



CITY OF SURPRISE
Disability Advisory Commission Agenda
16000 N. Civic Center Plaza
Surprise, AZ 85374

Wednesday, February 18, 2015 @ 6:00 PM
 COUNCIL OVERFLOW ROOM

+ [Back](#) [Print](#)

CALL TO ORDER.

- A. Roll Call
- B. Pledge of Allegiance
- C. Current Events and Reports – Pursuant to A.R.S. §38-431.02(k) the chief administrator, presiding officer or a member of a public body may present a brief summary of current events without listing in the agenda the specific matters to be summarized, provided that 1) The summary is listed on the agenda; and 2) The public body does not propose, discuss, deliberate or take legal action at that meeting on any matter in the summary unless the specific matter is properly noticed for legal action.
- D. Staff Reports

Disability Advisory Commission Agenda:

CALL TO THE PUBLIC:

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission on any item not on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

- E. Approval of items on the Consent Agenda – all items with an asterisk (*) are considered to be routine matters and will be enacted by one motion and one roll call vote to the Board\Commission. There will be no separate discussion on these items unless a board member or commissioner requests, in which event the item will be removed from the consent agenda and considered in its normal sequence on the agenda.

CONSENT AGENDA:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

ITEM #	DISTRICT #	ITEM DESCRIPTION	STAFF RECOMMENDATION/ PRESENTED BY
--------	------------	------------------	---------------------------------------

- | | | | |
|-----|-------------------|--|-------------------------------|
| #1 | District Citywide | <u>Presentation pertaining to the authority and duties of the DAC, open meeting, and conflict of interest laws.</u> | None
Robert Wingo |
| #2 | District Citywide | <u>Discussion and possible action to assign strategic focus areas of interests to Commissioners.</u> | Approve
Chair Yaeger |
| #3 | District Citywide | <u>Discussion pertaining to the City's Mediation Program and incorporation into the DAC's mission and goals.</u> | Approve
Chair Yaeger |
| #4 | District Citywide | <u>Discussion pertaining to the DAC Customer Service Survey.</u> | None
Chair Yaeger |
| #5 | District Citywide | <u>Discussion regarding Town of Huntington Article discussing a program where volunteers participate in parking control.</u> | None
Chair Yaeger |
| #6 | District Citywide | <u>Discussion regarding recent Fair Housing presentation by Commissioner Stutzman.</u> | None
Commissioner Stutzman |
| #7 | District Citywide | <u>Discussion and action pertaining to submission of an article to the Sun City Grand Publication.</u> | None
Commissioner Jess |
| #8 | District Citywide | <u>Discussion and action pertaining to the nomination and presentation of an Above & Beyond Award to QT Stations.</u> | None
Commissioner Jess |
| #9 | District Citywide | <u>Discussion and action finalizing the purchase and distribution of DAC promotional items.</u> | None
Commissioner Stutzman |
| #10 | District Citywide | <u>Approval of the December 3, 2014 DAC Special Meeting Minutes.</u> | None
Lynda Davis |
| #11 | District Citywide | <u>Consideration and action pertaining to items to be placed on future agendas.</u> | None
Lynda Davis |

OTHER BUSINESS:

ADJOURNMENT:

SHERRY ANN AGUILAR, CITY CLERK, CMC

POSTED: February 12, 2015 AT 8:45 am

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
Disability Advisory Commission

February 18, 2015 @ 6:00:00 PM

Back Print

Board Meeting Date:	February 18, 2015	Contact Person:	Robert Wingo
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	x	Public Hearing	Report/Discussion
---------	---------	---	----------------	-------------------

Agenda Wording:

Presentation pertaining to the authority and duties of the DAC, open meeting, and conflict of interest laws.

Motion:

None

Background:

None

Financial Impact Statement:

None

ATTACHMENTS:

Click to download

- ☐ [Ordinance 2014-14](#)
- ☐ [DAC Old vs. New](#)

External Attachment Links:

Meeting Requirements:

Powerpoint	Video	White Board	Other
------------	-------	-------------	-------

Presentation Speaker Names (spelling and titles for TV captions):

ORDINANCE 2014-14

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF SURPRISE, ARIZONA, REPEALING CHAPTER 2, ARTICLE VIII, BOARDS, COMMITTEES AND COMMISSIONS; REPEALING CHAPTER 101, ARTICLE II, PLANNING AND ZONING COMMISSION; REPEALING CHAPTER 105, ARTICLE II, DIVISION 2, BUILDING AND CONSTRUCTION REVIEW BOARD; REPEALING CHAPTER 122, ARTICLE XIII, AUTHORITATIVE BODIES; AND ADOPTING CHAPTER 2, ARTICLE VIII, BOARDS, COMMISSIONS AND COMMITTEES.

WHEREAS, the Mayor and Council have the authority to establish boards, commissions, and committees;

WHEREAS, the Mayor and Council desire to remove redundancies in the municipal code and establish improved uniform regulations for its public bodies to increase public participation in those public bodies;

WHEREAS, the Mayor and Council have determined that certain of its public bodies are not necessary as set forth in current code;

WHEREAS, the Mayor and Council desire to facilitate coordination of effort between Council, its public bodies, and City staff; and

WHEREAS, the Mayor and Council desire to clarify and establish the powers, duties, roles, and operating procedures of its public bodies for the betterment of the City.

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

Section 1. Surprise Municipal Code Chapter 2, Article VIII, Boards, Committees, and Commissions is hereby **repealed in its entirety**, and specifically sections:

- 2-295. By-laws,
- 2-296. Selection,
- 2-297. Community Development Block Grant Advisory Commission,
- 2-298. Disability Advisory Commission,
- 2-299. Arts and Cultural Advisory Commission,
- 2-300. Community and Recreation Advisory Commission,
- 2-301. Teen Advisory Commission,
- 2-302. Planning and Zoning Commission,
- 2-304. Tourism Advisory Commission,
- 2-305. Surprise Youth Leadership Commission (SYLC)

Section 2. Surprise Municipal Code Chapter 101, Article II, Planning and Zoning Commission, is hereby **repealed in its entirety**, and specifically sections:

- Section 101-19, Establishment

Section 3. Surprise Municipal Code Chapter 105, Article II, Division 2, Building and Construction Review Board, is hereby **repealed in its entirety**, and specifically sections:

- 105-54. Established
- 105-55. Members
- 105-56. Duties
- 105-57. Adoption of rules
- 105-58. Appeals to the board
- 105-59. Court review
- 105-60. Enforcement
- 105-61. Fees

Section 4. Surprise Municipal Code Chapter 122, Article XIII, Authoritative Bodies, is hereby **repealed in its entirety**, and specifically sections:

- 122-166. City Council
- 122-167. Planning and Zoning Commission
- 122-168. Board of Adjustment
- 122-169. Building and construction review board
- 122-171. Administrative staff
- 122-172. Administrative liability

Section 5. The sections of the Surprise Municipal Code are hereby created as set forth in Exhibit A.

PASSED AND ADOPTED this _____ day of _____, 2014.

Sharon R. Wolcott, Mayor

Attest:

Approved as to form:

Sherry Aguilar, City Clerk

Misty Leslie, City Attorney

Ordinance 2014-14

Exhibit A

Chapter 2 Administration

Article VIII Boards, Commissions, and Committees.

2-290. Definitions. As used in Chapter 2, Article VIII, Boards, Commissions, and Committees, the following terms will have the meaning set forth in this section:

(a) “Board” means a permanent body created by city council with the authority to make decisions that are not referred to city council.

(b) “Commission” means a permanent body created by city council with the authority and primary purpose of which is to make recommendations to city council or staff.

(c) “Council committee” or “committee” means a temporary body created by city council for a limited purpose, the existence of which lasts until the purpose of the body has been fulfilled. Committee under this section does not mean or include subcommittees created pursuant to section 2-40 of this Code.

(d) “Majority” for purposes of any action taken by a public body means, unless otherwise specified, more than half of the members present at a meeting.

(e) “Membership” means filled seats or positions on a public body but does not include vacancies.

(f) “Public body” or “body” means a city council created board, commission or committee.

(g) “Quorum”, unless otherwise specified, means the majority of membership of a public body.

(h) “Regular meeting” means meetings held pursuant to an annual meeting calendar adopted by the body pursuant to Section 2-295(12).

2-291. Formation.

(a) Boards and commissions must be formed by ordinance, approved by the majority of city council at a properly noticed public meeting.

(b) Council committees must be formed by resolution approved by the majority of city council at a properly noticed public meeting.

(c) An ordinance or resolution creating a public body must include:

- 1) A statement describing the purpose or mission of the body;
- 2) A description of the powers of the body;
- 3) Any membership and residency requirements of the body; and

- 4) A statement of applicable bylaws of the body to the extent the bylaws contained in Section 2-295 do not apply.

2-292. City Credentials.

No public body will be provided any city identification, including business cards, except the Planning and Zoning Commission who may be provided city credentials as deemed appropriate by the city manager.

2-293. Consolidated Meetings.

- (a) For the purposes of this section, “consolidated meeting” means a joint meeting of two or more public bodies for the purpose of joint discussion, education, recognition, or similar business.
- (b) At least once per calendar year, a consolidated meeting of all public bodies will be held at a time and place to maximize attendance by members of the public bodies. During the annual consolidated meeting:
 - 1) Participation in a city council public body will be recognized; and
 - 2) The chairperson of each public body will be given the opportunity to provide an update of the body’s activities and anticipated activities.
- (c) City council may, by motion approved by majority vote, refer any item, question, or topic to a consolidated meeting consisting of two or more of its public bodies.
- (d) The city manager will act as staff liaison for all consolidated meetings.

2-294. (Reserved).

2-295. Bylaws.

All public bodies of the city will operate under the following set of bylaws except as otherwise stated in this Code or in the resolution or ordinance creating the body:

- (1) *Offices.* The principal office of every public body will be the Surprise City Hall.
- (2) *Number.* Each body will consist of seven persons.
- (3) *Member Qualifications, Generally.*
 - (a) Each member of the body must be a resident of the city and must remain so during the term of appointment.
 - (b) Persons may serve on no more than two public bodies concurrently, but may not serve on a body that reviews, considers, or is made recommendations by, a body on which the same member serves. For example, a member of the

Planning & Zoning Commission cannot also serve on the Board of Adjustment & Construction Review.

- (c) Individuals related by marriage, blood, or adoption, may not serve on the same public body.
- (d) Employees may not serve as members of any public body.
- (e) No city council member may serve as a member of any City public body other than city council.

(4) *Selection.* Selection and appointment for all vacancies will be in accordance with Section 2-296. In the event of the death, resignation, or removal of any member, a new member will be appointed to serve the unexpired portion of the term vacated, using the selection process described in Section 2-296. For purposes of this section, resignations must be in writing and are effective upon delivery to the city clerk.

(5) *Volunteer Service.* Each member of every public body serves on a voluntary basis and is not entitled to receive any compensation or benefits from the city for time spent or service performed as a member of a public body.

(6) *Term of Appointment.* Voting members will be appointed to staggered terms of four years, which will expire on June 30th of odd numbered years, with no term limits. The initial term of the majority of members will be a four-year term, and the minority of members a two-year term. Each subsequent term will be four years. The initial terms will be effective immediately, but end on June 30th. Each subsequent term will commence on July 1st.

(7) *Political Activity.* No member of a public body may use membership on the body to advocate, campaign, or influence the outcome of an election. Any member running for local elected office must resign at the time the member files a nomination paper. Violation of this section will be promptly referred to city council, and the member may be removed from the public body.

(8) *Attendance.* If any member of a public body is absent from three consecutive meetings or five meetings in any six month period, or repeatedly fails to respond to contact from city staff regarding body activity, the matter will be promptly referred to city council for action which may include removal of the member. Attendance by a member must be in person; attendance by telephone is not permitted.

(9) *Removal.* Body members serve at the pleasure of city council and may be removed with or without cause by a majority vote of city council. The decision of city council is final and not appealable. At the time of removal, city council may establish a period during which the removed member is ineligible for reappointment to one or more public bodies.

(10) *Powers, duties, and responsibilities.*

- (a) Each public body has the powers, duties and responsibilities described in the resolution or ordinance creating the body.
- (b) Each public body may consider, and make recommendations regarding, any item specifically referred to the body by city council.
- (b) Public bodies may not create, appoint, or authorize any subcommittees or working groups unless specifically authorized in the resolution or ordinance creating the public body.
- (c) Actions formulated or submitted by any commission or committee are advisory and are not binding on the city, city council, or city staff. Recommendations made to city council by any public body are advisory only and are not binding on city council.

(11) *Chair/Vice-Chair; Elections.*

- (a) Each body must elect a chair and vice-chair each July from among its members.
- (b) The vice-chair will act as chair in the chair's absence. In the absence of the chair and vice-chair, the body members in attendance must select a member to act as the chair for that meeting.
- (c) Any vacancy for chair or vice-chair, as may occur for any reason, must be filled from the body membership at the next meeting where a quorum of the body is present.
- (d) The chair or vice-chair may be removed from their positions as chair or vice-chair at any time by a three-fourths majority vote of the membership.
- (e) The chair will preside at all meetings of the body, decide all points of order and procedure, and perform any duties required by law, ordinance, or resolution.
- (f) The chair has the right to vote on all matters before the body and the right to make or second motions in the absence of a motion or a second made by another member.

(12) *Meetings.*

- (a) Regular meetings will be held as needed, but no less than once a year.
- (b) Special meetings may be called by or at the request of the city manager or chair.

(c) Each body must establish an annual schedule for regular meetings designating the time, date and location for such regular meetings.

(d) Meetings must be held at a time and place designed to maximize public engagement in the business before the body. Regular meetings must be held in city hall at 6:00 p.m. unless otherwise designated in the annual schedule.

(13) *Notice of Meetings.* Meetings must be conducted in full compliance with Arizona Open Meeting Law, and material for the agenda delivered to the city clerk no later than 5 business days prior to the meeting date. Items on the agenda must be limited to items in furtherance of the body's purpose and mission.

(14) *Quorum.* No action may be taken at any meeting in the absence of a quorum, except the taking of attendance and action to adjourn the meeting to a subsequent date.

(15) *Order of Business.*

(a) Meetings will generally be conducted consistent with Robert's Rules of Order, unless other procedural rules are adopted by city council.

(b) When a specific agenda item is open for public comment by the chair, members of the public may speak to an item under consideration upon being recognized by the chair and stating their name and address and the names of the persons on whose behalf they are appearing. Generally, matters of a personal nature such as employee discipline, disability, or retirement, should not be open for public comment.

(16) *Voting.*

(a) Each member attending a meeting is entitled to one vote. The minutes of the proceedings will indicate the vote of every member on every matter acted upon and will indicate any absence or failure to vote.

(b) Each member must disqualify themselves and abstain from participating in the deliberation and voting whenever the member has a conflict of interest on the item under consideration, as described and provided for in Arizona Revised Statutes.

(17) *Retention of Files.* The official records of every public body will include the agendas and minutes of meetings, must be deposited with the city clerk's office, and will be available for public inspection during regular office hours in accordance with state law.

(18) *Staff Liaison; Minutes.* The city manager will appoint a staff liaison and ensure staff attendance at meetings of every public body, as necessary, for the purpose of taking minutes and/or audio recordation of the meeting. Minutes will comply with the Arizona Open Meeting Law.

(19) *Legal Counsel.* The city attorney will act as legal counsel to every public body and will attend meetings as necessary.

(20) *Duration.* Each public body will remain in place until such time as city council elects to dissolve the body.

2-296. Member Selection and Replacement Process.

The following process will apply to all openings or vacancies for appointment to a public body, unless otherwise indicated in the ordinance or resolution creating the body:

(a) *Application Process*

- (1) Upon notice of a vacancy, the city clerk will promptly notify the nominations committee chair, and post all vacancies on the city website. Vacancies will also be posted at all designated posting locations, no later than 3 business days after a vacancy is created and continue such posting until the position is filled.
- (2) The city clerk will maintain and distribute applications to all persons interested in being a member of a public body.
- (3) All persons, including current members seeking re-appointment, interested in becoming a member of a public body must submit an application to the city clerk's office. Only applications received by the city clerk's office may be considered for body vacancies. Members with expiring terms who submit a timely application will automatically be nominated for reappointment unless the nominations committee objects to reappointment. Notice of the nominations committee's objection for reappointment will be provided to the member no less than ten business days after referral by the city clerk.
- (4) All applications will be accepted on an open rolling basis and will be maintained as an active application for four years.

(b) *Boards and Commissions Nominations Committee.*

- (1) The mayor will designate one city council member to serve as the chair of the nominations committee, who will serve on an ongoing basis until such time as the mayor makes a new designation.
- (2) The chair will select two additional city council members to serve on the nominations committee. At the discretion of the chair, the chair or designee of the respective public body may also serve on the nominations committee.
- (3) The nominations committee will interview all qualified applicants. All applicants will be asked the same questions in order to ensure that a fair assessment can be made of each applicant; however, additional questions may be asked for purposes of clarification after the standard questions have been asked.

- (4) The committee will submit the names of qualified applicants selected for nomination to a public body to the city clerk on an agenda action form.

(c) *Appointment.*

- (1) The city clerk will place the nomination for appointment on the agenda for the next available regular city council meeting and provide the nominees with the date, time, location and any other appropriate information regarding the city council meeting at which their possible appointment will be discussed.
- (2) Appointment of any nominee requires an affirmative vote by a majority of city council in attendance at a properly noticed city council meeting.
- (3) The city clerk will swear in all newly appointed members prior to acting in the capacity as a body member.

2-297. Public Safety Personnel Retirement System Local Board.

- (a) *Bylaws.* Unless otherwise delineated within this section, the bylaws contained in Section 2-295 apply.

(b) *Composition.* The board will be comprised of:

- (1) The Mayor, or designee, who will serve as chairperson. Any designee must be approved by city council.
- (2) Two employees selected by secret ballot from the applicable membership ("elected members").
- (3) Two residents appointed by the Mayor and approved by city council ("resident members").

- (c) *Separate Bodies.* A separate local board will exist for fire and police related matters. The chairperson and resident members will serve for both bodies. The elected members will serve on their respective boards.

- (d) *Term.* Terms of members other than the chairperson, will be staggered four year terms with one elected member and one resident member serving an initial term ending two years after appointment and the other members serving a term ending four years after appointment. All other provisions in Section 2-295 (6), not inconsistent with this section, will apply.

- (e) *Meetings.* The local board will meet at least twice per year.

- (f) *Powers, duties and responsibilities.* The local board will have the powers and duties set forth in Arizona Revised Statute 38-847(D) and (E).

2-298. Disability Advisory Commission.

- (a) *Mission.* To promote quality of life, accessibility and equity in all aspects related to the city on behalf of and in cooperation with the residents of Surprise who experience disabilities.
- (b) *Bylaws.* Unless otherwise delineated within this section, the bylaws contained in Section 2-295 apply.
- (c) *Composition.* Disability advisory commission membership must include at least four persons that experience a disability. For purposes of this section, disability means a physical or mental condition that limits the person's movements, activities or senses.
- (d) *Powers, duties and responsibilities.* The commission will:
 - (1) Advocate for compliance with the Americans with Disabilities Act, and other similar federal and state laws, and voluntary participation in the removal of barriers, and to improve accessibility, working with local businesses, public facilities, housing, employers, and public amenities.
 - (2) Evaluate the effectiveness of accessibility to public transportation, and provide feedback to city council, staff, and other city public bodies.
 - (3) Increase community awareness on the capabilities, needs, and issues facing the disabled within the community.
 - (4) Engage the disabled community in the city on issues such as emergency preparedness, and available services and programs.
 - (5) Publicly recognize the efforts of employers, businesses, schools, organizations, individuals and others who have developed outstanding support programs or proactively achieved/sought accessibility, employment, communications and services for city residents with disabilities.

2-299. Arts and Cultural Advisory Commission.

- (a) *Mission.* To spur cultural growth through education and advocacy, and to assist the city to create and implement a plan for the placement of public art within the community.
- (b) *Bylaws.* Unless otherwise delineated within this section, the bylaws contained in Section 2-295 apply.
- (c) *Composition.* Members will represent a cross section of stakeholders in the community, including local artists.
- (d) *Powers, duties and responsibilities.* The commission will:

- (1) Develop and present to city council an Art Master Plan that will identify suitable art projects for city buildings or property, including location, and size.
- (2) Recommend a method or methods for competitive selection of art objects for display, including partnerships with third parties.
- (3) Recommend procedures for the selection, acquisition, placement, display, rotation and deaccessioning of public art.
- (4) Recommend an Art in Private Development program, outlining requirements for the inclusion of public art in development projects.
- (5) Serve as arts advocates through art awareness activities.

Sec. 2-300. Community and Recreation Advisory Commission.

- (a) *Mission.* To act as advisor to the city council on matters pertaining to the city's parks, facilities, recreation programs, special events, library operations and open space development.
- (b) *Bylaws.* Unless otherwise delineated within this section, the city community and recreation advisory commission will operate under the generally applicable bylaws contained in Section 2-295.
- (c) *Composition.* Members will represent a cross section of stakeholders in the community, including residents with experience in real estate, business, finance, education, and parents. In addition, up to three delegates from the Surprise Youth Council will act as non-voting members.
- (d) *Powers, duties and responsibilities.* The commission will:
 - (1) Provide general advice on parks, recreation and library issues, including the Park and Trails Master Plan.
 - (2) Make recommendations to city council on design plans for recreation projects the funding of which has been approved or the design is necessary to procure funding.

2-301. Planning and Zoning Commission.

- (a) *Mission.* To promote the health, safety, and beauty of the community, and secure growth and development within the City in conformance with the General Plan.
- (b) *Bylaws.* Unless otherwise delineated within this Section, the bylaws contained in Section 2-295 apply.

(c) *Composition.* Members will represent a cross section of stakeholders in the community, including different professions or occupations, so as to constitute as much as possible equal representation for all areas within the city.

(d) *Powers, duties and responsibilities.* The commission will:

- (1) Recommend to city council a General Plan, specific plans, and amendments thereto;
- (2) Review, decide, and make recommendations to city council on matters as set forth in the development code, or as otherwise set forth in this Code.
- (3) Review and make recommendations to city council regarding design guidelines;
- (4) Review development applications for consistency with applicable zoning and design standards, consistent with the development code.
- (5) Review and make recommendations to city council regarding the classification of parcels of land from one zoning district to another, the adoption or modification of the zoning map, and text amendments to the development code.
- (6) Review and make recommendations to city council regarding regulations and restrictions concerning the erection, construction, reconstruction, alteration, repair, or use of buildings, structures, or land.
- (7) Make recommendations to city council on policy matters regarding the interpretation, enforcement, and administration of the development code.
- (8) Make recommendations in all matters pertaining to the use of United States Department of Housing and Urban Development grant funding programs and other community support grant funding programs.

(e) All regular meetings of the Planning and Zoning Commission will be televised when reasonably feasible.

2-302. Board of Adjustment and Construction Review.

(a) *Mission.* To hear and decide requests for variances from zoning regulations, and appeals of decisions of the administrative authority.

(b) *Bylaws.* Unless otherwise delineated within this section, the bylaws contained in Section 2-295 apply.

(c) *Composition.* The board will consist of 7 members. At least 2 members must be a homebuilder or contractor (building, plumbing, mechanical, electrical or fire protection), but do not have to be residents of the City of Surprise. The remaining 5 members will represent a cross section of stakeholders in the community, including

different professions or occupations, so as to constitute as much as possible equal representation for all areas within the city.

(d) *Powers, duties and responsibilities.*

- (1) When acting in its role as a board of adjustment, as provided by the Arizona Revised Statutes, the board will hear and decide requests for variances from zoning regulations, appeals of zoning administrator decisions, and such other powers as may be granted by city council.
- (2) When acting in its role as a construction review board, the board will hear and decide appeals of orders, decisions or determinations made by the building official concerning the application, interpretation, and enforcement of the adopted technical codes. The board is authorized to approve an alternate material or method of construction to that required by the relevant adopted codes, provided the board finds that the proposed design is satisfactory, complies with the intent of the requirements of the codes, and the material, method, or work to be provided meets the intended purpose and is at least the equivalent to that prescribed in the codes in quality, strength, effectiveness, fire resistance, durability, and safety. The board has no authority to waive or amend the requirements of any technical code adopted by the City.
- (3) The board may adopt all rules and procedures necessary or convenient for the conduct of its business.

(e) *Appeals to the Board.*

- (1) Appeals to the board may be taken by any person, or by any officer, department, board, or commission of the city affected by the decision being appealed. Such appeal must be taken within 30 calendar days of the date of the determination being appealed by filing with the city manager a notice of appeal specifying the grounds for the appeal. The city manager will determine if the request is within the authority of the board and respond to the request in writing within ten working days.
 - (2) If the appeal is taken, the administrative authority will forthwith transfer to the board all of the documents and exhibits constituting the record upon which the appealed action is taken. The board will hear the appeal at the next regularly scheduled meeting, but not later than 60 calendar days from the notice of appeal. The board will render all decisions and findings in writing to the appellant with a duplicate copy to the administrative authority.
 - (3) The board is authorized to overturn, uphold, or modify a determination of the administrative authority, and has the same authority as the official in so doing.
- (f) *Court Review.* Any person aggrieved by the decision of the board, whether or not a previous party to the decision, or any municipal officer or official department of the city may, at any time within 30 calendar days after the filing of the board's decision in

the office of the city clerk, file an appeal in writing with the Maricopa County Superior Court by following the methods of appeal or review procedures in Arizona as set forth by the applicable statutes of the State of Arizona.

- (g) *Enforcement.* The city is authorized to enforce decisions of the board or, upon successful review, of the Superior Court.

2-303. Tourism Advisory Commission.

- (a) *Generally.* Unless otherwise delineated within this section, the tourism advisory commission shall operate under the generally applicable bylaws contained in Section 2-295 and member selection and replacement under Section 2-296.

- (b) *Purpose statement.* The purpose of the tourism advisory commission is a partnership of public and private interests whose mission is to build a strategic plan, promote, and market tourism for the City of Surprise. The advisory commission will advance the economic activity of tourism by working with all stakeholders to develop a sustainable industry, resulting in significantly increased numbers of visitors to Surprise.

- (c) *Composition.* Tourism advisory commission general membership shall include members as follows:

- (1) Two representatives of the hotel industry;
- (2) Two representatives of the restaurant industry;
- (3) Two at large members;
- (4) One person representing the Chamber of Commerce.

All voting members shall be residents of the city, or own a business within the municipal city limits, or an employee of a business within the municipal city limits and remain so during their terms of office.

- (d) *Powers, duties and responsibilities.* The tourism advisory commission will make recommendations to city council and city staff regarding:

- (1) Tourism product:
 - a. To develop a tourism strategy that is applicable to the City of Surprise with quantifiable results;
 - b. To identify and encourage new tourism development opportunities as they arise;
 - c. To analyze events that will contribute to the increased number of visitors;

- d. To evaluate and potentially plan for a visitors' center either stand alone, co-located with another entity or with others in the West Valley;
- e. To develop a City of Surprise Tourism Web Site

(2) Marketing and markets:

- a. To increase a positive visitor experience leading to increased expenditures, longer visits and repeat visits;
- b. Create a comprehensive marketing and promotion strategy.

(3) Stewardship:

- a. Engage in a frank self-evaluation of the performance of the strategy developed;
- b. Address business, community development and governmental strategies which affect the implementation of the Surprise Strategy;
- c. Recommend new revenue sources to fund activities;
- d. Take advantage of grants to fund events and programs.

Disability Advisory Commission	
Old	New
Purpose: To promote quality of life, accessibility and equity in all aspects related to the city on behalf of and in cooperation with the residents of Surprise who experience disabilities. Powers & Duties: (1) Prepare an annual strategic plan. (2) Advise the city council, on issues of access, representation, employment, housing and quality of life affecting the city residents with disabilities and their respective families. (3) Serve as a resource for city residents with disabilities and their families to express concerns regarding issues affecting them. (4) Publicize to city residents the role of the disability advisory commission and resources available to assist city residents with disabilities, employers, housing representatives, business owners, engineers, architects and others who have a role in bettering the life of city residents. (5) Promote awareness to the general public on the capabilities, needs and desires of city residents with disabilities. (6) Publicly recognize the efforts of employers, businesses, schools, organizations, individuals and others who have developed outstanding support programs or proactively achieved/sought accessibility, employment, communications and services for city residents with disabilities. (7) Serve as an advocate for accessibility issues and recommend plans and projects to improve services for city residents with disabilities. (8) Review and recommend plans and projects for advocating services for city residents with disabilities. (9) For the purposes of informal education, provide information to help address the issues and concerns of city residents with disabilities; this may include on-site visits, training classes and seminars. Upon request, the disability advisory commission shall provide information, materials and consultation regarding city resident concerns and complaints.	Mission. To promote quality of life, accessibility and equity in all aspects related to the city on behalf of and in cooperation with the residents of Surprise who experience disabilities. Powers, duties and responsibilities. The commission will: (1) Advocate for voluntary participation in the removal of barriers, and to improve accessibility, to businesses, public facilities, housing, employers, and public amenities. (2) Evaluate the effectiveness of accessibility to public transportation, and provide feedback to city council, staff, and other city public bodies. (3) Increase community awareness on the capabilities, needs, and issues facing the disabled within the community. (4) Engage the disabled community in the city on issues such as emergency preparedness, and available services and programs. (5) Publicly recognize the efforts of employers, businesses, schools, organizations, individuals and others who have developed outstanding support programs or proactively achieved/sought accessibility, employment, communications and services for city residents with disabilities.

(10) Advise on key concerns, deficiencies and those improvements that can help to ensure alignment of the city with the applicable requirements of the ADA. Specific areas of responsibility for review and input include, but are not limited to the following: a. Title I and title II compliance within the city as an organization/employer (including policies, procedures and current services and programs). b. Annual ADA compliance plan/self-evaluation process. c. Design review process for public facilities. d. Applicable title III responsibilities for the city as an organization/employer. e. Identification of current/existing barriers to the disabled within the community. (11) Prepare each year, and at such other times as directed by the council, an annual report to the mayor and city council of its activities during the preceding year.	
--	--



CITY OF SURPRISE
Disability Advisory Commission

February 18, 2015 @ 6:00:00 PM

+ [Back](#) [Print](#)

Board Meeting Date:	February 18, 2015	Contact Person:	Chair Yaeger
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	Approve		

Consent	Regular	x	Public Hearing	Report/Discussion
---------	---------	---	----------------	-------------------

Agenda Wording:

Discussion and possible action to assign strategic focus areas of interests to Commissioners.

Motion:

Motion to approve strategic focus areas of interest assignments.

Background:

This item was requested to be placed on the Agenda by Chair Yaeger.

Financial Impact Statement:

Unknown

ATTACHMENTS:

[Click to download](#)

No Attachments Available

External Attachment Links:

Meeting Requirements:

Powerpoint	Video	White Board	Other
------------	-------	-------------	-------

Presentation Speaker Names (spelling and titles for TV captions):



CITY OF SURPRISE
Disability Advisory Commission

February 18, 2015 @ 6:00:00 PM

+ [Back](#) [Print](#)

Board Meeting Date:	February 18, 2015	Contact Person:	Chair Yaeger
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	Approve		

Consent	Regular	x	Public Hearing	Report/Discussion
---------	---------	---	----------------	-------------------

Agenda Wording:

Discussion pertaining to the City's Mediation Program and incorporation into the DAC's mission and goals.

Motion:

Background:

This item was requested to be placed on the Agenda by Chair Yaeger.

Financial Impact Statement:

Unknown

ATTACHMENTS:

[Click to download](#)

No Attachments Available

External Attachment Links:

Meeting Requirements:

Powerpoint	Video	White Board	Other
------------	-------	-------------	-------

Presentation Speaker Names (spelling and titles for TV captions):



CITY OF SURPRISE
Disability Advisory Commission

February 18, 2015 @ 6:00:00 PM

[Back](#) [Print](#)

Board Meeting Date:	February 18, 2015	Contact Person:	Chair Yaeger
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	☒	Public Hearing	Report/Discussion
---------	---------	-------------------------------------	----------------	-------------------

Agenda Wording:

Discussion pertaining to the DAC Customer Service Survey.

Motion:

None

Background:

This item was discussed at the 12/3/2014 Special Meeting. Clarification is needed regarding the five bullet points of DAC's mission and staff's role. This item was requested to be placed on the Agenda by Chair Yaeger.

Financial Impact Statement:

None

ATTACHMENTS:

[Click to download](#)

No Attachments Available

External Attachment Links:

Meeting Requirements:

Powerpoint	Video	White Board	Other
------------	-------	-------------	-------

Presentation Speaker Names (spelling and titles for TV captions):



CITY OF SURPRISE
Disability Advisory Commission

February 18, 2015 @ 6:00:00 PM

+ [Back](#) [Print](#)

Board Meeting Date:	February 18, 2015	Contact Person:	Chair Yaeger
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	x	Public Hearing	Report/Discussion
---------	---------	---	----------------	-------------------

Agenda Wording:

Discussion regarding Town of Huntington Article discussing a program where volunteers participate in parking control.

Motion:

Background:

Financial Impact Statement:

None

ATTACHMENTS:

Click to download

☐ [Article](#)

External Attachment Links:

Meeting Requirements:

Powerpoint	Video	White Board	Other
------------	-------	-------------	-------

Presentation Speaker Names (spelling and titles for TV captions):

Volunteers patrol to report illegal parking in Huntington

Newsday: Thursday July 24, 2014 9:50 AM By Deborah S. Morris

Motorists in Huntington thinking about parking in a handicapped zone without a placard, or in a fire zone at all, think again. The Town of Huntington has a group of volunteers who patrol area parking lots in search of drivers who park illegally. They photograph the violators and mail the evidence to town's public safety department, which investigates. If town records do not turn up a permit associated with the vehicle, violators are mailed a notice of the fine: \$230. The town gets \$200 and the state the rest.

"The trained parking enforcement volunteers have proved to be invaluable in helping ensure that handicap spaces are available for those who need them and that fire zones are kept clear for emergencies," Town Supervisor Frank Petrone said.

The Handicapped Parking Enforcement Program was started in 1982. The town has 18 volunteers, many of whom are handicapped. Police and public safety officers in the town also issue summonses to violators. With each conviction, the volunteers receive \$5 to cover the cost of gas.



CITY OF SURPRISE
Disability Advisory Commission

February 18, 2015 @ 6:00:00 PM

+ [Back](#) [Print](#)

Board Meeting Date:	February 18, 2015	Contact Person:	Commissioner Stutzman
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	x	Public Hearing	Report/Discussion
---------	---------	---	----------------	-------------------

Agenda Wording:

Discussion regarding recent Fair Housing presentation by Commissioner Stutzman.

Motion:

None.

Background:

Financial Impact Statement:

None.

ATTACHMENTS:

[Click to download](#)

No Attachments Available

External Attachment Links:

Meeting Requirements:

Powerpoint	Video	White Board	Other
------------	-------	-------------	-------

Presentation Speaker Names (spelling and titles for TV captions):



CITY OF SURPRISE
Disability Advisory Commission

February 18, 2015 @ 6:00:00 PM

+ [Back](#) [Print](#)

Board Meeting Date:	February 18, 2015	Contact Person:	Commissioner Jess
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	☒ x	Public Hearing	Report/Discussion
---------	---------	---------------------------------------	----------------	-------------------

Agenda Wording:

Discussion and action pertaining to submission of an article to the Sun City Grand Publication.

Motion:

I move to approve the article for submission to Sun City Grand Publication.

Background:

Financial Impact Statement:

None.

ATTACHMENTS:

[Click to download](#)

No Attachments Available

External Attachment Links:

Meeting Requirements:

Powerpoint	Video	White Board	Other
------------	-------	-------------	-------

Presentation Speaker Names (spelling and titles for TV captions):



CITY OF SURPRISE
Disability Advisory Commission

February 18, 2015 @ 6:00:00 PM

[Back](#) [Print](#)

Board Meeting Date:	February 18, 2015	Contact Person:	Commissioner Jess
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	☒ x	Public Hearing	Report/Discussion
---------	---------	---------------------------------------	----------------	-------------------

Agenda Wording:

Discussion and action pertaining to the nomination and presentation of an Above & Beyond Award to QT Stations.

Motion:

Motion to approve the nomination of the "Above & Beyond" award to the QT Stations in the City of Surprise for installing prohibited parking signs.

Background:

Financial Impact Statement:

None.

ATTACHMENTS:

[Click to download](#)

No Attachments Available

External Attachment Links:

Meeting Requirements:

Powerpoint	Video	White Board	Other
------------	-------	-------------	-------

Presentation Speaker Names (spelling and titles for TV captions):



CITY OF SURPRISE
Disability Advisory Commission

February 18, 2015 @ 6:00:00 PM

+ [Back](#) [Print](#)

Board Meeting Date:	February 18, 2015	Contact Person:	Commissioner Stutzman
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	x	Public Hearing	Report/Discussion
---------	---------	---	----------------	-------------------

Agenda Wording:

Discussion and action finalizing the purchase and distribution of DAC promotional items.

Motion:

Motion to approve finalizing DAC promotional items.

Background:

Financial Impact Statement:

The item was approved in the FY2015 human resources operational budget for boards and commissions with a total budget amount of \$800.

ATTACHMENTS:

[Click to download](#)

No Attachments Available

External Attachment Links:

Meeting Requirements:

Powerpoint	Video	White Board	Other
------------	-------	-------------	-------

Presentation Speaker Names (spelling and titles for TV captions):



CITY OF SURPRISE
Disability Advisory Commission

February 18, 2015 @ 6:00:00 PM

+ [Back](#) [Print](#)

Board Meeting Date:	February 18, 2015	Contact Person:	Lynda Davis
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	x	Public Hearing	Report/Discussion
---------	---------	---	----------------	-------------------

Agenda Wording:

Approval of the December 3, 2014 DAC Special Meeting Minutes.

Motion:

I move to approve the December 3, 2014 DAC Special Meeting Minutes.

Background:

Financial Impact Statement:

None.

ATTACHMENTS:

Click to download

☐ [12/3/14 Minutes](#)

External Attachment Links:

Meeting Requirements:

Powerpoint	Video	White Board	Other
------------	-------	-------------	-------

Presentation Speaker Names (spelling and titles for TV captions):



City of Surprise
Special Disability Advisory Commission (DAC)
Wednesday, December 3, 2014 – 6:00 P.M.
Surprise City Hall – Council Overflow Rm.
16000 N. Civic Center Plaza
Surprise, Arizona 85374

MINUTES OF THE MEETING

CALL TO ORDER

Chair Yaeger called the meeting to order at the Surprise City Hall, Council Overflow Rm., 16000 N. Civic Center Plaza, Surprise, Arizona 85374, on Wednesday, December 3, 2014 at 5:57 pm.

Vice Chair Hernandez left the meeting at 7:45 pm.

Chair Yaeger suspended the meeting from 7:50 pm to 8:00 pm.

A. ROLL CALL

Also in attendance with Chair Yaeger were Vice Chair Hernandez and Commissioners Jess and Stutzman.

Chair Yaeger advises that the three vacancies are to be sworn in on December 16, 2014.

Staff in attendance: Ricka Gallagher, Risk Analyst; Lynda Davis, Sr. HR Analyst-ADA.

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS AND REPORTS

Vice Chair Hernandez had nothing to report.

Commissioner Stutzman reported:

- She attended the recent council meeting regarding the Disability Advisory Commission (DAC).
- She and Chair Yaeger attended the Health Fair.
- She presented at the City of Surprise Fair Housing Program.

Commissioner Jess reported:

- See Agenda Item #4.

Chair Yaeger reported:

- He attended the November 4, 2014, Council Work Session with Commissioner Jess regarding the Disability Advisory Commission (DAC).
- He and Commissioner Hernandez presented at the HOA Academy.
- He attended the Health Fair with Commissioner Stutzman.
- He and Vice Chair Hernandez were interviewed by Councilman Winters on October 21, 2014.
- Members of Boards and Commissions will be provided a City of Surprise badge.

D. STAFF REPORTS

Ms. Gallagher and Ms. Davis had nothing to report.

CALL TO THE PUBLIC

Chair Yaeger opened the call to the public. Having none, Chair Yaeger closed the call to the public.

CONSENT AGENDA

REGULAR AGENDA ITEM – NON-PUBLIC HEARING

Item #1: Presentation of the “Above & Beyond” Award to the Board of Directors of Happy Trails for installing six ADA accessible doors in the Happy Trails Resort and for updating the restrooms and shower room by the pool to be ADA accessible.

Chair Yaeger presented the “Above & Beyond” Award to the Happy Trails Board of Directors.

Item #2: Discussion and action pertaining to the nomination of the “Above & Beyond” award to the QT Stations in the City of Surprise for installing prohibited parking signs.

Board members will verify and follow up if the award(s) should be presented individually or collectively.

Commissioner Hernandez motioned to approve; seconded Commissioner Stutzman. Approved 4/0.

Item #3: Discussion and action pertaining to the content and dissemination of the DAC customer service survey.

Discussion held regarding the list of questions for the survey. All agree that the survey should focus on the five bullet points of DAC's mission and indicate, "What can DAC do for you"? The survey would be posted on the City of Surprise website or email/phone.

Board members requested that Ms. Gallagher contact the Communication's Department and inquire what the next process steps would be for implementation of the survey.

Commissioner Stutzman motioned to approve; seconded Chair Yaeger. Approved 4/0.

Item #4: Discussion and action pertaining to proposed article for submission in Sun City Grand publication to promote Disability Advisory Commission (DAC).

Commissioner Jess is to write a summary about the DAC for the Sun City Grand publication.

Commissioner Jess motioned to approve; seconded Vice Chair Hernandez. Approved 4/0.

Item #5: Discussion and action pertaining to selection and purchase of DAC promotional materials.

Discussion held regarding options for promotional items to be used at public events. Discussion followed on budget impacts and other promotional item possibilities and costs. Final choices will need to be presented to Council for funding approval.

Commissioner Jess motioned to approve; seconded Chair Yaeger. Approved 4/0.

Item #6: Discussion and action to appoint Chair & Vice Chair with terms ending June 30, 2015.

Chair Yaeger was re-appointed as Chair and Vice Chair Hernandez was re-appointed as Vice Chair.

Commissioner Stutzman motioned to approve; seconded Commissioner Jess. Approved 3/0. Chair Yaeger and Vice Chair Hernandez abstaining from voting on their respective position.

Item #7: Discussion regarding article submitted by Chair Yaeger regarding illegal parking in the Town of Huntington.

Chair Yaeger tabled this item to next meeting.

Item #8: Discussion and action pertaining to approval of the October 15, 2014 regular Disability Advisory Commission meeting minutes.

Chair Yaeger motioned to approve; seconded Commissioner Jess. Approved 3/0.

Item #9: Consideration and action of items to be placed on future agendas.

The following non-standing items will be placed on the January agenda:

- DAC steps and procedures for new Members (Yaeger)
- Fair Housing Program (Stutzman)
- Report regarding Sun City Grand Publication (Jess)
- Final Selection of Promotional Items (Stutzman)
- Town of Huntington Article (Yaeger)
- Strategic Plan Assignments (Yaeger)
- Above & Beyond" award to the QT Stations (Jess)

Item #10: Discussion and possible action to either cancel or hold December 17, 2014, Regular Meeting due to the holidays.

Discussion held to cancel December 17, 2014 Regular Meeting and hold next Regular Meeting on January 21, 2015.

Chair Yaeger motioned to approve; seconded Commissioner Jess. Approved 3/0.

OTHER BUSINESS

ADJOURNMENT

Hearing no further business, Chair Yaeger adjourned the meeting at 8:17 pm.

Lynda Davis

Lynda Davis, Sr. HR Analyst



CITY OF SURPRISE
Disability Advisory Commission

February 18, 2015 @ 6:00:00 PM

+ [Back](#) [Print](#)

Board Meeting Date:	February 18, 2015	Contact Person:	Lynda Davis
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	None		

Consent	Regular	☒ x	Public Hearing	Report/Discussion
---------	---------	---------------------------------------	----------------	-------------------

Agenda Wording:

Consideration and action pertaining to items to be placed on future agendas.

Motion:

Motion to approve items to be placed on future agendas.

Background:

Financial Impact Statement:

None.

ATTACHMENTS:

[Click to download](#)

No Attachments Available

External Attachment Links:

Meeting Requirements:

Powerpoint	Video	White Board	Other
------------	-------	-------------	-------

Presentation Speaker Names (spelling and titles for TV captions):