



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
April 19, 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 at least 48 hours prior to the meeting.

MINUTES

April 19, 2012

New City Hall

915 I Street - 1st 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 6:03 PM on Thursday, April 19, 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, Tina Johnson, W. Johnson Jr., Skierka,

Absent: Correia, Springer.

Commission Staff: Neal Albritton and Obi Agha, City of Sacramento, Office of Civil Rights.

Presenters: Stephanie Mizuno, Assistant City Clerk, (916) 808-7200

Guest: Robert Benson

Agenda Review: Commissioner Bain reviewed the order of the Agenda. The Agenda order was not changed.

Discussion / Action Reports

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

1. **APPROVAL OF MINUTES FOR FEBRUARY 16, 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 Commission approved the meeting minutes of February 16, 2012

Action: Moved/Seconded: Commissioners Finch and Skierka.

Yes: Anderson, Bain, Barden, Finch, W. Johnson Jr., Skierka.

No: N/A

Abstain: Tina Johnson

Absent: Correia, Springer.

2. **COMMISSIONERS TRAINING ON THE NEW REQUIREMENTS OF FORM 700 ELECTRONIC FILING**

Recommendation: Receive and File.

Contact: Stephanie Mizuno, Assistant City Clerk, City Clerk Office, (916) 808-7200.

Discussion:

Stephanie Mizuno, Assistant City Clerk, City Clerk Office presented the Commissioners with training on electronically-filing the Form 700 (City's Conflict of Interest document). This format provided ample opportunities for the Commissioners to ask questions and preview the new system. Stephanie assured the Commissioners that the form is user-friendly and not much different from the prior PDF fillable forms. The new e-form will help make sure that all required information is completed. Stephanie reminded the Commissioners that their position, designated under "Boards and Commissions," requires they re-file their conflict of interest form on an annual basis. Commissioners have full -disclosure responsibility financially.

In December 2011 the City Council updated the conflict of interest code resolution. A new provision in that resolution included the requirement that statements (beginning with 2012 annual filing) be prepared electronically. Stephanie emphasized that the use of this system is required; hand written forms or PDF fillable forms will no longer be accepted. The State of California still requires that the form be printed and signed. Once the e-file is completed, the form needs to be printed and signed. The original must be returned to the Office of the City Clerk no later than **April 30, 2012**. Filing of this statement is mandatory and filing late may lead to late fees, disqualification and/or removal from the board.

Stephanie noted that the Form 700 is now available online and to use **the City's SEI Electronic Filing System**. To access the SEI Electronic Filing System, please visit: <http://static.netfile.com/agency/sac/sei.html>

3. **COMMISSIONERS BRAINSTORM: ADVISORY AND EDUCATIONAL CHECKLIST FOR BUSINESS LICENSE APPLICATIONS**

Recommendation: Receive and File or Provide Advice.

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

Staff submitted a "draft-checklist" for DAC review and editing. This will be used as a template (starting point) to draft the checklist for distribution to business license applicants. The checklist (when completed) will reside as a link on the City's Revenue Division's Website and will be included as mail-inserts to businesses applying for licenses. The intent of the checklist is to educate businesses about the ADA and access compliance requirements. Each Commissioner was encouraged to come up with one or two ideas to review at the next DAC meeting. Bain and Finch agreed to draft an introductory paragraph for use with the "checklist" for review at the May 7th 2012 DAC meeting.

4. UPDATE ON CURRENT ACCESSIBILITY PROGRAMS AND ACTIVITIES

Recommendation: Receive and file or provide advice. (Refer to list on Page 6 of this Agenda for additional information).

- Staff continues involvement in enhancing the accessibility of City's website.
- The ADA surveys of city facilities by staff are underway.

Public Comments- Matters Not on the Agenda

4. None

Commission Ideas, Questions and Announcements

5. ISSUES FOR FUTURE MEETINGS

- (a) "Pedestrian Safety Workshop" shared by Commissioner Walter Johnson Jr. at the 2/6/12 DAC meeting.
- Commissioner Walter Johnson Jr. inquired about resources, data and awareness information on Pedestrian Safety.
 - Commissioners Tina Johnson and David Bain will research.
- (b) Tina Johnson reported that she was very impressed with the newly reconstructed "R Street" corridor (10th thru 16th). Encouraged the Commissioners visit the area.
- (c) David Bain reminded the Commission about the upcoming Walkathon for the National Alliance of Mental Illness— Saturday, April 28, 2012 at William Land Park, Sacramento to raise awareness. Check-in: 8 am, Program: 9:15 am, Walk Start: 10 AM. Location: Northeast corner of Sutterville and Freeport Blvd.
- (d) Commissioner Finch announced the March of Dimes event scheduled for Saturday, April 28, 2012.
Registration Time: 7:30 AM
Location: State Capitol - West Steps of the State Capitol (10th Street between L Street and N Street) Sacramento.
- (e) Chair David Bain announced the end of his term as commissioner in July. He would like to vote for a successor for Chair at the next DAC meeting.
- (a) A tentative date of April 25th 2012 was set for the Adhoc committee (Tina Johnson and Joan Barden, with Jeff Thom representing the public - will tour the newly constructed Greyhound Bus Terminal. Staff will confirm with Greyhound official (Roger Muckel) for time and availability.

Adjournment

The meeting was adjourned at 7:55 PM. Moved / Seconded: Commissioners Finch/Walter Johnson Jr.

David Bain Chair

Attest:

Commission Clerk-Secretary

Obi Agha, Program Specialist
Equal Opportunity / ADA Program

Status of City Accessibility Programs and Activities (for reference)	
Program/Activity:	Status: [as listed below, or will be discussed at the meeting]
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"> Effectiveness of CASp training and certification; Request presentation by City Inspectors. 	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"> Survey: <ul style="list-style-type: none"> How many conference rooms? What is required by code checklist? 	Status Pending
5. Crocker Art Museum: <ul style="list-style-type: none"> Follow-up on accessibility programs including assistive listening devices? Checklist or review process for all museums? Follow-up on evacuation training program? Follow-up regarding audio description efforts. Accessible path of travel/crosswalk to museum entrance. 	<p>A follow-up report/presentation to the DAC by DGS and the Historic Director is pending.</p> <p>An on-site 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"> Is there a review process for scheduled meetings that address accessibility/ADA issues when setting a venue? Issues relating to: <ul style="list-style-type: none"> Public Transportation access Meeting Room access Restroom access 	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"> • Is there a training program for management regarding ADA policies and programs? • Steps needed to improve training? 	<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 & 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 (3rd/4th Avenues):</p> <ul style="list-style-type: none"> • Issues relating to overcrowding, permits and safety 	Status Pending
<p>9. Accessible Taxis:</p> <ul style="list-style-type: none"> • Status of Sting Operations 	Presentation with updates by Ron O'Connor to DAC on 5/2/2011.
<p>10. Universal Design:</p> <ul style="list-style-type: none"> • Impact on new developments? • Process to encourage and expand Universal Access? 	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	Brad Wasson, Revenue Manager reported on Business Permit Process on 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 th & 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.	Rocky Burks reported on the ALKALI FLAT: LA VALENTINA project on 2/16/12 DAC Meeting.