



CITY OF SURPRISE
Boards and Commissions Nominations Committee
16000 N. Civic Center Plaza
Surprise, AZ 85374

Monday, September 22, 2025 @ 2:00 PM
OVERFLOW CONFERENCE ROOM

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Boards and Commissions Nominations Committee

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 only on issues within the jurisdiction of the Board\Commission which are not an item 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.

CONSENT AGENDA:

- 1. Citywide Consideration and action to approve the minutes of the Boards & Commissions Nominations Committee meeting of May 13, 2025. City Clerk

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- 2. Citywide The Boards & Commissions Nominations Committee will conduct interviews for the following commissions: (1) Vacancy on the Audit Committee - Term Expiration June 30, 2027, (3) Vacancies on the Library Advisory Commission, (1) Vacancy of the Board of Trustees, (3) Vacancies on the Parks & Recreation Advisory Commission; (1) Vacancy on the Judicial Selection Advisory Commission; (1) Vacancy of the Veterans, Disability and Human Services Commission. City Clerk
- 3. Citywide The Boards & Commissions Nomination Committee will review applications for Appointment and/or Reappointment for the following: (1) Vacancy on the Audit Committee - Term Expiration June 30, 2027, (3) Vacancies on the Library Advisory Commission, (1) Vacancy of the Board of Trustees, (3) Vacancies on the Parks & Recreation Advisory Commission; (1) Vacancy on the Judicial Selection Advisory Commission; (1) Vacancy of the Veterans, Disability and Human Services Commission. City Clerk

- G. Other Business and Future Agenda Items
- H. Adjournment

POSTED: Thursday, September 18th, 2025 @ 3:15 PM

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



CITY OF SURPRISE
Boards and Commissions Nominations Committee

Council Meeting Date: September 22, 2025
Submitting Department: City Clerk
Staff Recommendations:

Contact Person:
District: Citywide

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

Agenda Wording:

Consideration and action to approve the minutes of the Boards & Commissions Nominations Committee meeting of May 13, 2025.

Motion:

I move to approve the minutes of the Boards and Commissions Nominations Committee meeting held on May 13, 2025.

Background:

Objective Analysis:

N/A

Policy Compliant:

Yes

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:

1. DRAFT 05132025 Nomination Committee Meeting_Minutes
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CITY OF SURPRISE
Boards and Commissions Nominations Committee
16000 N. Civic Center Plaza
Surprise, AZ 85374

Tuesday, May 13, 2025 @ 1:00 PM
OVERFLOW CONFERENCE ROOM
SUMMARY MINUTES

- A. Call To Order @ 1:02 pm
- B. Roll Call: **PRESENT: CHAIR NICK HANEY**
BOARDMEMBERS JOHNNY MELTON & EARLE GREENBERG
- C. Pledge of Allegiance led by Chair Haney
- D. Current Events and Reports - None
- E. Staff Reports – Clerk Kristi Passarelli provided an update on the interview schedule.
- F. Boards and Commissions Nominations Committee

CALL TO THE PUBLIC: No Members of the Public were present.

Staff present for interviews: Kelsey Lamphier, Library Director; Brent Bailey, Chair Parks & Rec Commission, Carol Holley, Audit Director.

CONSENT AGENDA:

Motion to approve the consent agenda by Boardmember Earle Greenberg; Seconded by Boardmember Johnny Melton.

VOTE: 3 YES 0 NO

- | | | | |
|----|----------|---|--|
| 1. | Citywide | Consideration and action to approve the minutes of the Boards & Commissions Nomination Committee meeting of March 17, 2025. | APPROVED
Kristi Passarelli
City Clerk |
|----|----------|---|--|

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|---|---------------------------------|
| 2. | Citywide | The Boards & Commissions Nominations Committee will conduct interviews for the following: (1) vacancy on the Audit Committee - Term Expiration June 30, 2027, (3) vacancies on the Library Advisory Commission, (1) vacancy on the Board of Trustees, (3) vacancies on the Parks & Recreation Advisory Commission. | Kristi Passarelli
City Clerk |
| 3. | Citywide | The Boards & Commissions Nominations Committee will review applications for the following: (1) vacancy on the Audit Committee - Term Expiration June 30, 2027, (3) vacancies on the Library Advisory Commission, (1) vacancy on the Board of Trustees, (3) vacancies on the Parks & Recreation Advisory Commission. | Kristi Passarelli
City Clerk |

The committee interviewed new applicants for the Audit Committee and applicants requesting reappointment for the Library and Parks & Recreation Advisory Commission. There were no recommendations made at this time. The City Clerk will schedule a future meeting to continue interviews for the vacancies and possible recommendations.

The committee recessed at 1:45pm and reconvened at 2:54pm. Boardmember Greenberg returned to the meeting at 3:02pm.

- G. Other Business and Future Agenda Items
 Chair Nick Haney made a motion to have the format for interviews updated to help streamline the process; Boardmember Johnny Melton seconded the request.

The committee gave direction to City Clerk to discuss how to proceed with potential updates to the process with legal counsel as there may be code updates required.

No further discussion

H. **Adjournment @ 3:38 PM**

Motion to adjourn by Boardmember Earle Greenberg
Seconded by Boardmember Johnny Melton

The minutes were prepared by Kristi Passarelli, City Clerk / Board Secretary

Committee Chair Nick Haney Date

ATTEST:

Kristi Passarelli, City Clerk Date



CITY OF SURPRISE
Boards and Commissions Nominations Committee

Council Meeting Date: September 22, 2025
Submitting Department: City Clerk
Staff Recommendations:

Contact Person:
District: Citywide

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

Agenda Wording:

The Boards & Commissions Nominations Committee will conduct interviews for the following commissions: (1) Vacancy on the Audit Committee - Term Expiration June 30, 2027, (3) Vacancies on the Library Advisory Commission, (1) Vacancy of the Board of Trustees, (3) Vacancies on the Parks & Recreation Advisory Commission; (1) Vacancy on the Judicial Selection Advisory Commission; (1) Vacancy of the Veterans, Disability and Human Services Commission.

Motion:

Background:

The term for these positions expired on June 30, 2025. The following 2 positions are currently vacant: Heavenly Clegg - Audit Committee (moved out of state) and Jamie Baker – Library Commission did not seek reappointment. The commissioners for all other positions have submitted applications for reappointment to the next term.

Objective Analysis:

Policy Compliant:

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:



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Boards and Commissions Nominations Committee

Council Meeting Date: September 22, 2025
Submitting Department: City Clerk
Staff Recommendations:

Contact Person:
District: Citywide

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

Agenda Wording:

The Boards & Commissions Nomination Committee will review applications for Appointment and/or Reappointment for the following: (1) Vacancy on the Audit Committee - Term Expiration June 30, 2027, (3) Vacancies on the Library Advisory Commission, (1) Vacancy of the Board of Trustees, (3) Vacancies on the Parks & Recreation Advisory Commission; (1) Vacancy on the Judicial Selection Advisory Commission; (1) Vacancy of the Veterans, Disability and Human Services Commission.

Motion:

N/A

Background:

All persons, including current members seeking reappointment, interested in becoming a member of a public body must submit an application to the city clerk's office and participate in a competitive selection process. Only applications received by the city clerk's office may be considered for body vacancies.

In its sole discretion, **the nomination committee may forego the competitive process** for particular board or commission vacancies when:

- a. One or more applications received are for reappointment and
 - b. The number of applications received is less than, or equal to the number of vacancies.
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Objective Analysis:

There are 2 vacancies where the commissioner did not submit an application for reappointment. Heavenly Clegg resigned from the Audit Committee due to a move out of state and Jamie Baker from the Library Commission did not seek reappointment. As of the term end date June 30, 2025, this position is vacant.

The other commissioners with the term expiration date of June 30, have submitted applications for reappointment and requests for interviews were made.

Policy Compliant:

In compliance with City Code, the City Clerk has made effort to schedule interviews for those seeking reappointment and to additional applicants interested in serving.

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:
