

ADA Citizen Steering Committee Meeting

201 West Gray Multi-Purpose Room

Friday, August 17, 2017

3:00 p.m.

1 hour 45 Minutes

PRESENT: Lynne Miller, Mayor
Shawn O’Leary, Director of Public Works/ADA Coordinator
Scott Sturtz, City Engineer
Kathryn Walker, Assistant City Attorney
Jack Burdett, Engineering Assistant/ADA Staff Liaison
Kristi Avalos, Accessology consultant by teleconference

COMMITTEE MEMBERS: Dave Boeck
Taiya Crowe
Susan Favors
John High
Chris Nanny
Janice Oak
Lori Taylor

OTHERS PRESENT: Patricia J. Appl
Velma Appl

Committee Members not present:
Susan Coldwater
Jack McMahan
Norma Lewis

The meeting was called to order by O’Leary at 3:05 PM.

Item No. 1. : Mayor Miller welcomes committee members and introduction of members and Staff.

Item No. 2. : Kathryn Walker explains ethics ordinance. Committee member read and sign commitment page and return to Mr. Burdett.

Item No. 3. : Mayor Miller goes over committee responsibilities and duties.

Item No. 4. : Shawn O’Leary goes over the items tabbed in committee notebooks.

- \$200,000 in capital fund for this project.

- Introduction to Kimley-Horn and Accessology
- Process of hiring the contractor
- Jack Burdett as liaison for staff and citizen committee

Item No. 5, : Kristi Avalos on teleconference

- Introduction of consultant team
- Goals and Objectives
- Encourages participation by committee
- Recommendations from steering committee to come to the forefront of the development of barrier removal.
- Projected schedule and costs for future projects. Identification of funding sources.
- Approach as to why we do what we do.
- Develop a comprehensive list
- ADA liaison to meet on a continuing regular basis with the completed plan to follow.
- Transition plan elements
- Building sites and park sites
- Kimley-Horn is asking for input from the committee on 20 intersection locations that need review and for 8 miles of sidewalk in Norman. Looking for locations that include areas where people with disabilities may travel and areas where there are seniors.

Shawn O'Leary: Jack Burdett is your contact for questions, comments, or meeting information and is the contact with the contractors Kimley-Horn and Accessology. Scott Sturtz and I are also available.

The reason we have Kristy Avalos is on teleconference today to save money. We have to use the \$200,000 as carefully as we can. If the committee wished to have a meeting we may not be able to invite Kimley-Horn which would be outside our budget.

Committee: So, clarification that the \$200,000 has nothing to do with construction costs?

Shawn O'Leary: That is correct, aside from input in meetings and expertise, the deliverable product is the 2018 ADA Transition Plan that will be a 20 to 25 year plan for the future.

Committee: Will this group set priorities?

Shawn O'Leary: Yes, that is your most important task and to make sure that something has not been missed.

Mayor Miller: The process and plan has been explained and at the end of this process if we believe more work needs to be done we can go back to council to say we have not gone far enough.

Committee comment: We need to preempt work in the field with ordinances and education of departments such as Permitting and Planning to ensure compliance to ADA.

Shawn O'Leary: From a Public Works perspective, we have an adopted set of Design Standards that covers roads, sidewalk, etc. Since 1996 and have updated it many times since. We will be working with Kimley-Horn to determine if all of our guidelines are current.

Committee: In public vs private compliance with ADA how will that be addressed?

Kristi Avalos: You are referring to Title 3. Cities have little authority over private industry, but can put out good information on compliance. I recommend cities develop a check list for industry of items that they are responsible to bring their project into compliance. If local disability groups spend time with the Chamber of Commerce informing them of rights and responsibilities that often they are not aware. By notifying these entities Accessology can provide a two hour training for the Chamber of Commerce.

Committee Comment: The Chamber of Commerce has award for “Green Practices” and “Aging in Place”; having growth understand that having accessibility can help businesses.

Kristi Avalos: Often reward is a good incentive to embrace the ADA. More importantly that getting good information will be valuable. Some cities tie contractors to required training in ADA compliance and of the ideas that can get good information out. Vary rarely do people see marketing opportunities with making areas accessible, which includes a larger customer base. If you can be more accessible you can market those improvements and it becomes a destination spot.

Committee question: Education of City of Norman Divisions, how can they be educated on current regulation to provide good feedback?

Kristi Avalos: Education is the key. There are still entities after 27 years that do not understand how the ADA should be working. I talk to the local disability organizations to getting good at providing information in their community. Not just complaining, but how to help solve the problem and to show all what actions can be taken to make the community more accessible; not only for the municipalities and businesses; but, within your own communities to know their rights and expectations. There is a lot of education that needs to happen. We can include training hours for the city. Members of the committee would be welcome to come.

Local disability organizations could take on this training as long as it follows what the ADA actually says and not what they think it should say, to prevent confusion. We want to make sure we are on the same page of what is required to be done. There is nothing more important than education in this area.

Mayor Miller: In your experience with other communities, how do we gather robust information about areas of ADA concern?

Kristi Avalos: The best way to get people involved is by online survey (survey monkey). Ask questions on issues people regularly encounter on a daily basis. People may realize an area of concern after an initial survey and complete another later. So what is effective is to give the public a time frame possibly two months, but not too much time to drag down the project.

Mayor Miller: have you worked with conventions or business bureaus to improve interest or to advertise that that this is a good place to come because it is easy to get around?

Kristy Avalos: Gives two examples, the American Airline Center providing an area for service animals to relieve themselves; which received many awards and was a huge marketing opportunity. And in Dallas Fort Worth Airport tactile and color changes in the floor allowed

blind and low sight persons to find the terminal locations, something that was suggested by a committee member like the panel today. In each case we found that going just a little beyond the ADA requirements we can market this and it show people that they are welcome to the area. Marketing will need to be strategic and purposeful on how the city and community works together to make this happen.

Committee: How do you reach people that are not online? How do we best advertise what we are doing in this year long process, so we bring in as many as possible?

Kristi Avalos: Put information in newsletters, through disability organizations to send information to their constituents that are in the area; also, local news outlets, and public service announcements on local television stations.

Committee: In your experience, in cities that you have worked with, do they have a permanent advisory committee? What are the advantages and disadvantages?

Kristi Avalos: the best way to be inclusive is to have participants with varying needs, which includes people with disabilities. Cities best serve with the most information available, I recommend that you have a permanent committee because it gives you a voice, but also get involved in other committees on another subject to put a voice to the other projects or departments. I highly recommend putting together a voluntary registry when during an emergency service can know where to go. If you do not disclose your needs you cannot expect cities to provide a service.

Committee: John High indicates that the Fire Department does have a registry for storm shelters and is not a far leap to include disability requirements.

Item No. 6. :

Shawn O'Leary: Schedule for next meeting to be late September to early November.

Goals to include staff meeting, Citizen Steering committee meeting and the first public meeting, which will bring in the entire consultant team to work with the committees. Advance information will by email hopefully the citizen vacancies will be filled by the next meeting.

A suggestion put forward to elect a chairperson for this committee at the next meeting.

Recommendations for new committee member to be submitted to Jack Burdett or Shawn O'Leary and should include the contact information for the person.

Committee: What are the qualifications for the committee member? Do they need to be residents of Norman?

Mayor Miller: One requirement is that you live in the City of Norman, with some exceptions. With this committee we are looking for expertize or organization in the area concerned and a diversity of disabilities represented.

Committee: Miscellaneous discussion about groups to contact to represent on the committee.

Committee: As part of the consultant fee are we including training for staff or Chamber of Commerce?

Shawn O’Leary: There is a negotiated contract for many of the things described and there is a menu of additional services with additional fees in which training was cut. As we proceed, if this becomes a high priority then perhaps we need to include training for the staff and others.

When this project began I wanted every park inspected and we have 58 parks, but we only are able to afford three and we have hundreds of miles of sidewalk, but only eight are in the contract. So, the contract is designed to be a “train the trainer” concept. What we learn with three parks, we will apply to the other 55 and what we learn on eight miles of sidewalk we can apply to the hundreds.

Mayor Miller: What we need to do is look at more local opportunities to add to staff training.

Committee: Progressive Independence, Inc. hosts various training.

Committee: What three parks are included?

Jack Burdett: Westbrook, Lions, and Andrews parks, due to the frequency of events in those locations and number of visitors.

Mayor Miller: All of the Norman Forward projects are being designed with accessibility in mind.

Scott Sturtz: We do not do a project in the Public Works Department unless it includes ADA accessibility.

Committee: What about 26th Street and Main?

Shawn O’Leary: By doing new projects their boundary creates new accessibility issues at the ends. We do have a current project scheduled to close that gap this fiscal year.

Jack Burdett: A new development that creates a new destination can create a new accessibility gap that may take time to address.

Committee: Is there a place we can go to see upcoming projects?

Shawn O’Leary: Contact us any time about a particular location and our staff can update you.

Committee: What is the best way to get answers to the questions that may come up after we leave?

Shawn O’Leary: Contact Jack Burdett and he will answer or find out and get back with you.

Committee: How will the next agenda be created for this committee?

Shawn O’Leary: We will be working with Kimley-Horn in terms of the scope for that week and will have a draft agenda and schedule prior to the meeting.

Question: Is the 3pm to 5pm time slot manageable? Is the day of the week?

Committee: Consensus the time and day were fine.

Shawn O'Leary: We would like to set up a routine time to be consistent. There may only be 4 or 5 formal meetings over the course of the year, and there could be informal sessions and communications and get to that as we go along. There is a limitation of what we can manage. When you see the final schedule there is the October meeting, January, then March-April and a wrap up in June.

Item No. 7. : Mayor's closing remarks. Our hope is a standing committee and to have an ongoing voice creating regular line of communication with city staff.

Committee: Is the dedicated ADA coordinator position to be created?

Mayor Miller: That is my wish, but that will be up to council to decide.

Shawn O'Leary: I suspect that the recommendation from Kimley-Horn will create and ongoing ADA committee with an ADA coordinator position. The council will ultimately make the decision to fund a new staff position.

Mayor Miller: We will be counting on the committee to make voices heard to the council to meet these goals.

Shawn O'Leary: I have seen other cities do this and many good things have come out to this coalition.

The meeting was closed at 4:45 PM