

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 11 / 16 / 16

Date of meeting 12 / 07 / 16

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

City Clerk Maree Peck

Address: 1123 Lake Street, Sandpoint

Phone number and email address: 263-3310 - mpeck@sandpointidaho.gov

Authorized by: Maree Peck

name of City official

Maree Peck

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: ADA Advisory Committee Ordinance

Summary of what is being requested: adopt the proposed Ordinance establishing a ADA Advisory Committee

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? Yes No

If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?
Yes or No

Special needs organizations

Yes

Persons who have experience/knowledge of ADA

Will be in the future

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: Yes No

After the ADA Advisory Committee has been established, there will be an outreach to the public to

obtain interested applicants who may want to serve on the Committee

4. Is an enforcement plan needed? **Yes or No** Yes No Additional funds needed? **Yes or No** Yes No

5. Have all the affected departments been informed about this agenda item? **Yes or No** Yes No

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: November 16, 2016

TO: MAYOR AND CITY COUNCIL

FROM: City Clerk Maree Peck

SUBJECT: ADA Advisory Committee Ordinance

DESCRIPTION/BACKGROUND:

The proposed ADA Advisory Committee ordinance will establish a committee that can identify and evaluate priorities and modification of accessibility to the City of Sandpoint facilities and programs and to review ADA complaints and grievances. The committee shall consist of persons with disabilities or persons who have a demonstrated interest, competence or knowledge of the ADA and the needs of the disabled.

STAFF RECOMMENDATION:

Request that City Council adopt the Proposed Ordinance. After the ADA Advisory Committee is established by Ordinance, then staff will advertise to obtain interest in serving on the Committee.

ACTION:

City Council adoption of the Proposed Ordinance – ADA Advisory Committee

WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED?

ATTACHMENTS:

Proposed Ordinance – ADA Advisory Committee

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ESTABLISHING AN AMERICANS WITH DISABILITIES ACT (ADA) ADVISORY COMMITTEE; PROVIDING A PURPOSE; PROVIDING FOR COMMITTEE ORGANIZATION; PROVIDING DUTIES; PROVIDING FOR MEMBERSHIP; PROVIDING FOR MEETINGS; PROVIDING RULES; PROVIDING FOR SEVERABILITY; REPEALING PRIOR INCONSISTENT PROVISIONS; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, the City of Sandpoint strives to focus on physical and communication accessibility related to the Americans with Disabilities Act;

WHEREAS, the ADA Advisory Committee, by providing information and advice to the Mayor and City Council, is expected to help the City identify ADA issues related to City facilities, programs and services; and

WHEREAS, the Mayor and City Council find that it is in the public interest to establish an ADA Advisory Committee for the City of Sandpoint.

NOW THEREFORE, be it ordained by the Mayor and City Council of the City of Sandpoint:

Section 1: ESTABLISHMENT AND TITLE: There is hereby established and created a committee to be known as the ADA Advisory Committee (hereinafter “Committee”).

Section 2: STATEMENT OF PURPOSE: It is the purpose of the Committee to act in an advisory capacity to the Mayor and City Council in order to aid in the process of effective, responsible, and efficient government, with the goal of identifying and evaluating priorities and modification of accessibility to City of Sandpoint facilities and programs and to review ADA complaints and grievances.

Section 3: ORGANIZATION:

- A. The Committee shall consist of no fewer than five (5) and no more than seven (7) voting members of the Committee, to be appointed by the Mayor and confirmed by City Council. A majority of the members shall live within Sandpoint city limits.
- B. Members: The Committee shall include the following:
 - 1. An ex-officio City Council liaison shall be appointed by the Mayor, with the consent of the appointed City Councilperson, and may be removed and replaced by the Mayor. The City Council liaison is a non-voting member of the Committee.
 - 2. The Committee shall consist of persons with disabilities or persons who have a demonstrated interest, competence or knowledge of the ADA and the needs of the disabled.
- C. Vacancies: The Mayor shall fill any vacancies with new members, to be confirmed by City Council.

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- D. Quorum: A majority of the members of the Committee shall constitute a quorum and conduct any business at any Committee meeting.
- E. Removal of Members: Any member of the Committee may be removed with or without cause by the Mayor, with the consent of City Council.
- F. Nonpolitical/No compensation: The members of the Committee shall be selected without regard to political affiliations and shall serve without compensation.
- G. Organization: At the first meeting of each fiscal year, or as soon thereafter as practicable, the members of the Committee shall meet and organize to elect a chairperson, vice chairperson, and fill such other offices as determined necessary. The chairperson shall preside over meetings of the Committee. The vice chairperson shall, when the chairperson is absent, perform the duties of the chairperson. The Mayor or the Mayor's designee may appoint from the staff of the City of Sandpoint an ex officio member, who shall act as secretary of the Committee. Said ex officio member shall have no voting privileges.
- H. Committee Terms: Each member of the Committee shall serve a term of three (3) years or until his or her successor is appointed and confirmed. Vacancies arising in any member's position shall be filled for the remaining term of the member originally appointed. Initial appointments to the Committee shall be made as follows: one (1) or more one-year terms; one (1) or more two-year terms; and one (1) or more three-year terms. All additional appointments shall be made at the discretion of the Mayor (evenly staggered if there are fewer members). Committee members may be reappointed to serve additional terms.

Section 4: DUTIES - The Committee shall:

- A. Hold meetings at least four (4) times per year;
- B. Consider and address priorities introduced by City Council and the City administration;
- C. Advise the Mayor and Council regarding the identification, evaluations, designation, priority and modification of accessibility to City of Sandpoint facilities and programs;
- D. Provide a forum for dialog and public input;
- E. Provide mechanisms appropriate to ascertain facts and discern views;
- F. Broaden citizen participation in self-government;
- G. Promote and conduct educational programs for city staff regarding ADA accessibility; and

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- H. Review complaints and issues that have been submitted to the City or to the designated ADA Coordinator.

Section 5: Severability

- A. That any provision of the Sandpoint City Code found to be inconsistent with this Ordinance be and the same is hereby repealed.
- B. Should any provision of this ordinance be deemed unlawful or unconstitutional, such finding shall not affect the remaining provisions of this ordinance.

Section 6: Effective Date

This Ordinance shall be in full force and effect from and after its passage, approval, and publication according to law.

PASSED BY THE CITY COUNCIL as an ordinance of the City of Sandpoint on the ____ day of _____, 20____.

Shelby Rognstad, Mayor

Attest:

Maree Peck, City Clerk

SUMMARY OF ORDINANCE NO. _____
ADA Advisory Committee

AN ORDINANCE OF THE CITY OF SANDPOINT, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ESTABLISHING AN AMERICANS WITH DISABILITIES ACT (ADA) ADVISORY COMMITTEE; PROVIDING A PURPOSE; PROVIDING FOR COMMITTEE ORGANIZATION; PROVIDING DUTIES; PROVIDING FOR MEMBERSHIP; PROVIDING FOR MEETINGS; PROVIDING RULES; PROVIDING FOR SEVERABILITY; REPEALING PRIOR INCONSISTENT PROVISIONS; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

SECTIONS 1 establishes the Sandpoint ADA Advisory Committee; SECTION 2 states the purpose of the Committee; SECTION 3 provides for Committee organization; SECTION 4 provides for Committee duties; SECTION 5 provides for severability and repeal of conflicting provisions; and SECTION 6 provides for publication and an effective date.

The full Ordinance is on file with the Sandpoint City Clerk and will be promptly provided during regular business hours to any citizen on personal request.

Dated the _____ day of _____, 2016.

Maree Peck, City Clerk

Publication Date: _____

STATEMENT OF LEGAL ADVISER

I, Scot R. Campbell, legal adviser for the City of Sandpoint, Idaho, have examined the foregoing summary of Sandpoint Ordinance No. _____ and find it to be a true and complete summary of said ordinance that provides adequate notice to the public of the contents thereof.

Scot R. Campbell, City Attorney