



Advisory Committee on People with
Disabilities Agenda

Thursday, September 24, 2026
6:00 PM

BRiCk Meeting Room - 550 NW
Summercrest Boulevard
Burleson, TX 76028

1. **CALL TO ORDER**

2. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the Committee on an item NOT posted on the agenda, shall speak during this section. A speaker card must be filled out and turned in to the City Secretary prior to addressing the Committee. Each speaker will be allowed three minutes to speak.

Each person in attendance who desires to speak on an item posted on the agenda shall speak when the item is called forward for consideration.

3. **GENERAL**

- A. Consider approval of the minutes from the May 27, 2026, meeting and the August 13, 2026, meeting.

4. **REPORTS AND PRESENTATIONS**

- A. Receive a report and hold a discussion related to the city's draft ADA Self-Evaluation and Transition Plan presented by Engineering Planning and Design Consultants, Kimley-Horn. (Staff Contact: Cheryl Marthiljohni, Director of Human Resources)

5. **REQUESTS FOR FUTURE AGENDA ITEMS AND REPORTS**

6. **ADJOURN**

Staff Contact

CHERYL MARTHILJOHNI

Human Resources

Director of Human Resources/ADA Coordinator

cmarthiljohni@burlesontx.com

Phone: (817) 426-9641

CERTIFICATE

I hereby certify that the above agenda was posted on this the 17th of September 2026, 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**

The Burleson Recreation Center is wheelchair accessible. The entry ramp is located at the front of the building. Accessible parking spaces are available in parking lot, located just North of the front entrance. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-426-9600, or TDD 1-800-735-2989.

Advisory Committee on People with Disabilities

May 27, 2026

MINUTES

ROLL CALL

MEMBERS PRESENT:

Tina Michael
Peggy Corino
Booke Wilson
Queyanna Smith

MEMBERS ABSENT:

Jason Hollins
Derek Taylor
Melissa Addyman

Staff present

Cheryl Marthiljohni, Director of Human Resources
Errick Thompson, Director of Public Works
Allison Smith, Deputy Director of Parks and Recreation
London Pulfer, Recreation Supervisor, Camps, Programs & Athletics

1. CALL TO ORDER – 6:02 PM

2. CITIZEN APPEARANCES

- None

3. GENERAL

- A. Consider approval of the minutes from January 15, 2026, Advisory Committee on People with Disabilities meeting. (Staff Contact: Cheryl Marthiljohni, Director of Human Resources).

Motion made by Brooke Wilson, and second by Tina Michael to approve the minutes as written from the January 15, 2026 meeting.

Motion passed 4-0.

4. REPORTS AND PRESENTATIONS

- A. Receive a report and hold a discussion on the ADA Transition project presented by Engineering Planning and Design Consultants, Kimley-Horn. (Staff Contact: Cheryl Marthiljohni, Director of Human Resources).

Kimley-Horn provided a report to the committee on an update for the city's ADA Transition project, including the introduction of a citizen's input survey.

The committee was in favor of the presentation and direction.

- B. Receive a report and hold a discussion on the Special Needs Cohort presented by the city's Parks and Recreation Department. (Staff Contact: Cheryl Marthiljohni, Director of Human Resources).**

Allison Smith, Deputy Director of Parks and Recreation, provided a report to the committee on the Special Needs Cohort and inclusive and accessible programming ideas for Parks and Recreation programs.

The committee was in favor of the presentation and direction.

5. REQUEST FOR FUTURE AGENDA ITEMS AND REPORTS

- None

6. ADJOURN

Motion made by Brooke Wilson, and second by Tina Michael to adjourn the meeting.

Motion passed 4-0.

Cheryl Marthiljohni
Director of Human Resources/ADA Coordinator

**Advisory Committee on People with Disabilities
Joint Meeting with Parks and Recreation Board
August 13, 2026
MINUTES**

ROLL CALL

MEMBERS PRESENT:

Tina Michael
Melissa Addyman
Booke Wilson
Jordan Smelley

MEMBERS ABSENT:

Jason Hollins
Derek Taylor
Peggy Corino
Queyanna Smith

Staff present

Cheryl Marthiljohni, Director of Human Resources
Allison Smith, Deputy Director of Recreation
Jessica Martinez, Deputy Director of Parks
London Pulfer, Recreation Supervisor, Camps, Programs & Athletics
CV Black, Recreation Manager, Operations
Kylie Lopez, Recreation Supervisor, Special Events
Sarah Heath, Senior Administrative Specialist

1. CALL TO ORDER – 6:05 PM

2. CITIZEN APPEARANCES

- None

3. GENERAL

- None

4. REPORTS AND PRESENTATIONS

- A. Receive a report and hold a discussion related to recreation programming for inclusivity and accessibility provided by the city's Parks and Recreation Department. (Staff Contact: Allison Smith, Deputy Director of Recreation).**

Allison Smith, Deputy Director of Recreation provided a report to the committee on current and future recreation programming that focuses on inclusivity and accessibility.

The committee was in favor of the presentation and direction.

5. REQUEST FOR FUTURE AGENDA ITEMS AND REPORTS

- None

6. ADJOURN

Motion made by Brooke Wilson, and second by Tina Michael to adjourn the meeting.

Motion passed 4-0.

Time: 7:39 PM

Cheryl Marthiljohni
Director of Human Resources/ADA Coordinator

City of Burleson

ADA Transition Plan Update

ADA Advisory Committee Meeting

September 24, 2026



Agenda

- Major Task Overview (Reminder)
- Programmatic and Facility Review Observations
- Transition Plan Development
 - Barrier Prioritization
 - Activity Scoring
 - Composite Scoring
 - Facility Reports
- ADA Advisory Committee and Public Input Summary
- Staff Training
- Transition Plan Delivery, Review, and Plan for Adoption
- Questions/Discussion

ADA Self-Evaluation and Transition Plan

Major Task Overview

Task 2: Services, Policies, Practices, Programs, and Activities (Programmatic) Review

Tasks 3-5: Facilities and Public Rights-of-Way Review

Task 6: Transition Plan Update

Task 8: Public Outreach

Task 9: Staff Training

Programmatic Review

- Websites and documents identified during the inventory were evaluated for compliance with Title II of the ADA.
- In the Transition Plan Services, Policies, and Practices Review Section, items that were identified as either necessary to meet the Title II Requirements or could support compliance have been identified.
- The associated Title II Regulation, as well as some online resources that might be helpful in meeting the requirements, were provided in the Transition Plan Appendix as well as a stand-alone Excel file.
- **City staff have taken action to begin updating and applying Citywide**

Programmatic Review

Item A.

Transition Plan Section and Number	Item Type
4.1.6	ADA/504 Assurance
4.1.7	Non-Discrimination Language for Non-Federal Contracts
4.1.8	Retaliation and Coercion Policies
4.1.9	Reasonable Modification Request Policy, Procedure, and Form
4.1.10	Effective Communication Policy, Procedure, and Form
4.1.11	Alternate Format Policy, Procedure, and Form
4.1.12	Disclaimer Statement for Third-Party Links
4.1.13	Service Animal Guidance/Policy
4.1.14	Other Power-Driven Mobility Devices (OPMDs) Guidance/Policy
4.1.15	Event Planning Guidance/Policy/Checklist
4.1.16	Emergency Management Documents
4.1.17	Design Standards and Ordinances
4.1.18	Other Programs, Services, and Activities

Facilities Review

Buildings, Parks, Public Rights-of-Way and Paved Trails

Facilities Evaluation Completed

- Kimley-Horn collected facilities:
 - 17 Buildings and Parking Lots
 - 21 Parks and Parking Lots
- Daxbot collected facilities:
 - 25 Signalized Intersections (all that are City-owned or maintained, others within City limits are along TxDOT corridors)
 - 235 linear miles of Sidewalk Corridors and Paved Trails
 - PROW Sidewalks = 219 miles (approx.)
 - Park Sidewalks = 9 miles (approx.)
 - Shared Use or Paved Trails = 7 miles (approx.)
 - Unsignalized intersections, driveways, and alleys
 - Includes curb ramps, pedestrian street crossings

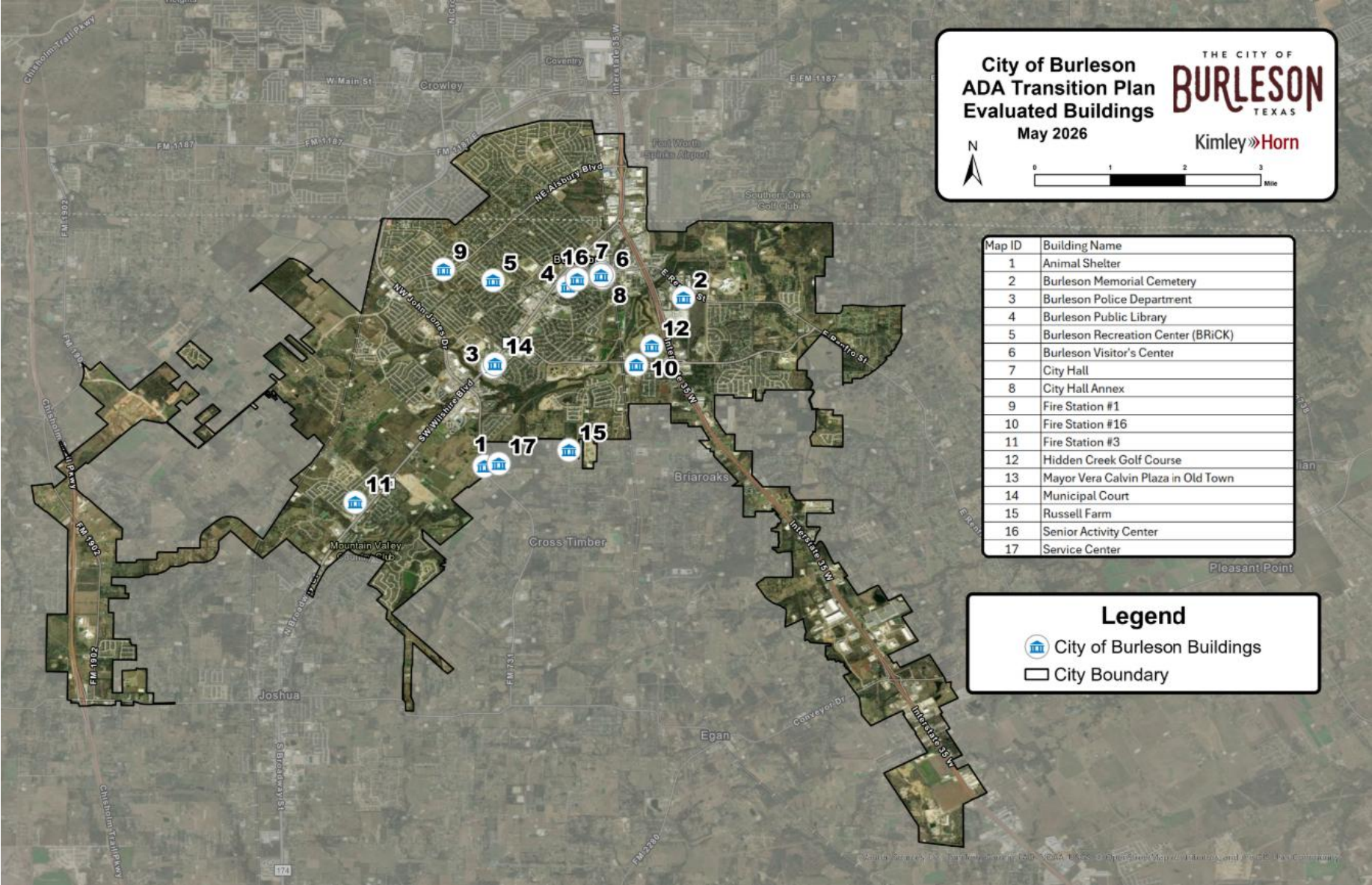
Buildings

Location Name	Property Address
City Hall	141 W Renfro Street
City Hall Annex	141 W Renfro Street
Senior Activity Center	216 SW Johnson Avenue
Library	248 SW Johnson Avenue
Burleson Visitors Center	124 W Ellison Street
Animal Shelter	775 SE John Jones Drive
Municipal Court	1131 SW Wilshire Boulevard
Burleson Recreation Center (BRiCK)	550 NW Summercrest Boulevard
Mayor Vera Calvin Plaza in Old Town	141 W Renfro Street

Buildings

Location Name	Property Address
Burleson Memorial Cemetery	580 Memorial Plaza
Hidden Creek Golf Course	555 E Hidden Creek Parkway
Russell Farm	405 W County Road 714
Service Center	725 SE John Jones Road
Fire Station #3	245 Lakewood Drive
Fire Station #16	250 E Hidden Creek Parkway
Fire Station #1	828 SW Alsbury Blvd
Police Department (Exterior Only)	1161 SW Wilshire Blvd

Evaluated Buildings



Observations – Buildings

Most common observations:

- Doors close too quickly and exceed the maximum allowable opening force
- Accessible path of travel has cross slopes greater than 2%
- Wall signs incorrectly located or non-compliant
- Elements out of reach range

Observations – Buildings

**DOOR EXCEEDS MAXIMUM
ALLOWABLE PRESSURE FORCE**
(5 lbs. maximum)

BRICK



ELEMENTS OUT OF REACH
(Operable part 48 in maximum from floor)

CITY HALL ANNEX

**CROSS SLOPES ALONG ACCESSIBLE
ROUTES**
(No steeper than 2%)

PUBLIC LIBRARY



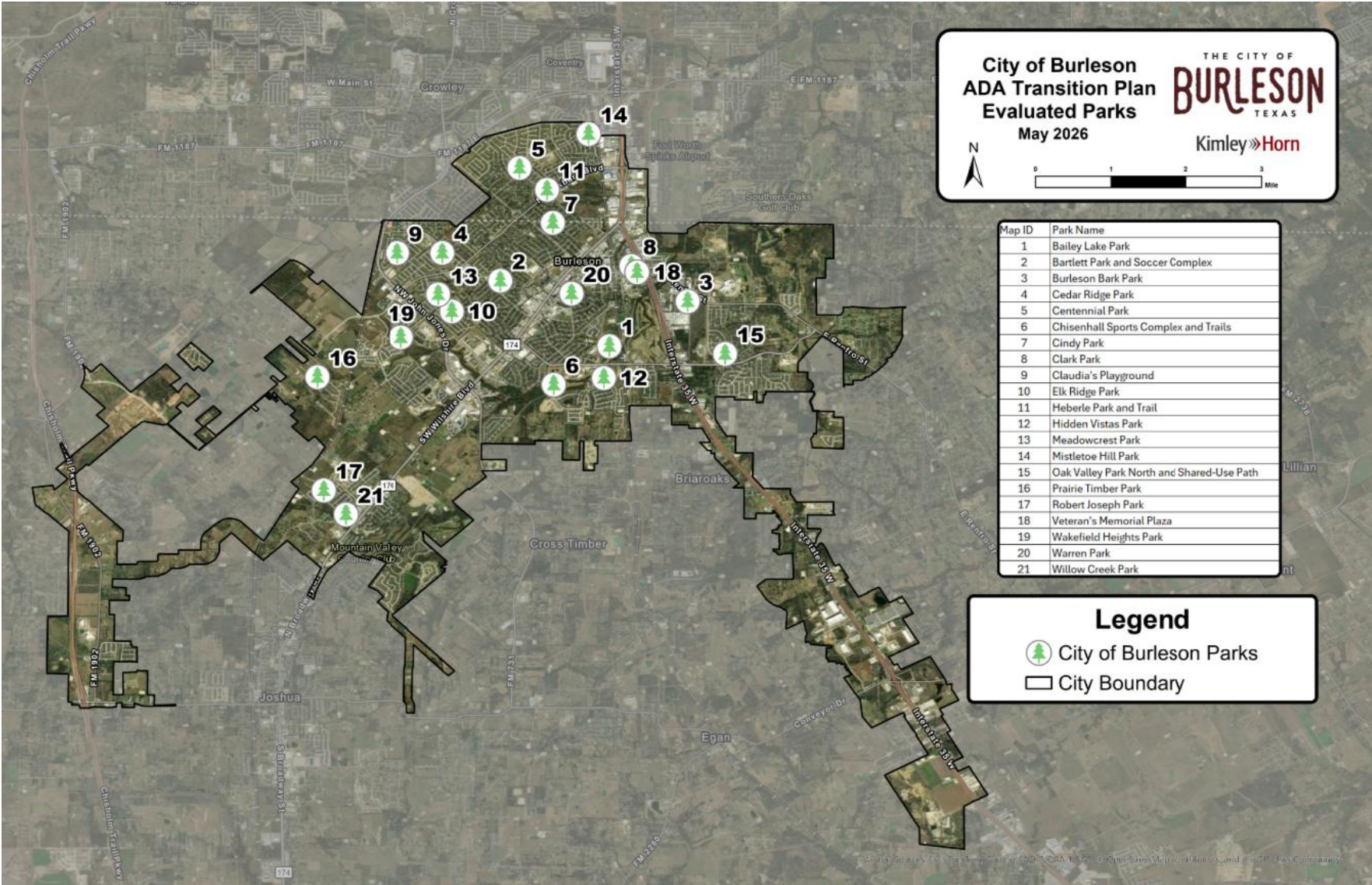
Parks

Location Name	Property Address
Bailey Lake Park	280 W Hidden Creek Parkway
Bartlett Park and Soccer Complex	550 NW Summercrest Boulevard
Warren Park	301 SW Johnson Avenue
Chisenhall Sports Complex and Trails	500 W Hidden Creek Parkway
Centennial Park	308 NE McAlister Road
Burleson Bark Park	616 Memorial Plaza
Meadowcrest Park	1050 Barracuda Drive
Mistletoe Hill Park	960 NE McAlister Road
Oak Valley Park North & Shared-Use Path	804 Parkridge Boulevard
Cedar Ridge Park	716 Cumberland Drive
Cindy Park	205 NE Cindy Lane

Parks

Location Name	Property Address
Clark Park	124 N Clark Street
Claudia's Playground	933 West Bend Boulevard
Elk Ridge Park	1016 Dorsey Street
Heberle Park and Trail	812 Tyler Court
Hidden Vistas Park	950 Hidden Vistas Boulevard
Prairie Timber Park	801 Prairie Timber Road
Robert Joseph Park	2780 Greenridge Drive
Veterans Memorial Park	298 E Renfro Street
Wakefield Heights Park	704 Elizabeth Drive
Willow Creek Park	151 Hawks Ridge Trail

Evaluated Parks



Observations – Parks

Most common observations:

- Elements out of reach range
- Accessible route or clear floor space not provided
- Non-compliant restrooms and restroom accessories
- Walkway contains cracking, sinking, heaving
- Non-compliant drinking fountains

Observations – Parks



ELEMENT POSITIONED TOO HIGH FOR REACH RANGE

(Operable part 48 in maximum from floor)

NON-INSULATED PIPES

(Lavatory pipes shall be insulated to protect against contact)

MEADOWCREST PARK



NO CLEAR FLOOR SPACE PROVIDED

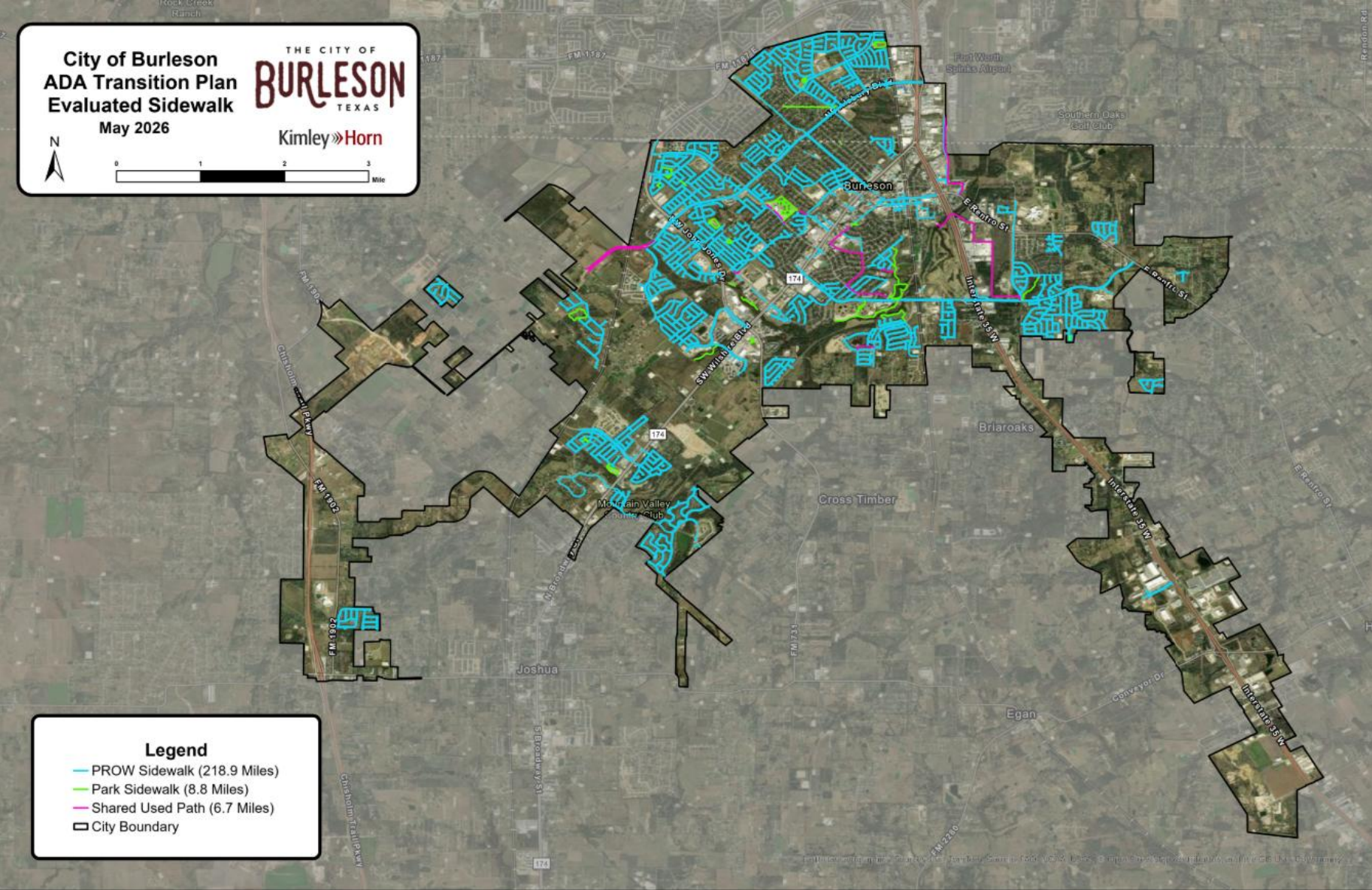
(30 in. x 48 in)

HIDDEN VISTAS PARK



Evaluated Public Rights-of-Way, Paved Trails and Trails within City Parks

Item A.



Observations – PROW Daxbot Data

Most common observations:

- Excessive cross slopes across sidewalks, curb ramps and driveways ($> 2.1\%$)
- Non-compliant sidewalk width (< 48 in)
- Missing or non-contrasting DWS on curb ramps
- Sidewalk with vertical displacement greater than $\frac{1}{4}$ in (issues contain cracking, heaving or sinking of concrete panels)
- Crosswalk has worn or missing striping

Observations – PROW Daxbot Data



EXAMPLE OF MISSING OR NON-CONTRASTING DWS ON CURB RAMPS

(Detectable Warning Surfaces should be placed correctly and have good color contrast)

EXCESSIVE CROSS SLOPE AND TRIPPING HAZARD IN SIDEWALK PANELS

(Sidewalk with Vertical Displacement greater than 1/4 in are non-compliant)



Transition Plan Development



Barrier Prioritization and Scoring



Improvement Costs



Develop Implementation Schedule

Barrier Prioritization

- Each facility type has a different set of parameters outlining the impact of barriers to access to establish barrier-based prioritization for improvements.

TABLE 4. BARRIER PRIORITIZATION FACTORS FOR PEDESTRIAN SIGNALS	
Barrier Priority	Criteria
1 (highest)	Existing pedestrian signal with any of the following conditions: ▶ Button is missing ▶ Signal head is missing
2	Existing pedestrian signal with any of the following conditions: ▶ Button clear floor width < 30 in ▶ Button clear floor length < 48 in ▶ Button clear floor running Slope) > 5% ▶ Button clear floor cross Slope) > 2.1% ▶ Both button crosswalk edge distance > 60 in and button curb edge distance > 120 in
3	Existing pedestrian signal with any of the following conditions: ▶ Button height > 48 in ▶ Button is not parallel to crosswalk ▶ Button crosswalk edge distance > 60 in ▶ Button curb edge distance > 120 in
4	▶ Pedestrian head does not show countdown ▶ Not PROWAG compliant
5 (lowest)	All other pedestrian signals not prioritized above

Activity Scoring

- Each element was given an activity score based on its proximity to common pedestrian generators
- Activity scores were calculated for each intersection and sidewalk corridor based on a variety of factors, including
 - ADA Advisory Committee and Public Input**
 - Proximity to common pedestrian generators, such as parks, public or government buildings, and schools.

SCORING MATRIX - LOCATION EVALUATION CRITERIA

a) Government Buildings

Grade	Proximity	Value	Weight
A	1,000 feet	1	15
B	1,000 - 2,000 feet	0.7	
C	2,000 - 3,500 feet	0.4	
D	3,500 - 5,000 feet	0.1	
F	> 5,000 feet	0	

b) Transit/Bus Stops

Grade	Proximity	Value	Weight
A	1,000 feet	1	10
B	1,000 - 2,000 feet	0.7	
C	2,000 - 3,500 feet	0.4	
D	3,500 - 5,000 feet	0.1	
F	> 5,000 feet	0	

c) Hospitals & Medical Centers

Grade	Proximity	Value	Weight
A	1,000 feet	1	5
B	1,000 - 2,000 feet	0.7	
C	2,000 - 3,500 feet	0.4	
D	3,500 - 5,000 feet	0.1	
F	> 5,000 feet	0	

d) Road Classification

Grade	Classification	Value	Weight
A	Principal Arterial	1	5
B	Minor Arterial	0.7	
C	Collector	0.4	
D	Local	0.1	
F	Private: Cul-De-Sacs/Roads/Dead Ends	0	

e) Schools

Grade	Proximity	Value	Weight
A	1,000 feet	1	10
B	1,000 - 2,000 feet	0.7	
C	2,000 - 3,500 feet	0.4	
D	3,500 - 5,000 feet	0.1	
F	> 5,000 feet	0	

f) Grocery Stores

Grade	Proximity	Value	Weight
A	1,000 feet	1	5
B	1,000 - 2,000 feet	0.7	
C	2,000 - 3,500 feet	0.4	
D	3,500 - 5,000 feet	0.1	
F	> 5,000 feet	0	

g) Parks & Trails

Grade	Proximity	Value	Weight
A	1,000 feet	1	10
B	1,000 - 2,000 feet	0.7	
C	2,000 - 3,500 feet	0.4	
D	3,500 - 5,000 feet	0.1	
F	> 5,000 feet	0	

h) Public Comment

Grade	Mention	Value	Weight
A	Disabled Person or Group	1	15
B	More than 5 comments from different individuals about same local	0.7	
C	Request from one person	0.4	
D	Aesthetic/Cosmetic	0.1	
F	No comments	0	

i) Libraries/Community Centers/Churches

Grade	Proximity	Value	Weight
A	1,000 feet	1	10
B	1,000 - 2,000 feet	0.7	
C	2,000 - 3,500 feet	0.4	
D	3,500 - 5,000 feet	0.1	
F	> 5,000 feet	0	

j) Social Vulnerability Index

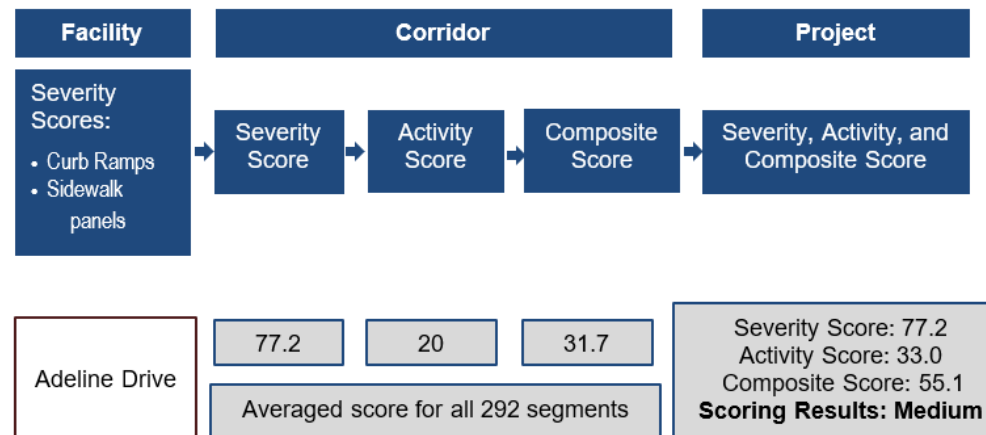
Grade	Percentile	Value	Weight
A	>80th Percentile	1	15
B	60th-80th Percentile	0.7	
C	40th-60th Percentile	0.4	
D	20th-40th Percentile	0.1	
F	<20th Percentile	0	

Composite Scoring

- These two scores are then aggregated, and the overall score provides City staff corridors for consideration when developing the implementation plan for the proposed improvements.

Example Project Prioritization Scoring

To determine final project prioritization, a facility must first be evaluated for severity score, followed by activity score. For example, Adeline Drive is comprised of 292 individual segments, allowing independent assessment of existing conditions depending on the facility type (such as curb ramps, sidewalk panels, or traffic signal push buttons). Adeline Drive's corridor was first assessed for sidewalk severity score using **Tables 5 and 6**, which produced an average score of 77.2. Next, the corridor was evaluated for activity score based on **Table 9**, resulting in an average score of 33.0. The average of the two scores generated a composite score of 55.1. Adeline Drive was categorized as Medium, as the project composite score was between 40 and 60 (see **Project's GIS database package**).



Facility Reports – Buildings & Parks

Site Accessibility Evaluation



Animal Shelter
775 SE John Jones Dr
Burleson, TX 76028
Accessibility Evaluation
Inspection Date: 01/13/2026

Prepared By

Kimley»Horn

(817) 335 - 6511
kimley-horn.com

Animal Shelter - 775 SE John Jones Dr Burleson, TX 76028

Interior Elements: 420 - Corridors

Barrier: 11

Braille on wall sign is damaged and/or missing.

Letters and numerals shall be raised 1/32 in, upper case, sans serif or simple serif type and shall be accompanied with Grade 2 Braille. Raised characters shall be at least 5/8 in (16 mm) high, but no higher than 2 in (50 mm). Pictograms shall be accompanied by the equivalent verbal description placed directly below the pictogram. The border dimension of the pictogram shall be 6 in (152 mm) minimum in height.

Citation:

1991 ADAS Section: 4.30.4

Conceptual Budget Estimate:

\$300.00

Possible Solution:

Remove and install compliant sign.

Barrier Priority:

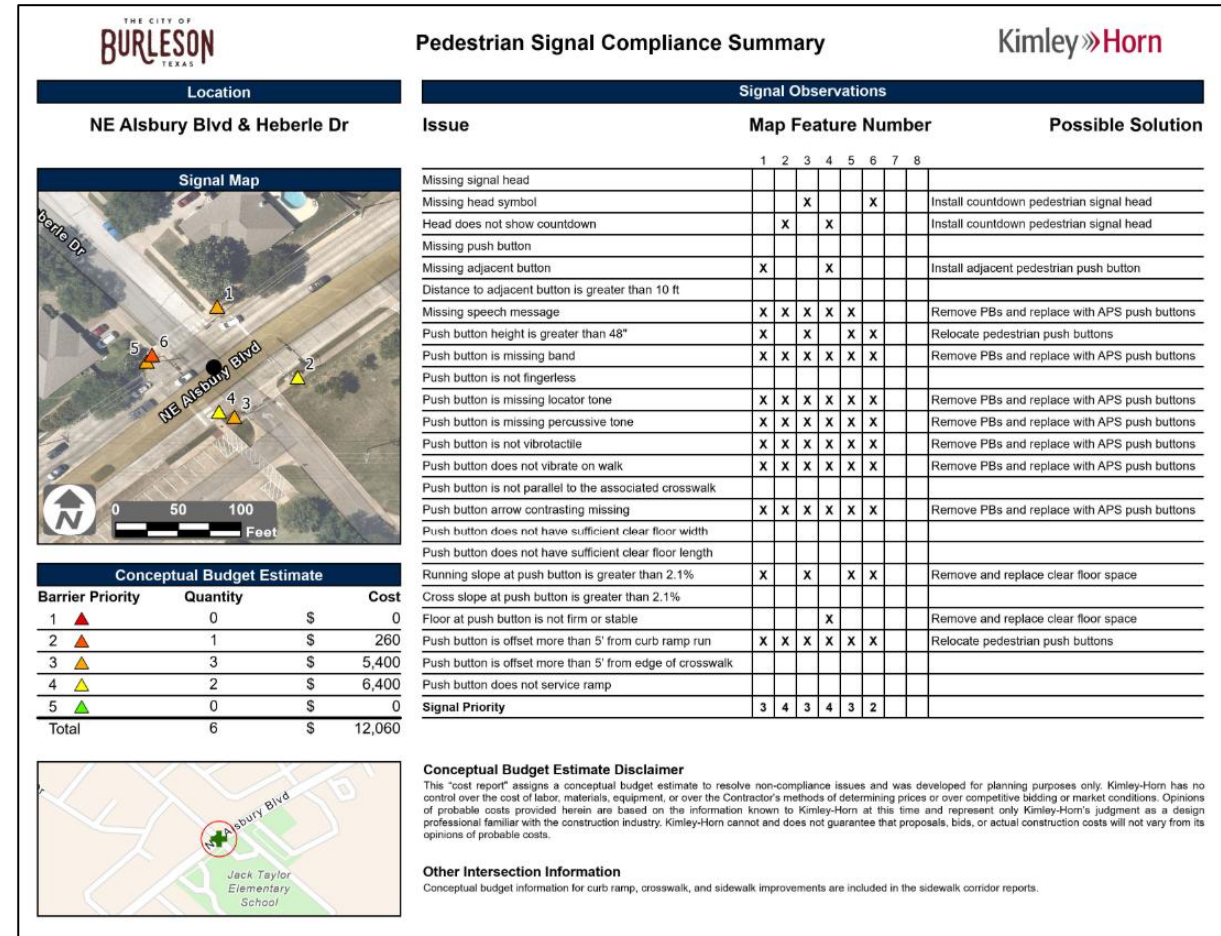
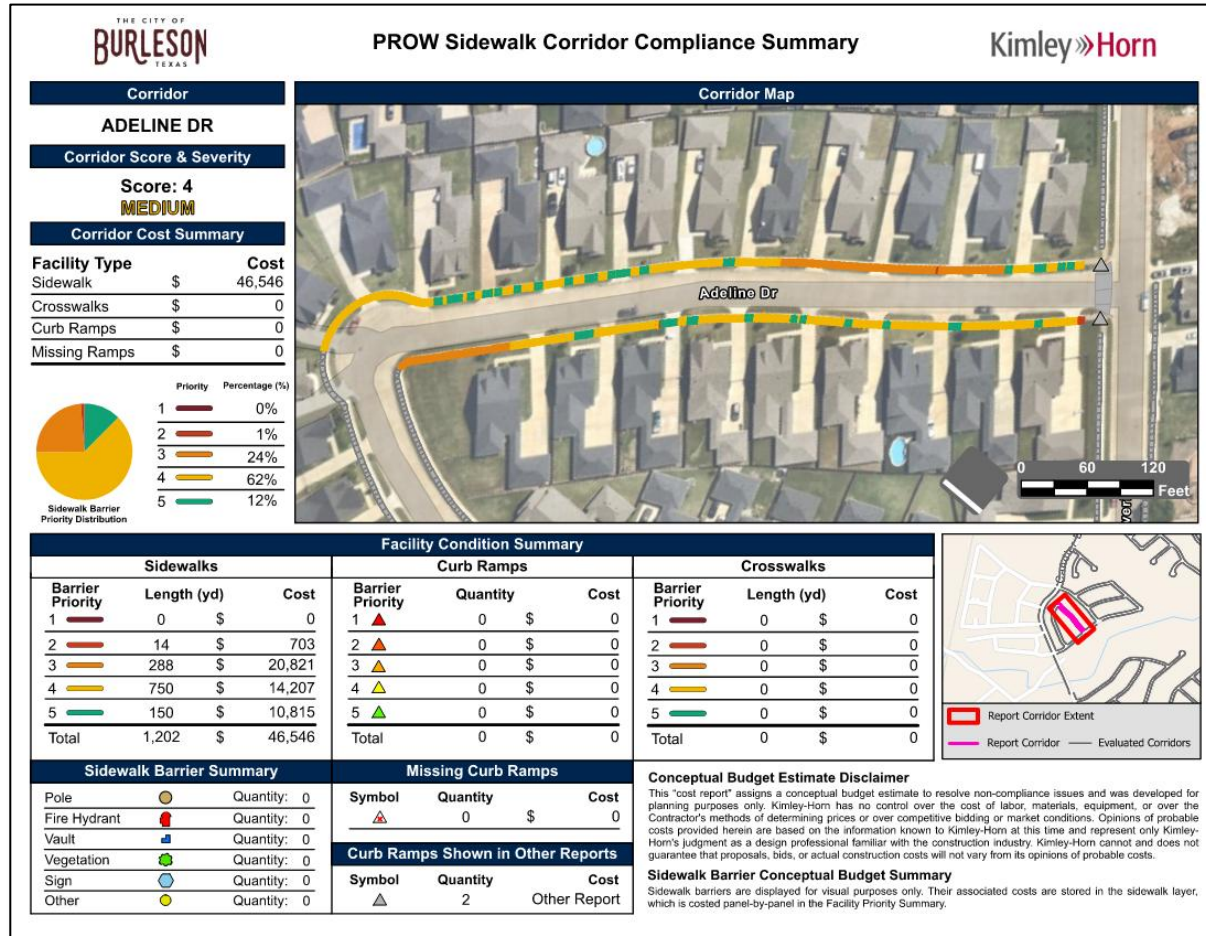
Priority 1 (1):



Some words and abbreviations used in Contracted (Grade 2) Braille

at	by	can	do	every	from	go	have	just
the	was	with	you	are	on	in	of	to
and	or	but	if	so	that	when	where	what
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out	up	down	off	on	in	at	by	with
from	to	of	the	and	or	but	if	so
that	when	where	what	who	how	why	as	for
into	through	under	over	out	up	down	off	on
in	at	by	with	from	to	of	the	and
or	but	if	so	that	when	where	what	who
how	why	as	for	into	through	under	over	out
up	down	off	on	in	at	by	with	from
to	of	the	and	or	but	if	so	that
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of	the	and	or	but	if	so	that	when
where	what	who	how	why	as	for	into	through
under	over	out	up	down	off	on	in	at
at	by	with	from	to	of	the	and	or
but	if	so	that	when	where	what	who	how
why	as	for	into	through	under	over	out	up
down	off	on	in	at	by	with	from	to
of	the	and	or	but	if	so	that	when
where	what	who	how	why	as	for	into	through
under	over	out	up	down	off	on	in	at
at	by	with	from	to	of	the	and	or
but	if	so	that	when	where	what	who	how
why	as	for	into	through	under	over	out	up
down	off	on	in	at	by	with	from	to
of	the	and	or	but	if	so	that	when
where	what	who	how	why	as	for	into	through
under	over	out	up	down	off	on	in	at
at	by	with	from	to	of	the	and	or
but	if	so	that	when	where	what	who	how
why	as	for	into	through	under	over	out	up
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of	the	and	or	but	if	so	that	when
where	what	who	how	why	as	for	into	through
under	over	out	up	down	off	on	in	at
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at	by	with	from	to	of	the	and	or
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of	the	and	or	but	if	so	that	when
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down	off	on	in	at	by	with	from	to
of	the	and	or	but	if	so	that	when
where	what	who	how	why	as	for	into	through
under	over	out	up	down	off	on	in	at
at	by	with	from	to	of	the	and	or
but	if	so	that	when	where	what	who	how
why	as	for	into	through	under	over	out	up
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of	the	and	or	but	if	so	that	when
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why	as	for	into	through	under	over	out	up
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of	the	and	or	but	if	so	that	when
where	what	who	how	why	as	for	into	through
under	over	out	up	down	off	on	in	at
at	by	with	from	to	of	the	and	or
but	if	so	that	when	where	what	who	how
why	as	for						

Facility Reports – PROW corridors



ADA Advisory Committee and Public Input Summary

The online survey and web map were open to the ADA Advisory Committee and public for feedback from June 15-July 17. The webpage garnered 994 views and 159 contributions. With a spike in visits and contributions on July 14, following a City of Burleson Facebook post.

Feedback received from this Committee throughout the project was included with the survey and mapping tools

City of Burleson Public Access Survey

I. PUBLIC RIGHTS-OF-WAY

1. Thinking only about City-owned, public rights-of-way in the City of Burleson, have you experienced any physical barriers, inaccessible sections, or poor conditions along a pedestrian path (e.g., sidewalks, pedestrian street crossings, pedestrian driveway crossings, curb ramps, etc.) you currently use or would like to use? Required

☐ Yes

☐ No

☐ No, but someone I know has.

2. When using sidewalks along the public rights-of-way within the City of Burleson, have you encountered locations where you had trouble crossing a street or driveway? Required

☐ Yes

☐ No

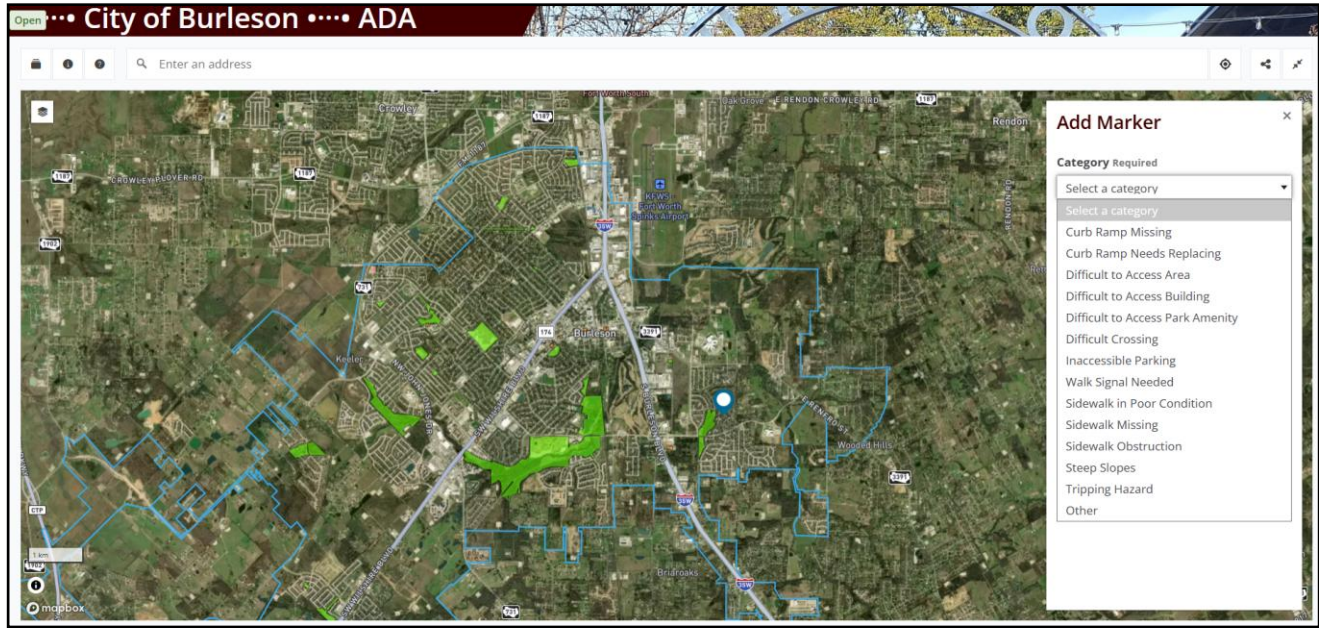
☐ No, but someone I know has.

3. Have you encountered difficulties using a pedestrian crossing due to a lack of pedestrian push buttons or pedestrian signals? Required

☐ Yes

☐ No

☐ No, but someone I know has.



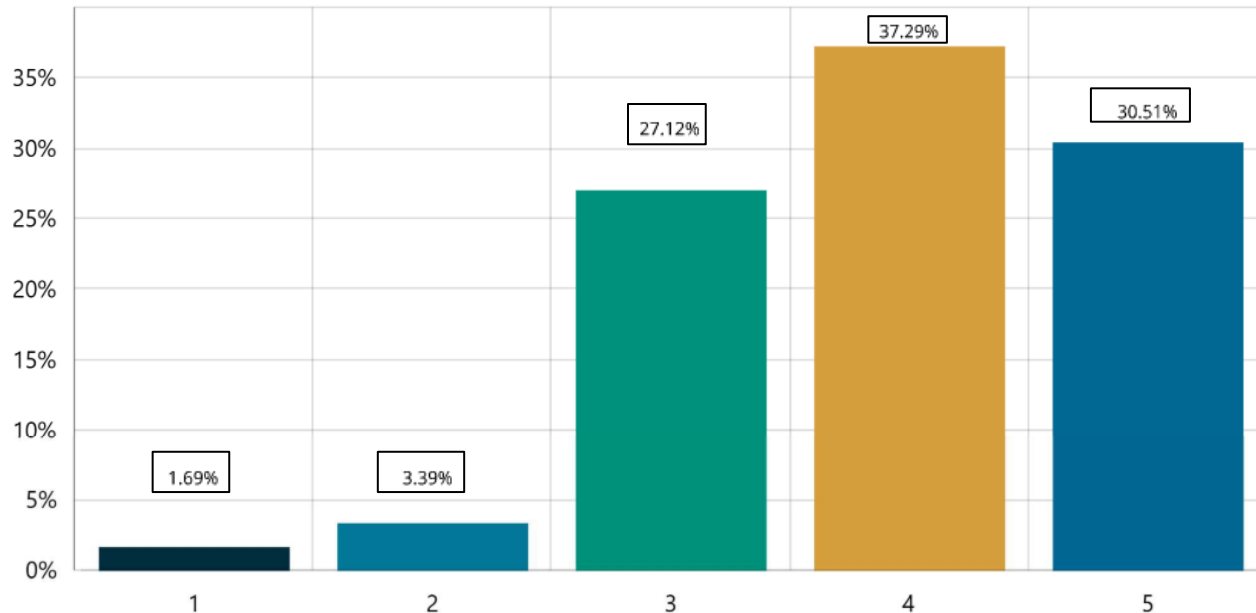
ADA Advisory Committee and Public Input Summary

Item A.

29. 1. On a scale of 1 to 5, how would you rate the accessibility of the City of Burleson's facilities overall?

Required

Slider | Skipped: 0 | Answered: 59 (100%)

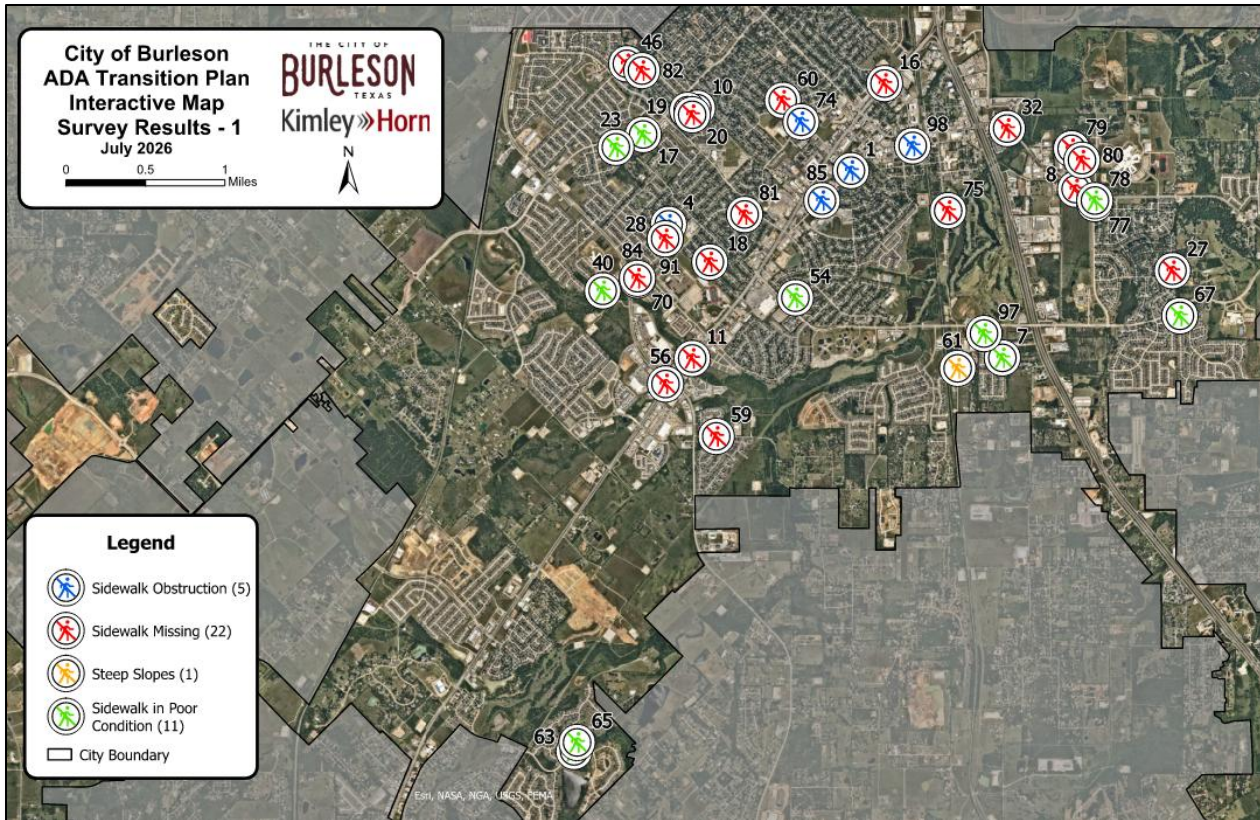


The online survey garnered a total of **59** responses:

- 75% responded positively when asked about barriers in Public-Rights-of-Way
- 85% responded positively when asked about programmatic barriers
- 83% of respondents believe the City is accommodating of persons with disabilities
- Most visited public facilities included the BRiCk and the Library

ADA Advisory Committee and Public Input Summary

Item A.



Map 1 of 3 (located in Appendix A)

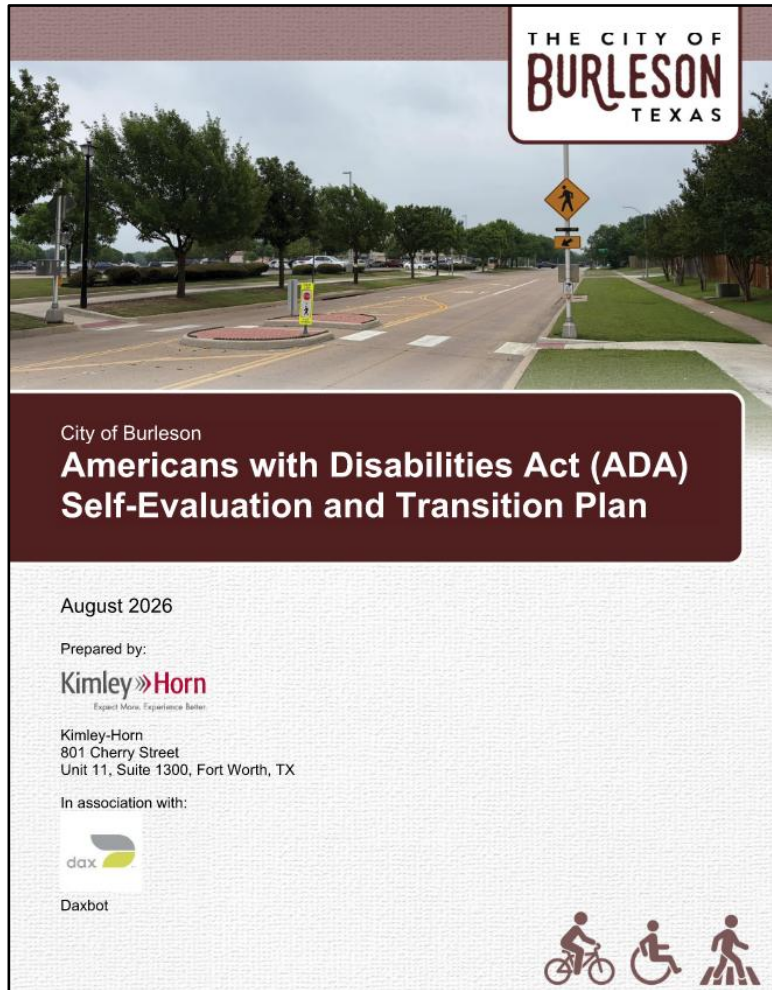
The online map garnered a total of **96** responses:

- 39 respondents communicated issues with sidewalks in poor condition, missing sidewalks, steep slopes, or an obstruction present
- 34 respondents communicated an issue with curb ramps, crossing conditions, tripping hazards, or missing walk signals
- 23 respondents communicated an issue with difficulty accessing public areas, public buildings, or other issues

Staff Training

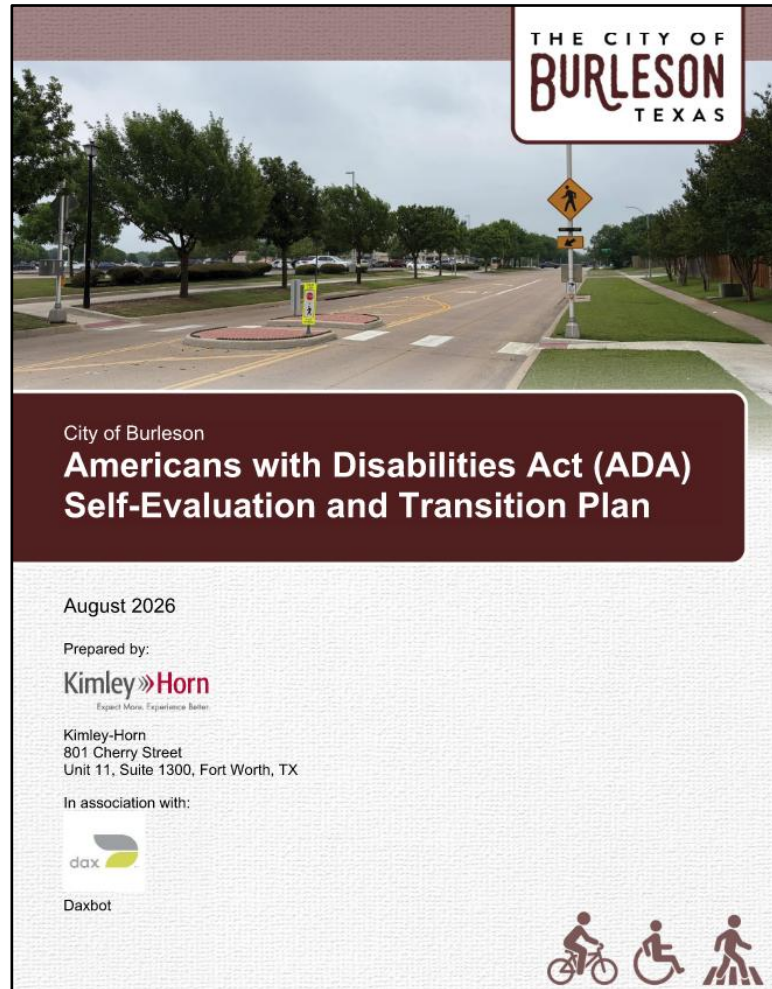
- 2 hours in office, 2 hours in field each day
- June 18– **2010 Americans with Disabilities Act (ADA) Accessibility Standards Training** (23 City Staff in attendance)
- June 25– **2023 Public Right-of-Way Accessibility Guidelines Final Rule Training** (25 City Staff in attendance)

Transition Plan



- ADA Self-Evaluation and Transition Plan
- Appendix
 - Public Outreach
 - Programmatic Review
 - Facility Maps
 - ADA Action Log
- Database
 - Geodatabase
 - Shapefiles
 - Data Definitions
- Facility Reports (PDF)
- Facility Photos

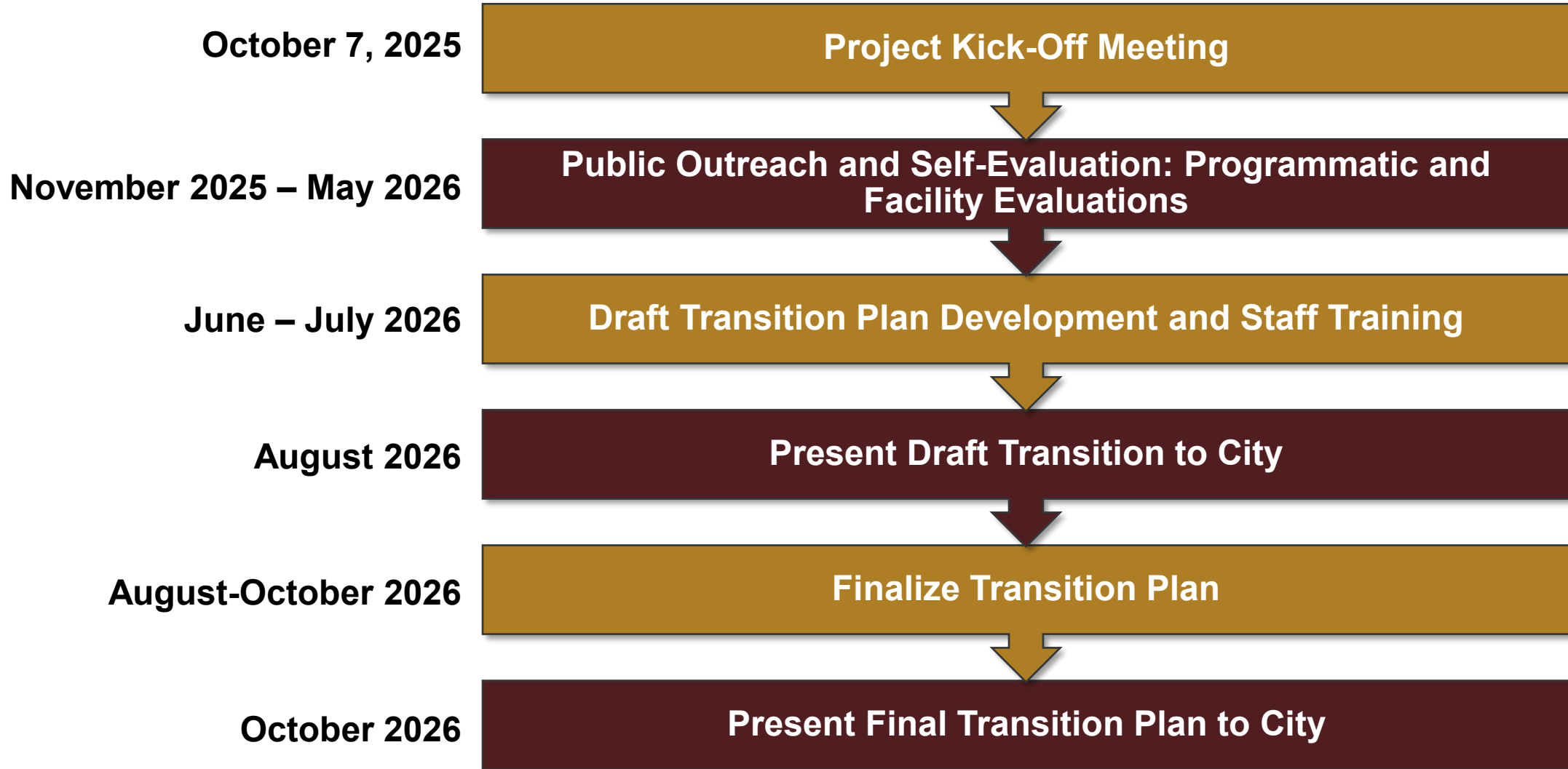
Transition Plan



- Delivered to City staff in August
- Working with City staff to finalize deliverables, including the conceptual budget cost and implementation schedule
- Present plan for adoption:
 - Infrastructure and Development Committee Meeting (10/14)
 - Council Meeting (10/19)

Project Schedule Update

Item A.



Questions/Discussion

