

**City of Madera ADA Advisory Council  
City Hall Council Chambers  
205 W. 4<sup>th</sup> Street, Madera, CA 93637  
Regular Session Agenda  
September 19, 2023 3:30 p.m.**

Notice is hereby given that the ADA Advisory Council will hold a regular meeting Tuesday, September 19, 2023, at 3:30 p.m. in the City Council Chambers for the following purpose:

Members of the public may attend this meeting at City Hall. Members of the public may also observe the meeting on Zoom. Members of the public may comment on agenda items at the meeting or remotely through an electronic meeting via phone by dialing (669) 900-6833 enter ID #864 5765 2165. When an agenda item you wish to comment on is discussed, press \*9 on your phone to virtually raise your hand. Press \*6 to un-mute yourself to speak when the last four digits of your phone number or your name is called. Comments will also be accepted via email at [hinfo@madera.gov](mailto:hinfo@madera.gov) or by regular mail at 205 W. 4th Street, Madera, CA 93637.

Weblink: <https://cityofmadera.zoom.us/j/86457652165>

Telephone Number: (669) 900-6833  
Meeting ID 864 5765 2165

Roll Call

DJ Becker-Chairperson  
Cynthia Ortégón- Vice Chairperson  
Jack Porter  
Diana Robbins  
Saim Mohammad  
Gladys Marroquin

PUBLIC COMMENT:

The first fifteen minutes of the meeting are reserved for members of the public to address the Advisory Council on items which are within the subject matter jurisdiction of the Council. Speakers shall be limited to three minutes. Speakers will be asked, but not required, to identify themselves and state the subject of their comment. If the subject is an item on the Agenda, the Chairperson has the option of asking the speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on the Agenda should be held until the hearing is opened. The Council is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Council does not respond to public comment at this time.

Business Matters

1. Approval of Minutes – Meeting of May 16, 2023 and August 15, 2023
2. Introduction: Ismael Hernandez, Public Works Operations Director

3. Discussion of participation in Old Timers Day parade and/or booths in the Park September 30, 2023 (Wendy Silva)
4. Discussion regarding procurement of cross-street banner for Save the Space campaign to be hung across Yosemite Avenue in November (Wendy Silva)
5. Discussion of accessibility concerns regarding front door to City Finance Department (Chairperson Becker)
6. Advisory Councilmember Reports

***This portion of the meeting is reserved for the Advisory Council members (1) to make brief reports on attendance at other boards, committees, public agencies, and/or public events, (2) to request updates, (3) to initiate future agenda items.***

### Adjournment

Next Regular Meeting will be Tuesday, October 17, 2023


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- Please silence or turn off cell phones and electronic devices while the meeting is in session unless they are required for your participation in the meeting.
- Regular meetings of the Madera ADA Advisory Council are held the 3rd Tuesday of each month at 3:30 p.m. in the Council Chambers at City Hall. The public is invited to participate in-person or via Zoom.
- The complete agenda packet is available on the City's website and in the Human Resources Department at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting Human Resources at (559) 661-5401 or by email at [hrinfo@madera.gov](mailto:hrinfo@madera.gov).
- The meeting room is accessible to the physically disabled. Requests for accommodations for persons with disabilities such as signing services, assistive listening devices, or alternative format agendas and reports needed to assist participation in this public meeting may be made by calling the Human Resources Office at (559) 661-5400, option 8, or emailing [hrinfo@madera.gov](mailto:hrinfo@madera.gov). Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service. Requests may also be delivered/mailed to: City of Madera, Attn; Human Resources, 205 W. 4<sup>th</sup> Street, Madera, CA 93637. Requests should be made as soon as practicable as additional time may be required for the City to arrange or provide the requested accommodation. At least seventy-two (72) hours' notice prior to the meeting is requested but not required. When making a request, please provide sufficient detail that the City may evaluate the nature of the request and available accommodations to support meeting participation. Please also provide appropriate contact information should the City need to engage in an interactive discussion regarding the requested accommodation.
- The services of a translator can be made available. Please contact Human Resources at (559) 661-5400, option 8 or [hrinfo@madera.gov](mailto:hrinfo@madera.gov) to request translation services for this meeting. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service. Requests should be submitted in advance of the meeting to allow

the City sufficient time to provide or arrange for the requested services. At least seventy-two (72) hours' notice prior to the meeting is requested by not required.

- Questions regarding the meeting agenda or conduct of the meeting, please contact the Human Resources Office at (559) 661-5400 option 8.
  - Para asistencia en español sobre este aviso, por favor llame al (559) 661-5401.
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I, Patsy Gomez, HR Technician II for the City of Madera, declare under penalty of perjury that I posted the above Madera ADA Advisory Council Agenda for the Regular Meeting of August 15, 2023, near the front entrances of City Hall no later than 5:00 p.m. on September 14, 2023.



Patsy Gomez, HR Technician II

9/14/2023

Date

ALL CITY EMPLOYEES AND THE PUBLIC ARE WELCOME TO ATTEND

City of Madera ADA Advisory Council  
City Hall Council Chambers  
205 W. 4<sup>th</sup> Street, Madera, CA 93637  
**REGULAR MEETING MINUTES**  
May 16, 2023, 3:30 p.m.

A regular meeting of the Madera ADA Advisory Council was scheduled for 3:30 p.m. on Tuesday, May 16, 2023, in the City Council Chambers. The meeting was also available to members of the public by Zoom video conferencing.

**ROLL CALL:**

<b>Advisory Councilmember Name</b>	<b>Present</b>
DJ Becker, Chairperson	N
Jack Porter	N
Cynthia Ortegón, Vice-Chairperson	Y
Diana Robbins	Y
Gladys Marroquin	Y
Saim Mohammad	Y
<b>City Staff Present</b>	
Wendy Silva, Director of Human Resources	
Jenavie Martin, Human Resources Technician II	

**OTHERS PRESENT:** None.

Vice Chairperson Cynthia Ortegón called the meeting to order at 3:30 p.m.

Public Comment:

None.

Business Matters

1. Approval of Minutes – Meeting of April 18, 2023. Councilmember Saim Mohammad moved to approve the minutes as presented; motion seconded by Councilmember Diana Robbins. All council members voted yes to approve the minutes as amended.
2. Informational responses from April 18, 2023, meeting inquiries (Wendy Silva)
  - a. Inquiry regarding crosswalk at 4<sup>th</sup> Street and E Street- Wendy spoke to the City Engineer, Keith Helmuth, and was notified that installing a crosswalk on the west side of 4<sup>th</sup> and E Street would not be advisable because there is potential conflict with the railroad crossing and that it would be a safety hazard. Vehicles driving toward the tracks would potentially have difficulty seeing a pedestrian due to the change in elevation of the road.

- b. Inquiry regarding sidewalk on south side of 7<sup>th</sup> Street, between C Street and the alley entrance to Madera Police Department- Wendy spoke to the Police Department and Engineering and they both confirmed that the sidewalk would be installed as part of the parking lot project.
3. Discussion of remaining budgeted funds in the Fiscal Year 2022-2023 Budget for use by the ADA Advisory Council - Wendy Silva reminded the ADA Council that at the last meeting, they discussed using remaining funds on social media campaigns such as Save the Space and pedestrian safety. Chairperson Becker had suggested the possibility of purchasing additional flags at the prior meeting. After checking stock, we have 30 flags on hand, and it is Wendy's recommendation that we do not purchase additional flags at this time. The other item that was requested was pricing for an insert for the utility bill, but she was unable to get the quote as the vendor wanted the completed draft of what they would be publishing. She spoke to the City Communications Specialist, Joseph Carrello, and he has agreed to putting a reminder in the City newsletter at no cost rather than a separate insert. Councilmember Diana Robbins asked if the ADA can advertise themselves on a sign or banner on Yosemite to spread awareness of the ADA. Wendy said she would look into the pricing of banners/signage. All ADA members present agreed to proceed with the social media campaigns to reach as many as people as possible. Wendy said she will work with the Police Department to launch the campaigns.
4. Advisory Council Reports/Announcements/Requests for Future Agenda Items

Councilmember Saim Mohammad said the Madera Islamic Center hosts a food drive the second Tuesday of every month at 9:00 AM. Community members do not need to show an ID to participate, but they will be asked to sign in. The Madera Islamic Center is located across from Matilda Torres High School. Announcements can be found on Facebook.

Vice-Chairperson Cynthia Ortegón said WIC holds a farmers' market at Courthouse Park. Wendy advised the location has changed and it will be held at Rotary Park beginning in June this year.

Vice-Chairperson Cynthia Ortegón asked if the ADA meeting times can be changed due to the heat. She suggested meeting between 8 AM and 11 AM. Wendy said she would have to check the bylaws and possibly go through the amendment process if the Advisory Council wanted to proceed with a meeting time change. Councilmember Diana Robbins asked if it would be possible to cancel the meetings for the Summer months. Wendy said that would be completely up to the ADA Council. Councilmember Diana Robbins said she does not think it would be an issue to cancel the meeting on a month-to-month basis if it is severely hot outside. Wendy said we could reach out to the ADA chair the week the agenda should go out to determine if a meeting will be held or not due to the heat. The ADA members liked this option better as it would not require changing the meeting time and/or going to Council.

Councilmember Diana Robbins asked if the ADA Council could purchase branded cups to use and take to events such as the fair or parade. Wendy said the ADA could purchase items like that, but it would have to be for an event the ADA is participating in. Vice-Chairperson Ortégón asked that we put the topic of attending the fair on next month's agenda.

Meeting adjourned at 3:53 p.m.

Respectfully Submitted,

Accepted,

\_\_\_\_\_  
Jenavie Martin  
HR Technician II

\_\_\_\_\_  
DJ Becker  
Chairperson

Date: \_\_\_\_\_

Date: \_\_\_\_\_

City of Madera ADA Advisory Council  
City Hall Council Chambers  
205 W. 4<sup>th</sup> Street, Madera, CA 93637  
**REGULAR MEETING MINUTES**  
August 15, 2023, 3:30 p.m.

A regular meeting of the Madera ADA Advisory Council was scheduled for 3:30 p.m. on Tuesday, August 15, 2023, in the City Council Chambers. The meeting was also available to members of the public by Zoom video conferencing.

ROLL CALL:

<b>Advisory Councilmember Name</b>	<b>Present</b>
DJ Becker, Chairperson	Y
Jack Porter	N
Cynthia Ortegón, Vice-Chairperson	Y
Diana Robbins	Y
Gladys Marroquin	N
Saim Mohammad	N
<b>City Staff Present</b>	
Wendy Silva, Director of Human Resources	
Patsy Gomez, Human Resources Technician II	

**OTHERS PRESENT:** Xochitl Villasenor, Program Manager – Grants

The meeting did not proceed due to lack of a quorum.