

APPENDIX E -ANNUAL PLAN UPDATE REPORT



Punta Gorda

**CITY OF PUNTA GORDA
ADA TRANSITION PLAN FINAL REPORT
2018 UPDATE**

November 21, 2018

Florida's Harborside Hometown

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1.0 INTRODUCTION

In October of 2017 the City of Punta Gorda adopted the Americans with Disabilities Act (ADA) Transition Plan. This plan, produced by consultants Tindale Oliver, is based on an extensive data collection and analysis process that identified barriers to accessibility in various City operations, facilities, parks, and portions of the Punta Gorda Pathways system of trails. This plan serves as a roadmap for making improvements in these operations and facilities to reduce barriers to access, more fully comply with the provisions of the Americans with Disabilities Act, and provide better service to our community. This annual report details the progress the City has made in FY2018 in implementing the recommendations outlined in the plan.

Due to the importance of accessibility to the residents, visitors, and businesses, the City has committed \$1,110,000 million in its Capital Improvement Program (CIP) over the five year period FY2018 - FY2021 to implement the recommendations of the plan. In addition to these committed capital funds all the other capital improvement projects are checked for ADA compliance throughout the design and construction phases. Finally Public Works will be undertaking a study of the public rights-of-way as detailed in the Right-of-Way Analysis Appendix adopted in June 2018.

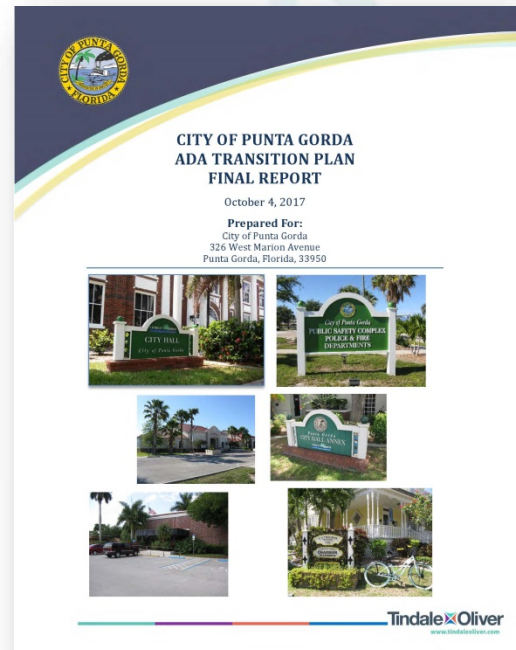


Figure 1 – 2017 City of Punta Gorda ADA Transition Plan Cover

2.0 PRIORITIZATION & IMPLEMENTATION

In order to implement the recommendations of the ADA Transition Plan in a cost effective and efficient manner it was critical to develop a strategy for prioritization to ensure that organizational resources could effectively undertake the recommendations in a timely manner. Staff focused first on bringing operational items into compliance; then focus shifted to “quick fixes” with a particular emphasis on the City Hall Complex; finally towards the end of 2018 staff has begun undertaking more complex Transition Plan recommendations.

2.1 FORMS, PROCESSES, & PROCEEDURES

The first step in ensuring that the City is fully ADA compliant was ensuring that the City's procedures and forms for filing a grievance was compliant with the requirements of the ADA. Upon adoption of the ADA Transition Plan these processes and forms were modified to reflect best practices as identified in the Plan.

In addition to ensuring the grievance procedure and forms were compliant, several departments and divisions in the City documented existing ADA accommodation practices, by writing specific procedures to identify how accommodation is undertaken. In many cases these procedural documentations eliminated the need to undertake costly capital improvements as recommend in the ADA Transition Plan.

An example of how written procedures and policies have reduced the need for capital improvements is Fire Station III in Punta Gorda Isles. This facility was found to be non-compliant in the ADA Transition Plan due to the fact that the main operations of this facility occur on the 2nd floor of a building without elevator access. This lack of an elevator was documented in the past and corrected with the addition of a chair lift in the primary stairwell. This chair lift far from being a solution became a constant problem as it required frequent maintenance, and due to the fact that it was rarely used it was often left in a state of disrepair. In discussions with Fire Department leadership it was determined that no public access should be granted to the 2nd floor of this facility, and that employees on light duty would be required to report to Fire Station I (the Public Safety Building). With these procedural changes documented in writing, there is no longer a need to install an elevator or a new chair lift at Fire Station III.



Figure 2 – City webpage for ADA Grievance Process
<http://www.ci.punta-gorda.fl.us/government/human-resources/ada-compliance/ada-grievance-process>

2.2 RIGHT OF WAY ANALYSIS

Due to budgetary limitations during the scoping of the ADA Transition Plan, the required Right of Way Analysis was left to City staff to provide. In June of 2018 Public Works staff presented the plan Appendix for Public Rights of Way & Sidewalks to City Council for adoption.

This appendix provides a plan of action for the creation of a GIS system to inventory all sidewalk compliance issues and creation of a priority listing for addressing those issues in coordination with the roadway resurfacing program. Per the adopted implementation schedule this initial inventory work is due for completion in FY 2019.

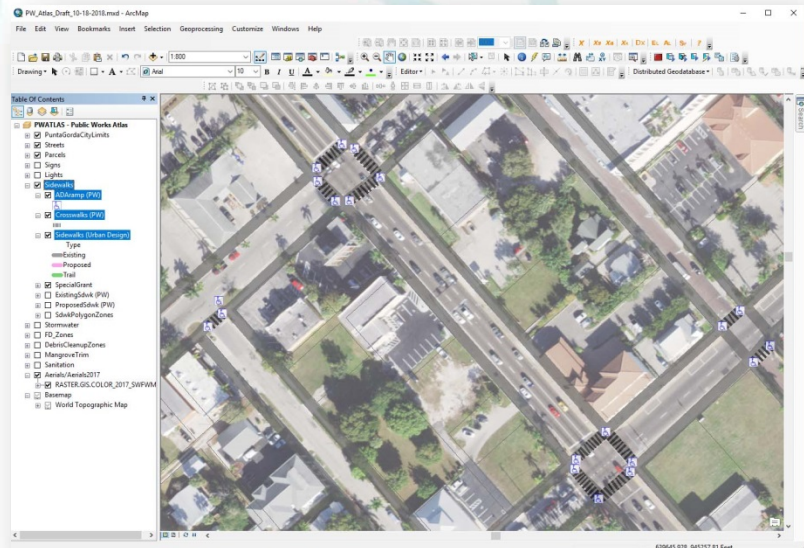


Figure 1: Screenshot of Initial Public Works GIS Data Atlas which will serve as the foundation for the inventory work required by the plan.

3.0 ADA SPECIFIC CAPITAL IMPROVEMENT PROJECTS

In FY 2018 the City began implementation of the ADA Transition Plan site specific recommendations. This implementation primarily focused on the Government Center Complex –AC Freeman House, City Hall & City Hall Annex. This area was prioritized first for implementation as this location contains the primary points of contact for residents, visitors and businesses for vital government services provided by the City.

3.1 AC FREEMAN HOUSE

The AC Freeman House is a historic structure listed on the National Register of Historic Places and leased to the Charlotte County Chamber of Commerce as their Punta Gorda office. As a historic structure major modifications are not anticipated to the interior of the structure.

The ADA project for this facility includes the addition of an ADA ramp to the rear deck of the structure. The Chamber uses this deck for meet & greet type gatherings. The proposed ADA ramp was designed in-house by Public Works staff and is set for construction in the 1st quarter of FY2019. In addition to the ramp there is additional compliance work to be completed within the ADA parking area associated with this structure. The first phase of this work, landscape removal/trimming was accomplished in FY 2018 with restriping work to be completed in the 1st Quarter of 2019

3.2 CITY HALL

City Hall is comprised of two portions the historic 1926 building which is listed as a contributing structure to the National Register of Historic Places and the 1970's Council Chambers addition. Modifications within the building in FY 2018 were focused on the ground floor Council Chambers.

In FY 2018 ADA enhancements included the following:

- ADA Parking: Restriped
- Entrance ADA ramp: drop off protection added
- Illuminated exit sign: added
- Accessible Podiums: purchased and installed
- Accessible routes within Council Chambers: seating modifications made

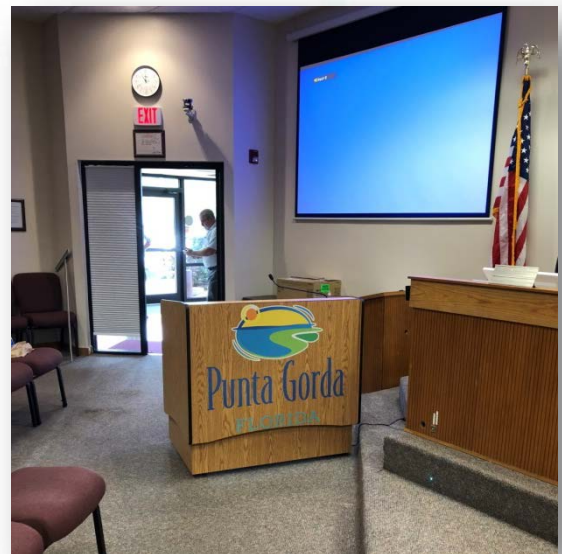


Figure 2: Council Chambers with new accessible podium, illuminated exit sign, & rearranged seating

3.3 CITY HALL ANNEX

The Annex building contains a plethora of City offices including several that see high volumes of public interaction like Building Division, Urban Design, and Billing and Collections. Improvements to this facility focused on building access and publicly accessible spaces.

In FY 2018 ADA enhancements included the following:

- ADA Parking: Restriped
- Entrance ADA ramp: added to ground floor Harvey Street entrance
- Public restrooms: added pipe covers

- Accessible counters: added to Urban Design and City Manager Office reception areas

3.4 COOPER STREET RECREATION CENTER

Cooper Street Recreation Center is a City owned facility operated by the New Operation Cooper St. Inc. In FY 2018 exterior ADA improvements were designed in house by Public Works staff. This design work was necessary to provide a coherent plan for providing accessible routes from the building and Mary Street to the existing sports courts and picnic pavilion.

In FY2019 the following ADA enhancements are anticipated:

- Accessible route: Connecting sports courts, pavilion, building, & Mary Street park entrance
- Accessible amenities: Add picnic tables, grill, & drinking fountain



Figure 3: Cooper Street Recreation Center conceptual walkway plan

4.0 ADA PROJECT DESIGN CONSULTANT

Over the course of FY 2018, it became apparent to City staff that the complexity of successfully implementing the required ADA improvements anticipated in FY 2019 would require additional design resources. In fall of 2018 the City sent out a Request for Qualifications for architectural design services specializing in ADA compliance. Currently the City is in contract negotiations with ADG Architecture LLC to provide these specialized services.

In FY2019 the following ADA design projects will be undertaken:

- City Hall: 1st floor restroom redesign
- Government Center Complex and Public Safety Building: interior wayfinding signage

5.0 PROJECTS ON THE HORIZON IN FY 2019

With the end of FY 2018 there were several projects that were not completed within the fiscal year. These projects are receiving top priority in FY 2019 and are delineated in Table #1 listed below. These projects will be paid for with \$159,143 in carry over funds from FY 2018 with an additional \$205,000 in FY 2019 funds for a total budget of \$364,143. In addition to these carry over projects City staff proposes to move forward on the projects budgeted for \$171,000 as delineated in Table #2 listed below. This total FY 2019 ADA Transition Plan Projects budget will include \$22,000 in contingency to address unforeseen circumstances.

Table # 1

FACILITY	FY 17-18 FUNDING (CARRY OVER)	FY 18-19 FUNDING PROPOSED	PROPOSED TOTAL FUNDING
AC FREEMAN HOUSE	\$ 39,000.00		\$ 39,000.00
CITY HALL - COUNCIL CHAMBERS	\$ 11,257.00		\$ 11,257.00
CITY HALL – 1 ST FLOOR RESTROOM	\$ 75,000.00	\$ 75,000.00	\$ 150,000.00
NEW OPERATION COOPER ST	\$ 13,886.00	\$ 10,000.00	\$ 23,886.00
CITY WIDE – INTERIOR WAYFINDING	\$ 20,000.00	\$ 120,000.00	\$ 140,000.00
Totals	\$ 159,143.00	\$ 205,000.00	\$ 364,143.00

Table # 2

FACILITY	DESCRIPTION	FY 18-19 PROPOSED ALLOCATIONS
HOUNDS ON HENRY	Accessible route & site furnishings	\$ 50,000.00
PUBLIC SAFTEY	Construct/reconstruct ramps to employee entrances and automatic door opener	\$ 15,000.00
CITY WIDE	Technology & website improvements	\$ 25,000.00
CITY WIDE	ADA enhancements w/security measures	\$ 35,000.00
LAISHLEY PARK	New ramp to replace a portion of an existing staircase to enhance access resulting from additional parking project	\$ 20,000.00
CITY WIDE	General maintenance – facilities and parking areas	\$ 25,000.00

CITY WIDE	Staff Training and Certification	\$	1,000.00
TBD	Contingency / TBD	\$	22,000.00
Total		\$	193,000.00
Note:			
US 41 SB to Harborwalk – Underpass ramp to be delayed until FY 2020		\$	380,000.00

6.0 CONCLUSION

The City of Punta Gorda is committed to improving access to all City operations, facilities, parks, buildings, and public right of ways. The ADA Transition Plan is the roadmap for understanding the deficiencies and corrective actions required to ensure that facilities and public services are in full compliance with the applicable provisions of the Americans with Disabilities Act (ADA) and the Florida Accessibility Code (FAC). With \$1,110,000 budgeted in the 5 year Capital Improvement Program and progress demonstrated in FY 2018 the City is well on its way to achieving its goal. However, much work remains and continued commitment in terms of both budget and City staff time.