

Appendix A: Program Accessibility Questionnaire

City of Madera Programs, Services, and Activities Survey

General Description of your Department's Programs

G1Date: Date this survey filled out

Please enter a date:

G2Div: Program Division or Home (e.g. under City Manager's office)

Please write your answer here:

*** G3Name: Department Name**

Please write your answer here:

*** G4DESC:** Please give a brief description of the programs covered in this questionnaire.

Please write your answer here:

*** G5FName:** First name of person completing this survey.

Please write your answer here:

*** G6LName:** Last name of person completing this survey

Please write your answer here:

*** G7Email:** Email address:

Please write your answer here:

G8Phone: Phone Number:

Please write your answer here:

*** G9Address:** Mailing Address

Please write your answer here:



Adaptive Equipment/Accessible Equipment

*** A1use: Do you allow the public to use electronic equipment -- including copying machines, personal computers, microfilm readers, etc. -- in your programs?**

Please choose **only one** of the following:

- ☐ Yes
☐ No
☐ N/A: Explain

Make a comment on your choice here:



[Only answer this question if you answered 'Yes' to question 'A1use ']

*** A2ensure: Do you ensure that electronic equipment is accessible to and usable by individuals with disabilities by providing equipment such as workstations, easily reachable equipment, or staff assistance?**

Please write your answer here:



[Only answer this question if you answered 'Yes' to question 'A1use ']

*** A3aux: Are auxiliary aids (such as tools, access to equipment, movable light sources, adjustable worktable levels, paper and pen, etc.) provided to assist persons with disabilities?**

Please choose **only one** of the following:

- ☐ Yes
☐ No

[Only answer this question if you answered 'Yes' to question 'A1use ' *and* if you answered 'Yes' to question 'A3aux ']

A3auxdesc: If yes, please describe.

Please write your answer here:



Customer Service

*** CUST1req: If any of the department's programs (activities or services) have eligibility requirements for participation, do they contain any of the following?**

Please choose all that apply and provide a comment:

☐ Physical or mental
fitness or performance
requirements



☐ Safety Standards



☐ None



*** CUST2doc: How do you ensure that these policies do not discriminate against people with disabilities?**

Please write your answer here:



*** CUST3Process: Does your department make changes to standard operating procedures to include a person with disabilities?**


Please choose *only one* of the following:

☐ Yes

☐ No

☐ Don't know

Make a comment on your choice here:



[Only answer this question if you answered 'Yes' to question 'CUST3Process ']

*** CUST4proc: Is there a formal procedure for making changes to standard operating procedure?**

Please choose *only one* of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:

*** CUST5track: Do you track accessibility requests?**

Please choose *only one* of the following:

- ☐ Yes
☐ No
☐ Don't know

[Only answer this question if you answered 'Yes' to question 'CUST5track ']

CUST5Type: If yes, how many requests have you received and what type?

Please write your answer here:

*** CUST6cost: Does your department charge an additional fee for people with disabilities for modifying programs?**

Please choose *only one* of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:

*** CUST7outsideorgs: Does your department consult or work with any outside organizations that assist people with disabilities?**

Please choose *only one* of the following:

- ☐ Yes

- ☐ No
☐ Don't know

Make a comment on your choice here:

A large rectangular text area with a vertical scrollbar on the right side, intended for a comment.

[Only answer this question if you answered 'Yes' to question 'CUST7outsideorgs ']

*** CUST7list: If yes, please provide a list of organizations.**

Please write your answer here:

A large rectangular text area with a vertical scrollbar on the right side, intended for a list of organizations.

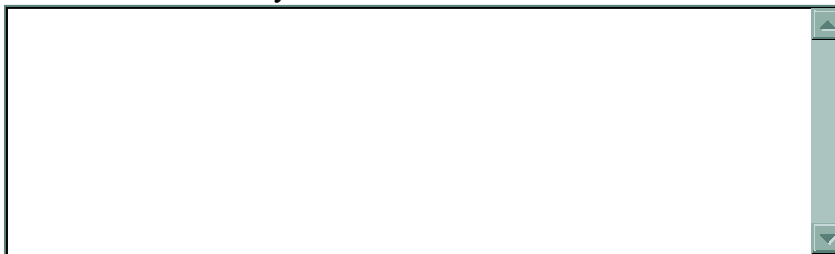
Notice Requirements

*** N1statement: Do you have a nondiscrimination statement that includes persons with disabilities?**

Please choose *only one* of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:

A large rectangular text area with a vertical scrollbar on the right side, intended for a comment.

*** N2post: Is a nondiscrimination statement that includes information about how to reach the ADA coordinator posted in all departments in a location that maximizes public exposure?**

Please choose *only one* of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:

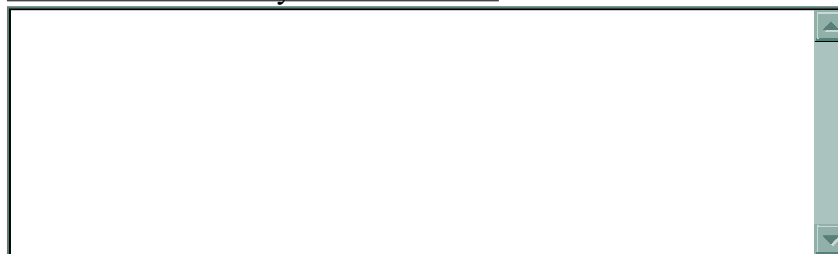


*** BN3notify: Do you notify all persons that your meetings, hearings and conferences will be held in accessible locations and that adaptive/auxiliary aids (such as assistive listening devices, readers for the blind, pen and paper) will be provided, upon request, to participants with disabilities?**

Please choose *only one* of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:



*** N4file: How do you notify all persons about how and with whom to file a disability discrimination complaint and what procedures are they told to follow?**

Please write your answer here:



Printed Information

*** PR1provide: Do you provide printed information to the public?**

Please choose *only one* of the following:

- ☐ Yes
☐ No

[Only answer this question if you answered 'Yes' to question 'PR1provide ']

*** PR2type: What type of printed documents do you publish and distribute to the public?**

Please write your answer here:



[Only answer this question if you answered 'Yes' to question 'PR1provide ']

*** PR3central: Are all the program documents controlled centrally?**

Please choose **only one** of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:



[Only answer this question if you answered 'Yes' to question 'PR1provide ']

*** PR4visual: How do you make documents and publications available to individuals with visual disabilities?**

Please choose **all** that apply:

- ☐ Audiotape
☐ Large Print
☐ Braille
☐ Electronic Copy
☐ Do not provide any alternative formats upon request

Other:

[Only answer this question if you answered 'Yes' to question 'PR1provide ']

*** PR5learning: Do you make the content of documents and publications available in simple, easy-to-understand language for individuals with learning disabilities?**

Please choose **only one** of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:



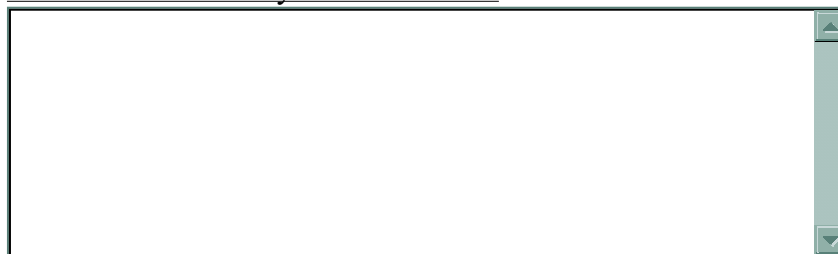
[Only answer this question if you answered 'Yes' to question 'PR1provide ']

*** PR6images: Do you show images of people in your publications?**

Please choose **only one** of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:



[Only answer this question if you answered 'Yes' to question 'PR6images ']

PR6Ainclude: If yes, do you also include images of people with disabilities?

Please choose **only one** of the following:

- ☐ Yes
☐ No

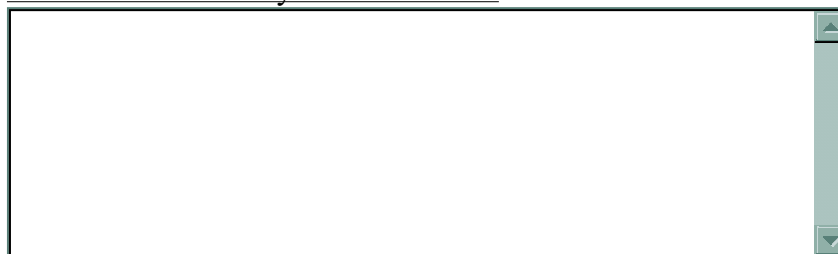
Television and Audiovisual Public Information

*** AV1provide: Does your department prepare audiovisual or televised presentations or website demonstrations/webinars for the public, or make audiovisual presentations to the public?**

Please choose **only one** of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:



[Only answer this question if you answered 'Yes' to question 'AV1provide ']

*** AV2visual: How do you make audiovisual or televised or on-line presentations prepared or presented by your department to the public accessible to individuals with disabilities?**

Please choose **all** that apply:

- ☐ Captioning
☐ Transcription
☐ Do not provide alternative formats upon request

Other:

[Only answer this question if you answered 'Yes' to question 'AV1provide ']

*** AV3type: What type of audiovisual presentations (film, videotape, television) does your department provide?**

Please write your answer here:

[Only answer this question if you answered 'Yes' to question 'AV1provide ']

*** AV4people: Do you show images of people in your audiovisual presentations?**

Please choose **only one** of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:

[Only answer this question if you answered 'Yes' to question 'AV4people ']

*** A4Apeople: Do you also portray individuals with disabilities in audiovisual presentations?**

Please write your answer here:

Website

*** WEB1site: Does your department have a website?**

Please choose **only one** of the following:

- ☐ Yes
☐ No
-

[Only answer this question if you answered 'Yes' to question 'WEB1site ']

* **WEB2url: What is your department's website? What information is provided on this site?**

Please write your answer here:

[Only answer this question if you answered 'Yes' to question 'WEB1site ']

* **Web3info: Does your department's website include information about the accessibility of facilities (parking, bathrooms, assistive listening devices, etc.) where programs or services are offered?**

Please choose *only one* of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:

[Only answer this question if you answered 'Yes' to question 'Web3info ']

* **WEB3ainfo: Please describe briefly what information is provided about accessible features.**

Please write your answer here:

[Only answer this question if you answered 'Yes' to question 'WEB1site ']

* **WEB4access: Does your department ensure that its website is usable by individuals with disabilities, including those who use speaking browsers?**

Please choose *all* that apply:

- ☐ Yes
☐ No

☐ Don't know

[Only answer this question if you answered 'Yes' to question 'WEB1site ']

*** WEB5docs: Are the documents provided on your website for downloading accessible to persons with visual disabilities?**

Please choose *only one* of the following:

☐ Yes

☐ No

☐ Don't know

Make a comment on your choice here:

Public Telephones and Communication Devices

*** COM1speech: How do you communicate by telephone with individuals with hearing or speech difficulties?**

Please write your answer here:

*** COM2tty: If you use Text Telephones (TTY's) or Telecommunication Devices for the Deaf (TDD's), list the location, telephone number, and organization of TTY/TDD directories in which the TTY/TDD number is listed.**

Please write your answer here:

*** COM3relay: Do you use the California relay service (711)?**

Please choose *only one* of the following:

☐ Yes

☐ No

☐ Don't know

Make a comment on your choice here:

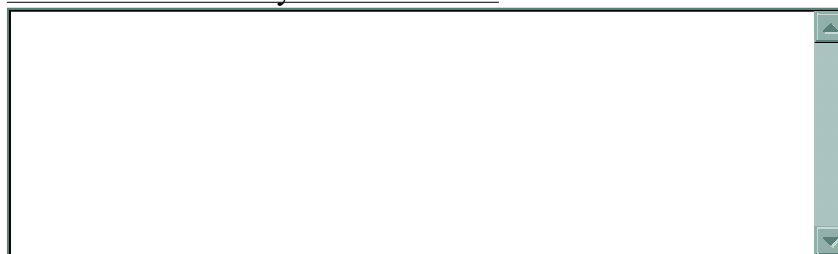


*** COM4publish: Do you publish your TTY/TDD number or California Relay Service numbers in all materials where a phone number is listed?**

Please choose *only one* of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:

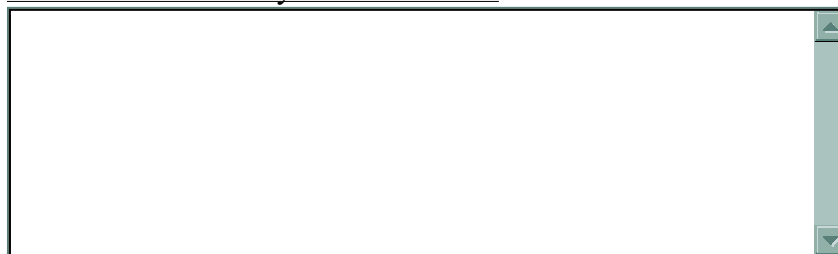


*** COM5train: Do you train your staff in operating TTY/TDD's and in other means of communicating over the telephone with a person with a hearing or speech disability?**

Please choose *only one* of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:



Training and Staffing

*** TRAIN1staff: Do any staff members have contact with the public?**

Please choose *only one* of the following:

- ☐ Yes
☐ No

[Only answer this question if you answered 'Yes' to question 'TRAIN1staff']

*** TRAIN2inform: How do you inform staff members who have contact with the public of your department's obligations and policies that enable persons with disabilities to participate in programs or activities?**

Please write your answer here:



[Only answer this question if you answered 'Yes' to question 'TRAIN1staff']

* **TRAIN3staff: How have you trained these staff members?**

Please write your answer here:



[Only answer this question if you answered 'Yes' to question 'TRAIN1staff']

* **TRAIN4emerg: Are there staff members in your department who provide emergency services to the public?**

Please choose **only one** of the following:

- ☐ Yes
☐ No
☐ Don't know

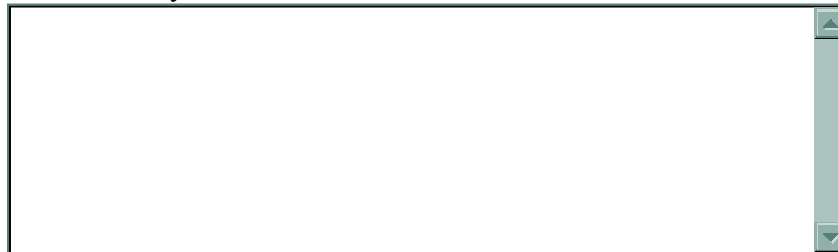
Make a comment on your choice here:



[Only answer this question if you answered 'Yes' to question 'TRAIN4emerg']

* **TRAIN5asl: If yes, have they had training in American Sign Language (ASL) or other means of communicating in emergency situations with people who have hearing or speech impairments?**

Please write your answer here:



[Only answer this question if you answered 'Yes' to question 'TRAIN1staff']

*** TRAIN6asl: Are there other staff members who would be able to provide better customer service if they had training in American Sign Language (ASL) or other means of communicating with people who have hearing impairments?**

Please write your answer here:

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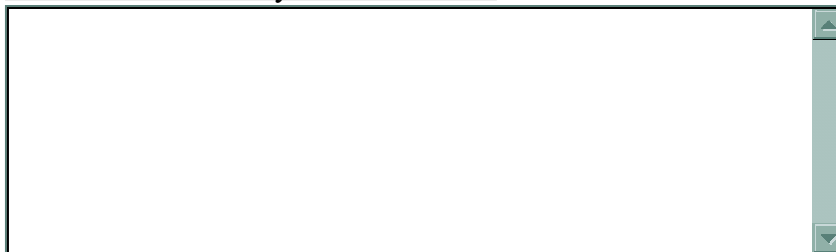
Program Eligibility Requirements and Admission

*** ELIGaratio: Are there any limitations or ratios for the number of people with disabilities who may participate in or be admitted to any department program?**

Please choose *only one* of the following:

- ☐ Yes
- ☐ No
- ☐ Don't know

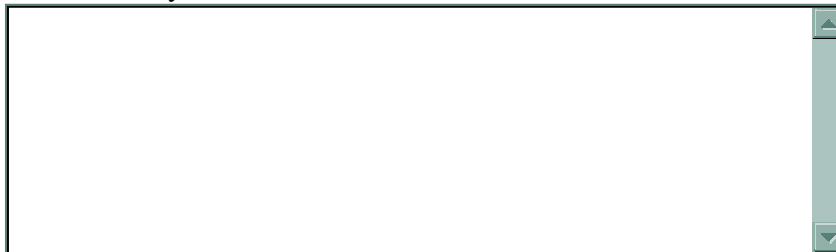
Make a comment on your choice here:

A large rectangular text input area with a vertical scrollbar on the right side.

[Only answer this question if you answered 'Yes' to question 'ELIGaratio']

ELIG1a: If yes, please explain.

Please write your answer here:

A large rectangular text input area with a vertical scrollbar on the right side.

*** ELIG2criteria: Does your program use any criteria (for example good health, residency, letters of recommendation) or written and/or oral tests (including level of skill or achievement, or other factor being tested) in the admissions process?**

Please choose *only one* of the following:

- ☐ Yes
- ☐ No
- ☐ Don't know


Make a comment on your choice here:



[Only answer this question if you answered 'Yes' to question 'ELIG2criteria ']

ELIG3a: If yes, please list and describe participation requirements.

Please write your answer here:



*** ELIG4forms: Are there any forms required for admission to the program (for example, tests and/or the submission of other admissions criteria such as certificates?)**

Please choose *only one* of the following:

- ☐ Yes
☐ No

[Only answer this question if you answered 'Yes' to question 'ELIG4forms ']

ELIG4alist: If yes, please list the forms or email them to us at cecilier@migcom.com .

Please write your answer here:



[Only answer this question if you answered 'Yes' to question 'ELIG4forms ']

*** ELIG5notice: Do the forms contain a notice that your organization does not discriminate against people with disabilities?**

Please choose *only one* of the following:

- ☐ Yes
☐
☐ Don't Know

Make a comment on your choice here:

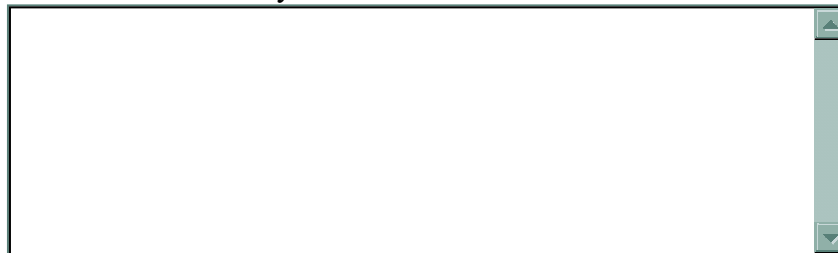


*** ELIG6int: Is an interview required prior to an applicant's entrance into the program?**

Please choose *only one* of the following:

- ☐ Yes
☐ No
☐ Don't Know

Make a comment on your choice here:



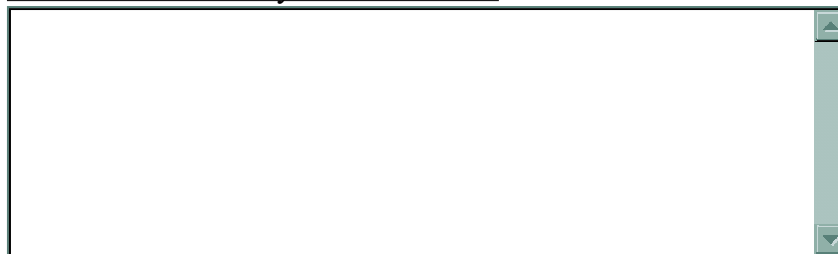
Public Meetings

*** MEET1: Does your department hold public meetings?**

Please choose *only one* of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:



[Only answer this question if you answered 'Yes' to question 'MEET1 ']

*** MEET2loc: Do you require that public meetings, hearings, and conferences be held in accessible locations?**

Please choose *only one* of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:



[Only answer this question if you answered 'Yes' to question 'MEET1 ']

*** MEET3inter: Are interpreters, readers, or adaptive equipment provided when requested for meetings, interviews, and conferences?**

Please choose **only one** of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:



[Only answer this question if you answered 'Yes' to question 'MEET3inter ']

*** MEET4notice: How much advance notice do you request?**

Please write your answer here:



*** MEET5nosign: Do you ensure that all individuals with hearing disabilities who do not read sign language can participate effectively in meetings, conferences, and hearings via assistive listening devices or other means?**

Please choose **only one** of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:



Transportation Services

*** TR1: Do you provide transportation to volunteers, program participants, visitors, and others who participate in your programs?**

Please choose **all** that apply:

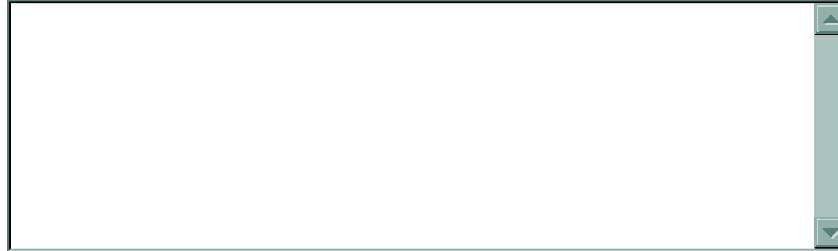
- ☐ Yes
☐ No
☐ Don't know
-

[Only answer this question if you answered 'Yes' to question 'TR1 ']

*** TR2visual: Visual disabilities**

What procedures does your department follow to make transportation accessible to persons who have visual disabilities?

Please write your answer here:

A large rectangular text input area with a vertical scrollbar on the right side, intended for the user to write their answer to the question about visual disabilities.

[Only answer this question if you answered 'Yes' to question 'TR1 ']

*** TR3hearing: Hearing disabilities**

What procedures does your department follow to make transportation accessible to persons who have hearing disabilities?

Please write your answer here:

A large rectangular text input area with a vertical scrollbar on the right side, intended for the user to write their answer to the question about hearing disabilities.

[Only answer this question if you answered 'Yes' to question 'TR1 ']

*** TR3mobility: Mobility impairments**

What procedures does your department follow to make transportation accessible to persons who have mobility disabilities?

Please write your answer here:

A large rectangular text input area with a vertical scrollbar on the right side, intended for the user to write their answer to the question about mobility disabilities.

[Only answer this question if you answered 'Yes' to question 'TR1 ']

*** TR4learning: Learning disabilities**

What procedures does your department follow to make transportation accessible to persons who have learning disabilities?

Please write your answer here:

A large rectangular text input area with a vertical scrollbar on the right side.

Tours and Trips

*** TOUR1: Does your department provide tours of your facilities or organize trips for members of the public?**

Please choose **only one** of the following:

- ☐ Yes
☐ No
☐ Don't know

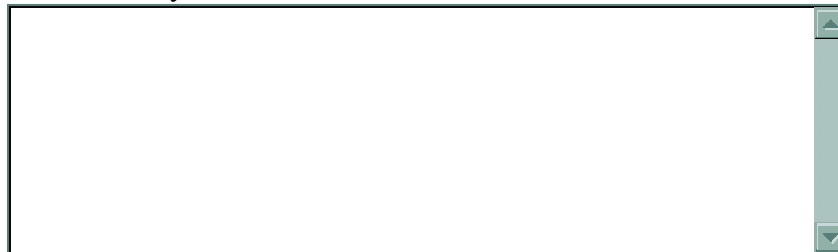
Make a comment on your choice here:

A large rectangular text input area with a vertical scrollbar on the right side.

[Only answer this question if you answered 'Yes' to question 'TOUR1 ']

*** TOUR2list: Please list and describe the tours and trips.**

Please write your answer here:

A large rectangular text input area with a vertical scrollbar on the right side.

[Only answer this question if you answered 'Yes' to question 'TOUR1 ']

*** TOUR3visual: How do you provide accessible tours to people with visual impairments?**

Please write your answer here:

A large rectangular text input area with a vertical scrollbar on the right side.

[Only answer this question if you answered 'Yes' to question 'TOUR1 ']

* **TOUR4hearing:** How do you provide accessible tours to people with hearing impairments?

Please write your answer here:

A large rectangular text input area with a vertical scrollbar on the right side.

[Only answer this question if you answered 'Yes' to question 'TOUR1 ']

* **TOUR5mobility:** How do you provide accessible tours to people with mobility impairments?

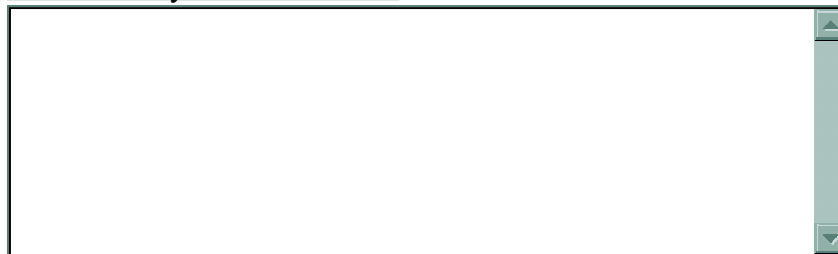
Please write your answer here:

A large rectangular text input area with a vertical scrollbar on the right side.

[Only answer this question if you answered 'Yes' to question 'TOUR1 ']

* **TOUR6learning:** How do you provide accessible tours to people with learning impairments?

Please write your answer here:

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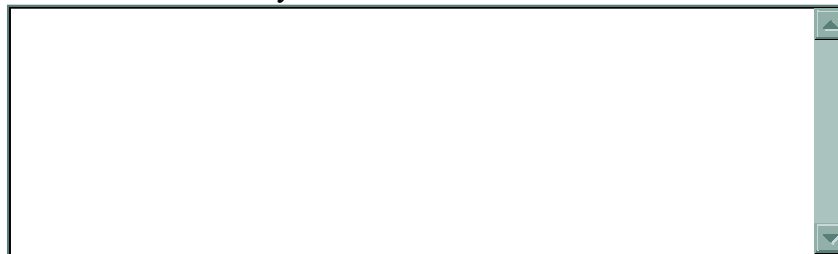
Use of Consultants

* **C1use:** Do you use consultants to conduct programs on behalf of your department?

Please choose *only one* of the following:

- ☐ Yes
☐ No
☐ Don't know

Make a comment on your choice here:

A large rectangular text input area with a vertical scrollbar on the right side.

[Only answer this question if you answered 'Yes' to question 'C1use ']

* **C2ensure:** How do you ensure that consultants are aware of their obligations to facilitate participation of individuals with disabilities in programs or activities operated on behalf of your department?

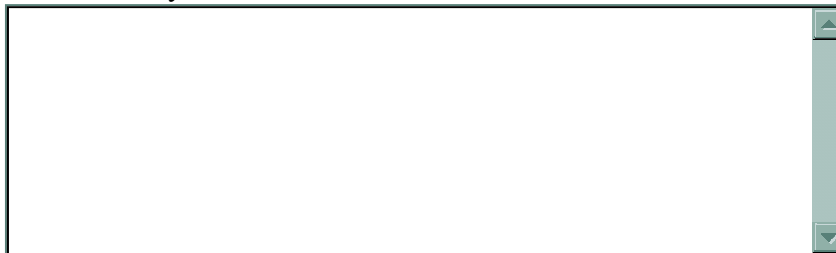
Please write your answer here:

A large rectangular text input area with a vertical scrollbar on the right side.

[Only answer this question if you answered 'Yes' to question 'C1use ']

* **C3monitor:** How do you monitor this obligation?

Please write your answer here:

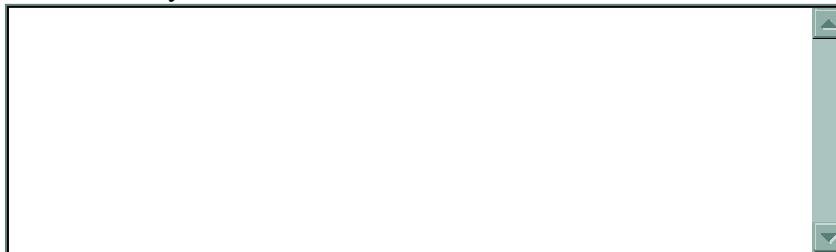
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Emergency Evacuation Procedures

* **E1visual:** Visual disabilities:

What equipment and/or procedures do you use to notify individuals with visual disabilities of emergencies and evacuation procedures? Please list equipment and/or procedures specific to individuals with visual disabilities.

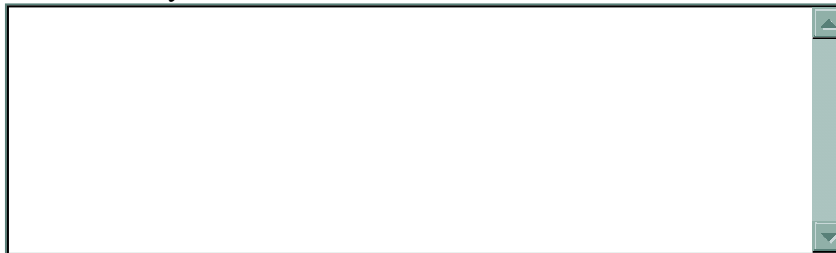
Please write your answer here:

A large rectangular text input area with a vertical scrollbar on the right side.

* **E2hearing:** Hearing disabilities

What equipment and/or procedures do you use to notify individuals with hearing disabilities of emergencies and evacuation procedures? Please list equipment and/or procedures specific to individuals with hearing disabilities.

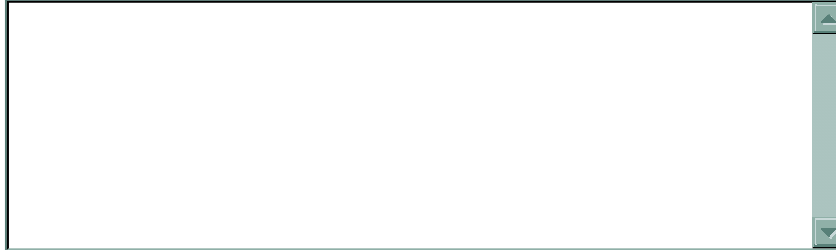
Please write your answer here:

A large rectangular text input area with a vertical scrollbar on the right side.

*** E3mobility: Mobility impairments**

What equipment and/or procedures do you use to notify individuals with mobility impairments of emergencies and evacuation procedures? Please list equipment and/or procedures specific to individuals with mobility disabilities.

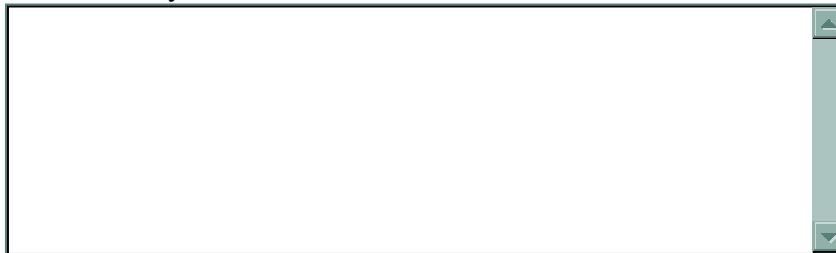
Please write your answer here:

A large rectangular text input area with a vertical scrollbar on the right side.

*** E4learning: Learning/cognitive disabilities**

What equipment and/or procedures do you use to notify individuals with cognitive disabilities who may become disoriented during emergencies and evacuation procedures? Please list equipment and/or procedures specific to individuals with learning disabilities.

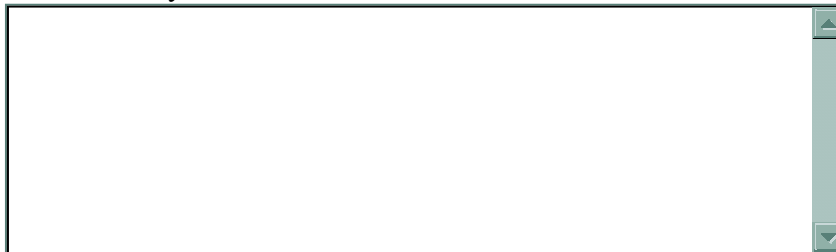
Please write your answer here:

A large rectangular text input area with a vertical scrollbar on the right side.

Facilities

*** FAC1list: List all facilities, or portions of facilities, used for department programs. For each facility, designate the activity for which it is used. (Note: Facilities leased or otherwise used from another person/organization should also be included.)**

Please write your answer here:

A large rectangular text input area with a vertical scrollbar on the right side.

*** FAC2req: Have you had requests for improving accessibility to your department's programs or facilities?**

Please choose *only one* of the following:

- ☐ Yes
☐ No

[Only answer this question if you answered 'Yes' to question 'FAC2req ']

*** FAC2a: If yes, please describe.**

Please write your answer here:



*** FAC3burden: Would the implementation of any measure to improve accessibility for people with disabilities to your program pose an unfair financial or administrative burden?**

Please choose *only one* of the following:

- ☐ Yes
☐ No

[Only answer this question if you answered 'Yes' to question 'FAC3burden ']

*** FAC3alt: If yes, list an alternative means that would not pose a financial or administrative burden.**

Please write your answer here:



Special Events and Private Events on Public Properties

*** SP1hold: Does your department organize special events or do you help facilitate private events on public property?**

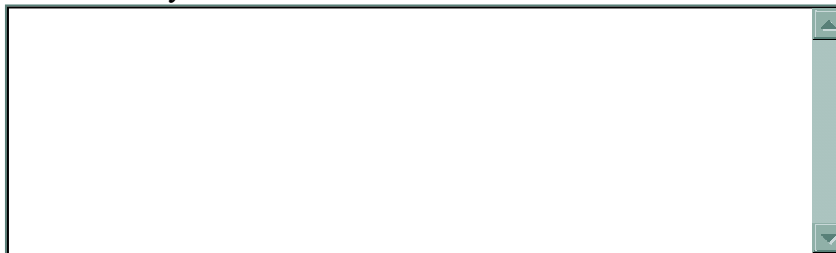
Please choose *only one* of the following:

- ☐ Yes
☐ No

[Only answer this question if you answered 'Yes' to question 'SP1hold ']

*** SP2desc: If yes, please describe briefly the type of event and what types of outside organizations are involved.**

Please write your answer here:



[Only answer this question if you answered 'Yes' to question 'SP1hold ']

*** SP3oblig: How do you ensure that both private entities and your staff are aware of their obligations to facilitate participation of individuals with disabilities in these special events or**

private events held on public property.

Please write your answer here:



Submit Your Survey.

Thank you for completing this survey..

Appendix B: Public Meeting Minutes

Meeting Minutes #1 – July 21, 2009

Meeting Minutes #2 – April 20, 2010

City of Madera
ADA Self-Evaluation & Transition Plan Update
Public Meeting #1
City Council Chambers
205 West Fourth Street
July 21, 2009
2 pm – 4 pm

Attendees

ADA Advisory Council - Lorraine Goodwin, Karan Long, David Rodriguez (Vice Chair), Cynthia Ortegon (Chair), Viola Rangel, Ray Royball

Staff Present: Wendy Silva, Donna Bender, Keith Helmuth, Jose Aguilar

5 Members of the Public

MIG Consultants: Tim Gilbert, Christine Tran

Overview

Tim Gilbert of Moore, Iacofano, Goltsman, Inc., gave a presentation on the progress of the City's ADA Self-Evaluation & Transition Plan. MIG has completed both the programmatic evaluations and facility surveys. MIG is in the process of surveying the City's public rights-of-way; annotating existing City curb ramps and sidewalks. The next steps are to continue the public rights-of-way surveying and to conduct a workshop with City staff on the development of prioritization criteria to guide the implementation of barrier removal projects.

Questions and Answers:

ADA Advisory Council: I go down to the pool Tuesdays and Thursdays for water aerobics for seniors and they have this ramp for disabled persons to get in and I asked them the other day if they had plastic wheelchairs to get in. They said they didn't. Have you looked into that, to make this public pool accessible?

MIG Staff: It depends on the perimeter of the pool, whether you need one or two means of access. There should be a lift at that pool as well. There is a purchase order for a pool lift. I talked to the supervisor of the pool and he informed me that it has been ordered and is on its way.

ADA Advisory Council: How long have you been involved in this process and at what stage are you at?

MIG Staff: We started this project in the spring of 2008, just about a year ago. We are meeting our budget and timing requirements and we are about half way through.

ADA Advisory Council: Are you in the process of correcting things that need to be corrected or is that going to happen later after it's been prioritized?

MIG Staff: Our job is to identify the problems and to provide recommendations for repairing the identified barriers. MIG and the City staff will then prioritize the barriers, and then it will be up to the City and other stakeholders to decide upon how they want to fix those barriers. We are identifying the barriers, not making corrections.

ADA Advisory Council: Chris mentioned that the lift is on the way. When you identify problems, is there somebody at the facility that you can talk to and mention to them and they went ahead and did it?

MIG Staff: I was escorted by the swimming pool facilities manager at the time and he informed me that he did put a purchase order out for a swimming pool lift and that it is on its way.

This always happens that when we go to a facility and identify ourselves, they will follow us around and provide us any information we have questions about. I think that a lot of the problems will be remedied by the time we go through the prioritization process. For example, you can also organize the report into maintenance items that can be easily done by staff and items that must go under capital improvement budgets.

ADA Advisory Council: In regards to my question about the pool ramp, because they have a ramp what about people who are in wheelchairs? I was told that some facilities provide a plastic chair that can be used in the water.

MIG Staff: There are such devices; there are beach wheelchairs that allow people to roll across the beach surface to get down to the water's edge. However it is not a regulatory requirement to have a wheelchair when there is a ramp. That would be up to the aquatics staff and their safety issues because there are safety issues about going into the water.

ADA Advisory Council: I haven't heard anything about streets and roads. Is that something you have also looked at?

MIG Staff: Our work plan is to create a map of the City streets and to annotate the location of existing sidewalks and curb ramps. Currently there is no dataset for this information. This information will help us do a gap analysis of where you have sidewalks with no curb ramps, which is a violation of ADA regulations. It doesn't address whether there is a sidewalk or not. It states where you have sidewalks, you must have curb ramps connecting to those sidewalks. With the help of the public works staff, we will also identify the locations of key government buildings, key commercial areas, and high pedestrian areas for a more detailed

survey of the sidewalks and curb ramps. This process is starting now. I would also like to hear where are the key intersections or areas where you would like further study on, so we can do that further study.

ADA Advisory Council: I understand that Madera Ave and Yosemite Ave are owned by Caltrans so that is out of the City's jurisdiction. However, Yosemite Ave, Howard Road, Fourth and Sixth Street are owned by the City and highly traveled. There is a senior center between Yosemite and Howard, so that is a high traveled area there. That is definitely an area that I would like to see looked at and make a high priority.

ADA Advisory Council: If there are no sidewalks, they are not required to put sidewalks in. If people were to go on the dirt, then they would come to the curb. They couldn't get down. You wouldn't be required to put a wheelchair ramp there?

MIG Staff: Where you have sidewalks and there are no curb ramps, yes you need curb ramps. We noticed that there are some places in the City where there are curb ramps and no sidewalks. The ADA addresses curb ramps in a couple of different ways. It says that if you have sidewalks that are broken by the street, then you need to install a curb ramp. It also says that if you overlay a street or do a substantial repair that constitutes requiring curb ramps to be installed. Also if you have sidewalks and they are dangerous with tree root deflections, drop offs at the edge, etc. those are access issues as well.

City Staff: One of the reasons why I am here today is that we are dealing with a couple of these issues right now. We have some overlay projects that are coming through and are in the midst of a debate as to whether we put the ramps in if there are no sidewalks in the area. One of the options for those locations where you're doing an overlay is whether you do a full wheelchair ramp or a depression. I'm concerned about putting wheelchair ramps where there are no sidewalks then 10 years go by because we haven't found funding for the sidewalks and the standard for the ramp changes and we end up tearing up that ramp that just didn't ever get used because there was no accessibility to get there. I don't want to throw money at something and not have it be used. I of course want to have access. My question is do I do a depression or do I do a full wheelchair ramp?

MIG Staff: I cannot answer the question generically without understanding a little bit more about the situation. We've seen a lot of new ramps that basically just sat there without any sidewalk connections. The reality there is that sidewalks as well all know are sequential, are over time as properties develop, you are required to put in sidewalks. These codes are meant for work that is required. You do your work, then the next person will fill in the rest when that time comes. My reaction is that curb ramps are required. What type of curb ramp and how that is done is a little trickier; that I don't know if I could answer your question.

City Staff: One of the things we do when we do an overlay is that we might have \$300k for the overlay and to go ahead and get accessibility up and down the roadway, we'll be spending another \$200k so the money that we garnered for the overlay, well, the project may die simply because we can't do it and we've gotten nowhere with it. There are provisions in the ADA that says if you go beyond 20% of your project cost, you are not required to do it but I'd want to try to do it if we can. This is something we should do. At the same time, I don't

want to kill a project by virtue of getting lost in this quagmire of how much should I do, should I do it, etc.

MIG Staff: That 20% rule only goes up to a project that cost of \$109k, then it becomes you have to do the whole ADA component. This rule is tied to the engineering news record. Every year it changes. It started at \$50k, now that cut off cost is \$109,857.56 as of this year. It will again change next year. Unfortunately all public works project are always over \$109k. Also the issue is that modifying existing conditions, we often say that every curb ramp is its own design problem. There is no such thing as taking a design standard and curb ramp detail and going out there and installing it because there's a drain, utility box, light pole, etc. Something is going to confound its process and not be able to simply install it the way it's drawn here on the Caltrans standards.

City Staff: I would like to work with the disabled community and try and find the best way to be able to solve some of these projects.

ADA Advisory Council: On my street (K and Olive Street near the high school), they put some new and blue water pipes in which caused a lot of holes in the streets and they're going to come and make the street pretty they said, which means an overlay I am supposing.

City Staff: They are probably going to repair the spot based upon that. I don't think we have an overlay at that location. They may just need to come back and patch it correctly.

MIG Staff: Patching or potholing by the way does not drive ADA improvements.

ADA Advisory Council: On my street there are sidewalks. On the other side there are no sidewalks, with big trees right where the sidewalk should go. I can't see these homeowners wanting to pull down these big trees that provide shade and install a sidewalk, although I would like to see that. I would like to see an accessible sidewalk for the whole street. I'm in an area near a high school where there are many kids and women with children going back and forth to the shopping centers. My priority is accessibility. When you get the City involved with the money, you have a whole other situation going on.

ADA Advisory Council: Madera has a lot of streets like that, where people walk in the middle of the streets. I think the main thing we are trying to do right now is to just start. So every project may not be 100% ramps, but that you've gotten the biggest most popular areas and start with those. We just identified lots and lots of work which is going to take many years and I don't think any city is expected to do all these projects immediately. I think if you are making reasonable progress and dividing skills across the City and not focusing on one area, that most people would be happy that they will be getting some kind of bang for their buck and acknowledgment for services for the disabled.

Public: You used the word depression. I've never heard that term. Is that a curb cut rather than a curb ramp and if so the area where people are walking along the path, I would still want to see the edges protected as if there were sidewalks.

MIG Staff: I've only heard the term depression recently. Basically it would mean a depression in the curb; it wouldn't mean anything formal to that area. The full wheelchair ramp would be in place with sidewalks.

Public: What do you mean by a depression? You've got your 6" curb, you've got the streets, the vehicular way and the dirt, mud, grass whatever. So you bring the curb down, so there's curb edges. You want to protect those edges, if you forget about it being grass or sidewalk. You have the vehicular way, the 6" curb, and then the area without a sidewalk. If there were sidewalks and you don't protect those edges with side slopes, then it's a cut. By ADA standards, you need to protect that. You don't want to build a danger.

ADA Advisory Council: I hope this includes alley ways too. There are lots of alleyways in Madera.

MIG Staff: This whole public pedestrian rights-of-way issue has been undergoing a lot of new thinking. There are new studies about how to do driveway crossings, when to do truncated domes across a driveway, etc. Everyone is working really hard to try to keep up.

ADA Advisory Council: In the 50's when they started building developments around the City, they didn't require sidewalks. And I don't know if they're requiring now in new developments but there are an awful lot of areas in this City without sidewalks. They figure everyone is going to use the streets. That makes it dangerous for children, elderly walking down the street. What are they required to do about this?

MIG Staff: That is an important question but it is outside the scope of our survey and studying but what we are challenged to do is look at where there are sidewalks and curb ramps, and where there needs to be sidewalks and curb ramps. Furthermore, we will identify those areas where there are sidewalks, really important areas where if there are improvements and repairs, where they should be made first. The ADA states that you make improvements:

1. around government buildings,
2. around commercial areas
3. around places of employment like factories and workplaces
4. the neighborhoods that receive complaint or requests from people with disabilities.

ADA Advisory Council: Even you're asking about Madera specifically and what area is really needed, Yosemite obviously because it's a main street. However Yosemite East is owned by Caltrans. If Yosemite can't be fixed, obviously Sixth Street has to because that's an alternative route to the downtown area. Where does that fall under school systems?

MIG Staff: Schools might be construed under government facilities list. The ADA is very brief about this; they don't give a lot of guidance. I think it's state, federal, local agencies. Sometimes put the burden on sidewalk repairs on property owners.

ADA Advisory Council: With regard to the actual plan, you said you're half way completed with it. How is that organized? Do you have all the sites identified and now you just need to work on what is required? How does that work?

MIG Staff: The facility surveys have been 100% completed. We are doing some data quality control on those surveys, to make sure everything is correct. We are now ready to begin the initial prioritization process with the City staff. On the public rights-of-way side, we are just beginning the process of identifying where the sidewalks and curb ramps are. We will prepare a draft map of where those detailed surveys should be done. City staff, and then your council review it for additions or subtractions, confirmation. We are relying on City staff on where the hotspots are first because they know where the public buildings are.

ADA Advisory Council: I noticed they put curb cuts all around D Street from Yosemite to Cleveland, which is the big artery. What about Lake Street? Lake Street goes further south than D Street. I don't think all of them have sidewalks.

MIG Staff: Going back to the programmatic and policy side, are there any areas you have concerns about? Such as staff interaction, training, alternative formats, etc?

ADA Advisory Council: Seems to me that every time you talk to the City about improvements, they never have money. I don't know if they actually don't have money or they're just putting us off.

MIG Staff: I can't speak for the City or the financial resources of the City, but we will report and try to look at the funding issues. We will try to report what is currently done in terms of resources with engineering and public works, ADA improvements, etc. Often times ADA improvements are integrated with other things they're doing as well. When you're doing a pedestrian signal that is an ADA improvement and a public works improvement. Therefore it is hard sometimes to figure out if it is ADA improvements specifically. I recommend to the City in our report good record keeping be instituted that you can record every year the improvements of access.

ADA Advisory Council: In reviewing your presentation, I saw that you had \$400 for a stop sign?

MIG Staff: Tow-away signs are \$400. It is the warning sign that needs to be the parking lot. The product, the labor involved would be around \$400. The new requirement in the 2007 building code requires another sign stating "\$250 Minimum Fine."

ADA Advisory Council: I was listening to the news and now the governor or the state is taking the gas money. How is that going to impact the City? Will the City have the financing or will the City be short on money?

City Staff: The fear right now is that it will impact our maintenance department. You may see potholes sitting out in the streets a little bit longer. It could filter its way into the delivery of projects but we've only in the last few days only seriously contemplating it. Just prior to their vote they have in fact said that they are going to take highway user tax funds and more than likely there will be lawsuits.

MIG Staff: Let me also comment on criteria that could also prioritize improvements. We've listed some criteria in the power point presentation. Are there any others you can think of or weigh in on this list to let us know that this is a reasonable list?

ADA Advisory Council: I think it is a very good list. Some of the things we'd be looking at would include the public use, social needs, program uniqueness, etc. They would all be enveloped into that one building. I think going through those criteria are very good and helps people in general on how we're addressing these problems.

ADA Advisory Council: My suggestion is also adding areas where there have been some types of personal injury to the community or more specifically the disabled community that will need immediate repair due to potential danger. First on the list should be hazards.

Public: The sidewalk on both sides of the driveway running along H Street and Hwy 99 are very steep and broken up sidewalks. I think this is a big priority. Also, I know this isn't the only municipality that says this but the specs keep changing for curb ramps. But if they're read wrong and put in that didn't comply with state or federal it looks like the code got changed that many times, but if it's not put in correctly in the first place, I would like the specs to be run by the committee so that it doesn't get read wrong and put in. The City needs to systemically pull thing together, to really think that when you do your design that it involves crosswalk. It needs to show the crosswalks so it can meet the criteria.

MIG Staff: The issues of diagonal curb ramps are difficult because it does direct people out into the middle of the intersections. Another issue of course is the slope of the curb ramp, which is max of 8.33%, and the gutter is often times steeply sloping towards the curb ramps and when you add them up, your wheelchair will hit the roadway surface before getting to the ramp.

ADA Advisory Council: One instance is by the post office. I don't know if there is a hump or something but when I look straight down, I scrape the footrest and it's scary.

ADA Advisory Council: Another issue is the mud or dirt collecting below the curb ramp.

Public: We talked about training earlier, about training staff on how to properly put in truncated domes. The corner of H and 4th Street where they've attempted a good thing where they took the sidewalks on both sides but they put the truncated domes on the sidewalk where the information on the truncated dome is suppose to be that you're going into a vehicular way and that tells the visually impaired person to stop but yet it's in the sidewalk. Staff that doesn't understand that application, there should be more advice and asking of the disabled community before putting truncated domes down. We need these applications done like the curb ramps. We also need to teach staff to ask the community it impacts.

Public: I would also like to comment that you should include more pictures in the power point presentation. When you were talking about depressions and truncated domes, I did not have an understanding of those terms. It would be helpful to include more pictures so people can understand what you were talking about.

ADA Self-Evaluation & Transition Plan Update

MIG Staff: I really appreciate your time and you've been forthcoming. You'll hear from us again. You'll get progress reports from Wendy. We'll also have another public meeting to review the Draft Plan. Thank you again.

City of Madera
ADA Self-Evaluation & Transition Plan Update
Public Meeting #2
City Council Chambers
205 West Fourth Street
April 20, 2010
2 pm – 4 pm

Attendees

ADA Advisory Council

Cynthia Ortegon, Chairperson
Ray Royball, Councilmember
Karan Long, Councilmember
Viola Rangel, Councilmember
Loraine Goodwin, Councilmember

City Staff

Wendy Silva, Director of Human Resources

MIG Consultants

Tim Gilbert
Yuri Jewett

General Public

Two people

Overview

Tim Gilbert of Moore, Iacofano, Goltsman Inc. (MIG) opened the discussion with a PowerPoint presentation that outlined the requirements of the ADA. He reminded the public that an ADA Self-Evaluation and Transition Plan is based on Title II of the ADA and therefore only addresses the public sector. Places such as restaurants and grocery stores fall under Title III, and is not a part of an ADA Self-Evaluation and Transition Plan.

He noted that the programmatic aspect of the plan was emphasized, and recommendations were made per the Self-Evaluation analysis which included: policy, customer service, outreach and printed information, staffing and training.

He then reported on the facility component of the Plan and posted the Transition Plan to the public; a chart showing the schedule of barrier removal per facility.

Advisory Council – What criteria were used to decide the assigned year of the Transition Plan?

City – Everything was prioritized in pieces. We prioritized as whole, then, we looked at each building and looked at the dollar amounts. We tried to take a few from each category. Community Centers were based on level of use, and type of service offered. The golf course for example is highly used, but the Parks Administration is more used for signing up for classes etc. and we felt there were more people needing that service than to play golf. We used the total cost to repair the facility help us prioritize as well.

Tim Gilbert then presented the Public Rights-of-Way component of the plan. He explained that 129 curb ramps are scheduled to be built for 2009-10. The City to date has built approximately 100 curb ramps and is moving forward. The primary purpose of this analysis was to identify the gap closure, followed by a hazardous conditions evaluation.

Advisory Council – Have these curb ramps been analyzed?

MIG – Only the curb ramps located in the downtown core and designated high priority pedestrian areas have been analyzed in detail.

The group then agreed to provide all additional comments related to the plan by May 15, 2010.

General Comment, Questions and Answers:

Advisory Council – How will you address the cost component of the plan? Won't these costs will change over time?

TG – You can add an escalation percentage. The public works department will know how to handle that.

Advisory Council – You did a good job. I would like to see it on a disc. Is there stimulus money left?

City – It has been spent.

Advisory Council – We are happy with what you have done, the City did a good job, it's a work of art.

Advisory Council – I'm very impressed. Do you do training?

MIG – Yes. We're working with the City of Napa for staff training. Public Sector accessibility consulting is what we do.

Advisory Council – What about Parks improvement. Are you involved with that

Advisory Council – There is a component of the General Plan that addresses Parks improvement.

Advisory Council – Are we able to encourage other Cities to do this work?

MIG – There is a difference when you engage with the community in the process vs. from a risk management method.

Advisory Council – There's a misconception in Madera that it's an old building you don't have to fix it!

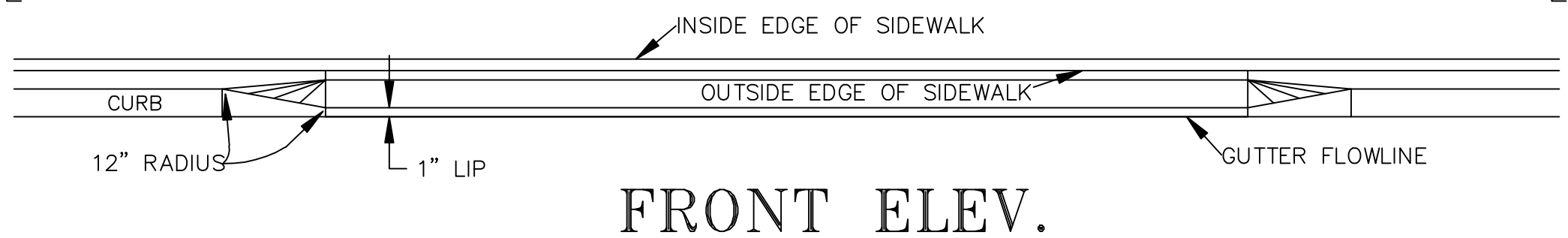
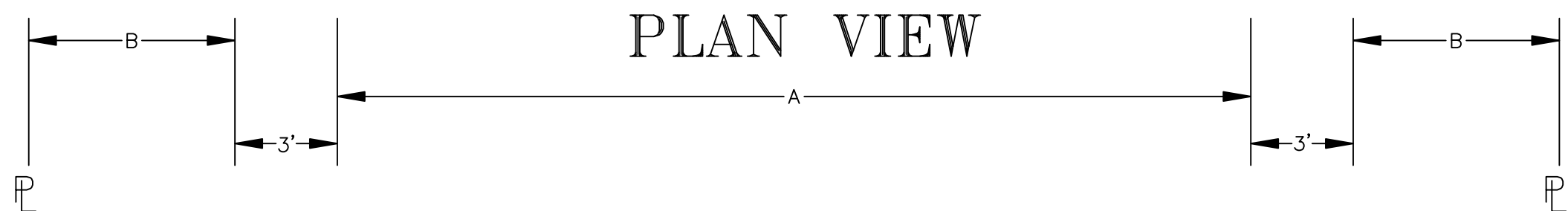
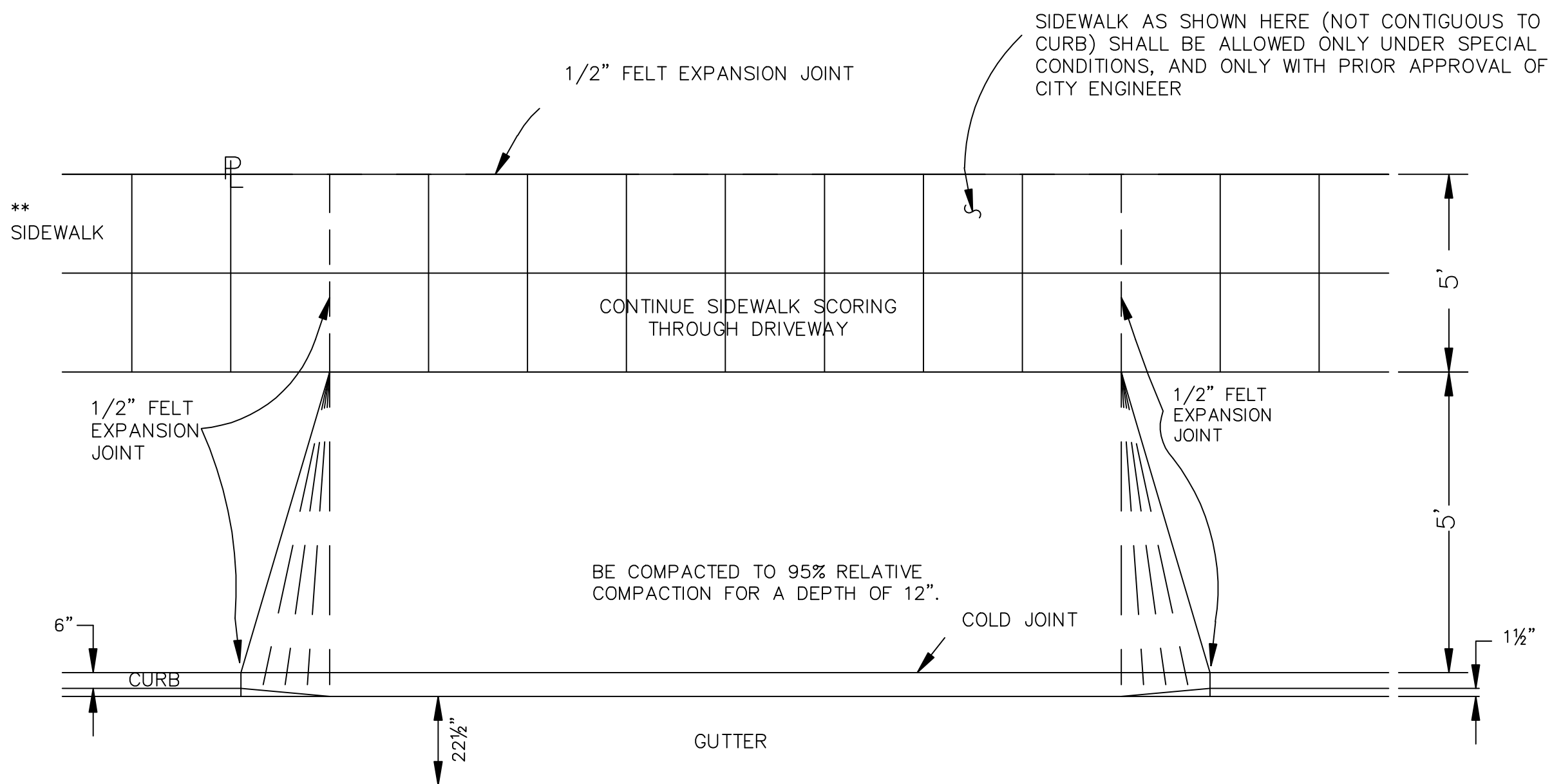
MIG – Readily achievable is the law. It's really on a case by case basis.

Advisory Council – If someone pulled a permit it would be great if they knew there was an existing complaint.

Advisory Council – I think there is a discrepancy with Appendix D. The form seems to be for potholes and not onstreet parking.

MIG – We will confirm this and include it in the Final document.

Appendix C: City Standard Pedestrian Rights-of-Way Construction Details



**
NON-PIGMENTED HUNTS PROCESS CURING
COMPOUND (OR EQUAL) TO BE EMPLOYED
ON ALL SIDEWALK SURFACE AFTER POURING.

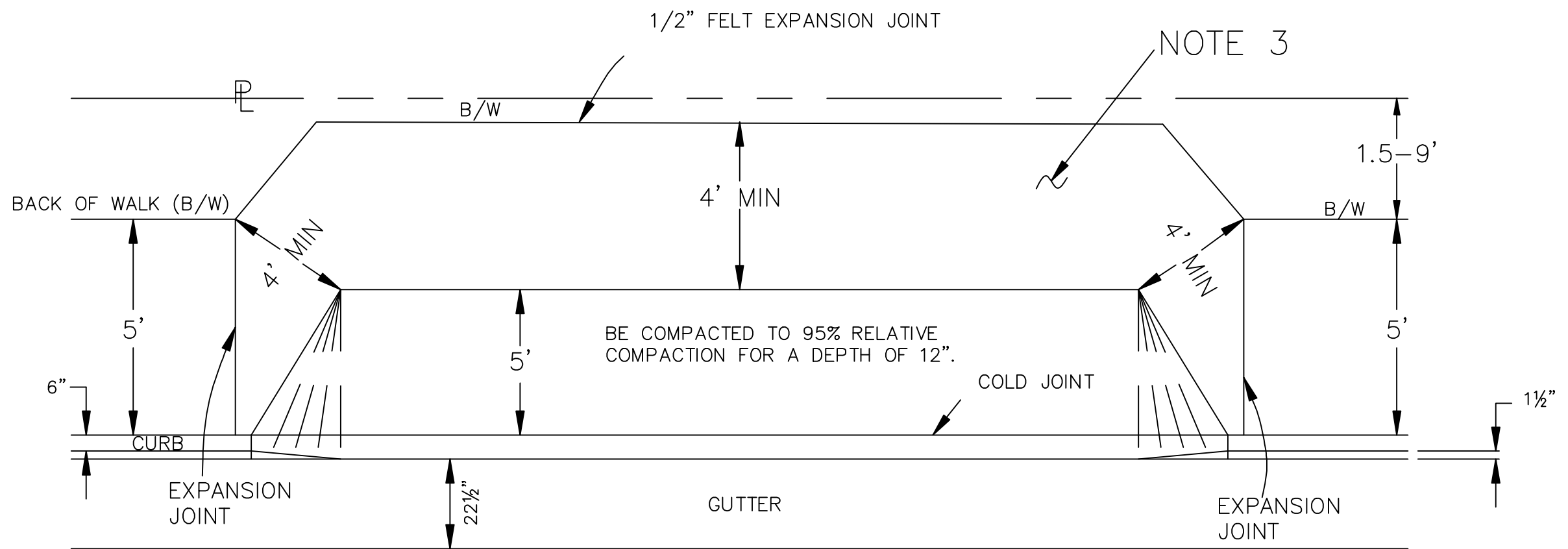
- NOTES:
1. CONSTRUCTION OF APPROACHES WIDER THAN STATED MAXIMUMS MAY BE ALLOWED SUBJECT TO PRIOR APPROVAL FO THE CITY ENGINEER.
 2. IN MOST CASES, SIDEWALKS ARE TO BE CONSTRUCTED CONTIGUIOUS TO CURB.
 3. SUB-GRADE UNDER SIDEWALK SHALL HAVE A RELATIVE COMPACTION RATE OF 90%.
 4. SUB-GRADE UNDER CURB & GUTTER SHALL HAVE A RELATIVE COMPACTION RATE OF 95%.

TYPE PROPERTY	"A" , MAX.	(NOTE 1) "A", WITH APPROVAL ONLY	"B"
RESIDENTIAL	1 - 25', OR 2 TOTALING 30' IF FRONTAGE EXCEEDS 75'	MAX. 1, 40% OF FRONTAGE, UP TO 50'	3'
COMMERCIAL	35' MAX. EA., NOT MORE THAN 50% OF FRONTAGE SHALL BE DRIVEWAYS	70' MAX. EA., NOT MORE THAN 50% OF FRONTAGE SHALL BE DRIVEWAYS	5'
INDUSTRIAL	50' MAX. EA., NOT MORE THAN 50% OF FRONTAGE SHALL BE DRIVEWAYS	70' MAX. EA., NOT MORE THAN 50% OF FRONTAGE SHALL BE DRIVEWAYS	5'

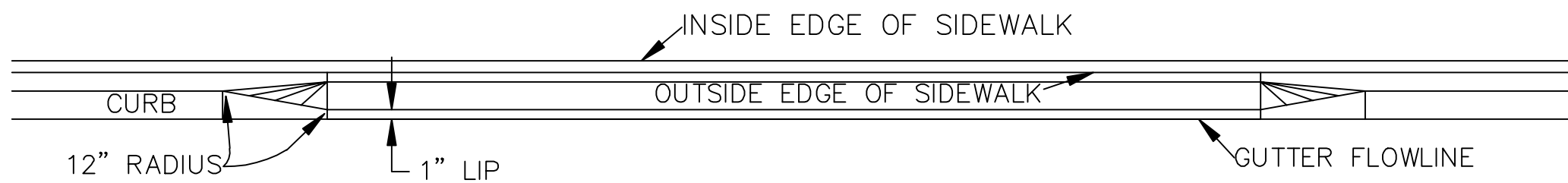
SIDEWALK AND APPROACH DETAIL - 1

REF. & REV.
AUG. 2008

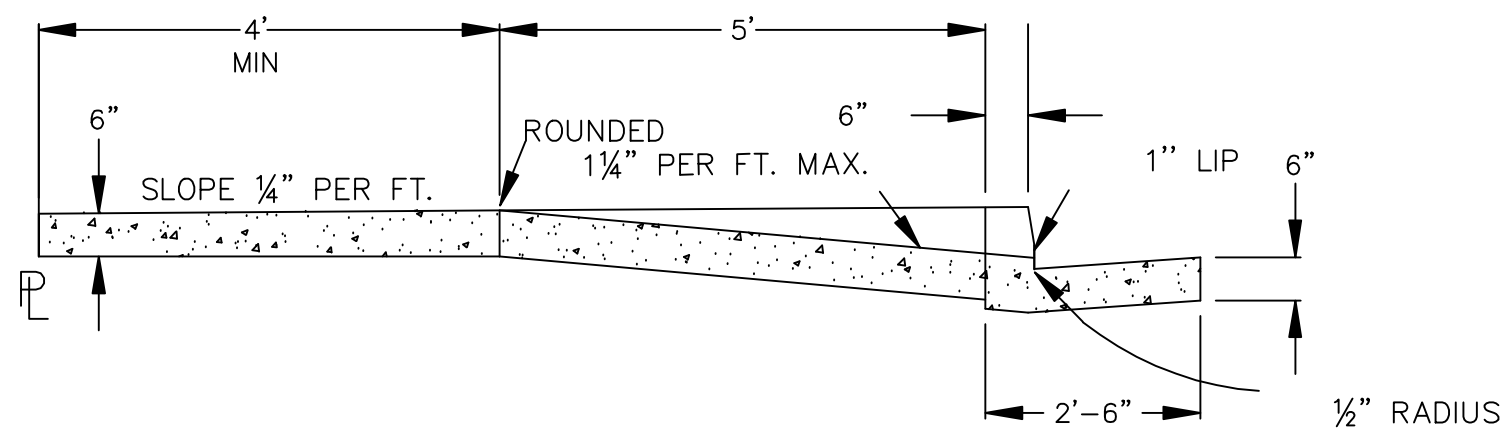
CITY OF MADERA
ST-13A



PLAN VIEW



FRONT ELEV.



SIDE ELEV.

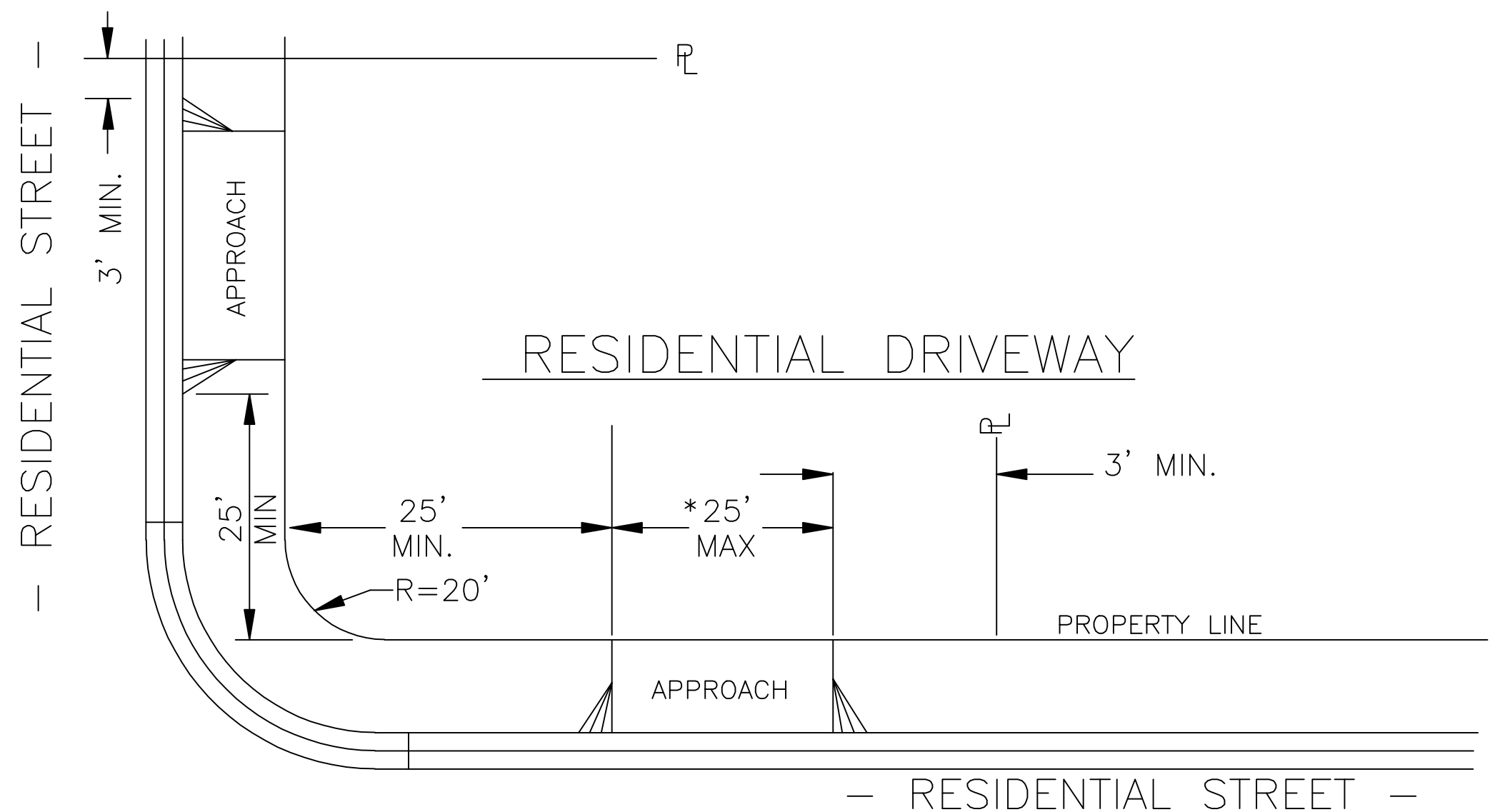
NOTES:

1. CONSTRUCTION OF APPROACHES WIDER THAN STATED MAXIMUMS MAY BE ALLOWED SUBJECT TO PRIOR APPROVAL OF THE CITY ENGINEER
2. IN MOST CASES, SIDEWALKS ARE TO BE CONSTRUCTED CONTIGUOUS TO CURB
3. EASEMENT MAY BE REQUIRED TO ALLOW FOR MINIMUM 4' WIDE SIDEWALK
4. SUB-GRADE UNDER SIDEWALK SHALL HAVE A RELATIVE COMPACITON RATE OF 90%.
5. SUB-GRADE UNDER CURB & GUTTER SHALL HAVE A RELATIVE COMPACTION RATE OF 95%.

**
NON-PIGMENTED HUNTS PROCESS CURING COMPOUND (OR EQUAL) TO BE EMPLOYED ON ALL SIDEWALK SURFACE AFTER POURING.

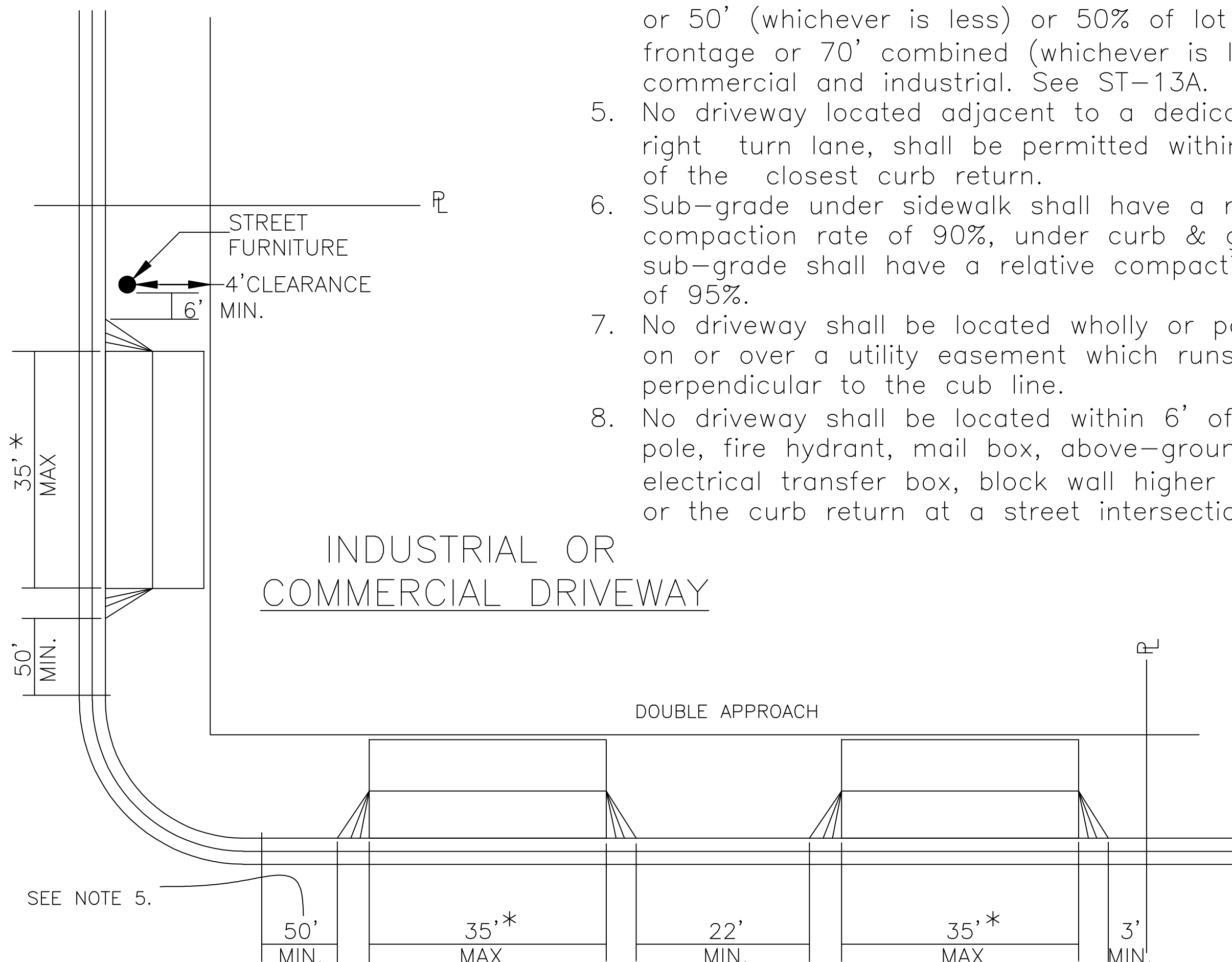
TYPE PROPERTY	"A" , MAX.	(NOTE 1) "A", WITH APPROVAL ONLY	"B"
RESIDENTIAL	1 – 25', OR 2 TOTALING 30' IF FRONTAGE EXCEEDS 75'	MAX. 1, 40% OF FRONTAGE, UP TO 50'	3'
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INDUSTRIAL	50' MAX. EA., NOT MORE THAN 50% OF FRONTAGE SHALL BE DRIVEWAYS	70' MAX. EA., NOT MORE THAN 50% OF FRONTAGE SHALL BE DRIVEWAYS	5'

STREET R/W	CURB FACE TO P/L
NEW 100'	10'
OLD 100'	14'
NEW 80'	10'
60' (OLDER)	12'
60' (NEWER)	10'



NOTES:

1. 22' minimum distance between double approaches.
2. Concrete shall be Class "A" (6 sack).
3. Expansion joints 1/2" wide shall be installed on both sides of approach at right angles to back of curb.
4. Driveways wider than stated maximums may be allowed under certain conditions with approval of the City Engineer. In no case will driveways be allowed to exceed 40% of residential lot frontage or 50' (whichever is less) or 50% of lot frontage or 70' combined (whichever is less) for commercial and industrial. See ST-13A.
5. No driveway located adjacent to a dedicated right turn lane, shall be permitted within 150' of the closest curb return.
6. Sub-grade under sidewalk shall have a relative compaction rate of 90%, under curb & gutter sub-grade shall have a relative compaction rate of 95%.
7. No driveway shall be located wholly or partially, on or over a utility easement which runs perpendicular to the curb line.
8. No driveway shall be located within 6' of a light pole, fire hydrant, mail box, above-ground electrical transfer box, block wall higher than 2', or the curb return at a street intersection.



**SIDEWALK AND
APPROACH DETAIL - 3**

REF. & REV.
MARCH 2005
FEBRUARY 2006
AUG. 2008

CITY OF MADERA
ST-14

Appendix D: Sample Citizen Request Form

POTHOLE REPAIR PUBLIC REQUEST / INTERDEPARTMENTAL COMMUNICATION

Subject: _____ Nature of Request: _____

Reported By: _____ Address: _____ Phone: _____
Received By: _____ Department: _____ Date: _____
Department (s) Referred To: 1. _____ Received By: _____ Date: _____
2. _____ Received By: _____ Date: _____

Action Taken: (Include Recommendations, if any) _____

Approved By: _____
Department Head Director