

NOTICE OF MEETING REGULAR MEETING

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS FOR ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. SYNOPSIS APPROVAL**
 - A. January 12, 2017 meeting synopsis **Page 3**
- 6. VISITORS**
- 7. PENDING BUSINESS**
 - A. ADA Self-Evaluation and Transition Plan
 - a. Scope of work & time line **Page 7**
- 8. NEW BUSINESS**
- 9. INFORMATIONAL ITEMS**
- 10. COMMENTS OF THE AUDIENCE**
- 11. COMMENTS OF CITY STAFF**
- 12. COMMENTS OF THE COMMITTEE**
- 13. ADJOURNMENT NEXT REGULAR MEETING IS
SCHEDULED for MARCH 9, 2017 in the City Hall
Cowles Council Chambers located at 491 E. Pioneer
Ave, Homer, Alaska.**

Session 17-01 a Regular Meeting of the ADA Compliance Committee was called to order by Acting Chair Dally at 4:00 p.m. on January 12, 2017 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: Donna Aderhold, Patrick Brown, Tess Dally

ABSENT: Linda Munns

STAFF: Melissa Jacobsen, Deputy City Clerk/ADA Coordinator

AGENDA APPROVAL

The Committee approved the agenda by consensus.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public comments

RECONSIDERATION

APPROVAL OF SYNOPSIS

A. November 10, 2016 Meeting Synopsis

The Committee approved the synopsis by consensus.

VISITORS

PENDING BUSINESS

A. ADA Self-Evaluation, Transition Plan, Trust Grant Application Update

David Barton with Northwest ADA Center participated telephonically, reviewed, and answered questions regarding the self-evaluation and transition plan estimate he provided. Comments included:

- The more people who can help with the survey portion will allow more of his time focused on reporting.
- Prioritization was main city infrastructure, then the harbor facility, and then parks.
- Survey in the summer and work on reporting in the winter.
- The proposal is based on a two-year timeline, but the process can be organic and done on a flexible schedule that works for the city.

Mr. Barton reviewed the process for reporting explaining that in his experience as much time goes into the reporting as into the surveying. Reporting requires condensing the information from the survey on each facility into a report for that facility. Then the individual reports need to be combined into a matrix and an overall report that addresses all the barriers, prioritizing them based on usage by citizens and tourists with disabilities, and establishing an appropriate timeline and cost for addressing the barriers. The number and complexity of the barriers increases the time needed in reporting. He added that if enforcement agencies become involved they may look at whether the city tried to do the survey as accurately as possible and put the barriers in an overall matrix that is prioritized, addresses services and facilities, and putting money where it accommodates the most people. Mr. Barton emphasized that the plan needs to be such that when it gets passed on to a new staff person it is clear and concise enough to continue on with the work, and added that involving local citizens with disabilities in the process can be helpful in identifying barriers.

Mr. Barton also touched on the ADA Symposium in May. There will be sessions on self-evaluation and transition planning and someone

from the the city and/or the Independent Living Center (ILC) becoming educated and comfortable with the work would also help him in his work and possibly help reduce cost to the city. The goal is for the city to be able to recognize barriers and know how to address them.

After the telephonic discussion disconnected, the committee discussed pros and cons of the RFP process and working directly with Mr. Barton and the Northwest ADA Center. They agreed that Mr. Barton has the skill set and knowledge to do the work, and the work would be at cost, as they are not looking for a profit. They also recognized the benefit of being able to be more flexible in the structure of the work, where an RFP would like them more into a structure.

The committee agreed by consensus to recommend working with Northwest ADA on the self-evaluation and transition plan.

B. Election of Chair and Vice Chair

The Committee agreed to carry this over to the next meeting.

NEW BUSINESS

A. Review City of Homer Special Event Application

The Committee reviewed the application and did not recommend any changes.

B. Action Plan for Accessible Website

Deputy City Clerk Jacobsen commented this is more of an informational item. The City is beginning to look in to website accessibility and will be talking with the web designers about accessibility. Mr. Brown commented he navigates the website easily since the last upgrade.

INFORMATIONAL ITEMS

A. Community Recreation Schedule for HERC gym

COMMENTS OF THE AUDIENCE

COMMENTS OF STAFF

There were no staff comments.

COMMENTS OF THE COMMITTEE

There were no committee comments.

ADJOURN

There being no further business to come before the Committee the meeting adjourned at 5:00 p.m. The next regular meeting is scheduled for February 9, 2017 at 4:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

MELISSA JACOBSEN, MMC, DEPUTY CITY CLERK

Approved: _____



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Memorandum

TO: ADA Compliance Committee

FROM: Melissa Jacobsen, MMC, Deputy City Clerk, ADA
Coordinator

DATE: February 3, 2017

SUBJECT: Scope of Work & Time Line

At the February 9th meeting I would like the committee to start planning the self-evaluation survey and identify:

- Scope of work
- Timeline
- Number of people that might be needed
- What areas of the evaluation we could use assistance from NWADA staff and what areas we can accomplish on our own
- Resources for volunteers who can assist with the evaluations
- Anything else you can think of that might be helpful

I have included excerpts from the ADA Self Evaluation Tool and the Northwest ADA Centers 2010 ADA Standards Checklist. The evaluation tool provides a quick look at evaluating facilities and the NWADA page touches on planning for a survey.

These documents were included in the April 14, 2016 meeting packet and is online at <http://www.cityofhomer-ak.gov/bc/ada-compliance-committee-meeting> if you don't have that packet. I will bring a copy of the ADA Self Evaluation Tool and the Northwest ADA Centers 2010 ADA Standards Checklist to the meeting.

1. PART III - A "Quick Look" Checklist for Accessibility

This checklist is designed as a tool in a quick appraisal of potential problem areas for accessibility. State and local government agencies can use this checklist to make sure that facilities audits have found all problem areas. Completion of these items **WILL NOT** achieve compliance with ADA or state and local barrier-free design standards. The checklist will however, identify facility barriers which deny individuals with disabilities an opportunity to participate in and benefit from program services, and activities of a state agency.

For a more comprehensive listing of accessibility requirements see

- The Architectural and Transportation Barriers Compliance Board Checklist
<http://www.access-board.gov/adaag/checklist/a16.html>
- DBTAC-NW Accessibility Checklist
http://www.dbtacnorthwest.org/_public/site/files/Checklist_FullPage_IHDI_MSPub_2003_DBTAC.pdf
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<u>ITEM TO BE PERFORMED</u>	<u>YES</u> <u>NO</u>
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Building Access

1. Are 96" wide parking spaces designated with a 60" aisle?
2. Are parking spaces near main building entrance?
3. Is there a "drop off" zone at building entrance?
4. Is the gradient from parking to building entrance 1:12 or less?
5. Is the entrance doorway at least 32 inches?
6. Is door handle (lever handles) easy to grasp?
7. Is door easy to open (less than 8 lbs. pressure)
8. Are other than revolving doors available?

Building Corridors

1. Is path of travel free of obstruction and wide enough for a wheelchair?
2. Is floor surface firm, level and not slippery?
3. Do obstacles (phone, fountains) protrude no more than 4 inches?
4. Are the elevator controls low enough (54") to be reached from a wheelchair?
5. Are elevator markings in Braille and raised letters the blind?
6. Does elevator provide audible signals for the blind?
7. Does elevator interior provide a turning area of 51" for wheelchairs?

<u>ITEM TO BE PERFORMED</u>	<u>YES</u> <u>NO</u>
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Restrooms

1. Are restrooms near building entrance/personnel?
2. Do doors have lever handles?
3. Are doors at least 32" wide?
4. Is restroom large enough for wheelchair turnaround (60" minimum)?
5. Are stall doors at least 32" wide?
6. Are grab bars provided in toilet stalls?
7. Are sinks and counters at least 30" high with room for a wheelchair to roll under?
8. Are sink handles easily reached and used?
9. Are soap dispensers, towels, no more than 48" from floor?

Personnel Office

1. Are doors at least 32" wide?
2. Is the door easy to open?
3. Is the threshold no more than 1/2" high?
4. Is the path of travel between desks, tables wide enough for wheelchairs?

2. PART IV - INFORMATION AND ASSISTANCE

The attached Resource Listing at the end of this Self-Evaluation Guide is a partial directory of helpful agencies and organizations. The resources can provide technical advice and assistance.

Checklist Evaluator

Date

ADA Coordinator

Date

PART IV - Information and Assistance

National Organizations

Sources for Technical Assistance

DBTAC Northwest
6912 220th St. SW, Suite 105

HOW TO PERFORM AN ACCESSIBILITY SURVEY

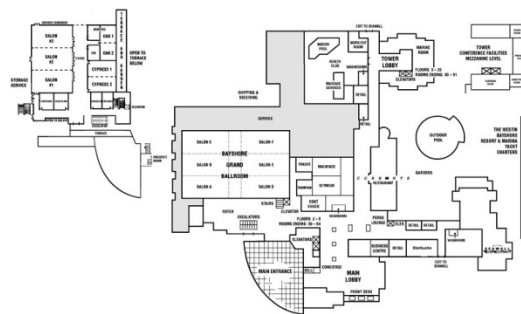
Planning for the Survey:

If possible, we suggest that a team of two or more individuals carry out the survey. It is very helpful if one person directs the process, takes pictures and notes while the other person performs the measurements. It is also suggested that people with disabilities be involved in the survey.

Using a Floor Plan: It is often helpful to have a floor plan, or a sketch of a floor plan, for note taking while conducting the survey. Specific elements in this checklist can be identified on the floor plan.

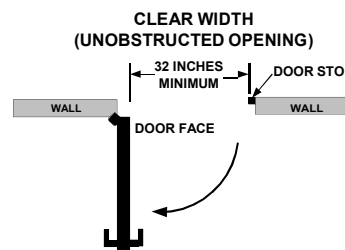
Tools

- Clipboard to make recording on the checklist easier.
- Flexible steel tape measure.
- Carpenter's level (either electronic or manual) for measuring slopes on ramps, walkways and parking spaces.
- Digital fish scale or door pressure gauge for measuring door opening forces.
- Digital camera for photo documentation of barriers and accessible features.

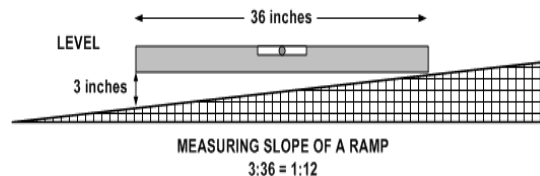
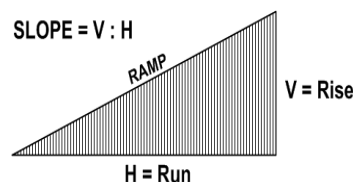


Conducting the Survey:

Measuring clear width (unobstructed opening) - To measure the clear width (unobstructed open space) at a door, measure the distance between the face of the door and the door stop, with door open at 90 degrees. Clear width measurements at other locations (ramps, accessible routes, etc.) are measured in the same manner; measure the width of the unobstructed space available for passage.



Measuring slope - Slope is calculated by computing the ratio of vertical rise to horizontal run. For example, if a ramp 6 inches in vertical height traverses a horizontal distance of 6 feet (72 inches) then the slope is $6 / 72 = 1 / 12 = 0.083$ (8.3%). Typically the maximum allowable slope for a ramp is written as 1:12. To measure the slope, lay one end of a carpenter's level on the uphill side of the ramp, lift the downhill end of the tool to bring it to level (bubble in the middle), and measure the distance between the downhill bottom edge of the level and the ramp surface. See the figure. In this case the slope is 3 inches rise over 36 inches horizontal distance or the ratio of 1:12.



Measuring door opening force - If using a fish scale or similar device, tie one end of the scale to the door handle and observe the maximum force displayed on the scale as you pull the door open from a closed position.

