



# City of Longview

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

## Minutes - Final

### Accessibility Advisory Committee

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Monday, September 17, 2018

4:00 PM

City Hall

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#### 1. ROLL CALL

*Meeting was brought to order at 4:00pm by Bill Josh, City of Longview Accessibility Advisory Committee Chair*

*Bill Josh took roll call.*

*Committee present: Bill Josh, Evelyn Castro, Jennifer Fenton, Colleen Holton, Lawrence Lanning, Joanne Laurent, Allan Rudberg, Scott Carson, Vickie vanFossen*

*Committee absent: None*

*Council Liaison: MaryAlice Wallis (absent / vacation)*

*Staff present:*

*Brian Loos, Safety & Risk Manager / City ADA Coordinator*

*Amy Asher, RiverCities Transit Manager*

*Tabitha Hayden, RiverCities Transit Supervisor*

*Todd Dodgin, IT Director*

*Keith Walling, Fleet & Facilities Manager*

#### 2. APPROVAL OF MINUTES - JULY 16TH, 2018 AND 2 SPECIAL MEETINGS ON AUGUST 20TH, 2018 @ 4:00 P.M. & 6:00 P.M.

*The following documents were provided for review and for addition to committee member binders.*

*18-5591*

*Attachments: July 16th 2018 AAC meeting minutes DRAFT*

*18-5588*

*Attachments: Aug 20th 2018 AAC special meeting minutes DRAFT*

*Motion was made by Allan Rudberg to approve the regular meeting minutes from July 16th, 2018 and special meeting minutes from August 20th, 2018 as written. The motion was seconded by Lawrence Lanning.*

*One typographical error was noted in the discussion regarding, section 3. Public Comments, paragraph 1, last sentence should read (in bold change). She explained that providing accessibility to those that need these services is very important to her, and with her love for this community, she is very interested in and becoming more involved in the future.*

*Motion passed unanimously by the committee with the change identified in the discussion.*

[18-5591](#)

**Attachments:** [July 16th 2018 AAC meeting minutes DRAFT](#)

[18-5588](#)

**Attachments:** [Aug 20th 2018 AAC special meeting minutes DRAFT](#)

### 3. **PUBLIC COMMENTS**

*No public comments were provided at this meeting.*

### 4. **COMMITTEE MEMBER COMMENTS & REPORTS**

*Committee member Holton asked if the city could send the survey link out to all the committee members so the link could be forward on to other contacts and organizations in which the committee members participate. She wants to increase public awareness as to the survey taking place by the Accessibility Advisory Committee. Brian stated that he would follow up shortly after the committee meeting to provide the link. The link to the survey is also as follows:  
<https://www.surveymonkey.com/r/JCBGW7Y>*

### 5. **STAFF COMMENTS AND REPORTS**

*All staff comments and reports for this meeting will be covered under agenda item new business, 7Bi through 7Biii.*

#### 5. A **REFERENCE MATERIAL REQUESTS**

*Brian provided the committee with the following reference material for review and addition to committee member binders.*

##### 5. A. i **Sample project list template**

*The following document is a sample of what each of the 5 transition plan project lists will look like once staff takes their initial pass as populating these lists as part of the City of Longview ADA Transition Plan. The 5 sections of the plan will involve the following areas:*

- Programs, Services & Activities*
- City Buildings & Facilities*
- Sidewalks, Curb Ramps, Pedestrian Signals and Push Buttons, ROW*
- Parks and Recreation Infrastructure and Programming*
- RiverCities Transit and Paratransit*

[18-5590](#)

**Attachments:** [CoL Section 1 Transition Plan Project List \(DRAFT\)](#)

##### 5. A. ii **Sample project lists, other agencies**

[18-5592](#)

**Attachments:**     [SAMPLE - CoV ADA Project Lists 2012](#)

*Brian provided a sample of a 'project list' from another city in our region, ADA Transition Plan, illustrating that the elements and sections of the City of Longview plan will be similar in nature as it is developed. Brian discussed the elements and required components of the project list development under ADA and transition plan development.*

**5. A. Other reference materials**

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*Brian provided committee members a four page handout from the US Department of Justice, Civil Rights Division, Disability Rights Section. The document was titled Americans with Disabilities Act, ADA Compliance Brief: Restriping Parking Spaces. Brian referenced this document while having discussion under section, 7Biii of this agenda.*

**6. OLD BUSINESS**

*No old business was discussed at this meeting.*

**7. NEW BUSINESS**

*Before the committee got started on the topics of discussion under new business, Allan Rudburg brought up concern that the committee feels need to be of importance and considered in the future. The area of concern is disaster planning for those that have disabilities in our community. Brian agreed that this is a significant area of concern and should be a topic of consideration. It is a very large and quite complicated. There are ADA tool kit checklists for state and local governments that can help us as a community assess where we are in readiness in the topic area of 9-1-1 and Emergency Communication Services as well as Emergency Management. There is also guidance and checklists for Emergency Shelters. This topic needs to be on the radar of the committee. This will take a large resource commitment to tackle this project. Allan stated that the Housing Opportunities of Southwest Washington could be a good resource to help the committee in this area.*

**7. A AAC SURVEY UPDATE**

*Brian provided the committee a brief update on the survey results as of this morning. He stated that the response has been good as short as the survey has been open to date. The committee has received 31 individual responses. He has not had a chance to review the results yet, but did print out a copy for the committee to review. The responses were provided in the format, by individual.*

*The committee requests that staff provide responses, collected by both individual, as well as results collected by question(s). Brian stated that he would keep the survey open and provide the committee with hard copies of the results in both forms (by individual and by question) The committee all agreed to leave the survey open, and we can discuss at a later date if/when they would like to stop taking survey input. The survey will remain open until at least the next AAC meeting when the committee can have further discussion.*

*The committee did agree that it will take time to draw in public comment as this is a very new committee and it will take time for the community to understand that we are seeking public comment for the CLAAC to review for providing valuable input for the city transition plan development.*

*Brian will provide an update of raw results for review at the next scheduled committee AAC meeting.*

## **7. B STAFF REPORTS**

### **7. B. i Project list - Section #1 of Plan**

[18-5593](#)

**Attachments:**      [CoL Section 1 Transition Plan Project List \(DRAFT\)](#)

*Todd Dodgin, IT director opened up with discussion referencing the City of Longview, Section 1 Transition Plan project list that has been created and is in draft form. IT went through the bid process to conduct the project to 'redevelop' the City of Longview website. The project was awarded and council approved moving forward with this project. Todd stated that the city is working towards a launch date in early 2019 to go live with the new and updated website. It will have a rebranded look and feel, and also have ADA compliance upgrades as part of the website improvements*

*Todd referenced the other projects on the provided list. The goal in the future is to provide more data to the public as the majority of information remains in house. The city is looking towards providing a repository of data making it more available to the public and providing more documentation online. Part of future upgrades will be to provide tools to track documents and more accessibility, especially in the areas of zoning, permitting, meeting minutes, resolutions and general data searching.*

*Another project on the list was to provide for captioning of council meetings. It was brought to the attention of the committee that the cost and feasibility of this option may not be cost prohibitive as the number of people that access city council meetings online though KLTV is relatively low (views/click count). If more people were accessing the video feeds, it might make it worth the associated cost.*

*The city council chamber received audio device assist upgrades recently and can be made available upon request prior to attending meetings in the council chambers. This upgrade is possible by the use of a transmitter through a radio frequency into a provided hearing assist device. This has been a beneficial improvement for those with hearing disabilities to have better access to gaining the information being presented in the council chamber.*

*There was also a question and subsequent discussion on how the Information Technology department assists in identifying sidewalk and curbs damage for ADA improvements on map overlays. Todd explained that his department works with Public Works on this project through a system called Lucity. Public Works recently hired a consultant to conduct a city inventory of sidewalks and curb ramps to assist in identifying future projects for making improvements in ADA related accessibility throughout our community. Public Works is in the process of transferring that information into Lucity for project list development. The accessibility advisory*

*committee will have the opportunity to meet with Public Works staff once a draft project list is created.*

#### **7. B. ii Project list - RiverCities Transit - Bus stops**

*A list of bus stops was not available at the meeting, Amy provided a copy, but Brian did not have the list available prior to the meeting, so he will provide a copy to the committee at the next AAC meeting.*

*Amy Asher, RiverCities Transit Manager had discussion with the accessibility advisory committee about how she secures funding to assist in ADA related improvements to RiverCities Transit Infrastructure and Buses. Funding is secured using Regional Transportation Authority (RTA) funds as well as Federal Transportation funds that support RiverCities Transit. There are also grant funds available. She explained that they leverage federal funds and grants through local matching funds. Coordination of these efforts make dollars go much further. When buses are purchased, ADA considerations for accessibility to the transportation system are a requirement.*

*Amy explained that a handful of bus stops and bus shelters have undergone ADA improvements over the past few years, and there still are a handful left to upgrade. She stated that for the fixed route buses, concrete pads have been poured for mobility devices, so when ramps are deployed off the buses, accessibility has greatly improved. \$25,000 is spent annually to make these upgrades to pour concrete pads to increase ease of accessibility.*

*Amy also talked about 'one call, one click.' This is a service provided by the Human Services Council based in Vancouver, WA. The mission of the organization is to support the community in accessing transportation resources, information and services, and develop partnerships that support accessible mobility options for all. This website helps people find transit and human services transportation resources, as well as learn more about the resources that are available in their local communities. 1/1 TRC Volunteer Program: A volunteer program to help people with one-on-one advice on how to find appropriate transportation options. Different volunteer roles include phone volunteers, email volunteers, and outreach volunteers. More information is provided at the following website.  
<http://www.hsc-wa.org/services/1call-1click-trip-resource-center>*

#### **7. B. All sections - City parking lot spreadsheet & initial city inventory**

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[18-5589](#)

**Attachments:**      [August 2018 CoL - Parking Lot Inventory ADA](#)

*Brian Loos introduced Keith Walling, the Fleet and Facilities Manager for the City of Longview. Brian provided a copy of the City of Longview, parking lot assessment of city owned parking lots in relation to city buildings, parks and downtown public parking lots. The initial assessment is partially complete, but Brian wanted to provide a copy of the document and what has been reviewed to date so committee members can get an idea where some of the ADA related gaps are in regards to city owned parking lots. Keith oversees the parking lots at all city owned building. Parks covers lots in relation to parks and Public Works manages all downtown parking lots.*

*Keith was recently just promoted into the position so he is just getting started*

*addressing Section #2 of the City of Longview ADA transition plan, so there will be more to come on this area of the plan at a later date. Keith did provide a background of the assessment that Facilities completed as part of city owned buildings in relation to the parking lots, and discussed the plans to bring them into compliance. More work is yet to be done in relation to parking lots managed by Parks and Public Works.*

**7. C COWLITZ COUNTY ACAC MEETING ON SEPTEMBER 24TH, 2018 AT 1:30 P.M. (ALL INVITED)**

*Allan and Brian provided the Accessible Communities Advisory Committee (ACAC) a general update on the work of the City of Longview Accessibility Advisory Committee on September 24th, 2018 at the County Administration Building, 3rd Floor, General Meeting Room. Allan explained that the committee has an active survey out, and asked for those represented at the ACAC meeting to pass the survey monkey link on to those that may be interested in contributing for public input. Brian will provide the ACAC a link to the survey.*

*Allan and Brian received an invite to attend the Washington State Governor's Committee on Disability Issues and Employment (GCDE), Town Hall Meeting taking place on Thursday, November 15th, 2018 at the Health & Science Building on the campus of Lower Columbia College in Longview, Washington. The meeting will take place at Laufman Lecture Hall near Parking Lot H, 1758-1808 Maple Street, Longview, WA 98632. The City of Longview Accessibility Advisory Committee along with the public is welcome to be in attendance. The meeting will take place from 5:30pm to 7:30pm that evening. Attachment of the invite is provided and has been posted on the community bulletin board.*

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

*A motion was made by Allan Rudberg to conclude the meeting and was seconded by Lawrence Lanning. Meeting concluded at 5:29pm.*

**8. A NOVEMBER 19TH, 2018 AT 4:00 P.M., CITY HALL 2ND FLOOR SMALL CONFERENCE ROOM**

*Next meeting will take place on Monday, November 19th, 2018 at 4:00pm, City Hall, 2nd Floor, Small Conference Room. Agenda will be provided approximately one week prior to the meeting commencing.*