



Agenda

Accessibility Advisory Committee

Tuesday, January 21,
2020

4:00 PM

2nd Floor, City Hall

1. ROLL CALL

A. Bring meeting to order at x:xxpm, by committee chair, Bill Josh.

B. Committee members present:

Committee members excused:

Committee members absent:

Council liaison present:

City staff present:

Others present:

20-00037 Self introductions all that are present. Welcome newly appointed and reappointed committee members.

2. APPROVAL OF MINUTES

20-00030 Seek approval of the regular meeting minutes of the City of Longview Accessibility Advisory Committee from Monday, November 18th, 2019.

3. PUBLIC COMMENTS

Bill Josh, committee chair seeks public comments.

4. COMMITTEE MEMBER COMMENTS & REPORTS

Bill Josh, committee chair seeks committee member comments & reports.

5. STAFF COMMENTS & REPORTS

Bill Josh, committee chair seeks staff comments & reports.

6. OLD BUSINESS

20-00031 Complete the nomination process and conduct election of 2020 chair and vice chair for the Accessibility Advisory Committee. Current nominations are Bill Josh for chair and Scott Carson for vice chair. No other nominations were provided at the previous meeting.

- 20-00032 Dorothy street citizen accessibility improvement update from Public Works City Engineer.
- 20-00033 Update on grant match recommendation provided by AAC to City Council to use ADA capital fund from the 2019 and 2020 budget cycle for the 30th Avenue Corridor (East side of roadway) between Washington Way and Ocean Beach Highway. Grant match was 13.5% of project cost was identified at \$6,750.
- 20-00034 Sample Cowlitz County Accessible Communities Advisory Committee (ACAC) grant application request. This was a Cowlitz County request for improved access to business offices and entryways at the Cowlitz County Courthouse. This grant application was approved and received funding for the improvements requested.
- 20-00035 Information was sent to all committee members regarding applications are being accepted for the volunteer position of Committee Chairperson on the WA State Governor's Committee on Disability Issues & Employment (GCDE). If anyone is interested in applying, please refer to the email that was sent out by the city ADA coordinator on January 14th, 2020.

7. NEW BUSINESS

- 20-00036 Project updates from approved funding recommendations from the AAC and City Council to date.
- Parks & Recreation, Facilities & Public Works will provide the committee an update on projects progress.
- 20-00038 Newly appointed committee members, be sure to completed Open Public Meetings Act training. Provide a copy of the updated charter document (early 2019) to all committee members.
- 20-00039 Set Facilities and Parks subcommittee meeting date to start the discussion on project identification for barrier removal using current self assessment data available. Consideration for generation of additional self assessment data for city facilities.
- 20-00040 Cowlitz County Accessibility Communities Advisory Committee update.

8. ADJOURNMENT & NEXT MEETING DATE/TIME/LOCATION



Minutes

Accessibility Advisory Committee

Monday, November 18,
2019

4:00 PM

2nd Floor, City Hall

1. **ROLL CALL**

A. *Bring meeting to order at 4:03pm, by committee chair, Bill Josh.*

B. *Committee members present: Bill Josh (Chair), Scott Carson (Vice Chair), Colleen Holten, Lawrence Lanning, Allan Rudberg, Jeanne Daggett (6)*

Committee members excused: Jennifer Fenton (1)

Committee members absent: Evelyn Castro (1)

Committee vacancy: (1) position

Council liaison present: MaryAlice Wallis

City staff present: Brian Loos, HR; Ken Hash, PW; Tabitha Hayden, RCT

Others present: None

2. **APPROVAL OF MINUTES**

19-000457 **Seek approval of the regular meeting minutes of the City of Longview Accessibility Advisory Committee from Monday, September 16th, 2019.**

2. **APPROVAL OF MINUTES**

Seek approval of the regular meeting minutes of the City of Longview Accessibility Advisory Committee from Monday, September 16th, 2019 as written.

3. **PUBLIC COMMENTS**

Bill Josh, committee chair asked for public comment. No public comments were provided at the meeting.

4. **COMMITTEE MEMBER COMMENTS & REPORTS**

Bill Josh, committee chair asked the committee for any committee member comments or reports. No general comments or reports were provided during this portion of the meeting.

5. STAFF COMMENTS & REPORTS

Bill Josh, committee chair asked for any city staff comments or reports. Brian Loos, City ADA coordinator did not have anything additional to report in this portion of the meeting but does have some updates in the old and new business sections of the meeting, and will address them at that time. No other staff members present had anything additional items to report.

6. OLD BUSINESS**19-000458 Update from the Cowlitz County Accessible Communities Advisory Committee (ACAC) Meeting on Tuesday, October 8, 2019 at the Cowlitz County Administration Building.**

Brian Loos, City ADA Coordinator provided the committee a brief update on the Cowlitz County Accessible Communities Advisory Committee (ACAC) meeting that took place on Tuesday, October 8th, 2019. A memorandum for the record was provided to the committee by Brian for their review, detailing the notes taken from that meeting by Sharon Weinhold from Cowlitz County Elections. A copy of that memorandum for the record will be provided with this set of meeting minutes as well.

19-000459 Update from ADA coordinator on progress of subcommittee established by the Accessibility Advisory Committee to assist Facilities (Section #2) and Parks & Recreation (Section #4) enhance current transition plan projects lists.

An initial meeting has not yet been scheduled for the Parks and Facilities subcommittee. The city ADA coordinator will propose a few dates that fall on Monday's in December prior to the holidays to see if an initial meeting can be scheduled. Subcommittee members are Lawrence Lanning, Bill Josh, Colleen Holten and Allan Rudberg.

19-000463 Dorothy street citizen accessibility improvement request update from City Engineer.

Ken Hash explained that additional improvements to the project would need to be made to make the surrounding areas safe for pedestrians within the area. This would increase the cost associated with completing the project. Ken stated that he would reach out to surrounding property owner to see if the project costs could be shared. Use of non profit organizations may also be an option to assist in getting this project completed.

7. NEW BUSINESS

19-000460 Grant match recommendation using ADA capital funds from the 2019 and 2020 budget cycle for the 30th Avenue Corridor (East side of roadway) between Washington Way and Ocean Beach Highway.

Grant opportunity update. Public Works applied for with the Cowlitz Wahkiakum Council of Governments (CWCOG) for the 30th and Washington Way/Ocean Beach Highway (East side Curb Ramps) pedestrian barrier elimination to create ADA compliant curb ramps at six intersection corners.

Ken Hash, PW City Engineer stated that the City of Longview was awarded \$50,000 for construction portion of these six ramps that were identified to complete barrier removal along this stretch. In order for the city to move forward on the project, it is contingent on the city finding 13.5% in matching local funds. This figure would be \$6,750.

In speaking with the City Manager and City Engineer, they would like the City of Longview Accessibility Advisory Committee to consider using \$6,750 of the 2019/2020 ADA Capital Project Funds to match the CWCOG grant requirement of 13.5% (\$6,750). The city ADA coordinator is also in support of this consideration as well.

This is an extremely reasonable investment, very low cost to the city (about the cost of one curb ramp, to get six of them) that would benefit a significant number of people in our community, and it eliminates a handful of barriers and provides accessibility over a very highly traveled thoroughfare.

As a reminder, this was the 30th Avenue project that was PW #2 priority – Olympics (30th Corridor), recommended project on the PW project list for curb ramps. This would eliminate the following curb ramp barriers and create an unobstructed corridor on 30th Avenue (East side of street) from Ocean Beach Highway and Washington Way:

30th & Fir – NE Corner

30th & Fir – SE Corner

30th & Field – NE Corner

30th & Field – SE Corner

30th & Florida – NE Corner

30th & Florida – SE Corner

The total project cost will be \$55,000 and the additional \$5,000 will be funded by PW operational funds to conduct design work for the 6 ramps that would be installed.

Access to the funds would not be available until January 2020, but if the committee were to propose a recommendation in support of the project to city council, the city ADA coordinator could give a brief one or two slide presentation at a future council meeting with your recommendation prior to the end of the calendar year. If this were accomplished at the November 2019 meeting, it would provide ample time for staff to bring this project recommendation to council for their consideration.

19-000461 Citizen ADA parking request consideration at location vicinity 10th & Broadway.

Ken Hash and Brian Loos gave additional background on this request to the committee. The City of Longview does not have a program to address individual ADA parking requests that involve on street parking. The major challenges for the city to initiate a program of this nature would be the financial costs and administrative tracking. In addition, with the limited funds available for ADA improvements, committee members expressed that a program of this nature does not improve barrier removal for the greater good of the City of Longview and its citizens. The ADA coordinator did mention that in 2019 there have been minimal requests of this nature, but wanted to bring this request before the committee for further discussion. The committee provided valuable feedback as part of the discussion.

19-000462 Additional new business to discuss?

There was a discussion about chair and vice chair elections for 2020. The committee took nominations for each position at the meeting. As per the committee charter, the committee will take a vote at the January 2020 special meeting to elect the chair and vice chair. At this point, nominations were taken and Bill Josh was nominated to continue as committee chair, and no other nominations were proposed for committee chair. As for committee vice chair, Scott Carson was nominated and expressed to the committee he would be willing to continue in the position, but did state if others were interested, he would be willing to step away as vice chair. No other nominations were taken for vice chair. Bill Josh did state that if anyone was interested in serving in either position to reach out and contact him. Further discussion and election of chair and vice chair will take place at January 2020 special meeting.

8. ADJOURNMENT & NEXT MEETING DATE/TIME/LOCATION

The next AAC regular meeting date will take place on Monday, March 16th, 2020. Meeting time and location will be at 4:00pm in the small conference room on the 2nd floor of city hall. Longview City Hall is located at 1525 Broadway Street, Longview, WA 98632. Meeting agenda and draft minutes are typically posted approximately one week before the next scheduled meeting.

Motion to adjourn the meeting at 5:06pm.

Application to Improve Access to Business Offices at the Cowlitz County Courthouse

Project Description.

Kelso WA became the county seat for Cowlitz County in 1922. The original part of the Cowlitz County Courthouse was built in 1923. In 1939, an addition was added to increase the space. The original building and addition are in use today and house many of the county offices including the Assessor, Auditor and Treasurer Offices. Elderly persons are more likely to conduct their business in the Courthouse rather than online. They prefer face to face conversations and are comfortable doing business in the Courthouse as they have for many years. The entrance to these county offices are not easily accessible. The doors are awkward and heavy. It is difficult for seniors and persons with disabilities to safely enter the offices to conduct their business. The goal of this project is to improve access to these offices.

The primary mission of the Assessor's Office is to estimate the value of all taxable property. The Assessor also is responsible for Property Tax Relief, including a Senior Citizen and Disabled Persons Property Tax Exemption. The exemption is available to seniors and disabled persons with a total household income of \$40,000/year or less and are 61 or older or unable to work because of a disability or a veteran with a 100% service related disability. Persons applying for an exemption must provide proof of income when they apply. Seniors and disabled persons meeting certain requirements also may apply for a deferral. Assessor's Office personnel report there are over 3,000 applications for exemption or deferral and estimate an average of 12 people visit the office each business day to apply for or renew their application. Office personnel said there are occasions 4-6 times per week when people with wheelchairs, canes or walkers have difficulty entering the office and need help with the door.

The Auditor's Office is responsible for Licensing and Recording. Licensing includes vehicle registration, plates, title changes and tabs; title transactions for manufactured and mobile homes; and issuance of disabled parking placards. The Auditor's Office also is responsible for recording deeds and other legal documents. According to Nemo-Q system data, which creates a record of customers visiting the office to conduct business, almost 33,000 people visit the Auditor's Office each year. It was estimated that 60% of those people are seniors, many with mobility issues. Because of the awkward and heavy doors, office personnel said people with any assistive device, e.g., cane, walker or wheelchair, are not able to enter the office on their own and must bring someone to help them or wait outside until help arrives. Recently, a gentleman with a walker fell as he tried to open the door. Many of the people with the greatest mobility issues are visiting the Auditor's Office to obtain a handicapped parking placard.

The Treasurer's Office is primarily responsible for tax collection. There are about 60,000 taxable parcels in Cowlitz County. The Treasurer's Office estimates that the majority of persons who pay their taxes in person are seniors and about 40% of them that visit the office need help with the door. Office personnel said they or others waiting in the lobby often rush over to help a person that is having difficulty with the door and entering the office.

Improving the storefronts for these offices would greatly improve safety and assist seniors and persons with disabilities in gaining access to these Courthouse offices to conduct their business.

Capacity to Complete Project.

Dwight Herron, Cowlitz County Facilities Maintenance Department Project Coordinator, will be responsible for completing the project. He is a licensed electrician and has successfully coordinated facilities projects for Cowlitz County for over 28 years.

Project Approach and Timeline.

The project will be completed within 10 months of final approval.

Steps that will be taken leading to completion of the project:

Technical specifications

Competitive bid process

Contract award

Permits

Completion of work

The work will entail installing new store fronts with automatic door buttons for the Assessor's, Treasurer's Offices and Auditor's Offices.

Project Budget.

Assessor's Office.

Cost of store front with automatic door opener buttons, \$13,800 + 15% contingency and tax: \$17,200

Treasurer's Office.

Cost of store front with automatic door opener buttons, \$13,800 + 15% contingency and tax: \$17,200

Auditor's Office.

Cost of store front with automatic door opener buttons, \$23,000 + 15% contingency and tax: \$28,600

Total project cost: \$63,000

Sustainability. This is a one-time expenditure. The Maintenance Department will keep the automatic door openers operational and provide batteries for them as needed.

BACKUP based on Estimated Costs from Dwight

Project Budget.

Assessor's Office.

Cost of store front with automatic door opener buttons, \$13,800 + 15% contingency and tax: \$17,200

Cost of two automatic door opener buttons only, \$7,500 + tax: \$8,100

Treasurer's Office.

Cost of store front with automatic door opener buttons, \$13,800 + 15% contingency and tax: \$17,200

Cost of two automatic door opener buttons only, \$7,500 + tax: \$8,100

Auditor's Office.

Cost of store front with automatic door opener buttons, \$23,000 + 15% contingency and tax: \$28,600

Total project cost with all new storefronts, \$63,000

Total project cost without all new storefronts, \$47,200

[Auditor office storefront dimensions: 102" X 150"]

[Assessor/Treasurer storefront dimensions: 102" X 72"]

[East entrance dimensions: 114" X 184"]

Application to Improve Access to the Cowlitz County Courthouse

Project Description.

Kelso WA became the county seat for Cowlitz County in 1922. The Cowlitz County Courthouse, built in 1923 and expanded in 1939, was built on a hill in downtown Kelso. There are 16 steps to the front entrance. The west entrance has a continually cracked surface which makes navigation treacherous due to pipes and moisture below the surface. The east entrance is on a one-way street and the driver must exit their vehicle in the traffic. The north entrance is between the first and second floor and a person must either go up or down 10 or 9 steps respectively to reach the first or second floor and elevator. There currently is no easy access and the goal of the project is to improve safety and access to the Courthouse for seniors and persons with disabilities so they can conduct their business.

The project proposal is to construct a ramp that meets ADA requirements to the east entrance which enters the first floor. Because of the steep slope, the concrete ramp with rails and slip resistant materials will be 112' long broken by flat surfaces and will run from the courtyard to the east entrance.

Capacity to Complete Project.

Dwight Herron, Cowlitz County Facilities Maintenance Department Project Coordinator, will be responsible for completing the project. He is a licensed electrician and has successfully coordinated facilities projects for Cowlitz County for over 28 years.

Project Approach and Timeline.

This project is complex. The concrete ramp requires foundation work so the use of excavation machinery may be necessary. Fire connections and storm drainage will have to be addressed. Landscaping work may be involved. Design and building permits may be required.

The project will be completed within XX months of approval.

Steps that will be taken leading to completion of the project:

- Technical specifications
- Competitive bid process
- Contract award
- Permits
- Completion of work

Project Budget.

The County has just completed a new secure and ADA accessible storefront at the east entrance at a cost of \$70K.

Sustainability.

From: GCDE <gcde@public.govdelivery.com>
Sent: Tuesday, January 14, 2020 3:34 PM
To: Brian Loos
Subject: ONE WEEK LEFT: Apply by January 21, 2020 to be Committee Chairperson of the Governor's Committee on Disability Issues & Employment (GCDE)



GCDE News

**Join others working to improve the lives of people
with disabilities**

**Washington State Governor's Committee on
Disability Issues & Employment (GCDE) is accepting
applications for Committee Chairperson through
January 21, 2020**

OLYMPIA – The Washington State Governor's Committee on Disability Issues & Employment (GCDE) is recruiting for the volunteer position of Chairperson.

This position is appointed by the Governor and serves at the Governor's pleasure for a three-year term (a second three-year term as Chairperson is possible, subject to reapplication and reappointment by the Governor). The current Chairperson's term of office ends on December 31, 2019 and the Committee's Vice-Chairperson will serve as acting Chair until a new Chair is appointed.

The GCDE is a recognized leader in promoting equality, opportunity, independence, and full participation in life for persons with disabilities. The Committee strives, through its 27 members, to represent a wide range of

constituent groups, geographical perspectives, ethnic origins and cultural heritage. The GCDE:

- Advises the Governor, the State legislature and State agencies on issues and policies that affect people with disabilities.
- Monitors legislation to ensure equal opportunity and access to employment, education, healthcare and public services for people with disabilities.
- Promotes understanding of the needs and potential of people with disabilities, offering information and awareness training to the public.
- Assists in the formation of local committees that promote accessibility for people with disabilities, and can fund projects and initiatives that benefit people with disabilities.
- Recognizes employers who demonstrate leadership in employing people with disabilities and provides training and technical assistance to the business community to promote employment opportunities and create awareness of disability issues.
- Teaches leadership, citizenship and social skills to high school juniors and seniors with disabilities through a residential leadership program.
- Conducts its activities in barrier-free environments and uses appropriate auxiliary aids and services to ensure effective communication.

The primary responsibilities of the Chairperson are to lead and facilitate the Committee's work in achieving its goals and objectives in support of people with disabilities. In fulfilling these responsibilities, the Chairperson oversees all functions of the Committee, including the activities of GCDE's five subcommittees, ensuring that their structure, policies and activities enable achievement of the GCDE's goals and objectives in support of people with disabilities. The Chairperson also delegates to the Committee's Executive Director and other staff the day-to-day management of GCDE programs and other functions.

If you are interested in applying for this volunteer position, please see general information about GCDE membership at <https://esd.wa.gov/GCDE/member>.

The application deadline is January 21, 2020.

To apply for the Chairperson position, please follow these steps:

1. Complete the online *Application for a board or commission*. Be sure to select "Disability Issues and Employment, Governor's Committee on" from the drop-down menu at the beginning of the application.
2. Submit your current resume by uploading it per the instructions in the *Application for a board or commission*.
3. Send a brief email to Elaine Stefanowicz at estefanowicz@esd.wa.gov to indicate your interest in being considered and to request a link to the online form entitled "**GCDE Supplemental Questionnaire – Chairperson 2020**". The latter document will contain the principal screening questions that will be used to evaluate your application.
4. The online Application for a Board or Commission requires that you provide two references but has space for four references. Please provide two personal and two professional references. If your application is selected for further consideration after the initial screening process, member(s) of the selection panel for the position will contact your references as appropriate.

Please contact Elaine Stefanowicz at 360-902-9362 or by email at estefanowicz@esd.wa.gov with any questions related to the GCDE or the application process.

Thank you for subscribing to the GCDE disability information newsletter.

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