

## **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. November 9, 2017 Meeting Synopsis Page 3

**6. VISITORS**

**7. PENDING BUSINESS**

- A. ADA Self-Evaluation and Transition Plan Update Page 5

**8. NEW BUSINESS**

- A. Election of Chair, Vice Chair, and Secretary Page 7

- B. 2018 – Next steps Page 9

**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**

**FEBRUARY 8, 2018** in the City Hall Cowles Council Chambers located at  
491 E. Pioneer Ave, Homer, Alaska.



Session 17-10 a Regular Meeting of the ADA Compliance Committee was called to order by Acting Chair Dally at 4:00 p.m. on November 9, 2017 at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: Donna Aderhold, Tess Dally, Joyanna Geisler, Pam Van Hoozer

ABSENT: Linda Munns

STAFF: Melissa Jacobsen, City Clerk/ADA Coordinator

### **AGENDA APPROVAL**

The agenda was amended to discuss the Kachemak Heritage Land Trust accessible trail project under informational items. The amended agenda was approved by consensus of the Committee

### **PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**

### **RECONSIDERATION**

### **SYNOPSIS APPROVAL**

A. May 15, June 08, August 10, September 14, and October 19 Meeting Synopsis

The meeting synopses were approved by consensus of the Committee.

### **VISITORS**

### **PENDING BUSINESS**

A. ADA Self-Evaluation and Transition Plan Update

City Clerk Jacobsen reviewed her memo in the packet, explaining that the surveys were completed with the exception of the bathroom at Karen Hornaday Park because it's boarded up for the winter. The group talked about how to lay out the survey information, using an excerpt from the Ketchikan Gateway Borough's plan as reference. City Clerk Jacobsen said she will work on creating a table and then they will all work at inputting information.

B. 2018 Budget Update

There was brief discussion that the \$25,000 budgeted in 2017 was set up as a capital project and the balance of the account will carry over to 2018.

### **NEW BUSINESS**

A. Election of Chair, Vice Chair, and Secretary

The committee agreed to address this at a meeting when all members are present.

**INFORMATIONAL ITEMS**

A. Kachemak Heritage Land Trust Accessible Trail Project

Tess commented that she met with Kachemak Heritage Land Trust at the ILC and they are planning to put in an accessible trail and viewing platform that will connect with the Poopdeck Trail. She expressed that the whole trail needs to be accessible. KHLT has solicited for bids from companies who specialize in accessible trails and received three. One from out of state and two from within the state. The group talked about the trail network, the boulders in the trail, parking near the trail, and work being done to address the issues and potential improvements.

**COMMENTS OF THE AUDIENCE**

**COMMENTS OF STAFF**

City Clerk Jacobsen commented that she doesn't have anything to bring to the committee right now since the surveys are complete. The Committee agreed to cancel the December meeting.

**COMMENTS OF THE COMMITTEE**

**ADJOURN**

There being no further business to come before the Committee the meeting adjourned at 4:20 p.m. The next regular meeting is scheduled for January 11, 2018 at 4:00 p.m. at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

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MELISSA JACOBSEN, MMC, CITY CLERK

Approved:\_\_\_\_\_



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

### Memorandum

TO: ADA Compliance Committee

FROM: Melissa Jacobsen, City Clerk/ADA Coordinator

DATE: January 4, 2018

SUBJECT: Self-Evaluation and Transition Plan Update

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I am finishing up preparing a table for the survey work we've done and will have copies to review at meeting time.

I've been in touch with Northwest ADA Center regarding the report from David Barton's visit. I'll explain more at meeting time, but David is unable to finish the report and the center's Director Michael Richardson has taken over the draft. He reported this to me in early November and in an effort to wrap up our outstanding invoice I reached out to him in mid-December. I proposed paying the invoice, minus the cost of the report, and they could invoice us for the report once it was done. Mr. Richardson waived the cost of the report, \$4480, and said his staff will be working to complete it.





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### Memorandum

TO: ADA Compliance Committee

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

DATE: October 13, 2017

SUBJECT: Elect Chair, Vice Chair, and Secretary

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In accordance with the resolution establishing the ADA Compliance Committee the Committee shall elect a Chair, Vice Chair, and Secretary.

Initially Rick Malley was the committee Chair, Linda Munns was Vice Chair, and Tess Dally was Secretary. When Rick left, Linda assumed the Chair and Tess stepped in as Vice Chair. I agreed to do the synopsis for the meetings and no secretary was selected.

Since there is a full committee again it would be appropriate to select a member to fill each of the seats.

Essentially, the Chair is responsible for opening the meeting and taking the committee through the agenda. The Chair may also work with staff on finalizing the agendas for each meeting. The Vice Chair assumes the duties of the chair in their absence. The secretary takes notes during the meeting and prepares a synopsis that will be provided to the City Clerk to post on line, include in the meeting packet for approval, and maintain as part of the permanent record.

#### Recommendation:

Elect a Chair, Vice Chair, and Secretary to serve for the upcoming year.







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### Memorandum

TO: ADA Compliance Committee

FROM: Melissa Jacobsen, City Clerk/ADA Coordinator

DATE: January 4, 2018

SUBJECT: 2018 – Next Steps

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Resolution 16-019 established the ADA Compliance Committee and identified the Committee's scope of work which includes:

- Prepare a Self-Evaluation of the City's policies and practices and analyze whether these policies and practices adversely affect the full participation of individuals with disabilities in its programs, activities, and services.
- Develop a Transition Plan that lists the physical barriers in the City's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities; the methods to be utilized to remove these barriers and make the facilities accessible; and the schedule for taking necessary steps to achieve compliance.
- Develop a Grievance Procedure to outline the process of providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by Title II.

Resolution 17-075(A) includes direction to review the draft Comprehensive Plan and make suggestions as to how to prioritize accessibility in the document.

Going in to 2018, I'd like to revisit the idea of a Request for Proposals (RFP) to hire a company to assist with and/or complete the remaining Self-Evaluations and prepare our Transition Plan. I think the Committee and Staff have done great and learned a lot in the work we've done, and if my only job was ADA Coordinator I would love to take on and finish the tasks and develop our plan. However, that's not the case and I'm hopeful we can advocate for some help in completing the surveys and plan. We have a balance of \$17,330 in our budget allocation and perhaps we can tap into the reserves that were approved in the 2018 budget, or include a mid-year budget request for additional funding.

Regarding the Comprehensive Plan, I'd like to invite the City Planner or Deputy City Planner to our next meeting to talk about how best to include ADA accessibility in the plan.

Lastly, I'd like to talk about the Committee's 2018 meeting schedule and if you think it's beneficial to continue to meet monthly, or set a quarterly schedule, knowing that we can call additional meetings as needed when situations arise that need our attention. If you have another meeting schedule idea, we can certainly talk about it at the meeting.

**CITY OF HOMER  
HOMER, ALASKA**

City Manager

**RESOLUTION 16-019**

A RESOLUTION OF THE HOMER CITY COUNCIL ESTABLISHING AN AMERICANS WITH DISABILITIES ACT COMPLIANCE COMMITTEE TO DEVELOP A TRANSITION PLAN AND ESTABLISH A GRIEVANCE PROCEDURE TO COMPLY WITH ADA REQUIREMENTS AND APPOINTING DEPUTY CITY CLERK MELISSA JACOBSEN AS THE ADA COORDINATOR FOR THE CITY OF HOMER.

WHEREAS, The Americans with Disability Act (ADA) requires that State and local governments comply with Title II of the ADA that covers programs, activities, and services of public entities; and

WHEREAS, Title II is intended to protect qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all State and local governments; and

WHEREAS, Title II requires that public entities take several steps designed to achieve compliance with the ADA to include the preparation of a self-evaluation. In addition, public entities with 50 or more employees are required to:

- 1) Develop a grievance procedure;
- 2) Designate an individual to oversee Title II compliance;
- 3) Develop a transition plan if structural changes are necessary for achieving program accessibility; and
- 4) Retain the self-evaluation for three years.

WHEREAS, It is necessary to establish an ADA Compliance Committee (ADACC) to develop a Transition Plan and Grievance Procedure and appoint an ADA Coordinator for the City of Homer.

NOW, THEREFORE, BE IT RESOLVED that the City of Homer hereby establishes the Americans with Disability Act Compliance Committee (ADDCC).

BE IT FURTHER RESOLVED that Melissa Jacobsen, Deputy City Clerk, is appointed as the ADA Coordinator for the City of Homer.

BE IT FURTHER RESOLVED that the Committee membership shall be one member of the City Council, and four members of the community, two of those members shall reside with the City of Homer.

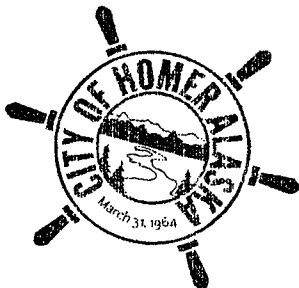
BE IT FURTHER RESOLVED that the committee should select within its membership a chairperson to run meetings and provide the clerk's office with agenda content, a vice chair in the chair's absence, and a secretary to take notes at meetings.

BE IT FURTHER RESOLVED that the scope of work shall include:


- Prepare a Self-Evaluation of the City's policies and practices and analyze whether these policies and practices adversely affect the full participation of individuals with disabilities in its programs, activities, and services.
- Develop a Transition Plan that lists the physical barriers in the City's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities; the methods to be utilized to remove these barriers and make the facilities accessible; and the schedule for taking necessary steps to achieve compliance.
- Develop a Grievance Procedure to outline the process of providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by Title II.

BE IT FURTHER RESOLVED that the Committee shall establish its own work schedule and shall remain in effect to review any new programs, activities, and services within the City of Homer.


PASSED AND ADOPTED by the Homer City Council this 8<sup>th</sup> day of February, 2016.



CITY OF HOMER

  
MARY E. WYTHE, MAYOR

ATTEST:

  
JO JOHNSON, MMC, CITY CLERK

78 Fiscal information: N/A  
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**CITY OF HOMER  
HOMER, ALASKA**

Lewis

**RESOLUTION 17-075(A)**

A RESOLUTION OF THE HOMER CITY COUNCIL COMMITTING TO  
CONTINUING TO WORK TOWARDS BECOMING A CITY THAT IS  
UNIVERSALLY ACCESSIBLE TO ALL

WHEREAS, The population of Homer, Alaska and the United States is growing older; and

WHEREAS, This aging population has the most disposable income of all age groups; and

WHEREAS, The City of Homer has made significant progress in working towards becoming a City that is Universally Accessible to All by establishing the Americans With Disabilities Act (ADA) Compliance Committee via Resolution 16-057; and

WHEREAS, The ADA Committee is tasked with developing a transition plan and establishing an ADA grievance procedure as outlined in Title II of the Americans with Disabilities Act; and

WHEREAS, Council appropriated \$25,000 in the 2017 budget to help the committee on the first step of developing a transition plan, a self-evaluation on how all City facilities and programing can improve accessibility; and

WHEREAS, The City of Homer's Departments, Commissions and Committees are committed to improving accessibly of City facilitating and programing to work towards making the City Universally Accessible to All; and

WHEREAS, The City should continue to work towards making Homer a city that accommodates and welcomes individuals who are over the age of 65 as well as those who experience a disability to live in or visit Homer

WHEREAS, Homer is in competition with coastal towns in southcentral Alaska for Tourism and could increase our number of visitors and population by advertising Homer as Universally Accessible; and


WHEREAS, The Homer Chamber of Commerce has an important role to play in making businesses more accessible and is encouraged to work towards helping their members with accessibility awareness and improvements.

42 NOW THEREFORE BE IT RESOLVED the City of Homer will continue to work towards  
43 becoming a City that is universally accessible to all.

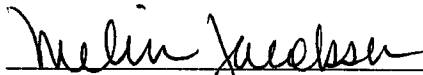
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45 BE IT FURTHER RESOLVED that the ADA committee will review the draft Comprehensive  
46 Plan and make suggestions as to how to prioritize accessibility in our most important planning  
47 document.

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49 BE IT FURTHER RESOLVED the City of Homer will explore joining the World Health  
50 Organizations Global Network of Age-Friendly Cities and Communities.

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53 CITY OF HOMER

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57 BRYAN ZAK, MAYOR

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59 ATTEST:

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63 MELISSA JACOBSEN, MMC, CITY CLERK

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66 Fiscal Note: N/A

