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## **City of Santa Rosa Community Advisory Committee**

**Minutes of December 14, 2004 ADA Community Advisory Committee Meeting**  
Finley Community Center, Cypress Room

**Community Members present:**

Charlene Ho'ohuli, CRI  
Larry Henzerling, CRI  
Jennifer Frazier, Earle Baum Center of the Blind  
Margo Merck, Community Housing Development Corporation  
Paul Bell, Becoming Independent  
Shirlee Zane, Council on Aging

**City Staff Members present:**

Caroline Fowler, City Attorney's Office  
Greg Scoles, City Manager's Office  
Lynn Margolies, Risk Management

**MIG Staff Members present:**

Tim Gilbert  
Laurel Kelly

**DRAFT CONSTRUCTION GUIDELINES—Review of Dec. 1 meeting**

- What are appropriate detours for people with visual disabilities?
  - Jennifer will provide reference material for other models.
  - The general feeling is that ramps are best.
  - Talking signs are not effective due to construction noise.

**DRAFT COMPLAINT PROCESS—Review of Dec. 1 meeting**

**Next steps:**

- Caroline to distribute revised grievance procedure (including friendlier language to group prior to next meeting.
- Shirlee to continue research on other models.

**DRAFT STREET PRIORITIES—Review of Dec. 1 meeting**

- Establishing prioritization factors are more important in the improvement phase rather than the inventory process, which is underway.

**Next steps:**

- Margo to provide San Rafael model.

**CURB RAMP PRIORITIES**

- The curb ramp at the 4th and Davis intersection is a problem.
- How can we get more community input into the curb ramp prioritization process?
- The ADA Advisory Committee can help publicize the City's curb ramp program!

## **ADA TRANSITION PLAN**

### **GENERAL POLICIES DISCUSSION**

- The Transition Plan needs timelines. In general, all language in the Transition Plan such as “will be” should be changed to indicate either that a policy is:
  1. currently in effect,
  2. specific tasks have been completed, or
  3. the target date when a policy will be effective.

### **I. NON-DISCRIMINATION POLICY**

- Revise references to “ADA Coordinator” rather than naming the individual who holds that position.
- Publicize the email addresses and phone numbers of the City’s ADA Coordinator and ADA Department Representatives more widely (in all City phone directories and on the City’s website). Make the link on the website to information about the City ADA Coordinator more intuitive.
- Don’t rely solely on the website—include information in telephone directories for people who do not regularly use computers.
- See revised ADA Transition Plan for other changes to this section.

### **II. FACILITIES, PROGRAMS, AND SERVICES POLICY**

- See revised ADA Transition Plan for other changes to this section.  
**Next steps:** Margo to send a sample of alternative language for this section to Caroline.

### **C. TOURS OF CITY FACILITIES**

- Alternative accommodations will be available upon request if routes or portions of routes are not accessible.

### **D. SPECIAL EVENTS**

- The City is drafting an ADA checklist for Special Events.  
**Next steps:** Committee members should send their comments to Caroline or bring them to the next meeting.

### **E. EQUIPMENT**

- TDDs (Telephone Devices for the Deaf) are considered to be outmoded. TTYs (Text Telephones) are preferred by members of the disability community.
- Are TTYs used in City offices in Santa Rosa?
- The City could function as a clearinghouse for information about accessible equipment (what is available and where can it be purchased or borrowed?).
- The City could purchase equipment that would be used frequently throughout the City and then publicize its availability to others.
- Provide a list of resources and organizations where specialized equipment can be accessed.  
**Next steps:** Committee members should send lists of available resources for accessible equipment to the City.

**F. PURCHASING**

- ❑ Does the City have resources to adequately evaluate computer systems for accessibility?

**Next steps:** Jennifer to provide links to appropriate resources.

**G. EVACUATION**

- ❑ If committee members are interested in working on revising the City's disaster plan, please contact Caroline.
- ❑ Both the Department of Justice and City of San Rafael may be good models.

**III. PUBLIC MEETINGS**

- ❑ Will individuals be able to request a particular format for receiving information? For example, Braille is most like reading for yourself.

**IV. COMMUNICATIONS**

- ❑ See revised ADA Transition Plan for other changes to this section.

**A. GENERAL**

- ❑ Expand the section on the City website to address the following issues:
  1. Make the entire site accessible.
  2. Provide links to text only documents.
- ❑ Note: WP3 is a better tool for achieving website accessibility than is Bobby.
- ❑ This Committee could develop educational materials that could be distributed to others via the website.

**PUBLIC COMMENT**

- ❑ Disaster/evacuation center: sign language interpreters will be provided.
- ❑ Knowing which buildings have large populations of people with disabilities will be part of emergency plan.
- ❑ Furniture: Lots of options to meet variety of needs.
- ❑ No accessible toilet: City hall downstairs and parking garage @ US bank (send complaints to ADA Coordinator).
- ❑ Santa Rosa has high rate of pedestrian deaths.
- ❑ Helpful to list types of reasonable accommodations.
- ❑ The term "accommodations" (rather than "modifications") is acceptable to the Committee.
- ❑ Purchasing equipment: have advisory committee as resource for making best choices.
- ❑ Timeline for implementation of policies – can input from this group on prioritization be provided as a guide to City Council?
- ❑ Circulate public comments to ADA Advisory Committee
- ❑ Van Accessible" signs should be changed to "Van Only."
- ❑ More outreach should be conducted for these meetings.
- ❑ Any sidewalks/streets built, or repaired after 1992 should be prioritized since they are illegal (info might not be readily available on database)

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- What is target date for enforcement of encroachment policy? (it's effective now!)  
What is the response time limit for complaints? (As soon as feasible: to 48 hours)
  - Non-Discrimination Policy--add "City Contractors."
  - Public Meetings: Consider paratransit availability as condition for scheduling City-sponsored public meetings. (Can the City consider using outside contractors for transportation when paratransit is not available?) OR change meeting times!

**NEXT MEETING:**

- January 18, 2005 12-3pm