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TALLAHASSEE**

City of Tallahassee

Americans with Disabilities Act (ADA) Self-Evaluation & Transition Plan

May 2024

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The City of Tallahassee has prepared this transition plan with the assistance of the consultant team led by Kimley-Horn and Associates, Inc. along with its subcontractor team, Accessology Too, LLC, and DLZ Florida. The consultant team, the ADA Coordinator, and the contributing departments of Tallahassee are responsible for developing the ADA Self-Evaluation and Transition Plan report and program.

Kimley»Horn

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Abbreviations

ADA – Americans with Disabilities Act

CFR – Code of Federal Regulations

CIP – Capital Improvement Program

DOJ – United States Department of Justice

EITA – Electronic and Information Technology Accessibility

FHWA – Federal Highway Administration

MUTCD – Manual on Uniform Traffic Control Devices

PROWAG – Proposed Public Rights-of-Way Accessibility Guidelines

PSA – Programs, Services, and Activities

WAVE – Web Accessibility Evaluation Tool



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1.0 Introduction

1.1 Purpose

The purpose of this Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan is to summarize the activities completed to-date related to ADA compliance and to create a roadmap for the City of Tallahassee to update their ADA Transition Plan over time. Prioritization methodology for evaluating and implementing improvements has been developed based on the applicable ADA Standards and 2011 Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG), and the details are provided in this document.

This document includes an overview of the ADA and provides recommendations for the City of Tallahassee based on guidance from the Federal Highway Administration (FHWA) and U.S. Department of Justice (DOJ) to improve accessibility for the public.

1.2 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 Tallahassee has undertaken a comprehensive evaluation of its PSAs to determine the extent that individuals with disabilities may be restricted in their access.

1.3 ADA Self-Evaluation and Transition Plan Development Requirements and Process

The City of Tallahassee 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 applicable ADA Standards and 2023 Public Right-of-Way Accessibility Guidelines (PROWAG) that apply to facilities and other physical holdings.

Title II has the broadest impact on the City of Tallahassee. 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 (1) person who is responsible for overseeing Title II compliance; 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 Tallahassee's PSAs and facilities, provides possible solutions to remove programmatic barriers, and presents a Transition Plan for the modification of facilities and public rights-of-way to improve accessibility, which will guide the planning and implementation of necessary program and facility modifications over the next five (5) years. The ADA Self-Evaluation and Transition Plan is significant in that it establishes the City of Tallahassee's ongoing commitment to the development and maintenance of PSAs and facilities that accommodate all its citizenry.



1.4 Discrimination and Accessibility

Program accessibility means that, when viewed in its entirety, each program is readily accessible to and usable by individuals with disabilities. Program accessibility is necessary not only for individuals with mobility needs, but also to individuals with sensory and cognitive disabilities.

Accessibility applies to all aspects of a program or service, including but not limited to physical access, advertisement, orientation, eligibility, participation, testing or evaluation, provision of auxiliary aids, transportation, policies, and communication.

The following are examples of elements that should be evaluated for barriers to accessibility:

1.4.1 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

1.4.2 Programmatic Barriers

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

1.4.3 Ongoing Accessibility Improvements

City of Tallahassee PSAs and facilities evaluated during the Self-Evaluation will continue to be evaluated on an ongoing basis, and the ADA Transition Plan will be revised to account for changes that have been or will be completed since the initial Self-Evaluation. This Plan will be posted on the City of Tallahassee's website for review and consideration by the public.

1.4.4 City of Tallahassee Approach

The purpose of the Transition Plan is to provide the framework for achieving equal access to the City's PSAs within a reasonable timeframe. The City's elected officials and staff believe that accommodating persons with disabilities is essential to good customer service, ensures the quality of life of Tallahassee residents seek to enjoy, and guides future improvements. This Plan has been prepared after careful study of all the Tallahassee's programs, services, activities, and evaluations of a select number of City of Tallahassee facilities.

The City of Tallahassee should make reasonable modifications in PSAs when the modifications are necessary to avoid discrimination based on disability, unless the City of Tallahassee can demonstrate that making the modifications will fundamentally alter the nature of the program, service, or activity. The City of Tallahassee will not place surcharges on individuals with disabilities to cover the cost involved in making PSAs accessible.



1.5 Exceptions and Exemptions

A municipality is not required to take any action that would create any undue financial or administrative burden for the agency, create a hazardous condition for other people, or threaten or destroy the historic significance of a historic property.

In determining whether an alteration would impose an undue financial or administrative burden on a covered entity, factors to be considered include: (i) the nature and cost of the alteration needed; (ii) the overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources, or the impact otherwise of such accommodation upon the operation of the facility; (iii) the overall financial resources of the covered entity; the overall size of the business of a covered entity with respect to the number of its employees; the number, type, and location of its facilities; and (iv) the type of operation or operations of the covered entity, including the composition, structure, and functions of the workforce of such entity; the geographic separateness, administrative, or fiscal relationship of the facility or facilities in question to the covered entity.

In determining whether an alteration would threaten or destroy the historic significance of a historic property, the City of Tallahassee should first confirm if the property is on the National Register of Historic Places. Based on a search of the National Register of Historic Places NPGallery Database (<https://npgallery.nps.gov/nrhp>) and the associated geodatabase (<https://irma.nps.gov/DataStore/Reference/Profile/2210280>), there are 61 historical places within the City of Tallahassee, but there may be other documentation available not provided on these websites. Of these places, six (6) are owned or maintained by the City of Tallahassee as listed below.

- (1) Cascades Park
- (2) Fire Station Number 1
- (3) Greenwood Cemetery
- (4) Los Robles Gate
- (5) John Gilmore Riley House
- (6) Smoky Hollow Historic District

A municipality is not necessarily required to make each of its existing facilities accessible to and usable by individuals with disabilities. In the event the City of Tallahassee determines a proposed action would generate undue financial or administrative burden, create a hazardous condition for other people, or threaten or destroy the historic significance of a historic property, a municipality has a responsibility to communicate and document the decision and the methodology used to reach it. If an action would result in such an alteration or such burdens, a municipality shall take any other actions that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the City of Tallahassee.

1.6 New Construction and Alterations

If the start date for construction is on or after March 15, 2012, all newly constructed or altered state and local government facilities must comply with the 2010 ADA Standards. Before that date, the 1991 Standards (without the elevator exemption), the Uniform Federal Accessibility Guidelines, or the 2010 ADA Standards may be used for such projects when the start of construction commences on or after September 15, 2010.

The most recent standard is the 2010 ADA Standards, which sets the minimum requirements – both scoping and technical – for newly designed and constructed or altered state and local government facilities, public accommodations, and commercial facilities to be readily accessible to and usable by individuals with disabilities. It is effectuated from 28 Code of Federal Regulations (CFR) 35.151 and the 2004 Americans with Disabilities Act Accessibility Guidelines (ADAAG). However, the FHWA and DOJ recommend using PROWAG for designing facilities within the public rights-of-way as a best practice until it is adopted at the federal level. The Manual on Uniform Traffic



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Control Devices (MUTCD) is also incorporated by reference within PROWAG. As of March 2024, the Florida Department of Transportation (FDOT) has not officially adopted PROWAG, but according to their current ADA Coordinator, FDOT has incorporated criteria from PROWAG into the design standards and Florida Design Manual. It is recommended that the City of Tallahassee adopt PROWAG so that it becomes an enforceable document for all City projects within the public rights-of-way, regardless of its adoption status at the state and federal level.

2010 ADA Standards

The Department of Justice's revised regulations for Titles II and III of the Americans with Disabilities Act of 1990 (ADA) were published in the Federal Register on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the 2010 ADA Standards. On March 15, 2012, compliance with the 2010 ADA Standards was required for new construction and alterations under Titles II and III. March 15, 2012 is also the compliance date for using the 2010 ADA Standards for program accessibility and barrier removal.

PROWAG

The U.S. Access Board recently published new guidelines under the ADA and the Architectural Barriers Act (ABA) that address access to sidewalks and streets, crosswalks, curb ramps, pedestrian signals, on-street parking, and other components of public rights-of-way. These guidelines also review shared use paths, which are designed primarily for use by bicyclists and pedestrians for transportation and recreation purposes. The Accessibility Guidelines for Pedestrian Facilities in the Public Rights-of-Way (PROWAG) provide minimum guidelines for the accessibility of pedestrian facilities in the public rights-of-way. When these guidelines are adopted, with or without modifications, as accessibility standards in regulations issued by other federal agencies implementing the ADA, Section 504 of the Rehabilitation Act, and the ABA, compliance with those enforceable accessibility standards is mandatory. The final rule was published on August 8, 2023, and became effective on September 7, 2023. PROWAG is the recommended best practice and can be considered the state of the practice that could be followed for areas not fully addressed by the 2010 ADA Standards.

MUTCD

Traffic control devices shall be defined as all signs, signals, markings, and other devices used to regulate, warn, or guide traffic, placed on, over, or adjacent to a street, highway, pedestrian facility, bikeway, or private road open to public travel by authority of a public agency or official having jurisdiction, or, in the case of a private road, by authority of the private owner or private official having jurisdiction. The Manual on Uniform Traffic Control Devices is incorporated by reference in 23 CFR, Part 655, Subpart F and shall be recognized as the national standard for all traffic control devices installed on any street, highway, bikeway, or private road open to public travel in accordance with 23 U.S.C. 109(d) and 402(a). The policies and procedures of the FHWA to obtain basic uniformity of traffic control devices shall be as described in 23 CFR 655, Subpart F. The MUTCD is available online here:

https://mutcd.fhwa.dot.gov/pdfs/2009r1r2r3/pdf_index.htm

2013 Outdoor Developed Areas Guidelines

The Access Board is responsible for developing accessibility guidelines for the construction and alteration of facilities covered by the ADA and the Architectural Barriers Act (ABA) of 1968, which include outdoor developed areas. The Outdoor Developed Areas guidelines ensure that the facilities are readily accessible to and usable by people with disabilities. The Access Board issued the current guidelines in 2004. The 2004 guidelines contain provisions for several types of recreation facilities, including boating facilities, fishing piers and platforms, golf facilities, play areas, sports facilities, and swimming pools. The Access Board amended the 2004 guidelines in 2013 by adding new provisions for trails, picnic and camping facilities, viewing areas, and beach access routes constructed or altered by federal agencies or by non-federal entities on federal



land on behalf of a federal agency pursuant to a concession contract, partnership agreement, or similar arrangement.

The new provisions for trails, picnic and camping facilities, viewing areas, and beach access routes are not included in the DOJ's 2010 ADA Standards and have no legal effect on state and local governments and private entities subject to DOJ's ADA regulations. State and local governments and private entities may, however, use the provisions for guidance when designing trails, picnic and camping facilities, viewing areas, and beach access routes. State and local governments and private entities are cautioned to check with DOJ about using the technical requirements for outdoor recreation access routes, instead of accessible routes, to connect elements at picnic and camping facilities, viewing areas, and trailheads.

1.7 Maintenance Versus Alterations

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

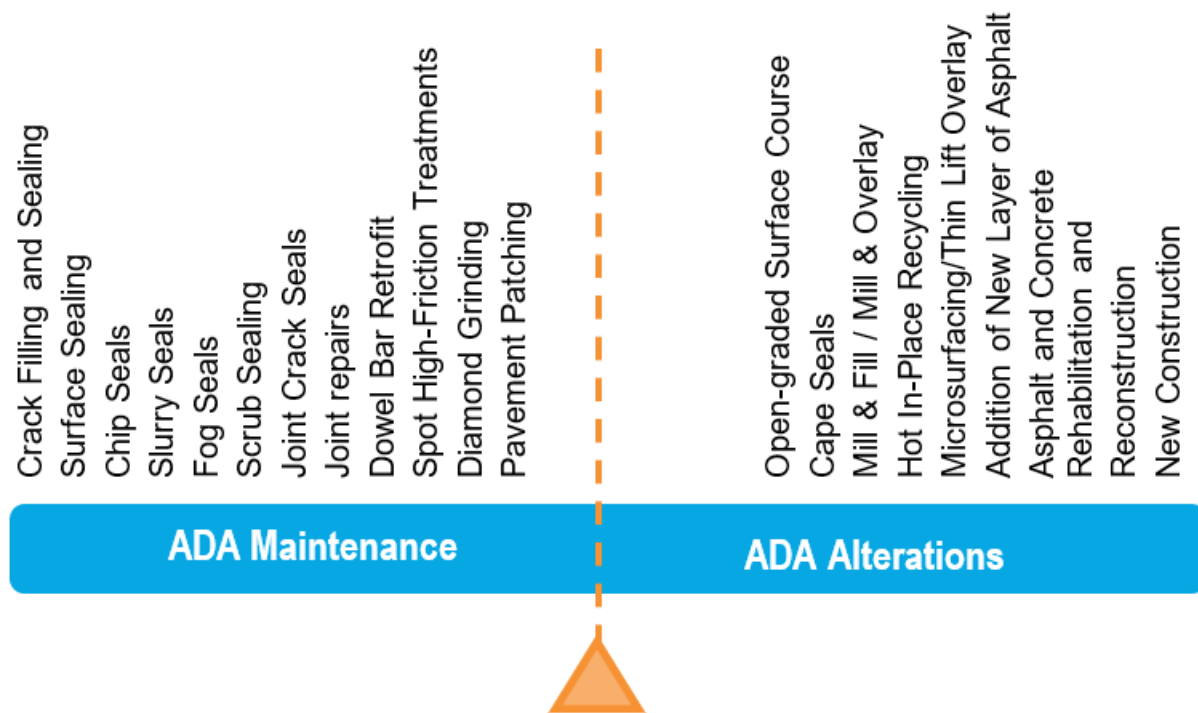
The Americans with Disabilities Act of 1990 (ADA) is a civil rights statute prohibiting discrimination against persons with disabilities in all aspects of life, including transportation, based on regulations promulgated by the United States Department of Justice (DOJ). DOJ's regulations require accessible 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

1.8 FHWA Guidance on Closing Pedestrian Crossings

An alteration that decreases or has the effect of decreasing the accessibility of a facility below the requirements for new construction at the time of the alternation is prohibited. For example, the removal of an existing curb ramp or sidewalk (without equivalent replacement) is prohibited. However, the FHWA has indicated a crossing may be closed if an engineering study (performed by the City of Tallahassee 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.

Agencies wishing to close certain intersection crossings should have a reasonable and consistent policy on when to do so written in their Transition Plan or as a standalone document. If safety concerns are established by an engineering study, a pedestrian crossing should not be accommodated for any user. The City of Tallahassee will only consider closing an existing pedestrian crossing if it is determined to be unsafe by an engineering study.



1.9 Existing City Programs that Implement ADA Upgrades

In addition to the information documented in this Transition Plan, the City of Tallahassee currently implements ADA compliance through the following efforts:

- The City's Underground Utilities and Public Infrastructure Department has developed a separate chapter of the City's ADA Transition Plan that focuses on information related to sidewalk, curb ramps, pedestrian equipment at signalized intersections, and crosswalks. This plan includes the following:
 - A description of the City's existing sidewalk programs including:
 - Maintenance and repairs for existing sidewalk facilities;
 - Sidewalk requirements for new developments; and
 - Sidewalk capital improvement projects.
 - A description of the City's curb ramps and roadway resurfacing programs.
 - Information on the City's update of design standards to mitigate physical obstacles.
 - The City implements compliance through the following standards and guidelines to comply with the ADA requirements for sidewalk constructions, new developments, and correction of existing sidewalk deficiencies:
 - 2010 ADA Standards;
 - PROWAG Guidelines;
 - FDOT's Design Manual;
 - FDOT's Standard Plans; and
 - Florida Greenbook.
 - The City's sidewalk inventory and self-evaluation.
 - The City's sidewalk and curb ramps field inspection checklist.
 - Implementation Budgets and Schedules
 - Information on responsible officials.
 - The public involvement process for the UUPI Department ADA Transition Plan.
- A draft of the UUPI Department ADA Transition Plan is included in [Appendix A](#).



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2.0 Public Outreach

The City plans to establish an external ADA Advisory Committee consisting of members of the disability community, advocates for those with disabilities, representatives from local disability organizations, and the general public. The City intends to meet with the ADA Advisory Committee to discuss the current ADA Self-Evaluation and Transition Plan process, seek feedback from the committee how the City is doing regarding accessibility, and to identify high priority areas within the City where programs, services, activities, or facilities that have barriers to access.

The City intends to develop a public access survey that will be available online in a later phase. These methods will be used to provide a summary of the ADA Transition Plan and receive feedback on the Transition Planning process and any other concerns related to accessibility.



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3.0 Self-Evaluation and Summary of Observations

The City of Tallahassee's ADA Transition Plan reflects the results of a comprehensive inventory of the PSAs provided to employees and the public. The inventory identifies programmatic PSAs that are subject to further review. These reviews will identify barriers to individuals with disabilities who are interested in accessing the PSAs offered by the City of Tallahassee. [Section 3.1](#) below describes the results of a review of the City's administrative programs, procedures, and policies, that are required as part of a Title II ADA Transition Plan. An inventory of Citywide PSAs subject to ADA Title II requirements is provided in [Section 3.2](#) and [Appendix C](#).

3.1 Programs, Procedures, and Policies Review

Under the ADA, the City of Tallahassee is required to complete a Self-Evaluation of the City of Tallahassee's facilities, programs, policies, and practices. The Self-Evaluation identifies and provides possible solutions to those policies and practices that are inconsistent with Title II requirements. To be compliant, the Self-Evaluation should consider all the City of Tallahassee's PSAs, as well as the policies and practices the City of Tallahassee uses to implement its various programs and services.

To comply with requirements of the plan, the City of Tallahassee must take corrective measures to achieve program accessibility through several methods, including, but not limited to:

- 1) Relocation of programs to accessible facilities;
- 2) Modifications to existing programs so they are offered in an accessible manner;
- 3) Structural methods such as altering an existing facility;
- 4) Policy modifications to ensure nondiscrimination; and
- 5) Auxiliary aids provided to produce effective communication.

When choosing a method of providing program access, the City of Tallahassee should attempt to give priority to the method that promotes inclusion among all users, including individuals with disabilities.

PSAs offered by the City of Tallahassee to the public must be accessible. Accessibility applies to all aspects of a PSA including advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, transportation, policies, and communication.

However, the City of Tallahassee does not have to take any action that will result in a fundamental alteration in the nature of a program or activity, create a hazardous condition for other people, or result in an undue financial and/or administrative burden. This determination should generally be made by the ADA/504 Coordinator and/or an authorized designee of the City of Tallahassee, such as the City of Tallahassee Mayor or their designee, and must be accompanied by a written statement detailing the reasons for reaching the determination.

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

3.1.1 ADA/504 Coordinator (Title I / Title II)

Under the ADA Title II, when a public entity has 50 or more employees based on an entity-wide employee total count, the entity is required to designate at least one (1) qualified responsible employee to coordinate compliance with ADA requirements. The name, office address, and telephone number of this individual must be available and advertised to



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employees and the public. This allows for someone to assist with questions and concerns regarding disability discrimination to be easily identified.

The City of Tallahassee has appointed Kathleen Wright as ADA/504 Coordinator. Below is the ADA Coordinator's contact information. This information is available on the City's website here: <https://www.talgov.com/Main/hr-titlevi>.

Kathleen Wright, ADA/504 Coordinator
Office of Diversity & Inclusion
300 S. Adams Street, Box A-13
Tallahassee, Florida 32301
Office: (850) 891-8266
Kathleen.Wright@talgov.com

The ADA/504 Coordinator contact information must be provided to interested parties. The following distribution methods are recommended:

- Post on the City website;
- Prominently display in common areas that are accessible to all employees and areas open to the public;
- Provide in materials that are distributed by the City for meetings and events where requests for auxiliary aids or services for effective communication might be needed; and
- Provide in materials that are distributed by the City where ADA questions or concerns may arise.

3.1.2 Roles and Responsibilities of the ADA/504 Coordinator

Below is a list of qualifications for ADA Coordinators that are recommended by U.S. Department of Justice:

- Familiarity with the entity's structures, activities, and employees;
- Knowledge of the ADA and other laws addressing the rights of people with disabilities, such as Section 504 of the Rehabilitation Act;
- Experience with people with a broad range of disabilities;
- Knowledge of various alternative formats and alternative technologies that enable individuals with disabilities to communicate, participate, and perform tasks;
- Ability to work cooperatively with local entities and people with disabilities;
- Familiarity with any local disability advocacy groups or other disability groups;
- Skills and training in negotiation and mediation; and
- Organizational and analytical skills.

The responsibilities of the ADA/504 Coordinator include coordinating the City's efforts to comply with Title II and investigating any complaints related to potential violations of Title II. The role of the ADA Coordinator typically includes being the primary contact when members of the public request an auxiliary aid or service for effective communication, such as a sign language interpreter or documents in Braille. An effective ADA Coordinator will be able to efficiently assist people with disabilities with their questions. These roles and responsibilities are consistent with the Department of Justice's guidance for "An Effective ADA Coordinator" (<https://www.ada.gov/pcatoolkit/chap2toolkit.htm>).



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3.1.3 ADA Grievance Policy, Procedure, and Form with Appeals Process for the ADA

Local governments with 50 or more employees are required to adopt and publish procedures for resolving grievances in a prompt and fair manner that may arise under Title II of the ADA. The purpose of the ADA grievance procedure is to provide a mechanism for the resolution of discrimination issues at the City level, rather than require the complainant to resort to resolution at the federal level. The City of Tallahassee Grievance Policy, Procedure, and Form with Appeal Process for the ADA was reviewed and updated in February 2024. A copy of the City's Grievance Procedure and Form are included in [Appendix B](#).

3.1.4 Public Notice Under the ADA

The ADA public notice requirement applies to all state and local governments covered by Title II, including entities with fewer than 50 employees. The target audience for the public notice includes applicants, beneficiaries, and other people interested in the entity's programs, services, and activities. This notice is required to include information regarding Title II of the ADA and how it applies to the programs, services, and activities of the public entity. The Department of Justice suggests including brief statements about:

- Employment;
- Effective communication;
- Making reasonable modifications to policies and programs;
- Not placing surcharges on modifications or auxiliary aids and services; and
- Filing complaints.

The notice should also include the name and contact information of the ADA/504 Coordinator. Publishing and publicizing the ADA notice is not a one-time requirement. State and local government entities should provide the information on an ongoing basis, whenever necessary. DOJ suggestions for ways to provide notice are provided at <https://www.ada.gov/pcatoolkit/chap2toolkit.htm>.

Public Notice Under the ADA: Completed Actions

The City of Tallahassee Public Notice Under the ADA was reviewed and updated in February 2024. A copy of the City's Public Notice Under the ADA is included in [Appendix B](#). Publicizing the ADA notice is not a one-time requirement, and the City will provide the information on an ongoing basis, whenever necessary. The City of Tallahassee has posted the ADA public notice on the City's website here: <https://www.talgov.com/Main/hr-titlevi>.

3.1.5 ADA Liaison Committee

The ADA Liaison Committee is generally comprised of representatives from each City of Tallahassee department. These individuals work closely with the ADA/504 Coordinator to resolve issues regarding the needs of their department and the programs under their management. The ADA/504 Coordinator works closely with the ADA Liaison Committee to coordinate the implementation of plans, programs, policies, and procedures.

ADA Liaison Committee: Self-Evaluation Observations

The City of Tallahassee has established an ADA Liaison Committee and is comprised of a representative from each City of Tallahassee department. These representatives are tasked with serving as the ADA contact for their department and will consult with the ADA/504 Coordinator regarding all ADA issues impacting their department. Each representative is responsible for keeping a detailed log for all ADA inquiries within their department. This log should be shared with the ADA/504 Coordinator and should be retained for at least three (3) years.



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To promote awareness of the committee and their activities, the ADA Liaison Committee information can be publicized in common areas that are accessible to employees and areas open to the public. This includes posting this information on the City of Tallahassee website.

3.2 Program, Services, and Activities Inventory

The City of Tallahassee has compiled a list of all City programs, services, and activities (PSAs) required to be reviewed for compliance with Title II of the ADA. The City of Tallahassee will evaluate the current status regarding ADA requirements including eligibility requirements, participation requirements, facilities used, staff training, tours, transportation, communication, notifications, public meetings, the use of contracted services, purchasing, maintenance of accessible features, and emergency procedures in a future project phase.

The Self-Evaluation of these PSAs will be completed in future Transition Plan project phases and updates to the City’s Transition Plan will be made to include findings and possible solutions for identified barriers. **Table 1** and **Appendix C** detail the identified PSAs for review.

Table 1. Summary of Programs, Service, and Activities Inventory

| PSA Element | Quantity Identified | Description |
|---|---------------------|--|
| Departments | 21 | All City Departments |
| Boards, Commissions, and Committees | 37 | All City Boards, Commissions, and Committees |
| Employment Practices | 7 | Employee manuals, hiring practices, volunteer programs, and job descriptions |
| Ordinances | 22 | Includes ordinances that may include or need accessibility related language |
| Communication Services | 29 | All methods the City uses to communicate with the public |
| Documents | 13 | Includes all information referenced on the City’s website |
| Events, Programs, Services and Activities | 38 | |
| Forms | 26 | |
| Videos | 74 | |
| Standards | 0 | |

3.3 Facilities Evaluation Action Plan

The Federal Highway Administration (FHWA) has provided guidance on the ADA Transition Plan process in their “INFORMATION: ADA Transition Plans” memo dated June 27, 2019 (see [Appendix D](#)). While this memo specifically addresses state departments of transportations, FHWA also recommends this guidance for local municipalities until municipality-specific guidance is developed by FHWA. Provided in the memo is a checklist for elements to be included in an ADA Transition Plan and other ADA requirements that agencies must fulfill.

Items included in the FHWA checklist related to the public rights-of-way are:



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- **Inventory of Barriers** (identification of physical obstacles)
 - Identify intersection information, including curb ramps and other associated accessibility elements.
 - Require an Action Plan to develop an inventory of sidewalks (slopes, obstructions, protruding objects, changes in level, etc.), signals (including accessible pedestrian signals), bus stops (bus pads), buildings, parking, rest areas (tourist areas, picnic areas, visitor centers, etc.), mixed use trails, linkages to transit.
 - Discuss jurisdictional issues/responsibilities for sidewalks.
- **Schedule**
 - Show a strong commitment toward upgrading ADA elements identified in the inventory of barriers in the short-term (planned capital improvement projects).
 - Show a strong commitment over time toward prioritizing curb ramps at walkways serving entities covered by the ADA.
 - Schedule should include prioritization information, planning, and investments directed at eliminating other identified barriers over time.
 - Dedicate resources to eliminate identified ADA deficiencies.
- **Implementation Methods**
 - Describe the methods that will be used to make the facilities accessible and include the governing standard (e.g., 2010 ADA Standards, 2023 PROWAG).

The City of Tallahassee plans to evaluate all City-owned and/or maintained facilities for compliance with the 2010 ADA Standards for Accessible Design, and 2023 PROWAG.

3.4 Existing Facility Inventory

The first step in completing a Facility Evaluation Action Plan is understanding what facilities the City is responsible for maintaining and where each of these facilities is located. The existing facility inventory will include City-owned or maintained buildings, parks, signalized intersections, sidewalk corridors, unsignalized intersections and driveways along sidewalk corridors, and railroad crossings along sidewalk corridors. Inventories for buildings, parks, signalized intersections, sidewalk corridors, have been developed and are summarized in the following sections.

3.4.1 Buildings

A table of all 40 City of Tallahassee-owned buildings with public access is included in [Appendix E](#).

All buildings with public access will be evaluated for compliance with the 2010 ADA Standards for Accessible Design, including parking lots, path of travel from the parking lot to the building, access into the building, signage, drinking fountains, telephones, bathrooms, and counter heights.

3.4.2 Parks

The City of Tallahassee owns and maintains 94 parks. All City maintained parks will be evaluated for compliance with the applicable ADA Standards and Title 24 of the 2012 Florida Accessibility Code for Building Construction, including parking lots, path of travel from the parking lot to the park amenities, access into facilities, signage, drinking fountains and restrooms. A table of City owned parks is included in [Appendix E](#).



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3.4.3 Signalized Intersections

The City of Tallahassee plans to evaluate all City-owned signalized intersections as described in the UUPI ADA Transition Plan included in [Appendix A](#).

3.4.4 Sidewalk Corridors

The City of Tallahassee maintains approximately 500 miles of sidewalk corridors, including pedestrian street and driveway crossings.

All City-maintained pedestrian paths of travel will be evaluated for compliance with PROWAG based on the 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 as described in the UUPI ADA Transition Plan included in [Appendix A](#). At intersections where existing sidewalk does not cross the curb and curb ramps are not installed, no evaluations are needed. Locations where curb ramps are missing, but are required, will also be identified and included in the Transition Plan.

The ADA of 1990, Section 35.150, Existing Facilities, requires that the Transition Plan include a schedule for providing curb ramps or other sloped areas 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 ADA Standards, 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 ADA Standards, 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 areas at any intersection having curbs or other barriers at intersections to streets, roads, or highways.”

3.4.5 Facility Inventory Summary

Based on the completed inventory, the City has identified the following facilities for future evaluation:

- 35 buildings (five [5] buildings have been evaluated as described in [Section 3.8](#));
- 94 parks; and
- 500 miles of sidewalk any associated curb ramps, crosswalks, and pedestrian equipment at signalized intersections.

3.5 City of Tallahassee Facility Evaluation Action Plan

This City’s Facility Evaluation Action Plan assigns an evaluation priority level to all inventoried facilities, which allows the City to prepare a schedule to complete the evaluations.

Phased Facility Evaluation Approach

All facilities must be evaluated as part of an agency’s overall ADA Transition Plan. The City plans to phase the evaluation of facilities over the next several fiscal years.

Minimizing risk for pedestrians and risk for litigation are the City’s goals when determining the order in which to evaluate facilities. The facility evaluation priority levels were determined based on the following factors:

- **Number of existing complaints** – Locations with complaints identified by the public as problem areas should be evaluated as soon as possible to determine if the complaints are valid.



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- **Proximity to pedestrian attractors** – Locations near pedestrian attractors (e.g., hospitals, retirement facilities, medical offices, parking garages, major employers, disability service providers, event facilities, bus or transit stop/routes, schools, government and public facilities, parks, libraries, and churches) are more likely to have a higher risk compared to those locations without pedestrian attractors.
- **Proximity to residential areas** – Locations near residential areas are more likely to have a higher risk than those locations adjacent to industrial areas where pedestrians are less likely to travel.
- **Number of crashes** – Locations with pedestrian-related crashes should be evaluated to determine if there is a design reason for the crashes.
- **Age of facility** – Facilities constructed after July 26, 1991 are a higher risk than those constructed before the 1991 Standards for Accessible Design were published since they were constructed out of compliance.
- **Roadway functional classification** – Arterials typically have higher pedestrian activity than local roadways and may be a higher risk.
- **Pedestrian/vehicle volumes** – Higher pedestrian/vehicle volume roadways are more likely to have higher risk than lower volume pedestrian/vehicle roadways. Pedestrian volumes may be quantified using indicators such as number of pedestrian actuations at signalized intersections.
- **Existing sidewalks** – The ADA does not require sidewalks to be installed, but existing sidewalks must be compliant, and the accessible route must be maintained in an accessible condition. Locations with existing sidewalks are a higher risk than locations without existing sidewalks.
- **Public input** – Receiving and taking into consideration feedback from the public to better understand their concerns is recommended. While formal complaints may not have been filed, areas of concern to the public are more likely to have a higher risk for litigation if an issue exists and the City does not respond and/or doesn't make any improvements.

Other factors to consider include:

- **Spatial distribution of facilities** – Selecting facilities to be evaluated evenly across different areas of the City or Council districts might be more well-received by the public, assuming all the risk factors above are equal.
- **Facility type** – Selecting a variety of different facilities to be evaluated during each phase, instead of all of the same facility type, may provide a better understanding of your high-risk areas. If the sidewalks evaluated are determined to be mostly compliant and the curb ramps evaluated are determined to be mostly non-compliant, the City may want to consider including a higher percentage of curb ramps during the next phase of evaluations.

Upcoming Capital Improvement Projects (CIP) – If curb ramps will be completely removed and replaced as part of an upcoming project, the ADA compliance of the new construction should be confirmed during construction inspections and resources would be better spent evaluating curb ramps that are not planned for reconstruction.



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The final step is to execute the Facility Evaluation Action Plan. The Action Plan may be modified as needed during and in between Transition Plan phases to account for lessons learned or budget changes.

3.6 Schedule and Implementation Methods

It is acceptable for the City to phase the Self-Evaluation over several fiscal years; however, the DOJ and FHWA will not consider the initiative to be complete until all evaluations have been completed. As part of each phase of the Transition Plan, the City should determine and document in the Transition Plan the anticipated number of years required to complete the Self-Evaluation of City programs, services, activities, and facilities identified in [Section 3.2 Program, Services, and Activities Inventory](#) and [Section 3.4 Existing Facility Inventory](#).

City facilities that have been evaluated for ADA compliance are documented in [Section 3.8 Facilities Review](#). The evaluation of the remaining City facilities and PSAs will be completed during future projects, and updates to the City's Transition Plan will be made to including findings and possible solutions for identified barriers.

After the Self-Evaluation is complete, possible solutions have been identified, and cost estimates have been determined for each improvement, an implementation plan can be developed. Depending on the estimated cost of improvements, a typical implementation plan for an entity the size of the City of Tallahassee can range from 10 to 15 years. The implementation plan needs to show both a strong commitment toward upgrading ADA elements identified in the inventory of barriers in the short-term (planned capital improvement projects) and a strong commitment over time toward prioritizing curb ramps at walkways serving entities covered by the ADA. The implementation plan should also include prioritization information, planning, and investments directed at eliminating other identified barriers over time.

3.7 Prioritization

To aid in the development of the implementation plan, prioritization information has been provided for each facility with identified compliance issues. **Table 2** provides the prioritization criteria for evaluated buildings and parks. **Table 3** provides the prioritization criteria for signalized and unsignalized intersection curb ramps. **Table 4** provides the prioritization schedule for the evaluated sidewalk corridors. All compliance elements included in the prioritization schedule are based on requirements from the 2010 ADA Standards for Accessible Design and PROWAG. While every effort will be made to design and implement improvements to be consistent with these standards, the City will provide access to the maximum extent feasible where full compliance is technically infeasible. Priorities were assigned based on DOJ priorities for facility access, previous project experience, and case law with respect to the severity of non-compliance. FHWA and DOJ have not provided any guidance on how to prioritize issues, only that prioritization information should be included as part of the schedule; however, best practices suggest that the prioritization methodology and resulting thresholds be first based on the severity of non-compliance (i.e., dangerous condition) and then second based on the barrier's proximity to pedestrian attractors (e.g., adjacent to a hospital or governmental facility with high daily pedestrian traffic). Since raw data has and will continue to be collected during the Self-Evaluation, all data needed for prioritization is contained in the database except for known complaints. Any complaints received by the City will be reviewed, and associated prioritization updates will be incorporated into the database.

Sidewalk corridors include the entire pedestrian path of travel, including sidewalk, cross streets, and driveways. When prioritizing a sidewalk corridor, priorities for the entire pedestrian path of travel should be reported together. However, for project design and costing purposes, the recommended improvements for cross streets are more appropriately reported with the rest of the intersection improvements.

It should also be noted that sidewalks are not required by the ADA, but if they are installed, sidewalks must be compliant. Therefore, missing sidewalk segments are given a low priority.



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To determine the priority for each facility, the raw data should be compared to the criteria in **Tables 2, 3, and 4**. To do this, start at Priority 1 and determine if any of the criteria apply. If yes, assign the facility a priority of 1. If no, move to Priority 2 and determine if any of the criteria apply. This process should be repeated until a priority has been assigned to all intersections and each sidewalk corridor segment.

3.7.1 *Prioritization Factors for Facilities*

Buildings, parks, and trails are prioritized on a 12-point scale, which is defined in **Table 2**. This prioritization methodology was developed by the Consultant Team to aid the City in determining how the building should be prioritized for improvements based on the severity of non-compliance with ADA.

Signalized and unsignalized intersections are prioritized on a 13-point scale, which is defined in **Table 3**. This prioritization methodology was developed by the Consultant Team to aid the City in determining which intersections should be prioritized for improvements over other intersections based on the severity of non-compliance with ADA.

Sidewalk corridors are prioritized on a 3-point scale and were given a priority of either “High”, “Medium”, or “Low” based on the severity of non-compliance, which is defined in **Table 4**. Compliant segments of the sidewalk corridor are given a priority label of “Compliant”.

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Table 2. Prioritization Factors for Buildings/Parks

| Priority | Criteria |
|------------|--|
| 1 (high) | Complaint known or safety concern |
| 2 (high) | <ul style="list-style-type: none"> • Element is more than twice the allowable requirement. No known complaint. • AND (for exterior conditions) location is near a hospital, school, transit stop, government building, or other pedestrian attractor. |
| 3 (high) | <ul style="list-style-type: none"> • Element is more than twice the allowable requirement. No known complaint. • AND (for exterior conditions) location is not near a hospital, school, transit stop, government building, or other pedestrian attractor. |
| 4 (high) | Issues with parking or exterior conditions (DOJ level 1) – moderately out of compliance |
| 5 (medium) | Issues with access to goods and services (DOJ level 2) – severely out of compliance |
| 6 (medium) | Issues with: <ul style="list-style-type: none"> • Access to goods and services (DOJ level 2) – moderately out of compliance; • Parking or exterior conditions (DOJ level 1) – minimally out of compliance; OR • Restrooms (DOJ level 3) – severely out of compliance |
| 7 (medium) | Issues with: <ul style="list-style-type: none"> • Access to goods and services (DOJ level 2) – minimally out of compliance; • Restrooms (DOJ level 3) – moderately out of compliance; OR • Drinking fountains or public phones (DOJ level 4 & 5) – severely out of compliance |
| 8 (medium) | Issues with drinking fountains or public phones (DOJ level 4 & 5) - moderately out of compliance |
| 9 (low) | Issues with restrooms (DOJ level 3) – minimally out of compliance |
| 10 (low) | Issues with drinking fountains or public phones (DOJ level 4 & 5) - minimally out of compliance |
| 11 (low) | <ul style="list-style-type: none"> • Client is a Title II agency; AND • Elements out of compliance, but may be able to be handled programmatically or do not need to be handled unless or until the agency hires a person with a disability |
| 12 (low) | Element is fully compliant with an older standard (safe-harbored), but will need to be brought into compliance with current standards if altered |

Table 3. Prioritization Factors for Signalized and Unsignalized Intersections

| Priority | Criteria |
|-------------------|--|
| 1 (high) | Complaint filed on curb ramp or intersection |
| 2 (high) | Existing curb ramp with any of the following conditions: <ul style="list-style-type: none"> • Running slope > 12% • Cross slope > 7% • Obstruction to or in the curb ramp or landing • Level change > ¼ inch at the bottom of the curb ramp • No detectable warnings 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. |
| 3 (high) | <ul style="list-style-type: none"> • No curb ramp where sidewalk or pedestrian path exists 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. |
| 4 (high) | No curb ramps, but striped crosswalk exists |
| 5 (medium) | Existing curb ramp with any of the following conditions: <ul style="list-style-type: none"> • Running slope > 12% • Cross slope > 7% • Obstruction to or in the curb ramp or landing • Level change > ¼ inch at the bottom of the curb ramp • No detectable warnings 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. |
| 6 (medium) | <ul style="list-style-type: none"> • No curb ramp where sidewalk or pedestrian path exists 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. |
| 7 (medium) | Existing diagonal curb ramp (serving both crossing directions on the corner) is non-compliant and should be replaced with two curb ramps, one serving each crossing direction on the corner. |
| 8 (medium) | Existing curb ramp with any of the following conditions: <ul style="list-style-type: none"> • Cross slope > 5% • Width < 36 inches • Median/island crossings that are inaccessible |
| 9 (low) | Existing curb ramp with either running slope between 8.3% and 11.9% or insufficient turning space |
| 10 (low) | Existing diagonal curb ramp without a 48-inch extension into the crosswalk |
| 11 (low) | Existing pedestrian push button is not accessible from the sidewalk and/or curb ramp |
| 12 (low) | Existing curb ramp with returned curbs where pedestrian travel across the curb is not protected |
| 13 (low) | All other intersections not prioritized above |



Table 4. Prioritization Factors for Sidewalk Corridors

| Criteria | Priority 1 (high) | Priority 2 (medium) | Priority 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 |
| Signalized cross street cross slope is greater than 5% | Value > 9.0% | 9.0% ≥ Value ≥ 7.0% | 7.0% > Value > 5.0% |
| Unsignalized 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 safety concern | Elevation change greater than 1/2 inch or gaps greater than 1 inch | Elevation change between 1/4 inch and 1/2 inch or gaps between 1/2 inch and 1 inch | |
| Railroad crossing excessive sidewalk vertical discontinuity | Elevation change greater than 1/4 inch or gaps greater than 1 inch) | | |
| Railroad crossing pre-fabricated plate is plastic or does not exist | Yes – Plastic or No | | |
| Railroad crossing flangeway gap > 3 inches (freight) or flangeway gap > 2.5 inches (non-fright) | Value > 3.0" (freight) or 2.5" (non-freight) | | |
| Railroad crossing is missing detectable warning surface(s) | No – Neither Side or Yes – 1 Side Only | | |



3.8 Facilities Review

3.8.1 Buildings

Five (5) buildings within the City of Tallahassee were evaluated. All buildings included in the evaluation are listed in **Table 5** and shown on the map in [Appendix F](#).

Table 5. Summary of Buildings Reviewed

| Buildings | |
|---|---------------------------|
| 1. City Hall | 300 S Adams St, 32301 |
| 2. Tallahassee Senior Care Center | 1400 N Monroe St, 32303 |
| 3. Renaissance Building (exterior only) | 457 W Virginia St, 32301 |
| 4. CK Steele Bus Plaza | 111 W Tennessee St, 32301 |
| 5. Klemen Plaza Parking Garage | 306 S Duval St, 32301 |

Buildings: Self-Evaluation Observations

The building evaluations 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 evaluation for the Renaissance Building was limited to only exterior elements such as parking lots and paths of travel from parking lot to building entrance. A complete list of issues is provided in the building facility reports (see [Appendix G](#)). Common issues identified included:

- Restrooms
- Doorways
- Kitchens
- Dining, Bar and Work Surfaces

Buildings: Possible Solutions

A complete list of possible solutions is provided in the building facility reports (see [Appendix G](#)).

3.9 Conclusion

This document serves as the ADA Transition Plan for the City of Tallahassee. In developing the Transition Plan, a Self-Evaluation was conducted on the following facilities:

- Five (5) buildings

The possible solutions were prioritized and an implementation plan was developed to provide guidance for the City of Tallahassee’s improvement projects in the coming years.

The City of Tallahassee is taking the actions referenced below and will continue to look for and remedy, barriers to access to ensure that Tallahassee citizens who are disabled are given access to the City’s PSAs.

To confirm follow-up on corrective actions required under the Transition Plan, the City of Tallahassee will institute an ADA Action Log, documenting its efforts at compliance with the ADA. At a minimum, the Action Log will identify items



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that are not ADA compliant and will include anticipated completion dates. After the adoption of the Transition Plan by the governing body of the City of Tallahassee, the ADA Action Log will be updated on an annual basis. The ADA Action Log should be available upon request. See example of sample ADA Action Log provided in [Appendix H](#).

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4.0 Facility Costs

4.1 Facilities Cost Projection Overview

To identify funding sources and develop a reasonable implementation schedule, cost projection summaries for only the facilities evaluated were developed for each facility type. To develop these summaries, recent bid tabulations from the Florida Department of Transportation (FDOT) construction projects, Means ADA Compliance Pricing Guide, and Consultant Team 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%). Cost projects for improvements were developed between 2021 and 2023. **Table 6** provides a summary of the estimated costs to bring each facility into compliance.

Table 6. Summary of Facility Costs

| Facility Type | Priority | | | |
|-----------------------------------|------------------|------------------|------------------|--------------------|
| | High | Medium | Low | Total* |
| Buildings | \$561,800 | \$536,000 | \$138,700 | \$1,236,500 |
| City of Tallahassee Totals | \$561,800 | \$536,000 | \$138,700 | \$1,236,500 |

*Table values are rounded for simplification

It is important to note that the facility cost estimates in **Table 6** only include the costs to remediate accessibility compliance issues as determined by a visual inspection of the facilities. Additional budget considerations should be given to the following:

- Aesthetic upgrades, such as remodeling/upgrading of outdated facilities;
- Current market conditions that may affect pricing of construction materials and labor, such as COVID-19;
- Construction challenges not visible during inspection, such as underground or in-wall utilities; and
- Other factors that may affect costs.

It is recommended that a design professional assist the City of Tallahassee in determining the best overall design solutions with respect to various factors, including but not limited to, existing conditions, available construction budget, and consideration for all elements that are out of compliance in a particular area of a facility.

4.2 Implementation Schedule

Table 7 details the barrier removal costs and proposed implementation schedule by facility type for all City of Tallahassee-owned facilities evaluated. Actual annual budgets will vary to accommodate project scopes. For example, all barriers at a single intersection are recommended to be removed within the same project scope. Because cost projections vary by intersection, the actual annual budget may vary to accommodate all improvements at an intersection. This 5-year plan will serve as the implementation schedule for the Transition Plan. The City of Tallahassee reserves the right to change the barrier removal priorities on an ongoing basis to allow flexibility in accommodating community requests, petitions for reasonable modifications from persons with disabilities, and changes in City of Tallahassee programs.

It is the intent of the City of Tallahassee 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 (CIP) to be addressed on a fiscal year basis.



Table 7. Implementation Schedule

| Facility Type | Estimated Cost | Implementation Schedule (years) | Approximate Annual Budget* |
|----------------------------------|--------------------|---------------------------------|----------------------------|
| Buildings | \$1,236,500 | 5 | \$200,000 |
| City of Tallahassee Total | \$1,236,500 | | |
| Total Annual Budget | | | \$200,000 |

*Table values are rounded for simplification

4.3 Funding Opportunities

Several alternative funding sources are available to the City of Tallahassee to complete the improvements in this Transition Plan. The funding opportunities include applying for resources at the federal and state level, consideration of local options, and leveraging private resources. The following sections detail some different funding source options.

4.3.1 Federal and State Funding

There is federal and state funding available for the City of Tallahassee to apply for through numerous agencies for various improvements. A copy of this information is also available on the FHWA website:

https://www.fhwa.dot.gov/environment/bicycle_pedestrian/funding/.

Most of these programs are competitive type grants; therefore, the City of Tallahassee is not guaranteed to receive these funds. It will be important for the City of Tallahassee to track these programs to apply for the funds. Federal-aid funding programs have specific requirements that projects must meet, and eligibility must be determined on a case-by-case basis.

4.3.2 Local Funding

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

- Community Development Block Grants (CDBG)
- 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.
- General fund (sales tax and bond issue)
- Scheduled/funded CIP projects that are funded through bonds
- Sidewalk or Access Improvement Fee
- Special tax districts – A district with the power to provide some governmental or quasi-governmental service and to raise revenue by taxation, special assessment, or charges for services.
- 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) is to be used for 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.
- 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.



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- Transportation Reinvestment Zone
- Transportation User Fee / Street Maintenance Fee

4.3.3 *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 of Tallahassee to require private developers to improve pedestrian facilities to current ADA requirements, whether it by new development or redevelopment of an existing property.

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5.0 Conclusion and Next Steps

The City of Tallahassee will begin internal coordination to address the programmatic barriers identified in the Transition Plan.

The City of Tallahassee plan to continue the evaluations of building, park, and public rights-of-way facilities over the next several years.

The City of Tallahassee will develop a budget to include the next five (5) fiscal years. Projects identified in the ADA Transition Plan will be programmed within the 5-year budget based on prioritization provided (see [Section 3.7 Prioritization](#)) and other factors determined by the City of Tallahassee, such as how barrier removal can be incorporated into existing City of Tallahassee projects identified for capital improvements.



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Appendix

Appendix A: Tallahassee UUPI Department ADA Transition Plan

Appendix B: Grievance Procedure

City of Tallahassee Title II Grievance Procedure

City of Tallahassee Title II Grievance Form

City of Tallahassee Public Notice Under the ADA

Appendix C: Programs, Services, and Activities (PSA) Inventory

Appendix D: Federal Highway Administration ADA Transition Plans Memo

Appendix E: Facility Inventory Tables

Buildings

Parks

Appendix F: Evaluated Facility Maps

Buildings

Appendix G: Facility Reports

Buildings

Appendix H: ADA Action Log