

**City of Madera ADA Advisory Council  
City Hall Council Chambers  
205 W. 4<sup>th</sup> Street, Madera, CA 93637  
Regular Session Agenda  
January 16, 2024 3:30 p.m.**

Notice is hereby given that the ADA Advisory Council will hold a regular meeting Tuesday, January 16, 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](mailto: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  
Cynthia Ortegón- Vice Chairperson  
Jack Porter  
Diana Robbins  
Saim Mohammad  
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 October 17, 2023
2. Nomination and Election of Chairperson and Vice Chairperson – Wendy Silva
3. Discussion of ADA Advisory Council areas of focus – Chairperson Becker
4. Discussion of ADA Awareness Month and opportunities to raise disability awareness – Vice Chairperson Ortégón
5. Discussion of reflective wristband campaign with Madera Police Department for pedestrian safety – Lieutenant Gonzalez
6. Discussion of sending a letter of support to the Madera Police Department regarding their ongoing grant applications and acquisition of traffic, speed, and intersection cameras for improving pedestrian safety – Chairperson Becker
7. Discussion regarding sending a letter to Senator Caballero in support of increasing the supply of disability and senior housing – Chairperson Becker
8. 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, February 20, 2024

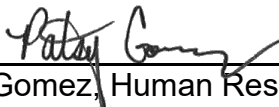
---

- 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) 661-5401 or by email at [hrinfo@madera.gov](mailto: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) 661-5400, option 8, or emailing [hrinfo@madera.gov](mailto: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. 4<sup>th</sup> 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) 661-5400, option 8 or [hinfo@madera.gov](mailto:hinfo@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 conduct of the meeting, please contact the Human Resources Office at (559) 661-5400 option 8.
  - Para asistencia en español sobre este aviso, por favor llame al (559) 661-5401.
- 

I, Patsy Gomez, 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 January 16, 2024, near the front entrances of City Hall no later than 5:00 p.m. on January 12, 2024.

  
\_\_\_\_\_  
Patsy Gomez, Human Resources Technician II      Date      1/12/2024

ALL CITY EMPLOYEES AND THE PUBLIC ARE WELCOME TO ATTEND

City of Madera ADA Advisory Council  
City Hall Council Chambers  
205 W. 4<sup>th</sup> Street, Madera, CA 93637  
**REGULAR MEETING MINUTES**  
October 17, 2023, 3:30 p.m.

A regular meeting of the Madera ADA Advisory Council was scheduled for 3:30 p.m. on Tuesday, October 17, 2023, in the City Council Chambers. The meeting was also available to members of the public by Zoom video conferencing.

ROLL CALL:

| <b>Advisory Councilmember Name</b>                 | <b>Present</b> |
|--|----------------|
| DJ Becker, Chairperson                             | Y              |
| Jack Porter  | N              |
| Cynthia Ortégón, Vice-Chairperson                  | Y              |
| Diana Robbins                                      | Y              |
| Gladys Marroquin                                   | N              |
| Saim Mohammad                                      | Y              |
| <b>City Staff Present</b>                          |                |
| Wendy Silva, Director of Human Resources           |                |
| Patsy Gomez, Human Resources Technician II         |                |
| Ismael Hernandez, Public Works Operations Director |                |

**OTHERS PRESENT:** None

Chairperson Becker called the meeting to order at 3:33pm.

Public Comment:

No public comment.

Business Matters

1. Approval of Minutes – Meeting of September 19, 2023. Councilmember Mohammad moved to approve the minutes as presented; motion seconded by Councilmember Robbins. All council members voted yes to approve the minutes.
2. Report on participation in Old Timers Day parade  
Councilmember Mohammad shared that the parade had a really good turnout. Vice-Chairperson Ortégón mentioned her scooter died and she did not get to participate in much of the parade, but the City Manager and the police helped her find her way back home. Chairperson Becker would like to pass out flags at the parade next year.

3. Continued discussion of accessibility concerns regarding front door to City Finance Department. Vice Chairperson Ortegón reported that this topic dates back to 2018 when concerns were first raised with City Manager Arnoldo Rodriguez. Wendy shared that Ismael Hernandez and his team from Public Works have been looking at feasibility and will have an update forthcoming. Ismael confirmed that staff is still looking at options for doors, ways to get electricity to the location, and different cost options. He anticipates that an update should be available for the December 2023 ADA Advisory Council meeting.
4. Discussion of City sidewalk repair program and update on Community Development Block Grant (CDBG) funded sidewalk repairs (Ismael Hernandez, Public Works Operations Director). Ismael shared a PowerPoint update. City staff is performing the work in-house to maximize the \$500,000 CDBG grant funding that was allocated for sidewalk repairs. To date, Public Works has replaced 3,343 linear feet of sidewalk at 84 separate locations, eliminating over 300 trip hazards. Additionally, Ismael shared that City management and staff are also considering ways to expand the program to include sidewalk infill areas where there are currently no sidewalks at all. Wendy shared that the data from the sidewalk survey conducted in 2020 / 2021 has been provided by the ADA consultant and all City departments are currently reviewing the preliminary draft.
5. Discussion of 311 Reporting Application (Chairperson Becker). Chairperson Becker opened discussion around the 311 reporting application, which is a part of the Tyler Munis system. This feature would be a way for residents to report a variety of City-related issues on concerns via their cell phones. 311 feeds information into a work order system, which then signals the appropriate department to handle citizen reports. Wendy confirmed via invoices that the City owns the licensing for the product. The next step will be for the new IT Director (anticipated hire for December / January) to partner with the Public Works Operations Director to determine what pieces have already been built and what still needs to be accomplished in order to implement the system. Wendy clarified that this is not a “plug and play” system, and the pieces truly need to be designed in order to suit the City’s specific needs and function properly, which makes for a more complex onboarding process. Ismael echoed Wendy’s statements, adding that he is also reviewing proposals for other systems with similar functionality. Ismael mentioned that part of the onboarding process will need to include a soft launch for employees to utilize and test the system before rolling it out to the public. Chairperson Becker asked whether we can assign designated staff or phone numbers to receive public requests so that the public feels they are receiving a timely response while we wait for the reporting app. Ismael verified that Public Works has a direct number and two staff members who monitor the line for calls and voicemails, as well as responding to written requests. Wendy added that City departments have group email addresses available via the City website as another public contact option. Chairperson Becker wishes to send a letter of request to the City Council, reiterating the ADA Advisory Council’s desire to prioritize the reporting app implementation, along with the accessibility modifications on the City finance department doors.
6. Advisory Councilmember Reports  
Wendy reported that once she receives the Self Evaluation & Transition Plan, she will put it on the agenda for the next meeting. Chairperson Becker asked Ismael if the department is using a grinder to grind asphalt and has a few spots that could use a grinder. Ismael shared

that he works with a company that uses a patented sidewalk shaving technique that is faster than grinding.

Meeting adjourned at 4:27 p.m.

Respectfully Submitted,

Accepted,

\_\_\_\_\_  
Patsy Gomez  
HR Technician II

\_\_\_\_\_  
DJ Becker  
Chairperson

Date: \_\_\_\_\_

Date: \_\_\_\_\_