



agenda

ADA Self-Evaluation and Transition Plan

Focus Group – Meeting #1

Date 4/18/2018

Time 6:30 PM - 8:30 PM

Participants ADA Focus Group

6:30 pm – 6:35 pm

Introductions

6:35 pm – 6:50 pm

Project Overview

- Goals, Process, and Schedule
- Role of the Focus Group

6:50 pm – 7:20 pm

Strengths and Opportunities

- What's working well?
- Where are the greatest opportunities?

7:20 pm – 7:50 pm

Challenges and Issues

- What are the biggest challenges?
- What are the biggest needs?

7:50 pm – 8:20 pm

Planning Priorities

- Prioritization Criteria Development
- Federal Priorities for the right-of-way
- ADA Barrier Removal Priorities Tigard

8:20 pm – 8:30 pm

Next Steps

For questions about accessibility or to request accommodations please contact Nadine Robinson at Nadine@tigard-or.gov or 503-718-2481 (voice) or 503-684-2772 (TTY). One week advance notice of the need for accommodations is requested.

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Tigard ADA Self-Evaluation and Transition Plan Development

SCOPE OF WORK

The ADA legislation requires a very basic list of Self-Evaluation and Transition Plan elements:

§ 35.105 Self-Evaluation

- Evaluate services, policies, and practices;
- Identify modifications needed to services, policies, and practices; and
- Involve people with disabilities to participate in the self-evaluation process.

§ 35.150 (d) Transition Plan

- List barriers;
- Identify feasible solutions to each barrier;
- Establish a timeline for removing barriers;
- Identify the person responsible for Title II compliance; and
- Involve people with disabilities in the preparation of the Plan.

MIG's scope of work addresses each of these requirements and specifies the steps needed to accomplish this work.

ASSUMPTIONS:

Public Meetings

At each public meeting, the City's ADA Coordinator or Project Manager will be in attendance. The City will provide the meeting venue and any materials requested by the public, including ASL interpreters, alternative formats, or other program modifications, or written minutes of the meeting. MIG will provide the meeting agendas, graphic, and text materials for the meetings.

Project Meetings

The City will provide the meeting venue. The City Project Manager will identify and contact the appropriate City staff for attendance at each of the meetings.

TASK 1: PROJECT INITIATION

Task 1.1: Project Initiation

Following the execution of a contract, the MIG Team will meet with City staff to refine the proposed tasks and schedule, including options and recommendations for staff and community involvement during the preparation of the Self-Evaluation and Transition Plan. MIG will work with City staff to identify and obtain all necessary documents and materials to support the self-evaluation process and field evaluations. The final report format and content will be reviewed and confirmed.

City staff involvement: City ADA Coordinator or Project Manager and key staff members will attend a 1-1/2 to 2-hour meeting with MIG. City staff will assemble facility site plans, GIS data or CAD data, and a list of City programs, services, and policy documents.

Deliverable: MIG will provide the agenda, meeting materials, and facilitate meeting.

Task 1.2: Public Information Portal

MIG recommends that the City designate a page on the City's website to the ADA Transition Plan. The webpage will serve as an information portal for the Transition Plan process, meeting summaries, the project schedule, and more generally the City's ADA Title II Program. The public review draft of the plan will be posted on the page for public comment before the final presentation to Council.

City Staff Involvement: City staff will designate a page on the City's website dedicated to the Transition Plan project and will update information as needed.

Deliverable: MIG will provide City staff with planning project announcements and updates for the web page throughout the duration of the project.

Task 1.3: Focus Group Development

MIG will work with the City's Project Manager to identify a preliminary Focus Group to provide review and perspective for the project. Focus group participants will be solicited from local organizations that serve people with disabilities. A focus group of six to eight people is manageable and productive.

A major task of the Focus Group is to provide insights during the barrier prioritization process and to review

the draft Transition Plan. Forming a project Focus Group will allow for the participation of members of the disability community citywide through on-and-off site participation — creating one comprehensive forum for the discussion of ADA barriers and priorities within the City.

MIG will work with the City’s Project Manager to identify and contact focus group participants. MIG will facilitate three Focus Group meetings throughout the planning process.

City staff involvement: City Project Manager will identify, if available, preliminary focus group participants.

Task 1.4: Project Management

MIG will maintain project files, invoicing, records of meetings, reports, and recommendations. MIG Principal and Project Manager will be available and in communication with the City’s Project Manager and team throughout the project.

City staff involvement: Process payments, project communication, on-going city engagement in the planning process

Deliverable: MIG will assist the City in its approach to identifying participants for the Focus Group.

TASK 2. ADA POLICY & PROGRAM EVALUATION & REPORT

Task 2.1: Review City of Tigard Policies and Standards

The MIG Team will collect and review City of Tigard policy documents to identify issues that should be addressed regarding the accessibility of policies, programs, and activities. Policy documents will include department and facility rules and regulations, administrative bulletins, the City’s Municipal Code, the Comprehensive Plan, other planning documents, the City’s website, right-of-way design standards and city practices for construction, maintenance management practices for ensuring pedestrian accessibility, and project/program notifications. Based on the review, MIG will make recommendations regarding City policies and standards.

City staff involvement: Staff will provide MIG direction on the various policy documents for review.

Deliverables: MIG will provide a report with the policy review and recommendations.

Task 2.2: Staff Questionnaire and Orientation Meeting

To meet the requirements of 28 CFR Subpart A, MIG will evaluate the current level of accessibility of programs, services, and activities provided by the City by administering an online program questionnaire to selected City staff. The evaluation will identify current practices regarding ADA requirements including: eligibility requirements, participation requirements, facilities used, staff training, tours and transportation, communications, notifications, public meetings, use of contracted services, purchasing, maintenance of accessible features, and emergency procedures.

The questionnaire is distributed electronically. Prior to the distribution of the questionnaire, MIG will meet with staff representing City departments and major program areas to introduce and orient them to the questionnaire and answer any questions about the self-evaluation process.

If desired, MIG will also conduct staff interviews of key personnel in addition to the questionnaire to supplement the findings.

City Staff Involvement: City Project Manager and key staff members will attend a 1-hour meeting with MIG. The questionnaire will be distributed as an URL to selected City staff. Staff will complete the online questionnaire (approximately 15 to 45 minutes). Assistance from the City’s Project Manager may be required to prompt staff to complete the questionnaire.

Deliverables: MIG will facilitate the meeting, provide the program questionnaire online, review and analyze responses, and provide a report with recommendations.

Task 2.3: ADA Focus Group Meeting #1

At this meeting, MIG will educate the Focus Group on the process and components required to fulfill the obligations to complete an ADA Self-Evaluation & Transition Plan. MIG will also work with the group to identify what is working well, what are challenges, and to identify planning priorities.

City staff involvement: This meeting can be held on the same day as Tasks 2.2.

Deliverable: MIG will facilitate the meeting and collect information from Focus Group participants for inclusion in the self-evaluation and barrier removal priorities. MIG will provide a meeting summary.

TASK 3: ADA FACILITY EVALUATIONS

The facility evaluations are separated into two main categories: facilities in the right-of-way and all other property. Task 3 focuses on buildings and parks and Task 4 focuses on curb ramps and sidewalks.

Task 3.1: Prepare Facility Diagrams

MIG will prepare diagrammatic plans of all buildings and parks based upon site plans and floor plans provided by the City. If plans do not exist, the MIG Team will produce illustrative diagrammatic plans. Aerial imagery will also be used for building exteriors and parks. The diagrams base data will be in a GIS format and will be included in the facility reports described in Task 3.3. The diagrams will be used to indicate the location of ADA barriers identified during the evaluation.

City staff involvement: The City will provide any existing CAD files, site plans, emergency evacuation diagrams, or other graphics or information that portrays City facilities.

Deliverables: Facility diagrams for incorporation into the facility reports.

Task 3.2: Conduct Facility Evaluations

MIG will evaluate all portions of exterior and interior features of buildings and parks where members of the public engage in City programs, activities, and services. This does not include areas that are for authorized personnel only, staff work spaces or maintenance spaces. The evaluation will identify physical barriers in each facility that limit accessibility for the public and compare each facility to the 2014 Oregon Structural Specialty Code and 2010 ADA Standards, and if desired for park facilities the 2015 ABA Standards. The facilities to include in the evaluation approach are the following:

Buildings:

- City Hall/Permit Center/Police Department
- Public Works Building
- Senior Center
- Library

- Fanno Creek House
- Dirksen Nature Park Educational Building

Parks/Trails:

- Cook Park
- Summer Lake Park
- Fanno Creek Park
- Dirksen Nature Park
- Bonita Park
- East Butte Heritage Park
- Price Park
- Englewood Park
- Jack Park
- Northview Park
- Senn Park
- Woodard Park
- Commercial Park
- Bull Mountain Park (Under Construction)
- Liberty Park
- Main Street Park
- Windmill Park
- Potso Dog Park
- Ash Ave Dog Park
- Jim Griffith Memorial Skate Park

City staff involvement: City staff will be responsible for providing access to any locked City facilities. It is expected that MIG evaluators will be accompanied during the evaluations of secure facilities such as police and court services, but otherwise MIG will not require accompaniment by a city staff person.

Deliverables: Conduct ADA site evaluations.

Task 3.3: Prepare Facility Reports

The MIG Team will produce a report for each facility with a master list detailing each barrier identified within state and federal access regulations. The reports will include:

- **Barrier Identification Table:** Lists specific barriers encountered during the evaluation process. Barriers will be organized by architectural element and located by reference number on the facility diagram. MIG will include as-built dimensions and required dimension or condition, and code reference citations.
- **Conceptual Solution:** MIG will provide a conceptual solution to resolving the barrier in text format, and will recommend alternate solutions or equivalent facilitation when feasible.
- **Cost Estimate:** We will provide a planning-level cost estimate for the removal of each barrier.

- **Barrier Priority:** Barriers will be assigned a draft Barrier Priority which will be reviewed and confirmed by City Staff during the prioritization process (Task 3.4).
- **Reference Diagram:** The report will include a reference diagram locating the barriers on a floor plan, site plan, or aerial photograph of the facility.

Each barrier removal action, such as the replacement of a door knob with lever-type door hardware, is assigned a cost. These costs are based on RS Means cost data, MIG's experience, and feedback from previous public agency clients. Costs represent a planning-level estimate based on the cost of construction that can be used to determine the cost for removing barriers at facilities. MIG will provide the City with a PDF of the facility reports for review prior to Task 3.4.

City staff involvement: Review of reports prior to Task 3.4.

Deliverable: Facility reports in PDF format.

Task 3.4: Facility Prioritization Work Session

MIG will assist City staff with prioritizing the list of buildings and parking facilities to develop a Transition Plan schedule for the removal of accessibility barriers. This MIG facilitated meeting will assist City staff in determining appropriate responses to mitigating barriers, either through modification of the facilities, or by relocating programs, or by other programmatic solutions. The recommendations included in the Plan are not intended to be absolute or unconditional. It is expected that shifting program participation, funding, facility improvements, and other factors will influence the prioritization and scheduling of access improvements.

City staff involvement: Participation of key staff members in a prioritization workshop (2 hours). This meeting can be held on the same day as Tasks 4.5 and 5.1.

Deliverables: MIG will facilitate the meeting, provide an agenda and materials for the meeting.

TASK 4: RIGHT-OF-WAY (ROW) EVALUATION

Task 4.1: Conduct ROW Evaluation Strategy Session

MIG will conduct a ROW evaluation strategy session with City staff responsible for curb ramps and sidewalks. The strategy session will identify the areas of highest priority for pedestrian improvement based on the ADA Title II criteria and discuss specific prioritization criteria for the City of Tigard. We will identify the areas of highest priority for pedestrian improvement which will inform the timeframe for the removal of barriers.

At this meeting, we will also discuss the process for evaluating the right-of-way which will inform Task 4.2.

City staff involvement: City Project Manager and key staff members will attend a 1-1/2 to 2-hour meeting with MIG.

Deliverable: The MIG Team will facilitate the meeting and prepare materials for the meeting. This meeting can be held on the same day as Task 2.2.

Task 4.2: Develop Procedures for ROW Evaluation

In coordination with City staff, MIG will prepare and customize the procedures needed to conduct the evaluation of the City's curb ramps and sidewalks. The evaluation procedures will be based on the 2010 ADA Standards and the 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Right-of-Way. The ROW evaluation process will be scaled to be the most efficient with available City resources for completing the project.

City staff involvement: The City will work with the MIG team to develop the procedures for the ROW evaluation. Review and provide consolidated comments on draft evaluation procedures.

Deliverable: After Task 4.1 the MIG Team will produce a draft procedure for the right-of-way evaluations for City review and comment. Once MIG has received all comments, MIG will finalize the procedures before starting Task 4.3. Often City's include an evaluation of the pedestrian signals maintained by the City, if desired, these facilities can be included in the right-of-way evaluation.

Task 4.3: Conduct ROW Evaluations

The MIG Team will conduct evaluations of the facilities in the right-of-way. Barrier data will be collected using tablets and stored in a real-time cloud database for immediate review. When available, the MIG Team will build upon the City's existing GIS data.

City staff involvement: The City will be able to monitor the status of the evaluations using an online map link.

Deliverable: The MIG Team will conduct the evaluations within the right-of-way.

Task 4.4: ROW Summary Report

The results of the evaluation will be included in a summary report of the identified barriers which will identify whether right-of-way facilities meet ADA standards. Barrier data will be mapped and summarized to easily show where and how many barriers exist within the public right-of-way. MIG will also apply the prioritization criteria discussed in Task 4.1 to assist with the transition plan phasing schedule.

City staff involvement: The City will review the outcomes of the evaluations.

Deliverable: The MIG Team will provide the City with a ROW Summary Report.

Task 4.5: ROW Prioritization Work Session

MIG will meet with City staff in to review the results of the report and applied prioritization criteria. At this meeting, the timeline for mitigating barriers and strategies for funding barrier removal will be discussed for incorporation into the Transition Plan. This meeting can be held on the same day as Task 3.4.

City staff involvement: City Project Manager and key staff members will attend a 1-1/2 to 2-hour meeting with MIG. This meeting can be held on the same day as Tasks 3.4 and 5.1.

Deliverables: MIG will facilitate the meeting, provide an agenda and materials for the meeting.

TASK 5: PREPARE THE ADA TRANSITION PLAN

Task 5.1: ADA Focus Group Meeting #2

At this meeting, MIG will present the results of the facility and right-of-way evaluations, and collect feedback on the draft barrier removal priorities.

City staff involvement: This meeting can be held on the same day as Tasks 3.4 and 4.5.

Deliverable: MIG will facilitate the meeting and will collect information from Focus Group participants for inclusion in the barrier removal priorities. MIG will provide a meeting summary.

Task 5.2: ADA Implementation Data

Upon the completion of Tasks 3.4, MIG will finalize the barrier prioritizations and provide the City with a customized Excel spreadsheet containing all the information contained in the building and park facility evaluations, including the identified barriers, relevant codes, barrier categories, and planning level costs. The Excel data will be linked to the ADA barrier GIS data collected at each of the facilities.

Upon the completion of Task 4.5, MIG will provide the City with GIS data containing all the barrier information collected in the public right-of-way, including relevant codes and barrier priorities.

The data provided is intended to be the living document for tracking and monitoring the implementation of the ADA Transition Plan.

City staff involvement: Review and use the data provided for the development of the transition plan phasing schedule.

Deliverable: GIS data for right-of-way barriers, and an Excel worksheet and GIS data of all barriers identified in Task 3.2.

Task 5.3: Prepare the Draft ADA Self-Evaluation and Transition Plan

Based on the policy and program evaluation, the facility evaluations, the prioritization and scheduling process, MIG will prepare a Draft of the ADA Self-Evaluation and Transition Plan. MIG will work with City Staff to prepare the schedule of barrier removals based on the facility prioritization process. The Draft plan will include:

- ADA Self-Evaluation and Transition Plan requirements and process, including the methodology employed, prioritization and scheduling process
- Public outreach process
- Transition Plan Phasing Schedule
- Forms and procedure for filing an ADA Grievance or a Request for Accommodation
- Program accessibility guidelines, standards and resources
- Appendices

MIG will provide the Draft Plan in PDF format for review and comment by City staff prior to Task 5.4.

City staff involvement: Review the Draft Plan and provide comments for development of the public review draft.

Task 5.4: ADA Focus Group Meeting #3

After City review and edit of the Draft Plan, MIG will facilitate a third Focus Group meeting. At the meeting, the Draft Plan will be reviewed and the MIG team will receive comments and direction on the Plan. MIG will facilitate the meeting and collect information from the Focus Group for inclusion in the Public Review Draft Transition Plan.

Deliverable: MIG will provide the meeting agendas, graphic, and text materials for the meetings. MIG will provide a meeting summary for posting on the City's website.

Task 5.5: Public Review Draft of the Transition Plan

After the second Focus Group Meeting, MIG will provide the City a Public Review Draft of the ADA Transition Plan for public distribution and comment. The digital document will be formatted for use by screen readers.

City staff involvement: The City will post the Public Review Draft to the website for comments. Hard copies and comment cards will be available at highly used public locations such as the Tigard City Hall, Library, and Senior Center.

Deliverable: MIG will provide a tagged PDF and Word document of the Plan for posting to the City's website and distribution at highly used public locations.

Task 5.6: Prepare the Final ADA Self-Evaluation and Transition Plan

After the receipt of the public comments, MIG will coordinate with City staff on additional edits to the Draft Plan and prepare the Final ADA Transition Plan.

Deliverable: MIG will provide a final Word and PDF format of the plan for distribution.

TASK 6: ADDITIONAL SERVICES


Additional Services as Determined by the City's Project Manager

Through the course of the project, additional tasks may be identified that will enhance the development and implementation of the Plan. Additional services can include but are not limited to the following:

- City stakeholder interviews
- City staff ADA customer service training
- City staff ADA inspection training
- Revisions existing standards and specifications
- Designing retrofits for site specific barrier mitigation solutions
- Development of trail classifications and applied ADA and/or ABA standards

estimated project schedule

		Month	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	PROJECT INITIATION/ON-GOING MANAGEMENT/COMMUNICATION												
1.1	Project Initiation												
1.2	Public Information Portal												
1.3	Focus Group Development												
1.4	Project Management												
2	ADA POLICY & PROGRAM EVALUATION & REPORT												
2.1	Review City of Tigard Policies and Standards												
2.2	Staff Questionnaire and Orientation Meeting												
2.3	Focus Group Meeting #1												
3	ADA FACILITY EVALUATIONS												
3.1	Prepare Facility Diagrams												
3.2	Conduct Facility Evaluations												
3.3	Prepare Facility Reports												
3.4	Facility Prioritization Work Session												
4	RIGHT-OF-WAY (ROW) EVALUATION												
4.1	Conduct ROW Evaluation Strategy Session												
4.2	Develop Procedures for ROW Evaluation												
4.3	Conduct ROW Evaluations												
4.4	ROW Summary Report												
4.5	ROW Prioritization Work Session												
5	PREPARE THE ADA TRANSITION PLAN												
5.1	Focus Group Meeting #2												
5.2	ADA Implementation Data												
5.3	Prepare the Draft ADA Self-Evaluation and Transition Plan												
5.4	Focus Group Meeting #3												
5.5	Public Review Draft of the Transition Plan												
5.6	Prepare the Final ADA Self-Evaluation and Transition Plan												

 = in person meetings

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City of Tigard ADA Self-Evaluation & Transition Plan Draft Priorities for Facility Barrier Removal

Recognizing that the City has limited funds and cannot immediately make all building and park facilities fully accessible, we would like your feed back on the following draft criteria for prioritizing facilities into a timeline for removing architectural barriers:

- **Level of use by the public:** Facilities that receive a high level of public use receive a high priority.
- **Program uniqueness:** Some programs are unique to a building, facility, or park and cannot occur at another location.
- **Geographic distribution:** By selecting a range of facilities that are distributed throughout the City, the City can ensure maximum access for all residents.
- **Citizen Rights and Responsibilities:** Facilities where services are provided to exercise citizen rights—participation in Council and Commission meetings, access to elected officials, facilities where taxes are paid, permits and licenses are obtained, etc.
- **Identified Complaints:** Efforts should focus on City facilities where there have been accessibility complaints.

ADA Title II Regulations

Title II of the ADA (28 CFR Section 35.150 (d)) requires that state and local entities develop a Transition Plan specific to curb ramps:

28 CFR Part 35, Subpart D—Program Accessibility, § 35.150 Existing facilities.

(d) Transition plan

(2) If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including **State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.**

(3) The plan shall, at a minimum—

- (i) Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
- (ii) Describe in detail the methods that will be used to make the facilities accessible;
- (iii) Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and
- (iv) Indicate the official responsible for implementation of the plan.

In 2002, the United States Court of Appeals for the Ninth Circuit, whose jurisdiction includes Oregon, held for the first time that sidewalks constitute a service, program or activity of a city, and sidewalks are therefore subject to the ADA's program accessibility regulations. *Barden v. City of Sacramento*, 292 F.3d 1073 (9th Cir. 2002). Before the *Barden* decision, the law was unclear whether municipalities' transition plans should address barrier removal from sidewalks.

Example Curb Ramp Priority Matrix for Barrier-Removal Projects

Curb Ramps		ADA 35.150(d)(2) Geospatial Proximity Priorities					
		A	B	C	D	E	F
Curb Ramp Installation Priorities (Category)	Priority Description	Location of Citizen Complaint / Request (ADA Title II Program Access)	Location Serving Government Offices & Public Facilities	Location Serving Transportation	Location Serving Commercial Districts, Employers	Location Serving Other Areas	To Be Determined
1	Sidewalk with No Curb Ramp Access	High Priority A1	B1	C1	D1	E1	F1
2	Damaged or Deteriorated	A2	B2	C2	D2	E2	F2
3	No Detectable Warning	A3	B3	C3	D3	E3	F3
4	Running Slope, Flares, Width, or Landing	A4	B4	C4	Medium Priority D4	E4	F4
5	Counter Slope or Vertical Change	A5	B5	C5	D5	E5	F5
6	No deficiencies identified	Low Priority A6	B6	C6	D6	E6	F6

Example Sidewalk Priority Matrix for Barrier-Removal Projects

Sidewalks		ADA 35.150(d)(2) Geospatial Proximity Priorities					
		A	B	C	D	E	F
Sidewalk Installation Priorities (Category)	Priority Description	Location of Citizen Complaint / Request (ADA Title II Program Access)	Location Serving Government Offices & Public Facilities	Location Serving Transportation	Location Serving Commercial Districts, Employers	Location Serving Other Areas	To Be Determined
1	Width Insufficient	High Priority A1	B1	C1	D1	E1	F1
2	High Frequency Surface Barriers & Hazards	A2	B2	C2	D2	E2	F2
3	Med. Frequency Surface Barriers & Hazards	A3	B3	C3	D3 Medium Priority	E3	F3
4	Maintenance	A4	B4	C4	D4	E4	F4
5	Sufficient	Low Priority A5	B5	C5	D5	E5	F5