

CITY OF GREENACRES ADA TRANSITIONAL PLAN



Prepared by Planning & Engineering Department

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INTRODUCTION

BACKGROUND

The City of Greenacres, Florida is interested in improving access to and use of its facilities and services offered to the public. To that end, the City has contracted Craven Thompson & Associates to provide services to assess each of the facilities and public services to ensure that the Americans with Disabilities Act (ADA) and the Florida Accessibility Code (FAC) are in full compliance and to provide support in the development of an ADA Transition Plan to effect work to correct any deficiencies discovered.

The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. The ADA mandates that entities having 50 or more employees must perform a self-evaluation of all public facilities and the services offered by the entity to determine ADA compliance. Further, an ADA Transition Plan is required to be developed to address the removal of any accessibility barriers or ADA compliance issues discovered during the self-assessment process. The ADA Transition Plan establishes a list of improvements necessary to achieve full accessibility of the entities facilities and services. The Plan is to be worked over time based on available resources as established by the entity until all work is completed and full accessibility is reached.

City buildings, parks, sidewalks, parking lots, and other city owned/maintained/run facilities, programs, and services play an important role in every community. Unfortunately, many of these facilities & programs were built without accessibility in mind. Therefore, many individuals with disabilities and their families are often unable to access and participate in many of the activities the rest of the community takes for granted.

According to the federal regulations, when these facilities are built or altered, they must comply with the ADA Standards for Accessible Design, which require the inclusion of accessible features, such as; accessible routes and connections, parking spaces, restroom facilities, spectator seating areas, and signage. The ADA Transition Plan should list all non-accessible elements, programs, and activities and give recommendations and a timeline on how and when these items can be made accessible. Additionally, Title II of the ADA mandates that a public entity make its programs accessible to people with disabilities, not necessarily each facility or part of a facility. Program accessibility may be achieved by a number of methods. In many situations, providing access to facilities through structural methods, such as alteration of existing facilities and acquisition or construction of additional facilities, may be the most efficient method of providing program accessibility. For example, where the second floor office of a public welfare agency may be entered only by climbing a flight of stairs, an individual with a mobility impairment seeking information about welfare benefits can be served in an accessible ground floor location or in another accessible building. Similarly, a town may move a public hearing from an inaccessible building to a building that is readily accessible. When choosing among available methods of

providing program accessibility, a public entity must give priority to those methods that offer services, programs, and activities in the most integrated setting appropriate.

The City of Greenacres would like to have all of their City buildings, parks, parking, pedestrian facilities, programs, and services assessed and an ADA Transition Plan developed to assist them in the remediation of all of the accessibility deficiencies within their facilities, programs, and services, and therefore bring them into compliance with the requirements of the ADA and the FAC.

This project includes planning for a comprehensive assessment of the conditions at the City's facilities, which will identify and help prioritize improvements to address the accessibility of the facilities and access to public services provided. Information relating to the accessibility of each facility will be collected with the purpose of improving the City's staff understanding of accessibility issues and particularly Americans with Disabilities Act (ADA) requirements as they relate to facilities and services, as well as to identify which facilities are in compliance with the ADA.

This document serves as a summary report outlining the development of the facilities inventory and database of information gathered during assessments of the facilities, the prioritization of improvements, and the phasing plan to implement improvements based on anticipated funding available over the next several years. The plan will be updated with every five (5) year capital improvement plan update that includes items related to ADA compliance.

During previous budget cycles, the City has planned for and upgraded existing facilities to address ADA accessibility, including but not limited to park restroom facilities, a city-wide sidewalk program, and community center expansion and improvements. The City-wide sidewalk program was designed to provide connections and complete missing segments to create sidewalk networks that allow for safe movement for people of varying ages and mobility. Sidewalks are intended to provide circulation and access for residents and visitors in a neighborhood to the various homes and amenities such as parks, stores and workplaces.

In FY 2017, the sidewalk network within the Palm Beach Villas II (Empire Way) neighborhood was completed with survey and engineering paid for out of the Planning & Engineering Department cost center. Also in FY 2017, surveying and engineering work was undertaken to identify areas of concerns and potential construction costs to complete the missing sidewalk segments throughout the City. This project is still part of the current Five Year Capital Improvements Plan of the FY 20 & FY 21 Budgets.

FRAMEWORK

The Framework Plan outlines the process for conducting the inventory and documents initial concepts and inputs for data needs, inventory structure, data collection procedures, and the initial project schedule. The Framework Plan also includes a proposed action plan identifying the assumptions and responsibilities of each party to ensure the successful completion of this project.

To assist in facilitating the inventory to be completed as part of this project, this framework plan has been prepared which outlines the process for the inventory, as well as documents initial concepts

and inputs for data needs, inventory structure, data collection procedures, and proposed project schedule.

IDENTIFICATION OF DATA – ON-GOING

The first step in this effort is to identify what information will be collected at each facility and how it will be collected. The survey methodology proposed for this project's data collection task will be developed based on sample ADA Transition Plan project completions, as well as discussions between the City staff and consulting engineering firm, Craven Thompson & Associates (CTA). Conference calls and meetings will be held with the Project Team in this regard to address easy modifications as well as plan for larger scale projects. The Project Team will be convened through a project kick-off meeting specifically to help implement the study, establish its objectives, and provide a level of oversight throughout the course of the project. This team is comprised of City of Greenacres planning and administrative staff and Craven Thompson (CTA) technical ADA project staff. Members of this team serve as primary contacts for CTA staff throughout the project and will provide all of the data and information to CTA that is identified in the project scope of services.

A comprehensive checklist of the proposed data to be collected as part of the inventory of the City's facilities has been compiled, based on existing regulations. The checklist of data to be collected at each facility includes the following information.

FACILITY AND ASSESSOR IDENTIFICATION

- Date and time assessment initiated
- Date and time assessment completed
- Assessor's name
- Reviewer's name
- Location of facility site/Address/
- GPS Longitude
- GPS Latitude
- Photographs

PRESENCE OF ACCESSIBILITY FEATURES AND ADA COMPLIANCE

- Parking/Drop-off Area?
- Entrances?
- Accessible route(s) description?
- Walkways, sidewalks, street crossings, curb ramps, detectable warnings?
- Stairways, elevators, ramps?
- Gathering places or spaces?
- Restrooms, locker rooms, bathing/shower rooms, toilet rooms?
- Telephones?
- Doors/gates/hardware?
- Water fountains?
- Vending/ATM/Ticketing devices?

- Signage – visual and tactile?
- Protruding objects?

DATA COLLECTION TECHNOLOGY

The checklist data will be included in an application developed in-house by the City's GIS Division to work on City smartphones or tablets whereby field capture of specific data is gathered through questions under each of the main topics of those amenities provided at each facility to determine compliance with the ADA requirements. The Yes or No questions are specifically designed to produce an answer of compliance or deficiency with the code and to further expand the questioning to obtain specific information to allow decisions leading to recommendations for remediation of deficiencies. Additional tools used by the assessor during reviews of the City's facilities includes the following.

- Tablet or smartphone or similar piece of equipment programmed to collect the required data utilizing the application developed by TO
- Global Positioning System (GPS) Receiver
- Digital camera
- Smart level
- Measuring wheel
- Tape measure or folding rule

DATA COLLECTION FIELD TEST

The data collection process would consist of three parts: a field test, training, and the actual survey. The purpose of the field test is to check the established data collection methodology on a selected facility to determine whether any adjustments would need to be made before training is conducted and the actual survey is performed, as well as to test how the technology and equipment work in the field. The field test, including preparation, the actual field test, and a review of the results will be conducted by City staff and is anticipated to occur the first day of facility assessments.

DATA COLLECTION TRAINING

Based on results from the primary field test, a set of procedures will be developed outlining the data collection process for the assessors. These procedures will include step-by-step instructions to walk the survey team through the initial preparation for data collection, reminders and pointers for collecting data at each location, as well as contact information for appropriate Project Team members to answer questions related to the logistics of the data collection or any other questions, including any technology-related questions or issues that may arise in the field.

To familiarize the assessors with the data necessary to be collected as part of this effort, as well as to provide a forum to answer questions the surveyors may have, City staff will conduct a refresher

training session for any City staff wishing to participate in the assessments. This training will explain the necessary background information and data to be collected as part of the inventory, and to familiarize the assessors with the technology and equipment to be used in the field, including the application interface.

A secondary purpose for the training session is to familiarize City staff with the technology and tools used in the data collection process. It is imperative for City staff to be involved in the initial training process so that future assessments can be accomplished using the process.

The field test also will introduce staff to the facility interview process which will identify the services offered at the facility, the employees assigned to deliver said services, and the degree of competence of the employees to successfully deliver services to individuals with disabilities. Following completion of the field test, City staff will identify and discuss any potential issues or problems resulting from the field test and will have one week to refine the inventory templates and data collection procedures prior to continuing the facility assessments.

DATA COLLECTION

Immediately following the field test and verification of the assessment process, the actual assessment and data collection process will begin. During the assessment process, data collection will occur four days per week, Monday through Thursday, from approximately 8 a.m. to 5 p.m., weather permitting. Fridays have been designated to be quality control days to review the data collected each week to identify any missing or incomplete data that will need to be recollected. City staff will review the data during each week for quality control, identify any issues that may require additional attention, as well as document any missing or incomplete data that needs to be recollected prior to completing the assessment process. It is anticipated that a continuous quality control process throughout the project will result in a more accurate inventory for the City, rather than completing the quality control process after completion of the entire data collection effort.

Following the completion of the assessment process, the master database will be compiled and reviewed for quality control purposes. The results of the assessment data that are included in the master database will be used to prepare the ADA Transition Plan, which will identify and prioritize needed improvements and recommend a phasing program for implementing these improvements, based on anticipated funding.

REPORTING PROCESS

The findings for each facility assessed under the project will be provided in the form of an Accessibility Assessment Report, or AAR. This AAR conforms to ASTM E2018-01 - Standard Guide for Property Assessments: Baseline Property Condition Assessment Process standards.

The AAR is intended to identify defects or deficiencies in compliance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and Florida Accessibility Code (FAC) and to recommend necessary improvements that could improve accessibility of the assessed facilities by individuals with disabilities. Our assessment is based on spaces, areas, elements, or features that can or could be accessed by the general public. Attention to equipment or work spaces not allocated for use by individuals with disabilities will not be evaluated. Nevertheless, where work areas that may allow individuals with disabilities to be employed are identified by the facility member interviewed during the introductory stage of the assessment are identified, these areas will be assessed and any deficiencies noted will be reported.

The date the facility was constructed or renovated is important to determine so that applicable standards can be applied during the assessment process. ADAAG became enforceable in January 1992 with a revision becoming enforceable in 2012. The FAC has had various revisions over the years. This AAR reports deficiencies according to ADAAG and FAC standards as appropriate to the condition assessed.

An informal interview with a designated point of contact for each facility will be conducted prior to performing the physical assessment of the building and surrounding elements. This will provide an overview of the facility's occupancy, use, and history which will establish the spaces and elements frequented by the general public and which must meet the minimum accessibility requirements to provide access to those portions of the facility where services are provided to the public.

The pre-interview process is used to determine and document information relevant to each facility's use in order to determine applicable regulatory standards to apply to the assessment of the facilities. Use and occupancy information is critical in determining compliance with accessibility standards and must be established prior to the physical assessments.

Digital photos will be taken throughout the assessment process to document deficiencies or other items necessary to explain conditions in the reporting process. Each report will breakdown any deficiencies with the ADA or FAC requirements and provide a recommended remediation for the deficiency along with an estimated cost to effect the remediation.

POLICIES & PROCEDURES

A meeting was setup with Greenacres' ADA Coordinator and the City's policies and procedures were reviewed, per the requirements of the ADA. The City is moving forward to address ADA deficiencies with their policies and website and are moving forward to achieve full compliance with the law.

ASSESSMENT PROCESS

Each facility survey will address each accessible element and space within and external to the building and included applicable elements such as path-of-travel (accessible route), parking, curb

ramps, entrances/exits, signage, toilets, drinking fountains, ramps, doors, hardware, and all other spaces that can be occupied and elements covered by the 1990 and 2010 ADA Standards.

The assessments include physical measurements and counts for components or systems. Survey findings are collected and recorded on the GIS ADA compliance checklist application. Photographs are taken with the tablet of each area of the facility for familiarization and later referenced to illustrate deficiency findings. The digital data and photographs will be uploaded to a database on our City's secure servers for backup. Where appropriate, photographs are included in the AARs to illustrate issues or deficiencies where necessary.

Each facility assessment consists of non-intrusive visual observations, which allow for a readily accessible and easily visible components and systems assessment of the facility which include measurements of space and clearance dimensions, slope, walkway widths, reach ranges, maneuverability measurements, etc.

DEVELOPMENT OF IMPROVEMENT COSTS

In order to develop the Implementation and Financial Plan, unit costs for each type of improvement will be developed. These unit costs are standard industry costs when local data was not available. **It is important to note that the unit costs are estimates and include across-the-board assumptions that will need to be reviewed by the City prior to the actual improvement being completed.**

Note that the costs included are planning level estimates, once the projects progress through design, the actual construction opinions of cost will become more refined. Also, the City does not have the funding to go out and make all of these improvements at one time, which would offer the most economy of scale. Therefore, cost estimates are reflective of multiple smaller phases that will be more conducive to the funding available.

Again, it should be noted that the estimates are intended to reflect the projected costs for the City's overall facility improvement needs over the timeframe of the plan; for specific projects nearing implementation, it may be necessary for the City to conduct a more detailed cost assessment.

DEVELOPMENT OF IMPLEMENTATION AND FINANCIAL PLAN

The Implementation and Financial Plan is developed to identify when the improvements should occur, based on the relative priority of the improvements and anticipated level of funding that will be available to address the improvements.

Due to the nature of the quick fix improvements, it is assumed that the majority of the identified quick fix improvements will be completed within the confines of a multi-year plan, listed in the following section.

It would be ideal if the City of Greenacres could take advantage of "piggy backing" needed improvements with other planned facility improvement and renovation projects. Under ideal

circumstances, this would permit the City to benefit either because the project directly addresses some or all of the needed improvements, or the project allows the City to reduce its improvement costs due to the concurrent construction activities. It is not known at this time the amount of implementation costs that could potentially be saved by completing the improvements concurrent with planned projects. Therefore, potential cost savings through fund leveraging are not included in the Implementation and Financial Plan at this time. In the future, should the desire and ability to estimate the amount of costs that could be reduced through fund leveraging, the cost of the improvements for those impacted improvements may be adjusted.

To develop the plan, the prioritized list of improvements are incorporated into the Implementation and Financial Plan based on the amount of anticipated funding available each year for the improvements as provided by the City.

It should be stressed that the Implementation and Financial Plan will serve as a general guide for the planning of improvements and that several factors will influence the timing for implementation of specific improvements and the overall cost of the program, including:

- Opportunities for partnering with other jurisdictions or organizations on implementing improvements, such as developers, Palm Beach County, or FDOT (District IV).
- Specific site conditions at individual locations, including landscaping, utilities, drainage, which can have a significant impact on the type of improvements required and the associated cost.
- Contracting opportunities, including awarding a unit-price contract for the implementation of improvements at multiple locations.
- Additional opportunities to relocate or consolidate individual amenities.

On an annual basis, the list of needed improvements will be reviewed against the funding that is available that year to develop a specific work program. As previously mentioned, this will involve development of more detailed cost estimates based on a review of site conditions at individual locations.

PHYSICAL OBSTACLES TO ACCESSIBILITY

As previously described, the City must not deny access to its programs, activities, and services to individuals with disabilities because its facilities are not accessible. Below is a table of the City of Greenacres' existing facilities:

Table 1 – Assessed Facilities	
Facility Name	Address
BUILDINGS/PUBLIC FACILITIES	
City Hall	5800 Melaleuca Lane
Greenacres Fire Rescue Station #94/PBSO District 16	2995 S Jog Road
Greenacres Fire Rescue Station #95	5095 Haverhill Road
WIC Building (Old City Hall)	5985 10 th Avenue North

Greenacres Community Center	501 Swain Boulevard
Community Hall (Youth Program Services)	501 Martin Avenue
Historical Society Museum	301 Swain Boulevard
Public Works Facility	5750 Melaleuca Lane
PARKS/PAVILIONS	
Bowman Park	4750 Bowman Street
Burrowing Owl Park	2655 Sherwood Forest Boulevard
Empire Park	4429 Empire Way
Friends Park	5265 10 th Avenue North
Gladiator Park	4759 Gladiator Circle
Greenacres Freedom Park	2400 Pinehurst Drive
Heather Estates Park	3851 Heather Drive West
Ira Van Bullock Park	520 Perry Avenue
Oasis Park	460 Jackson Avenue
Ramblewood Park	6535 Ramblewood Circle
Rambo Park	3595 S 57 th Avenue
Samuel J. Ferreri Community Park	2905 S Jog Road
Veterans Memorial Park	6250 Purdy Lane

A self-evaluation of each of the City’s facilities, listed in the table above, is planned for in FY 2021 and once completed, the barriers to accessibility within each of these facilities, potential solutions for mitigation, and estimate of probable cost will be developed in an individual report for each facility, and added as an Appendix to this report. In addition, an inventory and results of the City’s self-evaluation of their public rights-of-way will be detailed and added as an Appendix.

IMPLEMENTATION AND FINANCIAL PLAN

Once the Assessments are completed the City will develop total estimates of probable cost to mitigate all of the barriers to accessibility for public facilities and the cost will be added to Table 2 below.

Table 2: Estimates of Probable Cost	
Facility Name	Estimate of Probable Cost
City Hall	TBD
Greenacres Fire Rescue Station #94/PBSO District 16	TBD
Greenacres Fire Rescue Station #95	TBD
WIC Building (Old City Hall)	TBD
Greenacres Community Center	TBD
Community Hall (Youth Program Services)	TBD
Historical Society Museum	TBD
Public Works Facility	TBD
Bowman Park	TBD
Burrowing Owl Park	TBD
Empire Park	TBD
Friends Park	TBD

Gladiator Park	TBD
Greenacres Freedom Park	TBD
Heather Estates Park	TBD
Ira Van Bullock Park	TBD
Oasis Park	TBD
Ramblewood Park	TBD
Rambo Park	TBD
Samuel J. Ferreri Community Park	TBD
Veterans Memorial Park	TBD

Based on the City’s current allocation of funds dedicated to ADA improvements as well as their planned CIP projects for facilities that have been identified to have barriers to accessibility, a 5-year implementation plan will be developed, as shown in table 3.

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Table 3: Implementation Plan						
Facility Name or Description	Estimates of Probable Cost	FY 2020	FY 2021	FY 2022	FY 2032	FY 2024
CITY FACILITIES						
City-wide Sidewalks Enhancements (FY17-21)	\$865,000					
CITY BUILDINGS						
City Hall	TBD					
Greenacres Fire Rescue Station #94/PBSO District 16	TBD					
Greenacres Fire Rescue Station #95	TBD					
WIC Building (Old City Hall)	TBD					
Greenacres Community Center	TBD					
Community Hall (Youth Program Services)	TBD					
Historical Society Museum	TBD					
Public Works Facility	TBD					
Bowman Park	TBD					
PARKS						
Burrowing Owl Park	TBD					
Empire Park	TBD					
Friends Park	TBD					
Gladiator Park	TBD					
Greenacres Freedom Park	TBD					
Heather Estates Park	TBD					
Ira Van Bullock Park	TBD					
Oasis Park	TBD					
Ramblewood Park	TBD					
Rambo Park	TBD					
Samuel J. Ferreri Community Park	TBD					
Veterans Memorial Park	TBD					
Total Estimate of Probable Cost	\$865,000					
CIP ADA Improvements Funds						
Other CIP Projects	\$865,000					
Legend						
All or partial improvements mitigated in conjunction with another CIP project.						
Quick-Fix items. Facility partially improved with ADA funds from CIP.						
Partial fix using ADA funds from CIP.						
All or partial improvements mitigated with a combination of ADA funds and other CIP projects.						

It is recommended that in the first year of the Implementation Plan, all of the barriers to accessibility identified as “Quick-Fix” items be mitigated. In the following years of the plan, other facilities will have their barriers to accessibility removed, either through the use of the City’s 5-year CIP Citywide Sidewalk ADA Improvements project or it will be fully or partially funded and completed in conjunction with other CIP projects dedicated to improving that particular facility.

By mitigating the quick-fix items during the first year of the Implementation Plan, the City of Greenacres is able to remove many of the City’s barriers to accessibility quickly and relatively

cheaply. The City will use the plan to determine the final date of full compliance. The remaining facilities that are older, while still not fully compliant with the ADA would have had some accessibility improvements completed due to the quick-fix items.

It is important that every time the CIP is developed, funds be allocated to ADA improvements, at least until all of the above mentioned facilities are fully ADA compliant. However, as the City's funding and priorities change over time, so to can the amount and order in which these improvements be mitigated in. The City just needs to make sure that each year progress is being made to remediate the various barriers to accessibility so that in the near future, the City of Greenacres will be fully accessible to all its citizens, employees, and visitors.

APPENDICIES