



# office memorandum

**MEMO TO:** Honorable Mayor and City Council  
**FROM:** Shawn O'Leary, Director of Public Works  
**DATE:** May 2, 2019  
**SUBJECT:** Proposed ADA Citizen Advisory Committee

On June 26, 2018, City Council adopted the City's Updated ADA Transition Plan following over one year of in-depth evaluation and public engagement regarding the City's compliance with the Americans with Disabilities Act of 1990. The City's original ADA Transition Plan was adopted by City Council in May, 1993. In 2017, City Council appointed a 12-member ADA Citizen Steering Committee and a 12-member ADA Staff Liaison Committee to work with the City's ADA Coordinator and the firm of Kimley-Horn & Associates from May 2017 to June 2018 to update the City's 24-year-old ADA Transition Plan in the spirit of continuing to improve accessibility to all disabled members of Norman, as well as visitors to Norman.

Upon adoption of the City's Updated ADA Transition Plan ten months ago, City Council directed staff to begin implementation of the Plan using the following priorities:

1. Hire a full-time ADA Technician.
  - a. Council adopted the FYE 2019 Budget in June 2018 which included ½ year of funding for this position, effective January 2019. The recruitment process for this position began in November 2018. Mr. Jack McMahan was hired as a contract employee, with Council approval on February 12, 2019. Mr. McMahan began work at the City of Norman on March 1, 2019.
2. Establish a Council-appointed permanent ADA Citizen Advisory Committee.
  - a. Staff has been working closely with Mayor Miller and the disability community on this effort since Fall 2018. The staff presentation on May 7, 2019 will focus on this initiative. It is the hope of staff that that Council will formally establish the Committee on May 28, 2019. The kick-off meeting of the committee will be held in June 2019.
3. Provide Council, staff and committee training on the ADA.
  - a. Staff has prepared training modules. Staff training will begin in May. Committee training will begin in June. Further citywide training is forthcoming, as resources permit.
4. Begin implementation of the City's Updated ADA Transition Plan.
  - a. The previous ADA Staff Liaison Committee has been re-appointed by all 13 City departments to implement of all revised policies and programs to be in full compliance with the ADA.

When the ADA Citizen Advisory Committee is established and underway, Council will be in a position to provide further direction to the committee on new programs and priorities, such as the proposed Visitability Code presented to the May 2<sup>nd</sup>, 2019 Community Planning and Transportation Committee by a citizen-led group.

Staff will provide additional information and answer any further questions from City Council at the Council Study Session on Tuesday, May 7, 2019. Thank you for your consideration.