User Fees - Updates

➤ Changes Requiring Public Notice – Increased Fees (Examples)

- Community Development:

- **Appeals Fee** - Recuperate the costs of staff time and materials

Fee Name	Current Amount	New Amount	Unit of Measure
Appeals Fee	\$250.00	\$1,200	Each

- Parks and Recreation:

- **Recreation Facility Rentals**

- Facility rentals fee is same amount, however the previously established (add-on) staffing fee will now be included with the rental fee.

Fee Name	Current Amount	New Amount	Unit of Measure
Dance Room (Resident)	\$50.00	\$70.00	Per Hour
DreamCatcher Park/Recreation Center Gymnasium (Resident)	\$100.00	\$145.00	Per Hour
Multi-Purpose Room (Resident)	\$75.00	\$120.00	Per Hour
Classroom (Resident)	\$30.00	\$35.00	Per Hour

User Fees - Updates

➤ Changes Not Requiring Public Notice – Eliminating/Removing Fees (Examples)

- Human Service & Community Vitality:
 - Eliminating the resident and non-resident pricing structure
 - The new standard pricing structure allows for consistency regardless of residential status

Fee Name
Fitness Center (Resident and Non-Resident Fee)
Senior Center (Resident and Non-Resident Fee)

- Parks and Recreation:
 - This was an old fee and the removal of it from our schedule is part of the maintenance/cleanup
 - Study Rooms in our City's Libraries are available to reserve at no cost

Fee Name
Study Room Fee

User Fees - Updates

- Changes Not Requiring Public Notice – Changes to name, unit of measure and/or amount for existing fees (Examples)

Human Service & Community Vitality:

Fee Name	From	To
Senior Center	Resident and Non-Resident	Member and Non-Member

Parks and Recreation:

Fee Name	From	To
Swim Passes (Residents Only)	Swim Passes (Residents Only) Youth Individual	Swim Passes (Residents Only) Youth/Senior Individual

User Fees - Timeline

- February 14, 2025
 - 60-day Public Notice will be posted by this date
- April 15, 2025
 - Council Action / Adoption
 - Fees effective



Questions or Comments?

THANK YOU



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