
Citizens' Advisory Committee

Memo-23-10
Meeting 23-02
March 27, 2023

To: Citizens' Advisory Committee
From: Jennifer Hooper, Assistant Open Space Planner
Subject: Informational Item: Americans with Disabilities Act Transition Plan

REVENUE/COST

The total cost the Americans with Disabilities Act (ADA) Transition Plan may be up to \$89,611.30, depending on time and materials costs for work performed by consultant, Sally Swanson Architects (SSA). The award of contract for services with SSA to prepare the ADA Transition Plan was approved by the Board in December 2021 (R-21-123).

BACKGROUND

In Fiscal Year 2020 / 2021 a Work Plan project was approved to develop an ADA Transition Plan to evaluate the Santa Clara Valley Open Space Authority (Authority) for compliance with accessibility standards, pursuant to ADA Title II and Section 504. In addition to complying with Federal and State law, the Authority is fully committed to accessibility across the agency, in keeping with our values toward Justice, Equity, Diversity, Inclusion, and Access (JEDIA). The development and implementation of the ADA Transition Plan aligns with these JEDIA values in connecting people to nature. The analysis and recommendations of the Transition Plan will guide the Authority in efforts to incorporate more inclusive places and ways for the public to engage with the Authority's facilities and programs.

The ADA Transition Plan process includes an assessment of the Authority's facilities and self-evaluation by Staff of programs, services, and communications. These results will be compiled to inform a priority-based implementation plan for making accessibility improvements to Authority facilities, programs, services, and communications.

In May 2022, the Authority entered into a contract with Sally Swanson Architects (SSA) to develop the ADA Transition. In July 2022, Authority Staff provided an overview of the ADA Transition Plan process to the Use and Management Committee. Since that time, the Authority has been working with SSA to conduct physical assessments of the Authority's facilities, including the Administrative Office and the three preserves with developed public facilities: Coyote Valley, Rancho Cañada del Oro, and Sierra Vista. Authority Staff, including representatives from all Departments, have engaged in the self-evaluation process for Authority programs, services, and communications. The facilities assessment reports and the self-evaluations questionnaire and responses will be compiled and made available to the public as part of the Draft ADA Transition Plan, scheduled for release in Spring - Summer 2023.

The Final ADA Transition Plan will be presented for Board adoption, currently anticipated for Summer 2023.

DISCUSSION

Authority Staff are seeking feedback from the Citizens' Advisory Committee (CAC) on prioritization criteria for addressing accessibility barriers and on public engagement regarding the ADA Transition Plan.

Staff will provide an update on ADA Transition Plan project progress to date, public engagement plans, and anticipated timeline.

The ADA Transition Plan will contain, at a minimum, the following:

- Introduction detailing purpose and methodologies
- For non-physical barriers, an action plan for accessibility improvements
- For physical barriers, prioritization criteria for mitigating barriers where multiple options or scenarios exist, cost estimates, and a timeline for barrier removal
- Outline of the Authority's Grievance Procedure for resolving discriminatory claims
- Identification of personnel responsible for implementation of the ADA Transition Plan
- Appendices including self-evaluation questionnaire and responses and facility reports for all sites assessed, consisting of diagrams, plans, and a summary table to help identify and prioritize barriers, solutions, and probable costs for corrections

As indicated above, the Authority will develop criteria in order to evaluate and prioritize barrier mitigation. Because of the cost and Staff capacity to address barriers, it is infeasible to address all barriers at once; therefore, the Authority will use the ADA Transition Plan document to inform work plan development in future fiscal years. The Authority's progress toward barrier removal will be tracked on an annual basis. Prioritization criteria will be used to prioritize and implement the recommendations included in the ADA Transition Plan. Staff will present these draft criteria and seek feedback from the CAC.

Additionally, Authority Staff seek feedback from the Citizens' Advisory Committee on potential accessibility advocates and stakeholders to engage in this process. Currently, Staff intend to engage the public through the following:

- Project webpage ([here](#)), which allows provides and project background information and an option for interested persons to sign-up for project announcements
- Direct emails to accessibility advocates and stakeholders
- Virtual and in-person public meetings
- Stakeholder survey to understand perspectives and priorities regarding accessibility of open space facilities, programs, and related services

The goals of public engagement would be to understand the types of facilities and programs that are valued by the community and to inform the implementation of barrier removal projects and action plan for accessibility improvements across programs, services, and communications.

RECOMMENDATION

Provide feedback to Staff on ADA Transition Plan barrier removal prioritization criteria and public stakeholders for accessibility advocacy.