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

Monday, December 17, 2012 @ 6:00 PM
COUNCIL CHAMBERS

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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	**Discuss and approve "Above & Beyond" award template then presentation by Disability Advisory Commissioners of the "Above & Beyond" Award to the Vice President/Branch Manager of Chase Bank, 17173 W. Bell Rd., for installing automatic opening exterior doors at this branch.**	None Michael Mason
#2	District Citywide	**Presentation by Mr. Ron Brown with the Peoria Lions Club about Camp Tatiyee, a free summer camp for individuals with disabilities.**	None Michael Mason
#3	District Citywide	**Presentation by Connie Whitlock, President and Founder of WHAM, about the 2nd Annual "Arts is Alive in Surprise" event she is coordinating in April 2013.**	None Mike Mason
#4	District Citywide	**Discussion, consideration and possible action regarding the Supplemental Budget Recommendation Form regarding request for committee funding in the FY2013 Budget.**	None Michael Mason
#5	District Citywide	**Consider, discuss and possible completion of DAC Annual Work Plan.**	None Michael Mason
#6	District Citywide	**Discussion, consideration and possible action to place items on future agendas.**	Approve Michael Mason
#7	District Citywide	**Consider and approve 11.19.12 regular meeting minutes.**	Approve Michael Mason

OTHER BUSINESS:

ADJOURNMENT:

SHERRY ANN AGUILAR, CITY CLERK, CMC

POSTED:

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

December 17, 2012 @ 6:00:00 PM

Back Print

Board Meeting Date:	December 17, 2012	Contact Person:	Michael Mason
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	None		

Consent	Regular x	Public Hearing	Report/Discussion

Agenda Wording:

Discuss and approve "Above & Beyond" award template then presentation by Disability Advisory Commissioners of the "Above & Beyond" Award to the Vice President/Branch Manager of Chase Bank, 17173 W. Bell Rd., for installing automatic opening exterior doors at this branch.

Motion:

Motion to discuss and approve "Above & Beyond" award template then presentation by Disability Advisory Commissioners of the "Above & Beyond" Award to the Vice President/Branch Manager of Chase Bank, 17173 W. Bell Rd., for installing automatic opening exterior doors at this branch.

Background:

In September 2012, the DAC presented its Strategic Plan to the City Council. One component of that Plan was to create an "Above & Beyond" award program. Occasionally the DAC will present this award to businesses in the community that demonstrate their establishments have exceeded ADA requirements. This is the first presentation of this award.

Financial Impact Statement:

none at this time

ATTACHMENTS:

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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

December 17, 2012 @ 6:00:00 PM

Back Print

Board Meeting Date:	December 17, 2012	Contact Person:	Michael Mason
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	None		

Consent	Regular x	Public Hearing	Report/Discussion

Agenda Wording:

Presentation by Mr. Ron Brown with the Peoria Lions Club about Camp Tatiyee, a free summer camp for individuals with disabilities.

Motion:

Background:

Mr. Brown made this presentation to the DAC at its February 15, 2012 meeting, but the DAC requested he do the presentation again as their meetings are now televised.

Financial Impact Statement:

None.

ATTACHMENTS:

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No Attachments Available

External Attachment Links:

Meeting Requirements:

Powerpoint Video White Board Other

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

Mr. Ron Brown

CITY OF SURPRISE
Disability Advisory Commission

December 17, 2012 @ 6:00:00 PM

Back Print

Board Meeting Date:	December 17, 2012	Contact Person:	Mike Mason
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	None		

Consent	Regular x	Public Hearing	Report/Discussion

Agenda Wording:

Presentation by Connie Whitlock, President and Founder of WHAM, about the 2nd Annual "Arts is Alive in Surprise" event she is coordinating in April 2013.

Motion:

Background:

At the November 2012 meeting, a citizen came forth and mentioned to the DAC that this event is planned for April 2013, and a part of that event will consist of an art activity area for children with disabilities. The DAC requested a presentation be made so they could have more specifics about the event.

Financial Impact Statement:

None.

ATTACHMENTS:

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No Attachments Available

External Attachment Links:

Meeting Requirements:

Powerpoint Video White Board Other

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

Connie Whitlock

CITY OF SURPRISE
Disability Advisory Commission

December 17, 2012 @ 6:00:00 PM

Back Print

Board Meeting Date:	December 17, 2012	Contact Person:	Michael Mason
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	None		

Consent	Regular x	Public Hearing	Report/Discussion

Agenda Wording:

Discussion, consideration and possible action regarding the Supplemental Budget Recommendation Form regarding request for committee funding in the FY2013 Budget.

Motion:

Motion to approve the FY2013 funding request in the amount of $_____, and approval of the Supplemental Recommendation Form.

Background:

The Boards and Commission Handbook provides for annual budget recommendations to be made to the Mayor and City Council. If the DAC is looking to recommend possible funding by Council to fund a program/event/workload expansion in the next fiscal year, this form will be required to detail those recommendations. It must be submitted along with the DAC Annual Work Plan by February 1, 2013 to be considered as part of the budget process, with a decision being made upon final adoption of the budget.

Financial Impact Statement:

unknown at this time

ATTACHMENTS:

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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

December 17, 2012 @ 6:00:00 PM

Back Print

Board Meeting Date:	December 17, 2012	Contact Person:	Michael Mason
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	None		

Consent	Regular x	Public Hearing	Report/Discussion

Agenda Wording:

Consider, discuss and possible completion of DAC Annual Work Plan.

Motion:

Motion to adopt DAC Annual Work Plan.

Background:

As provided for in the Boards and Commission Handbook, any budget recommendations for special events, programs, or projects which require funding are to be made to the Council and must be accompanied by the respective Board/Commission Annual Work Plan. Both these items are required to be submitted by February 1, 2013 to be considered as part of the budget process.The DAC did not hold its scheduled Work Session meeting on Monday, December 3, 2012 and, therefore, this item has been added to this agenda should the DAC decide to use this meeting to discuss or prepare its Annual Work Plan.

Financial Impact Statement:

unknown at this time

ATTACHMENTS:

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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

December 17, 2012 @ 6:00:00 PM

Back Print

Board Meeting Date:	December 17, 2012	Contact Person:	Michael Mason
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	Approve		

Consent	Regular x	Public Hearing	Report/Discussion

Agenda Wording:

Discussion, consideration and possible action to place items on future agendas.

Motion:

Motion to discuss, consider and take possible action to place items on future agendas.

Background:

Financial Impact Statement:

ATTACHMENTS:

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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

December 17, 2012 @ 6:00:00 PM

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Board Meeting Date:	December 17, 2012	Contact Person:	Michael Mason
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	Approve		

Consent	Regular x	Public Hearing	Report/Discussion

Agenda Wording:

Consider and approve 11.19.12 regular meeting minutes.

Motion:

Motion to approve the 11/19/12 regular meeting minutes.

Background:

Financial Impact Statement:

ATTACHMENTS:

Click to download

☐ 11.19.12 minutes

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 (DAC)
Monday, November 19, 2012 – 6:00 P.M.
Surprise City Hall – Council Chambers
16000 N. Civic Center Plaza
Surprise, Arizona 85374

MINUTES OF THE MEETING

Members Present:
Michelle Hernandez, Chair
John Yaeger, Vice Chair
Dr. Deborah Jones
Roland Winters
Michelle Lewis
Alyson Cline
Shelia Kaiser

Staff Present:
Sherry Aguilar, City Clerk
Jacob Abramson, Sr. Video Production Coordinator
Janeen Gaskins, Assistant to the Mayor
Michael Mason, Risk Manager
Ricka Gallagher, Risk Analyst

1. **CALL TO ORDER**
   Chair Hernandez called the meeting to order at the Surprise City Hall, Council Chambers, 16000 N. Civic Center Plaza, Surprise, Arizona 85374, on Monday, November 19, 2012 at 6:00pm.

2. **CURRENT EVENTS AND REPORTS**
   Commissioners Lewis, Cline, and Kaiser had nothing to report.

   Vice Chair Yaeger made a presentation to the HOA academy class last week. It was very well received and the DAC will be invited for future sessions. He suggests a very small PowerPoint presentation would be beneficial.

   Commissioner Winters mentioned he and two other commissioners developed a template of the DAC's "Above and Beyond" award they wish to start presenting to local businesses. He would like to present it to their first award recipient, Chase Bank, at the December DAC meeting. The certificate has already been signed by the Mayor. After reading what the certificate said, Mr. Mason commented that the city's Legal Department may object to the use of the city logo. Mr. Mason stated it was the city's intent the award be from the DAC and, by using the logo and being signed by the Mayor, it may become an official city document. Mrs. Gaskins offered to check with Legal and any other necessary staff to get an answer, and will report her findings as soon as possible. Much discussion followed about the link between this award and the grant this commission is pursuing. Vice Chair Yaeger motioned to approve the template as it currently is subject to Legal review; Commissioner Winters seconded the motion. Motion passed 7-0.

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Commissioner Jones stated even though she has not been able to attend the Teen Advisory Commission meetings recently, she did review their agenda. It appears the commission is also reinventing themselves because they had a very long list of new commission members being sworn in.

Chair Hernandez attended the Health Fair. It was good in that she met many individuals who would like to speak to the commission in the future, but there were also some issues she noted – mainly the improper use of handicapped parking spaces by individuals who were not necessarily handicapped. After some discussion, it was decided that a Police Department representative should attend a future meeting to explain what enforcement options exist in situations like this.

3. **STAFF REPORTS**

Ms. Gallagher read an email to the commissioners regarding the new Dial-a-Ride service. Mr. Kohlbeck indicated that the city is looking to restrict service as ridership is higher than expected.

Ms. Gallagher read an email on the timeline for submitting information to the City for inclusion in the *Surprise Progress* quarterly newsletter. Because there was no definite answer provided, Ms. Gallagher will again ask management how they want to proceed.

Ms. Gallagher updated the commissioners as to televising their meetings. Only regular DAC meetings will be televised.

Ms. Gallagher also mentioned there are four future meeting dates that conflict with Cable 11 staffing schedules – January, April, July and October, 2013.

Commissioner Lewis suggested the City retain the services of an ASL signer to be present at all DAC and Council meetings as the deaf community in Surprise has no way to understand what they are viewing since there is no captioning or signers present. Mrs. Aguilar stated that she has not received one request for a signer in the time the service has been available. Vice Chair Yaeger suggested perhaps the City could retain a volunteer ASL signer for these meetings. Discussions of signer certification, captioning and costs followed. The following outcomes of those discussions were:

- ASL signer – Mr. Mason will check with some ASL providers and get costs as this is something the Council will need to approve as it would be an ongoing cost.

- Close captioning – Mr. Abramson mentioned the equipment the City used to have for captioning no longer works and to replace it will be rather costly. This is another funding decision Council will need to make.

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4. **PUBLIC COMMENTS**

Mr. Andy Cepon, citizen, requested this commission place two items on the next agenda:

- Enforcement options of abuse of handicapped parking spaces by a Police representative.

- WHAM/arts collaboration - The event promoter is partnering with a group that has an innovative program that allows individuals with disabilities to do participatory art. The promoter would like to make a presentation to the commission, and have this commission work with the participatory arts program at the Art is Alive Festival in April 2013.

5. **AGENDA**

A. Training of DAC members on use of Council Chambers equipment

Ms. Aguilar and Mr. Abramson made a brief presentation on the technology features of the equipment on the Council Chambers dais for DAC meetings as two commissioners were not present for this training last month. Meeting protocols will be explained in more detail in a training session for all board/commission members on December 5, 2012.

B. Consider and approve October 17, 2012 regular meeting minutes

Commissioner Winters motioned to approve the minutes; Commissioner Cline seconded the motion. Motion passed 7-0.

C. Discussion, consideration and possible action regarding update on grant to automate library restroom doors the commission is interested in pursuing

Mrs. Gaskins provided the commission an update on where this grant currently is in the process. She has taken on a new position and her replacement, Jessica Blazina, has recently assumed grant coordinating duties. Mrs. Gaskins was before this commission in September. Two options with this grant application were discussed:

1. Take to Council and RFP process. There were issues with the City working in tandem with non-profits/partnerships, and

2. Go straight with City staff. This will require following the City's procurement process.

The latest version of the grant application contains staff and commission comments, and clarifies some of the grant language. She specifically asked the commission to review the evaluation portion of the grant to ensure it follows the DAC Strategic Plan.

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D. Discussion, consideration and possible action regarding CED update on the General Plan

Mr. Kovuru gave a presentation on where the City is at with updating its General Plan that it is required to update every 10 years.

E. Discussion, consideration and possible action to place items on future agendas

Commissioner Cline motioned to place Camp Tatiyee presentation on the December 2012 regular meeting, if available and if not, to present at January regular meeting; Vice Chair Yaeger seconded the motion. Motion passed 7-0.

Commissioner Cline motioned to schedule the next work session meeting to focus on the Action Plan for Monday, December 3, 2012; Commissioner Winters seconded the motion. Motion passed 7-0.

Commissioner Kaiser motioned to schedule two additional work session meetings, if necessary. If any of these meetings are not needed, they will be cancelled; Commissioner Jones seconded the motion. Motion passed 7-0.

- Monday, January 7, 2013
- Monday, January 14, 2013

Vice Chair Yaeger motioned to schedule the January regular DAC meeting for Wednesday, January 23, 2013; Commissioner Winters seconded the motion. Motion passed 7-0. The remaining dates in question will be discussed at the next regular meeting.

Vice Chair Yaeger motioned to invite a Police Department representative to make a presentation on disability parking enforcement; Commissioner Winters seconded the motion. This item will be on the January agenda. Motion passed 7-0.

6. **ADJOURNMENT**

Chair Hernandez adjourned the meeting at 8:12pm.

Michael E. Mason

Michael E. Mason, Risk Manager

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