



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: Fire Chief Andrew Miller
MEETING DATE: February 1, 2006
SUBJECT: Minutes of the October 26, 2005 ADA Compliance Advisory Committee (CAC) Meeting.

RECOMMENDATION:

Receive

DISCUSSION:

Receive the minutes of the regularly scheduled ADA CAC Meeting and Special ADA CAC Meeting.

FISCAL IMPACT:

None

ATTACHMENTS:

Minutes of Regular Meeting

RESPECTFULLY SUBMITTED:

Andrew Miller
FIRE CHIEF

REVIEWED BY:

Digitally signed: I have reviewed this document

James J. Colangelo
CITY MANAGER

City of Pacific Grove
ADA Compliance Advisory Committee

MINUTES

Meeting Date: October 26, 2005
Meeting Time/Place: 6:00 p.m., City Manager's Conference Room
Pacific Grove City Hall
Members Present: Carmelita Garcia, Chair; Bob Davis, Secretary;
Sue Renz. Lisa Bennett, City Council
Representative
Members Absent: Wayne Johnson
Vacancies: 2
Staff: James Gunter, Division Chief, Fire Department
Members of the Public: None

1. **Call to Order**—6:03 p.m.
 - a. Members of the Committee present were introduced.
2. **Approval of Minutes**—Minutes of the meeting of September 28, 2005, were approved unanimously on a motion by Bennett/Renz
3. **Oral Communication**—None
4. **Correspondence**
 - a. Letter from Chair Garcia to City Manager Colangelo for distribution to Department Heads inviting response to the City's ADA Plan. Responses due November 30, 2005, to Gunter. Committee will review responses at December 14, 2005, meeting.
5. **Staff Report**--None
6. **Old Business**
 - a. Recommended modification of City's ADA Grievance Procedure

Committee confirmed its desire to add to Policy Number 300-5 the statement that a member of the ADA Compliance Advisory Committee be included in the list of persons to be consulted by the ADA Coordinator in investigating an ADA complaint because a member of this Committee may be able to bring a unique perspective to the circumstances of the complaint. Committee members suggested wording for the City Council Agenda Report recommending this action which will be prepared by Gunter and submitted to the City Council via the City Manager.
 - b. Review of proposed Committee Purpose Statement (formerly Mission Statement)

The proposed Purpose Statement was adopted unanimously on a motion by Bennett/Renz.

c. Review of proposed Committee Procedures (formerly By-Laws)

The proposed statement of Committee Procedures was reviewed by the Committee and several changes in wording were recommended. The revised version of the Procedures will be brought back at the next meeting for final Committee consideration.

7. New Business

a. Review of City Project Matrix—Flow Chart

The Committee reviewed the revised City Project Review Matrix prepared by Gunter and approved it unanimously on a motion by Bennett/Davis after making the following changes: in title line, change the words “Public Projects” to “City Projects;” in Box 1 change the words “ADA Committee” to “ADA Coordinator;” add the date, October 26, 2005, to the bottom of the matrix page.

b. Added Agenda item—Date of next Committee meeting.

Due to the closeness of the scheduled November and December ADA CAC meetings to the Thanksgiving and Christmas holidays, the Committee voted unanimously, on a motion by Bennett/Davis, to combine the scheduled meetings in a single meeting on December 14, 2005, beginning at 6:00 p.m. in the City Manager’s Conference Room, City Hall.

8. Announcements

Committee members proposed that the following items be included on the next Committee Agenda:

Discuss adding an ADA compliance signature block on building plan approval documents;

Discuss strategies for recruiting new Committee members.

9. Adjournment. Having completed its agenda business, the meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Bob Davis, Secretary

Documents relating to this meeting are available in the Committee File at the Pacific Grove Fire Station.

