



Agenda

Accessibility Advisory Committee

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

Monday, May 15, 2023

4:00 PM

Hybrid Meeting
2nd Floor, City Hall
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, May 15, 2023, at 4:00 p.m. The meeting is also available via Microsoft Teams.

To attend the meeting virtually use the link or information below:

[Click here to join the meeting](#)

Meeting ID: 281 281 616 365

Passcode: 8W4Wk9

Or call in (audio only)

+1213-631-2692

Phone Conference ID: 341 463 222#

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

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ELECTION OF 2023 VICE-CHAIR**

23-001170 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.

Because the current Vice-President, Jerry Bakken, has retired from his position as a committee member, the position of Vice-Chair must be nominated and elected from current committee members.

RECOMMENDED ACTION:

Nominate committee member for the position of Vice-Chair.

THEN:

Vote to elect committee member to the position of Vice-Chair

23-001171 Accessibility Advisory Committee Charter

4. **APPROVAL OF MINUTES**

23-001127 March 20, 2023, Accessibility Advisory Committee Regular Meeting Minutes

5. **CONSTITUENT COMMENTS**
6. **COMMITTEE MEMBER COMMENTS & REPORTS**

23-001172 AAC SUBCOMMITTEE FACILITY ASSESSMENT OF CITY OF LONGVIEW OWNED BUILDINGS

7. **STAFF COMMENTS & REPORTS**

23-001177 Project Updates

8. **OLD BUSINESS**

23-001178 AAC PROJECT SPREADSHEETS

23-001173 Section 1. ADA Transition Plan

23-001174 Section 2. Transition Plan Project List

23-001175 Section 3. Transition Plan Project List

23-001176 Section 4. Transition Plan Project List

23-001179 Public Works Project List 2021-2025 - Revised 4-19-2021

23-001180 CITY OF LONGVIEW ADA PLAN

9. **NEW BUSINESS**

23-001181 Updated Guidelines for Individual Organizational Volunteer Workers and Commissions
Boards and Committees

10. **ADJOURNMENT & NEXT MEETING DATE/TIME/LOCATION**



City of Longview Accessibility Advisory Committee (CLAAC)

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.”

Because the current Vice-President, Jerry Bakken, has retired from his position as a committee member, the position of Vice-Chair must be nominated and elected from current committee members.



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 entity doing 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 to issues 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 broad range 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 meeting material 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
www.ci.longview.wa.us

Minutes

Accessibility Advisory Committee

Monday, March 20, 2023

4:00 PM

2nd Floor, City Hall

1. **ROLL CALL**

Safety Risk Manager Rashelle Douglas called the meeting to order at 4:02 p.m. Roll was taken and confirmed as captured.

CLAAC Committee Members Present (5): Acting Chair Jennifer Merry; Member Ashley Wagner; Member Allan Rudberg; Member Jordan Balla; Member Cheryl Coddington

Excused (1): Katherine Vickers

Absent (1): Vice Chair Jerry Bakken

CLAAC position vacancies: 2

Council Liaisons Present: Mayor MaryAlice Wallis (Non-voting)

Absent: Councilmember Spencer Boudreau (Non-voting)

Staff Present: Safety Risk Manager Rashelle Douglas; Chief Information Officer David Wallis; City Engineer Karl Enyeart; Fleet & Facilities Maintenance Manager Keith Walling; Parks & Urban Forestry Manager Joanna Martin, Transit Supervisor Tabitha Hayden (arrived at 4:05 p.m.); Deputy City Clerk, Elizabeth Halili

Five committee members were present (A quorum of 5 was met to conduct committee business.)

2. **ELECTION OF 2023 CHAIR & CO-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

Safety Risk Manager Rashelle Douglas opened the nominations for the position of Committee Chair to the Members.

A motion was made by Allan Rudberg, seconded by Cheryl Coddington, to elect Jennifer Merry to the position of Committee Chair.

The motion carried unanimously.

The Committee elected Jennifer Merry to the position of Chair.

Chair Jennifer Merry opened the nominations for the position of Committee Vice Chair to the Members.

A motion was made by Allan Rudberg, seconded by Cheryl Coddington, to elect Jerry Bakken to the position of Committee Vice Chair.

The motion carried unanimously.

The Committee elected Jerry Bakken to the position of Vice Chair.

23-000966 Accessibility Advisory Committee Charter

The Committee discussed the charter.

3. APPROVAL OF MINUTES

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

Chair Jennifer Merry introduced herself to the new members of the committee, Ashley Wagner and Jordan Balla, and invited all members to introduce themselves.

Member Cheryl Coddington introduced herself.

Member Alan Rudberg introduced himself.

Member Ashley Wagner introduced herself.

Member Jordan Balla introduced herself.

A motion was made by Allan Rudberg, seconded by Cheryl Coddington, to approve the Minutes of the June 21, 2022, Accessibility Advisory Committee meeting.

The motion carried unanimously.

4. CONSTITUENT COMMENTS

Harry Howell provided public comment.

5. COMMITTEE MEMBER COMMENTS & REPORTS

Chair Jennifer Merry thanked the committee members for their service and welcomed the new members.

6. STAFF COMMENTS & REPORTS

23-000965 Project Updates

Safety Risk Manager Rashelle Douglas introduced Chief Information Officer David Wallis.

Chief Information Officer David Wallis provided a brief statement.

Parks & Urban Forestry Manager Joanna Martin provided a brief report on the Parks & Recreation Comprehensive Development Plan regarding funding for an all-inclusive playground. Martin said she hopes to take this before the City Council within the next few months.

Transit Supervisor Tabitha Hayden provided a brief report stating that the Transit Department would update bus shelters at over 20 locations throughout the summer.

Fleet & Facilities Maintenance Manager Keith Walling provided a brief report that his department had just finished the Comprehensive Facility Assessment. Walling noted that he would like an AAC subcommittee to assist with the ADA Facility Assessment.

Mayor Wallis introduced herself as Council Liaison to the Accessibility Advisory Committee.

City Engineer Karl Enyeart briefly reported ADA curb ramp upgrades and door openers.

The Committee discussed the Staff Reports and requested copies of the following from the staff:

- *The AAC Committee Project Spreadsheet (assigned to Safety Risk Manager Rashelle Douglas)*

- History of projects (Assigned to Parks & Urban Forestry Manager Joanna Martin)
- Policy (Procedure) on ADA Accessibility (Assigned to Parks & Urban Forestry Manager Joanna Martin)

7. OLD BUSINESS

Member Cheryl Coddington reported that the Subcommittee for Facilities has a vacant position open. Currently, Cheryl Coddington and Katherine Vickers are serving on this subcommittee which is limited to three members. Coddington noted that Fleet & Facilities Maintenance Manager Keith Walling is the Staff Liaison to this subcommittee. Member Jordan Balla volunteered to serve on the subcommittee. Chair Jennifer Merry assigned Member Jordan Balla to serve on the Subcommittee for Facilities.

8. NEW BUSINESS

The Committee discussed the AAC budget and the process for bringing project recommendations to City Council. City Engineer Karl Enyeart spoke about current and future projects that could be brought before the AAC. Chair Jennifer Merry requested the staff provide the following at the next meeting:

- A short list of potential projects
- AAC Strategic Plan documents
- AAC Project Spreadsheet
- ADA Policy

9. ADJOURNMENT & NEXT MEETING DATE/TIME/LOCATION

Chair Jennifer Merry set a goal for staff to report on projects that need funding. Chair Jennifer Merry adjourned the meeting at 4:46 p.m.

The next Regular Meeting of the City of Longview Accessibility Advisory Committee is scheduled for Monday, May 15, 2023, at 4:00 p.m. This meeting will be held at the Longview City Hall in the 2nd Floor Training Room, 1525 Broadway Street, Longview, WA 98632, and via Zoom.

This information can be accessed on the City of Longview website: <https://www.mylongview.com/129/Agendas-Minutes>

Elizabeth Halili
Deputy City Clerk

Approved: _____
Chair Jennifer Merry



ADA Transition Plan

Section #1 - Access to City Programming, Services & Activities

Level 1 - High Volume & Utilization

Location	Project Type	Project Type/Barrier or Deficiency	Project Description (Brief Narrative)	Cost Estimate	Estimated Completion Date	Cost Actual	Actual Completion Date	Funding Source
All City - Online Access	ADA Projects							
	Priority A	Website redevelopment	Update City's Web site to be WCAG compliant	\$50,000	Jan-19			OER Fund
	Priority B							
	Priority C							

Level 2 - Moderate Volume & Utilization

All City - Online Access	ADA Projects							
	Priority A	City ADA webpages update	Update ADA related webpages on City Website after WCAG compliance	\$1,000	Jul-19			HR & Insurance Reserve Operating Funds
	Priority B	Open Data Access	Creating opportunities to make available more of the City's documents accessible form the Web. Remove the barrier to access the data.	\$2,000	Dec-18			
	Priority C							

Level 3 - Light Volume & Utilization

ADA Projects								
Priority A								
Priority B								
Priority C								

Level 4 - Minimal to No Volume & Utilization

KLTV Services to City of Longview	ADA Projects						
	Priority A	Caption KLTv Meetings	Work with KLTv to determine how to provide Captioning services for all broadcast meetings	\$25,000			
City Hall - Council Chamber	Priority B	Assisted Listening Devices	Replace transmitter and Receivers	\$3,500	Jul-17	\$4,000	Jul-17
	Priority C						

Project Location Utilization Level

Level 1 - High Volume & Utilization

Level 2 - Moderate Volume & Utilization

Level 3 - Light Volume & Utilization

Level 4 - Minimal to No Volume Utilization

Level 5 - Access As Needed Only (No Public Access)

ADA Project Priority

Priority A - High Priority for Barrier Elimination & Accessibility

Priority B - Moderate Priority for Barrier Elimination & Accessibility

Priority C - Low Priority for Barrier Elimination & Accessibility

Updated January 2019



ADA Transition Plan

Section #2 - Access to City Buildings & Facilities

Level 1 - High Volume & Utilization

Location	Project Type Priority	Project Type/Barrier or Deficiency	Project Description (Brief Narrative)	Cost Estimate	Estimated Completion Date	Cost Actual	Actual Completion Date	Funding Source
City Hall	Priority A	Finance Entry Doors	Install power doors or openers	\$6,000	Jun-20		TBD	Facilities Maintenance & City ADA Capital Project Funds
City Hall	Priority A	Accessible Parking Sign	Raise sign to compliant height	\$150	Jun-20		TBD	Facilities Maintenance & City ADA Capital Project Funds
Library	Priority A	Accessible Parking	Retripe and sign for compliance	\$800	Jun-20		TBD	Facilities Maintenance & City ADA Capital Project Funds
City Hall	Priority B	CED Entry Doors	Install power doors or openers	\$8,000	Jun-20		TBD	Facilities Maintenance & City ADA Capital Project Funds
City Hall	Priority C	Employee Parking - No current need	No ADA - Restripe and sign	\$600				
City Hall - 2nd Floor	Priority C	Executive Office - Water Fountain Removal	Water fountain is inoperable, and extends out into the hallway causing a walkway barrier. Remove drinking water fountain, and repair wall. Water can be provided in restrooms or at the executive library sink.	\$1,000	Dec-20		TBD	Facilities Maintenance Operations - General Fund
Police Station	Priority C	Employee Parking - No current need	No ADA - Restripe and sign	\$450				
Library	Priority C	Employee Parking - No current need	No ADA - Restripe and sign	\$350				

City Hall
Mint Valley GC -
Clubhouse/Proshop

Columbia Theater
Library
Police Station
Recreation Building
Senior Center
Transit Center
Elks Memorial Building
McClelland Arts Center
Womans Club
Mint Valley Raquetball & Tennis

Level 2 - Moderate Volume & Utilization

Fire Station 81	Priority A	Accessible Parking	Add striping and sign	\$350	Jun-20		TBD	Facilities Maintenance & City ADA Capital Project Funds
City Hall Annex 1 & 2 Utilities	Priority B	Accessible Parking	Add striping and sign	\$350				
		Public & Staff Parking	Add striping and sign	\$350				
Fire Station 82	Priority C	Accessible Parking	Add striping and sign	\$350				

Fire Station 81
Fire Station 82
Police Sub Station - City
Shop
Utilites Ops Center

Level 3 - Light Volume & Utilization

City Shop Street/Stormwater	Priority A	Accessible Parking	Restripe and sign	\$450				
		Accessible Parking	Add striping and sign	\$350				
	Priority B							
City Shop Traffic	Priority C	Employee Parking - No current need	Add striping and sign	\$350				
		Public & Staff Parking	Add striping and sign	\$350				
Street/Stormwater		Employee Parking - No current need	Add striping and sign	\$350				

City Shop - Bus Garage
City Shop - Bus Wash
City Shop - Fleet Bldg
City Shop - Facilities Bldg
City Shop - Fueling Station
City Shop - PW Ops Bldg
City Shop - Traffic & Signs Bldg
City Shop - PW S/S/T Garage Bldg
MVGC - Golf Cart Storage 1 (Near Driving Range)
MVGC - Golf Cart Storage 2 (Near Raquetball Bldg)
MVgC - Driving Shed
Park Maintenance Bldg

Level 4 - Minimal to No Volume & Utilization

Priority A							
Priority B							
Priority C							

Project Location Utilitization Level
Level 1 - High Volume & Utilization
Level 2 - Moderate Volume & Utilization
Level 3 - Light Volume & Utilization
Level 4 - Minimal to No Volume Utilization
Level 5 - Access As Needed Only (No Public Access)

ADA Project Priority
Priority A - High Priority for Barrier Elimination & Accessibility
Priority B - Moderate Priority for Barrier Elimination & Accessibility
Priority C - Low Priority for Barrier Elimination & Accessibility



ADA Transition Plan

Section #3 - Public Works: Accessibility for Sidewalks, Curb Ramps & Pedestrian Crossings, Signals & Push Buttons

Level 1 - High Volume & Utilization

Location	Project Type	Project Type/Barrier or Deficiency	Project Description (Brief Narrative)	Cost Estimate	Estimated Completion Date	Cost Actual	Actual Completion Date	Funding Source
ADA Projects								
East Side	Priority A	Curb Ramp Installation Project	Recommended Curb Ramp Installation at 10th & New York (NE, SE, NW, SW - 4 ramps) and 11th & Vandercook (NE, SE - 2 ramps)	7.5K per ramp (\$45K total)	Jun-20			ADA Capital Project Funds
Olympics - 30th Corridor		Curb Ramp Installation Project	Recommended Curb Ramp Installation at 30th & Fir (NE, SE), 30th & Field (NE, SE), 30th & Florida (NE, SE) - 6 ramps will complete path from Washington Way to Ocean Beach Blvd, East Side of Road	7.5K per ramp (\$45K total)	TBD			CWCOG Grant & Local Matching Funds TBD
Olympics - 28th Corridor		Curb Ramp Installation Project	Recommended Curb Ramp Installation at 28th and Dover (NE, SE), 28th & Fir (NE, SE), 28th & Hemlock (NW), 28th & Harding (SE) - 6 Curb Ramps provides complete path on east side of 28th Avenue from Washington Way to Montecello Middle School	7.5K per ramp (\$45K total)	TBD			Not Secured
East Side	Priority B	Curb Ramp Installation Project	Recommended Curb Ramp Installation at 11th & Vandercook (NW, SW - 2 ramps) and 11th & New York (NE, SE simple - 2 ramps)	3 at 7.5K and 1 at 5K (\$27.5K total)	TBD			Not secured
Olympics - 30th Corridor		Curb Ramp Installation Project	Recommended Curb Ramp Installation at 30th & Dover (NW, SW), 30th & Fir (NW, SW), 30th & Field (NW, SW), 30th & Hawthorne (NW) - 7 ramps will complete path from Washington Way to Ocean Beach Blvd, West Side of Road	7 at 7.5K (\$52.5K total)	TBD			Not secured
Olympics - 28th Corridor		Curb Ramp Installation Project	Recommended Curb Ramp Installation at 28th & Douglas (NW, SW, NE, SE - 4 simple). 28th & Dover (SW), 28th & Fir (NW, SW), 28th & Field (SW, SE) - Completes a high use school walking route.	4 at 5K and 5 at 7.5K (\$57.5K total)	TBD			Not secured
Priority C								

Level 2 - Moderate Volume & Utilization

ADA Projects

Priority A						
Priority B						
Priority C						

Level 3 - Light Volume & Utilization

ADA Projects						
Priority A						
Priority B						
Priority C						

Level 4 - Minimal to No Volume & Utilization

ADA Projects						
Priority A						
Priority B						
Priority C						

Project Location Utilization Level

Level 1 - High Volume & Utilization

Level 2 - Moderate Volume & Utilization

Level 3 - Light Volume & Utilization

Level 4 - Minimal to No Volume Utilization

Level 5 - Access As Needed Only (No Public Access)

ADA Project Priority

Priority A - High Priority for Barrier Elimination & Accessibility

Priority B - Moderate Priority for Barrier Elimination & Accessibility

Priority C - Low Priority for Barrier Elimination & Accessibility

Updated - October 2019

Section #4 - Parks & Recreation: Infrastructure & Programming

Level 1 - High Volume & Utilization

Location	Project Type	Project Type/Barrier or Deficiency	Project Description (Brief Narrative)	Cost Estimate	Estimated Completion Date	Cost Actual	Actual Completion Date	Funding Source
Lake Sacajawea Park	ADA Projects							
	Priority A	Accessibility to Restroom Facilities at Hemlock Plaza	Addition of concrete pad and improved drainage for barrier removal and better access to the restrooms.	\$1,200	Jul-20	TBD	TBD	Park Maintenance & CoL ADA Capital Project Funds
Lake Sacajawea Park	Priority B	Restroom Facilities Improvements	Barrier removal and improvement to restroom fixtures in one restroom for providing for better accessibility.	\$3,300	Jul-20	TBD	TBD	Park Maintenance & CoL ADA Capital Project Funds
	Priority C							

Level 2 - Moderate Volume & Utilization

Archie Anderson Park Archie Anderson Park MV Raquetball & Tennis Complex	ADA Projects							
	Priority A	ADA Accessible Playground	Install a new playground that is fully inclusive and meets ADA accessibility guidelines.	\$85,000	Jul-19	TBD	TBD	TBD
		Pathway to Access Playground	Provide an asphalt ramp to access playground		Sep-19			TBD
		ADA Curb Ramp	Barrier elimination by installation an ADA curb ramp for accessibility between parking lot and building	\$5,000	Mar-20			TBD
	Priority B							
	Priority C							

Level 3 - Light Volume & Utilization

ADA Projects							
Priority A							
Priority B							
Priority C							

Level 4 - Minimal to No Volume & Utilization

ADA Projects						
Priority A						
Priority B						
Priority C						

Project Location Utilitization Level

Level 1 - High Volume & Utilization

Level 2 - Moderate Volume & Utilization

Level 3 - Light Volume & Utilization

Level 4 - Minimal to No Volume Utilization

Level 5 - Access As Needed Only (No Public Access)

ADA Project Priority

Priority A - High Priority for Barrier Elimination & Accessibility

Priority B - Moderate Priority for Barrier Elimination & Accessibility

Priority C - Low Priority for Barrier Elimination & Accessibility

Project list 2021-2027								
2021								
18TH AVE & OLYMPIA								
Category	Ranking #	RampID	Curb Ramp Present	Compliant	Detectible Warning	Landing	Priority Value	TOTAL \$
NC	31	168	Yes	No	No	Yes	150	\$ 6,250
NR	12	408	No	No	NA	NA	150	\$ 6,250
NR	12	408	No	No	NA	NA	150	\$ 6,250
NR	14	410	No	No	NA	NA	150	\$ 6,250
TOTAL							150	\$ 25,000
2022								
VANDERCOOK WAY & MAPLE ST								
Category	Ranking #	RampID	Curb Ramp Present	Compliant	Detectible Warning	Landing	Priority Value	TOTAL \$
NC	1	467	Yes	No	No	Yes	185	\$ 9,375
NC	1	467	Yes	No	No	Yes	185	\$ 9,375
NC	2	511	Yes	No	No	Yes	185	\$ 9,375
NR	1	512	No	No	NA	NA	185	\$ 9,375
NR	2	513	No	No	NA	NA	185	\$ 9,375
NR	3	514	No	No	NA	NA	185	\$ 9,375
NR	4	515	No	No	NA	NA	185	\$ 9,375
NR	5	516	No	No	NA	NA	185	\$ 9,375
TOTAL							185	\$ 75,000
2023								
18TH AVE & LOUISIANA ST								
NC	13	44	Yes	No	No	Yes	160	\$ 6,250
NC	13	44	Yes	No	No	Yes	160	\$ 6,250
NC	14	45	Yes	No	No	Yes	160	\$ 6,250
NC	14	45	Yes	No	No	Yes	160	\$ 6,250
NR	6	40	No	No	NA	NA	160	\$ 6,250
NR	6	40	No	No	NA	NA	160	\$ 6,250
NR	7	41	No	No	NA	NA	160	\$ 6,250
NR	7	41	No	No	NA	NA	160	\$ 6,250
TOTAL							160	\$ 50,000
2024								
15TH AVE & HEMLOCK ST								
NC	23	290	Yes	No	No	No	155	\$ 17,000
NC	24	335	Yes	No	No	No	155	\$ 17,000
NR	8	291	No	No	NA	NA	155	\$ 17,000
TOTAL							155	\$ 51,000
2025								
14TH AVE & HUDSON ST								
NC	25	520	Yes	No	No	Yes	155	\$ 17,000
NC	26	521	Yes	No	No	Yes	155	\$ 17,000
NR	9	606	No	No	NA	NA	155	\$ 17,000
TOTAL							155	\$ 51,000
2026								
9TH AVE & DELAWARE ST								
NC	35	703	Yes	No	No	No	150	\$ 8,000
NC	109	711	Yes	No	No	No	130	\$ 8,000
NC	144	736	Yes	No	No	No	125	\$ 8,000
NR	15	702	No	No	NA	NA	150	\$ 8,000
NR	30	710	No	No	NA	NA	140	\$ 8,000
TOTAL							139	\$ 40,000
2027								
KESSLER & HEMLOCK								
Category	Ranking #	RampID	Curb Ramp Present	Compliant	Detectible Warning	Landing	Priority Value	TOTAL \$
NC		82	Yes	No	No	No	45	\$ 10,000
NC		85	Yes	No	No	Yes	60	\$ 5,000
NC		87	Yes	No	No	No	45	\$ 10,000
							50	
TOTAL							50	\$ 25,000



*Americans with
Disabilities Act (ADA)
Transition Plan*

2017

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Overview

The City of Longview has an ongoing commitment to provide equal access to all its public programs, activities and services for citizens with disabilities. The Americans with Disabilities Act (ADA) requires the City of Longview to conduct a self-evaluation and develop a transition plan. The City of Longview has undertaken a comprehensive evaluation of its programs, facilities and transportation infrastructure to determine what types of access barriers exist for individuals with disabilities.

This transition plan developed by the City, its departments, with community involvement will be used to help guide future planning and implementation of necessary barrier removal and accessibility improvements. The City will periodically update the plan and public comment will be accepted with the adoption of the transition plan and subsequent updates.

Federal Requirements

The landmark Americans with Disabilities Act (ADA) of 1990 provides comprehensive civil rights protections to qualified individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. A primary goal of the ADA is the equal participation of individuals with disabilities in the "mainstream" of American society. Title II of the Act took effect on January 26, 1992 and covers programs, activities, and services of public entities, including Clark County, Washington. Most requirements of Title II are based on Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in federally assisted programs and activities. The ADA extends Section 504's non-discrimination requirement to all activities of public entities, not only those that receive Federal financial assistance.

This document is being developed in accordance with federal requirements outlined in Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992.

Section 504 of the Rehabilitation Act of 1973

Often referred to as the civil rights act for people with disabilities, the Rehabilitation Act requires that all organizations receiving federal funding make their programs available to people of all abilities. It states:

No otherwise qualified [disabled] individual in the United States shall, solely by reason of [disability], be excluded from the participation in, be denied the benefits of, or be

subjected to discrimination under any program or activity receiving federal financial assistance.

City departments that receive federal funding must identify a Section 504 coordinator on its staff who will ensure that the program, activity or service receiving the funding meets the requirements of the law, and respond to any complaints from citizens or requests for information from a funding agency.

Americans with Disabilities Act (ADA) – Titles I and II

The U.S. Congress signed the ADA in 1990, and it went into effect in 1992. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in access to jobs, public accommodations, government services and programs, public transportation and telecommunications.

In the ADA, the term “disability” means, with respect to an individual:

1. A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
2. A record of such an impairment; or
3. Being regarded as having such impairment.

If an individual meets any one of these three tests, he or she is considered to be an individual with a disability for purposes of coverage under the Americans with Disabilities Act.

Title I of the ADA prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The City of Longview is an Equal Employment Opportunity (EEO) employer and adheres to the requirements of Title I. For more information about the City's EEO program, please refer to the ***Human Resources Policy Manual, Section #4 – EEO & Work Environment Policy***.

Title II of the ADA adopts the general prohibitions against discrimination contained in Section 504 of the Rehabilitation Act of 1973, but applies to all state and local governments, regardless of whether or not they receive federal funding. It prohibits the City from denying persons with disabilities the equal opportunity to participate in its programs, activities or services either directly or indirectly through contractual arrangements.

The administrative requirements contained in Title II that apply to the City are:

- Designation of an ADA Coordinator responsible for overseeing Title II compliance;
- Development of an ADA grievance/complaint procedure;

- Completion of a self-evaluation of facilities, programs and services; and
- Develop a transition plan from the self-evaluation process that identifies barriers and accessibility deficiencies.

City of Longview – Plan Specific Information

ADA Grievance & Complaint Procedure

The City of Longview will endeavor to ensure that no qualified disabled individual shall, solely on the basis of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any of its programs, services, or activities as provided by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The City further ensures that every effort will be made to provide nondiscrimination in all of its programs and activities.

Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by nondiscrimination requirements may fill out a City of Longview – ADA Complaint Form that is provided in a link to a .pdf document.

A complaint form can also be obtained by sending a request to the city ADA Coordinator. If you need additional assistance to access a complaint form, grievance procedure document or need to request these documents in a different format, please contact the city ADA coordinator for further assistance.

Web link for detailed instructions on how to file an ADA Grievance or Complaint:

<http://mylongview.com/modules/showdocument.aspx?documentid=3034>

City of Longview - ADA Complaint Form:

<http://mylongview.com/modules/showdocument.aspx?documentid=736>

Requesting Accommodation or Alternate Formats

Instructions about how to request accommodations (e.g. translator, barrier removal, etc.), or documents/materials in alternate formats may be included in a letter, email, newsletter or website used to announce, invite or promote the City program, service or activity.

If this information is not provided, please contact the City's ADA Coordinator to make your request (see contact information above). Please make requests for accommodation at meetings or events at least one week in advance.

Requests for accommodation at a City meeting or event should include:

- The requestor's name, address, email and telephone number (if any)
- A description of the program, service or activity where the accommodation is required
- The location of the program, service or activity
- A brief description of why the accommodation is needed

Requests for materials in alternate formats should include:

- The requestor's name, address, email and telephone number (if any)
- The name or description of the City document or materials to be reformatted
- What type of format is desired (e.g. Braille, audio recording, computer disk, etc.)
- A brief description of why the alternate format is needed

The City ADA Coordinator or the responsible City department will respond to the request within 15 calendar days or in advance of a scheduled meeting or event. If the response does not satisfactorily resolve the issue, the requestor may file a formal grievance with the City. All requests for accommodations and alternate formats will be kept on file for at least three years.

Telephone Relay Service

If you use a TTY, please call the Relay Service by dialing 711 or 800-833-6388 to conduct telephone business with City of Longview departments. For more information on how to access telecommunication relay services (Washington Relay), please visit the following website: <https://www.dshs.wa.gov/altsa/odhh/telecommunication-relay-services>

Instructions on how to access this service:

- Dial the TTY number, 7-1-1 or 1-800-833-6388.
- A relay operator will answer "WA RELAY OPR 9136 (F) NUMBER CALLING PLEASE?" GA. 9136 is a relay operator identification number, as each relay operator has his/her own identification number which is rotated on a scheduled basis. (F) or (M) is the gender of the relay operator. GA stands for "GO AHEAD" which means it's your turn to type.
- Type the area code and telephone number of the party you want to call.
- The relay operator will dial the number and relay the conversation to and from your TTY. Type "GA" at the end of each response.

TTY Locations and Information

TTYs are available at the following locations for public use when conducting city business within city facilities:

- **Public TTY Locations**
 - Public Access Videophone – Longview Public Library
 - TTY Keyboard & Display – Longview Public Library
 - 1600 Louisiana Street, Longview, WA 98632
 - Available during library operational hours
 - TTY Keyboard & Display – Longview Police Department at Main Public Entrance Vestibule
 - 1351 Hudson Street, Longview, WA 98632
 - Available to the public 24 hours a day, 365 days a year

City of Longview, Section 504/ADA Coordinator - Contact Information

Physical Address:

Brian Loos, Risk & Safety Manager
City Hall, 2nd Floor, Executive Offices
1525 Broadway
Longview, WA 98632

Mailing Address:

Attn: Section 504/ADA Coordinator
c/o Brian Loos, Risk & Safety Manager
PO Box 128
Longview, WA 98632

Email Address:

brian.loos@ci.longview.wa.us

Office Phone Number:

360.442.5024

City of Longview – ADA Compliance Webpage:

<http://mylongview.com/index.aspx?page=434>

City of Longview Departments

Physical Locations/Addresses and Telephone Numbers

City of Longview - Department	Address & Phone Number
ADA Coordinator	Longview City Hall – 2nd Floor 1525 Broadway Street Longview, WA 98632 (360) 442-5021
Community & Economic Development	Longview City Hall – 1st Floor 1525 Broadway Street Longview, WA 98632 (360) 442-5086
Engineering	Longview City Hall – 1st Floor 1525 Broadway Street Longview, WA 98632 (360) 442-5200
Executive	Longview City Hall – 2nd Floor 1525 Broadway Street Longview, WA 98632 (360) 442-5021
Facilities Maintenance	Longview City Hall - Basement 1525 Broadway Street Longview, WA 98632 (360) 442-5230
Finance	Longview City Hall – 1st Floor 1525 Broadway Street Longview, WA 98632 (360) 442-5230
Fire	Longview Fire Department - Station #81 740 Commerce Longview, WA 98632 (360) 442-5503
Fleet Services	City Shop – Upper Floor 254 Oregon Way Longview, WA 98632 (360) 442-5602

Human Resources & Risk Management	Longview City Hall – 2nd Floor 1525 Broadway Street Longview, WA 98632 (360) 442-5021
Information Technology	Longview City Hall – 1st Floor 1525 Broadway Street Longview, WA 98632 Help Desk (360) 442-5070
Legal	Longview City Hall – 2nd Floor 1525 Broadway Street Longview, WA 98632 (360) 442-5021
Library	Longview Public Library 1600 Louisiana Street Longview, WA 98632 (360) 442-5300
Mint Valley Golf Course	Mint Valley Golf Course 4002 Pennsylvania Street Longview, WA 98632 Clubhouse Front Counter (360) 442-5442
Park Maintenance	Park Maintenance 706 30 th Avenue Longview, WA 98632 (360) 442-5421
Police	Police Station 1351 Hudson Street Longview, WA 98632 (360) 442-5800
Public Works - Administration	Longview City Hall – 1st Floor 1525 Broadway Street Longview, WA 98632 (360) 442-5200
Recreation	Recreation Office 2920 Douglas Street Longview, WA 98632 (360) 442-5400
Recycling	Longview City Hall – 1st Floor 1525 Broadway Street Longview, WA 98632 (360) 442-5200

Sewer Operations	Utilities Operations Center 1460 Industrial Way Longview, WA 98632 (360) 442-5700
Stormwater	Longview City Hall – 1st Floor 1525 Broadway Street Longview, WA 98632 (360) 442-5200
Street Maintenance	Street Maintenance Building (1 st Gate off Alabama Street) 254 Oregon Way Longview, WA 98632 (360) 442-5620
Traffic	Traffic Maintenance Building (2 nd Gate off Alabama Street) 254 Oregon Way Longview, WA 98632 (360) 442-5640
Transit – River Cities	RiverCities Transit – Upper Floor 254 Oregon Way Longview, WA 98632 (360) 442-5663
Water Operations	Utilities Operations Center 1460 Industrial Way Longview, WA 98632 (360) 442-5700

Transition Plan Overview

Under Title II, a public entity may not deny the benefits of its programs, activities, or services to individuals with disabilities because its facilities are inaccessible. A public entity's programs, services, and activities, when viewed in their entirety, must be made readily accessible to and usable by individuals with disabilities, except where to do so would result in a fundamental alteration in the nature of the program; result in undue financial and administrative burdens or threaten or destroy the historic significance of an historic property.

This standard, known as "program accessibility" applies to all existing facilities of a public entity. Under this standard, the City of Longview is not required to make all its facilities or every part of a single facility accessible. Program accessibility may be achieved by a number of methods, including but not limited to: alteration of existing facilities to remove architectural barriers, the relocation of activities or services from inaccessible to accessible buildings, the redesign of equipment, and assignment of aides to beneficiaries, home visits, or delivery of services at alternate accessible sites.

When choosing a method of providing program access, priority is to be given to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities.

The transition plan must:

- List the physical barriers in a public entity's facilities that limit the accessibility of its programs, activities, and services to individuals with disabilities,
- Describe the methods that will be used to remove these barriers,
- Specify the schedule for taking the necessary steps to comply with Title II of the ADA; and,
- Name the individual responsible for the plan's implementation

This is an overview of the City of Longview Transition Plan & Self-Evaluation Process. The plan identifies barriers to program accessibility on properties owned and maintained by the City of Longview. Project checklists are provided to identify and track improvements.

The plan consists of five areas for the self-evaluation process:

- **Section #1** - Accessibility to city programming, services & activities:
 - Oversight by Information Technology Department & Impacted City Department
- **Section #2** - Accessibility to city buildings and facilities:
 - Oversight by Facilities & Fleet Services Department
- **Section #3** - Accessibility for sidewalks, curb ramps, pedestrian crossings, pedestrian signal and push buttons:
 - Oversight by PW Administration including streets & traffic divisions
- **Section #4** - Accessibility to city parks, recreational infrastructure and recreation programming:
 - Oversight by Parks & Recreation Department
- **Section #5** - Accessibility regarding transit services:
 - Oversight by RiverCities Transit (City of Longview)

Of the five sections that have been identified within this plan, self-evaluations have either been or are in the process of being conducted. Upon completion of these self-evaluations, a transition plan will be developed with the information generated from this process.

Duties and Responsibilities Of Plan Stakeholders

The following section identifies the general duties and responsibilities of the following individuals or groups:

- Americans with Disabilities Act (ADA) Coordinator
- ADA Department Liaisons
- Accessibility Advisory Committee

The City of Longview has identified the city ADA Coordinator general responsibilities and duties are as follows:

General Responsibilities

- Coordinates department ADA liaisons of each department to assure City of Longview programs and services are compliant with ADA and Section 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities.
- Responsible for coordinating City policies and procedures relating to persons with disabilities, tracking City progress relating to its policies and procedures as well as state and federal laws relating to persons with disabilities, filing all necessary reports, and providing consultative services to employing units and offices.
- The scope of responsibility includes ADA program oversight of management, supervisors and staff, as well as public access to programs and facilities.

Central Planning Responsibilities

- Serves as the principal planning coordinator for City programs, policies, and procedures relating to compliance and the promotion of City opportunities for persons with disabilities.

Compliance Process Responsibilities

- Ensures that appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries from City employees and the public regarding compliance with the ADA and other applicable federal and state laws regarding discrimination on the basis of disability

- Makes final determinations regarding allegations of discrimination and non-compliance under the ADA and other applicable federal and state laws regarding discrimination on the basis of disability

Informational Responsibilities

- Maintains current information regarding state and federal laws and regulations as well as the best practices of other municipalities concerning the rights of persons with disabilities and ways of providing reasonable accommodations to persons with disabilities while maintaining program performance standards.
- Maintains current information regarding state and federal laws and regulations as well as the best practices of other municipalities relating to the City's employment policies and procedures for faculty, staff and academic professional employees with disabilities.
- Ensures that City-related information is readily available on services, accommodations, policies, and demographics relating to persons with disabilities.

Central Consulting and Outreach Responsibilities

- Provides ADA program and facility interpretation and advice on compliance to all City operations.
- Develops and maintains written materials and other informational pieces to broadly disseminate information regarding the ADA and the City's policies relating to persons with disabilities.
- Designs and participates in the development of presentations for City employees on the provision of equal opportunity for persons with disabilities.
- Serves as the central intake for matters relating to the ADA and the flow of information among the various City facilities and operations with responsibilities relating to compliance.
- Serves as the primary City contact with relevant state and federal agencies, as well as other ADA coordinators at other municipalities.

Reporting Responsibilities

- Facilitates a system of recording the disposition of all disability and accommodation issues and the resolution of each.
- Ensures the timely filing of all required compliance reports.

- Develops and implements internal measures and/or reports which inform the City administration of the status of ADA compliance and opportunities for people with disabilities.

The City of Longview has identified the city ADA Department Liaisons general responsibilities and duties are as follows:

- Coordinates the representative Department's programs and services to assure compliance with the Americans with Disabilities Act (ADA), Sections 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities.
- Assists with the development of City policies and procedures relating to persons with disabilities, tracking progress relating to its policies and procedures as they relate to state and federal laws relating to person with disabilities, filing all necessary reports, and providing assistance to the Department's managers, supervisors and staff regarding ADA-related issues.
- Conducts and reports on ongoing assessments of Department programs, services and facilities to ensure compliance with ADA.
- Serve as the coordinator for Department programs, policies and procedures relating to the compliance for persons with disabilities.
- Ensures that appropriate processes are in place to provide prompt and equitable resolutions of complaints and inquiries from employees and the public regarding compliance with ADA.
- Makes recommendations to the ADA Coordinator regarding allegations of Department discrimination and non-compliance with ADA laws or regulations.
- Maintains current understanding of state and federal laws and regulations concerning the rights of persons with disabilities and ways of providing reasonable accommodations to person while maintaining program performance standards.
- Serves as the Department's intake for matters concerning ADA and facilitates activities and the flow of information to the City ADA Coordinator.

- Provides operation-specific training to Department staff regarding compliance with ADA and related laws

The City of Longview uses internal working documents to track the self-evaluation development process. Additional documentation tracks the ADA department liaisons and other specific duties that were assigned to each staff member. Those documents are on file and used as reference when needed.

City of Longview Accessibility Advisory Committee (CLAAC)

The City of Longview initially conducted accessibility self-evaluations on various components of city operations that impact public accessibility to programs, activities, and services. As this process began to evolve, city council determined that individuals with disabilities could provide an unparalleled insight into the transition plan. Therefore, the City Council of the City of Longview authorized under resolution, the establishment of the City of Longview Accessibility Advisory Committee (CLAAC).

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.*

Under committee charter approved by City Council, the committee's primary roles are as follows.

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.

The committee is made up of the following membership that is appointed by the mayor with council concurrence. A full term for each position is three years.

- 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
- Three 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.
- Three members will be at large.

Plan Inspection, Public Outreach & Plan Approval Process

All interested persons, including individuals with disabilities or organizations representing individuals with disabilities, will be provided an opportunity to comment on the transition plan.

The transition plan will be made available in digital format for public inspection.

Adoption of the ADA transition plan will ultimately be by city council approval.

The plan will be reviewed on an incremental basis, as the transition plan will require periodic updating.

Funding Sources

The primary sources of funding for accessibility-related improvement projects on City property are as follows:

- General Fund
- Capital Improvements Program Funding
- Capital Projects Funding
- Real Estate Excise Taxes (REET)
- Enterprise Fund
- Regional Transit Authority Fund
- Transportation Benefit District Fund (potentially)
- Grants

Due to generally flat revenue streams for the City's General Fund and real estate excise taxes, reduced support for grant programs and competing priorities, the City of Longview experiences a limited ability to fund accessibility improvement projects.

Accessibility improvements that can be made through general maintenance of City facilities (e.g. signage, clear pathways, relocation of restroom fixtures, etc.), or as part of the regular administrative duties of department staff (e.g. providing documents in alternate formats, training, website improvements, etc.) will typically be completed first; with larger capital improvement projects being completed when necessary funding is available.

Federal Funding Opportunities for Pedestrian Projects and Programs																
ACTIVITY	NHS	STP	HSIP	RHC	TE	CMAQ	RTP	FTA	TrE	BRI	402	PLA	TCSP	FLH	BYW	SRTS
Pedestrian plan		*	*			*						*	*			
Paved shoulders	*	*	*	*	*	*				*			*	*	*	
Shared-use path/trail	*	*	*		*	*	*			*			*	*	*	*
Recreational trail							*							*		
Spot improvement program		*	*		*	*							*			*
Maps		*			*	*					*		*			*
Trail/highway intersection	*	*	*		*	*	*						*	*	*	*
Sidewalks, new or retrofit	*	*	*	*	*	*		*	*	*			*	*	*	*
Crosswalks, new or retrofit	*	*	*	*	*	*		*	*				*	*	*	*
Signal improvements	*	*	*	*	*	*							*			*
Curb cuts and ramps	*	*	*	*	*	*							*			*
Traffic calming		*	*	*									*			*
Safety brochure/book		*			*	*					*		*			*
Training	*	*	*		*	*	*				*		*			*

NHS National Highway System

TrE Transit Enhancements

STP Surface Transportation Program

BRI Bridge (HBRRP)

HSIP Highway Safety Improvement Program

402 State and Community Traffic Safety Program

RHC Railway-Highway Crossing Program

PLA State/Metropolitan Planning Funds

TE Transportation Enhancement Activities

TCSP Transportation and Community and System Preservation Program

CMAQ Congestion Mitigation/Air Quality Program

FLH Federal Lands Highways Program

RTP Recreational Trails Program

BYW Scenic Byways

FTA Federal Transit Capital, Urban & Rural Funds

SRTS Safe Routes to School

Each program has its own specific requirements and provisions. Further details on these sources of funding may be found in the following memo: *Flexible Funding for Highways and Transit and Funding for Bicycle & Pedestrian Programs*, February 6, 2006, at www.fhwa.dot.gov/hep/flexfund.htm. (9-12-06)

Undue Burden

According to the ADA, the City does not have to take any action that it can demonstrate would result in a fundamental alteration in the nature of a program or activity, would create a hazardous condition for other people, or would represent an undue financial and administrative burden.

The determination that an undue financial burden would result must be based on an evaluation of all resources available for use in a program. This determination can only be made by the ADA Coordinator, department head, or designee and must be accompanied by a statement citing the reasons for reaching that conclusion.

For example, if a barrier removal action is judged unduly burdensome, the City must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity.

Transition Plan – Sections to Follow

Transition Plan & Self-Evaluation – Section #1

Accessibility to City Programs, Services and Activities

Responsible Department(s): Information Technology (IT) working with Impacted City Departments

Responsible City Official: Todd Dodgin, IT Director

Transition Plan & Self-Evaluation – Section #2

Accessibility to City Buildings and Facilities

Responsible Department: Facilities & Fleet Services Department

Responsible City Official: TBD, Facilities & Fleet Director

Transition Plan & Self-Evaluation – Section #3

Accessibility to Sidewalks, Curb Ramps, Pedestrian Crossings, Pedestrian Signal and Push Buttons

Responsible Department: Public Works - Administration

Responsible City Official: Jeff Cameron, Public Works Director & Craig Bozarth, City Engineer

Transition Plan & Self-Evaluation – Section #4

Accessibility to City Parks, Recreational Infrastructure and Recreation Programming

Responsible Department: Park & Recreation Department

Responsible City Official: Jennifer Wills, Parks & Recreation Director

Transition Plan & Self-Evaluation – Section #5

Accessibility Regarding Transit Services

Responsible Department: RiverCities Transit (City of Longview)

Responsible City Official: Amy Asher, Transit Director

	City of Longview Procedures and Guidelines	
Policy Name: Guidelines for Individual, Organizational Volunteer Workers, and Commissions, Boards, and Committees	Effective Date: 04/18/2023	
Supersedes: 1.03.006 dated 8/6/07	Originating Office: Human Resources	Approved by: City Manager

PURPOSE OF THIS POLICY:

The City recognizes the advantages of utilizing the rich skills and talents of the community and the community's desire to enhance their way of life. The City's objective is to utilize these individuals and organizations to benefit the community as a whole in such a way that projects and services which would not usually be available due to excessive costs can be provided in an appropriate manner. It is also the City's objective to do so without adding undue or unnecessary liability to the citizens of the City.

Therefore, the following guidelines have been established for the use of individual and/or organizational volunteers.

DEPARTMENTS AFFECTED:

This policy is applicable to all departments.

DEFINITIONS:

Volunteer: Includes citizens volunteering to assist with services or citizens volunteering for appointment to a commission, board, and/or committee.

POLICY/PROCEDURE:

Section I. Scope of Volunteer Service or appointment to commissions, boards and committees: A scope of service description will be provided to every individual and/or organization identifying the policies and procedures for each project/appointment. Each description will include "Scope of Work" defining:

- A. The duties of the work assigned,
- B. Supervision responsibilities,
- C. Training and orientation prior to performing work,
- D. Personal protective equipment to be provided,
- E. Name of contact person and description of how to contact them, and
- F. Any other relevant information.

Section II. Background Checks: As required in RCW 43.43.830–839 all persons potentially coming into unsupervised contact with children, or the handicapped will have completed a background check for history of abuse and/or sexual deviant behavior or other crimes of violence. In addition, all persons who serve in a capacity that requires them access to personal, financial, and/or medical information of employment

candidates, employees (active or retired), or citizens shall be subject to a background check.

Section III. Liability Coverage: The City is self-insured through the Washington Cities Insurance Authority (WCIA) for comprehensive general liability coverage. Volunteers, commissions, boards, and committees working within the scope of their assignment and on behalf of the City have liability coverage as provided under the WCIA Coverage Document.

WCIA strongly recommends against using volunteers under the age of 14 years of age due to the level of supervision necessary. Organizations whose membership consists of children under this age could be allowed to perform volunteer services if their independent organization provides proof of liability insurance to the city and provides all the adult supervision necessary to perform the activity safely.

Unless waived by the city, all organizations performing volunteer services shall provide proof of Commercial General Liability coverage, naming the City as an additional named insured. All organizations must sign a waiver holding the City harmless for any injuries and claims of any kind resulting from their actions, and provide all necessary supervision for the project.

If an organization does not have Commercial General Liability insurance available through their organization, they can volunteer as individuals and be directly supervised by City staff.

Section IV. Personal Injuries: All volunteer worker's hours, not to include commission, board, and committee members, should be recorded by department supervisor and recorded as volunteer hours with the Human Resource Department. The City provides medical coverage for these individuals through the State Labor and Industries coverage for volunteer workers - or - individual expressly agrees that they have their own medical coverage, or medical coverage is provided by the organization. Individual volunteers should be covered for medical through the State Labor and Industries for volunteer workers and records should be maintained on hours worked and activities performed. Labor and Industries does not cover individuals under the age of 14, therefore, WCIA strongly recommends against using volunteers under the age of 14 years of age.

Organizations providing volunteer service are solely responsible for the organization's members medical care for injuries incurred during the scope of service. The organization is to provide proof of medical insurance to the city.

Section V. Waivers: Organizations providing volunteer service should sign the "Agreement Regarding Organizational Service With The City," including agreement to defend, indemnify and hold the City harmless for any claims or lawsuits that arise out of their activities.

Individual volunteers and commissions, boards, and committees' appointees should sign "Agreement Regarding Individual Volunteer Service With The City."

Section VI. Documentation of Training: Detailed training records identifying specific training provided, instructor, any testing results, and attendance sheets will be kept and maintained for a minimum of three years. These records will be provided to Human Resources Department upon completion of training.

Section VII. Provision of Personal Protective Equipment: The City shall provide personal protective equipment as required for the scope of work and identified by the Washington Industrial Safety and Health Act. All volunteers requiring personal protective equipment shall be provided adequate training in its proper use and care. All training will be documented, signed by the individual, and provided to the Human Resources Department.

Section VIII. Removal of Members: The City or designating authority and/or the Volunteer may terminate this volunteer service at any time without cause. Members removed by the City or designated authority shall be so notified.

Section IX. Attendance Policy: All board, commission and committee members who fail to attend three (3) consecutive regular meetings without being excused by the board, commission, and/or committee shall be removed from service.

Section X. Rules of Conduct: By accepting appointment to any City board of commission, members thereby agree to conduct themselves in accordance with the following rules of conduct.

1. All members of City boards and commissions will abide by all applicable state law, City ordinances, and other doctrines relating to the conduct of board or commission members, including, but not limited to, the [Appearance of Fairness Doctrine](#), conflict of interest statutes, and the [State Open Public Meetings Act](#).
2. Members of City boards and commissions will not testify in their capacity as a board or commission member, before any other board, commission, administrative officer or agency of the federal government, the State of Washington, or of any county or other municipal corporation, including cities and towns, except as hereinafter provided. Exceptions to the policy set forth above shall be as follows:
 - a. If the member is testifying in such a capacity pursuant to a lawfully issued subpoena; or
 - b. In the event the board or commission has designated the member or members to act as a spokesperson for the board or commission to explain the majority vote and recommendations of that board or commission; or
 - c. In the event the City Council appoints the member or members to represent the City.
3. Notwithstanding the foregoing, nothing contained herein is intended to preclude a board or commission member from speaking as an individual citizen, so long as the following conditions are met:
 - a. The individual clearly identifies that they are speaking only as an individual citizen and is not in any manner representing or speaking on behalf of the board or commission of which they are a member; and

- b. No board or commission member testified orally or in writing as to any quasi-judicial matter being heard, or having the possibility of being heard, by the board or commission of which the person is a member.
4. No board, commission, or committee, or any member of a board, commission, or committee shall engage in lobbying on legislative or political matters on behalf of the board, commission, committee, or City.
5. All volunteers must avoid any instance of a conflict of interest. No individual may use an official position to gain a personal advantage. If a volunteer concludes that they have a conflict of interest or an appearance of fairness issue they shall disqualify themselves from participating in the deliberations and decision-making process for the matter or from the matter itself. A member so disqualifying themselves shall have no personal presence before or direct communication with the other members regarding the matter.
6. All board, commission, or committee, or any member of a board, commission, or committee shall abide by the Open Public Meeting Act. Pursuant to RCW 42.30 all members must complete OPMA training within 90 days of appointment. In addition, the training shall be completed at intervals of no more than four years. Failure to comply will result in the member's removal.
7. All Volunteers, commissions, boards, and committees are covered under the Public Records Act, RCW 42.56 and must complete PRA training within 90 days of appointment. Procedural compliance with the Act is a function of City staff liaison support in most instances. However, from time-to-time volunteers may receive communication regarding matters within their scope of activities. All types of communication, including email, constitute a public record and the City is obligated to retain it in accordance with guidelines and schedules prescribed by law. Similarly, communications from members to other members, to citizens, officials, and staff are public records as well. Volunteers must provide a copy of all communications to their respective City staff liaison for inclusion in a public record request.
8. All Volunteers will abide by City Policy which includes but not limited to Employee Conduct.

Section XI. Compensation: Service Volunteers, members of boards, commissions, and committees serve without compensation unless authorized by statute, ordinance, or resolution. Members may be reimbursed for travel expenses incidental to their service in accordance with the City Travel Policy upon pre-authorization from the City Manager or designee.

Section XII. Staff Liaisons: As liaisons, City staff provide a variety of professional assistance and administrative functions. These include preparing and distributing meeting notices, records keeping, providing professional guidance and analysis, and serving as the communication link. The liaisons are staff professionals with significant responsibilities in addition to their liaison activities. The liaison role is one of

communication, and do not work “for” or “at the direction of” a volunteer, board, commission, or committee.