



# agenda

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## ADA Focus Group – Meeting #1

Date **9/12/17**

Time **1:30 PM - 3:30 PM**

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### Participants

ADA Focus Group

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1:30 pm – 1:35 pm

#### Introductions

1:35 pm – 1:50 pm

#### Project Overview

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

1:50 pm – 2:15 pm

#### Strengths and Opportunities

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

2:15 pm – 2:40 pm

#### Challenges and Issues

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

2:40 pm – 3:20 pm

#### Planning Priorities

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

3:20 pm – 3:30 pm

#### Next Steps

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# Exhibit A - Lynnwood ADA Self-Evaluation and Transition Plan

## Scope of Work

The following scope of work addresses the requirements for developing an ADA Self-Evaluation and Transition Plan for the City of Lynnwood, Washington.

### ASSUMPTIONS:

#### Public Meetings (Tasks 1.3, 5.1, 5.4 and 5.6)

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, and will provide written minutes of the meeting.

#### 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 (Tasks 1.1, 2.1, 3.4, 4.1, and 4.5).

### 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. We will review the status of accessibility compliance reviews for curb ramps, parks and the Draft Transition Plan.

*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 and/or floor plans (if they exist), any additional GIS or AutoCAD base data (if available) and a list of Department 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 ADA Title II topics and 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. At the end of the project, the website will serve as the City's public information portal for the identification of the ADA Coordinator, the ADA grievance procedure and requests for accommodations.

*City Staff Involvement:* City staff will designate a page on the City's website dedicated to the Transition Plan 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: ADA Focus Group Meeting #1

MIG will work with the City’s Project Manager to identify participants of the Focus Group for the transition planning process. MIG will facilitate a Focus Group meeting to kick-off of the ADA Transition Plan. This meeting will educate the group on the process and components required to fulfill the obligations to complete an ADA Transition Plan. A key task of the Focus Group participants is to spread the word about the Transition Plan to members and partners of the disabilities community, to provide insights during the barrier prioritization process, and to review the draft Transition Plan.

*Deliverable:* MIG will assist the City in its approach to identifying participants for the Focus Group. MIG will provide the meeting agendas, graphic, and text materials for the meetings. MIG will facilitate the meeting and collect information from Focus Group participants for inclusion in the barrier removal priorities. MIG will provide a meeting summary for posting on the City’s website.

## TASK 2. ADA POLICY & PROGRAM EVALUATION & REPORT

### Task 2.1: 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.

*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 20 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 2.2: Review City of Lynnwood Policies and Standards

The MIG Team will collect and review City of Lynnwood 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, 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.

## 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, parks and trails and Task 4 focuses on curb ramps and sidewalks.

### TASK 3: BUILDING, PARK & TRAIL EVALUATIONS

#### Task 3.1: Prepare Facility Diagrams

MIG will prepare diagrammatic plans (8.5 x 11) of all buildings, parks and trails based upon site plans and floor plans provided by the City. If plans do not exist, the MIG Team will produce diagrammatic plans or aerial photos to be included in the facility reports. The diagrams will be used to indicate the location of architectural barriers identified during the evaluation.

*City staff involvement:* The City will provide any existing blueprints, 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 3.3).

#### Task 3.2: Conduct Facility Evaluations

MIG will evaluate all portions of exterior and interior features of buildings, parks and trails 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 2015 WSBC, 2010 ADA and 2013 AGODA standards. The facilities to include in the evaluation approach are the following:

#### Buildings:

- North Administration Building
- City Hall
- Lynnwood Library
- Lynnwood Recreation Center & Pool
- Lynnwood Senior Center
- Fire Station #15
- Facilities Maintenance Building
- Fire Station #14
- Civic/Justice Center
- Park Maintenance Building
- Lynnwood Maintenance and Operation Center
- Waste Water Treatment Plant Office Building

#### Parks:

- Daleway Park
- Gold Park
- Heritage Park
- Lynndale Park and off-leash dog area
- Maple Mini Park
- Meadowdale Park
- Meadowdale Playfields
- Municipal Golf Course
- North Lynnwood Park
- Pioneer Park
- Scriber Creek Park
- Scriber Lake Park
- South Lynnwood Park
- Sprague's Pond Mini Park
- Spruce Park
- Stadler Ridge Park
- Veterans Park
- Wilcox Park

#### Park Trails:

- Golf Course Trail
- Interurban Trail - PUD ROW
- Mesika Trail / Civic Ctr Buffer
- Scriber Creek Trail

*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

the justice center, 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 building, park and trail 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. Prior to submission of the facility reports, we will provide a spreadsheet of the planning level costs for each barrier type for City review.
- **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, parks and trails in order 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 Transition 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).

*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 sidewalks

and curb ramps. The strategy session will identify the areas of highest priority for pedestrian improvement based on the Federal ADA criteria and discuss specific prioritization criteria for the City of Lynnwood. 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. Documents to be reviewed prior to the workshop will include capital improvement plans, maintenance plans and any planning documents relating to future projects.

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. After the meeting MIG will provide a meeting summary for staff review. This meeting will be held on the same day as Task 2.1.

#### **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 along the City's pedestrian access routes. The ROW evaluation process will be scaled to be the most efficient with available City resources for completing the project.

**Sidewalks** - The asset management data collected during the pavement assessment survey does not specifically address the following characteristics of an ADA evaluation: openings, protrusions, overhanging objects, vertical changes of level, and slope. Based on the metadata MIG will identify the sidewalk segments that do not meet minimum

width requirements and possibly the segments identified as gravel and flag these as needing replacement in the transition plan phasing schedule.

This will reduce the number of sidewalk segments that will need further evaluation. MIG will work with the City to prioritize or tier the evaluations to sidewalk segments with noted obstructions from extensive to slight and develop an ADA field verification process in order to identify the ADA barriers, for the development of a barrier mitigation phasing schedule. MIG will also field check the sidewalk segments that have no obstructions or encroachments and appeared to be in 'like new condition' and possibly 'slight deterioration' status for any slope issues.

**Curb ramps** - The asset management data does not specifically address the characteristics evaluated for the ADA such as type of ramp (parallel, perpendicular, blended transition, etc.), ramp width, bottom and top landings, flared sides and the slope of the ramp, but it does give us information to winnow down the number of curb ramps that will need further evaluation. Some of the curb ramps can be flagged for replacement that have been identified as 'Type IV - Poor non-compliant geometrics, narrow or steep approach, excessive cross fall - not compliant, high priority' and possibly the 'Type - IV' and condition noted as 'Very Poor'.

MIG will work with the City to develop an evaluation process for those curb ramps that do not automatically fit within the City's thresholds for complete replacement.

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.

**Task 4.3: Conduct ROW Evaluations**

The MIG Team will conduct evaluations of curb ramps and sidewalks. Barrier data will be collected using tablets and stored in a real-time cloud database for immediate review. The data dictionary structure will be updated in coordination with FHWA and WSDOT. The MIG Team will build upon the City’s existing data for curb ramps and sidewalks developed for the pavement assessment survey.

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 curb ramps and sidewalks 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 will 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.

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

**TASK 5: PREPARE THE ADA TRANSITION PLAN**

**Task 5.1: Focus Group Meeting #2**

During the Focus Group’s second meeting, MIG will present the results of the facility and right-of-way evaluations, and collect feedback on the draft barrier removal priorities.

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 5.2: 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, park, and trail evaluations, including the identified barriers, relevant codes, barrier categories, diagrams and planning level costs. In addition to the spreadsheet, barrier GIS data will also be provided for trails, parks and the exterior areas of buildings.

Upon the completion of Task 4.5, MIG will provide the City with GIS readable data containing all the barrier information collected in the public right-of-way, including relevant codes and barrier priorities. The provided data 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 exterior facility and right-of-way barriers, and an Excel worksheet 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 and 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: 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 third Focus Group, MIG will provide the City a Public Review Draft of the ADA Transition Plan for public distribution and comment. The document 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 Lynnwood Library, Lynnwood Senior Center and Lynnwood Recreation Center & Pool.

*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: Public Open House**

MIG will facilitate a public meeting to provide input and comments on the Final ADA Transition Plan.



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*Deliverable:* MIG will provide the announcement language, meeting agendas, sign-in sheets, name tags, and a graphic and text materials for the meetings.

**Task 5.7: 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.

MIG, Inc.  
 Estimated Project Schedule  
 City of Lynnwood

Project: ADA Self-Evaluation and Transition Plan  
 Client: City of Lynnwood  
 Date: 8/29/2017

Draft Project Schedule	July	August	September	October	November	December	January	February	March	April	May	June
<b>Task/Subtask List</b>												
<b>Task 1 - Project Initiation</b>												
1.1 Project Initiation	█											
1.2 Public Information Portal	█	█	█	█	█	█	█	█	█	█	█	█
1.3 ADA Focus Group Meeting #1			█									
<b>Task 2 - ADA Policy &amp; Program Evaluation Report</b>												
2.1 Staff Questionnaire and Orientation Meeting	█	█	█									
2.2 Review City of Lynnwood Policies and Standards		█	█	█								
<b>Task 3 - Building, Park &amp; Trail Evaluations</b>												
3.1 Prepare Facility Diagrams		█	█									
3.2 Conduct Facility Evaluations		█	█	█	█							
3.3 Prepare Facility Reports				█	█	█						
3.4 Facility Prioritization Work Session							█					
<b>Task 4 - Right-of-Way Evaluation</b>												
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							█					
<b>Task 5 - Prepare the ADA Transition Plan</b>												
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 Public Open House										█	█	
5.7 Prepare the Final ADA Self-Evaluation and Transition Plan												█

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## City of Lynnwood 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 Washington, 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