



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

Wednesday, January 15, 2014 @ 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:

			STAFF RECOMMENDATION/ PRESENTED BY
ITEM # DISTRICT #	ITEM DESCRIPTION		

- | | | | |
|----|-------------------|---|-----------------------------------|
| #1 | District Citywide | <u>Discussion and approval of content to be added, deleted or changed from the 2013 Annual Work Plan and Strategic Plan.</u> | Approve
Chairman
Yaeger |
| #2 | District Citywide | <u>Discussion and approval of content to be submitted into the next quarterly Surprise Progress newsletter.</u> | Approve
Chairman
Yaeger |
| #3 | District Citywide | <u>Discussion and approval of content to be included on the form the Fire Department uses for its 9-1-1 database to respond to emergencies involving citizens with special needs.</u> | Approve
Chairman
Yaeger |
| #4 | District Citywide | <u>Discussion and approval of changes to the DAC Bylaws to change the membership makeup of the DAC to be less restrictive.</u> | Approve
Commissioner
Lewis |
| #5 | District Citywide | <u>Discussion and approval to either scrap the old survey on the DAC webpage, create a new survey, or try another avenue of outreach.</u> | Approve
Commissioner
Kaiser |
| #6 | District Citywide | <u>Discussion and approval of the November 20, 2013 regular meeting minutes.</u> | Approve
Michael Mason |
| #7 | District Citywide | <u>Discussion and approval of future agenda items.</u> | Approve
Michael Mason |

OTHER BUSINESS:

ADJOURNMENT:

SHERRY ANN AGUILAR, CITY CLERK, CMC

POSTED: December 16, 2013 at 9:15 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

January 15, 2014 @ 6:00:00 PM

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Board Meeting Date:	January 15, 2014	Contact Person:	Chairman 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 content to be added, deleted or changed from the 2013 Annual Work Plan and Strategic Plan.

Motion:

Motion to approve content to be added, deleted or changed from the 2013 Annual Work Plan and Strategic Plan.

Background:

Per the Council Board/Commission Handbook, Boards/Commissions are required to submit Annual Work Plans to Council and develop Strategic Plans. Last year the DAC went before the Council and presented their plans for fiscal year 2013.

Financial Impact Statement:

unknown

ATTACHMENTS:

Click to download

- ☐ [Report to the Council](#)
 - ☐ [2014 Strategic Plan](#)
-

External Attachment Links:

Meeting Requirements:

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

Report to the City Council by the Disability Advisory Commission December 2, 2013

Commission Members:

John Yaeger, Chair
Michelle Hernandez, Vice Chair
Wayne Nielsen
Michelle Lewis
Shelia Kaiser
Kymberlee Stutzman
Vacancy

Major Topics of Discussion:

1) Past Accomplishments:

During the past year we accomplished several of our goals from our strategic plan such as:

- (a)** Establishing the Mayor's "Above and Beyond Award"
- (b)** Advocating for barrier-free rest room doors for the Surprise library (Northwest Regional branch)
- (c)** Establishing an informational web page on the City of Surprise web site
- (d)** Launch a presence in the quarterly Progress magazine
- (e)** Enfranchising people who cannot attend meetings by televising our meetings
- (f)** Having presentations by city departments as well as other organizations of concern to our citizens with special needs, televised during our meetings.

2) Ongoing Goals:

- (a)** Some past goals and objectives were meant to be ongoing. In re-evaluated them, we have kept some, modified others, and eliminated completed ones.
- (b)** We have already presented at HOA Academy classes and worked a table at the G.A.I.N. event. This is an important approach to make the public aware of the DAC resources offered by the city.

3) Council's Rules/Policy Review:

(a) With new members on our commission, we have reinvigorated our focuses with a strategic plan for the 2013-2014 year. However, as council may be aware, we presently have one vacancy. The present rules/policy states that four of our seven members must experience a disability.

Recommendations Made:

- 1) With the help of staff, we have developed materials—both in hard copies and electronic formats—for distribution to the public. These items are now in place for setting up a presence at other city events. Hence, we would like to participate in most city events the council deems appropriate, believing that this is an important way to reach the public.
- 2) In order to function with a full commission, we would like to suggest that the requirement of having four members experiencing a disability, be relaxed to open the pool of candidates to include non-handicapped individuals. However, all other qualifications being deemed equal by the interviewing city council members, preference should still be given to candidates who experience a disability.
- 3) We ask that the City Council consider the position of a full-time ADA Coordinator. With the impending retirement of the Senior Risk Consultant / ADA Coordinator, such an experienced person would be a valuable asset to ensure ADA compliance for our city. In addition, that person would be qualified to advise the DAC on how to move Surprise into the future, guaranteeing special needs people with the equality they deserve.
- 4) We request that a City Council member be assigned to oversee the efforts of the DAC, and act as a direct liaison to the Mayor and the rest of the City Council.

Concerns:

We have accomplished some worth-while triumphs during this past year; the nature of our commission demands that we do not rest on our laurels. The present DAC will challenge itself to advise the Mayor and City Council more frequently this year on items concerning our citizens with special needs. In addition, we invite the Mayor and City Council to use us as their own resource to reach out to our community and research things which would help them govern.

Additional Comments:

It is a privilege to serve as an advisory group for the Mayor and City Council, as well as given the opportunity to advocate for people with special needs in our fine city.

2013 – 2014 DISABILITY ADVISORY COMMISSION STRATEGIC PLAN

MISSION:

Disability Advisory Commission will focus on community-wide accessibility that addresses the needs of people with disabilities by increasing public awareness and advocacy.

Disability Advisory Commission will outline a work plan and advise the City Council, staff and community-at-large regarding needs, process improvements and services.

FOCUS AREAS:

BUSINESS

Goals:

Have community businesses voluntarily participate in the removal of barriers and to improve accessibility
Continue the “Above and Beyond” awards to individuals or groups that support the mission of the Disability Advisory Commission.

Objectives:

Facilitate business owners in specific aspects of accessibility
Evaluate economic benefits to create barrier-free environments
Recognize and reward a business in the community annually that exceeds ADA requirements
Promote the “Above and Beyond Award” program in conjunction with the Mayor and City Council

TRANSPORTATION

Goals:

Evaluate the effectiveness of the new Regional Public Transit Authority (RPTA) program for individuals with disabilities in the community

Encourage the Planning & Zoning Commission re: van accessible parking – overall handicapped accessible parking in excess of minimum International Building Code standards

Objectives:

Report certain results quarterly from www.valleymetro.org

Communicate the Disability Advisory Commission's viewpoint as issues are appropriate

Verify preferential treatment for disabled patrons

CONNECTIVITY, COMMUNICATION & OUTREACH

Goals:

Increase community awareness of the Disability Advisory Commission's commitment to serve individuals with disabilities and the community

Objectives:

Establish a presence at most city events (deemed appropriate by the City Council)

Show PowerPoint about the Disability Advisory Commission added to Cable 11's public TV loop

Revise "Conversation with Council" between various Disability Advisory Commissioners and Council members on Cable 11.

Explore the process to create a program

Collect data on citizens with disabilities to determine what their needs are

Promote inclusion for citizens with disabilities in four areas: 1) Economic; 2) Social; 3) Isolationism; 4) System with regards to removing barriers

DISASTER, SECURITY & EMERGENCY PREPAREDNESS

Goals:

Educate individuals to take personal responsibility for emergency preparedness
Ensure people with disabilities are included in emergency preparedness plans
Identify the special needs of people with disabilities and recommend action
Periodically review the City's emergency preparedness plan and provide input

Objectives:

Explore training for first responders and alternative response volunteers (face-to-face and online)
Customize awareness and preparedness material in alternative accessible formats and place in accessible locations
Invite speakers from local first responder organizations and establish/maintain a working relationship with them
Coordinate informational resources
Continue participation in HOA Academy classes for awareness of disability issues

OPPORTUNITY, HOUSING & VISITABILITY

Goals:

Identify areas for opportunity & inclusion in housing and visitability
Encourage housing developments (new and existing) to consider visitability advantages
Promote awareness of Section 8/HUD housing opportunities within the City of Surprise
Serve as advocate for citizens with special needs

Objectives:

Access data from Maricopa County
Research opportunities for Section 8/HUD housing within City of Surprise with representative(s) of Maricopa County
Search and explore opportunities to reduce barriers
Evaluate economic benefits of barrier-free housing (for both now and in the future as residents get older)

FINANCIAL SOLUTIONS

Goals:

research potential grants with staff that are available to fund projects which promote and support issues impacting individuals with disabilities

be aware of alternate funding sources that may be presented to Council for their consideration and approval

make certain that all DAC suggestions carefully consider taxpayer consequences (in that our suggestions best reflect a wise use of taxpayer dollars)

Objectives:

research grants (independently and with the city's Grand Administrator)

identify DAC funding opportunities for businesses within the Original Town site for ADA and barrier reductions



CITY OF SURPRISE
Disability Advisory Commission

January 15, 2014 @ 6:00:00 PM

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Board Meeting Date:	January 15, 2014	Contact Person:	Chairman 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 content to be submitted into the next quarterly Surprise Progress newsletter.

Motion:

Motion to approve content to be submitted into the next quarterly Surprise Progress newsletter.

Background:

The DAC has discussed this subject for some time with staff and recently learned the deadline timeframe in which to submit content for the quarterly Surprise Progress newsletter. The DAC hopes to submit content for the next Surprise Progress issue.

Financial Impact Statement:

unknown

ATTACHMENTS:

[Click to download](#)

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

January 15, 2014 @ 6:00:00 PM

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Board Meeting Date:	January 15, 2014	Contact Person:	Chairman 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 content to be included on the form the Fire Department uses for its 9-1-1 database to respond to emergencies involving citizens with special needs.

Motion:

Motion to approve content to be included on the form the Fire Department uses for its 9-1-1 database to respond to emergencies involving citizens with special needs.

Background:

Some time ago, the Fire Department came before the DAC and shared they have a database that is used to identify citizens in the community with special needs so they can better respond to emergencies. The database is outdated and the DAC volunteered to assist the Fire Department to update their database and review/change the form used to possibly include additional pertinent information.

Financial Impact Statement:

Possible costs to mail to citizens (\$200)

ATTACHMENTS:

[Click to download](#)

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

January 15, 2014 @ 6:00:00 PM

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Board Meeting Date:	January 15, 2014	Contact Person:	Commissioner Lewis
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 changes to the DAC Bylaws to change the membership makeup of the DAC to be less restrictive.

Motion:

Motion to approve changes to the DAC Bylaws to change the membership makeup of the DAC to be less restrictive.

Background:

Commissioner Lewis mentioned recently the DAC Bylaws require a minimum four members with special needs and the remaining members to be a family members of individuals with special needs. The current membership of the DAC does not meet this requirement so the DAC would like to discuss and possibly change the Bylaws to lower or change the restrictions currently in place.

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):



CITY OF SURPRISE
Disability Advisory Commission

January 15, 2014 @ 6:00:00 PM

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Board Meeting Date:	January 15, 2014	Contact Person:	Commissioner Kaiser
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 to either scrap the old survey on the DAC webpage, create a new survey, or try another avenue of outreach.

Motion:

Motion to approve to either scrap the old survey on the DAC webpage, create a new survey, or try another avenue of outreach.

Background:

The DAC noted the DAC webpage contained a link to a survey specific to individuals with special needs. Questions arose as to how long it had been online, what the goal of the survey was, what the results are so far, if it meets the outreach levels the DAC would like, and if it still meets the intent of the DAC's goals at this time.

Financial Impact Statement:

unknown

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

January 15, 2014 @ 6:00:00 PM

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Board Meeting Date:	January 15, 2014	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 November 20, 2013 regular meeting minutes.

Motion:

Motion to approve the November 20, 2013 regular meeting minutes.

Background:

Financial Impact Statement:

ATTACHMENTS:

Click to download

☐ [11.20.13 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, November 20, 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, November 20, 2013 at 6:05pm.

A. ROLL CALL

Also in attendance with Chair Yaeger were Vice Chair Hernandez and Commissioners Kaiser, Nielsen and Stutzman. One vacancy currently exists on the DAC.

Absent: Commissioner Lewis.

Staff in attendance: Michael Mason, Risk Manager.

B. PLEDGE OF ALLEGIANCE

C. CURRENT EVENTS AND REPORTS

Commissioners Kaiser and Nielsen had nothing to report.

Commissioner Stutzman reported she attended the Digiplex Wednesday when closed captioning was offered.

Second, the link for the survey is still active on the City website.

Lastly, she responded to Chair Yaeger's request that each commissioner review the action plan and come up with items for discussion. She offered some feedback and suggestions on major topics of discussion, goals, concerns and recommendations.

Vice Chair Hernandez reported she recently attended the HOA Academy. Based on feedback from that event, she suggested removing the timings from the Powerpoint, have printouts of the keynotes that the DAC wants to address, and place those as a separate Powerpoint. This will eliminate having to go through each and every slide on the current Powerpoint.

Chair Yaeger reported stories he heard from citizens at the recent GAIN night.

Second, he also reported he spoke with Captain Hamblin of the Surprise Fire Department about updating the database in use for 9-1-1 calls involving citizens with

special needs, and the best ways to get surveys to citizens to either update their information or add them to the database. Mr. Mason reported Captain Hamblin is requesting the DAC review the current survey and look at what content is needed to more adequately address the needs of the citizens for the database.

Third, Chair Yaeger met with Mr. Jim Weman of Happy Trails about touring their community to see some barrier free access improvements that have been made.

Fourth, Chair Yaeger collected the Board/Commission self assessments that were completed for submission to the City Clerk.

Fifth, Chair Yaeger will be preparing a report to the City Council (Strategic Plan update), which will contain recommendations on DAC recruitments, among other items.

Lastly, Chair Yaeger acknowledged that a survey may not be the best way to poll citizens. He feels the DAC needs to get before the public more often and asked commissioners to consider volunteering time at appropriate future city events.

D. STAFF REPORTS

Mr. Mason reported on the following:

- Surprise Progress Submittals – The City's Communications Department requires content for the quarterly newsletter to be submitted six weeks before publication (i.e., January 1st publication date due mid-November). Not all content submissions are printed.
- CRS activities – Update of the adaptive recreational activities currently happening or planned in the next two or so months.
- Scoreboard at Stadium – This new board will allow closed captioning of movies and offers additional captioning features currently not available.

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

Chair Yaeger requested this item be on this agenda because the DAC has had difficulty finding citizens to apply for the DAC vacancies. He stated Commissioner Lewis (absent) previously indicated she was not in favor of this

suggestion. Commissioner Stutzman suggested applicants with firsthand knowledge in creating barrier-free communities and those directly impacted with disabilities be given preference over non-disabled applicants if experience and background are equal. Commissioner Kaiser offered removing the Bylaws reference to a specific number of commissioners with special needs, and suggested a preference tier approach (i.e, applicants with special needs first, caregivers and others directly involved with others with special needs second, and all other non-disabled applicants last). Motion to approve language suggested by Commissioner Stutzman and to include in DAC report to Council; seconded Commissioner Kaiser. Approved 5/0.

Item #2: Discussion and approval of the 10.23.13 regular meeting minutes.

Chair Yaeger requested the minutes be amended to include a statement that a vacancy exists on the DAC. Chair Yaeger motioned to approve minutes as amended; seconded Commissioner Stutzman. Approved 5/0

Item #3: Discussion and approval of Annual Work Plan to be submitted to Council, and discussion to update the DAC Strategic Plan.

For the DAC Strategic Plan update, Chair Yaeger requested commissioners review the Strategic Plan and decide their focus areas of interest:

- **Business** – Nielsen, Lewis (sports bars without closed captioned TV)
- **Transportation** – Hernandez, Yaeger
- **Connectivity, Communication & Outreach** – Stutzman, Yaeger
- **Disaster, Security & Community Preparedness** – Hernandez, Kaiser, Lewis
- **Advocacy, Housing & Visitability** – Lewis, Nielsen, Stutzman
- **Financial Solutions** – Kaiser, Yaeger

For the DAC Annual Work Plan update, discussion took place about how to marry global ideas on how make the city more barrier-free and inclusive for its citizens with more specific ideas to address the needs of those in the community with special needs.

Item #4: Discussion and approval to place items on future agendas.

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

- Annual Work Plan and update of DAC Strategic Plan
- *Surprise Progress* content for publication
- Format of Fire Department form for 9-1-1 database
- Formulation recommendation of makeup of DAC membership
- Customer Service Survey – scrap old survey, create a new one, or try another avenue of outreach?

The following items will be placed on future agendas beyond December:

- Dave Kohlbeck (Transportation) Dial-a-Ride update; application process to apply for ADA certification (January)
- Visitability – Building Department presentation on status of visitability in the City of Surprise (February)
- Brenden Espie (Fire) presentation on emergency management (February)

OTHER BUSINESS

ADJOURNMENT

Hearing no further business, Chair Yaeger adjourned the meeting at 8:31pm.

Michael E. Mason

Michael E. Mason, Risk Manager



CITY OF SURPRISE
Disability Advisory Commission

January 15, 2014 @ 6:00:00 PM

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Board Meeting Date:	January 15, 2014	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 future agenda items.

Motion:

Motion to approve future agenda items.

Background:

Financial Impact Statement:

ATTACHMENTS:

[Click to download](#)

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):