

**Americans with Disabilities Act (ADA)  
Compliance Advisory Committee**

MINUTES

Meeting Date: May 23, 2007

Meeting Time/Place: 6:00 p.m., City Manager's Conference  
Room, Pacific Grove City Hall

1. **Call to Order** 6:00 p.m.
2. **Roll Call.** Present: Carmelita Garcia, Chair; Lisa Bennett, City Council Representative, Pat Herrgott, Wayne Johnson, Robin Whiteley; Staff: Jon Biggs, Community Development Director, present. Absent: Sue Renz, Vice-Chair; Bob Davis, Secretary.
3. **Approval of Minutes.** On a motion by Bennett/Herrgott the minutes of the meeting of April 25, 2007, were approved 5-0.
4. **Oral Communications**—None
5. **Committee Member and Staff Announcements**—None
6. **Correspondence**--None
7. **Old Business**
  - a. **2007 Community Resource Fair.** To be held August 4, 2007, 10:00 a.m. to 4:00 p.m., at Sally Griffin Center, Pacific Grove. Whiteley/Bennett/Garcia coordinating. Letter of invitation to non-profit organizations have gone out. Esther Trosow has been contacted for design of poster and announcement; her fee for Citizens Police Academy logo was \$300, but cost of ADA Resources Fair materials has not yet been determined. Garcia is arranging publicity through Meals on Wheels publications, local newspapers, radio and television. News releases are

timed for the week of July 29. Whiteley has requested the Lions Club van for vision and hearing tests. Donations are being sought with 2 \$500 donations pledged to date. Checks should be made out to the “City of Pacific Grove—ADA Resource Fair”.

- b. ADA Best Practices Tool Kit for State and Local Government.** Reviewed and discussed City of Pacific Grove ADA Grievance procedure and related documents in light of “Best Practices” recommendations from the Department of Justice. On a motion by Bennett/Johnson the committee voted unanimously to recommend to the City Council that all ADA grievance procedure documents be brought into conformance with Department of Justice recommendations and that the revised forms be adopted by the City. The Committee also recommended adoption of a revised description of the ADA Coordinator position that conforms to Department of Justice standards.
- c. City’s ADA Plan.** An updated City ADA Plan will be brought to the Committee for review at the June meeting. A draft of the Plan has been submitted to the ADA Coordinator for his review. The Committee discussed its role in relation to the local business community, the appropriateness of providing ADA advice to businesses and participation in enforcement of ADA regulations in the private sector while recognizing that the Committee was founded to deal only with City policies and facilities.
- d. MST Bus Stop at Golf Course.** The relocated Golf Course Clubhouse MST bus stop has been installed with the exception of the bench for waiting passengers. Bench installation has yet to be completed. When that is done and the project is deemed complete, it will be dropped from the ADA CAC continuing agenda.
- e. Fire Department Remodel.** Community Development Director Biggs updated the Committee on the progress of

the work of updating the Fire Department public areas for ADA compliance. Work is expected to be finished in August. When the project is completed, this item will be dropped from the ADA CAC continuing agenda.

- f. **Crosswalk at 19th Street and Sunset Drive.** Chair Garcia reported that striping of the crosswalk has been completed, but finishing work has yet to be completed. When work is completed, this item can be dropped from the ADA CAC continuing agenda.
- g. **Curb Ramp Policy.** No report.
- h. **ADA Issues at Vista Point Apartments.** Chair Garcia reported. This item will be returned to the ADA CAC agenda if review is needed.
- i. **Parking for the Disabled Plan.** Chair Garcia reported that most of the work of repainting the Disabled parking spaces has been completed, and the item will be returned to the ADA CAC agenda only as a report is appropriate..
- j. **City Projects Flowchart (formally called the Typical Plan Review for City Projects).** Community Development Director Biggs reported that the ADA Coordinator and the City Manager have reviewed the flowchart and approve it. Biggs will prepare the City Council agenda report recommending City Council approval and adoption of the flowchart for city projects.

## **8. New Business**

- a. **Goals of 2007.** The following Committee goals were presented and discussed:
  - (1) Hold the ADA Community Resource Fair and evaluate its effectiveness;

- (2) Develop policies and practices to make the ADA CAC a true community resource;
  - (3) Finalize the City's ADA Plan;
  - (4) Prepare a flow chart for guiding private projects which have ADA implications through the planning process;
  - (5) Establish a process to assist the public in addressing their ADA concerns.
- b. **Discuss the Resolution Amending Council Policy 000-6 to Establish a Protocol for the Appearance of Board, Commission and Committee Members at City Council Meetings.** The Committee designated Chair Garcia to represent the ADA CAC and its recommendations in oral reports to the City Council

**9. Announcements**—None

**10. Adjournment**—The Committee having acted on all agenda items, the meeting was adjourned at 7:15 p.m.

The next regular meeting of the ADA CAC will be held on Wednesday, June 27, 2007.

Respectfully submitted,

Robert E. Davis, Secretary

Documents relating to this meeting of the ADA CAC may be reviewed in the Committee file in the Community Development Department.