



Agenda

Accessibility Advisory Committee

*Jordan Balla (Chair), Cheryl Coddington,
Harry Howell, Lori Piper, Allan Rudberg,
Katherine Vickers, Ashley Wagner, Taylor
Lewis
MaryAlice Wallis (Council Liaison)
Spencer Boudreau (Council Liaison)*

Monday, January 29,
2024

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 Tuesday, January 16, 2024, 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: 254 019 055 695

Passcode: 5zNEwm

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 213-631-2692,,97339043#](#) United States, Los Angeles

[+1 347-973-4395,,97339043#](#) United States, New York City

Phone Conference ID: 973 390 43#

Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE - PLEDGE OF ALLEGIANCE**
4. **ELECTION OF 2024 CHAIR & VICE-CHAIR**

24-0031 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 to the positions of Chair and Vice-Chair

24-0032 Accessibility Advisory Committee Charter

5. **APPROVAL OF MINUTES**

24-0043 September 18, 2023, Accessibility Advisory Committee Regular Meeting Minutes

6. **CONSTITUENT COMMENTS**

7. **COMMITTEE MEMBER COMMENTS & REPORTS**

8. **STAFF COMMENTS & REPORTS**

24-0039 *Project Updates - door adjustments, sink piping covers and signs - Facilities Manager Keith Walling*

24-0040 *Project Updates - outstanding ADA ramp projects (Louisiana and 18th and Olympia and 18th) and current engineering estimate - Public Works Engineer - Morgan Palmer*

9. **OLD BUSINESS**

10. **NEW BUSINESS**

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



City of Longview

Agenda Summary

SUMMARY STATEMENT:

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RECOMMENDED ACTION:

Nominate committee members for the positions of Chair and Vice-Chair

THEN:

Vote to elect committee to the positions of Chair and Vice-Chair

Attachments:

1. Accessibility Advisory Committee Charter - Committee Operation



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.”



City of Longview

Agenda Summary

Accessibility Advisory Committee Charter

Attachments:

1. Accessibility Advisory Committee Charter



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.



MINUTES

Accessibility Advisory Committee

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

Monday, September 18,
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, September 18, 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:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 254 019 055 695

Passcode: 5zNEwm

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 213-631-2692,,97339043#](#) United States, Los Angeles

[+1 347-973-4395,,97339043#](#) United States, New York City

Phone Conference ID: 973 390 43#

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**

Chair Jennifer Merry called the meeting to order at 4:00 p.m.

2. **ROLL CALL**

***Present:** CLAAC Committee Members Present (5) Chair Jennifer Merry, Vice Chair Jordan Balla, Member Allan Rudberg, Member Katherine Vickers, Member Lori Piper, Councilmember*

***Absent:** Ashley Wagner, Cheryl Coddington and Harry Howell*

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

Absent: Councilmember Spencer Boudreau (Non-voting)

Staff Present: IT Chris Humphrey, Safety Risk Manager Rashelle Douglas, Fleet/Facilities Manager Keith Walling, Transit Manager Jim Seeks and Deputy City Clerk Kelly Jensen

3. **FLAG SALUTE - PLEDGE OF ALLEGIANCE**

The flag salute was recited

4. **APPROVAL OF MINUTES**

23-001477 July 17, 2023, Accessibility Advisory Committee Regular Meeting Minutes

A motion was made by Vice Chair Balla, seconded by Member Rudberg, to approve the Minutes of the July 17, 2023, Accessibility Advisory Committee meeting.

The motion was carried unanimously.

5. **CONSTITUENT COMMENTS**

None

6. **COMMITTEE MEMBER COMMENTS & REPORTS**

23-001479 AAC Subcommittee Facility Assessment of City of Longview Owned Buildings

Member Katherine Vickers filled in for Cheryl Coddington who was unable to attend. Member Vickers reported that they recently assessed 3 different facilities and had the following recommendations for those facilities:

Public Works: *Door openers need to be adjusted to meet force of less than 5 pounds, signage added to identify where the accessible entrances are.*

City Shop: *Door openers need to be adjusted to meet force of less than 5 pounds, signage added to identify where the accessible entrances are. Parking space - accessible spots need to be repainted and sign added for the van accessible parking spot.*

Utility Center: *Door openers need to be adjusted to meet force of less than 5 pounds, sign needs to be added to the meeting room, in the men's locker room a sign needs to be added for a staff only location, in the men's restroom the door could have some WD40 added to it and in both the men's and women's restrooms under the sinks the pipes need to be covered. Signage also needs to be added to the restrooms.*

City Hall: *Baby changing stations lowered to 27 inches from the floor.*

Library: *Lower the mirror height at the sink in the women's bathroom.*

Senior Center and the McClelland Arts: *in the restrooms they have sink skirts and the skirts could be cut out to make them more accessible.*

Safety Risk Manager Douglas thanked the subcommittee.

7. **STAFF COMMENTS & REPORTS**

Safety Risk Manager Rashelle Douglas reported that she presented the AAC's requests to City Council on September 14, 2023, which included a slide show presentation and that City Council approved all of the AAC recommendations in the amount of \$8,421.23.

Transit Manager Jim Seeks presented a power point presentation on bus stop locations on 12th Avenue - of particular

interest is potentially putting a bus stop at 12th Avenue and Vandercook. He discussed where previous locations on 12th Avenue were considered for bus stops on 12th Avenue and Maple Street, 12th Avenue and Michigan Street and 12th Avenue and Vandercook (near side) and why these locations were not ideal. A new suggestion of 12th Avenue and Vancercok (far side) for Route 30 only was discussed. There is a list of approximately 28 stops that the Transit Authority wants to try to work on replacing/upgrading all non-ADA shelters with ADA level shelters and putting in benches and trash cans and other amenities like that in some shelters. Putting a shelter in at 12th Avenue midblock between Broadway and Maple was discussed - this would put people closer to CAP than they are now.

Member Allan Rudberg discussed suggestion at 12th Ave and Vandercook - would serve CAP and if they could put a shelter there it would be really helpful especially when it rains.

Fleet/Facilities Manager Walling thanked the subcommittee. He discussed the fact that they have assessed all of the City owned buildings with the exception of the City leased buildings and that there was going to be a discussion with the new City Attorney to determine who is responsible for those buildings (the building owner or the occupants). He also stated that they would begin working on the list of recommendations that were presented by the subcommittee.

IT Representative Humphrey - regarding previous comments about the website - staff has received refresher or crash course training on how to manage the content and reminders about the importance of steps that they need to take to make sure that the content is accessible.

8. OLD BUSINESS

23-001498 Discuss Facility Upgrades

Risk Manager Douglas discussed these under staff comments.

9. NEW BUSINESS

None.

10. ADJOURNMENT & NEXT MEETING DATE/TIME/LOCATION

Chair Jennifer Merry adjourned the meeting at 4:29 p.m.

The next Regular Meeting of the City of Longview Accessibility Advisory Committee is scheduled for Monday, November 20, 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 Microsoft Teams Meetings.

*Kelly L. Jensen
Deputy City Clerk*

Approved: _____
Chair Jordan Balla