



**Advisory Committee on People with
Disabilities Agenda**

Monday, March 31, 2025
6:00 PM

Municipal Service Center - 725
SE John Jones Dr, Burleson, TX
76028
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 Secretary prior to addressing the Advisory Committee on People with Disabilities. Each speaker will be allowed three (3) minutes.

Please note that the Committee may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Committee 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.

Each person in attendance who desires to speak to the Committee 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 March 25, 2024 meeting. *(Staff Contact: Richard Abernethy, Administrative Services Director)*
- B.** Elect a Chair and Vice Chair to serve for the current board year. *(Staff Contact: Richard Abernethy, Administrative Services Director)*
- C.** Consider a meeting schedule and dates for future committee meetings. *(Staff Contact: Richard Abernethy, Administrative Services Director)*

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.)*
- B.** Receive a report and hold a discussion regarding an overview of the Advisory Committee on People with Disabilities, and receive comments and suggestions on current and future projects. *(Presenter: Richard Abernethy, Administrative Services Director)*

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

6. **ADJOURN**

Staff Contact

Richard B. Abernethy
Administrative Services Director
rabernethy@burlesontx.com
817-426-9662

CERTIFICATE

I hereby certify that the above agenda was posted on this the 26th of March 2024, 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 City Hall is wheelchair accessible. The entry ramp is located in the front of the building, accessible from Warren St. Accessible parking spaces are also available in the Warren St. parking lot. 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.

Choose an item.

DEPARTMENT: Administrative Services

FROM: Richard Abernethy, Administrative Services Director

MEETING: March 31, 2025

SUBJECT:

Consider approval of the minutes from the March 25, 2024 meeting. (*Staff Contact: Richard Abernethy, Administrative Services Director*)

SUMMARY:

N/A

RECOMMENDATION:

Approve.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Richard B. Abernethy
Administrative Services Director
rabernethy@burlesontx.com
817-426-9662



**Advisory Committee on People with
Disabilities Agenda**

Monday, March 25, 2024
6:00 PM

City Hall - 141 W. Renfro
Burleson, TX 76028

1. **CALL TO ORDER**

2. **CITIZEN APPEARANCES**

Each person in attendance who desires to speak to the Board on an item NOT posted on the agenda, shall speak during this section. Each speaker will be allowed three (3) minutes.

3. **APPROVE THE MINUTES FROM THE ADVISORY COMMITTEE ON PEOPLE WITH DISABILITIES MEETING**

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

Motion: Brandon Bayles

Second: Derek Taylor

Motion passed 8-0

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.)*

Kristi provided a summary of the current self-evaluation assessment being performed by Accessology. The conversation was centered around the items that will make up the report, including but not limited to public facilities, sidewalks, pedestrian crossings, and all other information related to Title II regulations.

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

The board requested to meet again when the assessment is completed by Accessology.

6. **ADJOURN**

Motion: Derek Taylor

Second: Stephanie Hollins

Motion passed 8-0

All sitting members were present.

The meeting was adjourned at 7:15

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

CERTIFICATE

I hereby certify that the above agenda was posted on this the 21st of March 2024, by 5:30 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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Choose an item.

DEPARTMENT: Administrative Services

FROM: Richard Abernethy, Administrative Services Director

MEETING: March 31, 2025

SUBJECT:

Elect a Chair and Vice Chair to serve for the current board year. (*Staff Contact: Richard Abernethy, Administrative Services Director*)

SUMMARY:

The Advisory Committee on People with Disabilities will elect a Chair and Vice Chair for the current board year. The Vice Chair will serve in the absence of the Chair. Both roles will be held through the remainder of the board term, ending in September 2025. New elections for the following board year will be held in October 2025.

RECOMMENDATION:

Approve.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Richard B. Abernethy
Administrative Services Director
rabernethy@burlesontx.com
817-426-9662

Choose an item.

DEPARTMENT: Administrative Services

FROM: Richard Abernethy, Administrative Services Director

MEETING: March 31, 2025

SUBJECT:

Consider a meeting schedule and dates for future committee meetings. (*Staff Contact: Richard Abernethy, Administrative Services Director*)

SUMMARY:

Staff seeks the committee's consensus on the date and frequency of future meetings, as well as a proposed schedule.

RECOMMENDATION:

No formal recommendation, input is requested.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Richard B. Abernethy
Administrative Services Director
rabernethy@burlesontx.com
817-426-9662

Choose an item.

DEPARTMENT: Administrative Services

FROM: Richard Abernethy, Administrative Services Director

MEETING: March 31, 2025

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. (*Presenter: Kristi Avalos, President/CEO Accessology Too, LLC*)

RECOMMENDATION:

None.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

March 25, 2024 – The committee received a report and held a discussion on the City's ADA self-evaluation plan presentation (Presentation 1).

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Richard B. Abernethy
Administrative Services Director
rabernethy@burlesontx.com
817-426-9662

A photograph of a person in a wheelchair standing under a large, spreading tree. The person is wearing a patterned shirt and light-colored pants. The tree has thick, gnarled branches and dense green foliage. In the background, there are other trees and a building with a gabled roof. The scene is outdoors and appears to be a park or a public space.

Advisory Committee on People with Disabilities Meeting

March 31, 2025

Agenda

- Introductions
- ADA Title II Overview
- Programs, Services and Activities Discussion
- Transition Plan Update
- Budget Discussion
- Project Schedule
- Next Steps
- Questions & Comments

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

ADA Transition Plan – A complete look at everything owned by the city as well as everything offered by the city. This includes a full evaluation of:

- Buildings
- Parks/Trails/Green Spaces
- Sidewalks and intersections
- All programs, services and activities

Title II – State and Local Governments

Because of the time it will take to update the entire plan, the City opted to develop a “Compliance Plan” as an interim step. This will help the City continue to be eligible for funding from Federal agencies. The compliance plan includes the following:

- Determines what has been completed to date
- Explains how the City will develop the Transition Plan
- Describes when the Transition Plan project will begin
- Details the expected timeframe from start to end

Compliance Plan Efforts To-Date

Self-Evaluation

Inventoried Departments

Reviewed existing City design standards

Inventoried all City buildings

Inventoried parks and park amenities

Inventoried all City sidewalk corridors

Compliance Plan Efforts To-Date

Compliance Plan Update

- Defined ADA/504 Coordinator's roles and responsibilities
- Reviewed grievance policy, procedure, and complaint form
- Reviewed ADA Notice
- Recommended prioritization criteria
- Identified exceptions and exemptions
- Sent out PSA Surveys

Department List

DEPARTMENT	DEPARTMENT
City Manager's Office	City Secretary's Office (Municipal Court)
Administrative Services (Water/Trash Billing and 311)	Capital Projects
City Attorney's Office	Communications (Animal Services, Library and Senior Center)
Economic Development	Development Services (Code Compliance, Building Services and Planning)
Fire Department (Emergency Management)	Police Department (Public Safety Communications)
Finance	Information Technology
Human Resources	Parks and Recreation
Public Works (Facilities, Streets, Environmental and Utilities)	

Burleson Boards and Commissions (13)

Advisory Committee on People with Disabilities

Animal Shelter

Boren Property Advisory Council

Building Codes and Standards Boards

Cemetery Board

Capital Improvements Program Advisory Committee

Citizens Public Art Committee

Library Board

Mayor's Youth Council

Old Town Development Standards Review Committee

Parks Board

Planning and Zoning Commission

Zoning Board of Adjustment

Current Phase

- Reviewed Survey responses
- Developed a list of current services, policies, and practices to be evaluated
- Inventory recreational facilities and park amenities
- Inventory remaining City parks
- Develop Compliance Plan Document in the format of an ADA Transition Plan to create the document beginning

Observations:

Most common issues:

- Processes in place, forms need to be provided
- Website needs accessibility evaluation
- Out of order policies need to be developed
- Website process needs to be better understood
- Special Event locations need to be evaluated, and access information needs to be included
- The City refers to NCTCOG for standards and is unaware if Public Right-of-Way Accessibility Guidelines (PROWAG) has been formally adopted

Observations:

Most common issues:

- Community Guide does not offer accessibility information
- Parks offer information on inclusive features
- Eligibility requirements not mentioned to register for programs
- Special facilities (i.e.: Russell Farm) do not mention accessibility information and no historic documentation has been reviewed

Observations:

Most common issues:

- Common practices are often not developed into written policies
- Logs are not maintained to document decisions made to accommodate people with disabilities
- Employee accommodations are handled on a case-by-case basis
- Inclusive playgrounds have been requested

PSA Review

PSA covers a wide range of items to ensure everything offered to the community is offered to everyone in the community. In order of importance the City should consider:

1. Effective Communication
2. Emergency Planning
3. Employment Practices
4. Policies and Practices
5. Documents
6. Ordinances

Definitions

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

Services: Actions provided by the City of Burleson 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 Burleson such as festivals, celebrations, runs/walks, or dedications

Effective Communication

The most important required element for a City is providing effective communication.

The number one tool used is the website. This would be the highest priority for review; however, the Community Guide is also an important communication tool that needs additional information for all citizens.

Emergency Planning

A full review of the emergency plan to ensure it properly addresses the needs of individuals with disabilities is needed.

This is an element specifically addressed by the DOJ and is also a high priority item

Policies, Procedures, and Guidance

We inventoried how many items need evaluating, but it will be up to the City to begin the full evaluation process.

Examples: Parks and Rec program policies and procedures

Sports programs

Arts programs

Kids programs

Senior programs

Policies, Procedures, and Guidance

Examples: Title I review of employment policies and procedures

Hiring policies

Testing policies

Advancement policies

Benefits

Job descriptions*

*We now know the City has 245 job descriptions. The City will determine how they want them to be reviewed.

Policies, Procedures, and Guidance

Other Examples:

- Individual policies and procedures (i.e., service animal policy)
- Reasonable modification policies
- Library policies
- Grievance policy/procedure
- Non-discrimination policy

Documents

Documents can be almost anything used by the City to provide information to the public and/or to employees

Examples: Forms, checklists, applications, leases, etc.

Ordinances

Review of the ordinances that can have an affect on accessibility

Examples:

Sidewalk related ordinances

Animal related ordinances

Signage related ordinances

Construction related ordinances

PSA Assistance

Once evaluated, the City may need assistance related to PSAs

Examples:

Drafting new City procedures and policies

Review of City-developed procedures and policies

Developing programs to assist individuals with disabilities

Providing resources related to the ADA

Attending meetings related to PSAs

Next Steps

- Develop departmental question lists
- Schedule call/interview process
- Incorporate comments into final draft
- Finalize DRAFT Compliance Plan Document for staff review
- City to utilize the inventory provided to develop their preferences for the Transition Plan process



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

The background of the slide is a dark, textured surface covered with numerous question marks of varying sizes and shades of brown and tan. A single, large, light gray question mark is positioned in the center-left, serving as a focal point. Overlaid on this background is the word "Questions?" in a large, white, sans-serif font.

Questions?

ACCESSOLOGY

Kristi Avalos

Kristi_avalos@accessology.com

Office phone: 972-434-0068

Website: accessology.com

Choose an item.

DEPARTMENT: Administrative Services

FROM: Richard Abernethy, Administrative Services Director

MEETING: March 31, 2025

SUBJECT:

Receive a report and hold a discussion regarding an overview of the Advisory Committee on People with Disabilities, and receive comments and suggestions on current and future projects. *(Presenter: Richard Abernethy, Administrative Services Director)*

SUMMARY:

The committee recently welcomed a new member and currently has several vacancies. Staff would like to provide an overview of the Advisory Committee, including its history and scope. Additionally, staff will review current projects and seek feedback from committee members on potential future projects for the committee to consider.

RECOMMENDATION:

None.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

REFERENCE:

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Richard B. Abernethy
Administrative Services Director
rabernethy@burlesontx.com
817-426-9662



Advisory Committee on People with Disabilities Overview

ADVISORY COMMITTEE ON PEOPLE WITH DISABILITIES

MARCH 31, 2025

Committee Purpose and Charge

- Established on January 8, 2018
- Encourages and enables persons with disabilities to participate in social and economic life, achieve personal independence, and utilize public facilities
- Serves in an advisory capacity to the City Council with the following responsibilities:
 - Advise City Council on issues affecting persons with disabilities
 - Recommend measures to improve city facilities for accessibility
 - Recommend improvements for city departments and contractors in providing services to persons with disabilities
 - Perform additional duties as required by the City Council

Committee Structure

- Originally created as a seven-member board, later expanded to nine members
- Current structure:
 - Four members with disabilities
 - Four at-large members
 - One youth member

Active Assignments

- Advising the City and third-party consultant Assessology in developing an ADA assessment report.
- Playing an advisory role in creating an ADA Transition Plan.

Next Steps

- Consider additional projects and services the committee can play an active role in advising the City. Some considerations could include:
 - ADA inquiries and requests
 - Residential Satisfaction Survey Input

- Establish a regular meeting schedule.
 - Included as an agenda item on the March 31, 2025 committee meeting.

- The City currently has two committee vacancies
 - Staff is currently working with the Mayor and City Council to fill.

Committee Staff Contact

Richard B. Abernethy

Administrative Services Department

Phone: 817-426-9662

Email: rabernethy@burlesontx.com

Questions
