

**City of Madera ADA Advisory Council
City Hall Council Chambers
205 W. 4th Street, Madera, CA 93637
Regular Session Agenda
July 15, 2025 3:30 p.m.**

Notice is hereby given that the ADA Advisory Council will hold a regular meeting Tuesday, July 15, 2025, at 3:30 p.m. in the City Council Chambers for the following purpose:

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

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

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

Roll Call

Jack Porter-Chairperson
Cynthia Ortégón-Vice Chairperson
Saim Mohammad
Diana Robbins
Gladys Marroquin
Sipho Munyaradzi

PUBLIC COMMENT:

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

Business Matters

1. Approval of Minutes – Meeting of June 17, 2025
2. Discussion regarding participation at Madera District Fair September 4-7, 2025
3. Discussion regarding participation in Old Timers Day Parade and Booths in the Park September 27, 2025
4. Advisory Councilmember Reports
This portion of the meeting is reserved for the Advisory Council members (1) to make brief reports on attendance at other boards, committees, public agencies, and/or public events, (2) to request updates, (3) to initiate future agenda items.

Adjournment

Next Regular Meeting will be Tuesday, October 21, 2025

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

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

- Questions regarding the meeting agenda or the conduct of the meeting, please contact the Human Resources Office at (559) 661-5404.
 - Para asistencia en español sobre este aviso, por favor llame al (559) 661-5401.
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I, Erica Gaitan, Human Resources Technician II for the City of Madera, declare under penalty of perjury that I posted the above Madera ADA Advisory Council Agenda for the Regular Meeting of July 15, 2025, near the front entrances of City Hall no later than 5:00 p.m. on July 10, 2025.

<u><i>Erica Gaitan</i></u>	<u>07/10/2025</u>
Erica Gaitan, Human Resources Technician II	Date

ALL CITY EMPLOYEES AND THE PUBLIC ARE WELCOME TO ATTEND

City of Madera ADA Advisory Council
City Hall Council Chambers
205 W. 4th Street, Madera, CA 93637
REGULAR MEETING MINUTES
June 17, 2025, 3:30 p.m.

A regular meeting of the Madera ADA Advisory Council was scheduled for 3:30 p.m. on Tuesday, June 17, 2025, in the City Council Chambers. The meeting was also available to members of the public by Zoom video conferencing.

ROLL CALL:

Advisory Councilmember Name	Present
Jack Porter, Chairperson	Y
Cynthia Ortégón, Vice Chairperson	Y
Saim Mohammad	Y
Diana Robbins	Y
Gladys Marroquin	N
Sipho Munyaradzi	Y
In-Person City Staff Present	
Joseph Hebert, Director of Parks & Community Services	
Lieutenant Mark Adams, Madera Police Department	
Wendy Silva, Director of Human Resources	
Erica Gaitan, Human Resources Technician II	
In-Person Members of Public	
0	
Zoom Attendees	
0	

OTHERS PRESENT: None.

Chairperson Porter called the meeting to order at 3:32pm.

Public Comment:

No public comment.

Business Matters

1. Approval of Minutes – Meeting of May 20, 2025. Councilmember Robbins made a motion to approve the minutes as presented; motion seconded by Councilmember Munyaradzi. All council members voted yes to approve the minutes. Motion passed unanimously.

2. Lion's Town & Country Park Trail Improvement Project was presented by Joe Hebert, Director of Parks & Community Services. The upcoming development was stated to have had 8 bids for the project, which was \$1.5 million. Two of the closest bids were within \$10,000 of each other and are in a current dispute but being worked out with legal counsel with an expected response within the next 4 days. The trail will be ADA compliant with a width of 48 inches, versus the minimum ADA requirement of 36 inches. Expectancy is 24 inches on each side with 2 lanes and measuring just under a mile in length. Director Hebert is hopeful to break ground sometime in July 2025 and happy to return with any updates. The trail will be very conversant in access points for ADA. A batting cage was also mentioned to be on a project list (non-mechanical) with an ADA accessible sidewalk portion. Chairperson Porter questioned if there are plans to do much more than the original 1972 asphalt. Director Hebert assured the trail to be much better and possibly lined with brick to sustain the longevity of the trail and avoid potholes. However, the trail will not lead over any bridges, but will have as many access points as possible and the trail will extend out further to develop an actual loop. Director Hebert further discussed that the current bids came in lower than expected, leaving available funds of about \$650,000 to repave the parking lots and possibly establish a new larger playground structure. Vice Chairperson Ortégón mentioned no sidewalk from Granada Drive to Schnoor Ave and through the park, however Director Hebert confirmed that resolution for her concern will not be included in this trail project of the Lions' Town & Country Park. Councilmember Munyaradzi questioned the amounts for bids/project and other ADA clearances. Director Hebert answered with the bid approximately a little over \$800,000 and advised that the slope will be flat and to make it flat all the way around, free from dips and sways as it currently is. In addition to the project, a requirement of the Parks team was to be very cognizant of the existing trees and have an arborist assure there is no disturbance of any of the nature that currently exists. Discussions continued further with restroom concerns, including a prior request for consideration of adult changing tables, and the advisory council was assured that the restroom facilities open each day about 6:30 a.m. Any other restroom renovations, outside the most recent restroom between field 1 and 2 will require additional funding. Councilmember Munyaradzi suggested a plan to collectively walk the park trail to address other areas of concerns such as signage and drop off points. Director Herbert spoke on attempting to address the worries of the drop near the fountain and remedy any peaks and valleys, leveling out accordingly. The councilmembers further discussed the high amounts of traffic and usage of the park. Director Hebert shared 7 – 11 future CIP projects are in process, which include the trail, in addition to receiving funding to redesign the pool area.
3. Discussion of enforcement of sidewalk accessibility with Regard to Mobile and Transient Vendors was presented by Operations Lieutenant Adams from Madera Police Department. Lt. Adams reported on recent mobile vendor enforcement efforts overseen by the Police Department's Code Enforcement division. A joint operation conducted last month with Public Health officials targeted mobile vendors, primarily unlicensed ones, resulting in over 20 vendors being cited and food confiscated during a 6-hour operation. There are various other codes and laws that can be enforced just depending on the situation. Enforcement generally focuses on compliance with

local regulations, including business licensing and public safety codes, example being able to maintain 36 inches of unobstructed sidewalk space per Municipal Code 3.4.01. Lt. Adams advised that currently there are 4 full-time Code Enforcement Officers, and although they are stretched across various responsibilities, mobile vendor issues receive attention as resources allow. Chairperson Porter questions code enforcement availability to report after 5-6:00 pm, when he perceives vendors most dominant. Lt. Adams encouraged members to bring to the Police Department's attention, and they will attempt to address as quickly as possible and hold them accountable enforcing action on them. Police Officers may also engage in after-hours checks and field interviews, especially when Code Enforcement is unavailable. Lt. Adams mentioned that Public Health also has their own guidelines and laws that they're able to enforce, and actions that Madera Police Department or Code Enforcement is unable to. Frequent activity surrounds the holidays, such as Valentine's Day and Mother's Day, where you have a lot of vendors come en masse. Typically, they'll get a list of the people that are approved, have the permits to be able to set up and their locations. This allows to fine tune where the focus of enforcement lies for unlicensed vendors. Enforcement typically begins with a Notice of Violation. If the vendor repeats the violation, monetary fines are imposed starting at \$120, escalating up to \$1,000. Chairperson Porter raised concerns about an unlicensed strawberry vendor regularly setting up at Schnoor Ave and Riverview, obstructing sidewalks and posing accessibility issues. Lt. Adams encouraged residents to report such instances for follow-up enforcement, was unable to confirm if residential vendors were permitted, but may be able to gather more information concerning business licensing at a later date. Councilmember Munyaradzi questioned if vendor licensing requirements are meant to be ADA compliant. Lt. Adams acknowledged these concerns but noted that specific licensing details would need to be confirmed with the appropriate department.

4. Discussion of Standard Meeting Frequency for the ADA Council was presented by Chairperson Porter (**item continued from May 20, 2025, meeting**) and suggested meeting quarterly, (similar to Transit Advisory Board). Wendy Silva, Director of Human Resources, was able to provide information concerning the current bylaws indicate ADA to meet monthly. Those bylaws can be amended with a request to City Council with a potential to meet quarterly, noting meetings can also be called by the chair if a situation requires a more frequent meeting, such as emergency meetings, etc. Chairperson Porter discuss with fellow councilmembers and their availability. The need for a July meeting would be of a benefit to discuss upcoming events, such as Madera County Fair and Old Timers Parade participation. Tentative schedule was suggested by Director Wendy Silva to meet in July, October, January, and April. Vice Chairperson Ortégón suggest moving meeting time from 3:30 p.m. to an earlier time frame in the morning, but after much discussion amongst other councilmembers availability and the notion of not increasing participation, the suggestion came forth based on meeting frequency, rather than time change. Vice Chairperson Ortégón made a motion to move to quarterly on the new suggested schedule, Councilmember Munyaradzi seconded, all in favor, motion passed unanimously.

5. Advisory Councilmember Reports: Chairperson Porter announced an upcoming event for the 4th of July at Madera Fairgrounds sponsored by the Greater Madera Kiwanis. Vice Chairperson Ortégón recognized Councilmember Diane Robbins on her most recent accomplishment of her Master's Degree at Bible Based School of Theology and Councilmember Robbins invites anyone to attend her church at Second Baptist on A Street.

Meeting adjourned at 4:13 p.m.

Respectfully Submitted,

Accepted,

Erica Gaitan
HR Technician II

Jack Porter
Chairperson

Date: _____

Date: _____