



CITY OF SURPRISE
Veteran, Disability and Human Service Commission
16000 N. Civic Center Plaza
Surprise, AZ 85374

Wednesday, November 12, 2025 @ 6:00 PM
COUNCIL CHAMBERS

- A. Call To Order
B. Roll Call
C. Pledge of Allegiance
D. Current Events and Reports
E. Staff Reports
F. Veterans, Disability and Human Services Commission

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:

REGULAR AGENDA ITEM - PUBLIC HEARING:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- 1. Citywide The City Clerk will administer the Oath of Office to Charles Manuel, who has been approved for reappointment to the Veterans, Disability & Human Services Commission for a four-year term, expiration on June 30, 2029. Human Svcs and Comm Vitality
2. Citywide Consideration and action pertaining to the October 8, 2025 Veterans, Disability & Human Services Commission meeting minutes. Human Svcs and Comm Vitality
3. Citywide Presentation and discussion pertaining to the Northwest Valley Veterans Association. Human Svcs and Comm Vitality
G. Other Business and Future Agenda Items
H. Adjournment

KRISTI PASSARELLI, CITY CLERK

POSTED: Friday, November 7th, 2025 @ 1:30 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**  
**Veteran, Disability and Human Service**  
**Commission**

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Council Meeting Date: November 12, 2025      Contact Person:  
Submitting Department: Human Svcs and Comm      District: Citywide  
Vitality  
Staff Recommendations:

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

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**Agenda Wording:**

The City Clerk will administer the Oath of Office to Charles Manuel, who has been approved for reappointment to the Veterans, Disability & Human Services Commission for a four-year term, expiration on June 30, 2029.

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**Motion:**

No motion required.

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**Background:**

Charles Manuel has been approved for reappointment to the Veterans, Disability & Human Services Commission for a four-year term, expiring on June 30, 2029.

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**Objective Analysis:**

To promote quality of life, accessibility and equity for all residents of Surprise, including those who are veterans or who experience disabilities, through cooperation with Surprise residents and any veterans, disability and human service organizations that serve the residents of Surprise.

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**Policy Compliant:**

This item is compliant with City and Council policy.

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**Financial Impact:**

None.

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**Budget Impact:**

None.

**FTE Impact:**

None.

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**ATTACHMENTS:**

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**CITY OF SURPRISE**  
**Veteran, Disability and Human Service**  
**Commission**

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Council Meeting Date: November 12, 2025      Contact Person:  
Submitting Department: Human Svcs and Comm      District: Citywide  
Vitality  
Staff Recommendations:

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

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**Agenda Wording:**

Consideration and action pertaining to the October 8, 2025 Veterans, Disability & Human Services Commission meeting minutes.

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**Motion:**

I move to approve the October 8, 2025 Veterans, Disability & Human Services Commission meeting minutes.

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**Background:**

N/A

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**Objective Analysis:**

N/A

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**Policy Compliant:**

This item is compliant with city and council policies.

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**Financial Impact:**

None

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**Budget Impact:**

None

**FTE Impact:**

None

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**ATTACHMENTS:**

1. 10.8.25 VDHS Commission Minutes - DRAFT
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**CITY OF SURPRISE  
VETERANS, DISABILITY, AND HUMAN SERVICES COMMISSION  
REGULAR MEETING MINUTES**

**October 8, 2025 | 6:00 PM  
City Council Chambers  
16000 N. Civic Center Plaza  
Surprise, AZ 85374**

**CALL TO ORDER:**

Chair Tree called the Veterans, Disability, and Human Services Commission meeting to order at 6:00 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on October 8, 2025.

**ROLL CALL**

In attendance were Chair Michael Tree, Vice-Chair Julie Kent-Partridge, Commissioners Dr. Gwen Maxfield, John Billcheck, Allison Wisniewski, Olivia Fryer and Charles Manuel.

**PLEDGE OF ALLEGIANCE**

**STAFF PRESENT:**

Community Initiatives Supervisor, Danielle Osborne and Administrative Specialist, Victoria Simmons.

**CURRENT EVENTS REPORT**

Chair Tree reported on the following:

- Surprise Day of Service, on November 15, from 8 – 11 a.m. in the Community Room of City Hall. In preparation for the Care Packages for U.S. Troops Day of Service event on November 15, the city is hosting a donation drive November 1 - 14. For a complete list of donation items and drop-off locations, please visit [surpriseaz.gov/DayofService](http://surpriseaz.gov/DayofService).
- The City of Surprise hosts its annual Veterans Day Parade on November 11.
- City of Surprise administrative offices will be closed Tuesday, November 11, in observance of Veterans Day.
- HOA Summit on November 12, from 6 – 8 p.m., in the Public Safety Building. Individuals can join in person or log on from home via the virtual option. Registration is required for both virtual and in person options.
- On November 22, from 10 a.m. - 2 p.m. at the Surprise Recreation Campus, the City will host the 2025 SciTech Festival. For more details, or to register to become a Sponsor or Exhibitor, please visit [surpriseaz.gov/SciTech](http://surpriseaz.gov/SciTech)
- The City of Surprise is excited to present the 4th Annual Sensitive Santa Experience, in partnership with the Autism Society of Greater Phoenix and T.E.A.M. 4 Kids,

celebrating their 12th Annual event. This event will take place on Saturday, December 13, from 10 a.m. to noon, at the Surprise Stadium. For assistance or more information, email [ashley.stevens@surpriseaz.gov](mailto:ashley.stevens@surpriseaz.gov) or call 623.222.2284.

## COMMISSIONER REPORTS

- Vice-Chair Kent-Partridge
  - Attended Golden Rule Breakfast on September 16
    - Chair Tree announced Community Legend Award winners
  - More details to come, regarding Veterans Courts and having someone speak and present to the VDHS Commission
  - Attended VA Community Mental Health Summit today
    - This year's focus is "You Matter: Upstream Suicide Prevention"
- Commissioner Fryer
  - Presented three challenge coins recently
    - Demetrius Themistocles, who is an Attorney, Advisor, and Ethics Official at Luke Air Force Base
    - Samuel Smith, with the School Liaison Program, at Luke Air Force Base
    - Shawna Sanford Smith, who is a Neurodiverse Counselor with Charlie Health
  - Attended Mayor's Roundtable on Disabilities today
- Commissioner Maxfield
  - Attended Golden Rule Breakfast
  - Attended Mayor's Faith Leader Summit
  - Attended Hope Fest, in Prescott
- Commissioner Wisniewski
  - Attended Golden Rule Breakfast
- Commissioner Manuel
  - Attended American Legion Post meeting, here in Surprise
    - A lot more work to do for veterans in the community
  - Will be working with Soldiers Best Friend, in Peoria, for Service Animal training
- Chair Tree
  - Attended Golden Rule Breakfast on September 16
    - Was able to present awards to the Community Legend Award winners
  - Glendale Stand Up for Veterans on October 11, 2025, from 8 a.m. – 1 p.m. at Arizona Christian University

## STAFF REPORT

Ms. Osborne discussed:

- October is Domestic Violence Awareness month, as proclaimed by Mayor Sartor during last night's City Council meeting.
  - City Hall and the Public Safety Building have been lit purple to recognize and raise awareness around this initiative.
- For those wanting to provide tangible support, donations are being accepted at Surprise City Hall in support of Hope Women's Center from October 1-23.

- All month long, the community is invited to visit the Surprise Resource Center to see a display of artwork created by victims and survivors of domestic violence. The artwork illustrates their experience and brings awareness to the effects of domestic violence in our communities.
- Surprise Resource Center partners year-round with the Sojourner Center and Eve's Place to offer support to domestic violence victims and survivors. For more information about these services, please call 623.222.1600.
- If you or someone you know is a victim of domestic violence, you can also call the National Domestic Violence Hotline at 1-800-799-SAFE (7233) or visit TheHotline.org

#### **CALL TO THE PUBLIC:**

None.

#### **CONSENT AGENDA:**

None.

#### **REGULAR AGENDA ITEMS - PUBLIC HEARING:**

None.

#### **REGULAR AGENDA ITEMS - NON-PUBLIC HEARING:**

##### **Item 1 – Citywide – Consideration and action pertaining to the September 10, 2025 Veterans, Disability & Human Services Commission meeting minutes.**

Vice-Chair Kent Partridge moved to approve the September 10, 2025, Veterans, Disability & Human Services Commission meeting minutes. Commissioner Wisniewski seconded the motion. The motion passed unanimously with 7 Yes votes.

##### **Item 2 – Citywide – Presentation and discussion pertaining to the Arizona Department of Labor.**

Due to the government shutdown, the scheduled presenter was unable to attend the meeting.

#### **OTHER BUSINESS AND FUTURE AGENDA ITEMS:**

None.

**ADJOURNMENT:**

Vice-Chair Kent-Partridge moved to adjourn the meeting of the Veterans, Disability & Human Services Commission on September 10, 2025, at 6:24 p.m. Commissioner Maxfield seconded the motion. The motion passed unanimously with 7 votes.

\_\_\_\_\_  
Danielle Osborne  
Community Initiative Supervisor

\_\_\_\_\_  
Michael Tree  
Veterans, Disability and Human Services Commission Chair

The foregoing instrument is a full, true, and correct copy of the original document on file in the office of the City Clerk, City of Surprise, Arizona.

ATTEST BY: \_\_\_\_\_  
Victoria Simmons  
Administrative Specialist

DATE: \_\_\_\_\_



**CITY OF SURPRISE**  
**Veteran, Disability and Human Service**  
**Commission**

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Council Meeting Date: November 12, 2025      Contact Person:  
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Vitality  
Staff Recommendations:

---

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

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**Agenda Wording:**

Presentation and discussion pertaining to the Northwest Valley Veterans Association.

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**Motion:**

Presentation and discussion only.

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**Background:**

Rodney Hage, with Northwest Valley Veterans Association, will discuss his mission for serving veterans within the community.

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**Objective Analysis:**

To promote quality of life, accessibility and equity for all residents of Surprise, including those who are veterans or who experience disabilities, through cooperation with Surprise residents and any veterans, disability and human service organizations that serve the residents of Surprise.

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**Policy Compliant:**

This item is compliant with City and Council policies.

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**Financial Impact:**

None

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**Budget Impact:**

None

**FTE Impact:**

None

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**ATTACHMENTS:**

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