



Approved February 28, 2024

**CITY OF SCOTTSDALE  
NEIGHBORHOOD ADVISORY COMMISSION  
REGULAR MEETING  
MINUTES**

**WEDNESDAY, JANUARY 24, 2024**

**COMMUNITY DESIGN STUDIO - NAVE  
7506 EAST INDIAN SCHOOL ROAD  
SCOTTSDALE, ARIZONA 85251**

**PRESENT:** Bridget Schwartz-Manock, Chair  
Larry Hewitt, Vice Chair  
Nancy Doty Brady, Commissioner  
Craig Handzlik, Commissioner (MS Teams)  
Louise Lamb, Commissioner  
Richard Siegel, Commissioner  
George Spatola, Commissioner

**STAFF:** Taylor Reynolds, Principal Planner  
Nick Carroll, Long Range Planning

**CALL TO ORDER/ROLL CALL**

The meeting of the Neighborhood Advisory Commission was called to order at 5:01 p.m. A formal roll call was conducted, confirming members present as stated above.

**PUBLIC COMMENT**

No comments were submitted.

**1. Approve Draft Summary Meeting Minutes October 25, 2023**

Vice Chair Hewitt called for comments/corrections. There were no changes.

COMMISSIONER SIEGEL MOVED TO APPROVE THE MINUTES OF THE OCTOBER 25, 2023 MEETING AS PRESENTED. COMMISSIONER DOTY BRADY SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0) WITH CHAIR SCHWARTZ-MANOCK; VICE CHAIR HEWITT AND COMMISSIONERS DOTY BRADY, HANDZLIK; LAMB, SIEGEL, AND SPATOLA VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

## **2. Election of Officers**

Taylor Reynolds, Commission Liaison, noted no public comments have been received and explained the process in accordance with the bylaws.

COMMISSIONER DOTY BRADY MOVED TO ELECT LARRY HEWITT AS CHAIR AND BRIDGET SCHWARTZ-MANOCK AS VICE-CHAIR. COMMISSIONER SPATOLA SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0) WITH CHAIR SCHWARTZ-MANOCK; VICE-CHAIR HEWITT AND COMMISSIONERS DOTY BRADY, HANDZLIK, LAMB, SIEGEL, AND SPATOLA VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

Chair Hewitt and Vice-Chair Schwartz-Manock immediately assumed their positions.

## **3. Neighborhood Advisory Commission 2023 Annual Report**

Taylor Reynolds, Commission Liaison, stated the annual report contains attendance for all meetings, work completed throughout the year, and future items to work on. There were no public comments associated with this item.

COMMISSIONER SIEGEL MOVED TO APPROVE THE NEIGHBORHOOD ADVISORY COMMISSION'S 2023 ANNUAL REPORT AS PROVIDED IN THE PACKET. VICE-CHAIR SCHWARTZ-MANOCK SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0) WITH CHAIR HEWITT, VICE CHAIR SCHWARTZ-MANOCK; AND COMMISSIONERS DOTY BRADY, HANDZLIK, LAMB, SIEGEL, AND SPATOLA VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

## **4. Neighborhood Advisory Commission Annual Bylaw Review**

Taylor Reynolds, Commission Liaison, stated this is an information and discussion item only for the commission. Mr. Reynolds provided a presentation regarding this item to the commission (attached). The bylaws are reviewed annually which provides an opportunity for clarity and/or consistency amendments so they align with what other boards and commissions have within their bylaws. Staff reviewed the bylaws and proposed the following amendments: adding a table of contents for easier use, defining the City Representative role, defining legal representation to address legal questions when the need arises, clarifying the process for placing items on the agenda, and adding the City's principles of civil dialogue.

In accordance with the amendment procedure, the Commission will review and discuss staff's proposed amendments which will be presented as an action during the February meeting for the Commission to accept and implement the amendments into their bylaws.

Chair Hewitt asked to clarify how changes were noted. Mr. Reynolds explained if the text is red and not struck through it is new text and if the text is green it was moved from another section because items were more appropriate under certain topics.

Vice-Chair Schwartz-Manock inquired if the criteria for how grants are offered fall under the bylaws. Mr. Reynolds clarified the bylaws focus on rules and procedures for running the meeting. The Commission is responsible for setting the criteria for the Neighborhood

## Enhancement Grant Program.

Commissioner Siegel sought clarification on the process for determining who would run the meeting in the Chair and Vice-Chair's absence and recommended editing the term "senior" under section 105. Mr. Reynolds noted staff would be advised in advance of which commissioners would attend a meeting and they would work with the City Clerk to determine who would run the meeting based on tenure. The word "senior" could be altered to read "or a member of the commission that has served the longest".

Commissioner Siegel noted section 109 pertaining to the City Representative does not provide information as to who would cover for that person should they be unable to attend a meeting. Mr. Reynolds stated the language presented is standard language used among all boards and commissions and it would be outside of the commission's purview.

Commissioner Lamb inquired if the meetings are set in stone or if there are opportunities for the meeting to be held on a different day. Mr. Reynolds stated possibly under section 202 a meeting date could be changed for good cause and a "special meeting" would be held, but he will confirm this with legal counsel.

Commissioner Siegel asked if additional recommended changes can be made after the meeting. Mr. Reynolds noted changes can be provided to him; however, additional changes would mean this item would be agendaized as a review and discussion process at the next meeting.

Barring any additional recommended changes, this will be an agenda item next month to review and possibly accept changes.

## **5. Scottsdale Government Relations – 2024 Legislative Agenda**

Taylor Reynolds, Commission Liaison, stated the Government Relations Director was unable to attend this meeting.

CHAIR HEWITT MOVED TO CONTINUE ITEM 5, SCOTTSDALE GOVERNMENT RELATIONS – 2024 LEGISLATIVE AGENDA, TO A DATE TO BE DETERMINED;. VICE-CHAIR SCHWARTZ-MANOCK SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0) WITH CHAIR HEWITT, VICE CHAIR SCHWARTZ-MANOCK; AND COMMISSIONERS DOTY BRADY, HANDZLIK, LAMB, SIEGEL, AND SPATOLA VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

## **6. 2023 Spirit of Scottsdale Awards Determination**

Nick Carroll, Staff Coordinator, provided a presentation and overview (attached) of the award program that recognizes both one individual and one business or organization that helped to strengthen and build the Scottsdale community. Mr. Carroll read the names of the five individual nominees and eleven business/organization nominees into the record. The Commission will use a ranked choice voting process to determine the award winners.

Commissioners discussed and nominated the award winners.

COMMISSIONER SPATOLA MOVED TO AWARD MATTHEW PATZLOFF THE INDIVIDUAL AWARD AND NEIGHBORS HELPING NEIGHBORS THE

BUSINESS/ORGANIZATION AWARD. COMMISSIONER DOTY BRADY SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0) WITH CHAIR HEWITT, VICE CHAIR SCHWARTZ-MANOCK; AND COMMISSIONERS DOTY BRADY, HANDZLIK, LAMB, SIEGEL, AND SPATOLA VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

COMMISSIONERS LAMB AND SPATOLA VOLUNTEERED TO PRESENT THE AWARDS DURING THE CITY COUNCIL MEETING WHICH WAS APPROVED BY A ROLL CALL VOTE OF SEVEN (7) TO ZERO (0) WITH CHAIR HEWITT, VICE CHAIR SCHWARTZ-MANOCK; AND COMMISSIONERS DOTY BRADY, HANDZLIK, LAMB, SIEGEL, AND SPATOLA VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

## **7. Identification of Future Agenda Items**

The following items were identified for future agendas:

- Neighborhood Enforcement with a specific overview of sign removal policies.
- Short-term rentals.

## **8. Staff Updates**

Mr. Reynolds provided an update on NEGP approved by the Commission in October, noting all of them have been completed except for some plantings at the Stoneridge Estates.

The next meeting is on February 28, 2024.

## **9. Adjournment**

With no further business to discuss, being duly moved by Commissioner Lamb and seconded by Commissioner Doty Brady, the meeting adjourned at 5:51 p.m.

AYES: Chair Hewitt, Vice-Chair Schwartz-Manock, Commissioners Dody Brady, Handzlik, Lamb, Siegel, and Spatola

NAYS: None

eScribers, LLC



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## January 24, 2024 – Neighborhood Advisory Commission

The Neighborhood Advisory Commission advises and makes recommendations to the city council on policies, plans, strategies and programs for the preservation, improvement and revitalization of Scottsdale's neighborhoods.

### Commissioners

- Nancy Doty Brady
- Craig Handzlik (REMOTE)
- Larry Hewitt (Vice Chair)
- Louise Lamb
- Bridget Schwartz-Manock (Chair)
- Richard Siegel
- George Spatola

### City Staff

- Taylor Reynolds,  
Commission Liaison
- Nick Carroll,  
Staff Coordinator / Planner



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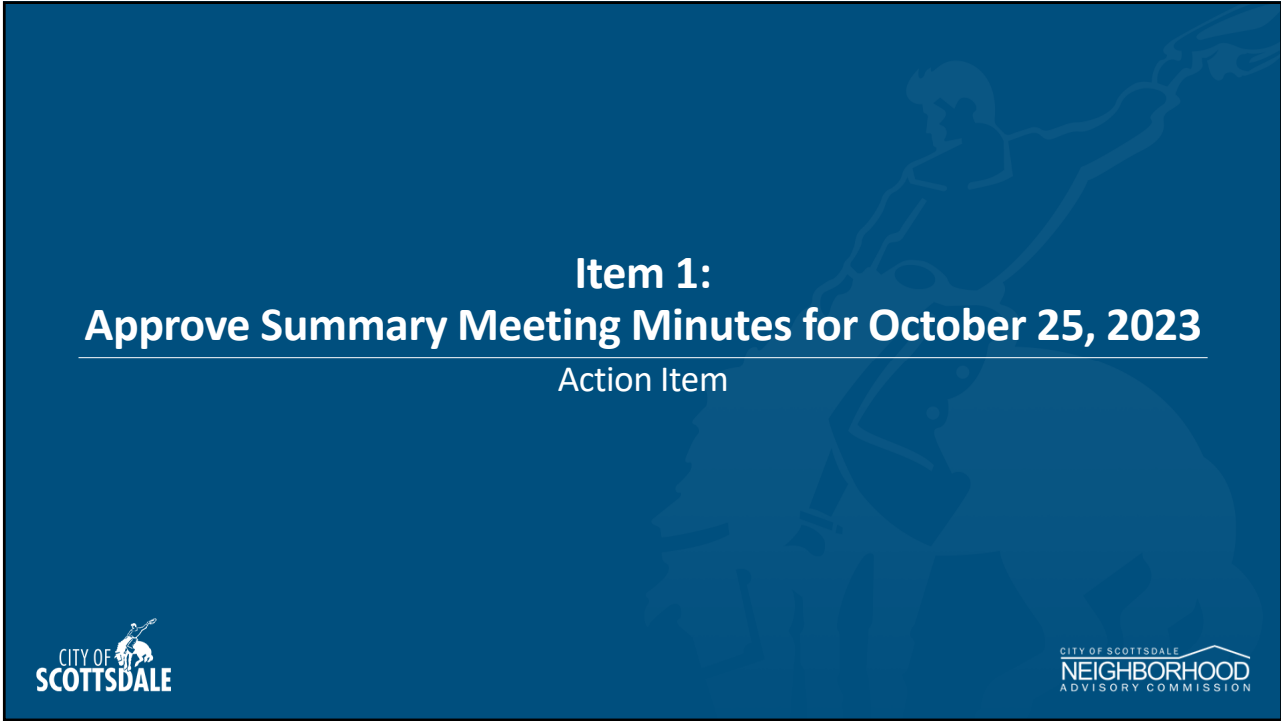
**Public Comment**  
Non-Agendized Items

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 CITY OF SCOTTSDALE


 CITY OF SCOTTSDALE  
NEIGHBORHOOD  
ADVISORY COMMISSION


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**Item 1:**  
**Approve Summary Meeting Minutes for October 25, 2023**  
Action Item

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 CITY OF SCOTTSDALE

 CITY OF SCOTTSDALE  
NEIGHBORHOOD  
ADVISORY COMMISSION

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## Item 1

- Confirm receipt of public comments submitted on this agenda item
- Action Item

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## Item 1 - Recommendation

Staff recommends the Neighborhood Advisory Commission:



- Review and approve the Draft Meeting Minutes for the regular meeting of Neighborhood Advisory Commission meeting that occurred on October 25, 2023.

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**Item 2:**  
**2024 Election of Officers**

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Taylor Reynolds – Commission Liaison  
Action Item



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**Item 2 - 2024 Election of Officers**

- Confirm receipt of public comments submitted on this agenda item
- Action Item



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## Item 2 - Background

- Pursuant to NAC Bylaws – the Commission shall, at its first meeting of the calendar year, elect a Chairperson (Chair) and Vice Chairperson (Vice Chair) from among its appointed commissioners
  - Term is one (1) year
  - May serve for no more than two (2) consecutive terms
- Vice Chair Larry Hewitt has served for one year



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## Item 2 - Recommendation

Staff recommends the Neighborhood Advisory Commission:

- Nominate and elect a Chair and Vice Chair for 2024.





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**Item 3:**  
**Neighborhood Advisory Commission 2023 Annual Report**

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Taylor Reynolds – Commission Liaison  
Action Item



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**Item 3 - NAC 2023 Annual Report**

- Confirm receipt of public comments submitted on this agenda item
- Action Item



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## Item 3 - Recommendation

Staff recommends the Neighborhood Advisory Commission:

- Review and approve the Neighborhood Advisory Commission 2023 Annual Report as prepared by staff.



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## Item 4: Neighborhood Advisory Commission Annual Bylaw Review

Taylor Reynolds – Commission Liaison  
Information & Discussion Only



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## Item 4 - NAC Annual Bylaw Review

- Confirm receipt of public comments submitted on this agenda item
- Information & Discussion Only

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## Annual Bylaw Review - Proposed Amendments

- Clarity and consistency
- Align with other Boards/Commissions
- Clear direction in administration
- Add Table of Contents
- Define City Representatives
- Clarify process for placing items on the agenda
- Add City's Principles of Civil Dialogue

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## NAC Bylaw Amendment Procedure (302)

- Proposed amendments must be submitted and proposed to the Commission at the meeting prior to the Commission action
  - January 24, 2024 – review and discussion of submitted, proposed amendments
- February 28, 2024 – discussion and possible action by the Commission

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## Item 4 - Recommendation

Staff recommends that the Commission review and discuss the submitted and proposed amendments to the Bylaws of the Neighborhood Advisory Commission.

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Item 4 - Enclosure 1

**BYLAWS OF THE NEIGHBORHOOD ADVISORY COMMISSION**  
 Approved December 11, 2012; Amended February 24, 2016; June 23, 2021; January 25, 2023;  
 March 24, 2024

The Neighborhood Advisory Commission was ~~created~~ established by the Scottsdale City Council pursuant to Ordinance No. 3964 on ~~the 14th day of November 11, 2011~~. The purpose, powers, and duties of the Commission are established by ordinance and are codified in Scottsdale Revised Code §5-323. These Rules and Procedures are authorized by Scottsdale Revised Code §5-324.

**I. ORGANIZATION**  
**II. MEETINGS**  
**III. OFFICIAL RECORD**  
**IV. RULES AND AMENDMENTS**

**I. ORGANIZATION:**

**101. Official Name**  
 The Commission shall be known as the "Neighborhood Advisory Commission."

**102. Elections**  
 The Commission shall, at its first meeting of the calendar year, elect a Chairperson ("Chair") and a Vice-Chairperson ("Vice-Chair") from among its appointed commissioners. The Chair shall be elected first and the Vice-Chair immediately thereafter. Elections shall be conducted as follows: nominations from the floor shall be requested and accepted, with the election vote taken by roll call. The nominated Commission member receiving a majority of the votes cast shall be elected to the position that is being filled.

The Chair and Vice-Chair shall take office immediately upon election and shall each serve for a term of one (1) full year or until a successor is elected. No member of the Commission shall serve in the same capacity as Chair or Vice-Chair for more than two (2) consecutive terms.

**103. Chairperson**  
 The Commission shall, at its first meeting of the calendar year, elect a Chairperson ("Chair") from among its appointed commissioners. The Chair shall preside at all meetings and hearings of the Commission, decide all points of order or procedure, and perform any duties required by the ordinance or these Bylaws. The term of the Chair shall be one (1) year or until a successor is elected. No member of the Commission shall serve in the same capacity as Chair for more than two (2) consecutive terms. The Chair may make and second motions and shall have a voice and vote in all its proceedings.

**104. Vice-Chairperson**  
 The Commission shall, at its first meeting of the calendar year, elect a Vice-Chair ("Vice-Chair") from among its appointed commissioners, who shall be the acting Chair and shall perform all duties of the Chair whenever the Chair is absent or has declared a Conflict of Interest in the absence of the Chair. The Vice-Chair may make and second motions and shall have a voice and vote in all its proceedings. The term of the Vice-Chair shall be one (1) year or until a successor is elected. No member shall serve as Vice-Chair for more than two (2) consecutive terms.

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Item 4 - Enclosure 1

**104.105. Absence of the Chairperson and Vice-Chairperson**  
 In the absence of the Chair or the Vice-Chair, the member who presides at the respective meeting of the Commission. In the event that neither the Chair nor the Vice-Chair is in attendance at a meeting, both absent or have declared a Conflict of Interest, the former Vice-Chair, if present and still a member of the Commission, or the most senior member of the Commission, shall serve as the acting Chair at the respective meeting of the Commission.

**105.106. Vacancy**  
 Vacancies for Chair or Vice-Chair created by any reason shall not be filled for the unexpired term by election at the next regularly scheduled meeting of the Commission. Should a commissioner become a Chair or Vice-Chair to fill a vacancy for the remainder of a term of office, this will not be considered a one (1) year term for term limitation purposes.

**106.107. Removal**  
 The Chair or Vice-Chair may be removed from his or her position as Chair or Vice-Chair at any time by a vote of five (5) or more commissioners.

In the event a commissioner is unwilling or unable to serve, or is absent or tardy from three (3) consecutive meetings, or four (4) meetings within a six-month period, then the Chair shall notify the Mayor or the Mayor's designee so that the consideration of removal and replacement of the member may be scheduled for City Council action.

A member of the Commission may be removed by the Scottsdale City Council at any time with or without cause.

A commissioner shall no longer serve and is considered to have resigned if the commissioner is convicted of a felony or a crime of moral turpitude while serving on this Commission. For purposes of this subsection, "moral turpitude" has the same meaning as set forth in section 16-3 of the Scottsdale Revised Code.

**107.108. Committees**  
 A committee of the Commission shall not be created unless authorized by the City Council prior to its creation. Any committee created by the Commission following City Council authorization may include only members of the Commission unless the City Council approves the appointment of a nonmember.

**109. City Representatives**  
**109.1 Commission Liaison**  
 Any Commission member may add an item to a scheduled Commission Meeting agenda to be listed under "Commissioner Items" by submitting the item to the Commission Liaison at least two business days prior to the Commission meeting to allow for agenda modification. Items added in this manner require a majority vote and discussion of such items shall be limited to consideration of the following options: 1) request that the Commission Liaison agenda the item for a future meeting; 2) request that the Commission Liaison investigate the matter and prepare a written response to the Commission; or 3) take no further action. The Commission shall not, however, discuss or take action with respect to any matter not specifically listed on the agenda. To be placed on the agenda, an item must fall within the scope, duties, and purpose of the Commission.

**109.2 Legal Counsel**  
 The City Attorney, or designated representative, shall be the Legal Counsel for the Commission. Advice of Counsel may be requested before discussion of any request, of any question of law, or matter requiring legal interpretations or advice. The Commission Liaison may request that Legal Counsel attend any Commission meeting.

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Item 4 - Enclosure 1

**II. MEETINGS:**

**201. Regular Meetings**  
 Regular meetings of the Commission shall be held on the fourth Wednesday of each month at 5:00p.m. In the event the Commission desires to cancel a future meeting, it may do so by a majority vote at a public meeting. When it is determined between public meetings that a meeting should be cancelled for lack of a quorum or other reason, the Chair, if not available, the Vice-Chair, may so cancel by requesting the Commission Liaison to posting notification of cancellation at least twenty-four (24) hours prior to the scheduled meeting at all legal posting sites in the City of Scottsdale as designated by the City. The Commission may recess during the same time frame as the City Council. All regular meetings must comply with open meeting law requirements as provided for by state law.

**202. Special Meetings**  
 Special meetings for good cause may be held by the Commission on call of its Chair or four (4) request of a majority of its commissioners, which call shall be filed with the Chair, Commission Liaison, or may be scheduled at any previous meeting by a majority of the commissioners constituting a quorum. The manner of the call shall be noted in the minutes of the special meeting, and at least a twenty-four (24) hours notice of the meeting shall be given to each commissioner. The Chair/Commission Liaison shall receive a forty-eight (48) hour notice of the meeting and shall post meeting notices at least twenty-four (24) hours before such meeting but shall, where possible, comply with the notice requirements pursuant to City of Scottsdale Administrative Regulation 121. Work Study Sessions may be included in the agenda before or after any regular or special meeting or at any other time on call of the Chair or a majority of the commissioners, which call shall be filed with the Staff Liaison, or as may be scheduled by a majority of the commissioners constituting a quorum at any previous meeting. If warranted, the Commission may hold an Executive Session regarding any matter on the agenda by an affirmative vote of the majority of the members present. All Special Meetings, Work Study Sessions or Executive Sessions must comply with open meeting law requirements as provided for by state law.

**203. Public Meetings and Work Study Sessions/Open Meeting Laws**  
 All Meetings and Work Study Sessions of the Commission shall be open to the public and shall be conducted in accordance with the provisions of the Arizona Open Meetings Law. All meetings shall be conducted using the Principles of Civil Dialogue by genuinely listening, speaking respectfully and being accountable. Any action calling for a formal vote shall take place only at a public meeting. All Commissioners and the Chair/Commission Liaison shall be familiar with the Arizona Open Meeting Law A.R.S. § 36-431 to §36-431.09. Any commissioner encountering a situation not specifically addressed within this chapter should consult with the City Attorney or designee/designated representative before proceeding.

**204. Agenda Items**  
 Any commissioner may submit items for the agenda with the understanding that the Chair shall place such submitted items on the agenda provided that the agenda item falls within the scope, duties and purpose of the Commission. The Commission Liaison shall be in charge of the Commission's agenda. Items within the Commission's purview may be placed on the Commission's agenda by the Commission Liaison or as requested by the Chair following consultation with the Commission Liaison, or by a majority vote of the members of the Commission. The Chair may, at his or her discretion, or shall, upon majority vote of the

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Item 4 - Enclosure 1

Commission, change the order of the agenda at any time during a meeting.

**205. Commissioner Requested Items**  
 Any Commission member may add an item to a scheduled Commission Meeting agenda to be listed under "Commissioner Items" by submitting the item to the Commission Liaison at least two business days prior to the Commission meeting to allow for agenda modification. Items added in this manner require a majority vote and discussion of such items shall be limited to consideration of the following options: 1) request that the Commission Liaison agenda the item for a future meeting; 2) request that the Commission Liaison investigate the matter and prepare a written response to the Commission; or 3) take no further action. The Commission shall not, however, discuss or take action with respect to any matter not specifically listed on the agenda. To be placed on the agenda, an item must fall within the scope, duties, and purpose of the Commission.

**206.206. Location of Meetings**  
 The location of meetings of the Commission shall be in the Community Design Studio, 7608 East Indian School, Scottsdale, Arizona, or any other location as designated by the Chair and posted in the office of the City Clerk and other designated posting areas as provided by law.

**206.207. Quorum**  
 A quorum necessary for the transaction of business shall consist of a majority of the members but in no case less than four (4) commissioners. If there is a quorum, the business of the Commission shall be transacted by a majority of the members present and eligible to vote. As an example, if five (5) members are present and eligible to vote, the business of the Commission shall be transacted by a majority vote of three (3) members. A member who is disqualified from voting due to a conflict of interest or the appearance of impropriety shall not be counted as present for the purposes of this election shall not be counted to determine the number of votes required to achieve a majority.

**207.208. Quorum Voting and Tie Votes**  
 Absent a Conflict of Interest or the declaration of an appearance of impropriety, a Commission member shall vote on a motion before the Commission.

For business of the Commission that requires action, if an agenda item receives a tie vote of the commissioners present, then the tie vote shall be considered a recommendation to deny the item, shall be deemed to be a denial of the proposed action or a recommendation of denial to the City Council as appropriate, unless the item is continued as set forth below. In the event of a tie vote, a member that voted in the negative may, in the same meeting, offer a motion to continue the session to a future meeting of the Commission, if such a motion is adopted, no action on the item shall be deemed to have occurred other than continuance to a future meeting. Absent a conflict of interest or the declaration of an appearance of impropriety, a commissioner shall vote on a motion before the Commission.

There shall be no proxy voting on the Commission or any of its committees, nor can proxies be extended for the purpose of establishing a Quorum of the Commission or any of its committees.

**208.209. Conflict Of Interest**  
 All members of the Commission shall take an active part in the Commission's deliberations and

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<p style="text-align: right;">Item 4 - Enclosure 1</p> <p><u>vote on every question presented to the Commission unless to do so would or might constitute a violation of</u> <del>the</del> <u>Arizona Conflict Of Interest Law, Title 36, Chapter 3, Article 9, Revised Statutes (A.R.S. 36.33501 et seq.) and the City's Code of Ethical Behavior, Article II, Division 3 and 4 of the Scottsdale Revised Code. In the event that a member of the Commission determines that he or she has or may have a Conflict of Interest, the member shall make known that interest in the official record of the Commission and refrain from participating in or voting upon the issue or question.</u></p> <p><b>200. Member Attendance</b> <del>In the event a member of the Commission is unable to serve, or if a member is absent or tardy from three (3) consecutive meetings, or four (4) meetings within a six (6) month period, then the chair shall notify the Mayor or the Mayor's designee so that consideration of removal and replacement of the member may be scheduled for City Council action.</del></p> <p><b>210. Communication Devices</b> <u>During any Commission meeting, members shall not use any electronic device capable of sending or receiving messages for the purpose of communicating with others. Electronic devices may only be used during Commission meetings for noncommunicative purposes such as referencing meeting materials.</u></p> <p><b>211. Commission Conduct</b> <u>The Principles of Civil Discourse, as adopted by City Council through Resolution No. 9445, shall serve as a guide for the conduct of Commission Meetings.</u></p> <p><u>"As a member of the Scottsdale community, I will genuinely listen, speak respectfully, and be accountable for my words and actions. "Genuinely listen" means I will listen for the purpose of understanding the speaker's point of view, without brooding whether that point of view is right or wrong. "Speak respectfully" means I will voice my point of view calmly and respectfully, without losing the passion of my position and commitment, discussing the issues without personal criticisms. "Being accountable" means I accept responsibility for my words and actions."</u></p> <p><b>244-212. Service Recognition</b> Each commissioner upon successfully completing his or her term of office will be recognized by the Commission. The Commission may upon majority vote choose to recognize a commissioner who is unable to complete a term of office due to extenuating circumstances.</p> <p><b>III. OFFICIAL RECORD:</b></p> <p><b>301. Definition of Records</b> <u>The official records shall include the Neighborhood Advisory Commission Enabling Ordinance (Article 5, Division 10, of the Scottsdale Revised Code), these Bylaws, and the minutes of the Commission together with all findings, applications, exhibits, correspondence, decisions, and other official actions or other items filed with or issued by the Commission.</u></p> <p><b>302. Record Retention</b> <u>All official records of the Commission shall be filed with the City Clerk and retained pursuant to State Statute requirements.</u></p> <p><b>303. Minutes and Recording of Votes</b></p> <p style="text-align: right;">Page 5 of 7</p>	<p style="text-align: right;">Item 4 - Enclosure 1</p> <p><u>Minutes shall be kept for all meetings of the Commission and shall show the vote of each member on every question on which the Commission considers or takes action. A member's declaration of a Conflict of Interest and related election to not participate in the discussion or vote on an agenda item shall be recorded in the minutes. The Commission will review and approve minutes of the previous meeting at the next regular meeting.</u></p> <p><b>304. Agenda</b> <u>Except in cases of emergency, the agenda for all regularly scheduled meetings shall be prepared and posted at least twenty-four (24) hours prior to any meeting and made available to the public. The agenda and public notice must be in accordance with Arizona Open Meeting Law.</u></p> <p><b>III. RULES AND AMENDMENTS:</b></p> <p><b>401. Effective Date</b> These Bylaws and any amendments thereto, shall become effective at the next regular meeting of <del>the Commission</del> <u>the Commission after their adoption by an affirmative vote of no less than five (5) commissioners.</u></p> <p><b>402. Amendment Procedure</b> Amendments to these Bylaws <del>may be made by the Commission upon acquire a two-thirds the affirmative vote of five</del> <u>of the Commission</u>, provided any such amendment is proposed at a preceding meeting or is submitted in writing at a prior regular meeting of the Commission and is noted in the minutes of such meeting.</p> <p><b>403. Certified Copy</b> A certified copy of these Bylaws shall be placed on record in the office of the City Clerk within ten (10) days of being adopted <del>and further shall be sent to the Mayor and members of the City Council within twelve (12) days.</del></p> <p><b>404. Parliamentary Procedure/Robert's Rules of Order</b> When any question of parliamentary procedure arises, it shall be decided by the Chair using <u>the basis of Robert's Rules of Parliamentary Procedure as a guideline</u>, unless otherwise specified in these Bylaws of the Commission or Scottsdale City Charter or Ordinance.</p> <p><b>405. Written Communications</b> All written communications from the Commission shall be sent out over the signature of the Chair, <del>or Vice Chair/Use Chair of the Commission, if the Chair is not available.</del></p> <p><b>406. Conflict</b> <u>In the event that any Commission Bylaw is in conflict with any State statute or any ordinance or resolution of the City of Scottsdale, the statute, ordinance, or resolution shall prevail. These Bylaws are intended only to supplement such ordinance and resolutions and may not amend, amend, or abrogate any ordinance or resolution of the City of Scottsdale.</u></p> <p><b>406-404. Communication Devices</b> <u>During any Commission meeting, members shall not use any electronic device capable of sending or</u></p> <p style="text-align: right;">Page 6 of 7</p>
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	<p style="text-align: right;">Item 4 - Enclosure 1</p> <p><u>receiving messages for the purpose of communicating with others. Electronic devices may only be used during Commission meetings for noncommunicative purposes such as referencing meeting materials.</u></p> <hr/> <p><b>CERTIFICATE</b> The City of Scottsdale Neighborhood Advisory Commission hereby certifies that the foregoing Bylaws were duly adopted by the <del>unanimous consent of the commissioners of the Scottsdale Neighborhood Advisory Commission on January 26, 2023 and March 10, 2024 that they shall take effect on January 26, 2023.</del></p> <p style="text-align: right;">Page 7 of 7</p>	
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**Item 5:**  
**Scottsdale Government Relations – 2024 Legislative Agenda**  
Dale Wiebusch, Government Relations Director  
Information & Discussion Only



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**Item 5 – 2024 Legislative Agenda**

- Confirm receipt of public comments submitted on this agenda item
- Information & Discussion Only
- Possible Continuance





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**Item 6:**  
**2023 Spirit of Scottsdale Awards Determination**

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Nick Carroll, Staff Coordinator  
Information, Discussion, and Possible Action



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**Item 6 - 2023 Spirit of Scottsdale Awards Determination**

- Confirm receipt of public comments submitted on this agenda item
- Information, Discussion, and Possible Action



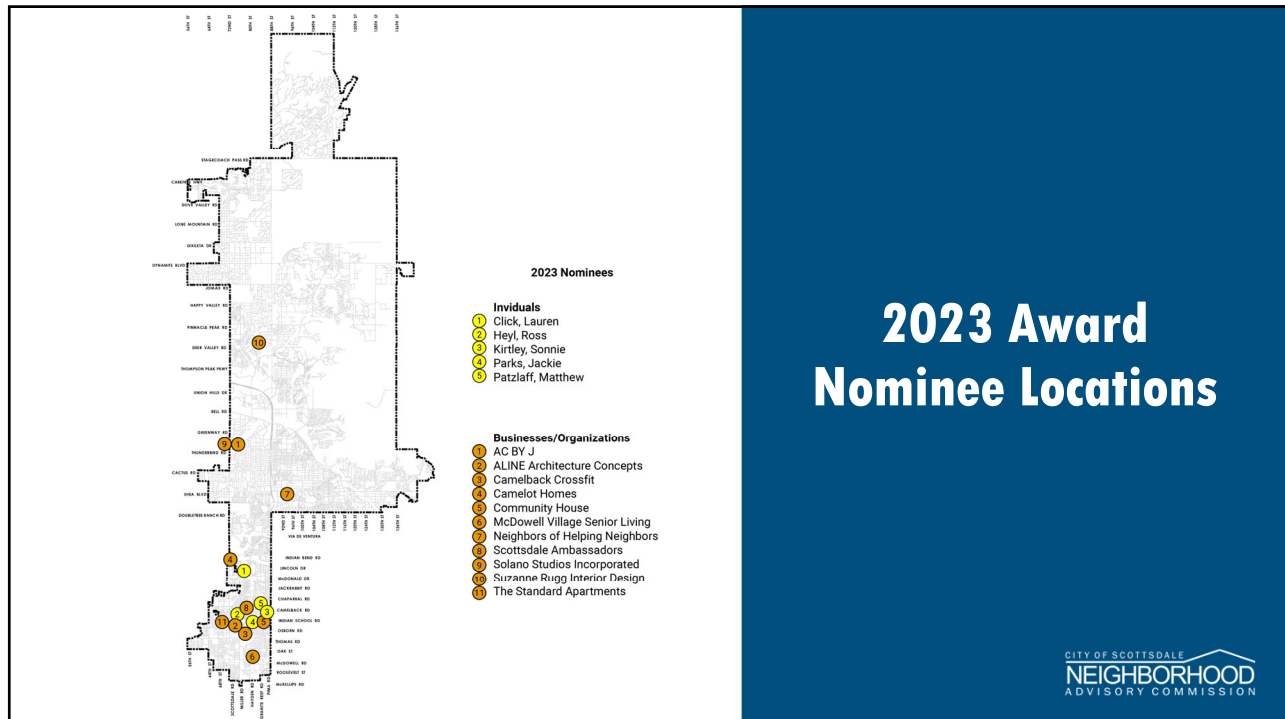
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# Spirit of Scottsdale Award Program

- Since 2019, the NAC has sponsored the Spirit of Scottsdale Award Program which annually recognizes one individual and one organization/business that helps to strengthen and build Scottsdale’s community through their commitment to and involvement in neighborhoods.
- Recognition will consider those individuals or businesses/organizations within Scottsdale that help to strengthen and build Scottsdale’s community through their commitment to and involvement in neighborhoods, with consideration on:
  - Active years of service/involvement in strengthening neighborhood identity;
  - Champions community dialogue to produce constructive recommendations/solutions that address the dynamic need(s) of a neighborhood; and,
  - Provides unique contributions of time, effort, skills and/or financial resources to a neighborhood.



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## 2023 Award Nominee Locations



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## Individual Nominees

Lauren Click  
Ross Heyl  
Sonnie Kirtley  
Jackie Parks  
Matthew Patzlaff



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## Business/Organization Nominees

AC BY J  
ALINE Architecture Concepts  
Camelback Crossfit  
Camelot Homes  
Community House  
McDowell Village Senior Living  
Neighbors Helping Neighbors  
Scottsdale Ambassadors  
Solano Studios Incorporated  
Suzanne Rugg Interior Design  
The Standard Apartments



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## Item 6 - Recommendation

Staff recommends that the Commission:

- Select one (1) 2023 Spirit of Scottsdale Award winner for each category (Individual and Business/Organization); and
- Nominate no more than two (2) members of the Neighborhood Advisory Commission to represent the commission at a future City Council meeting, recognizing award program recipients.



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## Ranked-Choice Process

- Each Commissioner to select one (1) nominee for each category as their top preference
- The nominee with the majority of votes is the selected winner for that category
- In the event of a failed majority, those candidates with the fewest votes are eliminated and the process is repeated for the remaining candidates



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## Ranked-Choice Process

Individual	Vote
Lauren Click	
Ross Heyl	
Sonnie Kirtley	
Jackie Parks	
Matthew Patzlaff	

Business/Organization Nominees	Vote
AC BY J	
ALINE Architecture Concepts	
Camelback Crossfit	
Camelot Homes	
Community House	
McDowell Village Senior Living	
Neighbors Helping Neighbors	
Scottsdale Ambassadors	
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## Item 7: Identification of Future Agenda Items

Taylor Reynolds, Commission Liaison  
Information & Discussion Only



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## Item 7 - Identification of Future Agenda Items

The Neighborhood Advisory Commission may suggest items they wish to be placed on a future agenda. Per Arizona State law, the Commission shall not discuss, deliberate, or take action on any item suggested as a Future Agenda Item, unless the specific item is properly noticed for Commission discussion and action.





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# Item 8: Staff Updates (A.R.S. 38 - 431.02(K))

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Taylor Reynolds, Commission Liaison  
Information & Discussion Only



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## Item 8 - Staff Updates

- NEGP Updates
  - Peaceful Valley
  - Agua Linda Park
  - Stone Ridge Estates
- Next Meeting of the NAC
  - February 28, 2024



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**Adjournment**  
January 24, 2024

**CITY OF SCOTTSDALE**

CITY OF SCOTTSDALE  
**NEIGHBORHOOD**  
ADVISORY COMMISSION

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**January 24, 2024**  
**Neighborhood Advisory Commission**  
(Commission members may be participating electronically)

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