

## **NOTICE OF MEETING REGULAR MEETING**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**
- 4. RECONSIDERATION**
- 5. SYNOPSIS APPROVAL**
  - A. September 8, 2016 meeting synopsis **Page 3**
- 6. VISITORS**
- 7. PENDING BUSINESS**
  - A. ADA Self-Evaluation, Transition Plan, Trust Grant Application Update **Page 9**
- 8. NEW BUSINESS**
  - A. Elect Chair and Vice Chair
- 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 8, 2016** in the City Hall Cowles Council Chambers located at 491 E. Pioneer Ave, Homer, Alaska.

ADA Compliance Committee  
Regular meeting  
September 8, 2006 Synopsis

Session a Regular meeting was called to order by Vice Chair Munns at 4:00 p.m. on September 8, 2016 at the City Hall Cowels Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: Donna Aderhold, Patrick Brown,  
Linda Munns, Tess Dally

STAFF: Melissa Jacobson

ABSENT: Rick Malley

AGENDA APPROVAL

The agenda was approved by consensus of the committee.

PUBLIC COMMENT REGARDING ITEMS ON THE  
AGENDA

There were no public comments.

RECONSIDERATION

APPROVAL OF SYNOPSIS

There is a spelling error noted on page 3 of the synopsis. In paragraph 1 line 4 the word too should have one o not two.

## VISITORS

## PENDING BUSINESS

### A. City Facilities and ADA Transition Plan Information

Melissa contacted David Barton at Northwest ADA and put together wonderful spreadsheet that gives an overview of all the facilities, parks that require areas of improvement. This can be updated as needed.

David will contact Melissa with an estimate from the Northwest office.

David mentioned that the city would receive a cost break if we participated. Tess and Patrick are interested.

The committee identified the accessibility needs for public verses employee adaptive equipment and the parameters of this committee.

Also discussed was the ongoing concern of city trail system and how this may fit within the transitional plan.

Rick is planning to go to the Parks and Cultural Arts Committee on Thursday the 16<sup>th</sup> and the Harbor Masters Committee to discuss concerns of accessibility. Tess said she would go along.

## B. Trust Grant Applications

The Trust Grant Application deadline is November 1<sup>st</sup>. We need to have numbers input in to Jenny by our next meeting. Regarding question number 3 requesting a estimated number of beneficiaries in each category served by the project, Linda and Tess divided up populations and agreed to get this information for Melissa before the next meeting.

Question 4 Secondary beneficiaries is defined as family members or caregivers providing support to primary beneficiaries.

Trust grant 7-9 regarding who is the target population individuals with any degree of limiting ability or disability and those who love them and live in Homer or come to visit.

To justify the project we identified that people move here for the services offered at The Center for family members, as well as some disabled people find it difficult to live here and leave.

Should outlying communities and tourist populations be included in the project? The committee agreed yes.

Outcome expectations;

- Improve accessibility
- Increase access for disabled children and parents and disabled parents and their children.
- Improve the quality of life for the individuals and families in Homer
- Improve access to resources
- Keeping families in our community
- Increase Independence
- Attracting diverse populations in the areas of tourism

C. Alternative Formats for Written Materials

Carried over until Rick returns.

NEW BUSINESS

INFORMAL ITEMS

COMMENTS FROM THE AUDIENCE

COMMENTS FROM THE CITY STAFF

## COMMENTS FROM THE COMMITTEE

ADJOURNMENT NEXT REGULAR MEETING IS  
SCHEDULED for October 13, 2016 in the City Hall  
Cowles Council Chambers located at 491 E. Pioneer  
Ave., Homer, Alaska.





**ADA Physical Accessibility Self-Evaluation Project:  
CITY OF HOMER (Phases 1-4) 2016-2018**

**Scope of Work:** Conduct a comprehensive self-evaluation and site accessibility review of the City of Homer's facilities open to public use to include: **City Hall, Library, Police Department, Fire Department, Public Works, Animal Shelter, HERC 1, HERC 2, Harbor Facilities, Parks and Recreational Facilities (12)** and other elements as needed. The City of Homer facilities are contained in a land area of approximately 15 square miles of land and 10.5 square miles of water. The scope of work is projected to be broken up in four phases coinciding with each quarter. Site surveys will include but not be limited to: parking, paths of travel, ramps, entry and egress, doors, counter heights, tables, sitting areas, information boards, signage, and other elements as needed for ADA compliance and related state building code. A detailed report will be provided and submitted within **30** days after the completion of each on-site surveys.

This scope of work is based on the understanding that there will be multiple dates per quarter to accomplish each phase with the coordination and collaboration of the City's ADA Coordinator. Survey requests will be initiated up to **4 times** a year by the City of Homer prior to NW ADA Center scheduling each on-site survey.

*\*Estimated time and cost identified on this project budget proposal is based on past scheduled surveys and may not reflect the actual survey total cost per survey request. NW ADA Center reserves the right to make adjustments to the estimated hours/cost per survey request to reflect specific elements of the facility to be addressed at that time.*

**Date(s):**

**Year 2017 (Spring) Phase 1: TBD / (max. 4 at 8 hours per day on-site surveys). BUILDINGS**

**Year 2017 (Summer/Fall) Phase 2: TBD (max. 4 at 8 hours per day on-site surveys) / HARBOR FACILITIES**

**Year 2017 (Summer/Fall) Phase 3: TBD (max. 4 at 8 hours per day on-site surveys) / PARKS & RECREATION FACILITIES**

**Year 2017-18 (Winter) Phase 4: TBD (40 hours) TRANSITION PLAN DEVELOPMENT & REVIEW**

Requested by: **Melissa Jacobsen**, CMC  
Deputy City Clerk | ADA Coordinator  
491 East Pioneer Ave, Homer AK 99603  
**907.435.3107** | [MJacobsen@ci.homer.ak.us](mailto:MJacobsen@ci.homer.ak.us)

Provided by: NW ADA Center  
6912 220<sup>th</sup> Street SW, Mountlake Terrace,  
WA 98043  
Contact: **David Barton or Susan Bonnell**  
[dbarton@uw.edu](mailto:dbarton@uw.edu) | [sb32@uw.edu](mailto:sb32@uw.edu)  
**206.902.0951** | **425.771.7425**

**On-Site Agenda**

**Conduct site surveys:** Guide staff and volunteer surveyors as needed, gather information, take photographs and measurements to make recommendations for barrier removal. City of Homer will provide facility history (alterations) and a floor plan or site-map of the facilities prior to beginning survey work where available.

### Report of Findings and Recommendations

A detailed report, to include narratives, photographs, findings, and recommendations (levels of priority included) will be submitted within **30** days after the completion of every scheduled ADA site survey.

Briefing, consultation, and meetings will be scheduled between the City of Homer staff and NW ADA Center staff to discuss any issues, progress, and follow up as part of the self-evaluation or review process of this project. These meetings will occur at least every quarter and as necessary to ensure efficient collaboration and completion of this multi-phase project.

Here is a budget proposal in summary format:

#### Estimated Project Cost for Phase 1-4 - FY 2016 to 2018

Category	# of Staff	# of Hours per Staff	Total Hours	Hourly Rate	Total Amount
*Surveying (Onsite)	2	96	192	125.00	24,000.00
Reporting	1	192	192	125.00	24,000.00
Project Management and Coordination (meetings, planning, follow-up, etc.)	1		24	140.00	3,360.00
Transition Planning Consultation Services	1	40	40	125.00	5,000.00
Supplies (survey tools & materials)					350.00
Subtotal:					56,710.00
UW Mandatory Administrative Indirect Fee @ 10%					5,671.00
Discount					(10,000.00)
<b>Total</b>					<b>52,381.00</b>

*Note: Future discounts in subsequent phases will be negotiated per survey request.*

**From:** Jennifer Carroll  
**Sent:** Friday, October 21, 2016 2:21 PM  
**To:** Melissa Jacobsen  
**Subject:** RE: Trust Grant

Hi Melissa,

I just spoke with Luke Lind at the Trust. He explained that they would still entertain a self-assessment as a project for funding and if it were funded they would work with us to establish performance measures. In the application I would answer the performance measure question by describing elements of the plan and a timeframe for accomplishment.

AK Mental Health Trust money is exclusively for benefitting Trust beneficiaries. I'd say the biggest challenge to the grant being funded is convincing the Trust how the assessment will directly benefit Trust beneficiaries. I have been thinking how to address this point. It may be beneficial to give an idea of how/when the City would complete the Transition Plan—just to show that there is a path toward actually accomplishing something of direct benefit. Proposing to complete an accessibility improvement(s) with Trust grant money, especially if it was an improvement that we know directly affects Trust beneficiaries, would make a very strong application, but I think this one is still worth a shot.

Things to work on for the project: Plan for accomplishing the self-assessment – will it be a committee project, i.e. a volunteer committee trained by a consultant to complete the assessment, or will we hire a consultant to work with City departments on self-assessment, or? What is the cost of this? I would think the costs would primarily be personnel services (contractual), travel costs if that's part of the contract and equipment. What is the timeline (start date and end date and milestones)? What funds are leveraged....cash from the City of Homer...if NWADA discounted their services, that could go as a leveraged in-kind donation.

Thanks!

Jenny

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**From:** Melissa Jacobsen  
**Sent:** Friday, October 21, 2016 12:51 PM  
**To:** Jennifer Carroll  
**Subject:** Trust Grant

Hi Jenny,

I just wanted to check in and see what was decided about applying for the Trust Grant.

Thanks! Melissa

*Melissa Jacobsen, CMC  
Deputy City Clerk  
ADA Coordinator  
City of Homer, Alaska*

907-435-3107

[City of Homer City Clerk's Office](#)

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