

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

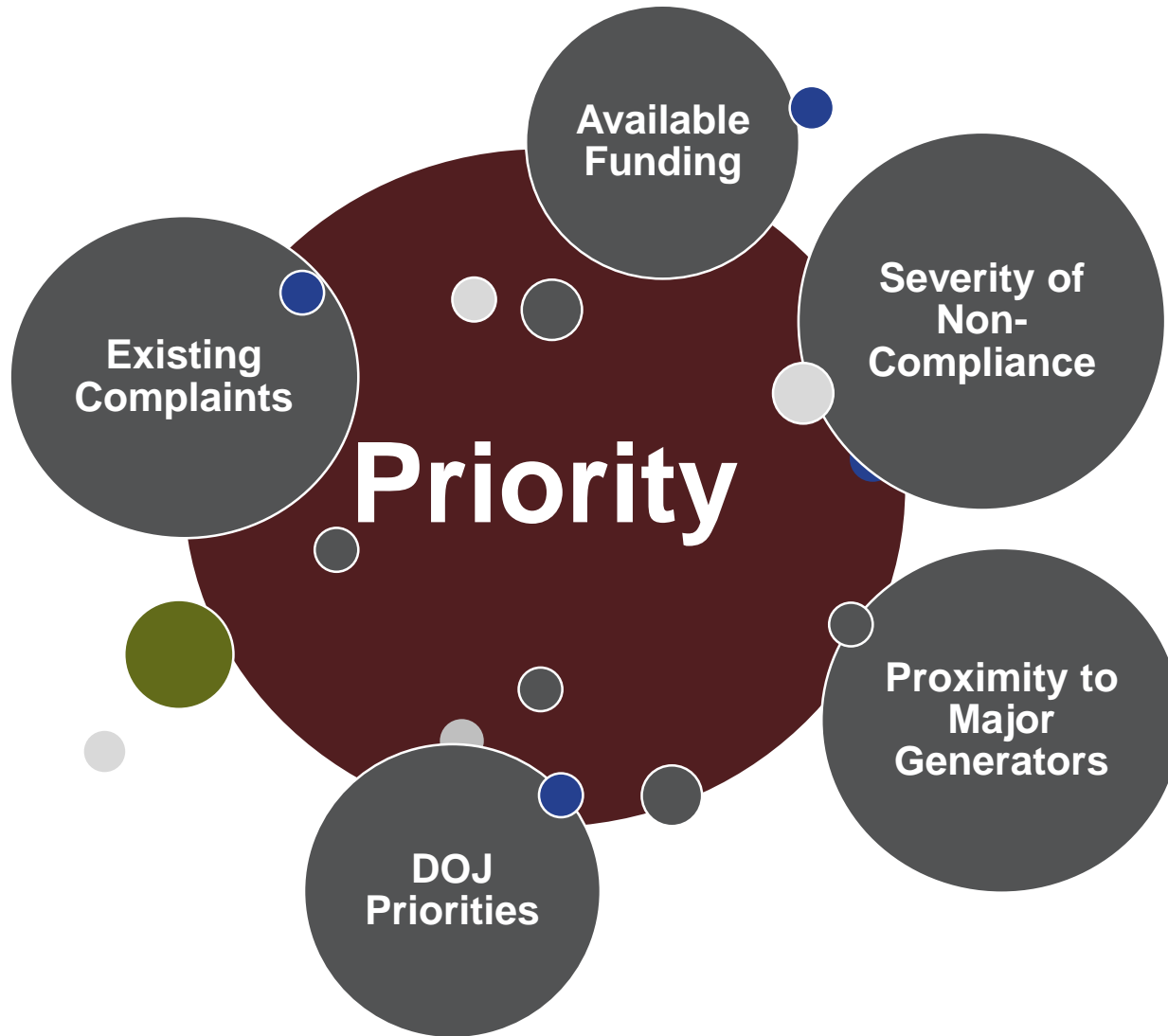
Providing resources related to the ADA

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



Questions?

# ACCESSOLOGY

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