



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

Wednesday, November 20, 2013 @ 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
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- | | | | |
|----|-------------------|---|--------------------------|
| #1 | District Citywide | <u>Discussion and approval of recommended language changes to DAC Bylaws reducing the number of commissioners experiencing disabilities from four to three.</u> | Approve
Chair Yaeger |
| #2 | District Citywide | <u>Discussion and approval of the 10.23.13 regular meeting minutes.</u> | Approve
Michael Mason |
| #3 | District Citywide | <u>Discussion and approval of Annual Work Plan to be submitted to Council, and discussion to update the DAC Strategic Plan.</u> | Approve
Chair Yaeger |
| #4 | District Citywide | <u>Discussion and approval of future agenda items.</u> | Approve
Chair Yaeger |

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

November 20, 2013 @ 6:00:00 PM

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Board Meeting Date:	November 20, 2013	Contact Person:	Chair Yaeger
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	Approve		

Consent	Regular	x	Public Hearing	Report/Discussion
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Agenda Wording:

Discussion and approval of recommended language changes to DAC Bylaws reducing the number of commissioners experiencing disabilities from four to three.

Motion:

Motion to approve recommended language changes to DAC Bylaws reducing the number of commissioners experiencing disabilities from four to three and forward the request to the City Council.

Background:

The DAC met October 23, 2013 and the issue of how many commissioners are required by Bylaws to experience disabilities was discussed. Disability Advisory Commission Bylaws, Sec. 2-298(c), Composition, state "DAC membership shall be selected from residents of the city, including at least four persons that experience a disability". Because the DAC does not have a full membership and not all the current members experience disabilities, they do not meet this Section. The would like to reduce the number of commissioners experiencing disabilities to three to better comply with this Section.

Financial Impact Statement:

N/A

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

November 20, 2013 @ 6:00:00 PM

Back Print

Board Meeting Date:	November 20, 2013	Contact Person:	Michael Mason
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	Approve		

Consent	Regular	x	Public Hearing	Report/Discussion
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Agenda Wording:

Discussion and approval of the 10.23.13 regular meeting minutes.

Motion:

Motion to approve the 10.23.13 regular meeting minutes.

Background:

Financial Impact Statement:

N/A

ATTACHMENTS:

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☐ [10.23.13 minutes](#)

External Attachment Links:

Meeting Requirements:

Powerpoint	Video	White Board	Other
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Presentation Speaker Names (spelling and titles for TV captions):



City of Surprise
Disability Advisory Commission (DAC)
Wednesday, October 23, 2013 – 6:00 P.M.
Surprise City Hall – Council Chambers
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 Chambers, 16000 N. Civic Center Plaza, Surprise, Arizona 85374, on Wednesday, October 23, 2013 at 6:01pm.

A. ROLL CALL

Also in attendance with Chair Yaeger were Commissioners Kaiser, Lewis and Stutzman.

Absent: Vice Chair Yaeger.

Staff in attendance: Sherry Aguilar, City Clerk; Michael Mason, Risk Manager; Ricka Gallagher, Risk Analyst.

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS AND REPORTS

Commissioner Lewis reported that Mr. Alex Galvez of Digiplex Theater updated the theater's website to include information about captioning capabilities for those who request it.

Commissioner Stutzman reported she visited the library to see the new automatic restroom doors that were recently installed.

Commissioner Kaiser had nothing to report.

Chair Yaeger reported he is happy to see the library doors have been installed after 18 months. Also, GAIN night is this Friday. Commissioner Lewis and he will be attending.

D. STAFF REPORTS

Ms. Gallagher reported on the following:

- CRS activities – Update of the adaptive recreational activities currently happening or planned in the next two or so months.

- Semi-annual Report to Council – Copies of an email from the City Clerk and attached Self Evaluation forms were distributed. The Council is requiring all Boards/Commissions submit their semi-annual reports by December 2, 2013. The Council also is requiring each Commissioner to complete an evaluation based on their participation. Those are due also due to the City Clerk by December 2, 2013.
- Customer Service Survey, Surprise Progress Submittals, Use of TV Crawl, Closed Captioning – An email provided to staff by Ken Lynch of the City's Communications Department was read providing detail on these various topics. This email pertained to agenda Items 2 – 4. The email was provided in lieu of Mr. Lynch and Mr. Abramson's attendance. Chair Yaeger was provided the email for his reference.

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: City Clerk to administer the Oath of Office to newly appointed DAC member, Dr. Wayne Nielsen.

City Clerk Sherry Aguilar administered the official Oath of Office to newly appointed Commissioner Nielsen.

Item #2: Discussion on the most effective options to distribute the "effective customer service" survey to residents of the community that do not have computer access.

The group discussed creating a new survey as it is unknown how long the existing survey has been active or what the goal was in having it. Chair Yaeger asked staff to find out who can tabulate the results from the submittals so far and provide at next month's meeting. Commissioner Kaiser suggested removing the existing survey from the City's website prior to posting a new one online.

Item #3: Discussion on what content to submit, content format, and submittal deadlines for the next quarterly Surprise Progress.

Chair Yaeger is still unclear on the deadlines in which to submit to the City prior to printing, and asked staff to clarify this with the Communications Department.

Item #4: Discussion to clarify how the new closed captioning system works.

Commissioner Lewis inquired if the City can correct the captioning that consists of a series of symbols that at times appears when she is speaking. If not, she suggested the symbols be replaced with “inaudible” in the captioning text, or perhaps the City consider using a different captioning service that captures speech more accurately.

Item #5: Discussion and possible approval of the minutes of the 9.18.13 regular DAC meeting.

Commissioner Lewis requested that the minutes reflect that the correct date of the GAIN night is October 25, 2013. Commissioner Stutzman motioned to approve with this correction; seconded Commissioner Lewis. Motion passed 4/0.

Item #6: Discussion and approval to place items on future agendas.

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

- Semi-annual report to Council & Strategic Plan (Yaeger)
- Change to DAC Bylaws relating to membership (Yaeger)

OTHER BUSINESS

ADJOURNMENT

Hearing no further business, Chair Yaeger adjourned the meeting at 7:44pm.

Michael E. Mason

Michael E. Mason, Risk Manager



CITY OF SURPRISE
Disability Advisory Commission

November 20, 2013 @ 6:00:00 PM

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Board Meeting Date:	November 20, 2013	Contact Person:	Chair Yaeger
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	Approve		

Consent	Regular	x	Public Hearing	Report/Discussion
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Agenda Wording:

Discussion and approval of Annual Work Plan to be submitted to Council, and discussion to update the DAC Strategic Plan.

Motion:

Motion to approve Annual Work Plan to be submitted to Council.

Background:

Last year, the Council developed policies relating to Boards/Commissions and created a Handbook with all the responsibilities required of them. One requirement is that Boards/Commissions submit a semi-annual report to the Council updating them on major topics of discussion, recommendations made, concerns, accomplishments, and any additional comments. This Annual Work Plan is due to the City Council on December 2, 2013.

The DAC Strategic Plan was presented to Council last September and was for FY2013. Chair Yaeger would like to update it with new goals and update existing goals.

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):



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Agenda Wording:

Discussion and approval of future agenda items.

Motion:

Motion to approve future agenda items.

Background:

Financial Impact Statement:

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