



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

Wednesday, October 23, 2013 @ 6:00 PM
 Amended agenda on 10/17/13 at 9:25 a.m. - added item #1 (Oath of Office)

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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>City Clerk Aguilar will administer to Oath of Office to newly appointed DAC Member, Dr. Wayen Nielsen.</u> | No Action
Michael Mason |
| #2 | District Citywide | <u>Discussion on the most effective options to distribute the "effective customer service" survey to residents of the community that do not have computer access.</u> | No Action
Chair Yaeger |
| #3 | District Citywide | <u>Discussion on what content to submit, content format, and submittal deadlines for the next quarterly Inside Surprise newsletter.</u> | No Action
Chair Yaeger |
| #4 | District Citywide | <u>Discussion to clarify how the new closed captioning system works.</u> | No Action
Commissioner
Lewis |
| #5 | District Citywide | <u>Discussion and possible approval of the September 18, 2013 regular DAC meeting minutes.</u> | Approve
Michael Mason |
| #6 | District Citywide | <u>Discussion and possible approval of future agenda items.</u> | Approve
Michael Mason |

OTHER BUSINESS:

ADJOURNMENT:

SHERRY ANN AGUILAR, CITY CLERK, CMC

POSTED: October 17, 2013 at 9:25 a.m.

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

October 23, 2013 @ 6:00:00 PM

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Board Meeting Date:	October 23, 2013	Contact Person:	Michael Mason
Submitting Department:		District:	Citywide
Staff Recommendations:	No Action		

Consent	Regular	x	Public Hearing	Report/Discussion
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Agenda Wording:

City Clerk Aguilar will administer to Oath of Office to newly appointed DAC Member, Dr. Wayen Nielsen.

Motion:

N/A

Background:

Financial Impact Statement:

ATTACHMENTS:

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No Attachments Available

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

October 23, 2013 @ 6:00:00 PM

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Board Meeting Date:	October 23, 2013	Contact Person:	Chair Yaeger
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	No Action		

Consent	Regular	x	Public Hearing	Report/Discussion
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Agenda Wording:

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

Motion:

Background:

This item was rescheduled from last month's DAC meeting.

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

Ken Lynch or designee



CITY OF SURPRISE
Disability Advisory Commission

October 23, 2013 @ 6:00:00 PM

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Board Meeting Date:	October 23, 2013	Contact Person:	Chair Yaeger
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	No Action		

Consent	Regular	☒ x	Public Hearing	Report/Discussion
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Agenda Wording:

Discussion on what content to submit, content format, and submittal deadlines for the next quarterly Inside Surprise newsletter.

Motion:

Background:

This item was rescheduled from last month's DAC meeting.

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

Ken Lynch or designee



CITY OF SURPRISE
Disability Advisory Commission

October 23, 2013 @ 6:00:00 PM

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Board Meeting Date:	October 23, 2013	Contact Person:	Commissioner Lewis
Submitting Department:	HR Boards and Commissions	District:	Citywide
Staff Recommendations:	No Action		

Consent	Regular	x	Public Hearing	Report/Discussion
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Agenda Wording:

Discussion to clarify how the new closed captioning system works.

Motion:

Background:

At last month's meeting, Commissioner Lewis requested more information about how the system works since she has had difficulty using the feature.

Financial Impact Statement:

None

ATTACHMENTS:

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No Attachments Available

External Attachment Links:

Meeting Requirements:

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

Ken Lynch or designee



CITY OF SURPRISE
Disability Advisory Commission

October 23, 2013 @ 6:00:00 PM

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Board Meeting Date:	October 23, 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 possible approval of the September 18, 2013 regular DAC meeting minutes.

Motion:

Motion to approve the September 18, 2013 regular DAC meeting minutes.

Background:

Financial Impact Statement:

None

ATTACHMENTS:

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☐ [9.18.13 regular meeting 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, September 18, 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 Hernandez called the meeting to order at the Surprise City Hall, Council Chambers, 16000 N. Civic Center Plaza, Surprise, Arizona 85374, on Wednesday, September 18, 2013 at 6:04pm.

A. ROLL CALL

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

Absent: Vice Chair Yaeger.

Staff in attendance: Dave Kohlbeck, Public Works Assistant Director; Michael Mason, Risk Manager; Ricka Gallagher, Risk Analyst.

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS AND REPORTS

Chair Hernandez and Commissioners Kaiser and Stutzman had nothing to report.

Commissioner Lewis reported she was honored by a non-profit organization, Vicki's Cure, and will bring more information about their future activities as they are known.

D. STAFF REPORTS

Ms. Gallagher reported on the following:

- AZ Bridge to Independent Living – Literature was distributed.
- HOA Academy – Scheduled for Tuesday, November 5th. DAC presentation timeslot 6:25pm – 6:45pm. Chair Hernandez and Vice Chair Yaeger will be presenting.
- CRS activities – Update of the adaptive recreational activities currently happening or planned in the next two or so months.
- CRS ADA Items Update – CRS has completed two more items on their ADA list. Both involve increasing accessible parking spaces at both the Royals and Rangers practice fields from 4 to 6 with added signage.

- GAIN night – If any other commissioners are interested in attending this event on Saturday, October 26th with Commissioner Lewis, let staff know so Officer Tovar can make appropriate arrangements and also so staff can make copies of DAC pamphlet and any other literature the DAC wants to provide citizens.
- TV Crawl – Cable 11 staff stated that this is not the best way to get information out to the public. It is suggested that DAC information be included as part of the PSA loops between programs. Commissioner Lewis stated she is still unsure how the closed captioning system is supposed to work. Discussion followed and it was decided to invite Mr. Abramson to next month's meeting to explain it again or, if he is unavailable, to provide a written explanation for staff to present as part of staff reports.

CALL TO THE PUBLIC

Chair Hernandez opened the call to the public. Having none, Chair Hernandez closed the call to the public.

CONSENT AGENDA

REGULAR AGENDA ITEM – NON-PUBLIC HEARING

- Item #1:** Discussion and possible approval of nomination of “Above & Beyond” award to Digiplex Theater, 13469 N. Litchfield Rd., for installing push button automatic doors; presentation of the “Above & Beyond” award to Alex Galvez, Managing Director of Digiplex Theater.

Commissioner Stutzman motioned to nominate Digiplex Theater; seconded Commissioner Kaiser. Motion passed 3/0 (Lewis abstained).

- Item #2:** Presentation by Rocky Macy, LUKE AFB School Liaison, about the EFMP/STOMP program.

Mr. Macy explained the EFMP and STOMP programs that are available to military families with exceptional family members. Ms. Marjorie Thompson is his replacement for the EFMP program at Luke AFB. She looks forward to working with the DAC to get the word out to military families living in the area that would benefit from these programs.

- Item #3:** Update by Dave Kohlbeck, Public Works Assistant Director, about the Dial-a-Ride Program for FY2013.

Mr. Kohlbeck presented an update about the new Dial-a-Ride program as of the close of FY2013. Ridership is higher than projected and has been growing increasingly since inception, which has made program costs higher than anticipated. The biggest issue is non-ADA leisure trips. The City is working with Valley Metro to obtain additional Federal funding to keep the program running through the close of FY2014, and is also considering ways in which to offset costs for non-ADA leisure trips.

Item #4: Discussion on funding sources for automatic library restroom doors.

Vice Chair Yaeger requested this item be on this agenda (Item #8) but, since Mr. Kohlbeck is overseeing this project through the Facilities Division, he explained that Vice Chair Yaeger came before the Council last week about this issue. Subsequently, the City Manager directed staff to fund this project. Facilities staff have ordered the doors; however, they first must explore the best way to get power to the doors. Mr. Kohlbeck will keep staff apprised as this project progresses.

Item #5: Discussion on the most effective options to distribute the “effective customer service” survey to residents of the community that do not have computer access.

Vice Chair Yaeger asked to have this item on this agenda. Ms. Gallagher shared that it appears this survey was created by the former ADA Coordinator. It is unknown how long it has been accessible to the public, what the purpose was, or how much longer it will be on the City’s internet page. The DAC requested Mr. Ken Lynch come to next month’s meeting to share more information.

Item #6: Discussion on what content to submit, content format, and submittal deadlines for the next quarterly *Inside Surprise* newsletter.

Vice Chair Yaeger asked to have this item on this agenda. The DAC requested Mr. Ken Lynch come to next month’s meeting to share more information.

Item #7: Discussion and possible approval of the minutes of the 8.21.13 regular DAC meeting.

Commissioner Stutzman requested that her name be corrected on the minutes, and then motioned to approve the minutes with the correction; seconded Commissioner Lewis. Motion passed 4/0.

Item #8: Presentation by Commissioner Stutzman on the process AZ MVD uses to issue handicapped vehicle placards and plates.

Commissioner Stutzman presented information on the process required to obtain either a handicapped vehicle placard or plate. This presentation will be provided to the commissioners so they can create a flyer and distribute some of the forms at GAIN night and other future public outings.

Item #9: Nominations, discussion and election of new DAC Chair and Vice Chair for the term September 18, 2013 through June 30, 2014.

Chair Hernandez mentioned that Vice Chair Yaeger previously expressed interest in the Chair position. With no other commissioners being nominated, Commissioner Stutzman motioned to elect Vice Chair Yaeger as Chair; seconded Commissioner Lewis. Motion passed 4/0.

Chair Hernandez nominated herself to be Vice Chair. With no other commissioners being nominated, Commissioner Stutzman motioned to elect Chair Hernandez as Vice Chair; seconded Commissioner Lewis. Motion passed 4/0.

Item #10: Discussion and approval to place items on future agendas.

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

- “Effective Customer Service” survey (Yaeger)
- *Inside Surprise* newsletter content (Yaeger)
- Closed captioning clarification (Lewis) *

* unless Cable 11 staff are not available to attend in which case a written statement will be provided as part of staff updates

OTHER BUSINESS

Commissioner Jones officially resigned from the DAC on August 21, 2013. With the new elections completed, Chair Yaeger will be asked to attend the upcoming DAC applicant interview next week.

ADJOURNMENT

Hearing no further business, Chair Hernandez adjourned the meeting at 7:15pm.

Michael E. Mason

Michael E. Mason, Risk Manager



CITY OF SURPRISE
Disability Advisory Commission

October 23, 2013 @ 6:00:00 PM

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Board Meeting Date:	October 23, 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 possible approval of future agenda items.

Motion:

Motion to approve future agenda items.

Background:

Financial Impact Statement:

N/A

ATTACHMENTS:

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No Attachments Available

External Attachment Links:

Meeting Requirements:

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