



Midpeninsula Regional
Open Space District

R-21-49
Meeting 21-11
April 14, 2021

AGENDA ITEM 4

AGENDA ITEM

Americans with Disabilities Act (ADA) Transition Plan Implementation Update

GENERAL MANAGER'S RECOMMENDATION *den*

Receive a progress report on implementation of the ADA Transition Plan. No Board action required.

SUMMARY

The Midpeninsula Regional Open Space District (District) Board of Directors (Board) approved the [Americans with Disability Act \(ADA\) Self-Evaluation and Transition Plan Update](#) (Plan Update) in May 2019 (R-19-38), which superseded the 1993 Access Plan. This update reconfirmed the District's commitment in making facilities, programs, services, and information programmatically accessible to people of all abilities consistent with the ADA. The ADA Plan Update is comprised of two distinct parts: (1) Self-evaluation and (2) Transition Plan Update. The Self-Evaluation identifies and makes recommendations to correct any policies and practices that may limit programmatic access for persons with disabilities. As the District updates and creates new policies and procedures, ADA requirements are incorporated as appropriate. The Transition Plan identifies existing physical barriers at District facilities, describes the modifications to facilities that will improve accessibility, and proposes a strategic target schedule for removing these accessibility barriers. This report describes progress on the implementation of the Transition Plan and progress on barrier removal activities.

DISCUSSION

The Transition Plan envisions a 15-year time frame for the District to remove identified accessibility barriers at public preserves and facilities. It includes the following non-rank-ordered prioritization criteria to inform the phased implementation:

- Geographic distribution
- Unique experiences and environments
- Usage levels
- Public feedback and requests
- Project readiness
- Plan consistency
- Safety
- Primary access

Staff has been working diligently to implement accessibility improvements since the approval of the Transition Plan. In general, barrier removal includes modernization and ADA upgrades to restrooms, accessible parking and pathways, easy access trails, signage, facilities and other amenities. Two key departments lead the implementation efforts, with Land and Facilities (L&F) taking on small-scale tasks and projects and Engineering and Construction (E&C) managing larger scale projects that typically require consultant and contractor support. The Planning Department (PL) led the ADA Plan Update and continues to provide critical support for the implementation of the Transition Plan, including subsequent environmental review, permitting, technical ADA guidance, ADA consultant management, annual ADA barrier removal work plan development, and ADA Coordinator support when responding to public inquiries.

ADA Program Planning, Monitoring, Reporting and Coordination

The Transition Plan identified 1,075 ADA barriers at District facilities with barriers of varying size, scale and level of effort to improve and/or resolve. Implementation progress and success depends in part on an effective tracking system for planning, monitoring, and reporting. Utilizing the District's newly implemented asset management system (Cityworks), staff migrated the barrier data from Microsoft Excel data sheets to the Cityworks system – which now serves as a powerful tool to organize and track barriers by type, location, level of difficulty, and cost. The new system also allows staff to strategically plan for future year implementation, effectively coordinate among departments, and accurately track and report out accomplishments.

Using Cityworks data and Board-approved prioritization criteria, staff has developed a 5-year barrier removal implementation plan. The ADA barrier removal projects are then incorporated into the Annual Capital Improvement and Action Plan (CIAP) and Budget development process based on available funding and staffing capacity. The 5-year plan includes 554 barriers which represents over 51% of the total barriers identified in the Transition Plan.

Within Cityworks, user-specific dashboards allow on-demand views of prioritized work items and progress-to-date status with easy access to the details for each individual task/action item. Land and Facilities uses the custom Cityworks dashboards to assign work, update progress, and enter status as they complete the field work. The ADA Coordinator also uses Cityworks to track the ADA barrier removal projects and new capital improvement projects with ADA compliance managed by Engineering and Construction.

The ADA Coordination team meets quarterly to check in on progress and discuss coordination items with the General Manager's Office (GMO), Land and Facilities, Engineering and Construction, and Planning. On an annual basis, the ADA Coordination team confirms cumulative progress and the next fiscal year's targets based on the 5-year ADA Barrier Removal Plan.

To further improve coordination among departments, staff designed and implemented an ADA Program Coordination intranet site to internally centralize ADA resources and coordination. The site includes links to the public inquiry tracking log, inquiry details, and a response dashboard. ADA policy documents and training materials are maintained in the site's document library. Additional resources are linked to the site and can be accessed with just a click, including the Access Board's Outdoor Developed Areas Guidelines, and the District's ADA Self-Evaluation and Transition Plan Update report, Sign Manual, and Details and Specifications Guidelines. A

link on the page enables Land and Facilities to request on-call ADA consulting services, which are coordinated through the ADA Coordination function.

Barriers Removal Update

Concurrently with the development of the barrier removal tracking system, staff initiated the first round of ADA improvements, targeting high priority barriers based on the Board-approved prioritization criteria. In Fiscal Year 2020 (FY20), Land and Facilities staff focused their effort on modifying preserve entrance stiles (i.e. a structure or defined opening that provides passage into preserves) to meet current ADA standards. The existing stiles were too narrow for wheelchairs and needed to be widened. Land and Facilities staff also worked on adjusting door pressures in District facilities. Overall, 89 barriers were removed in FY20. For FY21, barrier removals are prioritized at three popular and high visitation preserves and facilities: Daniels Nature Center, Skyline Ridge, and Rancho San Antonio. Work includes restroom repairs/adjustments, parking repairs/adjustments, signage upgrades, and accessible path repairs/adjustments. To date this fiscal year, Land and Facilities crews have removed 66 barriers.

Engineering and Construction focused their initial effort in upgrading three restrooms located at high use areas: Russian Ridge, Monte Bello, and Windy Hill Open Spaces Preserves. The work involved removing existing dilapidated single-stall vault restrooms, placing new double-stall ADA compliant vault restrooms, installing ADA accessible parking stalls, and constructing accessible paths from the parking stalls to the restrooms. Despite COVID challenges that significantly impacted the permitting process and construction, Engineering and Construction recently completed the project as planned and within budget, removing 40 ADA barriers.

Another focus area for Engineering and Construction is to leverage planned capital improvement and maintenance projects to complete barrier removals and/or incorporate new ADA access improvements. For example, as part of the Ravenswood Bay Trail Project in late 2019, staff obtained Board approval of a contract change order to incorporate ADA improvements into the project. With the additional work of resurfacing over 3,200 linear feet of trails, the entire levee trail that surrounds Cooley Marsh was improved as an easy access trail. The approach was consistent with the Board approved prioritization criterion of Project Readiness and allowed the District to make efficient, cost-effective use of available resources for barrier removals. Five barriers identified in the ADA Transition Plan were removed as part of this work. Another example relates to the nearly completed South Area Field Office project, which has been designed to meet full ADA compliance. Furthermore, the Deer Hollow Farm White Barn Rehabilitation Project that is under construction will provide the public with a new ADA compliant drinking fountain and accessible path.

Overall staff has reached 38% (208 out of 554) of the 5-year work plan target, which is equivalent to approximately 19% (208 out of 1075) of total identified ADA barriers. This is a significant accomplishment amid COVID, wildland fires and other disruptions. A detailed status report is included as Attachment 1.

Other ADA Program Updates

Coordination of Public Inquiries

A member of the public can contact the District with a comment, concern, or complaint without filing a formal grievance by contacting the ADA Coordinator through a dedicated email address

or by phone. Instructions are posted on the District website. When staff receives a public inquiry or complaint, the ADA Coordinator responds with an acknowledgement, coordinates with the appropriate department(s) to address the concern, responds back to the member of the public and tracks the resolution and status of the response. Most questions are responded to within one working day. The District has been tracking ADA inquiries since 2015 and has received a total of 15 inquiries to date, with most questions focused on the topic of Other Power-Driven Mobility Devices (OPDMD).

Website

The ADA Plan Update identified several recommended actions for the District website [openspace.org](https://www.openspace.org), including that the District continue to periodically review its website and department home pages to ensure continued compliance with accessible web page standards, and to meet or exceed Section 508 of the Rehabilitation Act guidelines for accessibility of electronic information. The District uses website monitoring software in conjunction with manual review to ensure accessibility compliance. A website redesign and upgrade is currently underway. All page designs and functionality are being developed to meet or exceed Section 508 of the Rehabilitation Act guidelines for accessibility of electronic information. The current Accessibility webpage will continue to be provided and updated in the redesigned District website.

Public Meetings

The ADA Plan Update identified several required or recommended actions related to public meetings, including holding meetings in accessible facilities, providing agendas and other meeting materials in alternative formats when requested and making available assistive listening devices to amplify the sound at the meeting. The District has secured and now provides four assistive listening devices when requested (Listen Technologies).

Details and Specifications

The ADA Plan Update identified several required or recommended improvement actions for the District-wide standard details and specifications to ensure compliance with the 2010 ADA Standards, the 2016 California Building Standards Code (CBC), and the 2015 Architectural Barriers Act (ABA) Standards. A thorough detail and specification update is currently in progress. All comments received have been considered and are being incorporated as appropriate. For example, all preserve entrance stile details were recently evaluated and revised for ADA compliance, constructability, and functionality.

FISCAL IMPACT

There are no costs and no fiscal impact associated with the Board receiving this update. Barrier removal projects are incorporated in the annual CIAP and Budget. Implementation of the ADA transition plan occurs across several different departments, including Land and Facilities (small-scale tasks and projects), Engineering and Construction (larger scale projects), and Planning (critical support for the implementation of the Transition Plan). Each department separately budgets for implementation activities, either under capital improvements (fund 40 GF Capital) or operation (fund 10 GF Operating).

BOARD AND COMMITTEE REVIEW

This Project and consideration of ADA Transition Planning and Implementation previously came before the full Board of Directors at the following public meetings:

- **August 22, 2018:** Board review of draft ADA Self-Evaluation and Transition Plan Update ([R-18-96](#), [meeting minutes](#))
- **May 15, 2019:** Board review and approval of the [ADA Self-Evaluation and Transition Plan Update](#) ([R-19-38](#), [meeting minutes](#))

PUBLIC NOTICE

Public notice of this meeting was provided as required by the Brown Act and included the District's Whole Access interested parties list.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) COMPLIANCE

This report summarizes District activities contemplated under the District's 2019 ADA Plan Update. The ADA Plan Update is exempt from analysis under CEQA based upon Public Resources Code Section 21082.2(c) and CEQA guidelines Sections 15061(b)(3) and 15301. Additionally, the Plan Update was a planning study of future actions which the District has not yet approved, within the meaning of CEQA Guidelines Section 15262. Each future action will be evaluated to determine if further CEQA review is required. Many actions in the ADA Plan Update would not have a significant impact on the environment within the meaning of Section 15061(b)(3), or they fall within the Existing Facilities exemption under Section 15301 for operation, maintenance, or minor alteration of existing structures, facilities, and equipment. CEQA review is conducted as specific site improvements or future CIAP projects incorporating ADA barrier removals are implemented over time.

NEXT STEPS

The District's ADA Coordinator will continue to coordinate accessibility barrier removal within the District and will provide periodic program updates to the Board.

Attachments:

1. Americans with Disability Act Transition Plan Implementation Status Report

Responsible Department Head and Staff Contact:

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Prepared by:

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Susanna Chan, Assistant General Manager



Americans with Disability Act Transition Plan Implementation Status Report

Midpeninsula Regional Open Space District

April 2021

1. Introduction

The Midpeninsula Regional Open Space District (District) Board of Directors (Board) approved the Americans with Disability Act (ADA) Self-Evaluation and Transition Plan Update in May 2019. The Transition Plan identifies existing physical barriers at District facilities, describes the modifications to facilities that will improve accessibility, and proposes a strategic target schedule for removing these accessibility barriers. This report provides details on progress made to implement the ADA Transition Plan.

2. Transition Plan Implementation Target Schedule

The District is committed to removing barriers to accessibility in an efficient and effective manner across all preserves per the Transition Plan. To achieve this goal, the Board approved the following non-rank-ordered criteria to inform implementation prioritization:

- Geographic distribution
- Unique experiences and environments
- Usage levels
- Public feedback and requests
- Project readiness
- Plan consistency
- Safety
- Primary access

Based on these criteria, the Transition Plan proposes 15-year target schedules for open space preserves and District buildings to remove 1,075 barriers identified across District lands and facilities.

District Transition Plan Update Target Schedule for Buildings

| Location | Years 1-5 | Years 1-10 | Years 1-15 |
|--|--------------|---------------|---------------|
| Administrative Offices at 330 Distel Circle (Building and Exterior) | | | x |
| David C. Daniels Nature Center at Skyline Ridge Open Space Preserve | x | | |
| Picchetti Ranch Main House | | | x |
| Picchetti Ranch Winery | x | | |
| Rancho San Antonio Foothills Field Office (Building and Exterior) | | x | |
| Skyline Ridge Field Office | | x | |

District Transition Plan Update Target Schedule for Open Space Preserves

| Location | Years 1-5 | Years 1-10 | Years 1-15 | N/A |
|-------------------------------------|----------------------|-----------------------|-----------------------|------------|
| Bear Creek Redwoods | x | | | |
| Coal Creek | | | x | |
| El Corte de Madera Creek | | x | | |
| El Sereno | | | x | |
| Foothills | | | x | |
| Fremont Older | | x | | |
| La Honda Creek | | x | | |
| Long Ridge | | | x | |
| Los Trancos | | x | | |
| Monte Bello | | x | | |
| Picchetti Ranch | | x | | |
| Pulgas Ridge | | x | | |
| Purisima Creek Redwoods | x | | | |
| Rancho San Antonio | x | | | |
| Ravenswood | x | | | |
| Russian Ridge | x | | | |
| Russian Ridge (Mindego Hill) | | | x | |
| Saratoga Gap | | | x | |
| Sierra Azul (Mt. Umunhum) | x | | | |
| Sierra Azul (Kennedy-Limekiln) | | | x | |
| Skyline Ridge | x | | | |
| St. Joseph's Hill | | x | | |
| Stevens Creek Shoreline Nature Area | | | x | |
| Teague Hill* | | | | x |
| Thornewood | | | x | |
| Windy Hill | x | | | |

**This preserve has a single trail section and contains no other public use facilities*

3. 5-Year Work Plan

Consistent with the 15-year target schedules and Board approved prioritization criteria, a focused 5-year barriers removal implementation plan was prepared to guide the scheduling and programming of the work over the next five years for inclusion into the annual Capital Improvement and Action Plan. The 5-year plan is a living document that can be adjusted based on District priorities, available funding, staff capacity and unforeseen conditions.

| FY2019-20 | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 |
|--|--|--|---|--|
| Implement Barrier Removal Tracking System | | | | |
| Modify Preserve stiles Adjust door pressure at high-usage areas | | | | |
| | Skyline Ridge Daniels Nature Center Rancho San Antonio | | | |
| | | Bear Creek Redwoods Windy Hill | | |
| | | | Sierra Azul (Mt Umunhum) Russian Ridge (excluding Mindego Gateway) Picchetti Ranch Winery | |
| | | | | Ravenswood Purisima Creek Redwoods |
| Restroom replacements at Russian Ridge, Windy Hill & Monte Bello | | | | |
| | Restroom replacement at Kennedy Trail | | | |
| | | Easy Access Trails at Alpine Pond, Horseshoe Lake, and Pulgas Ridge ¹ | | |

Green indicates tasks done by the General Manager’s Office (GMO) and Information and Systems Technology (IST). Grey indicates tasks done by Land and Facilities (L&F), including parking signage & striping, minor restroom improvements, and benches & picnic tables across preserves, as indicated. Yellow indicates work done by Engineering and Construction (E&C).

(1) Easy Access Trail improvements at Pulgas Ridge to be performed pending confirmation with San Francisco Public Utilities Commission.

The 5-year work plan includes 554 barriers, excluding the Kennedy Trail Restroom Replacement and the Easy Access Trails Projects. The actual number of barriers for these two projects will be confirmed after

design completion. The 5-year plan represents over 51% of the total barriers identified in the Transition Plan.

While implementation of the barrier removal tracking system was underway during the initial year of the 5-year plan, staff focused on priority activities across the District. Once the tracking system was in place, the focus shifted to removing barriers in higher use preserves first to improve experiences for as many visitors as possible.

More specifically, the Fiscal Year (FY) 2019-20 planned work included:

- Implementing a barrier removal tracking system by migrating the barrier data from Microsoft Excel data sheets to the Cityworks system;
- Modifying preserve entrance stiles to meet current ADA standards;
- Adjusting doors pressure at high uses facilities; and
- Initiating restroom replacement at Russian Ridge, Monte Bello, and Windy Hill Open Space Preserves.

FY2020-21 planned work includes:

- Completing restroom replacement at three preserves;
- Initiating restroom replacement at Kennedy Trail; and
- Removing barriers (restroom repairs and upgrades, parking repairs, signage upgrades, and access path) at three popular preserves and facilities: Daniels Nature Center, Skyline Ridge Open Space Preserve, and Rancho San Antonio Open Space Preserve.

4. Implementation Update

Staff has made great progress on implementing the Transition Plan. In FY2019-20, staff completed:

- Barrier data migration into the Cityworks system;
- Door pressure adjustments at high use public areas;
- Nearly 90% of stile modifications;
- Initiation of the three restrooms replacement projects; and
- Removal of additional barriers at Ravenswood Open Space Preserve through a change order to the Ravenswood Bay Trail Project contractor.

Overall, a total of 102 barriers were addressed in FY2019-20.

In the current FY2020-21, staff has completed:

- Restrooms replacement projects to upgrade three dilapidated signal-stall restrooms to double-stall ADA compliant restrooms with ADA accessible parking stalls and accessible routes;
- Remainder of the stile modifications; and
- Several small-scale ADA projects at Rancho San Antonio, Skyline Ridge, and Daniels Natural Center.

106 barriers were removed in the first three quarters of FY2020-21.

To date, a total of 208 barriers have been addressed since implementation began in 2019.

The table below indicates progress made on the 5-year plan priority tasks.

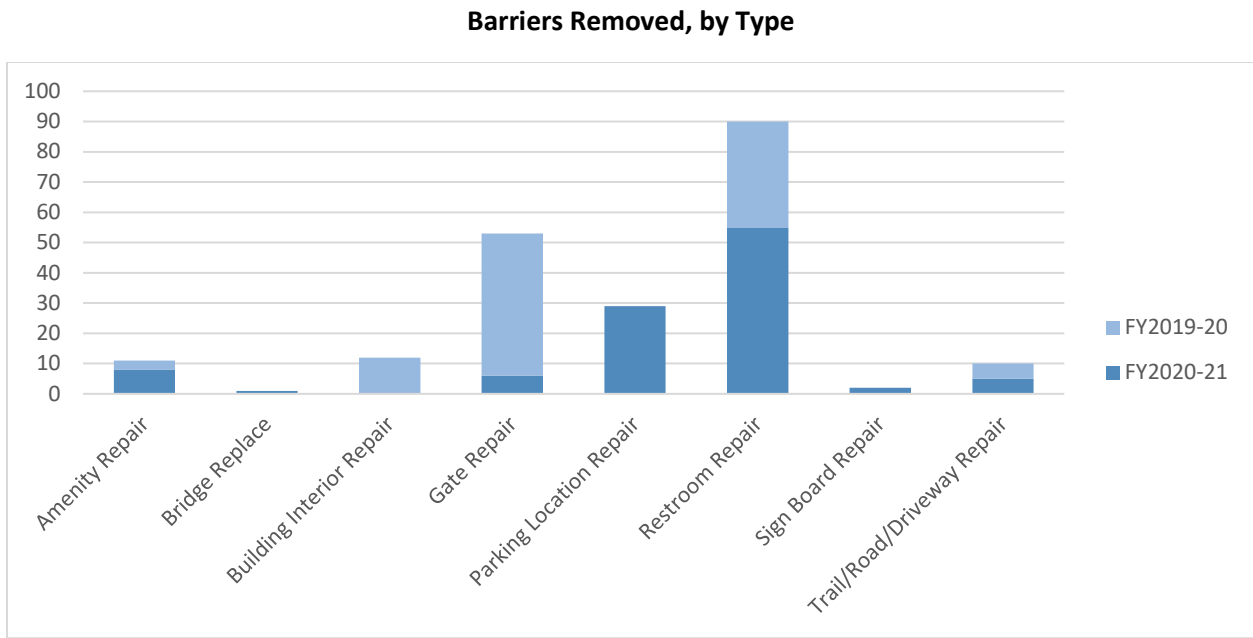
| 5-Year Work Plan Priority | Progress Made FY2019-20 | Progress Made FY2020-21 | Notes |
|---|-------------------------|-------------------------|---------------------------|
| Implement Barrier Removal Tracking System | x | | complete |
| Modify stiles throughout District preserves | x | x | complete |
| Adjust door pressure at high-usage areas through District preserves | x | | complete |
| Bear Creek Redwoods | | | Work planned in FY2021-22 |
| Purisima Creek Redwoods | x | x | |
| Rancho San Antonio | x | x | |
| Ravenswood | x | | |
| Russian Ridge | x | x | |
| Sierra Azul (Mt. Umunhum) | x | x | |
| Skyline Ridge | x | x | |
| Windy Hill | x | x | |
| Restroom Replacement at Windy Hill, Russian Ridge and Monte Bello | x | x | Complete |

The following table summarizes barriers removal by department.

Barriers Removed by Staff

| Year | Engineering & Construction | Land and Facilities | | | Total, by Fiscal Year |
|----------------------|----------------------------|---------------------|-----|-----|-----------------------|
| | | FACILITIES | FFO | SFO | |
| FY2019-20 | 13 | 1 | 38 | 50 | 102 |
| FY2020-21 | 40 | | 39 | 27 | 106 |
| Total by Dept | 53 | 155 | | | 208 |

The following chart shows removed barriers by type.



Overall staff has reached 38% (208 out of 554) of the 5-year work plan target, which is equivalent to approximately 19% (208 out of 1075) of total identified ADA barriers. This is a significant accomplishment amid COVID, wildland fires and other disruptions. We are on track to complete the 5-year work plan.

5. Next Steps

Staff will continue to prioritize ADA barriers annually as part of the Annual Budget and Capital Improvement and Action Plan development and implement work in the 5-year plan.