



# Minutes

City of Sacramento  
Sacramento Disabilities Advisory Commission

## COMMISSION MEMBERS:

Darlene Anderson	David Bain, Chair	Joan Barden
Dawn Correia	Debra Finch	Tina Johnson
Walter Johnson Jr.	Evangeline Skierka	Jessica Springer, Vice Chair

## CITY STAFF:

*Ken Fleming, Office of Civil Rights Manager  
Neal Albritton, Citywide ADA Coordinator  
Obi Agha, Program Specialist*

*New City Hall  
915 I Street, 1st Floor - Conference Room 1104  
February 06, 2012 - 6:00 P.M.*

*The Sacramento Disabilities Advisory Commission is an advisory board of the City Council with review and recommendation authority. Its purpose is to advise regarding compliance with federal and state disability laws; review policies, programs and activities that affect persons with disabilities; recommend procedures regarding reasonable accommodation; provide information, referral and technical assistance in matters pertaining to disabilities; and liaison with the City's ADA Coordinator.*

## NOTICE TO THE PUBLIC

You are welcomed and encouraged to participate in this meeting. Public comment is taken (3 minutes maximum) on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard at the end of the meeting as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

**Notice to Lobbyists:** When addressing the Committee you must identify yourself as a lobbyist and announce the client/business/organization you are representing (City Code 2.15.160).

**Speaker slips are located in the meeting room and should be completed and submitted to the Commission Clerk.**

*Government Code 54950 (The Brown Act)* requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The City posts Agendas at City Hall as well as offsite meeting locations.

The order of Agenda items are listed for reference and may be taken in any order deemed appropriate by the Committee. The Agenda provides a general description and staff recommendations; however, the Committee may take action other than what is recommended. The Agenda is available for public review no less than 72 hours prior to the meeting. Hard copies are available from the Office of Civil Rights, Human Resources Department. (10 cents per page)

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, need alternate formats, or other auxiliary aides, contact Obi Agha at (916) 808-8426 (voice), (916) 264-5707 (TTY), or e-mail at [oagha@cityofsacramento.org](mailto:oagha@cityofsacramento.org) at least 48 hours prior to the meeting.

# MINUTES

February 06, 2012

*New City Hall  
915 I Street - 1<sup>st</sup> Floor, Conference Room 1104*

*(Enter from H Street side or Plaza Entrance  
between Historic and New City Halls)*

All items listed are heard and acted upon by the Sacramento Disabilities Advisory Commission unless otherwise noted.

## Call to Order - 6:00 p.m.

- Roll Call of Members:** Regular session called to order by Chair Commissioner Bain at 6:05 PM on Monday, February 6, 2012. Meeting was held at the New City Hall, Conference Room 1104. The roll call of members was also carried out by Commissioner Bain.
- Present:** Anderson, Bain, Barden, Finch, W. Johnson Jr., Springer.
- Absent:** Correia, T. Johnson, and Skierka.
- Commission Staff:** Neal Albritton and Obi Agha, City of Sacramento, Office of Civil Rights.
- Presenters:** Brad Wasson, Revenue Manager, (916) 808-5844, Revenue Administration, Finance Department
- Guest:** Jeffery Tardaguila, Public
- Agenda Review:** Commissioner Bain reviewed the order of the Agenda. Item #4 Public Comments- Matters Not on the Agenda was move up the Agenda in order to allow Mr. Tardaguila, (public citizen) to address the Commission.

## Discussion / Action Reports

Discussion or action reports include oral presentations including those recommending receive and file.

### 1. **APPROVAL OF MINUTES FOR JANUARY 19, 2012**

Recommendation: Approve Commission minutes.

**Contact:** Obi Agha, Program Specialist, (916) 808-8426 or Neal Albritton, ADA Coordinator, (916) 808-8795, Office of Civil Rights, Human Resources Department.

The meeting minutes of January 19, 2012 were tabled.

**2. CITY'S BUSINESS PERMIT PROCESS: ADVISORY AND EDUCATIONAL CHECKLIST FOR BUSINESS LICENSE APPLICATIONS**

**Recommendation:** Receive and File or Provide Advice.

**Contact:** Brad Wasson, Revenue Manager, (916) 808-5844, Revenue Administration, Finance Department.

**Discussion:**

Brad Wasson, Revenue Manager with Revenue Administration of Finance Department introduced himself and briefly spoke about the primary functions of the Revenue Division.

The Revenue Division is primarily responsible for the overall billing and collection of major taxes, business taxes, citation revenues, and special business permits for the City.

Mr. Wasson noted that the business tax certificate is required for businesses to operate in the City. It would be an ideal opportunity to educate businesses about the ADA and key accessibility points via the Revenue Website and through mail-inserts that are sent to business license applicants. Staff will develop content needed for both the Revenue website and the mail-inserts (1 to 2 double-sided pages).

**3. UPDATE ON CURRENT ACCESSIBILITY PROGRAMS AND ACTIVITIES**

**Recommendation:** Receive and file or provide advice. (Refer to list on Page 5 of this Agenda for additional information).

The following items were discussed by OCR staff:

- Twenty-four city staff from the Community Development Department, Parks & Recreation, Department of Transportation, and Human Resources (including the Chief Building Official, numerous building inspectors and architects, as well as the Risk Manager) completed three days of ADA Transition Plan (T-Plan) Training. The field investigation portion of the T-Plan is being scheduled.

**Public Comments- Matters Not on the Agenda**

4. Jeffery Tardaguila, Public - discussed the Mobility Advisory Council (MAC) and Regional Transit (RT) meeting project concerns relating to RT's request for placement of 12-inch tile stripes (Detectable Warning Surface) at a mid-block street crossing where code does not specifically require installation of the detectable warnings. He added that the 5-Year RT Plan has been postponed until March 2012.

**Commission Ideas, Questions and Announcements**

**5. ISSUES FOR FUTURE MEETINGS**

- (a) Commissioner Walter Johnson Jr. reviewed website link - Pedestrian Safety Workshop [A Focus on Older Adults]. It was suggested that this topic could be discussed at the next DAC meeting dates.
- (b) Commissioner Joan Barden noted a potential accessibility issue with the bathroom entry at the Sacramento Food Bank on 3333 3<sup>rd</sup> Avenue.

## Adjournment

The meeting was adjourned at 6:40 PM. Moved / Seconded: Commissioners Finch/Barden.

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David Bain, Chair

Attest:

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Commission Clerk-Secretary

Obi Agha, Program Specialist  
Equal Opportunity / ADA Program



<b>Status of City Accessibility Programs and Activities (for reference)</b>	
<b>Program/Activity:</b>	<b>Status: [as listed below, or will be discussed at the meeting]</b>
1. Council Awards Presentation for Stellar Efforts Relating to Accessibility.	Presented during the October 4, 2011 Council Meeting
2. Website content addressing quarterly recognition of individuals for remarkable efforts in accessibility.	Status Pending meeting with IT Division Manager.
3. CASp Certification and Permit Process. <ul style="list-style-type: none"> <li>Effectiveness of CASp training and certification;</li> <li>Request presentation by City Inspectors.</li> </ul>	Training was provided in 2010 to key staff throughout the City enhance their Physical and Program Access knowledge and to prepare for the CASp exam. Feedback from participants noted that the training enhanced their preparation for the CASp exam. The City currently exceeds the minimum requirement of CASp certified staff. A presentation by City Inspectors is pending.
4. Accessibility Device Transition Plan <ul style="list-style-type: none"> <li>Survey: <ul style="list-style-type: none"> <li>How many conference rooms?</li> <li>What is required by code checklist?</li> </ul> </li> </ul>	Status Pending
5. Crocker Art Museum: <ul style="list-style-type: none"> <li>Follow-up on accessibility programs including assistive listening devices?</li> <li>Checklist or review process for all museums?</li> <li>Follow-up on evacuation training program?</li> <li>Follow-up regarding audio description efforts.</li> <li>Accessible path of travel/crosswalk to museum entrance.</li> </ul>	<p>A follow-up report/presentation to the DAC by DGS and the Historic Director is pending.</p> <p>An onsite walk-through by the ADA Coordinator and the Director of DOT occurred in 2010, shortly after the issue of concern was raised, regarding the accessible path of travel to the museum entrance. It was confirmed that there are no noncompliant issues regarding this matter and that the current path of travel offers the greatest level of accessibility.</p>
6. Accessibility Issues related to meetings. <ul style="list-style-type: none"> <li>Is there a review process for scheduled meetings that address accessibility/ADA issues when setting a venue?</li> <li>Issues relating to: <ul style="list-style-type: none"> <li>Public Transportation access</li> <li>Meeting Room access</li> <li>Restroom access</li> </ul> </li> </ul>	March 2011 - A checklist was provided to Neighborhood Services for distribution to Vendors and for internal use to ensure accessible meetings. The Office of Civil Rights continues to provide ongoing technical assistance as needed when access issues arise.

iv. Accessible information and materials	
<p>7. Management Education Program:</p> <ul style="list-style-type: none"> <li>• Is there a training program for management regarding ADA policies and programs?</li> <li>• Steps needed to improve training?</li> </ul>	<p>The Office of Civil Rights continues to deliver presentations on FEHA, ADA and the City's Administrative Policy #11 to City Management. We are in the process of developing multimedia content, including captioned video, of the training material for posting on the City's Intranet site.</p> <p>August 10, 2011 Update: Neal Albritton met with Parks &amp; Recreation Management Team to train, provide technical assistance, and develop implementation process related to accessibility requirements and process for accessible digital documents.</p>
<p>8. Well Springs (3<sup>rd</sup>/4<sup>th</sup> Avenues):</p> <ul style="list-style-type: none"> <li>• Issues relating to overcrowding, permits and safety</li> </ul>	Status Pending
<p>9. Accessible Taxis:</p> <ul style="list-style-type: none"> <li>• Status of Sting Operations</li> </ul>	Presentation with updates by Ron O'Connor to DAC on 5/2/2011.
<p>10. Universal Design:</p> <ul style="list-style-type: none"> <li>• Impact on new developments?</li> <li>• Process to encourage and expand Universal Access?</li> </ul>	Greg Sandlund, Associate Planner with the City will present Universal Design Ordinance on December 15, 2011
11. Township Nine Project	Jeff Townsend, ASLA, Principal, Urban Design & Planning, with JACOBS presented and updated the DAC on 10/3/2011.
12. Business Permit Process: Advisory and Educational Checklist for Business License Application	Status Pending: Staff will try to schedule for next DAC meeting of February 6, 2012.
13. Building Permit Process: Is Accessibility review a separate discipline and /or process.	Chief Building Official, Ryan DeVore presented on Monday, October 3, 2011.
14. Greyhound Adhoc tour and follow-up to Kirk Thompson's (city staff) presentation	Staff has submitted request for the tour of the newly constructed Greyhound Terminal through the City Economic Development in January or February 2012.
15. Rocky Burks to report on Sidewalk Safety Issues raised by Commissioner Barden.	Rocky Burks reported on the sidewalk issues raised by Commissioner Barden on January 19, 2012. Burks-DOT).

16. Presentation on Program Access.	Status Pending:
17. Park and Recreation presentation on Park Access.	Status Pending:
18. Safety and Access Issues at Old Sacramento.	Status Pending:
19. Capital Area Development Association (CADA) on 16 <sup>th</sup> & O involving Business/ Housing projects.	Status Pending: Staff to invite CADA project manager.
20. Alkali Flats (12th & I Street) project - issue with Detectable Warning Surface.	Status Pending: Schedule for 2/16/12 DAC Meeting