
Monday, December 04, 2023
6:00 PM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. **CALL TO ORDER**

2. **CITIZEN APPEARANCES**

3. **CONSENT**

- A. Consider approval of the minutes from the July 26, 2023, committee meeting. (Staff Presenter: Justin Scharnhorst, Assistant to the City Manager)

4. **REPORTS AND DISCUSSION ITEMS**

- A. Receive a report, hold a discussion, regarding the city's ADA self-evaluation and transition plan. (Presenter: Kristi Avalos, President/CEO Accessology Too, LLC.)

5. **BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**

6. **ADJOURN**

Justin Scharnhorst
jscharnhorst@burlesontx.com

CERTIFICATE

I hereby certify that the above agenda was posted on this the 1st of December 2023, by 5:00 p.m., on the official bulletin board at the Burleson City Hall, 141 W. Renfro, Burleson, Texas.

Amanda Campos
City Secretary



ACCESSIBILITY STATEMENT

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Advisory Committee on People with Disabilities

DEPARTMENT: City Manager's Office

FROM: Justin Scharnhorst, Assistant to the City Manager

MEETING: December 4, 2023

SUBJECT:

Consider approval of the minutes from the July 26, 2023, committee meeting. (*Staff Presenter: Justin Scharnhorst, Assistant to the City Manager*)

SUMMARY:

The Committee will have the opportunity to review and approve the minutes from the last committee meeting. A draft copy of the proposed minutes will be included in the agenda packet for review by the Committee members.

OPTIONS:

None.

RECOMMENDATION:

None.

FISCAL IMPACT:

n/a

STAFF CONTACT:

Justin Scharnhorst
Assistant to the City Manager
jscharnhorst@burlesontx.com
817-426-9646

Advisory Committee on People with Disabilities
July 26, 2023
DRAFT MINUTES

ROLL CALL

MEMBERS PRESENT:

Michael Smith
Natasha Morris
Jason Hollis
Stephanie Hollis
Derek Taylor
Gaga Carlson
Jessica Reams

MEMBERS ABSENT:

Brandon Bayles
Brook Wilson

Staff present

Matt Ribitzki, Deputy City Attorney
Justin Scharnhorst, Assistant to the City Manager

1. CALL TO ORDER – 6:16 PM

2. APPROVE THE MINUTES FROM THE ADVISORY COMMITTEE ON PEOPLE WITH DISABILITIES MEETING:

- A. Consider approval of the minutes from the May 19, 2023, committee meeting. *(Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager)*

Michael Smith made the motion, Natasha Morris second. Motion passed.

3. CITIZEN APPEARANCES:

Each person in attendance, who desires to speak on an item NOT posted on the agenda, shall speak during this section.

Please note that Advisory Committee on People with Disabilities may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Board from deliberating or taking action on an item not listed on the agenda. The Committee may, however, receive your comments on the unlisted item, ask clarifying questions, respond with facts, and explain policy.

4. REPORTS AND DISCUSSION ITEMS:

- A. Receive a report, hold a discussion, and provide feedback regarding Accessology and transition plan for the City of Burleson. *(Staff Presenter: Justin Scharnhorst, Assistant to the City Manager)*
- B. Receive a report, hold a discussion, and provide feedback regarding collaboration with Burleson Independent School District Department of Special Services *(Staff Presenter: Matt Ribitzki, Deputy City Attorney/Compliance Manager)*

5. BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS:

6. **ADJOURN** -- 6:48 pm

Matt Ribitzki, Deputy City Attorney, Compliance Manager

Monica Solko
Deputy City Secretary

Advisory Committee on People with Disabilities

DEPARTMENT: City Manager's Office

FROM: Justin Scharnhorst, Assistant to the City Manager

MEETING: December 4, 2023

SUBJECT:

Receive a report, hold a discussion, regarding the city's ADA self-evaluation and transition plan.
(Presenter: Kristi Avalos, President/CEO Accessology Too, LLC.)

SUMMARY:

The committee will be briefed on the current status of the City's self-evaluation and transition plan. The Committee will have the opportunity to discuss the matter and give staff suggestions and direction.

OPTIONS:

None.

RECOMMENDATION:

None.

FISCAL IMPACT:

n/a

STAFF CONTACT:

Justin Scharnhorst
Assistant to the City Manager
jscharnhorst@burlesontx.com
817-426-9646



Burleson

Progress Meeting #1

Agenda

- Introductions
- Goals and Objectives
- ADA Background
- Steps to Compliance
- ADA Coordinator and Liaison Committee
- Transition Plan Elements
- Scope of Services
- Facility Selection and Data Collection Setup
- Sample Issues
- Project Schedule
- Next Steps
- Questions & Comments

Introductions

City Staff

Consultant Team

Kristi Avalos (Accessology)

Aaron Keister (Accessology)

Jessica Lintz (Accessology)

LaToya Jackson (Accessology)

Goals and Objectives

Improve	Improve accessibility for all citizens
Encourage	Encourage participation from public and disabled community
Educate	Educate City staff and the public on the requirements of the ADA
Develop	Develop a comprehensive list of barriers
Provide	Provide detailed outline of methods to remove barriers
Provide	Provide a realistic schedule with cost projections for the removal of barriers
Identify	Identify funding sources and opportunities to implement a barrier removal program

ADA Background - Legal

Architectural Barriers Act (ABA – originated 1968)

Rehabilitation Act (1973) – Section 504 (49 CFR Part 27)

Civil Rights Restoration Act (1987)

Americans with Disabilities Act (ADA) (1990)

DOJ Implementing Regulations (28 CFR 35)

ADA Background – Five Titles of ADA

Title I	Employment
Title II	State & Local Governments (28 CFR Part 35)
Title III	Public Accommodations (retail, commercial, sports complexes, movie theaters, et al) (28 CFR Part 36)
Title IV	Telecommunications
Title V	Misc., including requirements for the U.S. Access Board to develop design guidelines

Title II – State and Local Governments

Basic Requirement – Must ensure that individuals with disabilities are not excluded from programs, services, and activities (pedestrian facilities are an example of a program)



Title II – State and Local Governments

Basic Requirements for government entities with 50 or more employees:

Operate each service, program, or activity so that it is readily accessible and useable by individuals with disabilities

Develop (and maintain) a Transition Plan for needed structural changes

Provide an opportunity to interested persons to participate in development of Transition Plan

Provide a schedule for providing curb ramps

Steps to Compliance

- Step 1** Designate an ADA Coordinator
- Step 2** Provide Public Notice about ADA Requirements & Establishing a Grievance Procedure.
- Step 3** **Gather where you are!**
- Step 4** Develop internal design standards, specifications, details
- Step 5** Develop Self Evaluation and Transition Plan
- Step 6** Approve a schedule and budget to implement the Transition Plan
- Step 7** Monitor progress on implementation of the Transition Plan

Liaison Committee



- No. **1** Represent your department
- No. **2** Provide us with information
- No. **3** Steer the project

Transition Plan Requirements

- Identify/list physical obstacles and their location
 - Buildings/parking lots
 - Parks/recreational facilities
 - Pedestrian right-of-way facilities
 - ✓ Curb ramps (special emphasis in regulation)
 - ✓ Sidewalks
 - ✓ Pedestrian signals
 - ✓ Transit stops
- Describe in detail the methods the entity will use to make the facilities accessible

Transition Plan Requirements

- Specify a schedule for making the access modifications
- Provide a yearly schedule if the Transition Plan is more than one year long
- Name/position of the official who is responsible for implementing the Transition Plan

Scope of Services

- Project Progress Meeting #1 (TODAY)
- Self-Evaluation - PSA
 - ✓ Establish external ADA Advisory Committee
 - ✓ Inventory City programs, services, and activities
 - ✓ Inventory existing City design standards
 - ✓ Inventory existing policies, procedures and guidance
 - ✓ Inventory Boards and Commissions
 - ✓ Inventory Title I requirements

Definitions

Programs: Programs or opportunities provided to the citizens of Bainbridge Island for educational, recreational, artistic, or regulatory purposes

Services: Actions provided by the City of Bainbridge Island to the citizens intending to improve quality of life or provide direction. This includes things like water service, trash pick-up, etc.

Activities: Events or opportunities provided by the City for the citizens of Bainbridge Island such as festivals, celebrations, runs/walks, or dedications

Scope of Services

- Project Progress Meeting #1 (TODAY)
- Self-Evaluation - Parks
 - ✓ Inventory Buildings and Parks
 - ✓ Inventory paved and unpaved trails
 - ✓ Inventory pedestrian elements including sidewalk segments, pedestrian bridges
 - ✓ Park amenities
 - ✓ Sports/game areas

Scope of Services

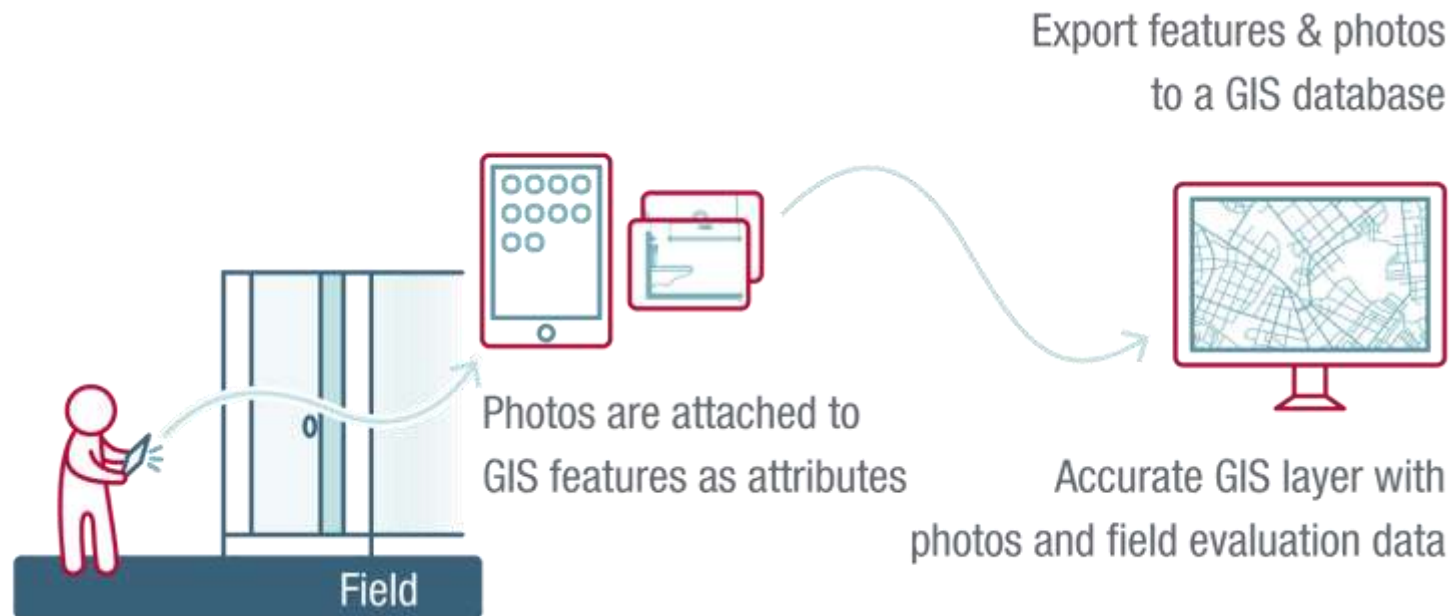
- Public Rights of Way Inventory
 - ✓ Miles of sidewalk
 - ✓ Signalized intersections
 - ✓ Unsignalized intersections
 - ✓ Curb ramps
 - ✓ Drive aprons and alleys

Scope of Services

Meetings

- Progress meeting (2) in person
- Progress meeting (3) virtual
- PSA Coordination Meetings (2) virtual
- External ADA Advisory Committee meeting up to (2) in person or virtual
- City Council Meeting (1)

Data Collection Process



Compliance Plan Development

- Data Collected
 - ✓ Building list
 - ✓ Miles of sidewalk
 - ✓ PSA Information

Compliance Plan Development

- Data in progress
 - ✓ Signalized intersections
 - ✓ Unsignalized intersections
 - ✓ Curb ramps
 - ✓ Drive aprons and alleys

Compliance Plan Development



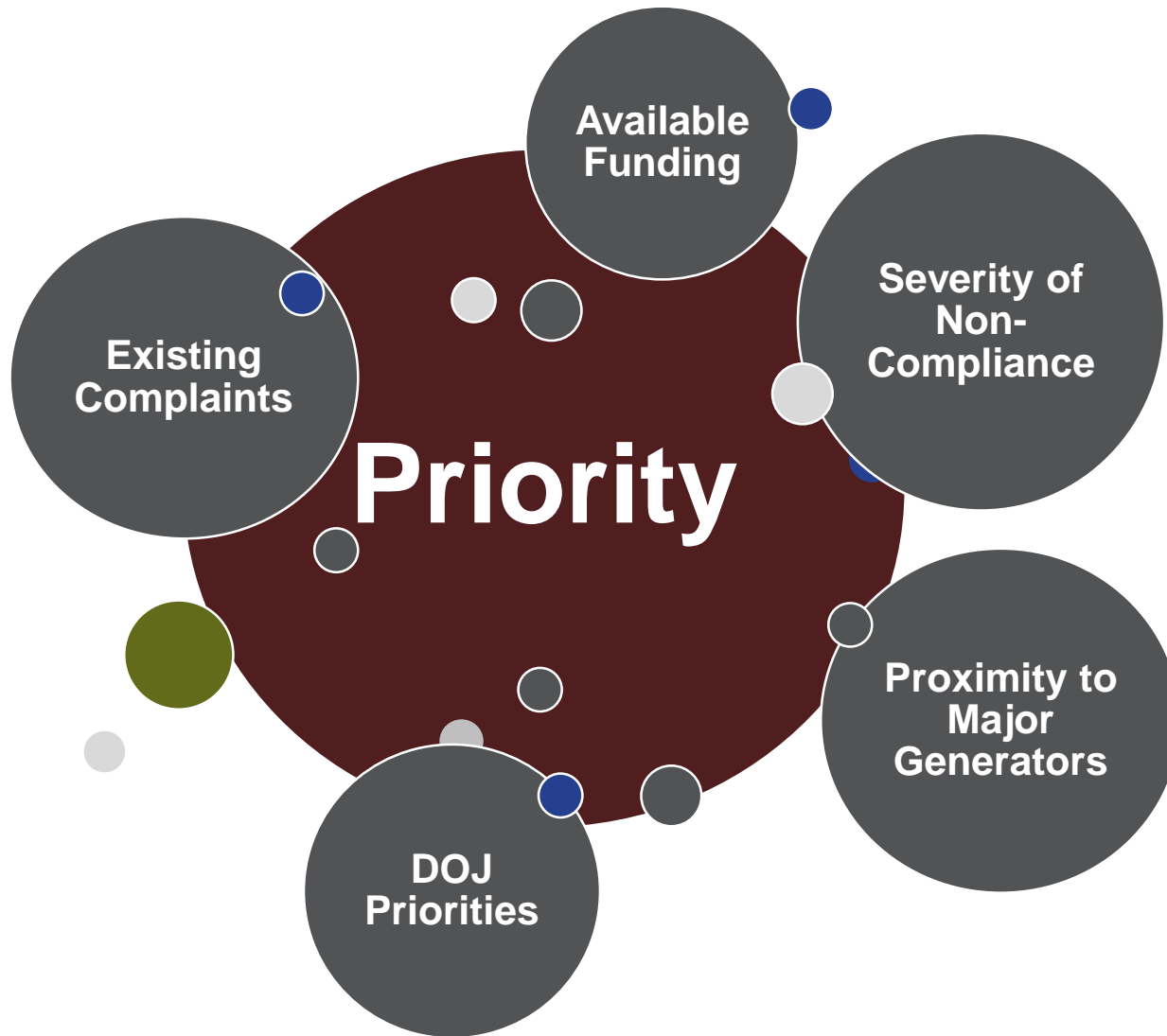
Prioritize improvements



Develop improvement costs



Develop implementation schedule



Sample Project Report

Parking lot K (Also serves Andrew's Park)

Barrier: 1

The access aisle has a 2.6% running slope.

Citation:

2010 ADAS Section: 502.4

Current Condition:

2.6%

Budget Cost:

Base Cost: \$2,000.00
Contingency Cost: \$835.00
Design Cost: \$390.00
Total Cost: \$3,225.00

Possible Solutions:

Modify paving to achieve slopes no greater than 2% in all directions.

Barrier Priority:

Level 4 (High): Parking and exterior accessible routes (DOJ Level 1) – moderately out of compliance

Department:

N/A

Estimated Remediation Date:

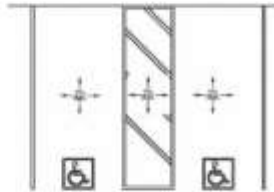
N/A

Notes:

N/A



Barrier #0327 Main Photo



Sample Building - Building A - 123 Main St Anywhere, TX 12345

Barrier #1 Additional Barrier Photos



Barrier #0327 Additional Photo

Accessology
(972) 434-0068

www.accessology.com

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Suggested Planning-Level Improvement Costs

Pay Items

Buildings: Means ADA Compliance Pricing Guide, 2nd edition for interior elements, RS Means, and current TXDOT 12-Month Moving Statewide Averages for exterior elements

PROW: Current TXDOT 12-Month Moving Statewide Averages

Contingencies

Engineering Design: 15%

Construction: 20%

Planning-Level Improvement Costs

Includes cost estimates for accessibility related improvements only

No design of improvements so cost estimates are limited to information available upon visual inspection. Design should be completed prior to implementation to determine actual cost of remediation.

Planning-Level Improvement Costs

Additional budget considerations should be given to the following:

- Aesthetic upgrades, such as remodeling of outdated facilities
- Current market conditions that may affect pricing of construction materials and labor, such as COVID-19
- Construction challenges not visible during inspection, such as underground or in-wall utilities, mold, historic features

Public Outreach

Develop Public Outreach Strategies

- ✓ Survey
- ✓ Mapping of data
- ✓ Meetings
- ✓ Peer groups

Schedule

Mar – Jun

- Project set-up
- Facility/PSA inventory
- Data development

Jun - Aug

- Data collaboration
- Document Development
- Public Outreach/progress development

Sept - Dec

- Staff discussions
- Document Draft developed
- City Council Meeting scheduled

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Questions?

ACCESSOLOGY

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