City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Agenda

Accessibility Advisory Committee

Jennifer Merry (Chair), Jerry Bakken (Vice-Chair), Ashley Wagner, Allan Rudberg, Jordan Balla, Cheryl Coddington, Katherine Vickers, MaryAlice Wallis (Council Liaison), Spencer Boudreau (Council Liaison)

Monday, March 20, 2023	**4:00 PM**	**Hybrid Meeting** **2nd Floor Training Room** **1525 Broadway, Longview WA**

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30., that the Accessibility Advisory Committee of the City of Longview, Washington, will conduct a Regular Meeting in the Longview City Hall 2nd Floor Training Room, 1525 Broadway, Longview, WA on Monday, March 20, 2023, at 4:00 p.m. The meeting is also available via Zoom.

Join Zoom Meeting:
https://us02web.zoom.us/j/84809424284

Telephone options (dial any of the following numbers):

1-253-215-8782
1-346-248-7799
1-408-638-0968
1-669-900-6833
1-301-715-8592
1-312-626-6799
1-646-876-9923

Webinar ID: 848 0942 4284

Please contact the City Executive Office at 360.442.5004 forty-eight (48) hours in advance if you would like special accommodation.

1. ROLL CALL

2. ELECTION OF 2023 CHAIR & VICE-CHAIR

23-000963 SUMMARY STATEMENT:
Pursuant to the Accessibility Advisory Committee Charter, Section Committee Operation, Subsection Election of Committee Leadership, the committee is required to elect a Chair and Vice Chair from among its members at the January meeting each year. Following the expiration of the Chair's term, the Vice-Chair shall automatically be nominated to the Chair position. Additional nominations for the Chair and Vice-Chair positions may be received from the committee membership.

RECOMMENDED ACTION:
Nominate committee members for the positions of Chair and Vice-Chair.

THEN:
Vote to elect committee members to the positions of Chair and Vice-Chair

23-000966 Accessibility Advisory Committee Charter

3. APPROVAL OF MINUTES

23-000964 Minutes of the June 21, 2022, Accessibility Advisory Committee Meeting

4. CONSTITUENT COMMENTS

5. COMMITTEE MEMBER COMMENTS & REPORTS

6. STAFF COMMENTS & REPORTS

23-000965 Project Updates

7. OLD BUSINESS

8. NEW BUSINESS

9. ADJOURNMENT & NEXT MEETING DATE/TIME/LOCATION

Accessibility Advisory Committee Charter – Committee Operation

"Election of Committee Leadership

The Chair and Vice-Chair shall serve one year terms, in which the period will be an annual period from January to December.

Following the expiration of the Chair's term, the Vice-Chair shall automatically be nominated to the Chair position. Additional nominations for the Chair and Vice-Chair positions may be received from the committee membership.

Nomination & election of the Chair and Vice-Chair positions shall occur at the January meeting each year. The method for voting shall follow the voting requirements outlined in the previous section."

City of Longview Accessibility Advisory Committee (CLAAC)

Committee Establishment

In the 2017 Work Plan, the Human Resources Department is tasked with addressing an actionable item under the Addressing Quality of Place Issues initiative. The City Council would like to complete an ADA self-assessment and transition plan that addresses access to services, activities, buildings, and right-of-ways within the City of Longview. Establishment of a City Accessibility Advisory Committee will be integral in the success of this item and addresses one of the deliverable tasks in this strategy.

- *Provide review and guidance to staff on Department of Justice requirements and general regulatory compliance as identified in the Americans with Disabilities Act (ADA) of 1990.*
- *Assist the City, and its staff, on accessibility determinations to current services, activities, buildings, and right-of-ways.*
- *Assist the City, and its staff, in reviewing and advising on the prioritization of projects to improve City buildings, infrastructure, right-of-ways, parking, and new development accessibility.*
- *Assist the city, and its staff, in reviewing and advising on the prioritization of projects to improve accessibility to City services and activities. Those services include, but are not limited to, parks and recreation, RiverCities Transit, and other City of Longview provided services.*

This committee will be known as the **City of Longview Accessibility Advisory Committee (CLAAC).**

Committee Purpose

Under the Americans with Disabilities Act (ADA) of 1990, the City of Longview is a Title II government entity. Title II protects qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all State and local governments provided by State and local government entities.

The committee's purpose is to assist and advise the City of Longview on the most appropriate means by which to make its programs, services, activities and facilities accessible to all of its residents and visitors.

To accomplish this purpose, the committee's primary roles are:

- *Advise the City on issues related to accessibility*. In this role, the committee will act as a sounding board for City staff. Committee members will provide input when City staff is soliciting specific feedback.

- *Bring to City staff's attention issues related to accessibility*. In this role, the committee will bring issues that its members observe in the community and for which the City has jurisdiction and responsibility.

- *Provide support to the City ADA Coordinator*. In this role, the committee may be asked to advise the City ADA Coordinator, help prioritize projects, prepare letters of support, attend meetings, etc.

Members will provide advice on how to enhance accessible community resources and emergency preparedness issues for the City. The work of the CLAAC does not replace other City of Longview outreach or public involvement efforts. City staff will include the committee's input in its decision making process. Final decisions will reside with staff and City Council.

Committee Membership

Applications for appointment to be a member of the CLAAC can be submitted to the City of Longview, through the Boards and Commissions section of the City of Longview website.

Boards & Commissions Vacancies

All committee members are appointed by the Mayor with concurrence of city council.

The City may create a pool of eligible committee members as vacancies become available.

Committee Composition

The committee membership will maintain nine voting members.

The committee will maintain a goal of having over half of the members from the community with disabilities. The committee will seek to maintain representation of the following general backgrounds:

- One professional member from the building, engineering, design and architectural industry.
- One member from the local city business community
- One member, at large, from the community
- Six members with disabilities, of which one uses RiverCities Transit services, one uses the City of Longview Parks and Recreation services and one uses the City of Longview downtown business services, all on a regular basis. The remaining three members will be at large.

Committee Member Qualifications

City of Longview residents shall be preferred for membership, or full-time employees of an entitydoing business within the City during the term identified below. Current City employees may not serve as voting members on the CLAAC.

Committee members shall have a demonstrated interest, experience, and commitment toissues pertaining to accessibility. The following qualifications are preferred, but not required:

One member –

Experience as a professional architect, designer/planner, contractor, engineer or other related professional in the construction of accessible facilities;

Remaining members –

A practical understanding of Title II or Title III of the ADA, or Section 504 and Section 508 of the Rehabilitation Act of 1973.

Have experience in consultation, the use of assistive technology to include the internet and/or related services.

Have experience in representing or resolving accessibility issues for people with a broadrange of disabilities.

Length of Term of Appointments

The length of a full term for each appointment for all voting members of the committee shall be three years. A committee member may service a maximum of two full terms and until a successor is appointed. The maximum number of full, three year terms of service, for any appointee is two. CLAAC members must be reappointed at the end of a term for continued service to the committee.

If a new member is appointed for the remainder of an existing three year term, the member will still be eligible to service two full terms thereafter.

In establishing this committee, all initial terms will end on December 31st on the year stated in parenthesis. Those initial terms ending in 2019 will not be considered a full term.

Initial Term Period:

- One professional member, from the building, engineering, design and architectural industry. (2019)
- One member from local city business community. (2020)
- One member, at large, from the community (2021)
- One member, representing RiverCities Transit service (2019)
- One member, representing City of Longview Parks and Recreation services (2020)
- One member, representing City of Longview downtown business services (2021)
- One member, disability at large (2019)
- One member, disability at large (2020)
- One member, disability at large (2021)

Terms will begin on January 1st annually.

Absences

If a committee member is absent for three consecutive meetings without notice or justifiable reason, their membership will be reviewed by the committee. Committee members may be relieved of their appointment, by recommendation of the committee chair to the Mayor. The Mayor will ultimately make the decision to remove a committee member from the committee.

Committee Member Openings

When a voting member leaves the committee, and a vacancy is created, a new member will be appointed to become a voting member. See Committee Membership section for process.

The City of Longview will advertise committee openings for new members, when vacancies are created mid-term or when new terms become available. Incumbent committee members must reapply to serve an additional term.

In the 4th quarter of each year, all applications will be considered, interviewing of qualified candidates and appointments will be extended for open committee positions, to those applicants selected by the Mayor prior to the January committee meeting.

The openings shall be advertised to promote broad response and interest in the position.

Prospective appointees shall submit an application and participate in an interview process with the Mayor.

Committee Structure

The CLAAC consists of nine voting volunteer members, the City's ADA coordinator, and City staff support. From the volunteer membership, a Chair and Vice-Chair will be elected by the committee's members. The following specific roles are defined.

City ADA Coordinator:

- Acts as the City staff representative for the CLAAC.
- Brings issues on which the City is seeking input from CLAAC.
- Takes committee recommendations to appropriate City staff.
- Oversees the City's accessibility efforts across departments.

City Staff Support:

- Assist city ADA coordinator with taking minutes.
- Distribute meeting agendas, meeting minutes, and other pertinent meetingmaterial at least one week prior to the scheduled monthly meeting.

- Provide answers to any historical questions and questions relating to City operations.

- Provide other clerical and administrative support to the CLAAC.

Chair:

- Facilitate CLAAC meetings, including working with the ADA Coordinator to draft meeting agendas.

- Request other City department representation at meetings, and mediating discussions.

- Represent CLAAC at City Council meetings and other events at which CLAAC representation would be beneficial.

- Represent CLAAC in written form as needed (e.g., letters of support).

Vice Chair:

- Support the Chair and fulfill the duties of the Chair when the Chair is either unavailable or conflicted from participation.

Committee Operation

Decision Making – Quorum and Voting

The committee will operate primarily under a consensus-building model. Committee members will attend meetings and review material as needed to learn about accessibility needs and projects. Committee members will ask questions, respect differing views, and work together to provide guidance and recommendations. When the committee is not able to agree on a specific recommendation, the recommendation of a majority of the committee will be identified as the primary recommendation, and minority opinions may be included. Committee guidance and recommendations will be provided to City staff and City Council for their consideration during final decision making.

At the Chair's discretion, a vote of the voting members may be called. In the event of a vote, a quorum shall be required and will consist of a majority of the voting members appointed to the committee [five of nine voting members must be present]. When necessary, a simple majority vote of the quorum can make a recommendation or decision. City staff cannot participate in votes or be counted towards the quorum.

Election of Committee Leadership
The Chair and Vice-Chair shall serve one year terms, in which the period will be an annual period from January to December.

Following the expiration of the Chair's term, the Vice-Chair shall automatically be nominated to the Chair position. Additional nominations for the Chair and Vice-Chair positions may be received from the committee membership.

Nomination & election of the Chair and Vice-Chair positions shall occur at the January meeting each year. The method for voting shall follow the voting requirements outlined in the previous section.

Meeting Schedule
The committee will generally hold meetings every two months. At the chair's discretion and in consultation with the City ADA coordinator, meetings may be cancelled for lack of agenda topics. A meeting schedule will be determined by the CLAAC membership.

Time Involved
The time commitment for committee participation will vary, but generally will not exceed an average of four hours a month to include a meeting and follow-up time to research issues.

Working Groups
The committee may establish working groups as required to research specific issues and make recommendations to the committee. Working groups may draw upon members from the committee, alternate committee members and may include outside resources as necessary.

Charter Amendments

Any changes or amendments to this charter will be done so at the approval of the city council.

Committee Dissolution

Under the guidelines of this committee establishment (page 1 of this document), if city council finds that there is no longer a need for the service of this advisory committee, city council can vote to dissolve the City of Longview Accessibility Advisory Committee.

City of Longview

1525 Broadway
Longview, WA 98632
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Minutes

Accessibility Advisory Committee

Tuesday, June 21, 2022 | **4:00 PM** | **2nd Floor, City Hall**

1. ZOOM VIRTUAL COMMITTEE SPECIAL MEETING

A notification and virtual meeting link is provided to committee members, staff liaisons, staff and the public, one week prior to the meeting.

2. ROLL CALL

Committee chair, Jennifer Merry called the meeting to order at 4:00pm. Roll was taken and confirmed as captured.

CLAAC committee member present (7): Jennifer Merry, Jerry Bakken, Allan Rodberg, Cheryl Coddington, Katherine Vickers, Lauren Kaiser, Sarah McCoy
CLAAC committee members absent (1): Scott Carson
CLAAC position vacancies: 1

Council Liaisons: Mayor MaryAlice Wallis

7 committee members present (Quorum of 5 was met to conduct committee business.)

3. NEW BUSINESS

22-000403 CONSIDERATION FOR CAPITAL PROJECTS RECOMMENDATIONS TO BE TAKEN TO CITY COUNCIL. COMMITTEE WILL CHOOSE PROJECTS FOR RECOMMENDATION FROM THE CURRENT PROJECT LIST PROVIDED BY STAFF.

Motion by Cheryl Coddington to Request the funding amount of $70,000 allocated from the ADA Capital Fund be allocated as follows:
$14,000 for striping city parking lots
$6,000 for ADA door upgrades for the new Archie Anderson Park building
$50,000 for curb cuts for the 18th and Louisiana project.
2nd by Lauren Kaiser
Discussion, no changes to motion
Committee chair, Jennifer Merry called for the vote and motion passed unanimously.

4. ADJOURNMENT & NEXT MEETING DATE/TIME/LOCATION

Meeting was adjourned at approximately 4:30pm. The next regular meeting of the City of Longview Accessibility Advisory Committee is schedueld for Monday, July 18th, 2022, starting at 4:00pm. Location 2nd Floor, City Hall and Zoom. This informaiton can be accessed at the following location/ weblink:https://www.mylongview.com/129/Agendas-Minutes