



Advisory Committee on People with
Disabilities Agenda

Wednesday, April 19, 2023
6:00 PM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. **CALL TO ORDER:**
2. **APPROVE THE MINUTES FROM THE ADVISORY COMMITTEE ON PEOPLE WITH DISABILITIES MEETING:**
 - A. Consider approval of the minutes from the January 11, 2023, committee meeting. *(Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager)*
3. **CITIZEN APPEARANCES:**
4. **REPORTS AND DISCUSSION ITEMS:**
 - A. Swearing in of newly appointed committee members. *(Staff Presenter: Amanda Campos, City Secretary)*
 - B. Receive a report, hold a discussion, and provide feedback regarding public accessibility at city parks. *(Staff Presenter: Jen Basham, Director of Parks and Recreation)*
 - C. Receive a report, hold a discussion, and provide feedback regarding a professional services contract with Accessology Too, LLC. for the development of a city-wide transition plan *(Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager)*
 - D. Receive a report, hold a discussion, and give staff direction on the committee's goals for Fiscal Year 2022-2023. *(Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager)*
 - E. Receive a report, hold a discussion, and give staff direction regarding future meeting dates. *(Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager)*
5. **BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS:**
6. **ADJOURN:**

Staff Contact

Matt Ribitzki
Deputy City Attorney/Compliance Manager
817-426-9664

CERTIFICATE

I hereby certify that the above agenda was posted on the 13th of April 2023, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

Amanda Campos

City Secretary

ACCESSIBILITY STATEMENT

The Burleson City Hall is wheelchair accessible. The entry ramp is located in the front of the building, accessible from Warren St. Accessible parking spaces are also available in the Warren St. parking lot. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-426-9600, or TDD 1-800-735-2989.

Advisory Committee on People with Disabilities

DEPARTMENT: Legal

FROM: Matt Ribitzki, Deputy City Attorney/Compliance Manager

MEETING: April 19, 2023

SUBJECT:

Consider approval of the minutes from the January 11, 2023, committee meeting. *(Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager)*

SUMMARY:

The Committee will have the opportunity to review and approve the minutes from the last committee meeting. A draft copy of the proposed minutes will be included in the agenda packet for review by the Committee members.

OPTIONS:

None.

RECOMMENDATION:

None.

FISCAL IMPACT:

n/a

STAFF CONTACT:

Matt Ribitzki
Deputy City Attorney/Compliance Manager
mribitzki@burlesontx.com
817-426-9664

Advisory Committee on People with Disabilities
January 11, 2023
DRAFT MINUTES

Item A.

ROLL CALL

MEMBERS PRESENT:

Michael Smith
Stephanie Hollis
Brandon Bayles
Jessica Reams

MEMBERS ABSENT:

Staff present

Monica Solko, Deputy City Secretary
Matt Ribitzki, Deputy City Attorney
Justin Scharnhorst, Assistant to the City Manager

1. CALL TO ORDER – 6:12 PM

2. CITIZEN APPEARANCES:

Each person in attendance who desires to speak to the Board on an item NOT posted on the agenda, shall speak during this section. A speaker card must be filled out and turned in to the board secretary prior to addressing the board. Each speaker will be allowed three minutes to speak.

Each person in attendance who desires to speak on an item posted on the agenda shall speak when the item is called forward for consideration.

- No speakers

3. GENERAL ITEMS:

A. Discuss and receive an update on the City of Burleson Boards and Commissions. (*Staff Presenter: Monica Solko, Deputy City Secretary*)

B. Nominate and elect a Chair and Vice-Chair for the committee for the Fiscal Year 2022-23 term. (*Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager*)

- Motion made by Brandon Bayles second by Michael Smith to nominate Stephanie Hollins as chair, and Michael Smith as vice chair. Motion passed 4-0.

C. Approve the minutes from the September 1, 2021, committee meeting. (*Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager*)

- Motion made by Brandon Bayles second by Michael Smith for approve the September 1, 2021 meeting. Motion passed 4-0.

D. Receive a report, hold a discussion, and give staff direction on updating the City of Burleson's self-evaluation and transition plan. (*Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager*)

- E. Receive a report, hold a discussion, and give staff direction on the committee's goals for Fiscal Year 2022-23. (*Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager*)

4. **COMMUNITY ANNOUNCEMENTS:**

- None

5. **BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS:**

- Requested Parks and Recreations collaboration to discuss future construction and how ADA accessibility can impact community parks.

6. **ADJOURN:**

- Motion made by Brandon Bayles second by Michael Smith to adjourn. Motion passed 4-0. Meeting was adjourned at 6:52.

Monica Solko
Deputy City Secretary

Advisory Committee on People with Disabilities

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: April 19, 2023

SUBJECT:

Swearing in of newly appointed committee members. (*Staff Presenter: Amanda Campos, City Secretary*)

SUMMARY:

The City Secretary will swear in the newly appointed committee members and will give a presentation about ordinances, policies, and procedures that govern the City's board and commissions and the members of such boards and commissions.

OPTIONS:

None.

RECOMMENDATION:

None.

FISCAL IMPACT:

n/a

STAFF CONTACT:

Justin Scharnhorst
Assistant to the City Manager
jscharnhorst@burlesontx.com
817-426-9646

Advisory Committee on People with Disabilities

DEPARTMENT: Legal

FROM: Matt Ribitzki, Deputy City Attorney/Compliance Manager

MEETING: April 19, 2023

SUBJECT:

Receive a report, hold a discussion, and provide feedback regarding public accessibility at city parks. *(Staff Presenter: Jen Basham, Director of Parks and Recreation)*

SUMMARY:

Review and openly discuss accessibility of existing public parks.

OPTIONS:

None.

RECOMMENDATION:

None.

FISCAL IMPACT:

n/a

STAFF CONTACT:

Matt Ribitzki
Deputy City Attorney/Compliance Manager
mribitzki@burlesontx.com
817-426-9664

Advisory Committee on People with Disabilities

DEPARTMENT: Legal

FROM: Matt Ribitzki, Deputy City Attorney/Compliance Manager

MEETING: April 19, 2023

SUBJECT:

Receive a report, hold a discussion, and provide feedback regarding a professional services contract with Accessology Too, LLC. for the development of a city-wide transition plan (*Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager*)

SUMMARY:

City staff will update the Committee on the current status of the update on the City's self-evaluation and transition plan. The Committee will have the opportunity to discuss the matter and give staff suggestions and direction.

OPTIONS:

None.

RECOMMENDATION:

None.

FISCAL IMPACT:

n/a

STAFF CONTACT:

Matt Ribitzki
Deputy City Attorney/Compliance Manager
mribitzki@burlesontx.com
817-426-9664

Advisory Committee on People with Disabilities

DEPARTMENT: Legal

FROM: Matt Ribitzki, Deputy City Attorney/Compliance Manager

MEETING: April 19, 2023

SUBJECT:

Receive a report, hold a discussion, and give staff direction on the committee's goals for Fiscal Year 2022-2023. *(Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager)*

SUMMARY:

As the new term begins, the Committee will have the opportunity to discuss goals it would like to set for itself as a board.

OPTIONS:

None.

RECOMMENDATION:

None.

FISCAL IMPACT:

n/a

STAFF CONTACT:

Matt Ribitzki
Deputy City Attorney/Compliance Manager
mribitzki@burlesontx.com
817-426-9664

Advisory Committee on People with Disabilities

DEPARTMENT: Legal

FROM: Matt Ribitzki, Deputy City Attorney/Compliance Manager

MEETING: April 19, 2023

SUBJECT:

Receive a report, hold a discussion, and give staff direction regarding future meeting dates.
(Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager)

SUMMARY:

Staff is requesting the committee's feedback regarding future meeting dates for the remainder of the calendar year.

OPTIONS:

None.

RECOMMENDATION:

None.

FISCAL IMPACT:

n/a

STAFF CONTACT:

Matt Ribitzki
Deputy City Attorney/Compliance Manager
mribitzki@burlesontx.com
817-426-9664