#### 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. September 9, 2018 Meeting Synopsis Page 3
- 6. **VISITORS**

#### 7. PENDING BUSINESS

- A. ADA Self-Evaluation and Transition Plan Update Page 7
- B. Grievance Procedure Update
- 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 DECEMBER 13, 2018** in the City Hall Conference Room located at 491 E. Pioneer Ave, Homer, Alaska.

Session 18-06 a Regular Meeting of the ADA Compliance Committee was called to order by Chair Munns at 4:00 p.m. on September 13, 2018 at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

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

STAFF: Melissa Jacobsen, City Clerk/ADA Coordinator, Rachel Tussey, Deputy City Clerk

## AGENDA APPROVAL

The agenda was approved by consensus of the Committee.

#### PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

#### RECONSIDERATION

#### SYNOPSIS APPROVAL

A. July 12, 2018 Meeting Synopsis

The meeting synopsis was approved by consensus of the Committee.

## VISITORS

#### **PENDING BUSINESS**

A. ADA Self-Evaluation and Transition Plan Update

The group reviewed an updated draft of the building surveys. Ms. Dally commented about the curb in front of the airport and that there is some confusion because the curb cut is an access for someone in a wheel chair and there is a sign that points to the HC parking area, but no other markings. A lot of times people will park in front of the curb cut and it blocks the way for people to use it. City Clerk Jacobsen agreed it's confusing and said she's not sure if it should be marked as a loading zone or as a handicap access because it's not clear, but it's not a parking area.

City Clerk Jacobsen introduced Deputy City Clerk Tussey and explained that Ms. Tussey would be working closely with her and the Committee on the Transition Plan project going forward. Ms. Jacobsen explained that in working on preparing a revised draft with photos she found that a lot of the pictures that were taken need to be re-done, so she and Ms. Tussey will be working on that over the next few days.

The group reviewed the updated transition plan draft and talked about prioritizing the accessibility issues. They touched on buildings not being used because of access issues, buildings most frequently used by the public, the need for a flat area for parking, sorting the

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spreadsheet based on ADA prioritization, readily achievable barrier removal, or a combination of both, and looking at access issues that could be achieved in house versus by a contractor. It would be helpful for Public Works to do a quick assessment of the list and give some feedback on what they could and what would need to be contracted out. Staff said they'll follow up with Public Works and update the spreadsheet for the next meeting.

## **NEW BUSINESS**

A. Grievance Procedure

Ms. Dally shared that she had a situation where she fell off the Beluga Slough Trail and injured herself. She tried to fill out the grievance form from home but was unable to because it was inaccessible for her, as the form was hard to find and she didn't have a printer so was unable to complete it at home. She suggested that be addressed so people could easily complete the form online. They discussed the need for a signature and the idea that an electronic signature option could be an option for the form. Staff agreed to work on the online form and check with the City Attorney about appropriate electronic signature verbiage. It was also suggested having the forms more readily available at City Hall, the library, and other city buildings.

## B. Beluga Slough Trail

Ms. Dally commented that she was there with a few people looking at the trail. It's the trail that goes from Islands and Ocean to Bishops Beach where she fell and injured herself. Ms. Aderhold explained it's a gravel path that connects with a light penetrating boardwalk and on both ends there is a lip that would be quite a drop for someone using a wheel chair or walker. Ms. Dally said it's important that get repaired as it's a liability for the City.

## **INFORMATIONAL ITEMS**

## **COMMENTS OF THE AUDIENCE**

COMMENTS OF STAFF

## COMMENTS OF THE COMMITTEE

## ADJOURN

There being no further business to come before the Committee the meeting adjourned at 4:40 p.m. The next regular meeting is scheduled for October 11, 2018 at 4:00 p.m. at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

ADA Compliance Committee Regular Meeting September 13, 2018

Melissa Jacobsen, MMC, City Clerk

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

# ADA Checklist for Self Evaluation and Issue Prioritization

City of Homer ADA Compliance Issues		Rating Notes					
Preliminary Work for Transition Plan		Priority 1: Parking, Access Route, & Main Entrances 1 = In House Low Cost/Impact					
,		Priority 2: Equitable Access To Goods & Services	2 = In House Medium Cost/Impact				
PW Notes: If the City does the in-	-house items, it will take a long time to accomplish, but it	Priority 3: Restrooms	3 = In House High Cost/Impact				
could be done. Another approach is to put out a contract to tackle everything.		Priority 4: All Other Measures To Improve Accessibility	Contactor = Requires Hiring/Bid Process for a Contractor				
				1 3,			
Notes:							
	Works, HVFD, and City Restrooms were evaluated by City						
		pertaining to the office and Load & Launch were included in this list. See separate report	t for all harbo	or basin facilities.			
	nimal Shelter were not included in the report.						
	ded due to the approval of building a new Police Station.						
	cluded since there is an active task force determining the f	future use or demolition of the buildings.					
	efore would not appear on this list.						
<ul> <li>Public Works and HVFD's public</li> </ul>	areas are limited to just their entrances; the remainder of	f the buildings/facilities are employee access only.	T			T	
			Priority	Cost/Impact	Rating	Readily Achievable	
Location	Topic of Issue w/ ADA Code Reference	Possible Solutions	Level	Level	Average	Barrier Removal?	
Airport	Van Accessible Space [502.2]	Repaint lines to meet measurement requirements	1	1	Average 1		
Airport	ADA Parking Sign Placement [502.6]	Adjust height on existing handicap signage to comply with 60" minimum from ground	1	1	1		
Airport	Main Door Closer Timing [404.2.8]	Adjust door so it takes at least 5 seconds to close	1	1	1		
Baycrest Overlook	Van Accessible Space [502.2]	Repaint lines	1	1	1		
City Hall: Back Entrance	Van Accessible Space [502.2]	Repaint lines	1	1	1		
City Hall: Front Entrance	Van Accessible Space [502.2]	Repaint lines	1	1	1		
City Hall: Front Entrance	Minimum 48" Vestibule Door Spacing [404.2.6]				1		
	ADA Parking Sign Placement [502.6]	Remove inner door or change door swing for one or both doors Adjust height on existing handicap signage to comply with 60" minimum from ground	1	1	1		
Library	ADA Parking Sign Placement [502.6]		1		1		
Load & Launch Ramp: Restroom Port & Harbor Office		Adjust height on existing handicap signage to comply with 60" minimum from ground Move entrance shelf to provide clear floor space of 30"x48" min for door approach	1	1			
	Protruding Object Over 4" at Entrance [307.2, 305]		1	1	1		
Port & Harbor Office	Accessible Service Counter [904.4] Objects on Public Area Circulation Paths [307.2]	Clear ADA Counterspace so it is usable; provide a chair for patrons	1	1	1		
Airport		Hand sanitizer protrudes; needs to either be replaced or have a tactile warning	2	1	1.5		
Airport	Wheelchair Space in Waiting Rooms [802.1.2, 802.1.3]	Space is there but it needs signage designation so it remains clear	2	1	1.5		
Library	Tactile Interior Signs [703.5, 703.2, 703.3]	Install tactile signs	2	1	1.5		
Library	Clear Area to Side of Front-pulling Door [404.2.4]	Copy Room is tight; Install sign to ask for assistance with opening door	2	1	1.5		
Library	Wheelchair Space Under Work Surface [305.3]	Proper table exists. Holly will install computer there to be compliant	2	1	1.5		
Airport	Van Accessible Space [502.2]	Install "Van Accessible" sign at van space	1	2	1.5		
Airport	"Van Accessible" Signs [502.6]	Install "Van Accessible" sign at van space	1	2	1.5		
Baycrest Overlook	Van Accessible Space [502.2]	Install "Van Accessible" sign at van space	1	2	1.5		
City Hall: Front Entrance	Van Accessible Space [502.2]	Install "Van Accessible" sign at van space	1	2	1.5		
Library	"Van Accessible" Signs [502.6]	Install "Van Accessible" sign at van space	1	2	1.5		
Load & Launch Ramp	Ground/Walking Surfaces [302, 403]	Relocate ADA parking spaces to open asphalt surfacing already adjacent to and around		2	1.5		
Port & Harbor Office	Notification Board Location too High [703.4.1]	Lower access to bottom edge of board to 48" to 60" max	1	2	1.5		
Airport: Mens Restroom	Door Closer Timing [404.2.8.1]	Adjust door so it takes at least 5 seconds to close	3	1	2		
Airport: Mens Restroom	Coat Hook Location [603.4]	Relocate coat hook to meet location requirements	3	1	2		
Airport: Mens Restroom	Location of Grab Bar on Side Wall [604.5.1, 609.4]	Relocate grab bar to meet all location requirements	3	1	2		
Airport: Mens Restroom	Rear Grab Bar & Location [604.5.2, 609.4]	Locate grab bar to meet all location requirements	3	1	2		
Airport: Mens Restroom	Toilet Paper Dispenser Location [604.7]	Relocate toilet paper dispenser to meet all location requirements	3	1	2		
Airport: Womens Restroom	Location of Grab Bar on Side Wall [604.5.1, 609.4]	Relocate grab bar to meet all location requirements	3	1	2		
Airport: Womens Restroom	Rear Grab Bar & Location [604.5.2, 609.4]	Locate grab bar to meet all location requirements	3	1	2		
Baycrest Overlook	Toilet Room Sign Locations [703.4.2]	Move signs to comply w/ location requirements	3	1	2		
Baycrest Overlook	Door Closer Timing [404.2.8.1]	Adjust door so it takes at least 5 seconds to close	3	1	2		

## ADA Checklist for Self Evaluation and Issue Prioritization

spycers Coverios         Lacctor of Gran Bar on Near Will (1904)         Relactar prab bar on near all location requirements         3         1         2           City Litil Downstain Restrum         Their Boarn State Instation (1703-2, 703-4.1)         Move signs to carrying Wineglit requirements         3         1         2           City Litil Downstain Restrum         Coart Hone (1704-2.3.1)         Alpust does to track a location of Location (1704-2.3.1)         Alpust does to track a location state in requirements         3         1         2           City Litil Downstain Restrum         Coart Hone (1704-2.3.1)         Relocate coart hook to meet fraction requirements         3         1         2           Corner of Bartist & Proneer         Coart Hook Location (1708-41         Relocate coart hook to meet foreition requirements         3         1         2           Corner of Bartist & Proneer         Coart Hook Location (1708-41         Relocate coart hook to meet foreition requirements         3         1         2           Corner of Bartist & Proneer         Doort Coart Hone (1704-2.4.1)         Relocate coart hook to meet foreition requirements         3         1         2           Corner of Bartist & Proneer         Doort Hook (1704-2.4.1)         Relocate coart hook to meet al location requirements         3         1         2           Corner of Bartist & Proneer         Doort Hook (1704-2.	Baycrest Overlook	Location of Grab Bar on Side Wall [609.4]	Relocate grab bar to meet all location requirements, specifically re: objects below bar	3	1	2	
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	Harbor Ramp 4			3			
	Harbor Ramp 4	Pipes Below Lavatory Protected/Insulated [606.5]	Install insulation or cover panel to protect pipes under sink	3	2	2.5	
Harbor Ramp 4Force to Activate Flush Control [605.4]Change/adjust toilet flush control so it takes less than 5lbs of force to activate322.5	Harbor Ramp 4	Force to Activate Flush Control [605.4]	Change/adjust toilet flush control so it takes less than 5lbs of force to activate	3	2	2.5	
Harbor Ramp 6Pipes Below Lavatory Protected/Insulated [606.5]Install insulation or cover panel to protect pipes under sink322.5	Harbor Ramp 6	Pipes Below Lavatory Protected/Insulated [606.5]	Install insulation or cover panel to protect pipes under sink	3	2	2.5	
Library: Kid's Room Restroom Location of Grab Bar on Side Wall [609.4] Relocate grab bar to meet all location requirements re: surrounding objects 3 2 2.5	Library: Kid's Room Restroom	Location of Grab Bar on Side Wall [609.4]	Relocate grab bar to meet all location requirements re: surrounding objects	3	2	2.5	
Library: Mens Restroom Force to Open Door [404.2.9] Adjust or replace closer; Install tighter door 3 2 2.5	Library: Mens Restroom	Force to Open Door [404.2.9]	Adjust or replace closer; Install kighter door	3	2	2.5	

## ADA Checklist for Self Evaluation and Issue Prioritization

Library: Mens Restroom	Stall Door Pulls on Both Sides [604.8.1.2]	Replace hardware	3	2	2.5	
	Stall Door Pulls on Both Sides [604.8.1.2]	Replace hardware	3	2	2.5	
· · · · ·	Threshold Entrance Height [404.2.5, 303.2]	Replace threshold that meets bevel and height restrictions	3	2	2.5	
•	Pipes Below Lavatory Protected/Insulated [606.5]	Install insulation or cover panel to protect pipes under sink	3	2	2.5	
	Stall Door Self-closing [604.8.1.2]	Add closer or replace door	3	3	3	
•	Toilet's Flush Control on Open Side of Closet [604.6]	Move control or replace toilet	3	3	3	
•		Add closer or replace door	3	3	3	
	Force to Open Door [404.2.9]	Adjust or replace closer; Install lighter door	3	3	3	
•	Toilet's Flush Control on Open Side of Closet [604.6]	Move control or replace toilet	3	3	3	
	Stall Door Self-closing [604.8.1.2]	Add closer or replace door	3	3	3	
· · ·	Stall Lock Operability [309.4]	Replace lock so it can be used with one hand and w/o tight grasping/pinching	3	3	3	
-		Move control or replace toilet	3	3	3	
• •		Adjust or replace closer; Install lighter door	3	3	3	
		Adjust or replace closer; Install lighter door	3	3	3	
		Shorten wooden bench top to meet space requirements between toilet	3	3	3	
· ·	Toilet's Flush Control on Open Side of Closet [604.6]	Move control or replace toilet	3	3	3	
•		Move control or replace toilet	3	3	3	
	Stall Door Self-closing [604.8.1.2]	Add closer or replace door	3	3	3	
	Force to Open Door [404.2.9]	Adjust or replace closer; Install lighter door	3	3	3	
	Exterior Ramp Cross Slope [403.3]	Regrade cross slope to 1:48 max	1	Contractor		
City Hall: Front Entrance	Level Landing at Top of Curb Ramp [406.4]	Reconfigure curb ramp so there's a level landing at least 36" long	1	Contractor		
City Hall: Front Entrance	Level Landing Where Ramp Changes Direction [405.7.4]	Alter landing ramp to meet minimum measurements	1	Contractor		
City Hall: Front Entrance	Ramp Handrail Extension & Return [505.10.1]	Alter/replace handrails	1	Contractor		
City Hall: Front Entrance	Minimum 32" Door Opening [404.2.3]	Alter main door, possibly with offset hinges	1	Contractor		
Harbor Ramp 3: Gravel Area	Van Accessible Space [502.2, 502.3, 502.6]	Create van accessible parking spaces with proper signage, lines, and paved slope	1	Contractor		
Harbor Ramp 3: Paved Area	Ground/Walking Surfaces [302, 403]	Clear asphalt-to-gravel issues & regrade to have cross slope less than 2%	1	Contractor		
Library	Slope of Accessible Parking Spaces [502.4]	Regrade surface to maintain max 1:48 slope	1	Contractor		
Library	Exterior Ramp Cross Slope [403.3]	Regrade cross slope to 1:48 max	1	Contractor		
Load & Launch Ramp	Accessible Parking Dimensions [502.2, 502.3, 502.6]	Replace surface material with compact gravel or asphalt in all ADA parking areas	1	Contractor		
Airport	Depth of Counter at Accessible Portion [904.4]	Alter accessible portion so it's the same depth as the standard countertop	2	Contractor		
City Hall: Downstairs	Accessible Service Counter [904.4.1]	Rebuild a portion of City Clerk's counter for accessibility - Present workaround exists	2	Contractor		
City Hall: Upstairs	Dimensions of Elevator's Interior [407.4.1]	Depth of elevator too short; replace elevator	2	Contractor		
Load & Launch Ramp: Staging Area	Ground Surfaces/Changes in Surface Level [302, 303]	Replace surface material with compact gravel or asphalt	2	Contractor		
Airport: Mens Restroom	Privacy Wall & Door Configuration [404.2.4]	Reconfigure space to meet minimum space requirements	3	Contractor		
Airport: Mens Restroom	Toe Clearance Under Sink [306.3.3]	Move or replace sink to meet under-sink clearance	3	Contractor		
Airport: Mens Restroom	Space from Partition to Toilet's Centerline [604.2]	Move or replace toilet	3	Contractor		
Airport: Womens Restroom	Clear Turn-Around Space for Wheelchair [603.2.1]	Space limited near sink; move/remove partitions, fixtures or objects	3	Contractor		
Harbor Ramp 5	Van Accessible Space [502.2]	Create van accessible parking spaces with proper signage, lines, and paved slope	3	Contractor		
Airport	Drinking Fountain Spout Placement [602.5]	Replace drinking fountain with one that complies with all sizing requirements	4	Contractor		
Airport	Protrusion of Drinking Fountain [307.2]	Drinking fountain sticks too far out; replace or add tactile warning	4	Contractor		
Airport	Protrusion of Drinking Fountain [307.2]	Drinking fountain sticks too far out; replace or add tactile warning	4	Contractor		