



Agenda

Work Study and Possible Executive Session Queen Creek Town Council

Queen Creek Town Hall, 22350 S. Ellsworth Road
Council Chambers
August 21, 2013
5:30pm

1. Call to Order

2. Roll Call (one or more members of the Council may participate by telephone)

3. Motion to adjourn to Executive Session (to be held in the Saguaro Conference Room of the Municipal Services Building)for the following purposes:

A. Discussion and consultation with the Town's attorney for legal advice and to consider the Town's position and instruct its attorneys regarding agreements that are the subject of negotiations related to Vestar/Harkins A.R.S. § 38-431.03(A)(3) and (4).

B. Discussion and consultation with the Town Attorney for legal advice and with the Town's representatives to consider the Town's position and instruct its attorney and staff regarding the acquisition of real property for future Town municipal service facilities. A.R.S. 38-431.03(A)(3) & (7).

C. Discussion and consideration of assignments of Town Manager (A.R.S. §38-431.03(A)(1)).

ITEMS FOR DISCUSSION These items are for Council discussion only and no action will be taken. In general, no public comment will be taken.

4. Presentation and update on the Phoenix-Mesa Gateway Airport.

5. Presentation on the status of Town/area drainage projects.

6. Presentation on SRP (Salt River Project) Aesthetic Funds.

7. Presentation on the Town's disaster management program.

8. Adjournment



Agenda
Regular and Possible Executive Session
Queen Creek Town Council
Queen Creek Town Hall, 22350 S. Ellsworth Road
Council Chambers
August 21, 2013
7:00 p.m.

1. Call to Order

2. Roll Call (one or more members of the Council may participate by telephone)

3. Pledge of Allegiance:

4. Invocation:

5. Ceremonial Matters: Presentations, Proclamations, Awards, Guest Introductions and Announcements.

- Recognition of Queen Creek Unified School District and Higley Unified School District for receiving "A" ratings

6. Committee Reports

A. Council summary reports on meetings and/or conferences attended. This may include but is not limited to Phoenix-Mesa Gateway Airport; MAG; East Valley Partnership; CAG. The Council will not propose, discuss, deliberate or take legal action on any matter in the summary unless the specific matter is properly noticed for legal action.

B. Partner agencies quarterly or periodic updates to Council. This may include but is not limited to Queen Creek Chamber of Commerce; Queen Creek Performing Arts Center; Boys & Girls Club of East Valley; and Maricopa or Pinal County Board of Supervisors or other governmental agencies. The Council will not propose, discuss, deliberate or take legal action on any matter in the summary unless the specific matter is properly noticed for legal action.

C. Transportation Advisory Committee – August 8, 2013

D. Parks & Recreation Advisory Committee – August 15, 2013

7. Public Comment: Members of the public may address the Town Council on items not on the printed agenda and during Public Hearings. Please complete a "Request to Speak Card", located on the table at the rear of the Council Chambers and turn it in to the Town Clerk prior to the beginning of the meeting. There is a time limit of three minutes for comments.

8. Consent Calendar: Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. Public Hearing items are

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designated with an asterisk (*). Prior to consideration of the Consent Agenda, the Mayor will ask whether any member of the public wishes to remove a Public Hearing item for separate consideration. Members of the Council and or staff may remove any item for separate consideration.

A. Consideration and possible approval of the July 17, 2013 Work Study and Regular Session Town Council minutes. **TAB A**

B. Consideration and possible approval of the August 7, 2013 Work Study and Regular Session Town Council minutes. **TAB B**

C. Consideration and possible approval of expenditures over \$25,000: **TAB C**

1. Joseph Painting Company, Inc. – manhole repairs: \$44,345 (Budgeted FY13/14)
2. RWC International – International Workstar Water truck: \$135,835 (Budgeted FY13/14)
3. Courtesy Chevrolet – 1-ton Isuzu flatbed service truck: \$49,900 (Budgeted FY13/14)
4. Courtesy Chevrolet – ½ ton extended cab pick-up: \$25,000 (Budgeted FY13/14)
5. Courtesy Chevrolet – 1-ton extended cab pick-up: \$34,500 (Budgeted FY13/14)
6. Courtesy Chevrolet – ½ extended cab pick-up: \$25,000 (Budgeted FY13/14)
7. Courtesy Chevrolet – 1-ton Isuzu crew cab pick-up: \$48,500 (Budgeted FY13/14)
8. Crafc0, Inc. – Crafc0 Crack Vac machine: \$57,500 (Budgeted FY13/14)
9. RDO Equipment – John Deere 210K Loader Tractor: \$96,100 (Budgeted FY13/14)
10. NEC – call manager software replacement: \$36,744 (Budgeted FY13/14)

D. Consideration and possible approval of the use of SRP Aesthetic Funds in the amount not to exceed \$150,000 for landscaping improvements at the SRP Rittenhouse Substation located on the northwest corner of Ocotillo and Ellsworth Loop Roads. **TAB D**

E. Consideration and possible approval of a contract with Fox Lawson and Associates in the amount not to exceed \$56,000 for the development of a revised and updated Comprehensive Classification and Compensation System. **TAB E**

F. Consideration and possible approval of the purchase of a 2013 Chevrolet ¾ ton crew cab pick-up truck through Arizona State Contract #ADSSP012-016667 from Courtesy Chevrolet and a John Deere 210LI Loader Tractor from RDO Equipment in the amount of not to exceed \$92,500 to replace existing Truck #43 and Tractor #200. **TAB F**

G. Consideration and possible approval of a one-year Professional Services contract with up to four possible one-year (1) renewals, with Brown and Associates, Stantec Consulting and Sunrise Engineering for building plan review and inspection services on an as-needed basis. **TAB G**

H. Consideration and possible approval of the reappointment of Jason Barney as the Town's representative on the Greater Phoenix Economic Council (GPEC) Board of Directors for FY13-14. **TAB H**

I. Consideration and possible ratification of the appointment of Chris Clark as Chair and David Bond as Vice Chair of the Transportation Advisory Committee. **TAB I**

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J. Consideration and possible approval of the Transportation Advisory Committee Work Plan for FY13/14. **TAB J**

PUBLIC HEARINGS: If you wish to speak to the Council on an item listed as a Public Hearing, please complete a Request to Speak Card and turn it in to the Town Clerk. Speakers will be called upon in the order in which their cards are received. Speakers are limited to three (3) minutes each.

None.

FINAL ACTION: If you wish to speak to the Council on an item listed under Final Action, please complete a Request to Speak Card and turn it in to the Town Clerk. Speakers will be called upon in the order in which their cards are received. Speakers are limited to three (3) minutes each.

None.

ITEMS FOR DISCUSSION: These items are for Council discussion only and no action will be taken. In general, no public comment will be taken.

9. Presentation on the status of Town/area drainage projects. *(If necessary)*

10. Presentation on the Town's disaster management program. *(If necessary)*

11. Motion to adjourn to Executive Session: The Council may reconvene the Executive Session for any of the items listed on the Work Study Executive Session Agenda.

12. Adjournment



Minutes
Work Study Session
Queen Creek Town Council
Queen Creek Town Hall, 22350 S. Ellsworth Road
Council Chambers
July 17, 2013
5:30pm

1. Call to Order

The Work Study Session was called to order at 5:30p.m.

2. Roll Call (one or more members of the Council may participate by telephone)

Council Members present: Barnes; Benning; Brown; Gad; Wheatley and Mayor Barney. Vice Mayor Oliphant was absent.

3. Motion to adjourn to Executive Session (to be held in the Saguaro Conference Room of the Municipal Services Building)for the following purposes:

A. Discussion and consultation with the Town’s attorney and staff to obtain legal advice concerning amendment and/or re-adoption of the Town’s General Plan. (ARS 38-431.03(A)(3).

B. Discussion and consideration of Town Clerk’s performance evaluation (A.R.S. §38-431.03(A)(1).

Motion to adjourn to Executive Session at 5:31p.m.

1st: Brown

2nd: Gad

VOTE: Unanimous

The Work Study Session reconvened at 6:28p.m.

ITEMS FOR DISCUSSION These items are for Council discussion only and no action will be taken. In general, no public comment will be taken.

4. Presentation and discussion on end of legislative session report by Marc Osborn, Kutak Rock.

Town Manager John Kross introduced Marc Osborn and Sarah Fuller with Kutak Rock, the Town’s contracted lobbyists.

Mr. Osborn highlighted the major legislative issues that came out of the legislative session:

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Queen Creek Town Council
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- HB 2111 – Transaction privilege tax
- SB1454 – allowing continuance of current Home Rule until Fall 2014 for those municipalities that have Home Rule expiring in March 2014 – added there may be litigation on the Bill as it was tied with Homeowners Association provisions
- SB 2443 – Regulatory review clean-up from SB1598
- HB 2324 – municipal tax code and lease tax
- HB2562 – Public Retirement System
- HB 2609 – Elected Officials Retirement Plan – changed to defined contribution

Mr. Osborn also discussed several bills that failed to pass.

5. Update on the Queen Creek Wash trail project.

Discussion occurred during the Regular Session.

6. Discussion and possible direction on the use of banner signs.

Discussion occurred during the Regular Session.

7. Quarterly Marketing and website update.

Discussion occurred during the Regular Session.

8. Adjournment

The Work Study Session was adjourned at 6:55p.m.



Minutes
Regular Session
Queen Creek Town Council
Queen Creek Town Hall, 22350 S. Ellsworth Road
Council Chambers
July 17, 2013
7:00 p.m.

1. Call to Order

The meeting was called to order at 7:00p.m.

2. Roll Call (one or more members of the Council may participate by telephone)

Council Members present: Barnes; Benning; Brown; Gad; Wheatley and Mayor Barney. Vice Mayor Oliphant was absent.

3. Pledge of Allegiance: Led by Council Member Barnes

4. Invocation: A moment of silence was held.

5. Ceremonial Matters: Presentations, Proclamations, Awards, Guest Introductions and Announcements.

None.

6. Committee Reports

A. Council summary reports on meetings and/or conferences attended. This may include but is not limited to Phoenix-Mesa Gateway Airport; MAG; East Valley Partnership; CAG. The Council will not propose, discuss, deliberate or take legal action on any matter in the summary unless the specific matter is properly noticed for legal action.

Mayor Barney reported on the following meetings/events: U.S. Conference of Mayors held in Las Vegas (Queen Creek is a new member).

Phoenix-Mesa Gateway Authority – July 15, 2013: The Board approved several contracts and discussed general plan amendments.

B. Partner agencies quarterly or periodic updates to Council. This may include but is not limited to Queen Creek Chamber of Commerce; Queen Creek Performing Arts Center; Boys & Girls Club of East Valley; and Maricopa or Pinal County Board of Supervisors or other governmental agencies. The Council will not propose, discuss, deliberate or take legal action on any matter in the summary unless the specific matter is properly noticed for legal action.

None.

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C. Town Center Committee – July 10, 2013: Council Member Wheatley reported on the reappointment of Chris Webb as Chair and Bill Smith as Vice-Chair of the Town Center Committee. An update on a proposed metal art beautification project was discussed and a presentation was given on Town Center capital improvement projects. The next meeting is scheduled for August 14, 2013.

7. Public Comment: Members of the public may address the Town Council on items not on the printed agenda and during Public Hearings. Please complete a “Request to Speak Card”, located on the table at the rear of the Council Chambers and turn it in to the Town Clerk prior to the beginning of the meeting. There is a time limit of three minutes for comments.

None.

8. Consent Calendar: Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. Public Hearing items are designated with an asterisk (*). Prior to consideration of the Consent Agenda, the Mayor will ask whether any member of the public wishes to remove a Public Hearing item for separate consideration. Members of the Council and or staff may remove any item for separate consideration.

A. Consideration and possible approval of the June 5, 2013 Work Study and Regular Session Minutes.

B. Consideration and possible approval of the June 19, 2013 Work Study and Regular Session Minutes.

C. Consideration and possible approval of Expenditures over \$25,000:

1. Orange Screen Productions – Town Council filming/broadcast: \$30,000 (Budgeted FY13/14)
2. Arizona Labor Force, Inc. – Temporary labor@ Horseshoe Park: \$70,000 (Budgeted FY13/14)
3. Winners Circle Soil Products – arena stall bedding: \$70,000 (Budgeted FY13/14)
4. Hewlett Packard – lease agreement for PC equipment: \$34,500 (Budgeted FY13/14)
5. Tyler Technologies – MUNIS financial system annual support: \$82,600 (Budgeted FY13/14)
6. NEC – annual maintenance for CISCO equipment: \$48,900 (Budgeted FY13/14)
7. Queen Creek School District – fuel for Town vehicles: \$242,164 (Budgeted FY13/14)
8. Day Auto Supply (NAPA) – fleet maintenance: \$50,000 (Budgeted FY13/14)
9. Brown & Associates – as needed inspection, plan review: \$166,179 (Budgeted FY13/14)
10. Cleanview Sewer Inspections – as needed sewer inspections: \$31,869 (Budgeted FY13/14)
11. Dickinson Wright, PLLC – legal services to Town: \$344,000 (Budgeted FY13/14)
12. Dana Kepner – meters, meter fittings and services for water: \$498,000 (Budgeted FY13/14)
13. AllChem Industries – chlorine for water disinfection: \$49,000 (Budgeted FY13/14)
14. Albert Holler & Associates – sales tax auditor: \$48,000 (Budgeted FY13/14)
15. Weber Water Resources – well repairs: \$54,000 (Budgeted FY13/14)
16. Vertech Industries – SCADA PLC services: \$115,000 (Budgeted FY13/14)
17. Maricopa County – Law enforcement: \$3,391,374 (Budgeted FY13/14)

D. Consideration and possible approval of the purchase of a 2014 Chevrolet dump truck through Arizona State Contract #ADSP013-038803 from Midway Chevrolet in the amount not to exceed \$39,000. (*Authorized in FY13/14 Budget*)

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E. Consideration and possible approval of the purchase of a 2013 Bobcat S570 Skid Steer Loader through Arizona State Contract #ADSP013-00002042 from Bobcat Company in an amount not to exceed \$33,100. *(Authorized in FY13/14 Budget)*

F. Consideration and possible approval of the Final Plat for Ocotillo Heights Phase II, a request by D.R. Horton, Inc.

G. Consideration and possible approval of the Map of Dedication for Queen Creek Road right-of-way, a request by LBE Investments Ltd.

H. Consideration and possible approval of the Map of Dedication for Germann Road right-of-way, a request by LBE Investments Ltd.

I. Consideration and possible approval of **DR13-022 “Lennar Homes at Emperor Estates Phase IV West”**, a request by Lennar Homes for approval of five (5) new floor plans with five (5) elevations each to be constructed on the 104 lots in Emperor Estates Phase IV West subdivision located at the northeast corner of Sossaman and Queen Creek Roads.

J. Consideration and possible approval of **DR13-023 “Cresleigh Homes at Hastings Farms Parcel A”** a request by Cresleigh Homes for approval of three (3) new floor plans with three (3) elevations each to be constructed on the 136 lots in Hastings Farms Subdivision located east of Ellsworth Road and Chandler Heights Road.

K. Consideration and possible approval of a Job Order Contract/Work Order with AJP Electric, Inc., (Contract 2013-027) in the amount not to exceed \$98,542.40 for construction of a new traffic signal at the intersection of Rittenhouse and Cloud Roads. *(Authorized in FY13/14 Budget)*

L. Consideration and possible approval of Amendment #1 to the Intergovernmental Agreement with Arizona Department of Transportation (ADOT) for design and construction of the Queen Creek Wash trail from Desert Mountain Park to Ellsworth Road.

M. Consideration and possible approval of a one-year service contract with up to four (4) one-year renewals, in an amount not to exceed \$24,000 per year, with ClearComm Consulting, LLC, for training and legislative communication. *(Authorized in FY13/14 Budget)*

N. Consideration and possible approval of the Agreement between the Greater Phoenix Economic Council (GPEC) and the Town in the amount of \$10,883 for FY13/14. *(Authorized in FY13/14 Budget)*

O. Consideration and possible approval of the Agreement between the Queen Creek Cultural Foundation (QCCF) and the Town in the amount of \$110,000 for FY13/14. *(Authorized in FY13/14 Budget)*

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P. Consideration and possible approval of an Intergovernmental Agreement for FY13/14 between Maricopa County and the Town in the amount of \$18,066 for the purpose of animal control services. *(Authorized in FY13/14 Budget)*

Q. Consideration and possible approval of an Intergovernmental Agreement for FY13/14 between Maricopa County and the Town in the amount of \$2,012 for the purpose of regional emergency operations management and disaster services. *(Authorized in FY13/14 Budget)*

R. Consideration and possible approval of the following Streetlight Improvement Districts (SLIDS):

1. **SLID #68, No. 2013-001 – La Jara Farms: Resolution 946-13** Intention to Order the purchase of electricity and **Resolution 947-13** Ordering the Improvements for the purchasing of electricity.
2. **SLID #69, No. 2013-002 – Emperor Estates Phase IV West: Resolution 952-13** Intention to Order the purchase of electricity and **Resolution 953-13** Ordering the Improvements for the purchasing of electricity.
3. **SLID #70, No. 2013-003 – Victoria Parcel 10: Resolution 954-13** Intention to Order the purchase of electricity and **Resolution 955-13** Ordering the Improvements for the purchasing of electricity.
4. **SLID #71, No. 2013-004 – Victoria Parcels 11 & 11A: Resolution 956-13** Intention to Order the purchase of electricity and **Resolution 957-13** Ordering the Improvements for the purchasing of electricity.

S. Consideration and possible approval of **Resolution 958-13** Water Infrastructure Financing Authority (WIFA) Loan Documents and **Resolution 959-13** Series 2013 Purchase Agreement and Series 2013 Obligation Indenture; authorizing the approval of the financing documents for the purchase of the H2O, Inc. Water Utility.

T. Consideration and possible approval of **Ordinance 535-13** setting the primary property tax rate and levy for the Town for FY13/14.

U. Consideration and possible approval of **Ordinance 536-13** setting the secondary property tax levy for Streetlight Improvement Districts (SLIDS) for FY13/14.

Staff requested Item L removed from the Consent Calendar for discussion.

Motion to approve the remainder of the Consent Calendar as presented:

1st: Brown

2nd: Wheatley

VOTE: Unanimous

Item L: Public Works Division Manager Troy White reviewed ADOT's process for design and construction of the Queen Creek Wash improvements. He explained the purpose of the amendment was to identify ADOT as the lead agency for the project and establish which party would be responsible for acquiring right-of-way. Mr. White stated that the design should be complete by July 2014. Council asked when construction would be completed. Mr. White responded that it should be complete by January-February 2015.

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Motion to approve Item L on the Consent Calendar as presented:

1st: Brown

2nd: Benning

Council asked if environmental studies would be completed on the properties that still needed to be acquired. Mr. White responded those studies would be done on the entire project.

VOTE: Unanimous

PUBLIC HEARINGS: If you wish to speak to the Council on an item listed as a Public Hearing, please complete a Request to Speak Card and turn it in to the Town Clerk. Speakers will be called upon in the order in which their cards are received. Speakers are limited to three (3) minutes each.

9. Public Hearing and possible action on Ordinance 537-13/RZ13-019/SP13-020 “Harkins at Queen Creek Marketplace” a request by Ralph Pew of Pew and Lake PLC, on behalf of VPQCM LLC (Vestar) for rezoning 14.5 acres of land from Planned Area Development with underlying C-2 zoning to a Planned Area Development with underlying TC (Town Center) zoning; site plan approval for a Harkins 14 screen movie theatre and three (3) additional retail and/or restaurant buildings to be added to the Queen Creek Marketplace. The applicant is also requesting an increase to building height to allow for a 60’ spire and allowing exposed neon lighting to the exterior of the Harkins building as architectural lighting. The project is located in the vicinity of the southeast corner of Rittenhouse and Ellsworth Loop Roads in the Queen Creek Marketplace.

Planning Administrator Wayne Balmer reviewed the rezoning request from C2 Commercial to Town Center (TC) to allow for an increased building height to 60’ and neon external lighting. Mr. Balmer presented the site plan and elevation plans for the theater and three additional buildings. Mr. Balmer stated that the Queen Creek Marketplace has an excess of parking and the parking requirements for the theater is met and the elevations proposed are in compliance with the approved design guidelines for the Marketplace with the exception of the neon lighting and spire. In response to previous concerns of visibility from surrounding neighborhoods, Mr. Balmer explained that other buildings would provide shielding. Mr. Balmer reviewed the Planning and Zoning Commission recommendation for approval with the additional stipulation that the applicant work with staff on providing an additional pedestrian connection between PAD N and the theater if possible.

Ralph Pew, Pew & Lake, Mesa, AZ, representing the applicant, provided additional information and illustrations of the neon lighting and site view from Old Ellsworth Road. Mr. Pew also discussed that existing marquee signage would be used. Council asked Mr. Pew about the parking lot design. Mr. Pew showed on the site plan/elevation plan the drop-off area, designated walk paths and surrounding sidewalk.

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The Public Hearing was opened. No one came forth and the Public Hearing was closed.

Motion to approve Ordinance 537-13/RZ13-019/SP13-020 “Harkins at Queen Creek Marketplace” a request by Ralph Pew of Pew and Lake PLC, on behalf of VPQCM LLC (Vestar) for rezoning 14.5 acres of land from Planned Area Development with underlying C-2 zoning to a Planned Area Development with underlying TC (Town Center) zoning; site plan approval for a Harkins 14 screen movie theatre and three (3) additional retail and/or restaurant buildings to be added to the Queen Creek Marketplace, with the additional stipulation as recommended by Planning and Zoning Commission.

**1st: Brown
2nd: Gad**

Additional discussion occurred in regard to landscape elements in the parking area and public art, specifically the courtyard entry. Also discussed were road improvements to Rittenhouse Road.

Vote: Unanimous

Mayor Barney moved Agenda Items 11 & 12 up to be heard prior to Agenda Item 10.

Mayor Barney declared a conflict of interest on Agenda Item 10 and turned the gavel over to Council Member Benning at 8:35p.m.

FINAL ACTION: If you wish to speak to the Council on an item listed under Final Action, please complete a Request to Speak Card and turn it in to the Town Clerk. Speakers will be called upon in the order in which their cards are received. Speakers are limited to three (3) minutes each.

10. Discussion and possible action on the request to begin the statutory 60-day public agency comment period for the 2013 Major General Plan Amendment Applications.

Planning Administrator Wayne Balmer reviewed the Town’s general plan amendment process to accept major general plan amendments once a year. Mr. Balmer discussed the State requirements to update a community’s general plan every 10 years. The Town’s last voter approved General Plan was in 2008 and staff is planning to have a new general plan on the 2016 ballot for voter approval.

Mr. Balmer reviewed the current 2013 general plan amendment schedule that includes a 60-day agency review, open houses, Planning and Zoning Commission and Town Council meetings. He also reviewed the proposed community outreach program.

Mr. Balmer presented the six major general plan amendments submitted:

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- GP13-025: La Jara Farms – Employment Type A to Very Low Density for 140.76 acres
- GP13-026: Estates at Queen Creek Station – Employment Type A to Low Density Residential for 156 acres
- GP13-027: Meridian Crossings – Regional Commercial to Medium Density for 466 acres (property still in Maricopa & Pinal Counties)
- GP13-028: Barney Farms – Employment Type B Recreation/Conservation/Parks to Mixed Use and Medium High Density for 241 acres
- GP13-029: The Vineyards – Commercial & Mixed Use to Medium Density for 55 acres
- GP13-030: Sonoqui Creek Village – Very Low Density to Low Density for 107 acres

Mr. Balmer pointed out that the trend for the amendments is to convert non-residential areas to residential, both low and high and the applicant's statements that the Town has an oversupply of the current land uses (Employment and commercial). He discussed the fiscal impacts these amendments could cause and the importance of having a current fiscal impact analysis completed. He also presented two options for the Council to consider for processing these proposed amendments: 1) proceed with the major General Plan amendment process or 2) do not proceed at this time but begin the process of the update to the entire General Plan.

Council discussed the costs and time involved in amending the general plan every year and the impact amendments have on the Town's infrastructure and costs of additional rooftops. They also discussed that once the employment or commercial land use areas are gone, there won't be many revenue generating resources.

Ralph Pew, Pew & Lake, representing four applicants, said that while he understands Council's ability to make policies, the General Plan provides for annual modifications and through the developers and landowner's requests, come new residents for the Council to represent. He asked that the 60-day comment period be approved and then meet with each applicant and have in-depth discussions.

Dennis Newcomb, Beus Gilbert, representing La Jara Farms, said he agreed with the Town's policy to accept annual amendments and said the burden of proof is on the developers/landowners. He also stated that the La Jara Farms general plan amendment request is on an existing development and waiting until 2016 for approval would impact the project.

Council had further discussion on the amendment process and proposed amendments, stating that additional data, including fiscal impact, would be needed. They also continued discussion on bedroom community vs. sustainable & balanced community and the impact of having decreased employment/commercial areas along with lost funding mechanisms due to the Legislature.

Motion to initiate the 60-day public agency comment period for the proposed 2013 Major General Plan Amendments beginning on July 29, 2013 and ending on September 27, 2013.

1st: Gad

2nd: Wheatley

VOTE: 3-2

Aye-Benning, Gad, Wheatley

Nay – Barnes, Brown

MOTION PASSED.

ITEMS FOR DISCUSSION: These items are for Council discussion only and no action will be taken. In general, no public comment will be taken.

11. Discussion and possible direction on the use of banner signs.

Community Development Director Chris Anaradian provided a presentation on banner signs as a follow-up to the June 19, 2013 Council discussion on temporary signs. He presented comparisons with three communities of signage for new businesses that range from 30-90 days and temporary or occasional events that range from no limits to defined events only. Mr. Anaradian presented three options for consideration:

1. Consider signage a priority in the Zoning Ordinance update
2. Have a trial period of signage regulations
3. Make no changes to regulations

Council discussed the recovering economy and businesses aren't hurting as much now and the staff time needed to respond to repeated requests from businesses for changes in the sign regulations, especially banners or sandwich boards. Council also discussed concerns with extra costs by businesses if a trial period was implemented but ultimately not approved; and that business owners should consider the signage regulations/options before leasing or buying a business space.

Council directed staff to amend the sign regulations as part of the Zoning Ordinance update and to engage the business owners/stakeholders at that time.

12. Quarterly Marketing and website update.

Public Information Officer Marnie Schubert reported an increase of Facebook followers for both the Town's and Horseshoe Park & Equestrian Centre pages as well as an increase for website visitors. Ms. Schubert reported on the partnership & community postings, continuation of the Rediscover your Community program with new itineraries and new updated photos on advertising. Donnyelle Kesler, Digital Media Specialist, introduced the Town's new website and demonstrated the new features.

13. Motion to adjourn to Executive Session: The Council may reconvene the Executive Session for any of the items listed on the Work Study Executive Session Agenda.

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None.

14. Adjournment

The meeting was adjourned at 9:43p.m.



Minutes
Work Study Session
Queen Creek Town Council
Queen Creek Town Hall, 22350 S. Ellsworth Road
Council Chambers
August 7, 2013
5:30pm

1. Call to Order

The meeting was called to order at 5:30p.m.

2. Roll Call (one or more members of the Council may participate by telephone)

Council Members present: Barnes; Benning; Brown; Gad; Wheatley; Vice Mayor Oliphant and Mayor Barney.

3. Motion to adjourn to Executive Session (to be held in the Saguaro Conference Room of the Municipal Services Building)for the following purposes:

A. Discussion and consultation with the Town's attorney for legal advice concerning litigation filed by the Arizona Center Law in the Public Interest against the State of Arizona, matters of this litigation involving Home Rule Expenditure Authority and the Town's involvement. A.R.S. § 38-431.03(A)(3).

B. Discussion and consultation with the Town's attorney for legal advice and with the Town's representatives to consider the Town's position and instruct its attorneys regarding agreements that are the subject of negotiations related to: 1) Queen Creek Chamber of Commerce and 2) Friends of Horseshoe Park. A.R.S. § 38-431.03(A)(3) and (4).

C. Discussion and consideration of assignments of Town Manager (A.R.S. §38-431.03(A)(1).

Motion to adjourn to Executive Session at 5:31p.m.

1st: Benning

2nd: Gad

Vote: Unanimous

The Work Study Session reconvened at 6:40p.m.

ITEMS FOR DISCUSSION These items are for Council discussion only and no action will be taken. In general, no public comment will be taken.

4. Discussion on the Town's 25th Anniversary.

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Queen Creek Town Council
August 7, 2013
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Public Information/Marketing Officer Marnie Schubert presented several options to engage the residents in the celebration of the Town's 25th Anniversary. She said new and updated promotional items would be ordered and asked for additional ideas. Council asked that staff engage community partners and businesses; recognize former Council Members and businesses 25 years or older and extend the celebration over the entire year.

5. Adjournment

The meeting was adjourned at 6:45p.m.



Minutes
Regular Session
Queen Creek Town Council
Queen Creek Town Hall, 22350 S. Ellsworth Road
Council Chambers
August 7, 2013
7:00 p.m.

1. Call to Order

The meeting was called to order at 7:00p.m.

2. Roll Call (one or more members of the Council may participate by telephone)

Council Members present: Barnes; Benning; Brown; Gad; Wheatley; Vice Mayor Oliphant and Mayor Barney.

3. Pledge of Allegiance: Led by Vice Mayor Oliphant

4. Invocation: A moment of silence was held.

5. Ceremonial Matters: Presentations, Proclamations, Awards, Guest Introductions and Announcements.

- Proclamation: Drowning Impact Awareness Month – Mayor Barney gave comments on the importance of drowning prevention and encouraged everyone to be aware of the A-B-Cs of water safety.
- Eagle Scout Recognition: Dawson Dayley – Troop 561 – Mayor Barney recognized Dawson Dayley for his coordination and work to remove and replace 2,800 dry water packs on over 700 trees in the Sonoqui Wash.

6. Committee Reports

A. Council summary reports on meetings and/or conferences attended. This may include but is not limited to Phoenix-Mesa Gateway Airport; MAG; East Valley Partnership; CAG. The Council will not propose, discuss, deliberate or take legal action on any matter in the summary unless the specific matter is properly noticed for legal action.

Vice Mayor Oliphant reported that she was able to attend a Phoenix-Mesa Gateway Authority Board orientation & tour of the airport and thanked Apache Junction Mayor Insalaco for allowing her to participate. She learned about the roles and responsibilities of the Board; airport operations; planning forecasts and the FY14 budget.

Mayor Barney reported on the Phoenix-Mesa Gateway Authority Board meeting on July 30, 2013. The Board approved several contracts for design and construction and held a ceremonial event honoring the 5 millionth passenger at the passenger terminal. The next meeting is September 16, 2013.

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B. Partner agencies quarterly or periodic updates to Council. This may include but is not limited to Queen Creek Chamber of Commerce; Queen Creek Performing Arts Center; Boys & Girls Club of East Valley; and Maricopa or Pinal County Board of Supervisors or other governmental agencies. The Council will not propose, discuss, deliberate or take legal action on any matter in the summary unless the specific matter is properly noticed for legal action.

- Boys & Girls Club of East Valley – 4th Quarter Report: Recreation Superintendent Adam Robinson introduced Eric Rodriguez, the new Branch Executive. Mr. Rodriguez reported on the membership data and program updates for the after school program, youth & teen programs and NotMyKid program. He also reviewed the Club's plans for the first quarter of FY13/14 that include Trunk or Treat, Day for Kids, youth flag football and other activities that will involve parents in the program.
- Queen Creek Chamber of Commerce – 4th Quarter Report: Economic Development Director Doreen Cott introduced Chamber Board Member Chris Eggleston who reported on the Chambers 4th Quarter activities. He reported that membership had increased and the Chamber had reached the FY12/13 membership goal. Mr. Eggleston also reported on the annual Golf Tournament; mixers; luncheons and continued support of the Town's sales tax lobbying. He said the Board will continue all programs until a new Director is selected.

7. Public Comment: Members of the public may address the Town Council on items not on the printed agenda and during Public Hearings. Please complete a "Request to Speak Card", located on the table at the rear of the Council Chambers and turn it in to the Town Clerk prior to the beginning of the meeting. There is a time limit of three minutes for comments.

Thomas Ortega, Queen Creek, stated that he had sent an e-mail to the Council regarding the Town's new website and expressing his concern that an out-of-state vendor was selected. He requested that more local technology based residents be involved and provided information on his own technology business.

8. Consent Calendar: Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. Public Hearing items are designated with an asterisk (*). Prior to consideration of the Consent Agenda, the Mayor will ask whether any member of the public wishes to remove a Public Hearing item for separate consideration. Members of the Council and or staff may remove any item for separate consideration.

A. Consideration and possible approval of Expenditures over \$25,000:

1. Rotary Lift – portable 4 column lift system: \$37,361.63 (Budgeted FY13/14)
2. J & J Custodial – town-wide contracted custodial services: \$115,337 (Budgeted FY13/14)

B. Consideration and possible approval of the Final Plat for Pecans Phase 4, a request by the Pecans of Queen Creek LLC.

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C. Consideration and possible approval of **DR13-024 “Ryland Homes at La Sentiero”**, a request by Ryland Homes for approval of eleven (11) floor plans with five (5) elevations each to be constructed on 283 lots zoned R1-6, R1-8 and R-12 located south of Rittenhouse Road and Creekside Court.

D. Consideration and possible approval of **Resolution 965-13** approving a lease-purchase agreement with Oshkosh Capital in the amount of \$518,696.35 for the acquisition of a fire apparatus, and authorizing the Town Manager and Town Attorney to sign all necessary documents on behalf of the Town. *(Authorized in FY13/14 Budget)*

E. Consideration and possible approval of an Agreement between the Boys & Girls Club of the East Valley and the Town in the amount of \$50,000, including the use of two rooms at the Community Center and Fire Training Center for FY13/14. *(Authorized in FY13/14 Budget)*

F. Consideration and possible approval of an Agreement between the Friends of Horseshoe Park to produce the 2014 Roots N’ Boots Queen Creek Event. *(Authorized in FY13/14 Budget)*

G. Consideration and possible approval of a Professional Services Contract with TischlerBise in the amount not to exceed \$76,500 to conduct a fiscal impact analysis for the Town in conjunction with the proposed 2013 Major General Plan Amendments. *(Funding was initially planned for next fiscal year)*

H. Consideration and possible approval of the Agreement between the Queen Creek Chamber of Commerce and the Town in the amount of \$75,000 for FY13/14. *(Authorized in FY13/14 Budget)*

I. Consideration and possible approval of the annual Letter of Intent to continue participation with United Healthcare (UHC) for medical insurance for FY13/14. *(Authorized in FY13/14 Budget)*

J. Consideration and possible approval of the annual Letter of Intent to continue participation with MetLife Dental for dental insurance for FY13/14. *(Authorized in FY13/14 Budget)*

K. Consideration and possible approval of a Change Order to the contract with AMEC Earth and Environmental (Contract 2013-019) in the amount of \$18,512 for the design of Ocotillo Road at UPRR Crossing. *(Authorized in FY13/14 Budget)*

L. Consideration and possible approval of **Resolution 964-13** extending the terms of the Mayor and Council by six (6) months to comply with A.R.S. §16-204 as amended by the Arizona State Legislature in 2012, requiring that beginning in 2014, candidate elections, other than a special election to fill a vacancy or a recall election, may only be held on the Fall election dates of even-numbered years.

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M. Consideration and possible approval of **Ordinance 538-13** amending the Town Code Chapter 2, Mayor and Council – Article 2-1 Council I- Sections 2-1-3 Duties of Office and 2-1-6 Oath of Office to comply with A.R.S. §16-204.

N. Consideration and possible ratification of the appointment of Chris Webb as Chair and Bill Smith as Vice Chair of the Town Center Committee.

O. Consideration and possible approval of the Town Center Committee Work Plan for FY13/14.

P. Consideration and possible approval of the re-appointments of Jason Barney, Carson Brown and Mark Schnepf to the Economic Development Commission.

Q. Consideration and possible approval of the Town's position on the proposed League of Arizona Cities and Towns Resolutions.

Consent Items C, G, H & L were pulled for discussion.

Motion to approve the remainder of the Consent Calendar as presented.

1st: Benning

2nd: Barnes

Vote: Unanimous

Item C: Council asked for more information on why Ryland Homes was not required to comply with the current design guidelines, specifically the 40% garage plane. Planning Administrator Wayne Balmer gave the history of the subdivision that was approved in 1998. In 1999, the Town adopted new zoning districts. There were several homes built and then the subdivision went dormant. Mr. Balmer showed the site plan and lot arrangement, explaining that all plans meet current design standards except for the 40% garage plane on four out of 11 plans. He said staff recommends approval based on the mix of lot sizes, number of models and design features that minimize the garage. Mr. Balmer also explained that the Town can't downsize previous zoning automatically and the subdivision is already platted and recorded with existing residents.

Tyler Curtis, representing Ryland Homes was available to answer additional questions.

Motion to approve DR13-024 "Ryland Homes at La Sentiero", a request by Ryland Homes for approval of eleven (11) floor plans with five (5) elevations each to be constructed on 283 lots zoned R1-6, R1-8 and R-12 located south of Rittenhouse Road and Creekside Court.

1st: Benning

2nd: Wheatley

Vote: 6-1 (Barnes)

Motion Passed.

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Item G: Mr. Balmer reviewed the purpose of having a fiscal impact study completed as part of this years' major general plan amendment process. He said the proposed amendments would have a major impact on the future of the Town's fiscal sustainability as most of the amendments are requesting changes from employment and commercial to residential. He added that the last fiscal impact study was completed in 2003.

Council discussed the timeline for completing the study and how the data would help provide answers to any resident's questions or concerns. Mr. Balmer said the study would be complete by the end of October. Town Manager John Kross added that the Council created a Finance Task Force at the time to address the impacts of the 2003 study.

Motion to approve a Professional Services Contract with TischlerBise in the amount not to exceed \$76,500 to conduct a fiscal impact analysis for the Town in conjunction with the proposed 2013 Major General Plan Amendments.

**1st: Wheatley
2nd: Gad
Vote: 6-1 (Barnes)
Motion Passed.**

Item H: Economic Development Director Doreen Cott reviewed the changes to the service agreement that adds the Chamber of Commerce as the anchor tenant in the QC Inc., and provides full time front counter staffing to assist with the increase of tourism requests. She said staff had also added language that allows the Town to re-evaluate the agreement when results of the Peer Review Study are complete. Ms. Cott stated the Chamber is a great asset and resource to the Economic Development program.

Council discussed the re-evaluation opportunity and requested that a meet & greet be held with the finalists for the Executive Director.

Chris Clark, Chamber Board member addressed the Council and stated that a meet & greet would be welcome.

Further Council discussion was in regard to Council being more involved in the selection process of the Executive Director.

Motion to approve the Agreement between the Queen Creek Chamber of Commerce and the Town in the amount of \$75,000 for FY13/14, and the formalization of a meet & greet opportunity.

**1st: Brown
2nd: Benning
Vote: 5-2 (Barnes, Oliphant)
MOTION PASSED.**

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Item L: Council Member Benning stated he would not vote in favor of extending his term of office.

Town Attorney Fredda Bisman explained that HB 2826 requires that all candidate elections occur in the fall cycle of even-numbered years and the Town must comply with the State Statutes.

Council asked what the consequences were if all Council Members vote against the resolution and extension of terms. Ms. Bisman explained further that the state statutes require an elected official to hold over until a new official (Council) is seated. Council also asked for clarification on abstaining from a vote. Ms. Bisman stated that unless there is a defined conflict of interest, each Council Member must vote and that if all members abstain or vote against the resolution, the extension of terms will be in effect.

Motion to approve Resolution 964-13 extending the terms of the Mayor and Council by six (6) months to comply with A.R.S. §16-204 as amended by the Arizona State Legislature in 2012, requiring that beginning in 2014, candidate elections, other than a special election to fill a vacancy or a recall election, may only be held on the Fall election dates of even-numbered years.

1st: Benning

2nd: Wheatley

Vote: 6-1 (Barnes)

MOTION PASSED

PUBLIC HEARINGS: If you wish to speak to the Council on an item listed as a Public Hearing, please complete a Request to Speak Card and turn it in to the Town Clerk. Speakers will be called upon in the order in which their cards are received. Speakers are limited to three (3) minutes each.

9. Public Hearing and possible approval of **Resolution 960-13** amending the existing Schedule of Fees for Residential Waste Services (trash & recycle), to be effective October 1, 2013.

Public Works Division Manager Troy White reviewed the current rate schedule and the proposed new rate schedule, which has been revised lower than previously presented. The new rate is \$16.22/month, which is among the lowest in the region, and includes the continuation of the no-cost recycling programs.

Mr. White provided information as a follow-up to Council's question from June 6, 2013 about the recycling diversion rate. Mr. White stated that it is currently 21-23% and a rate of 30% or higher is attainable.

Mr. White also announced that Queen Creek is a finalist for the prestigious Crescordia Award in Environmental Innovation in recognition to be the first community in the nation to provide a curbside textile recycling program.

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Council followed up with additional questions on the impact of composting related to the diversion rate and options for green waste such as grass clippings. Environmental Programs Supervisor Ramona Simpson explained that the diversion rate is based on what and how much is hauled. Mr. White added that staff is working on alternatives and education and outreach on those issues.

There was no public comment.

Motion to Resolution 960-13 amending the existing Schedule of Fees for Residential Waste Services (trash & recycle), to be effective October 1, 2013.

1st: Benning

2nd: Barnes

Vote: Unanimous

FINAL ACTION: If you wish to speak to the Council on an item listed under Final Action, please complete a Request to Speak Card and turn it in to the Town Clerk. Speakers will be called upon in the order in which their cards are received. Speakers are limited to three (3) minutes each.

None.

ITEMS FOR DISCUSSION: These items are for Council discussion only and no action will be taken. In general, no public comment will be taken.

10. Discussion on the Town's 25th Anniversary. *Discussion occurred at Work Study.*

11. Motion to adjourn to Executive Session: The Council may reconvene the Executive Session for any of the items listed on the Work Study Executive Session Agenda.

None.

12. Adjournment

The meeting adjourned at 8:55p.m.



Requesting
Department:
Management Services

TAB C

TO: HONORABLE MAYOR AND TOWN COUNCIL

THROUGH: JOHN KROSS, TOWN MANAGER

FROM: KIM CLARK, SR. FINANCIAL SERVICES ANALYST

RE: CONSIDERATION AND POSSIBLE APPROVAL OF EXPENDITURES \$25,000 AND OVER

DATE: August 21, 2013

Staff Recommendation:

Staff recommends approval of expenditures \$25,000 and over, pursuant to Town’s purchasing policy.

Proposed Motion:

Move to approve Town expenditures \$25,000 and over, pursuant to Town purchasing policy.

Discussion:

The following items listed below were authorized and approved as part of the Town’s FY 13/14 operating budget. The items are either bid or we are using cooperative contracts from others government entities in order to obtain the lowest cost for these items.

- 1. Manhole repairs
- 2. 2014 International Workstar Water Truck
- 3. 1-ton Isuzu flat bed service truck
- 4. ½ ton Chevrolet extended cab pick-up
- 5. 1-ton Chevrolet extended cab long bed pick-up
- 6. ½ ton Chevrolet extended cab pick-up
- 7. 1-ton Isuzu crew cab flat bed
- 8. Crafcoc Crack Vac Machine
- 9. John Deere 210k Loader tractor
- 10. Call Manager software replacement

Fiscal Impact:

The fiscal impact of the requested spending authority for the above expenditures is \$518,924. Funds have been identified within their line items budget as approved in the 2013-14 fiscal year budgets.

Alternatives:

1. Council could choose not to approve the expenditure. However, the vendor is utilizing the only T-Locked approved contractor in this region for the repair and installation of the T-Lock lining. The only alternative would be to go out to bid to contractors that would remove the T-Lock lining system at a typical cost of \$4,500 or more per manhole, or to take no action with the anticipation of replacing the manholes in the future at a cost of \$6,000 to \$10,000 each.

- 2-9. Council could choose not to approve the purchase of this equipment at this time. The impact of not purchasing would result in a loss in productivity related to day-to-day use of these units.

10. Council could choose not to approve the expenditure. The impact of this action would prevent the Town from replacing critical software support that reached end of life in April 2013, and will no longer be supported. Another option would be for staff to look into a system from a different vendor. This would require us to replace our entire current inventory of phones, conference phones, and train all users to work with a new system and new equipment. Or the Town could not upgrade and hope the Town does not have any failures in equipment or software.

Attachments:

A detailed list of the requested expenditures.

Attachment: Expenditure \$25,000 and over

**For Fiscal Year 2014
August 21, 2013**

Item #	Vendor	Description	Purpose	Requesting Dept	Fiscal Impact \$	Procurement Method
1	Joseph Painting Company, Inc.	Manhole Repairs	To repair deterioration T-Lock lining/coating and concrete in manholes to prevent the corrosion from the H2S vapors from further corroding manholes to the point of replacement. Budgeted item	Utility Services	\$44,345	Cooperative Purchase Town of Gilbert (Town contract # 2013-011)
2	RWC International	2014 International Workstar Water Truck	2000 gallon capacity water truck to reduce lost time due to repairs to the current vehicle, provide for better productivity due to a larger tank size, as well as enable multiple job site production for leaks, repairs, and water line installations. Budgeted item.	Utility Services	\$135,835	Mohave Contact #11C-RWC2-0701
3	Courtesy Chevrolet	1-ton Isuzu flat bed service truck	Replacement of vehicle #70, due to age, mileage and downtime. Budgeted item.	Development Services	\$49,900	State Contract #ADSP012-016667
4	Courtesy Chevrolet	½ ton Chevrolet extended cab pick-up	Replacement of vehicle #72, due to age, mileage and downtime. Budgeted item.	Development Services	\$25,000	State Contract #ADSP012-016667

5	Courtesy Chevrolet	1-ton Chevrolet extended cab long bed pick-up	Replacement of Vehicle #79, due to age, mileage and downtime. Budgeted item.	Development Services	\$34,500	State Contract #ADSP012-016667
6	Courtesy Chevrolet	½ ton Chevrolet extended cab pick-up	Additional vehicle for Building Inspector. Budgeted item.	Development Services	\$25,000	State Contract #ADSP012-016667
7	Courtesy Chevrolet	1-ton Isuzu crew cab flat bed	Additional vehicle for pavement crack sealing and other road maintenance. Budgeted item.	Development Services	\$48,500	State Contract #ADSP012-016667
8	Crafco, Inc.	Crafco Crack Vac machine	Needed to prep road cracks for sealing. Budgeted item.	Development Services	\$57,500	HGAC Contract #SM10-12
9	RDO Equipment	John Deere 210K Loader Tractor	Needed to maintain trail system and washes and parks. Budgeted item.	Development Services	\$96,100	HGAC Contract #EM10-13
10	NEC	Call Manager Software Replacement	Request to utilize approved funds to replace/upgrade the Town's current voice CISCO software system. Budgeted item.	Information Technology	\$36,744	City of Tempe Contract T11-048-01

Requesting Department:

Development Services



TO: HONORABLE MAYOR AND TOWN COUNCIL

THROUGH: JOHN KROSS, TOWN MANAGER

**FROM: CHRIS ANARADIAN, DEVELOPMENT SERVICES DIRECTOR
TROY WHITE, PUBLIC WORKS DIVISION MANAGER**

RE: CONSIDERATION AND POSSIBLE APPROVAL OF THE USE OF SRP AESTHETICS FUNDS IN AN ANMOUNT NOT TO EXCEED \$150,000 FOR INSTALLATION OF LANDSCAPE AT SRP'S RITTENHOUSE SUBSTATION LOCATED ON THE NORTHWEST CORNER OF ELLSWORTH LOOP AND OCOTILLO ROADS.

DATE: AUGUST, 21, 2013

Recommendation:

Staff recommends approval of the use of SRP Aesthetic Funds in an amount not to exceed \$150,000 for the installation of landscape at SRP's Rittenhouse Substation located on the northwest corner of Ellsworth Loop and Ocotillo Roads.

Relevant Council Goal(s):

KRA 5: Maintain the Sound Financial Condition of the Town.

Proposed Motion:

Staff recommends approval of the use of SRP Aesthetic Funds in an amount not to exceed \$150,000 for the installation of landscape at SRP's Rittenhouse Substation located on the northwest corner of Ellsworth Loop and Ocotillo Roads.

Discussion:

As part of the Town Center sidewalk project, Town staff met with SRP to discuss adding a sidewalk in front of the SRB substation located at the northwest corner of Ellsworth Loop and Ocotillo Roads. During the discussion staff inquired about the possibility of using Aesthetic Funds provided by SRP and including landscaping around the substation. SRP agreed to the use of Aesthetic Funds for this project. The cost from SRP is a definitive cost not to exceed \$150,000, but could be less.

The project will include decomposed granite, trees, shrubs, an irrigation system, sidewalk, a water meter, and driveway pavement. The tree and plant variety will match existing landscaping installed by the Banner Medical Center.

Additionally, the project will include some center median work along Ocotillo Road. During design it was noted by SRP that the center median located on Ocotillo Road in front of the substation installed as part of the Ellsworth Loop Road project was not approved or reviewed by SRP. SRP was concerned that the lowboy trucks used to haul in transformers in cases of emergency would not be able to drive over the existing median due to lack of clearance. Staff was in concurrence with SRP that having the ability to replace a blown transformer is considerably important to the Town. Therefore, the improvements will include removing approximately 70' of center median and replacing with asphalt, and striped with double yellow lines. This work will be paid for with SRP Aesthetic Funds.

Fiscal Impact :

This will reduce the Town's SRP Aesthetic Fund balance from \$1,420,506 to \$1,270,506.

Alternatives:

Council could choose not to use Aesthetic Funds at this time and direct staff to use Town funds to complete the project.

Attachments:

- A. SRP Definitive Cost Estimate
- B. Site Map



P. O. Box 52025
Phoenix, AZ 85072-2025
(602) 236-5900
www.srpnet.com

July 29, 2013

Troy White
Town of Queen Creek
22350 S Ellsworth Rd
Queen Creek, AZ 85242

File No.: PSG-103.19.09
Ref. No.: MAPE-1254

SUBJECT: RITTENHOUSE SUBSTATION LANDSCAPE – AESTHETICS DEFINITIVE COST ESTIMATE – CONSTRUCTION ONLY

Dear Troy,

SRP has prepared an Aesthetics Definitive Cost Estimate for installation of landscape at SRP's Rittenhouse Substation located on the northwest corner of Ellsworth Loop and Ocotillo Roads. The estimate also includes construction costs to modify the median on Ocotillo Road fronting the substation to allow SRP heavy haul vehicle access and clearance to the substation. The Town of Queen Creek is providing the engineering/design of both the landscape and median modifications and upon the town's approval the Town will fund the construction costs for same improvements from its SRP Aesthetics allocation.

JOB SCOPE:

Installation of landscaping including decomposed granite, trees, ground cover, and shrubs; irrigation system; sidewalk; driveway pavement and water meter. Portions of the Ocotillo Road center median curb, gutter and asphalt will be saw cut and removed to shorten the length of the median to allow proper SRP vehicle access to the substation. New curb, gutter, pavement, striping, and signage will be installed. Total project costs are \$150,000. This Definitive Cost Estimate is valid through November 26, 2013.

Please sign and return the attached Funding Agreement indicating whether you approve or decline the use of your municipality's Municipal Aesthetics funds for this project.

SRP's contact for this job is Matthew Jaramilla. If you have any questions regarding the project scope, you can reach him at (602) 236-3758 or Matthew.Jaramilla@srpnet.com.

If you have any questions regarding the Aesthetics funding, please contact me at (602) 236-3735 or Janice.Cacioppo@srpnet.com.

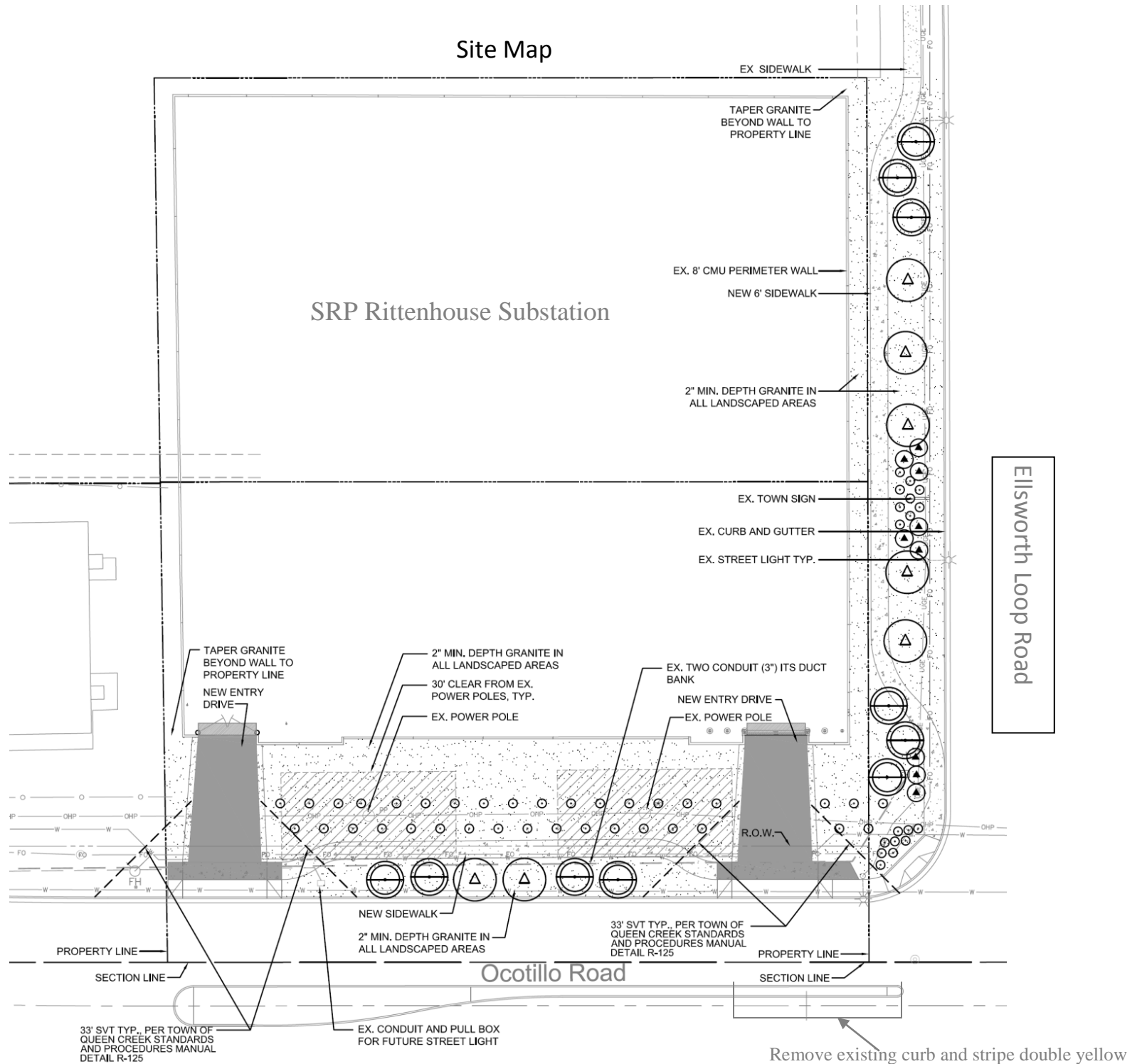
Sincerely,

Janice Cacioppo
Municipal Aesthetics Program Administrator

Sent via email

c: Tom Narva, Queen Creek
S Altuna
M Bonano
C Francoeur
M Jaramilla
File

Site Map



Ellsworth Loop Road

Ocotillo Road

Remove existing curb and stripe double yellow

Requesting Department:
Town Manager's Office,
Workforce & Technology
Department



TO: HONORABLE MAYOR AND TOWN COUNCIL

THROUGH: JOHN KROSS, TOWN MANAGER

FROM: BRUCE GARDNER, WORKFORCE & TECHNOLOGY DIRECTOR *Box*

RE: CONSIDERATION AND POSSIBLE APPROVAL OF A CONTRACT WITH FOX LAWSON AND ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$56,000 FOR THE DEVELOPMENT OF AN UPDATED COMPREHENSIVE CLASSIFICATION AND COMPENSATION SYSTEM.

DATE: August 21, 2013

Staff Recommendation:

Consideration and possible approval of a contract with Fox Lawson and Associates in an amount not to exceed \$56,000 for the development of an updated comprehensive classification and compensation system.

Relevant Council Goal(s)

KRA-5, Goal 2 – Continue progressive strategies to attract and retain high-performing staff.

KRA-5, Goal 3 – Complete a comprehensive review of the Town's classification and compensation system. Develop a new staffing model for future growth.

Proposed Motion:

Move to approve the contract with Fox Lawson and Associates in an amount not to exceed \$56,000 for the development of an updated comprehensive classification and compensation system.

Discussion:

The Town is challenged to compete in the urban Phoenix metropolitan marketplace and with the uptick in the economy, many local governments are not only hiring staff, but restoring compensation policies, such as merit and cost of

living allowances. As discussed during the work study in May, the last compensation and classification study was completed by Fox Lawson and Associates and implemented in 2006. Since the implementation, there have been new and significant services added to the Town, most notably Solid Waste, the Water Utility and Fire/EMS. Concurrently, the Town reduced staff significantly and collapsed several Departments including Public Works, Transportation, Communications and Marketing, and Parks and Recreation. The current compensation and classification system was built for an organization that would have reached 500 employees within a 10-year timeframe (2016), which included several layers of supervision. During the significant reductions in force, the Town Manager flattened the organization and eliminated many of these levels of supervision. As a result, the current classification system is not practical and needs to be updated and a new pay system needs to be identified that meets the current realities of the economy while maintaining the organization's competitiveness for a quality workforce. This past year, the Town of Gilbert, City of Scottsdale, and City of Phoenix have completed similar studies as this request. Several other communities within the market are completing similar reviews as well due to the improving economy, such as Tolleson and Marana. The City of Apache Junction is currently exploring a project as well.

Recently, the Human Resources Division conducted a market review of all of the Town's current position classifications to determine current market competitiveness based on a conservative market philosophy (the median of the market). This encompassed around 100 job classifications with over 160 full-time and part-time employees. The market review resulted in the identification of 28 classifications to be found at least 5% below the market median, affecting 36 employees. A market review, though, differs from a comprehensive classification and compensation study. A market review is limited in its scope and utilizes data on current and established salary ranges. In contrast, the recommended comprehensive classification and compensation review is a significantly more exhaustive process and accomplishes the following:

1. Ensures proper job descriptions are in place (based on in-depth position description questionnaires with employees, supervisors, and occupational panels to gather job content);
2. Ensures an appropriate hierarchy of jobs is established based on the current employee population and future growth trends, which provides for a reasonable supervisory scope and promotional opportunities for the employees;
3. Ensures pay philosophies are established, updated and approved by the Town Manager and Council and in which future market reviews will be based to ensure market competitiveness within the labor market; and,

4. A new pay structure is developed, with established salary ranges including the manner in which employees move through the ranges, such as merit increases, bonuses, and reclassification increases.

Classification and compensation studies are normally completed by a third-party contractor which conducts unbiased and comprehensive job evaluations, while market reviews are completed in-house based on the philosophies established by the Council through the study. Evaluating the current and future needs of the organization in regards to classifications, the third-party contractor utilizes a reliable job evaluation system to judge the relative importance of a job to the organization in a consistent, fair, and legal process. An effective compensation and classification plan will be able to:

- Provide the Town a template to ensure that salaries are based on the **importance and value of each classification to the organization**;
- **Assist in attracting a high-performing workforce** and be used as a recruitment tool to fill positions **as efficiently** as possible;
- **Improve employee retention** through offering competitive salaries based on current market conditions, **align** the employee's job structure with critical needs to be performed (**job enlargement**), and **motivate** employees to develop desired skills and by **rewarding performance**; and,
- **Create a flexible and compensation and classification plan** that changes with the Town's dynamic needs due to internal and external forces without having to completely and immediately redesign the plan to meet those needs.

The classification and compensation study results should also work in conjunction with the Town's current performance evaluation process, which remains an effective tool of identifying effective employee performance. In addition to the comprehensive compensation and classification study, a service delivery optimization companion study is currently under process to identify appropriate staffing levels, leadership effectiveness, workplace culture, and customer service practices.

In order to maintain continuity with the current classification system and performance evaluation system, Human Resources is recommending contracting with Fox Lawson and Associates to develop an updated job classification and compensation plan. The current system is the proprietary rights of Fox Lawson and Associates and maintaining the structure of the system will save approximately 25% of the cost, plus ensure stability with the evaluation system. Additionally, staff's current knowledge of the system will ensure the process is more efficient and will not require any additional learning curve.

Fiscal Impact:

The Town Manager FY 13/14 approved budget for the study is \$40,000, which was recommended based on the cost of the prior study in 2006 including inflation¹ and based on the cost other municipalities were paying (specifically Gilbert and Scottsdale) during the last fiscal year (taking into account the Town's relative size). Unfortunately, since that time, the market for these studies has drastically increased due to demand. For example, a similar-sized municipality, Town of Marana, is currently conducting a similar study at a cost of \$75,000; and, a much smaller organization, the City of Tolleson, is conducting a study for \$65,000. By comparison, the contract recommendation is for \$56,000 after in-depth negotiations with Fox Lawson and Associates to reduce the original estimated cost. The additional \$16,000 from the approved budget will be covered by the non-departmental budget since the project will cover across all departments.

The Corporate Strategic Plan completion date goal is January 2014, with a possible month extension, so that Council will have an opportunity to evaluate the results and determine whether to implement any recommended salary changes and pay philosophies for the current or following budget year(s).

Alternatives:

Postpone the comprehensive classification and compensation study to a future fiscal year.

Request for current Human Resources Division staff to complete the comprehensive study utilizing the Fox Lawson and Associates procedures implemented in 2006. Limitations to this alternative are the limited availability of time for staff to focus on the study, the perceived bias of having internal staff in conducting such a study, and the significant changes to Town staffing as previously discussed that were not considered or part of the original Fox Lawson and Associates study.

¹ The project in 2006 cost \$25,000.

TOWN OF QUEEN CREEK
PROFESSIONAL SERVICES CONTRACT

This Contract is made and entered into effective as of the ___ day of _____, 20__ (the "Effective Date"), by and between the Town of Queen Creek, an Arizona municipal corporation ("Town"), and Fox Lawson & Associates, a Division of Gallagher Benefit Services, Inc., a Delaware Corporation ("Consultant"). Town and Consultant may be referred to in this Contract collectively as the "Parties" and each individually as a "Party."

RECITALS

The Town wishes to enter into a contract for the development of an updated job classification and compensation plan; and

Consultant is qualified to perform the Services; and

The Mayor is authorized and empowered by the Town Code to execute contracts for professional services.

Now therefore, in consideration of the mutual promises and obligations set forth in this Contract the Parties agree as follows:

AGREEMENTS

ARTICLE 1. SCOPE OF SERVICES

Consultant shall provide the services described in the Scope of Services attached here to as Exhibit B (the "Services"). All work will be reviewed and approved by the Contract Administrator to determine acceptable completion. Review and approval by the Contract Administrator shall not relieve Consultant of any liability for defective, non-complying, improper, negligent or inadequate services rendered pursuant to this Contract.

ARTICLE 2. FEES

1. The amount paid to Consultant under this Contract, including reimbursable expenses, shall not exceed \$56,000.
2. Consultant shall be paid according to the schedule set forth in Exhibit C.

ARTICLE 3. TERM OF CONTRACT

1. This Contract shall be in full force and effect when approved by the Town Council of Queen Creek, Arizona and signed by its Mayor as attested by the Town Clerk.
2. The Consultant shall proceed with providing the Services immediately upon receipt of a notice to proceed issued by the Contract Administrator. All work shall be completed and approved on or before February 28, 2014.

3. The Services shall be completed by February 28, 2014. In the event the Services cannot be completed within the time specified, the Contract Administrator may approve a change order extending the time for completion of the work when s/he determines it is in the best interest of the Town do so, for such period as the Contract Administrator deems reasonable. A change order extending the time for completion of the Services pursuant to this subparagraph shall not entitle Consultant to additional compensation.

ARTICLE 4. TERMINATION OF CONTRACT

1. The Town has the right to terminate this Contract for cause or convenience or to terminate any portion of the Services which have not been performed by the Consultant.

2. In the event the Town terminates this Contract or any part of the Services as herein provided, the Town shall notify the Consultant in writing, and immediately upon receipt of such notice, the Consultant shall discontinue all Services, or the specific Services being terminated, as applicable, under this Contract.

3. Upon such termination, the Consultant shall immediately deliver to the Town any and all documents or work product generated by the Consultant under the Contract (collectively, the "Work Product"), together with all unused material supplied by the Town, applicable to the Services being terminated. Consultant shall be responsible only for such portion of the work as has been completed and accepted and paid for by the Town. Use of incomplete data by the Town shall be the Town's sole responsibility.

4. Upon receipt of notice of termination, Consultant shall appraise the Services it has completed but has not yet been paid for and shall submit the Services and appraisal to the Contract Administrator for evaluation.

5. The Consultant shall receive as compensation in full for Services performed and approved by the Contract Administrator to the date of such termination, a fee for the percentage of Services actually completed and accepted by the Town. This fee shall be in an amount to be mutually agreed-upon by the Consultant and the Town, based upon the Scope of Work set forth in Exhibit B and the payment schedule set forth in Article 2 of this Contract. If mutual agreement between the Parties cannot be reached after reasonable negotiation, the Contract Administrator shall determine the percentage of satisfactory completion of each task set forth in the Scope of Work and the amount of compensation Consultant is entitled to for such work, and the Contract Administrator's determination in this regard shall be final. The Town shall make such final payment within 60 days after the latest of: (i) Consultant's completion or delivery to the Town of any portion of the Services not terminated; or (ii) Consultant's delivery to the Town of all Work Product and any unused material supplied by the Town, in accordance with Paragraph 3 of Article 4.

ARTICLE 5. ALTERATIONS OR ADDITIONAL SERVICES

The entire Scope of Services to be performed in accordance with this Contract is set forth in Exhibit B. Services which are not included in Exhibit B will be considered Additional Services, only if approved in writing by the Contract Administrator prior to their performance. The Consultant shall not perform such Additional Services without prior written authorization in the form of an approved change order or contract amendment from the Town. In the event

the Consultant performs such claimed Additional Services without prior written authorization from the Town, it shall be conclusively presumed that the claimed Additional Services were included in the Scope of Services and Consultant shall not be permitted to request or receive any additional compensation for such claimed Additional Services.

ARTICLE 6. ASSIGNMENT AND SUBCONTRACTING

1. This Contract may not be assigned in whole or in part without the prior written consent of the Town, and any such attempted assignment shall be null and void and a material breach of this Contract, and shall transfer no rights to the purported assignee.

2. The Consultant may engage such subconsultants or professional associates as Consultant may deem necessary or desirable for the timely and successful completion of this Contract. However, the use of such subconsultants or professional associates for the performance of any part of the Services specified in Exhibit B shall be subject to the prior written approval of the Town. Consultant will submit a complete list of subconsultants on Exhibit D and will update the information on the list during the term of the Contract, should the status or identity of said subconsultants change. Employment of such subconsultants or professional associates in order to complete the work set forth in Exhibit B shall not entitle Consultant to additional compensation beyond that set forth in Article 2. The Consultant shall be responsible for and shall warrant all Services including work delegated to such subconsultants or professional associates.

ARTICLE 7. COMPLETENESS AND ACCURACY

The Consultant shall be responsible for and shall and hereby does warrant the completeness, accuracy and quality of all work done pursuant to the Contract including, but not limited to the Services, the Work Product, and the reports, survey work, plans, supporting data and special provisions prepared or compiled pursuant to Consultant's obligations under this Contract and shall correct at Consultant's expense all errors or omissions which may be discovered therein. Town's acceptance or approval of the Consultant's Services shall in no way relieve the Consultant of any of Consultant's responsibilities hereunder.

ARTICLE 8. OWNERSHIP OF DOCUMENTS

All documents including but not limited to data computation, studies, reports, design notes and any original drawings which are prepared in the performance of this Contract are to be and remain the property of the Town and are to be delivered to the Contract Administrator before final payment under this Contract is made to the Consultant or upon termination of this Contract for any reason. To the extent any such documents or the Work Product is deemed to be the property of Consultant, Consultant hereby assigns all of Consultant's right, title and interest (including any applicable copyrights) in such documents and Work Product to the Town. Proprietary job evaluation methodologies made available to the Town under license for its use are not included.

ARTICLE 9. INDEMNIFICATION

1. To the fullest extent permitted by law, the Consultant shall defend, indemnify, save and hold harmless the Town and its officials, officers, employees and agents

(collectively "Indemnitees") from and against any and all damages, claims, losses, liabilities, actions or expenses (including, but not limited to, attorneys' fees, court costs, and the cost of appellate proceedings) (collectively, "Claims") relating to, arising out of or alleged to have resulted from the performance of the Services pursuant to the scope of work including, but not limited to, any such performance by any subconsultant, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible or intangible property (other than the Services itself) including the loss of use resulting there from and (b) is cause in whole or in part by a negligent act, error or omission of Consultant, any subconsultant, a person or organization directly or indirectly employed by any of them to perform or furnish any of the Services or anyone for whose acts any of them may be liable. The Consultant will be responsible for primary loss investigation and defense and judgment costs where this Indemnification applies.

2. In the event that any action or proceeding shall at any time be brought against any of the Indemnitees by reason of any Claim referred to in this Article, the Consultant, at Consultant's sole cost and upon at least 10 day's written notice from Town, shall defend the same.

3. The Consultant's obligations under this Article shall survive the expiration or earlier termination of this Contract.

4. The insurance provisions set forth in this Contract are separate and independent from the indemnity provisions of this Article and shall not be construed in any way to limit the scope and magnitude of this Indemnification, nor shall this Indemnification be construed in any way to limit the scope, magnitude or applicability of the insurance provisions.

ARTICLE 10. INSURANCE

Consultant shall secure and maintain during the life of this Contract, the insurance coverages set forth on Exhibit A.

ARTICLE 11. WARRANTIES

1. The Consultant shall be responsible for and shall and hereby does warrant that all Services provided shall: (i) be of good quality; (ii) be provided by properly trained, qualified, and licensed workers, subconsultants, and/or subvendors; (iii) conform to the requirements of this Contract (including all applicable descriptions, specifications, drawings and samples); (iv) be free from defects; (v) be appropriate for the intended purpose; (vi) meet or exceed all specifications, requirements and legal regulations, statues and/or codes that apply thereto, including, without limitation, all federal, state, county, and Town rules regulations, ordinances and/or codes that may apply; and (vii) be fully covered by Consultant's warranties running in favor of the Town under this Contract.

2. Immediately upon notice from the Contract Administrator thereof, Consultant shall correct or replace as required by the Contract Administrator, at Consultant's expense, all defects, noncompliance, or inadequacies which may be discovered in any of the Services provided under this Contract. The Town's acceptance or approval of the Services shall in no

way relieve the Consultant of any of Consultant's responsibilities hereunder. Unless a longer period is provided in the Contract Documents, this obligation to correct or replace shall continue for a period of two (2) years after acceptance of the specific Services.

ARTICLE 12. DISCLOSURES BY CONSULTANT.

1. The Consultant shall reveal fully and in writing any financial or compensatory agreements which the Consultant has with any prospective contractor prior to the Town's publication of requests for proposals or comparable documents.

2. The Consultant hereby warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this contract, and that the Consultant has not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working solely for the Consultant any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this contract.

3. The Consultant shall comply with Executive Order No. 11246 entitled "Equal Opportunity Employment" as amended by Executive Order no. 11375, and supplemented Department of Labor Regulations 41 CFR, Part 16.

ARTICLE 13. CONTRACT ADMINISTRATOR

The Town's Contract Administrator for this Contract shall be the Town Manager or his/her designee(s).

ARTICLE 14. NOTICE

All notices or demands required to be given, pursuant to the terms of this contract, shall be given to the other Party in writing, delivered in person, sent by facsimile transmission, deposited in the United States mail, postage prepaid, registered or certified mail, return receipt requested or deposited with any commercial air courier or express service at the addresses set forth below, or to such other address as the Parties may substitute by written notice, given in the manner prescribed in this paragraph.

Town: John Kross, Town Manager
22350 South Ellsworth Road
Queen Creek, AZ 85142
Facsimile: (480) 358-3189

With a copy to: Dickinson Wright/Mariscal Weeks
2901 North Central Avenue, Suite 200
Phoenix, Arizona 85012
Att'n: Fredda J. Bisman, Esq.
Facsimile: (602) 285-5100

Consultant: Bruce Lawson, Managing Director
Fox Lawson & Associates
3121 E San Juan Ave
Phoenix, AZ 85016

With a copy to: Bruce Gardner, Workforce & Technology Director
22350 South Ellsworth Road
Queen Creek, AZ 85142
Facsimile: (480) 358-3209

A notice shall be deemed received on the date delivered, if delivered by hand, on the day it is sent by facsimile transmission, on the second day after its deposit with any commercial air courier or express services or, if mailed, three (3) working days (exclusive of United States Post Office holidays) after the notice is deposited in the United States mail as above provided, and on the delivery date indicated on receipt, if delivered by certified or registered mail. Any time period stated in a notice shall be computed from the time the notice is deemed received. Notices sent by facsimile transmission shall also be sent by regular mail to the recipient at the above address. This requirement for duplicate notice is not intended to change the effective date of the notice sent by facsimile transmission. E-mail is not an acceptable means for meeting the requirements of this section unless otherwise agreed in writing.

ARTICLE 15. GENERAL PROVISIONS

A. RECORDS AND AUDIT RIGHTS. Consultant's records (hard copy, as well as computer readable data), and any other supporting evidence deemed necessary by the Town to substantiate charges and claims related to this contract shall be open to inspection and subject to audit and/or reproduction by Town's authorized representative to the extent necessary to adequately permit evaluation and verification of cost of the work, and any invoices, change orders, payments or claims submitted by the Consultant or any of his payees pursuant to the execution of the contract. The Town's authorized representative shall be afforded access, at reasonable times and places, to all of the Consultant's records and personnel pursuant to the provisions of this article throughout the term of this contract and for a period of three years after last or final payment.

B. INCORPORATION OF RECITALS AND EXHIBITS. The Recitals, Exhibits and Appendices attached hereto are acknowledged by the Parties to be substantially true and correct, and hereby incorporated as agreements of the Parties.

C. ATTORNEYS' FEES. In the event either Party brings any action for any relief, declaratory or otherwise, arising out of this Contract, or an account of any breach or default hereof, the prevailing Party shall be entitled to receive from the other party reasonable attorneys' fees and reasonable costs and expenses (including expert witness fees), determined by the arbitrator or court sitting without a jury, which fees shall be deemed to have accrued on the commencement of such action and shall be enforced whether or not such action is prosecuted through judgment.

D. ENTIRE AGREEMENT. This Contract constitutes the entire understanding of the Parties and supersedes all previous representations, written or oral, with respect to the

services specified herein.

E. **GOVERNING LAW.** This Contract shall be governed by and construed in accordance with the substantive laws of the State of Arizona, without reference to conflict of laws and principles. Exclusive jurisdiction and venue for any action brought to enforce or construe any provision of this Contract shall be proper in the Superior Court of Maricopa County, Arizona and both Parties consent to the sole jurisdiction of, and venue in, such court for such purposes.

F. **INDEPENDENT CONTRACTOR.** The services Consultant provides under the terms of this Contract to the Town are that of an Independent Contractor, not an employee, or agent of the Town. As an independent contractor, Consultant shall: (a) have discretion in deciding upon the method of performing the services provided; (b) not be entitled to worker's compensation benefits from the Town; (c) not be entitled to any Town sponsored benefit plan; (d) shall select the hours of his/her work; (e) shall provide her/her own equipment and tools; and (f) to the extent required by law, be responsible for obtaining and remaining licensed to provide the Services.

G. **TAXES.** Consultant shall be solely responsible for any and all tax obligations which may result out of the Consultants performance of this contract. The Town shall have no obligation to pay any amounts for taxes, of any type, incurred by the Consultant. The Town will report the value paid for these Services each year to the Internal Revenue Service (I.R.S.) using Form 1099. The Town shall not withhold income tax as a deduction from contractual payments. Consultant acknowledges that Consultant may be subject to I.R.S. provisions for payment of estimated income tax. Consultant is responsible for consulting the local I.R.S. office for current information on estimated tax requirements.

H. **AMENDMENTS.** Any amendment, modification or variation from the terms of this Contract shall be in writing and signed by all Parties hereto.

I. **COMPLIANCE WITH LAW.** The Consultant specifically agrees and hereby warrants to the Town that in the performance of the Services, Consultant and anyone acting on Consultant's behalf, including but not limited to Consultant's subconsultants, will comply with all state, federal and local statues, ordinances and regulations, and will obtain all permits and licenses applicable for performance under this contract.

J. **SEVERABILITY.** In the event that any provision of this Contract shall be held to be invalid and/or unenforceable, the remaining provisions shall be valid and binding upon the Parties.

K. **WAIVER.** One or more waivers by either Party of any provisions, terms, conditions, or covenants of this Contract, or any breach thereof, shall not be construed as a waiver of a subsequent breach by the other Party. None of the provisions of this contract shall be deemed to have been waived by an act or knowledge of any party or its agent or employees, but only by specific written waiver signed by an authorized officer of such part and delivered to the other party.

L. **COUNTERPARTS.** This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall

constitute one and the same instrument, binding on all of the Parties. The Parties agree that this Contract may be transmitted between them via facsimile. The Parties intend that the faxed signatures constitute original signatures and that a faxed contract containing the signatures (original or faxed) of all the Parties is binding upon the Parties.

M. COMPLIANCE WITH IMMIGRATION LAWS AND REGULATIONS.

Pursuant to the provisions of A.R.S. §41-4401, the Consultant warrants to the Town that the Consultant and all its subconsultants are in compliance with all Federal Immigration laws and regulations that relate to their employees and with the E-Verify Program under A.R.S. §23-214(A). Consultant acknowledges that a breach of this warranty by the Consultant or any of its subconsultants is a material breach of this Contract subject to penalties up to and including termination of this Contract or any subcontract. The Town retains the legal right to inspect the papers of any employee of the Consultant or any subconsultant who works on this Contract to ensure compliance with this warranty.

The Town may conduct random verification of the employment records of the Consultant and any of its subconsultants to ensure compliance with this warranty.

The Town will not consider Consultant or any of its subconsultants in material breach of the foregoing warranty if Consultant and its subconsultants establish that they have complied with the employment verification provisions prescribed by 8 USCA § 1324(a) and (b) of the Federal Immigration and Nationality Act and the e-verify requirements prescribed by Arizona Revised Statutes § 23-214(A).

The provisions of this Article must be included in any contract the Consultant enters into with any and all of its subconsultants who provide services under this Contract or any subcontract. As used in this Section M "services" are defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

N. CANCELLATION FOR CONFLICT OF INTEREST. Pursuant to the provisions of A.R.S. § 38-511, the Town may cancel any contract or agreement, without penalty or obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the Town is, at any time while the contract or any extension thereof is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party to the contract with respect the subject matter of the contract.

O. LICENSES. Consultant shall maintain in current status all Federal, State, and Local licenses and permits required for the operation of the business conducted by Consultant and the services to be performed under the resultant contract.

P. PERMITS AND RESPONSIBILITIES. Consultant shall, without additional expense to the Town, be responsible for obtaining any necessary licenses and permits and for complying with any applicable Federal, State and Municipal Laws, codes and regulations in connection with the execution of the work.

Q. LIENS. Consultant shall cause all materials, service or construction provided or

performed under the resultant contract to be free of all liens, and if the Town requests, Consultant shall deliver appropriate written releases, in statutory form of all liens to the Town.

R. PATENTS AND COPYRIGHTS. All services, information, computer program elements, reports and other deliverables, which may be patented or copyrighted and created under this contract are the property of the Town and shall not be used or released by Consultant or any other person except with the prior written permission of the Town.

S. WORKPLACE COMPLIANCE. The Contractor understands and acknowledges the applicability to it of the American with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989.

T. PRIORITY OF DOCUMENTS. In the event of a conflict between the terms of this Contract and the terms of any other document related to the Services, including but not limited to Scope of Services, the terms of this Contract shall prevail.

ARTICLE 16. FUNDS APPROPRIATION

If the term of this Contract or provision of any Services hereunder extends beyond the current fiscal period of the Town and the Town Council does not appropriate funds to continue this Contract and pay for charges hereunder, the Town may terminate this Contract at the end of the current fiscal period. The Town agrees, to the extent reasonably practical, to give written notice of such termination pursuant to Article 14 of this Agreement at least thirty (30) days prior to the end of the current fiscal period and will pay to the Consultant approved charges incurred through the end of such period.

THE REST OF THIS PAGE INTENTIONALLY LEFT BLANK.

In witness whereof, the parties hereto have executed and caused to be signed by their duly authorized representatives, this agreement on the date first written above.

TOWN OF QUEEN CREEK:

Approval of Town Council:

Approval of Contract Administrator:

Gail Barney, Mayor

John Kross, Town Manager

ATTEST:

Jennifer Robinson, Town Clerk

REVIEWED AS TO FORM:

Dickinson Wright/Mariscal Weeks
Town Attorneys

CONSULTANT:

Bruce Lawson, Managing Director
Fox Lawson & Associates

EXHIBIT A
INSURANCE

1. The Consultant shall secure and maintain during the life of this Contract, the insurance coverage set forth in this Exhibit A, which shall include statutory workman's compensation, comprehensive general and automobile liability, Consultant's liability insurance and errors and omissions professional liability. The comprehensive general and automobile liability limits shall be no less than one million dollars (\$1,000,000.00) combined single limit. The Consultant's general liability limits shall be no less than one million dollars (\$1,000,000.00) for each occurrence and one million dollars (\$1,000,000.00) policy aggregate naming the Town as an additional insured. The minimum amounts of coverage for Consultant's professional liability shall be one million dollars (\$1,000,000.00). In other than errors and omissions professional liability, and workman's compensation, the Town shall be named as an additional insured. All insurance coverage shall be written through carriers licensed in Arizona, or on an approved non-admitted list of carriers published by the Arizona Department of Insurance, and possessing an A.M. Best rating of at least A or better through Lloyd's of London. Should coverage be written on a claims-made basis, the Consultant shall provide, prior to commencement of any work, an initial certificate of insurance evidencing required coverage limits from date of contract execution through date of policy expiration. Subsequently, a certificate of insurance or a renewal quotation accompanied by evidence of premium payment shall be presented a minimum of thirty (30) days prior to date of expiration of current certificate. Such certificate or evidence of continuous coverage shall be provided on a periodic basis for a minimum of two (2) years after completion of contract, and shall contain a certification that the claims period for such insurance is retroactive to the effective date of this Contract. In the event the Consultant fails to provide such certificate of coverage retroactive to the beginning date of this Contract, the Town may, but shall not be required to, purchase insurance, if available, to protect itself against any losses which would have been covered by the errors and omissions policy Consultant is required to maintain under this Article. If the Town elects to purchase the insurance under this provision, Consultant shall be liable to the Town for all costs incurred by the Town for purchasing such insurance.

2. The Consultant shall submit to the Town a certificate of insurance evidencing the coverage and limits stated in the foregoing paragraph **within ten (10) days** of award of this Contract. Insurance evidenced by the certificate shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to the Town, and a statement to that effect must appear on the face of the certificate and the certificate shall be signed by a person authorized to bind the insurer. The amount of any errors and omissions deductible shall be stated on the face of the certificate. The Contract Administrator may require the Consultant to furnish a financial statement establishing the ability of Consultant to fund the deductible. If in the sole judgment of the Contract Administrator the financial statement does not establish the Consultant's ability to fund the deductible, and no other provisions acceptable to the Contract Administrator are made to assure funding of the deductible, the Contract Administrator may, in his/her sole discretion, terminate this Contract and the Town will have no further obligation to the Consultant.

EXHIBIT B
SCOPE OF SERVICES

See Attached Proposal dated August 8, 2013.

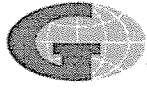
EXHIBIT C

PAYMENT SCHEDULE

1. The amount paid to Consultant under this Contract, including reimbursable and out of pocket expenses, shall not exceed \$56,000
2. Consultant shall be in installments based on completion of each phase as described below:

Phase I –	Strategy & Orientation	\$5,500
Phase II –	Classification Review	\$15,500
Phase III –	Compensation Study	\$27,000
Phase IV –	Project Finalization	\$8,000
	Total Cost:	\$56,000

Exhibit B
Scope of Work and Project Plan



Fox Lawson & Associates
a Division of Gallagher Benefit Services, Inc.
Compensation and Human Resources Specialists

P.O. Box 32985
Phoenix, AZ 85064-2985
Phone 602-840-1070
Fax 602-840-1071
www.foxlawson.com

August 8, 2013

Ms. Bruce Gardner
Workforce & Technology Director
Town of Queen Creek
22350 S. Ellsworth Road
Queen Creek, AZ 85152
bruce.gardner@queencreek.org

Classification and Compensation Study

Ladies and Gentlemen:

In response to your request, Fox Lawson & Associates (FLA), a subsidiary of Arthur J. Gallagher & Co.'s Human Resources Consulting Practice, is pleased to submit our proposal to the Town of Queen Creek (Town) to assist in the development of an updated job classification and compensation plan covering the Town's approximately 160 current full-time positions (soon to be as many as 190).

We believe a review of our proposal will demonstrate several characteristics that will be advantageous to the Town, including:

- We specialize in human resource policies, job classification, decision-banding and other job evaluation and compensation studies which are the types of services needed by the Town.
- We have worked with the Town in the past and have a depth of understanding of the Queen Creek and Phoenix metro-area environment as well as the use of our proprietary job evaluation system, the Decision Band™ Method (DBM).
- Our people are proven, experienced compensation professionals. Each has attained the CCP (Certified Compensation Professional) designation from *WorldatWork*, the SPHR or PHR designation from the *Society for Human Resources Management*, and/or the IPMA-CP (Certified Professional) designation from the *International Public Management Association for Human Resources*, and hold specialized degrees in HR Management/Industrial Relations or public/business administration.

- Our firm's team-based organizational structure and ongoing managing director interaction enables us to provide senior level consultants who have the experience to guide you through this project to its successful conclusion.
- Our project team has worked together on over 500 similar consulting engagements for cities, counties and other public agencies. We have worked with some of the largest cities in the country, as well numerous cities and public sector organizations throughout Arizona.
- We take the time to understand your needs and our managing directors and consultants are available to guide you through all phases of the project.
- We have the technical experience and sensitivity to the significant impact of human resources decisions to ensure results are appropriate for the Town.

Our proposed approach is designed to supply the Town with work products that are tailored to your needs and take advantage of the Town's existing knowledge about the jobs we will study.

Our clients will attest to our ability to:

- Manage complex classification, compensation, and change assignments.
- Work with you as a team – we serve as mentors and technical experts to ensure things go right.
- Deliver projects that meet the distinct and unique needs of our clients for the future—we don't simply reorganize your current system.
- Meet project timelines and budgets.

We are flexible and open to modifications to the proposed work plan and would tailor our approach to your requirements to achieve your objectives for defined projects. We appreciate having the opportunity to submit this proposal and look forward to assisting the Town with human resources issues. Should you need additional information or have questions regarding our proposal, please contact me via phone at 602-840-1070 or e-mail at bruce_lawson@ajg.com.

Very truly yours,



Bruce G. Lawson, MPA, CCP, IPMA-CP
Managing Director



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DESCRIPTION OF THE COMPANY

Arthur J. Gallagher & Co. (AJG) was formed in 1927. The corporation was established in Delaware. Our practice group (Fox Lawson & Associates) began in 1981 as the public sector compensation consulting practice at Arthur Young & Company. In 1989, Arthur Young merged with Ernst & Whinney to become Ernst & Young. In January 1995, Ernst & Young elected to sell its public sector compensation consulting practice and Fox Lawson became the successor firm to Ernst & Young LLP's public sector compensation and human resources consulting practice. On October 1, 2009, Fox Lawson was acquired by Gallagher Benefit Services, Inc., a wholly owned subsidiary of AJG. We have over 30 years of experience conducting compensation & benefits studies for cities, counties and other public sector organizations. The Fox Lawson Division serves its public sector and higher education clients nationally from the following locations.

PHOENIX, AZ
Post Office Box 32985, Phoenix, AZ 85064-2985 (602) 840-1070; bruce_lawson@ajg.com Managing Director: Bruce Lawson, MPA, CCP, IPMA-CP
ST. PAUL, MN
1335 County Road D Circle East, St. Paul, MN 55109-5260 (651) 635-0976; jim_fox@ajg.com Managing Director: James Fox, Ph.D., IPMA-CP

Arthur J. Gallagher, Inc. and Gallagher Benefit Services, Inc. also have offices in Arizona including Scottsdale.

We serve our clients on a variety of classification, compensation, and human resources issues, including

- Classification and Compensation Studies
- Organizational Change Management
- Performance Planning and Evaluation
- Human Resources Planning and Audits
- Executive Compensation Planning
- Human Resources Re-engineering
- Benefits and Retirement

In addition, the Human Resources Consulting Division of Gallagher Benefit Services, Inc. (GBS) has been one of the leading human resources and compensation consulting firms for decades. Client services include evaluation, design and implementation of all HR subject areas that cover the life cycle of employment. GBS has earned a reputation in the industry of unmatched focus on customer service as recognized by



Arthur J. Gallagher's receipt of the Ethisphere award for Ethical Companies in 2012 and 2013. We are recognized for the quality and depth of our analysis, for the ethical integrity of our practices, for our extensive capabilities and products in compensation and benefits surveys and analytics, and for the fair pricing of our services.

GBS has a broad understanding of human resource systems including Fox Lawson & Associate's specialization in public sector classification and compensation studies. These studies typically include, developing new classification structures and job descriptions, evaluating jobs with a job evaluation methodology to determine the internal equity, conducting a custom-tailored salary survey, developing a competitive pay system, recommending strategies to implement the new compensation structure, and ensuring appropriate administrative and procedural guidelines are in place to maintain the system. We ensure that our clients are in compliance with applicable laws and regulations, such as the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), and Equal Employment Opportunity (EEO) standards and have pay systems that are appropriate for their organization and market strategy.

Gallagher Benefit Services, Inc. ranks among the top five benefits providers in the country with more than 2,000 employees nationwide.

Below are a few key points and a sampling of the services we would like to highlight about our firm.

JOB EVALUATION

Our staff excels at applying job evaluation methodologies to better meet our clients' needs in changing environments. Because no single method fits the needs of all clients, we offer a "family" of job evaluation methods, including the Decision Band™ Method, Flex/Point™, a point factor plan, and JFACST™, an automated job evaluation system which uses a scored questionnaire. In addition to these methods, our firm is experienced in fine-tuning various job evaluation methods by updating the language and/or the mathematical weighting schemes behind various systems to ensure they are free of bias and are valid and reliable.

SALARY DATABASE

We utilize an internet-based salary survey database that includes over 300 of the major public and private sector salary surveys. We utilize GBS's proprietary BenefitPoint™ database to manage client and benefit plan information providing access to considerable benchmark data. We subscribe to multiple national benefits benchmarking studies and contract with globally-recognized informational data repositories, such as Ingenix. We also have access to nationally accredited data banks typically utilized in the employee benefits industry, such as Mercer, Segal, Kaiser Foundation and Towers-Watson.



INDUSTRY ASSOCIATIONS

We have a strategic alliance with the International Public Management Association for Human Resources (IPMA – HR), the National Public Employers Labor Relations Association (NPELRA), and the Colleges and Universities Professional Association for Human Resources (CUPA - HR) and have conducted a series of training seminars/workshops on compensation, classification, job evaluation, and employee benefits management throughout the nation in conjunction with these organizations.

CLIENT SERVICE

In a survey of clients that we had served in the prior five years, the independent firm Dun & Bradstreet found that the quality of client services Fox Lawson & Associates delivered exceeded services delivered by nearly 90 other competing firms, including many large national firms. (The factors rated included cost, timeliness, quality, responsiveness to problems, technical support, quantity delivered verses quantity requested, and the attitude of personnel.)

INDUSTRY LEADERSHIP

Fox Lawson & Associates consultants have demonstrated proven leadership in the compensation field. Each consultant has obtained their CCP, their IPMA-CP, and/or teaches courses through *WorldatWork*, including Job Analysis and Evaluation, Performance Management, Broad Banding, and Variable Pay seminars or through the International Public Management Association for Human Resources (IPMA - HR). In association with IPMA-HR, we designed, analyzed and sponsored the 2007 Compensation Benchmarking Survey of trends and best practices in compensation in public sector organizations, the 2008 Performance Management Survey and the 2011 and 2012 Compensation Surveys.

NUMEROUS PRESENTATIONS

Our managing directors have been featured speakers at every IPMA-HR national conference for the past 25 years. We also have been featured speakers at every NPELRA (a public sector labor relations organization) national conference for the past 15 years. We are also often asked to speak at regional and national CUPA - HR and SHRM conferences.

PUBLISHED ARTICLES

We publish a quarterly newsletter, "FLA Solutions," for clients on key topics affecting the public sector. We write a quarterly compensation answer column called CompDoctor for the IPMA News. We also have published articles in the American City and County, Public Management, Corporate Report Ventures, Corporate Board Member, and Benefits Planner. We have also been quoted in the Wall Street Journal and on CNN. We encourage you to access many of these articles through our website at www.foxlawson.com. Given the issues facing the City, we encourage you to access these articles.



Our clients sum up the FLA difference as follows:

Customer Service & Follow-up- "FLA is very responsive to their clients' questions and immediate needs; if there is a question, it is answered quickly and in words we understand."

Teaching, Feedback & Guidance – "FLA does an excellent job walking their clients through the project; they teach 'classification and compensation 101' and they move up to advanced courses when we are ready."

Flexible – "FLA is willing to work around their clients' schedules, and ensure project deadlines are met."

Professional– FLA is very professional, knowledgeable, and accommodating in handling their clients' questions and concerns."

Analytic Ability & Data Quality– "FLA analyzes data in a manner that is easy to understand and provides data that is credible and valid."

Fox Lawson & Associates has:

- Unparalleled experience conducting human resources, compensation and classification studies for cities, counties and other public sector organizations throughout the nation.
- Big firm resources with small practice responsiveness and client service.
- Strict professional methodologies that have stood the test of time over our 25 years of practice.
- Access to over 300 surveys and our own database of compensation data as well as our extensive list of clients.
- Reputation to serve as an independent source of recommendation for governing bodies.
- Experience to serve as your human resources business advisor.



Contact Information:

- **Legal Name** - Fox Lawson & Associates, a Division of Gallagher Benefit Services, Inc.; URL: www.foxlawson.com
- **Primary Contact** - Bruce G. Lawson, MPA, CCP, IPMA-CP, Managing Director, 602-840-1070, Bruce_Lawson@ajg.com
Phone – 602-840-1070; **FAX** – 602-840-1071
Address – Post Office Box 32985; Phoenix, AZ 85064-2985
Federal Tax ID Number - 36-4291971



SCOPE OF SERVICES

The intent of the study is to review and update the Town's classification and compensation systems covering approximately 160-190 full-time positions within more than 70 current job classifications. The objective is to recommend any updates needed to the structure and confirm changes needed in how employees are classified and compensated. This project is necessitated by a variety of operational, budget and staffing changes that have impacted the Town over the past several years. The project includes the following tasks:

Strategy and Classification Activities

- Facilitated discussions with Town leaders and management staff to determine key objectives, strategies and deliverables.
- Conduct of 4 orientation sessions with employees and management to discuss the study process and the position description questionnaire (PDQ). [Optionally, we could provide a PDQ and the Town could conduct the employee sessions along with the distribution & collection of the PDQs.]
- Conduct of job analysis using current job descriptions, PDQs, and feedback obtained during orientation sessions.
- Development of recommendations for updates, as needed, to the classification structure and class specifications. [Presumes that the Town will update class specifications based upon the recommendations provided to class structures.]
- Recalibration recommendations for DBM ratings used to assess and maintain internal equity for job classifications.

Compensation Activities

- Conduct of market pricing and competitive analyses of a reasonable sample of Town jobs using local Arizona market data and published source data to take into account private sector information for appropriate comparable jobs. Optionally, a custom salary survey (and published data sources as appropriate) to collect data on pay practices and salary ranges to determine the competitiveness of salary can be conducted.
- Recommendations to strengthen the Town's overall compensation program using the results of the compensation study, the DBM rating assessments, and the review of compensation process.



- Recommendations for methods to implement the findings of the study and options and direction, given current and recommended personnel policies and procedures.
- Transition plans for implementing the findings of the study. Our recommendations will take into consideration the culture and financial resources of the Town.

Based on our understanding of your needs, we have prepared a work plan we believe addresses your stated issues.

WORK PLAN

PROPOSED METHODOLOGY	
<i>Study Phase</i>	<i>Summary Tasks/Deliverables</i>
<p>I. Strategy & Orientation.</p> <p>[Includes 2 days on-site to conduct project initiation and 4 employee orientation meetings.]</p> <p>[Optionally, 1 day on-site to conduct leadership and project team meetings regarding strategy with the Town conducting employee communications.]</p>	<ul style="list-style-type: none"> ▪ Organization & salary material collected. ▪ Identification of possible barriers to implementing and maintaining change. ▪ Assessment of the strengths and weaknesses of the Town's current classification & compensation systems. ▪ Conduct of leadership facilitated session to confirm and update compensation philosophy and strategies. ▪ Conduct of Project Oversight Team meeting to confirm project objectives. ▪ Conduct of 4 employee/management orientation meetings to discuss study and PDQ process. <u>This task is eliminated if the option described is elected.</u> ▪ Employee communication plan confirmed. ▪ Client communication process confirmed. ▪ Project timetable confirmed.



<p>II. Classification Review</p> <p>[Includes 1 day on-site to conduct department head interviews and meet with the Project Oversight Team.]</p>	<ul style="list-style-type: none"> ▪ Review of current organization material, job descriptions, and PDQs. ▪ Review and recalibration of DBM ratings for each classification. ▪ Conduct of interviews with each department head. ▪ Development of recommendations for updates to class structure and/or class specifications including FLSA, ADA and other requirements for Project Oversight Team review. ▪ Updates to class specifications and employee allocations to be developed by the Town based upon class structure update recommendations.
<p>III. Compensation Study</p> <p>[Market pricing using current collected data and published sources for private sector data has been proposed because FLA has conducted recent studies of neighboring jurisdictions and the data is readily available.</p> <p>Optionally, a custom salary survey can be conducted with the project schedule and pricing extended accordingly.]</p>	<ul style="list-style-type: none"> ▪ Benchmarks and parameters for market pricing developed and confirmed using available local data and published sources. ▪ Benchmark jobs summarized. ▪ Data collected from published sources, as appropriate, and verified. ▪ Identification of hard to recruit positions and assessment of the relevance of compensation for recruiting. ▪ Competitive analysis of pay, pay practices, and benefits performed. ▪ Diagnostic review of current salary structures conducted to identify and make recommendation regarding compression issues. ▪ Recommended pay structure or update of existing structure(s). ▪ Best practices reviewed. ▪ Transition options and next steps/costs outlined. ▪ Compensation guidelines developed.
<p>IV. Project Finalization</p> <p>[Presumes on-site presentation of recommendations.]</p>	<ul style="list-style-type: none"> ▪ Draft report. ▪ Quality assurance reviews. ▪ Town review and feedback. ▪ Final report and presentation.



In conducting salary studies, we follow professionally accepted compensation principles and practices as outlined by *WorldatWork*, SHRM, the U.S. Department of Justice and the Federal Trade Commission. Some of these guidelines are listed on the following pages. We have also authored many articles on various aspects of conducting salary studies; please refer to our website www.foxlawson.com for these specific articles.

- We follow guidelines for benchmark selection in terms of how many benchmarks should be selected; either at least 30% if utilizing a formal job evaluation methodology or at least 50% if using a pure market approach. We include representation of all job families and levels throughout the organization; highly populated jobs; jobs found in most comparator organizations; and jobs with recruitment or retention problems.
- We review job descriptions to ensure the duties and responsibilities are understood as well as to make sure we understand the level that the job is functioning at and that reporting relationships are understood so that participating organizations can match their classifications to the benchmark jobs. We will draw on our 20+ years of salary and benefits survey experience to determine if we believe a comparable job can be found in the labor market.
- We follow guidelines for job matching (match only those jobs that match at least 70% of the duties, responsibilities and functions as outlined in the benchmark job summary).
- We follow professionally accepted guidelines for defining labor markets and selecting organizations to survey. We factor in that different jobs will have different recruiting markets, by type of organization, size of organization, and geographic location.
- Any published sources utilized must meet the following criteria:
 - Conducted by a reputable salary survey firm.
 - Survey data is not self-reported.
 - Survey is conducted on a continual basis instead of a one-time event.
 - Survey reports its data sources, the effective date of the data, and was tested to ensure accurate matches and data.
- For surveys, the questions in our data collection form have been field tested through over 20 years of salary and benefits experience to produce valid and accurate data. We pose questions in a fashion easy for participants to answer, as well as providing ease for quantification and analysis. Participants are given the option of completing the survey electronically or in hardcopy.



- We follow-up with participants to ensure data quality and validity of matches and data being reported. If there are questions, we seek job descriptions, organizational charts and other information and weekly status updates on the progress of the compensation study are provided.
- We perform several reviews of the data as well as statistical tests to identify any extreme data and to ensure the validity of the data.
- We utilize trend factors for aging data so that all data is consistent to a current point in time. The trend factors are derived from either the U.S. Department of Labor data or *WorldatWork* Surveys.
- We apply geographic differentials as appropriate and necessary to ensure that the data are reflective of your labor market and economic conditions. We use third party resources (Economic Research Institute) to identify the appropriate geographic differentials.
- We calculate various statistics for summarizing the data (means, medians, highs, lows, percentiles).
- We follow the U.S. Department of Justice and Federal Trade Commission guidelines that 5 matches should exist per job in order to draw reliable conclusions. Therefore we do not calculate statistics (means, medians, etc.) on jobs with fewer than 5 job matches.
- We submit our survey analysis and draft report internally through our firm's quality control process for review before it is submitted to our clients.
- We document and explain our methodology and processes in written reports and also provide electronic copies of the reports. All of the data and conclusions are transparent and auditable.

FLA has comprehensive quality and performance standards. Each deliverable is reviewed by two individuals in the firm for quality control. If clients have issues that need to be addressed, the first contact is the project manager who will attempt to resolve the issues with, as necessary, the assistance of one of the Managing Directors.



PROJECT SCHEDULE

Given the potential for substantial impact that this study will have on its employees, successful completion will necessitate both management and employee involvement. The schedule presented below employs a sequential process of conducting a study of this nature although some tasks can be conducted simultaneously. We have outlined a four-month project schedule based upon timely completion of PDQs and class specification reviews. To the extent that employee and Project Team review is less timely, the schedule will need to be extended.

PHASE	DESCRIPTION	MONTH			
		1	2	3	4
I	Strategy & Orientation	█			
II	Classification Review	█	█		
III	Compensation Study		█	█	█
IV	Project Finalization				█



REFERENCES & QUALIFICATIONS

Our firm has assisted several hundred public sector clients throughout the country with a variety of human resource issues. These projects have included from less than one hundred to thousands of employees. Below is a sampling of city/town clients we have assisted with similar needs. These projects are relevant in demonstrating our ability to meet the needs of the Town and show considerable experience reviewing and developing functional classification and compensation systems. Our references will attest to the timeliness, quality and responsiveness of services we provide, as well as our knowledge of public sector organizations, the functions under study, and our skill and ability of dealing with organizations of your size and needs. We continue to provide ongoing services and projects for many of our clients. Our parent organization, GBS, serves approximately 1,300 public sector clients, including more than 420 cities, as well as a number of public sector organizations in Arizona.

TOWN OF GILBERT, AZ

In 2012, we were retained to conduct a classification and compensation strategy project with City governance and management. We have subsequently been retained to conduct a comprehensive classification and compensation study for more than 1,000 employees in more than 250 classifications currently underway. Carrie Bosley, Human Resources Director, (480)503-6922; carrie.bosley@gilbertza.gov.

CITY OF TOLLESON, AZ

We are currently conducting a classification and compensation study project covering 165 employees in 88 current classifications. Wendy Jackson, Human Resources Director, (623)5936-2703; wjackson@tollesonaz.org.

STATE OF ARIZONA DEPARTMENT OF ADMINISTRATION

In 2007 (02/07-7/07), we were retained to assist the State in assessing its overall compensation program and identifying opportunities to broaden the classification system. Karen Battilana, Benefits Manager, (602) 364-4730 or karen.battilana@azdoa.gov.

KYRENE SCHOOL DISTRICT, AZ

In 2008, we were retained to update a classification and compensation program that we originally developed for the District in 1997. In the interim (1997) we conducted a brief salary survey, including benefits and salary for the Superintendent position. In 1998, we conducted a classification and compensation study covering approximately 2,200 positions. The study included all classified, administrative and certificated positions within the District. Mark Knight, Executive Director-Human Resources, 480-783-4008.



CITY OF SURPRISE, AZ

In 2004, we assisted in the development of a new compensation philosophy and strategy. In FY 2005, we conducted a classification and compensation study to implement the new philosophy and strategy. Jackie Peterson, former Human Resources Director (now retired), (605) 348-2183 or jackiedan@q.com.

CITY OF FLAGSTAFF, AZ

In 1987, we developed a new compensation program for all city positions. We have subsequently been retained to assist the City in updating the compensation plan. In 1996, we completed an audit of the City's classification and compensation procedures for the City Council. In 1997, we conducted a classification study of all engineering related positions within the City. We also assist the City in conducting annual reviews of specific positions. This is included to demonstrate our longstanding commitment to the City and our understanding of the history involved in the evolution of the City's compensation program. Theresa Alvarado, former Human Resources Manager, (928) 635-9390 or Jim Wine, former Deputy City Manager, (928) 699-336.

TOWN OF PARADISE VALLEY, AZ

In 2000, we assisted the Town in developing a new classification and compensation program covering all employees. The plan was adopted by the Town Council and implemented by the Town Manager. In 2007, we were retained to update the compensation plan. Jinnett Hancock, Human Resources Administrator, (480) 348-3520 or jhancock@paradisevalleyaz.gov.

CITY OF KINGMAN, AZ

In 2004, we conducted a job evaluation and compensation study for the City. This study was an add-on to an audit we conducted of the City's classification and compensation systems during 2004. Ms. Jackie Walker, Human Resources Manager, (928) 753-5561.

AK-CHIN INDIAN COMMUNITY, AZ

In 2005 and 2006, we conducted a classification and compensation study covering all positions in the Community. In 2010, we were retained to conduct a market compensation assessment and to update the compensation plan for the Community. Ms. Joan Jackson-Deal, Human Resources Director, (520) 568-1053 or JJackson-Deal@ak-chin.nsn.us.

TOWN OF QUEEN CREEK, AZ

In 2005/06, we conducted a classification and compensation study covering all positions in the Town. We also assisted the Town in the development of a new performance evaluation program that will tie employee performance directly to compensation. Ms. Michele Brown, SPHR, Senior Human Resources Analyst, (480) 987-9887.



CITY OF LITCHFIELD PARK, AZ

In 2005, we conducted a classification and compensation study covering all positions in the City. Ms. Carolyn Sellmeyer, Human Resources Administrator, (623) 935-4364.

CITY OF HEALDSBURG, CA

In 2013, we have been retained to assist the City in conducting a comprehensive job classification and compensation study covering all city positions. This study is designed to update the City's overall classification and compensation that we originally developed for the City in 2007. Marjie Pettus, City Manager, 707-431-3319 or mpettus@ci.healdsburg.ca.us.

CITY OF NEWPORT BEACH, CA

Beginning in 2012, we were originally retained to assist the City in conducting a review of its management/executive compensation plan, as well as to review the City's overall job classification structure and make recommendations regarding how the system could be simplified to adapt to the current work environment. We have subsequently been retained to conduct a comprehensive job classification and compensation study covering all city positions. Terri Cassidy, JD, Director of Human Resources, 760-324-4511 ext. 229 or TCassidy@NewportBeachCA.gov.

CITY OF RANCHO MIRAGE, CA

In 2013, we were retained to assist the City in conducting its first ever job classification and compensation study covering all full- and part-time positions. Kim Malcolm-Valente, Director of Human Resources, 949-644-3303 or kimv@ranchomirageca.gov.

CITY OF TACOMA – TACOMA, WA

In 2008, we were retained to assist the City in developing a new job classification structure covering all City positions, as well as to develop a new compensation program using data collected by another consulting firm. In 2012, we are assisting the City in redefining its comparator organizations for management level jobs. Joy St. Germaine, Human Resources Director at (253) 591-2060 or istgermain@ci.tacoma.wa.us.

CITY OF COLLEGE STATION, TX

In 1999/2000, we were retained to conduct an audit of the City classification and compensation program. We were also asked to conduct a market compensation study and to develop a new compensation program covering all City positions and jobs. The City Council has adopted the recommendations and the new plan has been fully implemented. The City subsequently retained us to install the Decision Band Method of job evaluation in order to support their new focus on broadband classifications. In 2003, we conducted a market compensation study for the City and updated its compensation plan. In 2008, we were hired to update their compensation



system by conducting classification review and internal equity analysis of their jobs. Alison Pond, Director of Human Resources, 979-764-3518 or apond@cstx.gov.

LAS VEGAS CONVENTION AND VISITORS AUTHORITY, NV

We were originally retained in 2006 to conduct a market study approximately 40 non-union management and administrative jobs and to provide recommended changes to their salary structure. We have since been rehired in 2008 and 2011 to conduct increasingly comprehensive market studies that now cover over 70 classifications. Mark Olson, Vice President of Human Resources at (702) 892-0711 or Molson@lvcva.org.

CITY OF FRESNO, CA

Since 2006, we have been assisting the City in developing a new job classification and compensation program covering all positions in the City, including utility and airport positions. Terry Bond, Director of Human Services, 559-621-6964 or Terry.Bond@fresno.gov.



Following is a listing of additional FLA city clients:

FLA CITY CLIENTS	
Ann Arbor, MI, City of	Mandan, ND, City of
Arlington, MN, City of	Maplewood, MN, City of
Asheville, NC, City of	Mason City, IA, City of
Ashland, OR, City of	Medford, OR, City of
Atlanta Traffic Court, GA	Mercer Island, WA, City of
Baltimore, MD, City of	Mesa, AZ, City of
Barnesville, MN, City of	Mill Creek, WA, City of
Bellevue, WA, City of	Missoula, MT, City of
Bellingham, WA, City of	Montrose, CO, City of
Bend, OR, City of	Mount Pleasant, MI, City of
Beverly Hills, CA, City of	Mountain View, CA, City of
Billings, MT, City of	Murray City Corporation, UT
Bismarck, ND, City of	Newcastle, WA, City of
Burlington, IA, City of	North Branch, MN, City of
Butte-Silver Bow, MT, City & County of	North Lauderdale, FL, City of
Carlsbad, CA, City of	Northfield, MN, City of
Carson, CA, City of	Oceanside, CA, City of
Casper, WY, City of	Orinda, CA, City of
Cave Creek, AZ, Town of	Palo Alto, CA, City of
College Station, TX, City of	Paradise Valley, AZ, Town of
Colorado Springs Attorney's Office, CO	Pella, IA, City of
Colorado Springs, CO, City of	Peoria, AZ, City of
Concord, NC, City of	Phoenix, AZ, City of
Cumberland, MD, City of	Plymouth, MN, City of
Dallas, TX, City of	Prescott, AZ, City of
Danville, VA, City of	Pulaski, VA, Town of
Davis, CA, City of	Queen Creek, AZ, Town of
Desert Hot Springs, CA, City of	Rancho Cucamonga, CA, City of
Des Plaines, IL, City of	Redmond, WA, City of
Dickinson, ND, City of	Richland, WA, City of
District of Columbia Government	Rifle, CO, City of
Durham, NC, City of	Riverside, CA, City of
Eden Prairie, MN, City of	Roanoke, VA, City of



FLA CITY CLIENTS	
Edmond, OK, City of	Rochester, MN, City of
Encinitas, CA, City of	Roseburg, OR, City of
Eugene, OR, City of	Sacramento, CA, City of
Fargo, ND, City of	San Clemente, CA, City of
Farmington, MN, City of	San Francisco, CA, City of
Fayetteville, NC, City of	San Jose, CA, City of
Federal Way, WA, City of	San Ramon, CA, City of
Fergus Falls, MN, City of	Santa Ana, CA, City of
Flagstaff, AZ, City of	Santa Cruz, CA, City of
Fremont, CA, City of	Schaumburg, IL, Village of
Fresno, CA, City of	Scottsdale, AZ, City of
Ft. Lauderdale, FL, City of	Seattle, WA, City of
Glen Ellyn, IL, Village of	Shakopee, MN, City of
Goodyear, AZ, City of	Sheboygan Falls, WI, City of
Grand Forks, ND, City of	Sioux City, IA, City of
Grand Junction, CO, City of	Sioux Falls, SD, City of
Grants Pass, OR, City of	Solano Beach, CA, City of
Greensboro, NC, City of	Springfield, OR, City of
Hamilton, OH, City of	Surprise, AZ, City of
Hanford, CA, City of	Tacoma, WA, City of
Hartford, CT, City of	Telluride, CO, Town of
Healdsburg, CA, City of	Thief River Falls, MN, City of
Hercules, CA, City of	Tucson, AZ, City of
Hilton Head, SC, Town of	Tukwila, WA, City of
Huber Heights, OH, City of	Walnut Creek, CA, City of
Huron, SD, City of	Washington DC, City of
Issaquah, WA, City of	Upper Arlington, OH, City of
Jackson, MN, City of	Valley City, ND, City of
Kalamazoo, MI, City of	Vancouver, WA, City of
Kalispell, MT, City of	Walnut Creek, CA, City of
Kansas City, MO, City of	Washington DC, City of
Kennewick, WA, City of	Watertown, NY, City of
Kingman, AZ, City of	West Fargo, ND, City of
Kirkland, WA, City of	West Hollywood, CA, City of
Lake Havasu City, AZ, City of	West Jordan, UT, City of



FLA CITY CLIENTS	
Lake Oswego, OR, City of	Wichita, KS, City of
Lakewood, CO, City of	Wilmington, NC, City of
Larkspur, CA, City of	Windom, MN, City of
Liberty, MO, City of	Windsor, CA, Town of
Litchfield Park, AZ, City of	Woodland Park, CO, City of
Longview, WA, City of	Yuma, AZ, City of
Los Angeles, CA, City of	



STAFF QUALIFICATIONS & EXPERIENCE

There are five critical concerns that must be addressed in organizing, staffing, and managing this project:

- Open communications must be maintained with employees and management.
- The consultants must secure high levels of acceptance from employees and Town management, which is demonstrated through experience, professionalism, and quality work product.
- Work must be carefully planned and efficiently performed to meet your objectives.
- The consulting team must address the concerns of the Human Resources Department, managers and supervisors, and affected employees.
- The team must have the proper mix of project management skills, technical expertise, and public sector experience.

We have carefully considered these needs and have proposed a project team that will address these areas and facilitate successful project completion.

Services to the Town will be under the direction of Bruce Lawson. Summary resumes follow for FLA's managing directors as well as for the FLA consulting team.

BRUCE G. LAWSON, MPA, CCP, IPMA-CP

Mr. Lawson is a Managing Director of the firm. In this capacity, Mr. Lawson serves as project director and/or technical advisor, providing technical direction and quality assurance. He is responsible for all consulting activities in the areas of job evaluation and compensation, organization analysis, personnel systems and policy development. Mr. Lawson has been directing classification and compensation studies for more than 25 years. Prior to forming Fox Lawson, he spent 15 years with the firm of Ernst & Young LLP where he served as the national director of their public sector compensation consulting practice. He also served as City Manager in two California cities (Los Altos Hills and Belvedere), was the County Administrative Officer in Multnomah County (Portland) Oregon, Assistant City Manager/Personnel Director in Corvallis, Oregon, and Assistant to the City Administrator/Personnel Director in Placentia, CA. Mr. Lawson served on the City of Phoenix (AZ) Public Safety Employees Retirement Board for 12 years. Mr. Lawson has a Master's Degree in Public Administration from the California State University at Fullerton, is a.b.d. in Public Administration from Golden Gate University in San Francisco, and has earned his CCP certification from *WorldatWork*. He is also an active member of several professional associations including the College



& University Professional Association for Human Resources, the International City & County Management Association, the International Public Management Association for Human Resources, the Society for Human Resources Management and *WorldatWork*. Mr. Lawson co-authors a monthly compensation article called the *CompDoctor™*.

JAMES C. FOX, Ph.D., IPMA-CP

Dr. Fox is a Managing Director of the firm. In this capacity, he serves as project director and/or technical advisor on all projects, providing technical direction and quality assurance. He is responsible for all consulting activities in the areas of personnel management, job evaluation and compensation, organization and management analysis, executive compensation, and survey research. Dr. Fox has been directing classification and compensation studies for more than 25 years. Prior to forming the firm, he was a Partner in the firm of Ernst & Young LLP and headed up the firm's regional compensation practice, with national responsibility for the public sector compensation practice. Dr. Fox holds both M.A. and Ph.D. Degrees in Sociology from the University of Minnesota. He has been an instructor at Metropolitan State University and the University of Minnesota, and has been a guest lecturer at regional conferences and meetings. He is a member of the Society of Human Resource Management, *WorldatWork*, where he is on the faculty, and was the Professional Development Coordinator of the Compensation Council of the Twin Cities Personnel Association. He is the Chairman of the Human Resources Committee of the Board of the Northern Star Council of the Boy Scouts, the past Chairman of the Board of Project Pathfinder and is a member of the Ramsey County Personnel Review Board. Dr. Fox co-authors a monthly compensation article called the *CompDoctor™*.

SANDRA SPELLMAN, MPA, IPMA-CP

Ms. Spellman is a Senior Consultant with the firm. She is responsible for conducting classification, job evaluation, and human resource process consulting projects. She has been conducting studies for our firm for 7 years and specializes in the areas of classification, communications, human resource strategy and process, and employee and management focus group meetings. Ms. Spellman has worked with various types of organizations including states, cities, counties, colleges and universities, and the federal government. Prior to joining the firm, Ms. Spellman spent 18 years with Ernst & Young's consulting practices where she was responsible for client and internal change management, communications, and training strategies. She has also held state executive and legislative positions addressing a wide range of human resource and related issues. Ms. Spellman has a Bachelor's Degree in Sociology/Political Science from Arizona State University and a Master's Degree in Public Administration with an emphasis in Organizational Development from the same institution. She is a member of several professional associations, including the College & University Professional Association for Human Resources, International Public Management Association for Human Resources, and *WorldatWork*.



LORI MESSER, MA, CCP

Ms. Messer is a Senior Consultant of the firm. She is responsible for conducting classification and compensation consulting projects. Ms. Messer has worked with and for a variety of public and private sector organizations, including states, cities, counties, school districts, colleges, universities, and special districts. Prior to joining the firm, Ms. Messer held positions with school districts and a variety of consultative human resources and compensation positions in high tech, distribution, healthcare and local government organizations. Ms. Messer has a Bachelor's Degree in Business Administration from Arizona State University and a Master's Degree in Education from the University of Phoenix. She is also a member of *WorldatWork* and has earned her CCP certification.

ANNETTE HOEFER, MBA, CCP

Ms. Hoefer is a Senior Consultant. She is responsible for conducting classification and compensation consulting projects. She has been conducting classification and compensation studies for our firm for 5 years and specializes in the areas of classification, job evaluation and compensation, personnel systems and policy development, performance management systems, employee communications, strategy discussions, pay administration planning, and focus group facilitation. Ms. Hoefer has worked with various types of organizations including states, cities, counties, colleges, universities, special districts, and private sector organizations. Prior to joining the firm, Ms. Hoefer worked for 9 years in the same capacity at Lee and Burgess Associates, a consulting firm based in Colorado, and prior to that, had held human resources positions in energy and insurance companies. Ms. Hoefer has a Bachelor's Degree in Business Administration from the University of Iowa and a Master's Degree in Business Administration with an emphasis in Human Resources from same institution, and has earned her CCP certification from *WorldatWork*.



FEES

We understand the importance of this study as one of many strategies to address current human resource issues and realize the delicate nature of Town spending. Therefore, we have proposed a sensible fee schedule that generates project results destined to add value to the Town. It will provide the flexibility necessary to attract, retain, and motivate employees to provide quality services and ensure the system is not an administrative and/or costly burden to the Town, now or in the future. Our fees to conduct the project outlined (including out of pocket expenses) will not exceed \$56,000 (or \$53,300 with options) that assumes at least four (4) on-site visits and as well as reviewing the survey results via tele-conference/web-conference as needed.

PHASE	DESCRIPTION	COST
I	Strategy & Orientation	\$ 5,500
	OPTION - Strategy Discussions with Town Conducting Employee Orientation	\$2,800
II	Classification Review	\$15,500
III	Compensation Study	\$27,000
IV	Project Finalization	\$ 8,000
Total Cost:		\$56,000 or \$53,300 if Phase I Option is Selected

Employee appeals are billed at \$350 per position since we have no way of estimating the number of employees that may decide to utilize the appeal process. Our billing rates follow.

LEVEL	RATE	LEVEL	RATE
Managing Director	\$350	Consultant	\$195
Senior Consultant	\$250	Consulting Associate	\$100

In this era of economic uncertainty and shrinking revenue sources, many of our clients are moving toward a classification structure and pay strategy that provides the flexibility necessary to manage efficiently with more limited resources. Fox Lawson & Associates has significant experience working with clients to design such systems and our managing directors are nationally recognized speakers and instructors in innovative compensation approaches and methods.

We would not like fees to be the major impediment to acquiring the most experienced provider to address these important needs during this unprecedented time period. Although we believe the work plan presented is the optimal approach to achieving your objectives, we would be pleased to explore options that may reduce the fees to fit your current budget.





APPENDICIES

Sample List of FLA Articles Available on www.foxlawson.com

- [IPMA-HR News Article 3/12: Justifying Government Compensation Levels](#)
- [IPMA-HR News Article 1/12: Benefits Design and Delivery - A New Era](#)
- [CompDoctor Article 12/11: Full Disclosure Pay Increases](#)
- [CompDoctor Article 11/11: Cost of Salaries and Benefits](#)
- [CompDoctor Article 10/11: Step Plans and Pay for Performance](#)
- [CompDoctor Article 06/11: Total Compensation Comparisons](#)
- [CompDoctor Article 05/11: The New Normal - The Sequel: Impact on Jobs and Employees](#)
- [CompDoctor Article 03/11: Reaching Prospective Applicants](#)
- [CompDoctor Article 02/11: What The New Normal Will Look Like](#)
- [CompDoctor Article 12/10: Suggestion Programs](#)
- [CompDoctor Article 10/10: Making Right for Exorbitantly Compensated City Officials](#)
- [CompDoctor Article 08/10: Addressing Employee Concerns About Job Classifications](#)
- [CompDoctor Article 06/10: Recession Effects On Reclassification Requests](#)
- [CompDoctor Article 05/10: CompDoctor Article 05/10: Public Servants/Public Service](#)
- [CompDoctor Article 03/10: Decentralized HR](#)
- [CompDoctor Article 01/10: Use of Market Data in Today's Labor Market](#)
- [CompDoctor Article 11/09: Explaining Market Data to Employees](#)
- [IPMA-HR News Article 06/09: Multigenerational Workforces: Challenges and Opportunities](#)



- [CompDoctor article 06/09: How to Cut Compensation Costs](#)
- [CompDoctor Article 04/09: The Role of HR in Pay Decisions Made by Department Managers](#)
- [HR-News Article 1/09: Designing Classification and Compensation Systems for the Change that is Coming](#)
- [CompDoctor Article 10/08: Success Criteria for Your Classification and Compensation Study](#)
- [CompDoctor Article 08/08: The Makeup of Your Steering Committee](#)
- [CompDoctor Article 03/08: Market Matching for Unique Jobs](#)
- [CompDoctor Article 1/08: Guidelines for Matching Jobs](#)
- [CompDoctor Article 10/07: Should we raise the grade of the job so that the market and the pay range match?](#)
- [CompDoctor Article 07/07: Why do managers resist reducing the number of pay ranges?](#)
- [CompDoctor Article 04/07: Help me explain why department specific job classifications are not necessarily a good idea](#)
- [IPMA-HR News Article 03/07: Our Pay System is Out of Whack](#)
- [CompDoctor article 01/07: Undertaking a Comprehensive Review of Classification & Compensation Systems](#)
- [CompDoctor article 11/06: Job Evaluation vs. Market Pricing](#)
- [CompDoctor article 07/06: Defining the Competitive Market](#)
- [CompDoctor article 04/06: Market Contingency Pay](#)
- [IPMA-HR News Article 03/06: Getting Control Over Market Compensation Data](#)
- [CompDoctor article 01/06: Market Setting Pay](#)
- [CompDoctor article 01/05: Broad Banding](#)
- [CompDoctor article 07/05: Pay Compression](#)



- [CompDoctor article 04/05: Why Do We Need a Pay Strategy?](#)
- [CompDoctor article 01/05: Developing a Market Based Pay Structure](#)
- [CompDoctor article 10/04: Comparing the Right Market Data](#)
- [CompDoctor article 07/04: Defining Your Labor Market](#)
- [CompDoctor article 04/04: FLSA Issues](#)
- [CompDoctor article 01/04: Budgeting for Salary Increases](#)



Requesting Department:
Development Services



TO: HONORABLE MAYOR AND TOWN COUNCIL

THROUGH: JOHN KROSS, TOWN MANAGER

**FROM: CHRIS ANARADIAN, DEVELOPMENT SERVICES DIRECTOR
TROY WHITE, PUBLIC WORKS DIVISION MANAGER**

RE: CONSIDERATION AND POSSIBLE APPROVAL OF THE PURCHASE OF A 2013 CHEVROLET ¾ TON CREW CAB PICKUP TRUCK FROM COURTESY CHEVROLET AND A JOHN DEERE 210LJ LOADER TRACTOR FROM RDO EQUIPMENT IN A TOTAL AMOUNT NOT TO EXCEED \$92,500.

DATE: AUGUST, 21, 2013

Recommendation:

Staff recommends approval of the purchase of a 2013 Chevrolet ¾ ton Crew Cab Pickup Truck from Courtesy Chevrolet and a John Deere 210LJ Loader Tractor from RDO Equipment, in a total amount not to exceed \$92,500.

Relevant Council Goal(s):

KRA 5: Maintain the Sound Financial Condition of the Town.

Proposed Motion:

Move to approve the purchase of a 2013 Chevrolet 3/4-ton Pickup Truck and a John Deere 210LJ Loader Tractor in an amount not to exceed \$92,500.

Discussion:

The current Fleet units, #043, a 2007 Chevy 3/4-ton Truck, and #200 a John Deere 210LJ loader Tractor, were involved in a fire at the Corporation Yard on June 26, 2013 that burned both the vehicle and the tractor beyond repair. The cause of the fire is still under investigation by the Maricopa County Sheriff's Office.

The tractor will be released to the Town for salvage parts that can be sold. The replacement vehicle and tractor will include all necessary emergency lighting equipment and Town decals.

Fiscal Impact :

On July 26, 2013, the Town was issued two insurance claim checks totaling \$55,894; however, because of this unforeseen incident the additional funds for these replacements are unbudgeted in the 2013/2014 Fiscal Year. Staff is requesting the shortfall of \$36,606 be funded using Contingency funds. If this request were to be granted, staff then requests that these funds be reallocated to the Fleet Maintenance division budget, fiscal account #101-410-0206-00000-407420, to allow for the replacement of Fleet Vehicle #43 and Fleet Tractor #200.

Alternatives:

Council could choose not to approve the purchase of this equipment at this time. The impacts of not purchasing these units would result in a loss in productivity related to day to day use of these units.

Attachments:

- A. Picture of burned vehicle and tractor



Requesting Department:

Development Services



TO: HONORABLE MAYOR AND TOWN COUNCIL

THROUGH: JOHN KROSS, TOWN MANAGER

**FROM: MICHAEL WILLIAMS, BUILDING OFFICIAL
KIM CLARK, SR. FINANCIAL SERVICES SPECIALIST**

**RE: CONSIDERATION AND POSSIBLE APPROVAL OF A ONE –
YEAR PROFESSIONAL SERVICES CONTRACT, WITH UP TO
FOUR POSSIBLE 1-YEAR RENEWALS, WITH BROWN AND
ASSOCIATES, STANTEC CONSULTING, AND SUNRISE
ENGINEERING FOR BUILDING PLAN REVIEW AND
INSPECTION SERVICES ON AN AS-NEEDED BASIS.**

DATE: AUGUST 21, 2013

Staff Recommendation:

Staff recommends approval of a one –year Professional Services contract, with up to four possible 1-year renewals, with Brown and Associates, Stantec Consulting, and Sunrise Engineering for building plan review and inspection services on an as-needed basis.

Relevant Council Goal(s):

Town of Queen Creek Corporate Strategic Plan – Key Result Area 8 – Queen Creek will build on its assets; maintain high architectural standards for new and existing development; adheres to the Town’s adopted standards and codes.

Proposed Motion:

Motion to approve a one –year Professional Services contract, with up to four possible 1-year renewals, with Brown and Associates, Stantec Consulting, and Sunrise Engineering for building plan review and inspection services on an as-needed basis.

Discussion:

The Building Safety Division of the Development Services Department seeks the professional services necessary to perform Building Plan Review and Building Inspection Services for a variety of construction projects on as needed basis. These services will be utilized to supplement existing staff during periods of high construction activity of commercial and other complex projects.

Consultant Building Plan Review Services are needed to maintain established plan review turn-around times. Consultant Building Inspection Services are needed during times of increased construction activity in order to complete next day inspection requests.

On May 23, 2013, the Town issued a Request for Proposal (No. 13-009) for building plan review and inspection services on an as needed basis. On June 18, 2013, staff received seven (7) bids. The evaluation committee determined it was in the Town's best interest to award to the top three (3) vendors.

Annual expenditures under this contract cannot be determined in advance since services will be placed on an as-needed basis, according to the contract terms. Staff estimates the annual usage for the contract period, August 21, 2013 through August 20, 2014, to be \$200,000. The contract with the vendors is for a one-year period with an option to renew for four (4) additional one-year periods.

Fiscal Impact:

In the 2013-2014 approved budgets, funds for building plan review and inspection services have been identified in Development Services budget. Funds will be identified in the 2014-2015 during the budget process for the remaining months of the contract period.

Alternatives:

Council could decide not to award the building plan review and building inspection services contract at this time; however, doing so would create extensive delays in ongoing and future construction projects within the Town.

Attachments:

1. Building Plan Review and Inspection Scope of Work

SCOPE OF WORK

1. **Background:** The Town of Queen Creek seeks the professional services necessary to perform Building Plan review and Inspection Services for a variety of construction projects on as needed bases. Building Inspection and Plan review services include, but are not limited to building, mechanical, electrical, plumbing, structural, energy efficiency, fire sprinkler and alarm systems, and ADA accessibility per the Town's adopted codes and amendments. It is the intention of the Town to select and contract with more than one Consultant for each of these services (the "Project").
2. **Project Description:** The Contractor will be responsible for building plan review and/or building inspection services per the details outlined in the Required Services section of this Scope of Work, to the satisfaction of the Town Manager or designee. The awarded contractor(s) will perform applicable functions as an extension of the Town staff and will follow all Town codes, ordinances, procedures, policies and directives related to the services provided.
3. **Required Services:**
 - a. Plan Review Services:
 - i. Pick-up/deliver plans or related materials from the Town on a daily basis or as required.
 - ii. Conduct comprehensive and accurate review of building designs as defined by drawings, specifications, design calculations, and reports which include site reports, soil investigation and compaction reports. Also, perform rechecks of corrected plans and plan changes until plans and related documents are substantially correct and complete. Compliance with code or discrepancies is based on the currently adopted code version with local amendments of the Building, Mechanical, Electric, Plumbing Codes, Fuel Gas, Fire Codes, Energy Codes and (ADA) accessibility regulations mandated by the State and Town ordinances (e.g. grading) and Department policies and applicable laws in effect at the time of application for construction permits.
 - iii. Notify the applicant of the need for corrections and provide means and point of exchange, including convenient meetings, toll free telephone exchange of communications and cost-free mail exchange for pick-up and delivery of plans, and availability of cost-free parking facilities at Contractor's place of business.
 - iv. Review application package for plot plan square footage, valuation, and possible zoning violations as identified in the current Town codes and ordinances.
 - v. Review application package and identify to the applicant, on a correction list, items such as illegal lot status, insufficient setbacks, and easements for open space, drainage, grading, trails, and roads, etc.
 - vi. Provide with each approved plan check, as applicable, a letter of transmittal and two (2) copies of the signed corrections lists indicating that the plans have been found to be substantially correct and complete.
 - vii. Regarding building plans under review receive from or provide to the Planning Division any possible issues which may conflict with the Zoning Ordinance, Board, or Council actions or conditions.

- viii. Consult with the Town Building Official and/or the designer of the proposed project at their request in order to facilitate necessary corrections by the designer of the calculations, drawings, and specifications. The Contractor is to submit a copy of all such correction lists to the Town.
- ix. Forward approved plans, calculations, and related documents to the Town. Approved plans shall be identified as being approved.
- x. Maintain records related to plans reviewed, including all turnaround times.
- xi. Respond to telephone inquiries about code requirements and plan check procedures relating to assigned projects. These inquiries may relate to plans in process by the Contractor or may relate to plans checks which have been completed but where construction is still in progress. These telephone inquiries may be made directly to the Contractor's place of business or to the Contractor's plan reviewer(s) on the days they are present at the Town office. The Contractor shall provide a toll-free telephone number for applicants.
- xii. When requested, provide personnel to perform plan reviews "in house" within the Town Community Development Department. In this case the Town will provide a work area, phone, and computer.

b. Building Inspection Services:

- i. Report to the Town Inspection Section at the beginning of and prior to the end of each regular work day to complete the required paperwork and update inspection results with the Town's inspection tracking system.
- ii. Review assigned project plans for compliance with code requirements and discrepancies after permit issuance. Compliance with code or discrepancies is based on the currently adopted code version with local amendments of the Building, Mechanical, Electric, Plumbing Codes, Fire Codes, Fuel Gas and (ADA) accessibility regulations mandated by the State and Town ordinances and Department policies and applicable laws in effect at the time of application for construction permits.
- iii. Contractor to notify Town Representative and project contractor/representative of any discrepancies.
- iv. Inspect commercial, industrial, or residential buildings during various stages of construction such as foundations, concrete, steel, masonry, framing, plastering or a large variety of other complex and routine building system elements to ensure compliance with applicable Town codes, amendments and ordinances.
- v. Coordinate inspection activities with other Town departments and divisions; confer with architects, engineers, contractors and superintendents in the field and office.
- vi. The Contractor shall provide the inspector(s) with a cell phone, hand tools, code books, any safety equipment required by assigned project or any Town, state or federal laws or ordinances and a vehicle insured per Town requirements when performing inspection services on behalf of the Town.
- vii. Respond to telephone inquiries about code requirements and inspection procedures relating to assigned projects. These inquiries may relate to inspections in process by the Contractor or may relate to inspections which have been completed but where construction is still in progress.

viii. Contractor is to use existing Town correction notices or other forms and shall follow all policies and procedures for the Town's inspection section.

4. **Time Limits for Performance:** The maximum plan review turnaround times (working days excluding Town holidays) for initial review, rechecks and completion of lists of corrections shall be as follows:

TYPE OF PLAN	NUMBER OF WORKING DAYS		
	INITIAL CHECK	RECHECK	EXPEDITED (Initial/Recheck)
Residential, including additions and/or accessory buildings	5-10	5	5/3
Single Family Dwelling	5-10	5	5/3
Multi-Family (3 Units or More)	5-10	5	5/3
Commercial Buildings ≤ 75,000 SF	10	5	5/3
Commercial Buildings > 75,000 SF ≤ 150,000 SF	10	5	5/3
Commercial Buildings > 150,000 SF	15	8	8/4
Warehouse > 150,000 SF ≤ 500,000 SF	20	10	10/5
Warehouse > 500,000 SF ≤ 1,000,000 SF	30	15	15/7
Fire Protection	5-10	5	5/3

Note: The above times do not include the date on which the plan(s) are picked up from the Town office.

All assigned inspections, on a project, shall be completed on the same business day assigned.

5. **Distribution of Work:** The Town intends to distribute work, not necessarily in the order listed, based on the Contractor's: capability to do the work, quality of work, personnel qualifications, and cost. Among the selected Offeror(s), the Town reserves the right to send specific types of plan check, inspection or planner work such as commercial or industrial projects to the Offeror based on the factors listed, which is in the best interest of the Town.

6. **Conflicts:** Contractor(s) shall abide by the Conflict of Interest laws of the State, by Conflict of Interest requirements of the RFP, and by the following Conflict of Interest Code:

- a. Contractor shall not knowingly recommend approval of designs or inspections of designs or methods of construction that do not meet Town codes, ordinances and standards without prior approval from the Town. The Town may reject the recommendations.
- b. Contractor shall not accept for plan check, inspection or planner services from other designers or developers where past relationships between designers or developers, either friendly or hostile, could lead to doubt of objectivity in the process.

- c. Contractor shall not provide plan checks, inspections or planner services where the drawings have been prepared for a developer who is or has been a client of the contractor on other projects within the past year.
 - d. Within three (3) months subsequent to plan check, inspection or planner work for a developer, Contractor shall not undertake plan check, inspection or planning work for that developer.
 - e. Contractor shall not use its position as plan reviewer, inspector or planner to further its own interest or use knowledge gained in the process to the disadvantage of the designer of the building plans, nor use this knowledge to create an unfair advantage for the contractor over the designer of the building plans.
7. **Contractor Location:** Offerors who do not have an office within the Town must address and clearly demonstrate (within their written proposal response) alternate plan review arrangements, including, but not limited to how they propose to provide the following:
- a. Cost-free mail usage for pick-up and delivery of plans to both the applicants and the Town, and the convenience or ease of access between the applicant and the Town.
 - b. Toll-free phone usage, number of toll-free line, etc. for discussion of corrections on plans or projects under construction by the applicant or by the Town.
 - c. Qualified personnel in sufficient number and frequency for the Contractor to cover assigned project plan check, inspection or planner workloads, answer plan review or planning questions on specific projects being processed, or to answer questions relating to plans checks or planning issues which have been completed, but where construction is still in progress.

Requesting Department:

Economic Development



TO: HONORABLE MAYOR AND TOWN COUNCIL

**THROUGH: JOHN KROSS, AICP
TOWN MANAGER**

**FROM: DOREEN COTT
ECONOMIC DEVELOPMENT DIRECTOR**

**RE: CONSIDERATION AND POSSIBLE APPROVAL OF THE
REAPPOINTMENT OF JASON BARNEY TO THE GPEC BOARD
OF DIRECTORS FOR FISCAL YEAR 2013-2014.**

DATE: AUGUST 21, 2013

Staff Recommendation:

Staff recommends approval of the re-appointment of Jason Barney to the Greater Phoenix Economic Council (GPEC) Board of Directors for FY13-14.

Proposed Motion:

Move to re-appoint Jason Barney to the GPEC Board of Directors for FY13-14.

Discussion:

As outlined in Section 2.3.2 of GPEC's bylaws, Queen Creek is entitled to one seat on the Board of Directors. The term for new and/or reappointed directors is one year, which will commence at the Annual Board meeting on September 26, 2013.

Representatives on the Board work to support and assess GPEC's CEO, ensure effective organizational strategic planning and assess GPEC's performance. Board members service in leadership positions, follow economic development trends, participate at Board meetings and special events and participate in fundraising.

The GPEC Board of Directors meet four times annually during the months of September, January, March and May at GPEC's offices located in downtown Phoenix. GPEC directors are also encouraged to participate on leadership councils, advisory teams and events in their areas of interest and expertise.

Jason Barney was originally appointed to the Board in 2009 and reappointed in 2010, 2011 and 2012 by the Town Council. Mr. Barney has been an active member of the Board and has done an excellent job keeping staff and the Economic Development Commission (to which he was recently reappointed) apprised of issues raised at the

Board level. Barry Broome, President and CEO of GPEC strongly recommended Mr. Barney's consideration for reappointed. Jason Barney is willing to serve if reappointed.

Fiscal Impact:

There is no fiscal impact associated with making an appointment to the GPEC Board of Directors.

Alternatives:

The Town Council could choose nominate another individual to the GPEC Board of Directors. GPEC's bylaws call for a reasonable effort to nominate an individual that meets the following qualifications:

- Formal affiliation with a private-sector investor in GPEC
- Demonstrated commitment to economic development in Phoenix
- Demonstrated leadership in business and community initiatives
- Ability to make a valuable and unique contribution to the Board

Attachments:

- Copy of the letter sent from Barry Broome, President and CEO of GPEC



Greater Phoenix
ECONOMIC COUNCIL

July 8, 2013

The Honorable Gail Barney
Mayor
Town of Queen Creek
22350 S Ellsworth Rd
Queen Creek, AZ 85142

Dear Mayor Barney,

I would like to thank you for your continued support of Greater Phoenix Economic Council. You and your community's commitment and championing of GPEC's role in advancing the economy are invaluable and greatly appreciated. We will continue to work hard to secure returns on behalf of our member communities.

With a new fiscal year upon us, it is time for you to nominate an individual to GPEC's Board of Directors for fiscal year 2013-14. As stated in Section 2.3.2 of GPEC's bylaws, your community is entitled to **one seat on the Board**, which may be an elected official. For prospective candidates other than elected officials, you may submit up to three candidates per allotted seat for the Nominating Committee to consider. The term for new and/or reappointed directors is one year, which will commence at the Annual Board Meeting on September 26, 2013.

If you choose to nominate a business-sector representative to fill a seat, Section 2.4 of GPEC's bylaws call for a reasonable effort to nominate an individual who meets the following qualifications, listed in order of preference:

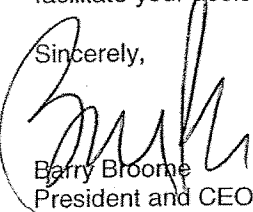
1. Demonstrated commitment to the economic development of the Greater Phoenix Metropolitan Area;
2. Demonstrated leadership in business or community initiatives;
3. Commitment to lead resource development efforts on behalf of the Corporation;
4. Ability to make a multi-year financial contribution to the Corporation; and
5. Representation of a geographic area through work, residence or investment.

Jason Barney of Queen Creek/Landmark Companies has been an effective appointment for the Town of Queen Creek and GPEC. We strongly recommend that he be considered as your nominee for reappointment.

GPEC's Board of Directors meets four times annually during the months of September, January, March and May. GPEC directors are also encouraged to participate on leadership councils, Ambassadors program and events in their areas of interest and expertise.

Please indicate by letter, your nominations in order of preference for consideration of appointment to GPEC's Board of Directors no later than August 9, 2013. Should you need additional information to facilitate your decision, please contact me at 602.262.8614. Thank you for your continued support.

Sincerely,



Barry Broome
President and CEO

Requesting Department:
Development Services



TO: TOWN COUNCIL

**THROUGH: JOHN KROSS, ICMA-CM
TOWN MANAGER**

**FROM: CHRIS ANARADIAN, DEVELOPMENT SERVICES DIRECTOR
TROY WHITE, PUBLIC WORKS DIVISION MANAGER**

**RE: CONSIDERATION AND POSSIBLE APPROVAL OF THE
RATIFICATION OF CHRIS CLARK AS CHAIR AND DAVID BOND AS
VICE-CHAIR OF THE TRANSPORTATION ADVISORY COMMITTEE
UNTIL AUGUST, 2015.**

DATE: AUGUST 21, 2013

Mayor’s Recommendation:

It is the Mayor’s recommendation to ratify the appointment of Chris Clark as Chair and David Bond as Vice-Chair of the Transportation Advisory Committee, as recommended by the Committee, with their terms expiring on August 31, 2015.

Relevant Council Goal(s):

Town of Queen Creek Corporate Strategic Plan - Key Result Area 2 Community Involvement – Goal 2:

- *Enhance opportunities for resident participation in Town decision-making.*

Proposed Motion:

Move to ratify the appointment of Chris Clark as Chair and David Bond as Vice-Chair of the Transportation Advisory Committee, as recommended by the Committee, with their terms expiring August 31, 2015,

Discussion:

At the August 8, 2013 meeting, the Transportation Advisory Committee selected Chris Clark to serve as the Chair, and David Bond to serve as Vice-Chair of the Committee until August 31, 2015. With the adoption of the new bylaws for Boards, Committees and Commissions, Council ratification of the Committee’s selection of Chair and Vice-Chair for Boards, Committees and Commissions is required.

Chris Clark has served on the Transportation Advisory Committee since October 15, 2008 and served as Vice-Chair for two years before being selected to Chair.

David Bond has served on the Transportation Advisory Committee since December, 2011.

Fiscal Impact:

There is no fiscal impact associated with ratifying appointments to the Transportation Advisory Committee.

Alternatives:

The Town Council could choose not to ratify the appointment of Chris Clark and David Bond as Chair and Vice-Chair respectively, of the Transportation Advisory Committee, and instruct the Committee to reconsider its action.

Attachments:

1. Notice of Interest Forms
 - Chris Clark
 - David Bond



Town of Queen Creek Notice of Interest

The Town of Queen Creek depends on its citizens to help advance the community toward its goals. Residents can participate in local decision-making by serving on volunteer boards, commissions, committees and task forces. In most cases, volunteer members act in an advisory capacity making recommendations to the Town Council.

Appointments are made by approval of the Town Council. If you would like to be considered for an appointment, complete this form, attach a resume or letter about yourself and return all documents to:

Town of Queen Creek
Town Clerk's Office
22350 S. Ellsworth Road
Queen Creek, AZ 85142
Fax: 480-358-3001

Please type or print

Application Date: August 12, 2013

Name: Christopher S. Clark
First Middle Last

Home Address: 20897 E. North Loop Queen Creek, AZ 85142

Mailing Address (if different from home address): _____

Occupation: Financial Advisor

Home Telephone: _____ **Work Telephone:** (480)231-8959

Best Time to Call: Any a.m. or p.m.

Home Fax: _____ **Work Fax:** _____

E-Mail Address: cclark@azfamilyfinance.com

How long have you lived in Queen Creek? 8 years

Are you a registered voter? Yes No

Do you live within the Town's incorporated limits? Yes No

Have you participated in the Queen Creek Citizen Leadership Institute? Yes No

If yes, did you graduate? Yes No

Which boards, commissions, committees or task forces have you served on in the past, in Queen Creek or elsewhere?

Queen Creek Disaster Management Committee, Queen Creek TAC

I am interested in serving on: (Please rank the committees you are interested in, with 1 being your first choice.)

- | | |
|--|---|
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Town Center Committee |
| <input type="checkbox"/> Economic Development Commission | <input checked="" type="checkbox"/> Transportation Advisory Committee |
| <input type="checkbox"/> Parks and Recreation Advisory Board | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Planning and Zoning Commission | |

**Note: Some citizen committees might be full at this time; indicated interest does not guarantee an appointment.*

Please describe why you would like to serve on this board, committee, commission, etc.

I have enjoyed serving on TAC since 2008 and would like to continue contributing to the Town

Please describe special knowledge or expertise you have that would benefit the Town.

Having served on the committee for so long, I have gained a thorough understanding of project history, background, and funding processes. I have also learned how the committee system works as well.

Please list community, civic, professional, social, cultural or athletic organizations you have been affiliated with and in what capacity.

Boys & Girls Club Queen Creek Branch Board of Directors, Queenland Manor HOA Board, Queen Creek Chamber of Commerce Board of Directors, Holiday Festival & Parade Committee,

Are you available for evening meetings? Yes No

Are you available for morning meetings? Yes No


Are you available for lunch meetings? Yes No

Are there days of the week you are NOT available for meetings? (Check all that apply)

Monday Tuesday Wednesday Thursday Friday

I hereby acknowledge that all information provided on this application is subject to disclosure pursuant to the Arizona Public Records Law. I understand that members of boards, commissions, committees and task forces are subject to disclosure of conflicts of interest. I certify that the information contained herein is true and accurate to the best of my knowledge.

Note: Notice of Interest forms will be kept on file for 12 months. After that, they will expire and applicant's will need to submit a new form.

Applicant's Signature 

FOR OFFICE USE ONLY	
Committee/Commission _____	
New Appointment <input type="checkbox"/>	Re-Appointment <input type="checkbox"/>
Date Appointed/Re-Appointed _____	
Term Expiration _____	
Date of Resignation (if applicable) _____	



Town of Queen Creek Notice of Interest

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Appointments are made by approval of the Town Council. If you would like to be considered for an appointment, complete this form, attach a resume or letter about yourself and return all documents to:

Town of Queen Creek
Town Clerk's Office
22350 S. Ellsworth Road
Queen Creek, AZ 85142
Fax: 480-358-3001

Please type or print

Application Date: 8-13-13

Name: David Larry Bond
First Middle Last

Home Address: 20960 E Saddle Way QC AZ 85142

Mailing Address (if different from home address): _____

Occupation: Civil Engineer

Home Telephone: 480 296 8691 Work Telephone: _____

Best Time to Call: anytime a.m. or (p.m.)

Home Fax: _____ Work Fax: _____

E-Mail Address: davidbond21@gmail.com

How long have you lived in Queen Creek? 10 yrs

Are you a registered voter? Yes No

Do you live within the Town's incorporated limits? Yes No

Have you participated in the Queen Creek Citizen Leadership Institute? Yes No

If yes, did you graduate? Yes No

Which boards, commissions, committees or task forces have you served on in the past, in Queen Creek or elsewhere?

Transportation Advisory Committee

I am interested in serving on: (Please rank the committees you are interested in, with 1 being your first choice.)

- Board of Adjustment
- Economic Development Commission
- Parks and Recreation Advisory Board
- Planning and Zoning Commission
- Town Center Committee
- Transportation Advisory Committee
- Other _____

*Note: Some citizen committees might be full at this time; indicated interest does not guarantee an appointment.

Please describe why you would like to serve on this board, committee, commission, etc.

Personal interest, related to my career.

Please describe special knowledge or expertise you have that would benefit the Town.

Engineering degree. Previous municipal employment.

Please list community, civic, professional, social, cultural or athletic organizations you have been affiliated with and in what capacity.

Member, T.A.C. Member, CERT

Member, APWA Licensed HAM radio operator

Member, ASCE Eagle Scout

Are you available for evening meetings? Yes No

Are you available for morning meetings? Yes No

Are you available for lunch meetings? Yes No

Are there days of the week you are NOT available for meetings? (Check all that apply)

- Monday Tuesday Wednesday Thursday Friday

I hereby acknowledge that all information provided on this application is subject to disclosure pursuant to the Arizona Public Records Law. I understand that members of boards, commissions, committees and task forces are subject to disclosure of conflicts of interest. I certify that the information contained herein is true and accurate to the best of my knowledge.

Note: Notice of Interest forms will be kept on file for 12 months. After that, they will expire and applicant's will need to submit a new form.

Applicant's Signature *Dan Brown*

FOR OFFICE USE ONLY	
Committee/Commission	_____
New Appointment	<input type="checkbox"/> Re-Appointment <input type="checkbox"/>
Date Appointed/Re-Appointed	_____
Term Expiration	_____
Date of Resignation (if applicable)	_____



Requesting Department:
Development Services

TO: THE HONORABLE MAYOR AND TOWN COUNCIL
THROUGH: JOHN KROSS, TOWN MANAGER
FROM TROY WHITE, PUBLIC WORKS DIVISION MANAGER
LAURA MOATS, DEVELOPMENT SERVICES ASSISTANT
RE: CONSIDERATION AND POSSIBLE APPROVAL OF FISCAL YEAR 2013-14
TRANSPORTATION ADVISORY COMMITTEE WORK PLAN
DATE: AUGUST 21, 2013

Staff Recommendation

Staff is recommending Town Council approve the FY2013-14 Transportation Advisory Committee Work Plan.

Relevant Council Goal(s):

Annual Review of Council Committee Work Plans.

Proposed Motion:

Move to approve FY2013-14 Transportation Advisory Committee Work Plan.

Discussion:

The proposed Transportation Advisory Committee (TAC) FY 2013-14 Work Plan is shown below. The plan was developed in coordination with Council goals as identified in the Corporate Strategic Plan, and includes collaboration with current (and future) Town projects. The TAC recommended approval of this Work Plan at their August 8, 2013 meeting:

Members reviewed five priority areas and projects / programs to be focused on for FY 2013-2014:

1. Emerging Safety Projects and Traffic Control Issues
 - Provide information and feedback related to public safety including:
 - Emergency response, vehicle weight limits, sound control, speed control, construction access, barricading, and other traffic control issues.

2. Priority #4- CIP Transportation Projects
 - Provide project/budget updates; involve TAC members on current/upcoming/future CIP projects (including gateway streets).

3. Priority #2– Transportation Element Defined Corridors & Studies
 - Provide information and receive input from the TAC Committee in relation to future transportation corridors and planning/prioritizing for the future development of the Town and region.
4. Priority #3- Regional Partners
 - Staff to update members on projects adjacent to QC boundaries, and regional studies affecting transportation in Queen Creek.
5. Priority #5- Community Outreach
 - Advise TAC of upcoming meetings
 - Provide routine correspondence and notification on local and regional transportation issues (press releases; open houses; stakeholder meetings)

Fiscal Impact:

There is no fiscal impact associated with the annual TAC Work Plan.