



# CITY OF BRYAN

## ADA SELF-EVALUATION AND TRANSITION PLAN



CITY OF BRYAN  
*The Good Life, Texas Style.™*

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In association with:





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## 1.0 INTRODUCTION

### 1.1 LEGISLATIVE MANDATE

The Americans with Disabilities Act (ADA) is a civil rights law that mandates equal opportunity for individuals with disabilities. The ADA prohibits discrimination in access to jobs, public accommodations, government services, public transportation, and telecommunications. Title II of the ADA also requires that all Programs, Services and Activities (PSAs) of public entities provide equal access for individuals with disabilities.

The City of Bryan has undertaken a comprehensive evaluation of its policies, programs, and facilities to determine the extent to which individuals with disabilities may be restricted in their access to City services and activities.

### 1.2 ADA SELF-EVALUATION AND TRANSITION PLAN DEVELOPMENT REQUIREMENTS AND PROCESS

The City of Bryan is obligated to observe all requirements of Title I in its employment practices; Title II in its policies, programs, and services; any parts of Titles IV and V that apply to the City and its programs, services, or facilities; and all requirements specified in the 2010 ADA Standards and 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) that apply to facilities and other physical holdings.

Title II has the broadest impact on the City. Included in Title II are administrative requirements for all government entities employing more than 50 people. These administrative requirements are:

- Completion of a self-evaluation;
- Development of an ADA complaint procedure;
- Designation of at least one person who is responsible for overseeing Title II compliance (i.e. the ADA Coordinator); and
- Development of a Transition Plan to schedule the removal of the barriers uncovered by the self-evaluation process. The Transition Plan will become a working document until all barriers have been addressed.

This document describes the process developed to complete the evaluation of the City of Bryan's activities, provides policy and program recommendations, and presents a Transition Plan for the modification of facilities, public rights-of way, and programs to improve accessibility, which will guide the planning and implementation of necessary program and facility modifications over the next 15 years. The ADA Self-Evaluation and Transition Plan is significant in that it establishes the City's ongoing commitment to the development and maintenance of policies, programs, and facilities that accommodate all of its citizenry.

### 1.3 DISCRIMINATION AND ACCESSIBILITY

Programmatic accessibility means that, when viewed in its entirety, each program is readily accessible to, and usable by, individuals with disabilities. Programmatic accessibility is necessary not only for individuals with needs related to mobility disabilities, but also to individuals with needs related to speech, cognitive, vision and hearing disabilities. The following are examples of elements that should be evaluated for barriers to accessibility:



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### 1.3.1 PHYSICAL BARRIERS

- Parking
- Path of travel to, throughout and between buildings and amenities
- Doors
- Service counters
- Restrooms
- Drinking fountains
- Public telephones
- Path of travel along sidewalk corridors within the public rights-of-way
- Access to pedestrian equipment at signalized intersections

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### 1.3.2 PROGRAMMATIC BARRIERS

- Building signage
- Customer communication and interaction
- Access to public telephones
- Non-compliant sidewalks or curb ramps
- Emergency notifications, alarms, and visible signals
- Participation opportunities for City sponsored events

## 1.4 ONGOING ACCESSIBILITY IMPROVEMENTS

City facilities, programs, services, policies, practices and procedures will continue to be evaluated on an ongoing basis, and the ADA Transition Plan should be revised to account for changes since the initial self-evaluation. An accessibility inventory of sidewalks and curb ramps on streets and near City facilities will be completed, and an approach will be put in place to remove all identified barriers. This Plan will be posted to the City's website for review and consideration by the general public. In addition, notice will be provided of the Plan's existence in any official and unofficial City publications. The ADA Coordinator will supervise revisions to the ADA Transition Plan on an annual basis.

## 1.5 CITY OF BRYAN'S APPROACH

The purpose of the Transition Plan is to provide the framework for achieving equal access to the City of Bryan's programs, services and activities within a reasonable timeframe. The City's elected officials and staff believe accommodating disabled persons is essential to good customer service, to the quality of life City of Bryan residents seek to enjoy and to provide effective governance. This Plan has been prepared after careful study of all of the City's programs, services and activities.

The City of Bryan shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the City can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. The City of Bryan will not place surcharges on individuals with disabilities to cover the cost involved in making programs accessible.

## 2.0 PUBLIC OUTREACH

The City provided opportunities to receive input from the public concerning this Transition Plan. The following segments detail these opportunities. In the future, the ADA Coordinator will organize at least one public workshop every year.

### 2.1 PUBLIC FOCUS GROUP MEETING

Local disability organization representatives and members were invited to join the City in a discussion on how the City is doing regarding accessibility and answer any questions or concerns the focus group had related to the ADA Transition Planning processes. The focus group meeting was held on January 21, 2015. The focus group meeting notes are provided in the **Appendix**.

### 2.2 PUBLIC WORKSHOP

The City hosted a public workshop on May 6, 2015 and November 9, 2015 to provide a summary of the Transition Plan and receive feedback on the Transition Planning process and any other concerns related to accessibility. A sampling of comments received at the workshop are summarized below:

- The facilities selected for this project were on high visibility areas from the perspective of a meeting attendee, and as a community member, research shows that most people that live in lower economic areas have disabilities. Was that considered in the selection of these facilities? It seems to me that north Bryan should have been evaluated.
- Overgrown bushes at curb ramps are an issue for a meeting attendee in a power wheelchair. It seems that it would be an easy fix for the City, and the meeting attendee wanted to make the City aware of this.
- Ponding on sidewalks can damage a motorized wheelchair.
- BVCIL is a local disability organization, and they are a free resource for City Staff to call and ask questions.
- Overlays are an issue. Initial construction is compliant, but overlay projects create level changes if not completed correctly.
- Are broadcasts for public meetings closed captioned?
- Can the City broadcast videos that show what accommodations have already been implemented, rather than having citizens request special accommodations? People may be encouraged to participate, if they don't have to ask for accommodations.



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## 3.0 SELF EVALUATION AND SUMMARY OF FINDINGS

### 3.1 PROGRAMS, PROCEDURES, AND POLICIES

The City of Bryan has set up an ADA Coordinator “system” to better cover the needs of employees and citizens with disabilities. In addition to the City’s ADA Coordinator, the City has established an ADA Coordinator Liaison within each department who reports to the City’s ADA Coordinator regarding the needs of their department and the programs that department is responsible to manage. The City’s ADA Coordinator, or designee, will follow-up with each departmental ADA Liaison to coordinate the implementation of plans, programs, policies and procedures.

In those situations where a program, procedure, or policy creates a barrier to accessibility that is unique to a department or a certain program, the ADA Coordinator, or designee, will coordinate with the department head to address the removal of the barrier in the most reasonable and accommodating manner.

Services and programs offered by the City of Bryan to the general public must be accessible. Accessibility applies to all aspects of a program or service, including advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, transportation, policies, and communication.

The City does not have to take any action that it can demonstrate would result in a fundamental alteration in the nature of a program or activity, would create a hazardous condition for other people, or would represent an undue financial and administrative burden. This determination can only be made by the ADA Coordinator or designee and must be accompanied by a written statement of the reasons for reaching that conclusion.

The determination that an undue burden would result must be based on an evaluation of all resources available for use. If a barrier removal action is judged unduly burdensome, the City must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity.

The City may achieve program accessibility by a number of methods:

- Structural methods such as altering an existing facility;
- Acquisition or redesign of equipment;
- Assignment of aides; and
- Providing services at alternate accessible sites.

When choosing a method of providing program access, the City should endeavor to give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities. In compliance with the requirements of the ADA, the City provides equality of opportunity but does not guarantee equality of results.

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#### 3.1.1 DEPARTMENTAL SURVEYS

The self-evaluation of the City’s programs, services, and activities required and involved the participation of every City department. The City conducted meetings with department ADA Liaisons and consultant staff throughout the duration of the project and distributed an electronic survey to the following City departments and entities to complete:

City Departments	
Animal Control/Bryan Animal Center*	Fleet Services
Bryan Texas Utilities	GIS Mapping Services
Building/Planning/Development	Golf Course
Code Enforcement	Human Resources
Community Development	Information Technology
Communications	Library Services
Coulter Airfield	Parks and Recreation
Economic Development	Police Department
Engineering Services	Purchasing Services
Environmental Services/Solid Waste/Trash*	Risk Management
Facility Services	Streets/Drainage
Fire Department	Traffic Services
Fiscal Services	Wastewater Treatment/Water Services (Solid Waste, Environmental, Traffic, Other Public Works)*

\* Both departments completed a combined survey.

The departmental surveys were developed to acquire basic information on how a person with a disability would be able to participate in each program, service, or activity offered by each department. The surveys included a review of the following information:

- Program or service description for each program/service offered by each department.
- Characterization of program or service participants, along with a description of any participation requirements, and any adaptations made to assist persons with disabilities.
- List of facilities where program or service takes place.
- Information about the training provided or available to those administering the programs.
- Information regarding transportation procedures and methods used to accommodate persons with disabilities.
- Information regarding communication procedures for audio/visual presentations, telephone communication, participant notifications, and documents/publications, including any modifications or equipment used to accommodate people with disabilities.
- Information regarding 9-1-1 services for people with sensory impairments.
- Description of emergency evacuation procedures designed to accommodate people with disabilities.
- Information regarding automated electronic equipment used in a program or service accessible to all participants.
- Methods used to ensure that all public meetings relating to a program or service are designed to accommodate persons with disabilities.

Copies of the surveys for specific City departments are included in the **Appendix**. In addition to electronic surveys, follow-up interview questions were distributed via e-mail to specific departments in order to obtain additional information regarding certain survey responses. The follow-up questions and responses are also summarized in the survey pages provided in the **Appendix**.

### Self-Evaluation Findings:

Upon review of the department survey responses, it was clear that training for staff in contact with the public was needed and that most departments were aware of some forms of communication modification, such as paper and pencil or a reader, but were unaware of all of the additional options that can be offered or where to get them if they need them.

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### Recommended Actions:

A formal process for requesting modifications regarding employment, programs, or activities should be developed and should include a record keeping process of the modifications requested and the accommodation provided.

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### 3.1.2 PUBLIC MEETINGS

Many City departments are responsible for holding public meetings. Examples of public meetings include open houses for public projects, City Council meetings, and the following list of Boards, Commissions and Committees:

City Boards, Commissions, and Committees	
Board of Adjustment and Appeals	Civil Service Commission
Board of Sign Control and Appeals	Commissioners of Housing Authority
Brazos Valley Solid Waste Management Association Board	Community Development Advisory Committee
Bryan Animal Center Advisory Committee	Historic Landmark Commission
Bryan Business Council	Joint Relief Funding Review Committee
Bryan Cemeteries Advisory Board	Parks and Recreation Advisory Board
Bryan-College Station Public Library System	Planning and Zoning Commission
Bryan Texas Utilities Board	Zoning Board of Adjustment
Building and Standards Commission	

The Boards, Commissions, and Committees were reviewed to determine how a person with a disability would be able to participate on each board, ensure board meetings are held in accessible location, and determine the process for getting on a board to ensure people with disabilities have an equal opportunity to participate in civic life. To obtain this information, electronic surveys were distributed to each entity and included the following questions:

- How are meeting notices distributed?
- Do the meeting notices include information on how to request auxiliary aides?
- Where are the meetings held?
- To your knowledge, is the facility accessible by people with disabilities?

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### Self-Evaluation Findings:

All boards, commissions, and committees have a one-page application form that requests basic personal information, such as name and address, and what board, commission, or committee is being applied for and no issues were identified with the application.

Generally, public meetings are held in locations that are reasonably accessible to persons with mobility impairments. All public meeting notices and agendas do include the availability of accessibility modifications. Current agendas and notices state the following:

*“For information on sign language interpretation, TDD or other translation or accessibility information, please contact the City of Bryan Communications Department at 979-209-5120 at least 48 hours before the scheduled time of the meeting so that your request may be accommodated.”*

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### Recommended Actions:

A detailed list of Boards, Commissions, and Committees survey responses are provided in the **Appendix**. Additional recommendations include:

- Publicize the availability of American Sign Language (ASL) interpreters in all meeting announcements. Include the following notice in all meeting publicity:  
*“Translators, American Sign Language interpreters and assistive listening devices for individuals with hearing disabilities will be available upon request. To request interpreters, assistive listening devices, or another modification not listed above, please make your request at least 48 hours prior to the meeting by contacting the City of Bryan Communications Department at 979-209-5120.”*
- Schedule public meetings in accessible locations whenever possible. An accessible location includes, but is not limited to, the following: accessible restrooms, wheelchair access, accessible parking, an accessible route, temperature control, and the ability to provide access to fresh air for persons with chemical sensitivities.
- When a fully accessible site is not available, then make reasonable modification so that an individual with a disability can participate.
- Make information available to City staff on the types of modification requests that may be made by persons with different types of disabilities. Provide information about auxiliary aids such as different types of assistive listening systems, sign language interpreters, readers, descriptive services, and other assistive technologies like “real-time captioning.”
- Display a notice on meeting agendas indicating the availability of accessibility modifications.
- Provide agendas in alternative formats, when requested.
- Provide flexibility in the time limit on speaking for individuals with communication difficulties.
- Provide assistive listening devices at public meetings, when requested.
- Maintain a list of on-call American Sign Language interpreters who may be brought to meetings to assist individuals with hearing impairments.
- Develop a checklist for creating accessible meetings and selecting accessible meeting spaces, and make the list available to all City departments and programs.
- Prepare a list of already accessible meeting spaces to facilitate the scheduling of meetings and/or the relocation of meetings upon request.

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### 3.1.3 PRINTED INFORMATION

In order to meet the ADA’s communication standards, City departments must be able to provide information in alternative formats such as using easy-to-understand language, Braille, large-print format, audiotape, or computer disk.

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### Self-Evaluation Findings:

Most City departments and offices produce printed information that is available to the public.

While some City departments distribute information about obtaining printed information in alternate formats, other departments do not. Many departments routinely produce printed information in alternate formats upon request.

Most registration forms, permits, and waivers are only available in written form. There is inconsistency as to the availability of alternative formats of its documents such as large-print and audio tapes and readers for individuals who are unable to read the materials.

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### Recommended Actions:

- Provide information to each City department on how to produce printed information in alternative formats for persons with various disabilities to ensure that requests are handled in a uniform and consistent manner. Include in that, the list of available resources for providing the services.
- Publicize the City's commitment to provide program information in alternative formats on an individual basis as requested, including large-print media and taped announcements available over the telephone.
- If required, ensure the uniformity of charges for a publication, for all formats of that publication.
- Include the following notice on all materials printed by the City that are made available to the public:  
*"This publication can be made available in alternative formats such as Braille or large print, by contacting the ADA Coordinator at [pkaspar@bryantx.gov](mailto:pkaspar@bryantx.gov) or (979) 209-5030. Please allow 48 hours for your request to be processed."*
- Identify and have available a list of interpreters, readers, etc. to be used to accommodate requests for these services.
- Handle all requests for other alternative formats or lengthy documents on an individual basis.
- Provide program, facility, permits, and reservation information in a variety of formats upon request (for example, in large-print format for persons with visual disabilities or in simple language for persons with cognitive disabilities). Provide programmatic changes (e.g., staff assistance), upon request to assist in filling out forms or when alternative formats are unavailable or infeasible.
- Provide an accessible permit, reservation, or registration system in a variety of formats. For example, provide Telephone Device for the Deaf (TDD) service for applications, reservations, and general queries.
- Produce meeting agendas and other public information distributed at meetings in alternative formats when requested.

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### 3.1.4 PROGRAMS

Several Community Special Programs under Fire Services, Police Services, Executive Services, and the Parks and Recreation Department were reviewed as part of the Transition Plan. The Fire Services, Police Services, and Executive Services programs were reviewed to determine the eligibility requirements for participation, determine how a citizen with a disability would be able to participate, and alternative measures could be taken if any area of the program ca not be made accessible.

The Parks and Recreation Department has many different programs for citizens. A master "Standard Operating Procedures" (SOP) should be in place to identify how each program can handle participants with varying disabilities. An up-to-date SOP will identify potential problems with each program from registration through participation. It is important to ensure participants with disabilities have full participation in events hosted on land owned by the City, by putting the responsibility for accessibility on the vendor or group leasing the property from the City.

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### Self-Evaluation Findings

None of the programs reviewed had specific eligibility requirements, so these programs were determined to be accessible with a few exceptions. A lack of contact information for auxiliary aides and accommodations, which is required to be provided, was the most common issue identified in the programs.

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### Recommended Actions:

A complete listing of programs reviewed and associated evaluation findings can be found in the **Appendix**.

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## 3.1.5 PROCEDURES

The Emergency Management Plan and Community Wildfire Protection Plan were reviewed as part of this project. The Emergency Management Plan includes all of Brazos County. Emergency management procedures often have only a brief mention of handling people with special needs; however, details need to be provided on how people with disabilities will be accommodated. The Emergency Management Plan was reviewed to determine who will handle citizens with disabilities, how much training this person has had, how will medications be stored, how will service animals be handled, and any other relevant items.

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### Self-Evaluation Findings

The Emergency Management Plan Annex C and Annex E generally include persons with disabilities but do not provide detailed information regarding accessible shelters or the evacuation procedures relating specifically to persons with disabilities. During the review of the Plans, it was determined that most of the designated shelters are selected and evaluated by the American Red Cross. This evaluation process does include criteria relating to accessible amenities. However, no criteria regarding accessibility was provided if any local shelters are selected by the City.

No issues were identified with the Community Wildfire Protection Plan.

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### Recommended Actions:

Should the City designate and operate any shelters on their own, a process must be developed to evaluate any potential shelters for compliance.

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## 3.1.6 POLICIES

The Human Resources Personnel Policy Manual was reviewed to ensure discriminatory language is not used and employees with disabilities have an equal opportunity at employment. Jobs description were not reviewed as part of this project, but should to be broken down into "essential job functions" and "secondary job functions" and reviewed for discriminatory language.

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### Self-Evaluation Findings

The Human Resources Personnel Policy Manual does not reference an ADA Coordinator or any process regarding complaints specifically involving discrimination relating to a disability.

### Recommended Actions:

The Human Resources Personnel Policy Manual must include reference to the developed ADA Grievance Procedure, ADA Grievance Form, and ADA Coordinator.

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### 3.1.7 CITY ORDINANCE REVIEW

City Ordinances were reviewed to ensure there is no discriminatory language and to ensure there are no ordinances that could be interpreted to be discriminatory. The following chapters of the City's municipal code were evaluated during this process:

- Chapter 14 – Buildings and Building Regulations
- Chapter 22 – Cemeteries
- Chapter 34 – Emergency Services
- Chapter 42 – Fire Protection and Prevention
- Chapter 62 – Land and Site Development
- Chapter 70 – Library
- Chapter 86 – Parks and Recreation
- Chapter 106 – Streets, Sidewalks and Other Public Places

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### Self-Evaluation Findings

Generally there were not any major concerns with the existing ordinances. However, Chapter 2, which covers commissions, committees, boards, and agencies, does not indicate the responsibility of the City to make reasonable accommodations for board members who are disabled. Chapter 58, Human Relations, does not include “disability” in the list of non-discrimination factors. Chapter 106 deals with the responsibility of the abutting property owner to repair or reconstruct defective, unsafe or hazardous sidewalks. This chapter does not address the possibility that a property would not be able to reconstruct in full compliance with the accessibility codes due to the adjoining sidewalks that are the responsibility of another property owner. The ADA would prohibit anyone from constructing sidewalks that do not meet the requirements unless it is structurally impracticable.

### Recommended Actions:

The following actions are recommended:

- Chapter 2 should include language indicating the responsibility of the City to make reasonable accommodations for disabled board members.
- Chapter 58 needs to have “disability” added to the list of non-discrimination factors.
- Chapter 106 needs to require that any modifications must be done so in compliance with the most recent accessibility codes.



### 3.1.8 DESIGN STANDARDS REVIEW

The 2012 Bryan/College Station Unified Design Guidelines, Technical Specifications and Standard Construction Details were reviewed for consistency with the current 2010 ADA Standards, Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), and the 2010 Texas Accessibility Standards (TAS).

#### Self-Evaluation Findings

No issues were identified within the Design Guidelines or Technical Specifications; however, some issues were found within the Standard Street Construction Details. The sidewalk details refer to an outdated section of the Texas Accessibility Standards. All references to the Texas Accessibility Standards need to reflect the 2010 Texas Accessibility Standards. Neither the 2010 Americans with Disabilities Act Standards for Accessible design nor do the 2012 Texas Accessibility Standards provide any requirements for curb ramps within the public right-of-way.

#### Recommended Actions:

It is recommended that the Public Rights of Way Accessibility Guidelines be adopted and utilized for curb ramp designs within the public right-of-way, specifically detectable warning location. **Table 1** summarizes the Design Standard issues and associated recommendations.

**Table 1. Summary of Design Standard Issues**

Design Standard	Page	Issue	Recommendation
Sidewalk Details	SW2	Detectable Warnings General Note 1 refers to section 4.29 of the Texas Accessibility Standards.	Revise to refer to the 2012 Texas Accessibility Standards
Sidewalk Details	SW2	Detail SW2-01 - The detectable warning must extend the full width of the ramp surface. The 4" maximum and usual side border is not permitted.  The 6" min/10" max dimension from the front of curb is not permitted. 16 TAC 68.102 does not permit a 6"-10" setback. 16 TAC 68.102 only permits the setback at diagonal curb ramps where the detectable warning following the curve of the corner.	Revise detail so that detectable warning extends the full width of the curb ramp. Current TAS and ADAAG do not provide any requirements regarding acceptable detectable warning borders. It is recommended to use PROWAG R305.2, which state "Some detectable warning products require a concrete border for proper installation. The concrete border should not exceed 51 mm (2 in)."  The detectable warning must begin at back of curb.
Sidewalk Details	SW2	SW2-03 - The detectable paver detail must fully comply with section 705 of the 2010 Texas Accessibility Standards. Full compliance could not be determined based on the dimensions shown here.	Verify that the pavers used fully comply with section 705 regarding dome shape, height and spacing.



**Table 1. Summary of Design Standard Issues (cont.)**

Design Standard	Page	Issue	Recommendation
Sidewalk Details	SW3	SW3-00 to SW3-05 - Where the ends of the bottom grade break are behind the back of curb and the distance from either end of the bottom grade brake to the back of curb is 1.5 m (5.0 ft) or less, detectable warning surfaces shall be placed on the ramp run within one dome spacing of the bottom grade break.	The three details must be revised to indicate the grade break requirements.  Current TAS and ADAAG do not address this type of condition. It is recommended that the requirements of PROWAG R305.2.1 regarding perpendicular curb ramps be used.
		Where the ends of the bottom grade break are behind the back of curb and the distance from either end of the bottom grade brake to the back of curb is more than 1.5 m (5.0 ft), detectable warning surfaces shall be placed on the lower landing at the back of curb.	
		The detectable warning must extend the full width of the curb ramp.	
Traffic Signal Details	3	No design standard is provided for 30" x 48" level clear floor that is required to serve the pedestrian push buttons.	Provide a standard detail showing the required level clear floor space adjacent to the pedestrian push button.

### 3.1.9 GRIEVANCE PROCEDURE AND GRIEVANCE FORM PROCESS

Local governments with 50 or more employees are required to adopt and publish grievance procedures for Title II complaints. A grievance form is not required by the Department of Justice, but a form can be an effective tool to aid in the collection of information needed to address a complaint. Title II does not specify what must be included in a grievance procedure, but the Department of Justice has developed a model grievance procedure that can be used as a starting point.

#### Self-Evaluation Findings

The City previously did not have a grievance procedure. A grievance procedure was developed based on standard recommended language set forth by the Department of Justice.

The City did have a grievance form which was available in digital form from the City's web site. The existing grievance form was evaluated and determined to be insufficient. The form did make reference to an ADA Coordinator but did not mention the individual by name.

#### Recommended Actions:

An updated grievance form was created in order to more sufficiently capture information about the grievance. Additional areas were added to the grievance form that included questions about:

- Type of grievance;
- Reporting individual's contact information;
- Authorized representative of the reporting individual;

- Date and time of the incident;
- Department, facility, or location where the incident occurred
- Whether or not attempts have been made to resolve the complaint through a City department; and
- Remedy the individual filing the grievance is seeking.

The City has designated an ADA Coordinator and their name was included in the grievance procedure as well as on the grievance form. The grievance procedure and a sample grievance form are included in the **Appendix**.

### 3.1.10 EXCEPTIONS AND EXEMPTIONS UNDER THE ADA

As a Title II entity, the City must operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. The City is not necessarily required to make each of its existing facilities accessible to and usable by individuals with disabilities. The City is not required to take any action that would threaten or destroy the historic significance of an historic property or take any action that would result in a fundamental alteration of the nature of a service, program or activity or create any undue financial and administrative burden. In the event that the City believes that any proposed action would fundamentally alter the service, program or activity or generate undue financial or administrative burden, the City has the responsibility of providing proof of such. The City must, however, take any other action that would ensure that individuals with disabilities receive the benefits or services provided by the City.

In lieu of structural changes to existing facilities, other methods that are effective in achieving compliance may be used. These may include acquisition of equipment or reassignment of services to accessible facilities. In regards to historic properties alternative methods for compliance may include audio-visual materials and devices or assigning persons to guide those with disabilities.

## 3.2 FACILITIES REVIEW

In 2014 and 2015, the City of Bryan conducted a comprehensive evaluation of architectural barriers in numerous City owned facilities. These evaluations were the first phase of facility evaluations and were selected by City staff. They also include a mix of different facility types and will provide the City an overview of the architectural barriers that prevent people with disabilities from using its facilities and participating in its programs.

The infrastructure evaluation process was accomplished using field crews equipped with measuring devices and Global Position System (GPS) based data collection forms. The evaluations identified physical barriers in City facilities based on the 2010 ADA Standards and Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG). Detailed measurements of the existing conditions, planning-level recommendations for removing the physical barriers, and photos of each facility were recorded during the evaluation process and were included in the facility reports. Field crews were also required to note if the specific facility was in close proximity to a significant pedestrian attractor (e.g., government office, medical facility, school, etc.). This additional information assisted the Consultant team and City staff in prioritizing barriers for removal. All data collected is compatible with the City's existing Geographic Information Systems (GIS) database. The following facilities were evaluated:

- Buildings;
- Parks;
- Signalized Intersections; and

- Sidewalk Corridors.

Summary reports were developed for each facility type to document the findings of the evaluations. The reports identify the compliance status of each facility with regard to federal standards and include the following elements:

- Listing of facilities that are in compliance with current ADA standards;
- Listing of facilities that are not in compliance with current ADA requirements;
- Recommended actions to resolve non-compliance issues for each facility;
- Prioritized list of improvements using criteria developed by the Consultant and City staff;
- “Cost report” that assigns conceptual budget estimates to each recommended action; and
- Photolog summary for signalized and unsignalized intersections and issues along sidewalk corridors (sidewalk photos provided in the GIS database only).

Copies of the evaluation reports are provided in the **Appendix**.

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### 3.2.1 BUILDINGS

A total of four (4) buildings were evaluated as part of this project. In addition to the buildings, the associated parking lots serving the buildings were also evaluated. The buildings included:

- Bryan Municipal Building
- Bryan Texas Utilities
- Clara Mounce Library
- Animal Center

A map of all evaluated buildings is included in the **Appendix**.

Areas that were evaluated for each building included parking lots, path of travel from the parking lot to the building, access into the building, signage, drinking fountains, telephones, bathrooms, and counter heights. The self-evaluation reports for these building can be found in the **Appendix**.

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### Self-Evaluation Findings

The existing accessible parking was generally substantially compliant; however, the number of accessible parking spaces was insufficient in some cases.

The path from accessible parking to the building entrance(s) was generally not in substantial compliance. Many of the paths included excessive running slopes and cross slopes and changes in level.

Most restrooms provided were not in substantial compliance. There appear to have been attempts to create accessible restrooms; however, full compliance was not achieved. Many of the older restrooms are severely out of compliance.

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### Recommended Actions:

Recommendations for each building and are provided in the facility reports in the Appendix. On each report the following information is provided.

- Project location information, including address and GPS coordinates
- The building evaluation reports are broken down into the following sections:
  - Parking
  - Accessible route

- Entrances, hallways
- Restrooms
- Miscellaneous
- Break rooms
- Parks
- Description of the violation and location
- Code reference and text
- Recommendation
- Estimated cost
- Priority level – Each violation is assigned a priority level 1 to 12. Levels 1-4 are designated as “High” and are colored red, levels 5-8 are designated as “Medium” and colored yellow, and levels 9-12 are designated as “low” and colored green.

Each building evaluation report includes a photograph sheet that refers to each violation and what was observed at the time of the evaluation.

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### 3.2.2 PARKS

A total of two (2) parks were evaluated as part of this project. The parks included:

- Sue Haswell Memorial Park
- Tanglewood Park

A map of all evaluated parks is included in the **Appendix**.

Areas that were evaluated for each park included parking lots, path of travel from the parking lot to the park amenities, access into facilities, signage, drinking fountains and restrooms. The self-evaluation reports for these parks can be found in the **Appendix**.

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### Self-Evaluation Findings

The following common issues were observed at these parks:

- Insufficient accessible parking was provided at both parks;
- The paths from the parking areas to the park amenities included excessive cross slopes and changes in level; and
- Many of the park amenities, such as picnic areas, were not accessible or located along accessible paths.

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### Recommended Actions:

Recommendations for each park are provided in the facility reports in the Appendix. On each report the following information is provided.

- Project location information, including address and GPS coordinates
- The park evaluation reports are broken down into the following sections:
  - Parking
  - Accessible route
  - Entrances, hallways
  - Restrooms
  - Miscellaneous
  - Break rooms
  - Parks
- Description of the violation and location

- Code reference and text
- Recommendation
- Estimated cost
- Priority level – Each violation is assigned a priority level 1 to 12. Levels 1-4 are designated as “High” and are colored red, levels 5-8 are designated as “Medium” and colored yellow, and levels 9-12 are designated as “low” and colored green.

Each park evaluation report includes a photograph sheet that refers to each violation and what was observed at the time of the evaluation.

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### 3.2.3 SIGNALIZED INTERSECTIONS

Twenty-one (21) signalized intersections within the City of Bryan were identified and evaluated as part of this project. Signalized intersection evaluations cataloged the conditions and measurements along the pedestrian path of travel, which includes street crossings, curb ramps, sidewalk adjacent to the curb ramps, and pedestrian signal equipment and adjacent clear spaces. All signalized intersections included in the evaluation are listed on a map included in the **Appendix**.

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#### Self-Evaluation Findings

Common curb ramp issues included permanent and temporary obstructions in the ramp area, excessive flare cross slopes, ponding at the base of the curb ramps or in ramp landings or flares, and no flush transition where the ramps meet the roadway.

**Table 2** provides a summary of the curb ramp issues at signalized intersections.

Roughly half of the signalized intersections inventoried did not have pedestrian signal heads or pedestrian push buttons. Pedestrian push buttons and signal heads were recommended to be installed at all valid signalized intersection pedestrian crossings where they did not exist. Common issues associated with the existing pedestrian push buttons included non-existent or inaccessible push button clear floor spaces, push buttons installed at locations inconsistent with the current *Manual on Uniform Traffic Control Devices (MUTCD)* guidance, excessive push button clear floor running slopes, and push buttons not installed parallel to the pedestrian crossing. **Table 3** provides a summary of the push button issues.

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### Recommended Actions:

Detailed recommendations for each signalized intersection are provided in the facility reports in the **Appendix**. On each report the following information is provided:

- Project location information, including a unique location identifier (GPS ID);
- Pay item list with estimated construction quantities;
- Vicinity map with ramp labels;
- Field observations for pedestrian crossings, curb ramps, and pedestrian signal equipment. Pedestrian crossing issues are denoted by “Poor”, “Dangerous”, an “X”, “Worn”, or “No Striping”. Curb ramp and pedestrian signal equipment issues are denoted by an “X”. For each identified issues, a recommendation is provided to bring the element into compliance.
- Photographs of each curb ramp;
- Unique field conditions; and
- Curb ramp type recommendations.



**Table 2. Summary of Curb Ramp Issues at Signalized Intersections**

Curb Ramp Issue	Number Evaluated	Number Non-Compliant	Percent Non-Compliant
Obstruction in ramp, landing, or flares	134	90	67.2%
Flare cross slope > 10%	77	49	63.6%
Ponding in ramp, landing, or flares	134	72	53.7%
No flush transition to roadway	134	57	42.5%
Landing running slope > 2%	126	47	37.3%
Ramp width < 48"	134	37	27.6%
Landing cross slope > 2%	126	34	27.0%
Ramp cross slope > 2%	134	35	26.1%
Ramp running slope > 8.3%	134	35	26.1%
No color contrast	134	33	24.6%
Ramp counter slope > 5%	134	33	24.6%
Curbed sides < 90°	57	14	24.6%
No texture contrast	134	27	20.1%
Traversable sides	57	11	19.3%
No ramp where ramp is needed	147	13	8.8%
No landing	134	7	5.2%
Ramp does not land in crosswalk	134	4	3.0%
No 48" crosswalk extension	75	0	0.0%

**Table 3. Summary of Push Button Issues**

Push Button Issue	Number Evaluated	Number Non-Compliant	Percent Non-Compliant
Missing pedestrian head where pedestrian head is needed	174	88	50.6%
Missing push button where push button is needed	174	87	50.0%
No clear floor space or no access	57	24	42.1%
Push button offset from curb > 10'	57	19	33.3%
Clear floor space running slope > 2%	33	10	30.3%
Push button orientation not parallel	57	15	26.3%
Push button offset from crosswalk > 5'	57	13	22.8%
Clear floor space cross slope > 2%	33	7	21.2%
Push button diameter not 2"	57	12	21.1%
Push button height > 48"	57	9	15.8%

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### 3.2.4 SIDEWALK CORRIDORS

Approximately six (6) miles of sidewalk were evaluated as part of this project. Corridors evaluated include E Villa Maria Rd. from E William J Bryan Pkwy. to Briarcrest Dr. and E 29<sup>th</sup> St. from Joseph Dr. to Carter Creek Pkwy. These corridors were selected due to their high level of pedestrian activity as well as their proximity to pedestrian traffic generators. Future phases of the ADA transition plan are expected to complete evaluations for the remainder of the sidewalk, with arterial sidewalk evaluated first, followed by collector and local road sidewalk. A map of the evaluated sidewalk corridors is included in the **Appendix**.

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#### Self-Evaluation Findings

The sidewalk corridor evaluations documented conditions and measurements along the pedestrian path of travel, which includes the sidewalk, curb ramps, pedestrian crossings at driveway openings, and pedestrian crossings at unsignalized intersections with cross streets. Common issues along the sidewalk corridor were excessive sidewalk cross slopes, vertical surface discontinuities that caused excessive level changes, excessive driveway and cross street cross slopes, permanent obstructions in the sidewalk such as power poles or utilities, and temporary obstructions in the sidewalk or path of travel such as weeds and low hanging branches. Where excessive vegetation was present, field crews attempted to assess the condition of the underlying sidewalk. Where possible, the condition of the underlying sidewalk was recorded; however, the City of Bryan may find additional issues with the sidewalk once the temporary obstruction is removed.

Common curb ramp issues at unsignalized intersections along the sidewalk corridors included excessive ramp cross slopes, excessive flare cross slopes, non-compliant curbed sides, ramps having no presence of color contrast, and excessive landing area cross slopes. A summary of the unsignalized intersection curb ramp issues is provided in **Table 4**. Non-compliant curb ramps, sidewalk, and pedestrian paths of travel along driveways and street crossings at unsignalized intersections were recommended to be removed and replaced. Where sidewalk leads up to the curb at an intersection, both parallel and perpendicular to the project corridor, curb ramps were recommended to be installed. Where sidewalk parallel to the project corridor leads up to the curb at a driveway, curbs ramps were recommended to be installed.

The ADA of 1990, Section 35.150, Existing Facilities, requires that the Transition Plan include a schedule for providing curb ramps or other sloped area at existing pedestrian walkways, which applies to all facilities constructed prior to 1992. For any sidewalk installations constructed from 1992 to March 15, 2012, the curb ramps should have been installed as part of the sidewalk construction project per the 1991 Standards for Accessible Design, Section 4.7 Curb Ramp, which states, “curb ramps complying with 4.7 shall be provided wherever an accessible route crosses a curb.” For sidewalk installations constructed on or after March 15, 2012 similar guidance is provided in the 2010 Standards for Accessible Design, Section 35.151 of 28 CFR Part 35, New construction and alterations, which states, “newly constructed or altered street level pedestrian walkways must contain curb ramps or other sloped area at any intersection having curb or other sloped area at intersections to streets, roads, or highways.”

## Recommended Actions:

Detailed recommendations for each sidewalk corridor and unsignalized intersection are provided in the facility reports in the **Appendix**. On each sidewalk report the following information is provided:

- Project location information, including a unique corridor identifier (GPS ID);
- Pay item list with estimated construction quantities;
- Length and cost of evaluated sidewalks, cross streets, and driveways by priority; and
- Cost summary for all unsignalized intersections along the sidewalk corridor. The unsignalized intersections each have their own report and the total unsignalized intersection cost is summarized in a separate Appendix section. The unsignalized cost provided is for informational purposes only.

On each unsignalized intersection report the following information is provided:

- Project location information, including a unique location identifier (GPS ID);
- Pay item list with estimated construction quantities;
- Vicinity map with ramp labels;
- Field observations for pedestrian crossings and curb ramps. Pedestrian crossing issues are denoted by “Poor”, “Dangerous”, an “X”, “Worn”, or “No Striping”. Curb ramp issues are denoted by an “X”. For each identified issues, a recommendation is provided to bring the element into compliance.
- Photographs of each curb ramp;
- Unique field conditions; and
- Curb ramp type recommendations.

**Table 4. Summary of Curb Ramp Issues at Unsignalized Intersections**

Curb Ramp Issue	Number Evaluated	Number Non-Compliant	Percent Non-Compliant
Ramp cross slope > 2%	128	93	72.7%
Flare cross slope > 10%	13	9	69.2%
Curbed sides < 90°	115	79	68.7%
No color contrast	128	84	65.6%
Landing cross slope > 2%	128	73	57.0%
No texture contrast	128	71	55.5%
No flush transition to roadway	128	55	43.0%
Ramp width < 48"	128	46	35.9%
Ponding in ramp, landing, or flares	128	42	32.8%
Ramp running slope > 8.3%	128	41	32.0%
Landing running slope > 2%	128	36	28.1%
Obstruction in ramp, landing, or flares	128	32	25.0%
Ramp counter slope > 5%	128	19	14.8%
No ramp where ramp is needed	143	4	2.8%
Ramp does not land in crosswalk	128	2	1.6%
Traversable sides	115	1	0.9%
No landing	128	0	0.0%
No 48" crosswalk extension	124	0	0.0%

### 3.3 MAINTENANCE VERSUS ALTERATIONS

The United States Department of Justice (DOJ) has issued a briefing memorandum on clarification of maintenance versus projects. Information contained in the briefing memorandum is below. We recommend this clarification with regard to when curb ramp installation is required as part of a project be disseminated to the appropriate City of Bryan staff.

*The Americans with Disabilities Act of 1990 (ADA) is a civil rights statute prohibiting discrimination against persons with disabilities in all aspects of life, including transportation, based on regulations promulgated by the United States Department of Justice (DOJ). DOJ's regulations require accessible planning, design, and construction to integrate people with disabilities into mainstream society. Further, these laws require that public entities responsible for operating and maintaining the public rights-of-way do not discriminate in their programs and activities against persons with disabilities. FHWA's ADA program implements the DOJ regulations through delegated authority to ensure that pedestrians with disabilities have the opportunity to use the transportation system's pedestrian facilities in an accessible and safe manner.*

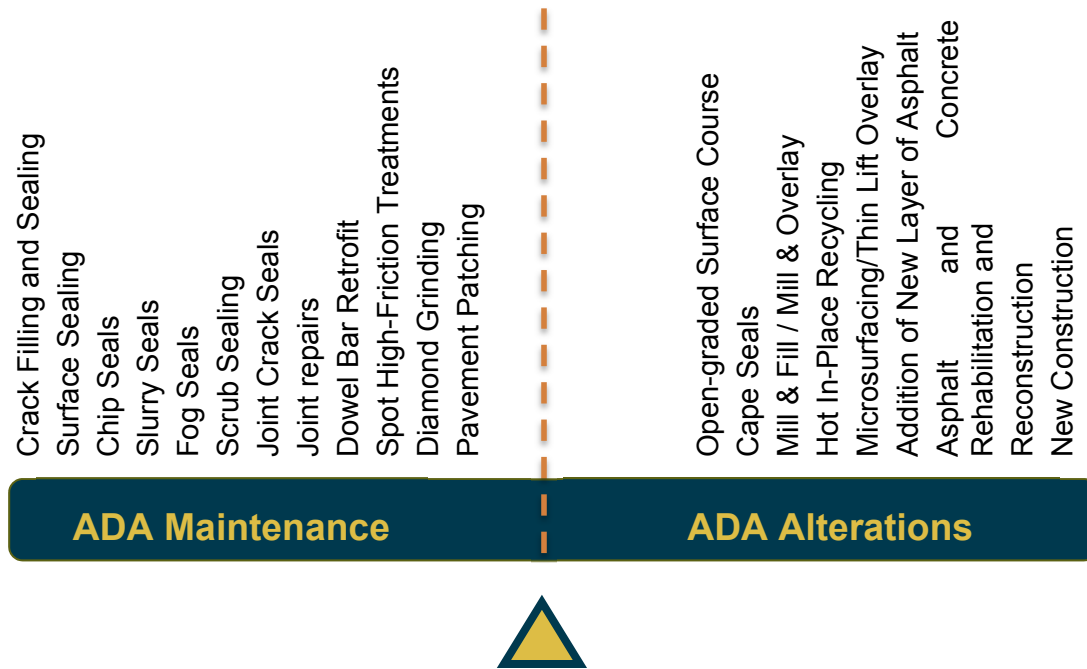
*FHWA and DOJ met in March 2012 and March 2013 to clarify guidance on the ADA's requirements for constructing curb ramps on resurfacing projects. Projects deemed to be alterations must include curb ramps within the scope of the project.*

*This clarification provides a single Federal policy that identifies specific asphalt and concrete-pavement repair treatments that are considered to be alterations – requiring installation of curb ramps within the scope of the project – and those that are considered to be maintenance, which do not require curb ramps at the time of the improvement.*

**Figure 1** provides a summary of the types of projects that fall within maintenance versus alterations.

*This approach clearly identifies the types of structural treatments that both DOJ and FHWA agree require curb ramps (when there is a pedestrian walkway with a prepared surface for pedestrian use and a curb, elevation, or other barrier between the street and the walkway) and furthers the goal of the ADA to provide increased accessibility to the public right-of-way for persons with disabilities. This single Federal policy will provide for increased consistency and improved enforcement.*

**Figure 1. Maintenance versus Alteration Projects**



Source: DOJ Briefing Memorandum on Maintenance versus Alteration Projects

### 3.4 FHWA GUIDANCE ON CLOSING PEDESTRIAN CROSSINGS

The FHWA has provided guidance on closing pedestrian crossings. If an engineering study (performed by the City and not included in the scope of this Transition Plan) determines the crossing is not safe for any user, the crossing should be closed by doing the following:

- A physical barrier is required to close a crossing at an intersection. FHWA has determined that a strip of grass between the sidewalk and the curb is acceptable as a physical barrier.
- A sign should be used to communicate the closure.

The agency wishing to close certain intersection crossing should have a reasonable and consistent policy on how to do so written in their Transition Plan or as a standalone document. The City of Bryan should develop and implement a policy to close pedestrian crossings that are currently accommodated based on the existing conditions at the crossing location (e.g. existing sidewalk leading up to the curb in the direction of the crossing or existing curb ramp or crosswalk currently serving the crossing), but should not be accommodated due to safety concerns established by an engineering study.

### 3.5 PRIORITIZATION

The following sections outline the prioritization factors and results of the prioritization for buildings, parks, signalized intersections, sidewalks, and unsignalized intersections. Each facility type has a different set of parameters to establish the prioritization for improvements. These prioritization factors were taken into consideration when developing the implementation plan for the proposed improvements.

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### 3.5.1 PRIORITIZATION FACTORS FOR FACILITIES

Buildings were prioritized on a 12-point scale, which is defined in **Table 5**. This prioritization methodology has been developed by the Consultant staff to aid the City in determining how the buildings should be prioritized for improvements based on the severity of non-compliance with ADA.

Parks were prioritized on a 12-point scale, which is defined in **Table 6**. Signalized intersections were prioritized on a 13-point scale. The 13-point scale, which is used to prioritize both signalized and unsignalized intersections, is defined in **Table 7**. This prioritization methodology has been developed by the Consultant staff to aid the City in determining which signalized intersections should be prioritized for improvements over other signalized intersections based on the severity of non-compliance with ADA.

Sidewalk corridors were prioritized on a 3-point scale and were given a priority of either “High”, “Medium”, “Low” based on the severity of non-compliance, which is defined in **Table 8**. Compliant segments of the sidewalk corridor were given a priority label of “Compliant”.

**Table 5. Prioritization Factors for Buildings**

Priority	Criteria
1 (high)	Safety Issues (dangerously steep slopes, protruding objects, etc.)
2 (high)	<ul style="list-style-type: none"> <li>• New construction built out of compliance</li> <li>• Older construction severely out of compliance (see Accessible Route list for sidewalks, curb ramps/ramps)</li> <li>• Alterations that did not bring required elements into compliance (adding a break room or restroom that isn't compliant)</li> </ul>
3 (high)	<ul style="list-style-type: none"> <li>• No accessible parking</li> <li>• No accessible route from parking to building entrances</li> <li>• No accessible route to adjacent sidewalk system, when provided</li> <li>• Severely non-compliant parking (bad slopes, gravel surface, etc.)</li> </ul>
4 (high)	<ul style="list-style-type: none"> <li>• No accessible route to covered areas inside buildings on site (no elevator to upper areas, steps only, narrow doors, etc.)</li> <li>• No accessible counter heights (reception counters, utilities counters, etc.)</li> <li>• No access to public areas (coffee bars, break rooms, conference rooms, smoking areas etc.)</li> <li>• No access to City Council chambers</li> <li>• No access to court amenities</li> </ul>
5 (medium)	<ul style="list-style-type: none"> <li>• Non-compliant parking (structural solution)</li> <li>• Non-compliant public access spaces (coffee bars, break rooms, conference rooms, smoking areas etc.)</li> <li>• Non-compliant interior door clearances</li> <li>• Non-compliant restroom amenities (water closet, urinal, lavatory)</li> </ul>
6 (medium)	Non-compliant showers/changing areas
7 (medium)	Accessible route with moderate access issues (level changes that can be ground down or fitted with device)
8 (medium)	<ul style="list-style-type: none"> <li>• No accessible drinking fountains</li> <li>• No accessible telephones</li> </ul>
9 (low)	Non-compliant parking (striping, signage)
10 (low)	Minor level changes, gaps or cracks in accessible route
11 (low)	Non-compliant drinking fountains
12 (low)	Non-compliant public phones



**Table 6. Prioritization Factors for Parks**

Priority	Criteria
<b>1 (high)</b>	Safety Issues (dangerously steep slopes, protruding objects, etc.)
<b>2 (high)</b>	<ul style="list-style-type: none"> <li>• New construction built out of compliance</li> <li>• Older construction severely out of compliance (see Accessible Route list for sidewalks, curb ramps/ramps)</li> <li>• Alterations that did not bring required elements into compliance (replacing playground surfacing with non-compliant material)</li> </ul>
<b>3 (high)</b>	<ul style="list-style-type: none"> <li>• No accessible parking</li> <li>• No accessible route from parking to park entrance, sports complex or amenity served</li> <li>• No accessible entrance or sidewalk system to and around each amenity provided</li> <li>• Severely non-compliant parking (bad slopes, gravel surface, etc.)</li> </ul>
<b>4 (high)</b>	<ul style="list-style-type: none"> <li>• There is a sidewalk system around the park, but it does not connect to each amenity. (picnic tables, fishing piers, park benches, baseball, softball, disc golf, tennis, basketball, soccer, horseshoe, splash pads, skate parks, etc.)</li> <li>• No accessible route to each amenity, inside buildings on site (no elevator to upper areas, steps only, narrow doors, etc.)</li> <li>• No accessible counter heights (concession stands, ticket booths, pool admittance, etc.)</li> <li>• No access to public areas (coffee bars, break rooms, conference rooms, smoking areas, etc.)</li> <li>• No access to dug outs.</li> <li>• No accessible showers, benches, changing areas</li> <li>• Seating provided, but none accessible</li> </ul>
<b>5 (medium)</b>	<ul style="list-style-type: none"> <li>• Non-compliant parking (structural solution)</li> <li>• Non-compliant playground surface</li> <li>• Non-compliant playground equipment</li> <li>• Non-compliant public access spaces (coffee bars, break rooms, conference rooms, smoking areas, etc.)</li> <li>• Non-compliant interior door clearances</li> <li>• Non-compliant restroom amenities (water closet, urinal, lavatory)</li> </ul>
<b>6 (medium)</b>	<ul style="list-style-type: none"> <li>• Non-compliant dug outs at ball fields</li> <li>• Non-compliant showers/changing areas</li> </ul>
<b>7 (medium)</b>	Accessible seating not integrated or on sloped area
<b>8 (medium)</b>	<ul style="list-style-type: none"> <li>• No accessible drinking fountains</li> <li>• No accessible telephones</li> </ul>
<b>9 (low)</b>	Non-compliant parking (striping, signage)
<b>10 (low)</b>	Minor level changes, gaps or cracks in accessible route
<b>11 (low)</b>	Non-compliant drinking fountains
<b>12 (low)</b>	Non-compliant public phones

**Table 7. Prioritization Factors for Signalized and Unsignalized Intersections**

Priority	Criteria
<b>1 (high)</b>	Complaint filed on curb ramp or intersection or known accident/injury at site
<b>2 (high)</b>	Existing curb ramp with any of the following conditions: <ul style="list-style-type: none"> <li>• Running slope &gt; 12%</li> <li>• Cross slope &gt; 7%</li> <li>• Obstruction to or in the ramp or landing</li> <li>• Level change &gt; ¼ inch at the bottom of the curb ramp</li> <li>• No detectable warnings</li> </ul> <p>AND within a couple of blocks of a hospital, retirement facility, medical facility, parking garage, major employer, disability service provider, event facility, bus/transit stop, school, government facility, public facility, park, library, or church, based on field observations.</p>
<b>3 (high)</b>	<ul style="list-style-type: none"> <li>• No curb ramp where sidewalk or pedestrian path exists</li> </ul> <p>AND within a couple of blocks of a hospital, retirement facility, medical facility, parking garage, major employer, disability service provider, event facility, bus/transit stop, school, government facility, public facility, park, library, or church, based on field observations.</p>
<b>4 (high)</b>	No curb ramps but striped crosswalk exists
<b>5 (medium)</b>	Existing curb ramp with any of the following conditions: <ul style="list-style-type: none"> <li>• Running slope &gt; 12%</li> <li>• Cross slope &gt; 7%</li> <li>• Obstruction to or in the ramp or landing</li> <li>• Level change &gt; ¼ inch at the bottom of the curb ramp</li> <li>• No detectable warnings</li> </ul> <p>AND NOT within a couple of blocks of a hospital, retirement facility, medical facility, parking garage, major employer, disability service provider, event facility, bus/transit stop, school, government facility, public facility, park, library, or church, based on field observations.</p>
<b>6 (medium)</b>	<ul style="list-style-type: none"> <li>• No curb ramp where sidewalk or pedestrian path exists</li> </ul> <p>AND NOT within a couple of blocks of a hospital, retirement facility, medical facility, parking garage, major employer, disability service provider, event facility, bus/transit stop, school, government facility, public facility, park, library, or church, based on field observations.</p>
<b>7 (medium)</b>	One curb ramp per corner and another is needed to serve the other crossing direction
<b>8 (medium)</b>	Existing curb ramp with any of the following conditions: <ul style="list-style-type: none"> <li>• Cross slope &gt; 5%</li> <li>• Width &lt; 36 inches</li> <li>• Median/island crossings that are inaccessible</li> </ul>
<b>9 (low)</b>	Existing curb ramp with either running slope between 8.3% and 11.9% or insufficient landing
<b>10 (low)</b>	Existing diagonal curb ramp without a 48 inch extension in the crosswalk
<b>11 (low)</b>	Existing pedestrian push button is not accessible from the sidewalk and/or ramp
<b>12 (low)</b>	Existing curb ramp with returned curbs where pedestrian travel across the curb is not protected
<b>13 (low)</b>	All other intersections not prioritized above

**Table 8. Prioritization Factors for Sidewalk Corridors**

Criteria	Priority		
	1 (high)	2 (medium)	3 (low)
Cross slope of sidewalk is greater than 2%	Value > 3.5	3.5 ≥ Value > 2.0	
Width of sidewalk is less than 48 inches	Value ≤ 36.0	36.0 < Value < 42.0	42.0 < Value < 48.0
Obstruction present along sidewalk	Obstruction - Permanent	Obstruction - Temporary	
Heaving, Sinking, or Cracking present on sidewalk	Heaving Sinking Cracking		
Ponding on sidewalk		Ponding	
Missing Sidewalk			Missing Sidewalk
Cross street cross slope is greater than 2%	Value > 6.0	6.0 ≥ Value ≥ 4.0	4.0 > Value > 2.0
Cross street running slope is greater than 5%	Value > 7.0	7.0 ≥ Value ≥ 6.0	6.0 > Value > 5.0
Driveway sidewalk width is less than 48 inches	Value ≤ 36.0	36.0 < Value < 42.0	42.0 < Value < 48.0
Driveway (or sidewalk if applicable) cross slope is greater than 2%	Value > 6.0	6.0 ≥ Value ≥ 4.0	4.0 > Value > 2.0
Driveway (or sidewalk if applicable) condition is poor or poor dangerous	Poor-Dangerous (elevation change greater than ½ inch or gaps greater than 1 inch)	Poor (elevation change between ¼ inch and ½ inch or gaps between ½ inch and 1 inch)	

## Self-Evaluation Findings

**Table 9, Table 10,** and **Table 11** provide summaries of the prioritization classifications for signalized intersections, sidewalks, and unsignalized intersections, respectively.

**Table 9. Prioritization Summary Signalized Intersections**

Priority	Number of Intersections
1 (high)	-
2 (high)	13
3 (high)	-
4 (high)	-
5 (medium)	8
6 (medium)	-
7 (medium)	-
8 (medium)	-
9 (low)	-
10 (low)	-
11 (low)	-
12 (low)	-
13 (low)	-
<b>Total</b>	<b>21</b>

**Table 10. Prioritization Summary for Sidewalk Corridors**

Line type	Length (miles) by Priority				
	1 (high)	2 (medium)	3 (low)	Compliant	Total
Sidewalk Line	1.59	1.39	0.25	1.10	4.33
Sidewalk Issues (including missing sidewalk)	0.29	0.11	0.07	-	0.47
Driveways	0.50	0.15	0.09	0.10	0.84
Cross Streets	0.04	0.08	0.10	0.26	0.47
<b>Total</b>	<b>2.42</b>	<b>1.73</b>	<b>0.50</b>	<b>1.46</b>	<b>6.12</b>

**Table 11. Prioritization Summary for Unsignalized Intersections**

<b>Priority</b>	<b>Number of Intersections</b>
1 (high)	-
2 (high)	35
3 (high)	1
4 (high)	-
5 (medium)	18
6 (medium)	-
7 (medium)	1
8 (medium)	1
9 (low)	3
10 (low)	-
11 (low)	-
12 (low)	-
13 (low)	-
<b>Total</b>	<b>59</b>

### 3.6 CONCLUSION/ACTION LOG

The City is taking the actions referenced in this Transition Plan and will continue to look for and remedy, barriers to access in an effort to ensure that the disabled citizens of the City of Bryan are given access to the City's programs, services and activities.

To confirm follow-up on corrective actions required under the Transition Plan, the City will institute an ADA Action Log, documenting its efforts at compliance with the ADA. At a minimum, the Action Log will identify items that are not ADA compliant and will include anticipated completion dates. After the adoption of this Plan by the Bryan City Council, the ADA Action Log will be updated on an annual basis. The ADA Action Log shall be available upon request.

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## 4.0 STAFF TRAINING

Training was provided to City staff to address some of the issues identified in the departmental surveys and interviews. The following training sessions were provided by the Consultant staff:

- March 31, 2015 – Disability Awareness for Staff in Contact with the Public
- April 1, 2015 – Orientation Training for ADA Liaison Committee
- April 1, 2015 – Maintenance Training
- April 1, 2015 – Joint Public Rights-of-Way Training with the City of College Station

Each of the trainings were recorded so that new employees and those that were unable to attend can watch the trainings on an as-needed basis. Descriptions of each training provided are provided below:

### Disability Awareness for Staff in Contact with the Public (2 hours)

The training provided an overview of the access criteria and requirements mandated for State and local government staff interacting with the public. Best practices for sensitive and respectful interactions were explained. Communication topics included correct language and etiquette, appropriate use of terminology, and dealing with service animals in public places. The training concluded with a brief overview of maintaining accessibility for people with disabilities.

City Staff in Attendance: 37

### Orientation for ADA Liaison Committee (2 hours)

This training provided instruction on how to review and evaluate City department's existing policies and procedures for the Self-Evaluation process required under Title II of the ADA. This training described how to use the findings from the departmental survey responses and staff interviews to develop a work plan for improving access for persons with disabilities. The training was specific to policies and practices to ensure non-discrimination from department to department.

City Staff in Attendance: 27

### Maintenance Training (2 hours)

The maintenance staff is on the front lines of access compliance and is essential in maintaining accessible features in an accessible condition, which is a requirement of the law. Maintenance-related problems can occur when street furniture is moved, sidewalk repairs are undertaken without providing a detour route, or landscaping is not properly pruned. Recognizing that government agencies have limited resources, the training focused on making existing staff aware of the requirements and potential liabilities, instead of recommending an increase in the number of maintenance staff or to the maintenance budget. Staff learned how to identify problem areas before they become hazards and how to mitigate them.

City Staff in Attendance: 31

### Public Rights-of-Way (4 hours)

This training explained the PROWAG requirements as well as the "spirit" of the ADA law. Topics covered included the difference between maintenance versus alterations, how to achieve compliance with difficult site constraints, how to make good decisions in the field, and how to know when additional

help is needed. This class was very technical in the design and installation of curb ramps and sidewalks in the public rights-of-way.

City Staff in Attendance: 20



## 5.0 FACILITY COSTS

### 5.1 FACILITIES COST PROJECTION OVERVIEW

In order to identify funding sources and develop a reasonable implementation schedule, cost projection summaries for the initial study were developed for each facility type. To develop these summaries, recent bid tabulations from Texas Department of Transportation (TxDOT) construction projects, along with Consultants experience with similar types of projects, were the basis for the unit prices used to calculate the improvement costs. A contingency percentage (20%) was added to the subtotal to account for increases in unit prices in the future in addition to an Engineering design percentage (15%). **Table 12** provides a summary of the estimated costs to bring each facility into compliance.

**Table 12. Summary of Facility Costs**

Facility Type	High	Medium	Low	Total
<b>Buildings</b>	\$423,874	\$164,003	\$23,919	\$611,796
<b>Parks</b>	\$240,062	\$95,183	\$46,877	\$382,122
<b>Signalized Intersections</b>	\$1,174,000	\$645,000	-	\$1,819,000
<b>Sidewalk Corridors</b>	\$1,202,618	\$681,181	\$122,201	\$2,006,000
<b>City Totals</b>	<b>\$3,040,554</b>	<b>\$1,585,367</b>	<b>\$192,997</b>	<b>\$4,818,918</b>

### 5.2 IMPLEMENTATION SCHEDULE

**Table 13** details the barrier removal costs and proposed implementation schedule by facility type for all facilities evaluated as part of this project. This 15 year plan will serve as the implementation schedule for the Transition Plan. The City of Bryan reserves the right to change the barrier removal priorities on an ongoing basis in order to allow flexibility in accommodating community requests, petitions for reasonable modifications from persons with disabilities, and changes in City programs.

It is the intent of the City to have its ADA Coordinator work together with department heads and budget staff to determine the funding sources for barrier removal projects. Once funding is identified, the ADA Coordinator will coordinate the placement of the projects in the Capital Improvement Program to be addressed on a fiscal year basis.

**Table 13. Implementation Schedule**

Facility Type	Estimated Cost	Implementation Schedule (years)	Approximate Annual Budget
Buildings	\$611,796	15	\$40,786
Parks	\$382,122	15	\$25,475
Signalized Intersections	\$1,819,000	15	\$121,267
Sidewalk Corridors	\$2,006,000	15	\$133,733
<b>City Totals</b>	<b>\$4,818,918</b>		
<b>Total Annual Budget</b>			<b>\$321,261</b>

## 5.3 RECENT PROJECTS

The City has either completed or is currently working on several projects to help improve accessibility throughout the City.

- Capital Improvement Projects:
  - Safe Routes to School sidewalk installations around four (4) elementary school campuses including Bonham, Navarro, Johnson, Crockett – recently completed
  - Sidewalk installation on W. 28<sup>th</sup> St. from S. Congress St. to Palasota Dr. – Currently under construction
  - Sidewalk construction associated with Old Hearne Rd. – Wilkes St. Reconstruction and Drainage Improvements – Currently being designed
    - Old Hearne Rd. – Wilkes St. to Wilhelm Dr.
    - Wilkes Rd. – SH 6 to Old Hearne Rd.
    - Wilhelm Dr. – Old Hearne Rd. to Montana Ave.
    - Missouri Ave. – Wilhelm Dr. to Russell Ave.
  - Sidewalk installation on W. 26<sup>th</sup> St. from Parker Ave. to Brazos Ave. including side streets one (1) block to the south, terminating at W. 27<sup>th</sup> St., and one (1) block north, terminating at W. William Joel Bryan Pkwy. – Currently being designed
  
- TxDOT Safety Grant traffic signal improvements including pedestrian crossings – scheduled to be complete as noted below:
  - F and B Rd. / Wellborn Rd. – 2015
  - E. Villa Maria Rd. / Joseph Dr. – 2015
  - Carter Creek Pkwy. / E. Villa Maria Rd. – 2015
  - Texas Ave. / E. Villa Maria Rd. – 2015
  - E 29<sup>th</sup> St. / E. Villa Maria Rd. – 2016
  - E 29<sup>th</sup> St. / Memorial Dr. – 2016
  - S. College Ave. / E. Villa Maria Rd. – 2017
  - S. College Ave. / W. Carson St. – 2017
  - Finfeather Rd. / W. Carson St. – 2017
  - E. 29<sup>th</sup> St. / S. Texas Ave. – 2017

**Table 14. Recent Projects**

Project	Design Cost	Construction Cost	Total Cost
<b>Safe Routes to School Projects</b>			
Bonham Elementary	\$82,000	\$787,660	\$869,660
Navarro Elementary			
Johnson Elementary			
Crockett Elementary			
<b>Traffic Signal Improvement Projects</b>			
F and B Rd. / Wellborn Rd.	\$42,000	\$353,300	\$395,300
E. Villa Maria Rd. / Joseph Dr.	\$17,610	\$293,800	\$311,410
Carter Creek Pkwy. / E. Villa Maria Rd.	\$42,000	\$274,000	\$316,000
S. Texas Ave. / E. Villa Maria Rd.	\$51,000	\$317,000	\$368,000
E. 29th St. / E. Villa Maria Rd.	\$40,000	\$290,000	\$330,000
E 29th St. / Memorial Dr.	\$42,000	\$274,000	\$316,000
S. College Ave. / E. Villa Maria Rd.	\$45,000	\$371,000	\$416,000
S. College Ave./ W. Carson St.	\$47,000	\$385,000	\$432,000
Finfeather Rd. / W. Carson St.	\$55,000	\$219,000	\$274,000
E. 29th St. / S. Texas Ave.	\$42,000	\$295,000	\$337,000
<b>Sidewalk Projects</b>			
W. 26th St. – Parker Ave. to Brazos Ave.	\$179,550	\$4,950,000	\$5,129,550
W. 28th St. – S. Congress St. to Palasota Dr.	\$209,800	\$3,491,400	\$3,701,200
Old Hearne Rd. / Wilkes Rd. / Wilhelm Dr. / Missouri Ave.	\$186,000	\$3,100,000	\$3,286,000
<b>Total</b>	<b>\$1,080,960</b>	<b>\$15,401,160</b>	<b>\$16,482,120</b>

## 5.4 FUNDING OPPORTUNITIES

Several alternative funding sources are available to the City to address the issues identified in this Transition Plan, including federal and state funding, local funding, and private funding. The following sections detail some different funding source options.

### 5.4.1 FEDERAL AND STATE FUNDING

**Table 14** depicts the various types of federal and state funding available for the City to apply for funding for various improvement. The following agencies and funding options are represented in the chart.

- NHS – National Highway System
- STP – Surface Transportation Program
- HSIP – Highway Safety Improvement Program
- RHC – Railway-Highway Crossing Program
- TAP – Transportation Alternatives Program
- CMAQ – Congestion Mitigation/Air Quality Program
- RTP – Recreational Trails Program
- FTA – Federal Transit Capital, Urban & Rural Funds
- TrE – Transit Enhancements
- BRI – Bridge - Highway Bridge Replacement and Rehabilitation (HBRRP)
- 402 – State and Community Traffic Safety Program
- PLA – State/Metropolitan Planning Funds
- TCSP – Transportation and Community and System Preservation Program
- FLH – Federal Lands Highways Program
- BYW – Scenic Byways
- SRTS – Safe Routes to School (Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) now under TAP)

The majority of these programs are competitive type grants; therefore, the City of Bryan is not guaranteed to receive these funds. It will be important for the City to track these programs in order to apply for the funds.

**Table 14. Funding Opportunities**

Activity	NHS	STP	HSIP	RHC*	TAP	CMAQ*	RTP	FTA	TrE	BRI*	402	PLA	TCSF	FLH	BYW	SRTS
Pedestrian plan		X	X			X						X	X			
Paved shoulders	X	X	X	X	X	X				X			X	X	X	
Shared-use path/trail	X	X	X		X	X	X			X			X	X	X	X
Recreational trail							X							X		
Spot improvement program		X	X		X	X							X			X
Maps		X			X	X					X		X			X
Trail/highway intersection	X	X	X		X	X	X						X	X	X	X
Sidewalks, new or retrofit	X	X	X	X	X	X		X	X	X			X	X	X	X
Crosswalks, new or retrofit	X	X	X	X	X	X		X	X				X	X	X	X
Signal improvements	X	X	X	X	X	X							X			X
Curb cuts and ramps	X	X	X	X	X	X							X			X
Traffic calming		X	X	X									X			X
Safety brochure/book		X			X	X					X		X			X
Training	X	X	X		X	X	X				X		X			X

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#### 5.4.2 LOCAL FUNDING

There are several local funding options for the City to consider, including:

- General fund (sales tax and bond issue)
- Allocation of annual departmental budgets – requests for larger share to address needs in a more timely fashion
- Maintenance funds
- Special taxing districts
- Tax Increment Financing District (TIF) – A TIF allows cities to create special districts and to make public improvements within those districts that will generate private-sector development. During the development period, the tax base is frozen at the predevelopment level. Property taxes continue to be paid, but taxes derived from increases in assessed values (the tax increment) resulting from new development either go into a special fund created to retire bonds issued to originate the development, or leverage future growth in the district.
- Community Improvement District (CID) – A geographically defined district in which commercial property owners vote to impose a self-tax. Funds are then collected by the taxing authority and given to a board of directors elected by the property owners.
- Tax Allocation District (TAD) – A defined area where real estate property tax monies gathered above a certain threshold for a certain period of time (typically 25 years) to be used a specified improvement. The funds raised from a TAD are placed in a tax-free bond (finance) where the money can continue to grow. These improvements are typically for revitalization and especially to complete redevelopment efforts.
- Sidewalk or Access Improvement Fee
- Transportation User Fee
- Scheduled/Funded CIP projects that are funded through bonds and sales tax.
- Community Development Block Grants (CDBG)
- Transportation Reinvestment Zone

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#### 5.4.3 PRIVATE FUNDING

Private funding may include local and national foundations, endowments, private development, and private individuals. While obtaining private funding to provide improvements along entire corridors might be difficult, it is important for the City to require private developers to improve pedestrian facilities to current ADA requirements, whether it by new development or redevelopment of an existing property.

### 5.5 NEXT STEPS

This document serves as the Americans with Disabilities Act (ADA) Transition Plan within the City of Bryan. In developing this Plan, program, policies and procedures were reviewed for compliance with ADA guidelines and a self-evaluation was conducted on the following facilities:

- 4 buildings;
- 2 parks;
- 20 signalized intersections; and
- Approximately 6 miles of sidewalk and all unsignalized intersections and driveways along the sidewalk corridors.

The recommended improvements were prioritized and an implementation plan was developed to provide guidance for the City's improvement projects in the coming years. Public outreach was also conducted to aid in the development of the plan.

It should be noted that this Transition Plan is focused on a portion of City of Bryan facilities, and is not intended to be a comprehensive ADA Transition Plan for all City facilities. As funding becomes available additional facility evaluations should be completed to provide a comprehensive Transition Plan for the City of Bryan.

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## APPENDIX (PROVIDED ON CD)

### FOCUS GROUP MEETING NOTES

### DEPARTMENTAL SURVEYS AND INTERVIEWS

### BOARDS, COMMISSIONS AND COMMITTEES

### COMMUNITY SPECIAL PROGRAM RECOMMENDATIONS

### DESIGN STANDARDS REVIEW SUMMARY AND REDLINES

### GRIEVANCE PROCESS

- ADA Notice
- Grievance Procedure
- Grievance Form

### FACILITY MAPS

- Buildings
- Parks
- Signalized Intersections
- Sidewalk Corridors

### FACILITY REPORTS

- Buildings
- Parks
- Signalized Intersections
- Sidewalk Corridors
- 

### ACTION LOG