

**City of Madera ADA Advisory Council
City Hall Council Chambers
205 W. 4th Street, Madera, CA 93637
Regular Session Agenda
September 17, 2024 3:30 p.m.**

Notice is hereby given that the ADA Advisory Council will hold a regular meeting Tuesday, September 17, 2024, at 3:30 p.m. in the City Council Chambers for the following purpose:

Members of the public may attend this meeting at City Hall. Members of the public may also observe the meeting on Zoom. Members of the public may comment on agenda items at the meeting or remotely through an electronic meeting via phone by dialing (669) 900-6833 enter ID #864 5765 2165. When an agenda item you wish to comment on is discussed, press *9 on your phone to virtually raise your hand. Press *6 to un-mute yourself to speak when the last four digits of your phone number or your name is called. Comments will also be accepted via email at hinfo@madera.gov or by regular mail at 205 W. 4th Street, Madera, CA 93637.

Weblink: <https://cityofmadera.zoom.us/j/86457652165>

Telephone Number: (669) 900-6833
Meeting ID 864 5765 2165

Roll Call

DJ Becker-Chairperson
Saim Mohammad- Vice Chairperson
Cynthia Ortegón
Jack Porter
Diana Robbins
Gladys Marroquin

PUBLIC COMMENT:

The first fifteen minutes of the meeting are reserved for members of the public to address the Advisory Council on items which are within the subject matter jurisdiction of the Council. Speakers shall be limited to three minutes. Speakers will be asked, but not required, to identify themselves and state the subject of their comment. If the subject is an item on the Agenda, the Chairperson has the option of asking the speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on the Agenda should be held until the hearing is opened. The Council is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Council does not respond to public comment at this time.

Business Matters

1. Approval of Minutes – Meeting of June 18, 2024
2. Discussion and direction on participation in the Madera Old Timer's Day events
3. Update on Tyler311 system (Ismael Hernandez, Public Works Operations Director)
4. Discuss and develop outreach campaign regarding increasing the inventory of disability housing units (Chairperson Becker)
5. Designation of representative to receive proclamation at 10/2/24 City Council meeting for Disability Awareness
6. Advisory Councilmember Reports
This portion of the meeting is reserved for the Advisory Council members (1) to make brief reports on attendance at other boards, committees, public agencies, and/or public events, (2) to request updates, (3) to initiate future agenda items.

Adjournment

Next Regular Meeting will be Tuesday, October 15, 2024

- Please silence or turn off cell phones and electronic devices while the meeting is in session unless they are required for your participation in the meeting.
- Regular meetings of the Madera ADA Advisory Council are held the 3rd Tuesday of each month at 3:30 p.m. in the Council Chambers at City Hall. The public is invited to participate in-person or via Zoom.
- The complete agenda packet is available on the City's website and in the Human Resources Department at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting Human Resources at (559) 661-5404 or by email at hrinfo@madera.gov.
- The meeting room is accessible to the physically disabled. Requests for accommodations for persons with disabilities such as signing services, assistive listening devices, or alternative format agendas and reports needed to assist participation in this public meeting may be made by calling the Human Resources Office at (559) 661-5404 or emailing hrinfo@madera.gov. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service. Requests may also be delivered/mailed to: City of Madera, Attn; Human Resources, 205 W. 4th Street, Madera, CA 93637. Requests should be made as soon as practicable as additional time may be required for the City to arrange or provide the requested accommodation. At least seventy-two (72) hours' notice prior to the meeting is requested but not required. When making a request, please provide sufficient detail that the City may evaluate the nature of the request and available accommodations to support meeting participation. Please also provide appropriate contact information should the City need to engage in an interactive discussion regarding the requested accommodation.
- The services of a translator can be made available. Please contact Human Resources at (559) 661-5404, or hrinfo@madera.gov to request translation services for this meeting. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY

Relay Service. Requests should be submitted in advance of the meeting to allow the City sufficient time to provide or arrange for the requested services. At least seventy-two (72) hours' notice prior to the meeting is requested by not required.

- Questions regarding the meeting agenda or the conduct of the meeting, please contact the Human Resources Office at (559) 661-5404.
 - Para asistencia en español sobre este aviso, por favor llame al (559) 661-5401.
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I, Erica Gaitan, Human Resources Technician II for the City of Madera, declare under penalty of perjury that I posted the above Madera ADA Advisory Council Agenda for the Regular Meeting of September 17, 2024, near the front entrances of City Hall no later than 5:00 p.m. on September 12, 2024.

Erica Gaitan

09/12/2024

Erica Gaitan, Human Resources Technician II Date

ALL CITY EMPLOYEES AND THE PUBLIC ARE WELCOME TO ATTEND

City of Madera ADA Advisory Council
 City Hall Council Chambers
 205 W. 4th Street, Madera, CA 93637
REGULAR MEETING MINUTES
 June 18, 2024, 3:30 p.m.

A regular meeting of the Madera ADA Advisory Council was scheduled for 3:30 p.m. on Tuesday, June 18, 2024, in the City Council Chambers. The meeting was also available to members of the public by Zoom video conferencing.

ROLL CALL:

Advisory Councilmember Name	Present
DJ Becker, Chairperson	Y
Saim Mohammad, Vice Chairperson	N
Jack Porter	Y
Cynthia Ortegón	Y
Diana Robbins	Y
Gladys Marroquin	N
In-Person City Staff Present	
Ismael Hernandez, Public Works Operations Director	
Giachino Chiaramonte, Chief of Madera Police Department	
Joseph Hebert, Director of Parks & Community Services	
Nicki Rincon, Program Coordinator for Parks & Comm. Svcs	
Mike Lima, Director of Financial Services	
Will Tackett, Director of Community Development	
Keith Helmuth, City of Madera Engineer	
Wendy Silva, Director of Human Resources	
Erica Gaitan, Human Resources Technician II	
In-Person Members of Public	
Carlos Guerrero	
Derek Robinson	
Zoom Attendees	
Sally Swanson Architects	
-Sally Swanson, CEO	
-Chris Sircello, Facilities Specialist	
-Sergio Valencia, GIS & Database Specialist	
-Tina Dorius, ADA Policy Specialist	
Mattie Mendez, Community Action Partnership of Madera County	
Graciela Valdez, Madera County Public Health	
Correena Lipira, Madera County Public Health	

OTHERS PRESENT: None.

Chairperson Becker called the meeting to order at 3:35pm.

Public Comment:

Each member of the public, including City Staff, In-Person, and Zoom attendees, introduced themselves.

Business Matters

1. Approval of Minutes – Meeting of May 21, 2024. Chairperson Becker moved to approve the minutes as presented; motion seconded by Councilmember Ortégón. All council members voted yes to approve the minutes. Motion passed unanimously.
2. Public Outreach Meeting to present and collect feedback on the Draft ADA Self-Evaluation and Transition Plan: Sally Swanson Architects presented the Draft ADA Self-Evaluation and Transition Plan via Zoom using a PowerPoint. Sally Swanson, CEO and Project Manager, initiated the presentation explaining how each individual of the company had an area of focus and thoroughly examined the data and feedback collected to come to a resolution plan. Tina Dorius, Esq., ADA Policy Specialist, discussed how each area was extensively surveyed on policy issues, programs, services, and activities. Examples included support for the deaf or hearing-impaired, support for the blind or visually impaired, ADA coordinator/grievance procedure, emergency/evacuation procedure, and reasonable accommodations processes. Sally Swanson introduced the Transition Plan Process and how it was conducted through surveying the built environment, identifying barriers and hazards, prioritizing such into a plan for barrier mitigation efforts, and lastly, the appointment of the Official Plan. Chris Sircello, CASp Facilities Specialist, exhibited how he measured the current facilities and responded based on priorities, such as accessible routes, restrooms, conference rooms, service desks, telephones, parking, signs, and safe harbor. Chris elaborated further into the severities and/or dangerous conditions, such as blocked access, spaces difficult to navigate and close to compliance, and safe harbor. Photographs and examples of the analysis were displayed of various areas of the City recommended for change based on code citations. Sergio Valencia, GIS & Database Specialist, began to speak on Public-Right-of-Way (PROW) criteria centered on City attractions, schools, parks, transit stops/centers, medical/social services, populations/senior population density, and streets. Sergio displayed a final priority map focused on sidewalks, curb ramps, and pedestrian signals throughout the City using a color legend analyzed by priorities. Sally Swanson concluded their PowerPoint presentation and invited questions or concerns to be shared. Chairperson Becker initiated the conversation requesting a priority or checklist to be available and guidance on how to spend wisely. Wendy Silva, Director of Human Resources, mentioned that per the contract, a tracking database was to be provided to have the City track items on the transition plan. Sally Swanson architects expressed in the meeting that spreadsheets had been provided; Wendy advised that she will follow-up as spreadsheets are not a tracking database. Chairperson Becker addressed that the information provided was very complex and industry-specific, suggesting that each section be put in a priority summary fashion. Councilmember Ortégón proposed to be further educated on the large draft document and possible training on how to navigate and bridge the gap for the average resident. Sally Swanson advised that they will always be available to answer questions for the City as a consultant on ADA. Chairperson Becker asked for opinions and/or suggestions on how to reach

residents. Outreach via social media, flyers, newspapers, and more public feedback/attendance to upcoming meetings were all advised. In response to inquiry from Chairperson Becker, Mike Lima, Director of Financial Services, confirmed that the City Manager has directed setting aside money for maintenance issues, both in deferred maintenance and ADA, as a priority in the 2024-2025 budget. Councilmember Porter asked the question of what amount the City has already contributed to the evaluation process and consultants for this particular assessment. Wendy clarified that the contract was based on a flat fee agreement for services agreed to, not to exceed the amount of \$244,550, and paid as progress is made on the project. Sally Swanson sought out Chris Sircello to elaborate on the City’s facilities. His proposed concerns relied on the needs and present dangerous conditions, such as protruding objects (more than 4 inches from the wall), considered a hazard, thresholds, and heavy door loads. He advised maintenance crews can adjust doors, relocate high dispensers, and these changes can all be cost-effective. Suggestions were brought forth (public comment) from Mattie Mendez at Community Action Partnership of Madera County (CAPMC) for the report to be shared in the Madera City newsletter included with utility bills. Derek Robinson (public comment) mentioned being by Fresno State and witnessed machinery to grind concrete and bring out red paint and/or reflectors for sidewalks and uplifts occurring. He also added that there are problem trees that shed, impair visibility, and lift sidewalks. Keith Helmuth, City Engineer, shared news regarding upcoming construction for 2 miles worth of sidewalk to be constructed over various parts of the city in Spring 2025 funds shared by Caltrans and existing grants. Engineering specifically will budget about \$25,000 and it serves as a placeholder of reserved funds each year for sidewalks, curbs, etc. Will Tackett, Director of Community Development, offered advice and/or suggestions on revisiting the “street tree list”, researching specific species and rooting patterns of the trees, and how they may impact the uplifting of pavements and infrastructure.

- 3. Advisory Councilmember Reports-Councilmember Ortegón attended a Madera County Transit Commission (MCTC) meeting on 04/24/2024 regarding the unmet transit needs. The report is available online and the public is encouraged to share thoughts of their unmet transit needs that may exist for dependent or disadvantaged persons. Councilmembers Ortegón and Porter inquired about upcoming parade attendance. They requested to have it on the next Meeting Agenda in July/August 2024. Wendy advised the item will be agendized for consideration once the paperwork is received from the event.

Meeting adjourned at 4:41 p.m.

Respectfully Submitted,

Accepted,

Erica Gaitan
HR Technician II

DJ Becker
Chairperson

Date:_____

Date:_____