

CORAL GABLES

THE CITY BEAUTIFUL

Americans With Disabilities Act (ADA) Transition Plan

December 2017

City of Coral Gables
405 Biltmore Way
Coral Gables, Florida 33134
www.coralgables.com

I. Overview

The City of Coral Gables, Florida (the “City”) welcomes individuals with disabilities (residents and visitors). The City is committed to complying with Title II of the Americans With Disabilities Act (“ADA”) and related laws, and to fostering the principles of inclusion for individuals with disabilities in all aspects of the City’s activities, programs and services and beyond.

The City’s Transition Plan is developed in accordance with Title II of the ADA, Chapter 11 of the Florida Building Code (“Florida Accessibility Code”) and related laws. The City has evaluated its physical facilities and their adjacent public rights-of-way to identify the modifications necessary to meet the applicable accessibility requirements and in the next phase of this project, the City will develop a plan and schedule for making the required modifications. The City is in the process of evaluating its policies and procedures to identify any actual and potential barriers to participation in the City’s activities, programs and services by individuals with disabilities and to identify opportunities for the City to be proactive in promoting inclusion and accessibility for individuals with disabilities. This Transition Plan is intended to be a fluid document that will adjust as the City’s self-evaluation process is still in progress.

II. Disability Non-Discrimination Policy and Related Procedures

As set forth in the “Disability Non-Discrimination Policy” (attached at Tab A), it is the City’s policy: (i) that an individual shall not be excluded from participation in or denied the benefits of the City’s services, programs and activities because of that individual’s disability, or otherwise be discriminated against on the basis of disability; and (ii) that the City will provide reasonable accommodations to an individual with a disability, unless doing so would fundamentally alter the nature of the City’s service, program or activity, or impose an undue financial or administrative burden on the City. The policy is posted on the City’s website (in English and Spanish) and in each City department in an area dedicated for public notices.

A. Reasonable Accommodation Requests

An individual with a disability who believes that he/she needs a reasonable accommodation, including an accommodation related to a public meeting (such as a sign language interpreter), may submit a completed “Reasonable Accommodation Request Form” to the City as indicated in the policy. An individual may also make a verbal request for

accommodation. In that circumstance, the City may request that the individual complete the “Accommodation Request Form” to provide the City with the information relevant to the individual’s request. The review process for determining a potential reasonable accommodation is intended to be an individualized, flexible and interactive process and will involve discussions between the City and the individual requesting the accommodation. The City’s ADA Coordinator will oversee this process.

B. Grievance Procedure

An individual may file a grievance under the City’s Disability Non-Discrimination Policy if the individual believes that he or she: (i) has been discriminated against on the basis of disability by the City; (ii) has been excluded from participation in or denied the benefits of a City service, program or activity on the basis of disability; or (iii) has been denied a reasonable accommodation to access a City service, program or activity. Any grievance will be handled in accordance with the City’s Grievance Procedure as set forth in the Disability Non-Discrimination Policy.

C. Accommodation Request and Grievance Forms

The Reasonable Accommodation Request form and the Grievance Form are published in English and Spanish (*see* Tabs B and C), and available on the City’s website and upon request from the City’s ADA Coordinator. The form may be submitted by fax, mail or email to the City’s ADA Coordinator. Upon request, the ADA Coordinator (or the Coordinator’s designee) will assist an individual with a disability in completing the form.

III. ADA Coordinator

The City has appointed an ADA Coordinator to assist and provide information to individuals with disabilities, to oversee requests for reasonable accommodation, and to assist the City in taking steps to implement this Transition Plan and to make its facilities, activities, programs and services accessible and usable by individuals with disabilities:

Raquel Elejabarrieta, Esq.
City of Coral Gables
2801 Salzedo Street
Coral Gables, Florida 33134
Telephone (voice): 305-722-8686
TTY/TDD: 305-442-1600
Direct E-mail: relejabarrieta@coralgables.com
System E-mail: ada@coralgables.com

The City's ADA Coordinator has direct access to the City Manager, who is the Chief Executive Officer (CEO) of the City, and to the City Attorney's Office. The Coordinator is not required to obtain management or other approval to discuss discrimination issues or reasonable accommodation requests with the City Manager or the City Attorney's Office.

IV. City Resolutions Adopting Principles of Inclusion

In 2016 and 2017, the City Commission adopted resolutions declaring the City's commitment to principles of inclusion for individuals with disabilities, both children and adults, in all aspects of the City's governance and services. In the resolutions, the City encourages other government agencies, educational institutions, and private entities to adopt and support inclusion of individuals with disabilities, including employment opportunities, and to expand services and programs for these individuals. Copies of the City's resolutions are attached at Tab D. Additionally, in October 2016 and October 2017, the City Commission issued a Proclamation proclaiming the Month of October as "Americans with Disabilities Month in Coral Gables."

V. Advisory Board on Disability Affairs

The City has established the Advisory Board on Disability Affairs, which is comprised of City residents active in or with ties to the disabled community. The Board meets monthly and the City's ADA Coordinator serves as the Board's liaison to the City, including the City Manager's office and City Commission. The Board provides input to the City on issues affecting the disabled community and provides suggestions on initiatives for City programs and activities targeted to individuals with disabilities. The City values the Board's input and considers the Board a vital part of the City's efforts to increase accessibility and inclusion for disabled residents of the City. The Board also conducts information sessions for City employees on a range of disabilities. In 2016-2017, the Board provided a Disability Affairs Workshop Series (the "Series") for City employees and attended by key personnel from all of the City's departments. The Series consisted of four 1-hour workshops held during the months of October 2016 through January 2017 with each session covering one of the following topics: cognitive impairments, mobility impairments, vision impairments and deaf and hard of hearing Impairments.

In June of 2017, the Board passed a resolution recommending that the City develop a citywide incentive program recognizing business and organizations in the City that have demonstrated a commitment to the principles of inclusion and that have enhanced opportunities for persons with disabilities to fully and effectively participate in everyday community life. Also in June of 2017, the Board passed a resolution identifying a need to combat social and physical

isolation of post-secondary aged adults with disabilities and urging the City of Coral Gables to facilitate cooperation with businesses, universities, disability agencies, organizations and other entities and to actively engage resources towards the development of multi-dimensional cultural, social and recreational opportunities and programs in the City for post-secondary school aged adults with disabilities.

The City Commission formally accepted both of the Board's resolutions during the July 11, 2017, Commission meeting and directed City staff to study the programs and opportunities suggested by the Board and take action in accordance with the results of any studies and the Board's recommendations. Copies of these resolutions are attached at Tab E.

VI. Service Animals

The City welcomes service animals accompanying individuals with disabilities on City property or who are attending or participating in the City's activities, programs or services. At the City, a service animal is defined as any dog or miniature horse trained to do work or perform tasks for the benefit of an individual with a disability. These tasks may include, but are not limited to, guiding a person who is visually impaired or blind, alerting a person who is deaf or hard of hearing, pulling a wheelchair, assisting with mobility or balance, alerting and protecting a person who is having a seizure, or retrieving objects.

Individuals must retain control of their service animal at all times and are responsible for any damage to City property caused by their service animal. City employees are not permitted to take control of service animals and the City will not provide food for the animal. A service animal may be excluded or removed from the City's property or from the location of a City service, program or activity if the animal is not controlled, if the animal is not housebroken, or if the animal's behavior causes a direct threat to the health and safety of others.

The City's policy on service animals is part of its Disability Non-Discrimination Policy. *See* Tab A.

VII. Accessibility of Physical Facilities and Adjacent Public Rights-of-Way

The City retained the firm of ADAAG Consulting Services, LLC, to conduct accessibility surveys of its physical facilities and to provide guidance in connection with remediation of these facilities and the development of related policies and best practices. The Chief Consultant for the project is Eric Contreras, AAIA, CGC, CAI. Mr. Contreras's curriculum vitae is attached at Tab F.

During July 2016-September 2017, ADAAG Consulting conducted accessibility surveys of the following physical facilities with applicable accessibility standards and to provide a proposal for the remedial work necessary to address any compliance deficiencies:

- 14 buildings used for the City’s operations and provision of services (areas open to the public and areas used for meetings or interactions with the public).¹
- 33 City-owned and operated parking garages and parking lots.
- 42 City park and recreation facilities.
- 55 stops for the City’s trolley service.

The surveys of these facilities included an accessibility evaluation of the adjacent public rights-of-way, including parking (for buildings and parks), public transportation and pedestrian pathways.

For each facility inspected, ADAAG Consulting prepared an *ADA Accessibility Survey Report*. In total, the Company prepared 97 reports.² Each report contains a comprehensive inventory of the deficiencies identified in the facility, identification of the applicable accessibility standard, an assigned priority designation for the deficiencies (life safety, program access, barrier removal or best management), and the recommended remedial actions to correct the deficiencies along with recommended time frames for completion of those actions (e.g., short-term, medium-term, or long-term). Because of the number of individual reports, ADAAG Consulting prepared a Project Summary report (finalized September 26, 2017) to provide the City with an overview of the entire survey process and to summarize the common compliance deficiencies identified during the surveys, both by location type (parks, parking, or buildings) and across location types. A copy of the Project Summary report is attached at Tab G.

ADAAG Consulting is currently updating the reports to more clearly differentiate recommend remedial actions to address compliance deficiencies from proposed “best practices” modifications (whether physical changes or policy/procedure changes) which are not legally required (at this time). These updates will assist the City to appropriately prioritize the remedial action items and then to plan and schedule the work, which is expected to be completed over a period of years. In developing its work plan, the City will consider operational issues, including projects that be completed in-house v. projects that will require an outside vendor, and identify the applicable funding sources. The City officials expected to be involved in the process to plan

¹ Buildings or areas within buildings restricted to employees were not evaluated.

² The survey results of the trolley stops are contained in one report.

and schedule the remedial work recommended in the survey reports include, but are not limited to, the Building Official, Director of Public Works (and the Director's staff), and the ADA Coordinator.

VIII. Policy and Procedure Review

The City's self-evaluation includes a policy and procedure review for each City department conducted by the ADA Coordinator and a representative of the City Attorney's Office which focuses on the scope and nature of the department's interactions with the public (which may include individuals with disabilities) and possible opportunities to increase accessibility and inclusion of individuals with disabilities in the department's functions or activities, programs and services.

While this review is still in progress, the City has moved forward with implementing initiatives that the City believes will promote inclusion and accessibility. These initiatives include, the "Wallet Card" program and specialized training on interactions with individuals with disabilities for the Coral Gables Police Department, developing an "Accessible Recreation" program within the Parks and Recreation department and hiring a Special Populations Coordinator and two assistants to support the Accessible Recreation program, and starting a Special Olympics bocce ball team (for disabled young adults). During the summer of 2017, approximately 25 children with different disabilities participated in the City's summer camp. Also, the City's Accessible Recreation Program was featured in an ad in the Neighborhood Section of the Miami Herald on August 13, 2017 and during the fall of 2017 the City initiated a Special Olympics Bocce Program. A copy of the ad featured in the Miami Herald and the brochure on the Bocce Program are attached at Tab H.

In 2015, the City entered into a Memorandum of Understanding ("MOU") with the Center for Independent Living of South Florida ("CILSF"). The MOU outlines the collaboration between the City and CILFS in establishing a consumer information center for disability services for processing inquiries and for providing residents, local businesses and visitors with resource information relative to disability services. As part of the MOU, the City provides CILFS with access to accessible and secure office space at the City's War Memorial Youth Center. A copy of the MOU is attached at Tab I.

IX. Website Accessibility

The City is currently re-designing its website and this project includes modifications to increase the accessibility and useability of the website by individuals with disabilities, especially for blind or visually impaired individuals who use screen readers. The City is using the Web Content Accessibility Guidelines (WCAG) 2.0 as its standard in making these modifications. During this project, the City intends to partner with the Miami Lighthouse for the Blind, which provides web accessibility consulting services to public and private entities. The City's Information Technology (IT) department is responsible for this project.

Additionally, in 2017, the City commenced real-time captioning for City Commission and other public meetings broadcast via the internet. This enables deaf and hard of hearing individuals to view public meetings from their computer, whether at home or in another location. This service is in addition to the City's policy of providing communication accommodations (such as a sign language interpreter) for a deaf or hard of hearing individual to attend the public meeting in person.

X. Public Participation

The City values input from residents and other members of the public concerning its activities, programs and services. To that end, the City seeks to engage the public in its planning and decision-making processes related to its self-evaluation and this Transition Plan.

On December 5, 2016, the City held a public forum to solicit input from the public as the City began its self-evaluation process and updated its transition plan. The City's Advisory Board on Disability Affairs, representatives from agencies serving the disabled community and individual residents attended the forum and provided comments to the City on a variety of issues, the majority of which concerned programs and services rather than the physical accessibility of the City's facilities. The City intends to hold at least one additional public forum after it has completed its analysis of the facility survey reports and developed a draft schedule for remedial projects.

In addition, city residents may make a presentation or statement about this Transition Plan or any issue concerning accessibility or inclusion during the "Public Hearing" portion of any City Commission meeting held in City Hall on the 2nd and 4th Tuesdays of the month, regardless of whether the Commission is considering a related item. The agenda for City Commission meetings are published three (3) business days in advance of the meeting on the

City's website (<http://coralgables.legistar.com>), and notices of resolutions or ordinances being considered by the City Commission are published in a newspaper of general circulation ten (10) days in advance of a meeting. The newspapers used by the City are the Daily Business Review and the Miami Herald/El Nuevo Herald (for budget and election notices). Moreover, residents may meet with City Commissions or with City employees in the responsible departments to discuss their concerns, questions and suggestions related to the accessibility of the City's activities, programs and services.

A copy of this Transition Plan will be posted on the City's website and the public will be invited to provide comments. The City will maintain a record of the comments received from the public and consider them as it completes its self-evaluation process and updates this Transition Plan.

Tab A



CITY OF CORAL GABLES DISABILITY NON-DISCRIMINATION POLICY

The City of Coral Gables welcomes individuals with disabilities (residents and visitors). The City is committed to complying with the Americans With Disabilities Act (“ADA”), the Florida Civil Rights Act and related laws. It is the City’s policy that an individual shall not be excluded from participation in or denied the benefits of the City’s services, programs and activities because of that individual’s disability, or otherwise be discriminated against on the basis of disability.

The City has appointed an ADA Coordinator to assist and provide information to individuals with disabilities:

Raquel Elejabarrieta, Esq.
2801 Salzedo Street, Room 224
Coral Gables, FL 33134
E-mail: ada@coralgables.com
Telephone (voice): 305-722-8686
TTY/TDD: 305-442-1600

REASONABLE ACCOMMODATION

The City will provide reasonable accommodations to an individual with a disability, unless doing so would fundamentally alter the nature of the City’s service, program or activity, or impose an undue financial or administrative burden on the City. The review process for determining a potential reasonable accommodation is intended to be an individualized, flexible and interactive process and will involve discussions between the City and the individual requesting the accommodation. The City’s ADA Coordinator will oversee this process.

PROCEDURE TO REQUEST A REASONABLE ACCOMMODATION

An individual with a disability who believes that he/she needs a reasonable accommodation should submit a completed “Reasonable Accommodation Request Form” to the City as indicated below. An individual may also make a verbal request for accommodation. In that circumstance, the City may request that the individual complete the “Accommodation Request Form” to provide the City with the information relevant to the individual’s request.

The City asks that an individual submit an accommodation request at least seven (7) days in advance, unless a shorter time period is necessitated by the circumstances. However, the City may need more than seven (7) days to determine and make arrangements for a reasonable

accommodation due to the nature of the request or the availability of appropriate outside vendors and resources (if applicable).

Request Related To A Public Meeting: A request for a sign language interpreter or other auxiliary aide and service to ensure effective communication for an individual with a disability to attend or participate in a public meeting should be submitted to the City's ADA Coordinator.

Request Related To A Service, Program or Activity (*other than a public meeting*): A request for a reasonable accommodation (including a sign language interpreter) in order for an individual with a disability to attend or participate in a service, program or activity of the City should be submitted to the City's ADA Coordinator or the Director of the sponsoring department.

SERVICE ANIMALS

The City welcomes service animals accompanying individuals with disabilities on City property or who are attending or participating in the City's services, programs or activities. At the City, a service animal is defined as any dog or miniature horse trained to do work or perform tasks for the benefit of an individual with a disability. These tasks may include, but are not limited to, guiding a person who is visually impaired or blind, alerting a person who is deaf or hard of hearing, pulling a wheelchair, assisting with mobility or balance, alerting and protecting a person who is having a seizure, or retrieving objects.

Individuals must retain control of their service animal at all times and are responsible for any damage to City property caused by their service animal. City employees are not permitted to take control of service animals and the City will not provide food for the animal. A service animal may be excluded or removed from the City's property or from the location of a City service, program or activity if the animal is not controlled, if the animal is not housebroken, or if the animal's behavior causes a direct threat to the health and safety of others.

GRIEVANCE PROCEDURE

An individual may file a grievance under this policy if the individual believes that he or she: (i) has been discriminated against on the basis of disability by the City; (ii) has been excluded from participation in or denied the benefits of a City service, program or activity on the basis of disability; or (iii) has been denied a reasonable accommodation to access a City service, program or activity.

To file a grievance, the individual must complete and submit the City's "Disability Discrimination Grievance Form." The form is available upon request from the ADA Coordinator and on the City's website: www.coralgables.com (*Please see the "ADA Notice" tab under the "Government" tab and in the bottom right of every webpage*). The form may be submitted by mail or email to the ADA Coordinator (ada@coralgables.com). Upon

request, the ADA Coordinator (or the ADA's Coordinator's designee) will assist an individual with a disability in completing the grievance form, or will provide an alternative format for filing a grievance, such as a personal interview or audio recording.

The City investigates grievances received within thirty (30) days from the date of the alleged incident, provided that the grievance form is complete and that it indicates a possible violation of this policy. The investigation, which is conducted by the ADA Coordinator or a designee, may include interviews with the complainant and witnesses and review of the records or documents relevant to the grievance. The City will endeavor to conclude the investigation within thirty (30) days of its receipt of the grievance, however a longer period may be necessary based on the circumstances of the alleged incident. If the investigation determines that a violation of this policy occurred, the City will take corrective action to address the issue.

If more information is needed to investigate the grievance, the City will contact the complainant, who will have ten (10) days to submit the additional information. If the complainant does not submit the information, the City may close the case. The City may also close the case if the complainant no longer wishes to pursue the grievance.

After completion of the investigation, the City will issue a notice of the investigation results and the corrective action, if applicable, to the complainant in writing or, when appropriate, in an alternative format, such as large print, Braille or an audio file.

If the complainant wishes to have a review of the investigation determination, he or she has ten (10) days from the date of the written notice to submit a written request for review of the determination to the City Manager. The City will respond to the request for review in writing or, when appropriate, in an alternative format.

If information is needed in another language, please contact the ADA Coordinator.

PUBLIC RECORDS NOTICE

Requests for accommodation and grievances filed with the City and any written responses connected therewith will be maintained as public records by the City in accordance with Chapter 119, Florida Statutes.

Tab B



REASONABLE ACCOMMODATION REQUEST FORM

The City of Coral Gables welcomes individuals with disabilities (residents and visitors) and is committed to its policy of inclusion in the City’s services, programs and activities and to complying with the Americans With Disabilities Act (“ADA”), the Florida Civil Rights Act and related laws. Consistent with this commitment, the City will provide reasonable accommodations to an individual with a disability, unless doing so would fundamentally alter the nature of the City’s service, program or activity, or impose an undue financial or administrative burden on the City.

If you are an individual with a disability and would like to request an accommodation, please complete this form. If you need assistance in completing this form, need the form in an alternative format (such as a larger font), or need to submit the form in an alternative format (such as a personal interview or by audio recording), please contact the City’s ADA Coordinator. The ADA Coordinator’s contact information is located at the end of this form and on the City’s website under “ADA Notice.”

The City will review the information you provide in this form and contact you if more information or documents are needed to evaluate your request. If the City requests more information or documents, the City asks that you submit them as soon as possible to avoid a delay in responding to your accommodation request.

PLEASE FILL OUT COMPLETELY

<p>Person Requesting Reasonable Accommodation</p> <p>Name of Requesting Individual: _____</p> <p>Address: _____</p> <p>Telephone - Home: _____ Cell: _____</p> <p>E-mail Address: _____</p>
<p>Person Making Request (if other than person who needs the accommodation)</p> <p>Name: _____</p> <p>Relationship to person requesting accommodation: _____</p> <p>Address: _____</p> <p>Telephone - Home: _____ Cell: _____</p> <p>E-mail Address: _____</p>
<p>What are your functional limitations (i.e., what activities does your disability limit)?</p> <p>_____</p> <p>_____</p> <p>_____</p>

Name of City service, program or activity that is the subject of your accommodation request: _____

Describe the accommodation(s) you are requesting. Be specific as possible.

NOTE: If you are deaf or hard of hearing and are requesting an interpreter, please specify the type of interpreter (i.e., American Sign Language interpreter (ASL), signed English, Communication Access Real Time Translation (CART), or other)

How will your requested accommodation(s) enable you to attend or participate in the City's service, program or activity? Be as specific as possible:

Please provide the date the accommodation is needed (if applicable): _____

If you have spoken with any City employees about your requested accommodation(s) prior to submitting this form, please identify the date(s) and list those employees' names (if known):

Provide any other information relevant to your request: _____

Have you previously filed a request for a reasonable accommodation with the City of Coral Gables?	Yes	No
If yes, please state the date of the request(s): _____		

I certify that the statements provided in this request form, and any attachments, are true and correct.

Signature

Date

Please submit this form to the City's ADA Coordinator:

Raquel Elejabarrieta, Esq.
ADA Coordinator
2801 Salzedo Street, room 224
Coral Gables, FL 33134
E-mail: ada@coralgables.com
Telephone (voice): 305-722-8686
TTY/TDD: 305-442-1600

If information is needed in another language, please contact the ADA Coordinator.



FORMULARIO DE SOLICITUD DE ACOMODACIONES RAZONABLES

La Ciudad de Coral Gables les da la bienvenida a personas con discapacidades (tanto residentes como visitantes) y está comprometida con su política de inclusión en los servicios, programas y actividades municipales y con satisfacer los requisitos de la Ley de Estadounidenses con Discapacidades (“Americans With Disabilities Act” o “ADA”), de la Ley de Derechos Civiles de la Florida y de leyes afines. En conformidad con este compromiso, la Ciudad proporciona acomodaciones razonables a las personas con discapacidades, a no ser que hacer esto altere fundamentalmente la naturaleza de ese servicio, programa o actividad municipal, o imponga a la Ciudad una carga financiera o administrativa excesivamente onerosa.

Si usted es una persona con alguna discapacidad y desea solicitar una acomodación, sírvase llenar este formulario. Si necesita ayuda para llenarlo, necesita que el formulario esté en otro formato (por ejemplo, con la letra más grande) o presentarlo en otro formato (como por ejemplo a través de una entrevista personal o una grabación de audio), sírvase comunicarse con el Coordinador de la Ciudad para Asuntos relacionados con la Ley de Estadounidenses con Discapacidades (“ADA”). La información de contacto de este Coordinador aparece al final de este formulario así como en el sitio en la Internet de la Ciudad bajo “ADA Notice” (“Aviso sobre la Ley “ADA”).

La Ciudad revisará la información que usted proporcione en el formulario y se comunicará con usted si hace falta más información para evaluar su solicitud. Si la Ciudad le pide más documentos o información, le pedimos que los entregue lo antes posible para evitar retrasos en responder a su solicitud de acomodaciones.

POR FAVOR LLÉNELO POR COMPLETO

Persona que solicita la acomodación razonable

Nombre del solicitante: _____

Dirección: _____

Teléfono domiciliario: _____ Cel: _____

Dirección electrónica: _____

Persona que hace la solicitud (si no es la persona que necesita la acomodación)

Nombre: _____

Relación con la persona que solicita la acomodación _____

Dirección: _____

Teléfono domiciliario: _____ Cel: _____

Dirección electrónica: _____

¿Cuáles son sus limitaciones funcionales (o sea, qué actividades le limita su discapacidad)?

Nombre del servicio, programa o actividad de la Ciudad que es objeto de su solicitud: _____

Describa la(s) acomodación(ones) que usted solicita. Sea lo más específico posible.

NOTA: Si usted padece de sordera total o parcial y solicita intérprete, especifique el tipo de intérprete (o sea, “American Sign Language interpreter” (ASL), “signed English”, “Communication Access Real Time Translation” (CART) que transcribe lo que se diga en inglés o español o un dispositivo con pantalla como una computadora o tableta, u otro tipo de intérprete)

¿Cómo la acomodación o acomodaciones que usted solicita le van a permitir asistir o participar en el servicio, programa o actividad de la Ciudad? Sea lo más específico posible.

Denos la fecha en que la acomodación se necesita (si corresponde): _____

Si ya ha hablado con algún empleado de la Ciudad acerca de la acomodación o acomodaciones que solicita antes de presentar este formulario, sírvase identificar la fecha o fechas y los nombres de esos empleados (si lo sabe):

Denos cualquier otra información que sea pertinente a su solicitud:

<hr/> <hr/> <hr/>		
¿Había usted anteriormente presentado una solicitud de acomodaciones razonables a la Ciudad de Coral Gables? De ser así, dénos la fecha de la(s) solicitud(es): <hr/>	Sí	No

Certifico que lo declarado en este formulario de solicitud y sus anexos es correcto y verdadero.

Firma

Fecha

Presente este formulario al Coordinador de Asuntos relacionados con la Ley de Estadounidenses con Discapacidades (“ADA”) de la Ciudad:

Abogada Raquel Elejabarrieta
 Coordinadora de Asuntos relacionados con la Ley
 de Estadounidenses con Discapacidades (“ADA”)
 2801 Salzedo Street, room 224
 Coral Gables, FL 33134
 Correo electrónico: ada@coralgables.com
 Teléfono (voz): 305-722-8686
 TTY/TDD: 305-442-1600

Si hace información en otro idioma, comuníquese con la Coordinadora de Asuntos relacionados con la Ley de Estadounidenses con Discapacidades.

Tab C



DISABILITY DISCRIMINATION GRIEVANCE FORM

The City of Coral Gables is committed to its policy of inclusion in the City’s services, programs and activities and to complying with the Americans With Disabilities Act (“ADA”), the Florida Civil Rights Act and related laws. The purpose of this form is for you to let the City know if you believe that you were denied a reasonable accommodation or that you were discriminated against on the basis of disability.

If you need assistance in completing this form, need the form in an alternative format (such as a larger font), or need to submit the grievance in an alternative format (such as a personal interview or by audio recording), please contact the City’s ADA Coordinator. The ADA Coordinator’s contact information is located at the end of this form and on the City’s website under “ADA Notice.”

PLEASE FILL OUT COMPLETELY.

Section I	
Name:	
Address:	
Telephone - Home:	Cell:
Email address:	
I am an individual with a disability. <input type="checkbox"/> Yes <input type="checkbox"/> No	
If “Yes,” please list your functional limitations due to your disability. _____ _____ _____	
If “No” and you are submitting this grievance on behalf of an individual with a disability, please provide the name, contact information and the nature of your relationship with that individual and describe that individual’s functional limitations due to a disability. _____ _____ _____ _____	

Section III

Have you previously filed a disability-related grievance with the City of Coral Gables?

Yes No

If "Yes," please state the date: _____

Have you previously filed a disability-related complaint about the City of Coral Gables with a court or any other government agency?

Yes No

If "Yes," please identify the court or agency, and state the date of the complaint.

I certify that the statements provided in this form, and any attachments, are true and correct.

Signature

Date

Please submit this form to the City's ADA Coordinator:

Raquel Elejabarrieta, Esq.
ADA Coordinator
2801 Salzedo Street, Room 224
Coral Gables, FL 33134
E-mail: ada@coralgables.com
Telephone (voice): 305-722-8686
TTY/TDD: 305-442-1600

If information is needed in another language, please contact the ADA Coordinator.



FORMULARIO DE QUEJA POR DISCRIMINACIÓN BASADA EN DISCAPACIDAD

La Ciudad de Coral Gables está comprometida con su política de inclusión en los servicios, programas y actividades municipales y con satisfacer los requisitos de la Ley de Estadounidenses con Discapacidades (“Americans With Disabilities Act” o “ADA”), de la Ley de Derechos Civiles de la Florida y de leyes afines. El propósito de este formulario es para que pueda hacerle saber a la Ciudad que usted cree que se le negó una acomodación razonable o que se le discriminó basado en alguna discapacidad.

Si necesita ayuda para llenarlo, necesita que el formulario esté en otro formato (por ejemplo, con la letra más grande) o presentar la queja en otro formato (como por ejemplo a través de una entrevista personal o una grabación de audio), sírvase comunicarse con el Coordinador de la Ciudad para Asuntos relacionados con la Ley de Estadounidenses con Discapacidades (“ADA”). La información de contacto de este Coordinador aparece al final de este formulario así como en el sitio en la Internet de la Ciudad bajo “ADA Notice” (“Aviso sobre la Ley “ADA”).

POR FAVOR LLÉNELO POR COMPLETO

Sección I	
Nombre:	
Dirección:	
Teléfono domiciliario:	Celular:
Dirección electrónica:	
Soy una persona que tengo una discapacidad. <input type="checkbox"/> Sí <input type="checkbox"/> No	
Si su respuesta es que “Sí”, escriba las limitaciones funcionales que se deban a su discapacidad. _____ _____ _____	
Si su respuesta es que “No” y usted está presentando esta queja en nombre de una persona que tenga una discapacidad, ponga el nombre, información de contacto y naturaleza de su relación con esa persona y describa las limitaciones funcionales de esa persona que se deban a la discapacidad. _____ _____ _____	

Si tiene documentos (por ejemplo, correos electrónicos, cartas) que usted crea que sean pertinentes a su queja, por favor adjunte copias. *(Por favor no envíe originales)*

Sección III.

¿Anteriormente ha presentado alguna queja relacionada con discapacidades a la Ciudad de Coral Gables?

Sí No

Si respondió que “Sí”, ponga la fecha: _____

¿Ha presentado usted anteriormente una queja relacionada con discapacidades acerca de la Ciudad de Coral Gables ante algún tribunal o algún otro organismo del gobierno?

Sí No

Si respondió que “Sí”, identifique el tribunal, organismo o agencia y la fecha de la queja.

Certifico que lo declarado en este formulario de solicitud y sus anexos es correcto y verdadero.

Firma

Fecha

Presente este formulario al Coordinador de Asuntos relacionados con la Ley de Estadounidenses con Discapacidades (“ADA”) de la Ciudad:

Abogada Raquel Elejabarrieta
Coordinadora de Asuntos relacionados con la Ley
de Estadounidenses con Discapacidades (“ADA”)
2801 Salzedo Street, Room 224
Coral Gables, FL 33134
Correo electrónico: ada@coralgables.com
Teléfono (voz): 305-722-8686
TTY/TDD: 305-442-1600

Si hace falta información en otro idioma, comuníquese con la Coordinadora de Asuntos relacionados con la Ley de Estadounidenses con Discapacidades.

Tab D

CITY OF CORAL GABLES, FLORIDA

RESOLUTION NO. 2016-87

A RESOLUTION OF THE CITY COMMISSION OF CORAL GABLES, FLORIDA, DECLARING PRINCIPLES OF INCLUSION FOR INDIVIDUALS WITH AUTISM AND OTHER SPECIAL NEEDS, AND URGING ACTION BY NATIONAL, STATE, AND LOCAL GOVERNMENTS, BUSINESSES, AND RESIDENTIAL COMMUNITIES CONSISTENT WITH THESE PRINCIPLES.

WHEREAS, April is National Autism Awareness Month, which provides an opportunity to reflect on the inherent dignity of all human beings, and the importance of including and accommodating children and adults on the autism spectrum, as well as children and adults with other special needs and disabilities in all aspects of daily life; and

WHEREAS, approximately 1 in 68 children have an autism spectrum disorder according to a recent report from the Centers for Disease Control and Prevention, and approximately 1 in 5 individuals have a disability according to the 2010 U.S. Census; and

WHEREAS, the United States of America is a signatory of the United Nations Convention on the Rights of Persons with Disabilities, which supports inclusion and accommodation of children and adults with special needs and disabilities; and

WHEREAS, the Convention has identified the following core principles of inclusion:

- a. Respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons;
- b. Non-discrimination;
- c. Full and effective participation and inclusion in society;
- d. Respect for difference and acceptance of persons with disabilities as part of human diversity and humanity;
- e. Equality of opportunity;
- f. Accessibility;
- g. Equality between men and women;
- h. Respect for the evolving capacities of children with disabilities and respect for the right of children with disabilities to preserve their identities; and

WHEREAS, inclusion is an attitude, an approach, and a mindset, which welcomes and facilitates participation by those with disabilities and special needs, and encourages accommodations beyond those required by law; and

WHEREAS, the City is committed to the principle of inclusion as demonstrated through the Coral Gables Police Department's collaboration with the Disability Independence Group and UM-NSU CARD (Center for Autism and Related Disabilities) in the development of The Wallet Card Project of the Disability Independence Group, and related training videos, which is a nationally regarded program that assists individuals in informing governmental and police officials of their special needs through The Wallet Card, and trains police officers in interactions with individuals on the autism spectrum and with other special needs; and

WHEREAS, the City's commitment to inclusion is also demonstrated through its expansion of recreational programs for children with special needs, its mobile permitting program, its provision of space to the Center for Independent Living at the Youth Center, and its Mayor for a Day program with Crystal Academy, a local non-profit academy for children on the autism spectrum, among many other programs; and

WHEREAS, the City further demonstrates its commitment to inclusion through its Advisory Board on Disability Affairs, which advises and provides input to City staff regarding matters affecting individuals with disabilities in Coral Gables in an effort to support full inclusion and accommodation; and

WHEREAS, the City further demonstrates its commitment to inclusion through the Special Needs Initiative being spearheaded by its School & Community Relations Committee, in conjunction with Miami-Dade Public Schools and UM-NSU CARD, which is actively seeking to promote inclusion of individuals with special needs, and provide additional educational, residential, occupational, and recreational opportunities in doing so;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF CORAL GABLES:

SECTION 1. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

SECTION 2. The City expresses its commitment to the principle of inclusion of children and adults with special needs and disabilities in all aspects of its governance and services, and seeks to welcome and facilitate such participation.

SECTION 3. The City urges businesses to express their commitment to the principle of inclusion in both employment and commerce.

SECTION 4. The City urges developers, homeowner associations, and condominium associations to adopt policies supporting the principle of inclusion in residential communities.

SECTION 5. The City urges universities and other places of learning to prioritize programs supporting inclusion of individuals with special needs and disabilities.

SECTION 6. The City urges national, state, and local governments to express their commitment to the principle of inclusion as well, and to continue expanding services to children and adults with special needs and disabilities.

SECTION 7. The Advisory Board on Disability Affairs is commended for its excellent work in this area, and is directed to review the City's initiatives to promote inclusion on an ongoing basis, and provide input to City staff to assist the City in fulfilling this goal. The Board is also directed to prepare a document describing this review and further detailing the City's commitment to inclusion for all individuals with special needs and disabilities in preparation for presentation to the City Commission during Disability Awareness Month in October.

SECTION 8. The School and Community Relations Board is commended for its excellent work in this area as well, and is directed to continue its Special Needs Initiative and to continue working with Miami-Dade Public Schools and UM-NSU CARD to expand opportunities in Coral Gables for individuals with special needs and disabilities.

SECTION 9. The City Clerk is directed to send a copy of this resolution to the National League of Cities, National Association of Counties, Florida League of Cities, Florida Association of Counties, Miami-Dade County League of Cities, Miami-Dade County, Miami-Dade Public Schools, and municipalities in Miami-Dade County.

SECTION 10. EFFECTIVE DATE. This Resolution shall become effective upon adoption hereof.

PASSED AND ADOPTED THIS TWELFTH DAY OF APRIL, A.D., 2016.

(Moved: Keon / Seconded: Lago)

(Yeas: Keon, Lago, Quesada, Slesnick, Cason)

(Unanimous: 5-0 Vote)

(Agenda Item: F-2)

APPROVED:



JIM CASON
MAYOR

ATTEST:



WALTER J. FOEMAN
CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:



CRAIG E. LEEN
CITY ATTORNEY

CITY OF CORAL GABLES, FLORIDA

RESOLUTION NO. 2016-227

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CORAL GABLES, FLORIDA, DECLARING PRINCIPLES OF INCLUSION FOR ALL INDIVIDUALS WITH DISABILITIES, AND URGING ACTION BY NATIONAL, STATE, AND LOCAL GOVERNMENTS, BUSINESSES, AND RESIDENTIAL COMMUNITIES CONSISTENT WITH THESE PRINCIPLES.

WHEREAS, October is “National Disability Employment Awareness Month”, which heightens awareness while recognizing the contributions of Americans with disabilities to both our workforce and our society; and

WHEREAS, the City of Coral Gables has proclaimed October as Americans with “Disabilities Month in Coral Gables”, in order to expand its commitment to raising awareness of inclusion beyond the area of employment; and

WHEREAS, disability affects approximately 1 in 5 adults in the United States, or approximately 56.7 million people according to the 2010 U.S. Census; and

WHEREAS, according to the United Nations Convention on the Rights of Persons with Disabilities, people "... with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others."; and

WHEREAS, the Convention has identified the following principles:

- a. Respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons;
- b. Non-discrimination;
- c. Full and effective participation and inclusion in society;
- d. Respect for difference and acceptance of persons with disabilities as part of human diversity and humanity;
- e. Equality of opportunity;
- f. Accessibility;
- g. Equality between men and women;
- h. Respect for the evolving capacities of children with disabilities and respect for the right of children with disabilities to preserve their identities

WHEREAS, the theme for “National Disability Employment Awareness Month” for 2016 is #InclusionWorks; and

WHEREAS, inclusion is an attitude, an approach, and a mindset which welcomes and facilitates participation by those individuals with disabilities, by making sure everybody has the same opportunities to participate in every aspect of life to the best of their abilities and desires; and

WHEREAS, the City further demonstrates its commitment to inclusion for all individuals with disabilities through its Advisory Board on Disability Affairs, which advises and provides input to City staff regarding matters affecting individuals with disabilities in Coral Gables in an effort to support full inclusion and accommodation; and

WHEREAS, the City has proclaimed that October is Americans with “Disabilities Month in Coral Gables”, and renews its commitment to inclusion for all individuals with disabilities in the workforce and in society;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF CORAL GABLES:

SECTION 1. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

SECTION 2. The City expresses its commitment to the principle of inclusion of all individuals with disabilities in all aspects of its governance and services, and seeks to welcome and facilitate such participation.

SECTION 3. The City urges businesses to express their commitment to the principle of inclusion in both employment and commerce.

SECTION 4. The City urges developers, homeowner associations, and condominium associations to adopt policies supporting the principle of inclusion in residential communities.

SECTION 5. The City urges universities and other places of learning to prioritize programs supporting inclusion of all individuals with disabilities.

SECTION 6. The City urges national, state, and local governments to express their commitment to the principle of inclusion as well, and to continue efforts to support inclusion for all individuals with disabilities.

SECTION 7. The Advisory Board on Disability Affairs is commended for its ongoing commitment to work in this area, and is directed to continue to review the City's initiatives to promote inclusion on an ongoing basis, and provide input to City staff to assist the City in fulfilling this goal.

SECTION 8. The City Clerk is directed to send a copy of this resolution, and the accompanying proclamation declaring October Americans with “Disabilities Month in Coral Gables” to the National League of Cities, National Association of Counties, Florida League of Cities, Florida Association of Counties, Miami-Dade County League of Cities, Miami-Dade County, Miami-Dade Public Schools, and municipalities in Miami-Dade County.

SECTION 9. EFFECTIVE DATE. This Resolution shall become effective upon passage and adoption hereof.

PASSED AND ADOPTED THIS ELEVENTH DAY OF OCTOBER, A.D., 2016.

(Moved: Lago / Seconded: Keon)

(Yeas: Keon, Lago, Quesada, Slesnick, Cason)

(Unanimous: 5-0 Vote)

(Agenda Item: I-1)

APPROVED:



JIM CASON
MAYOR

ATTEST:



WALTER J. FOEMAN
CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:



CRAIG E. LEEN
CITY ATTORNEY

Tab E

CITY OF CORAL GABLES, FLORIDA

**RESOLUTION
CORAL GABLES ADVISORY BOARD ON DISABILITY AFFAIRS**

A RESOLUTION BY THE CORAL GABLES ADVISORY BOARD ON DISABILITY AFFAIRS RECOMMENDING THAT THE CITY OF CORAL GABLES DEVELOP A CITYWIDE INCENTIVE PROGRAM RECOGNIZING BUSINESSES AND ORGANIZATIONS IN THE CITY THAT HAVE DEMONSTRATED A COMMITMENT TO THE PRINCIPLES OF INCLUSION AND THAT HAVE ENHANCED OPPORTUNITIES FOR PERSONS WITH DISABILITIES TO FULLY AND EFFECTIVELY PARTICIPATE IN EVERYDAY COMMUNITY LIFE.

WHEREAS, inclusion is an attitude, an approach, and a mindset, which welcomes and facilitates participation by those with disabilities and special needs, and encourages accommodations beyond those required by law; and

WHEREAS, the City of Coral Gables (the "City") through its Advisory Board on Disability Affairs (the "Board") advises and provides input to City staff regarding matters affecting individuals with disabilities in an effort to support full and effective participation of the disabled in our community; and

WHEREAS, the City has passed resolutions expressing its commitment to the principles of inclusion for individuals with disabilities and has urged action by local businesses organizations and residential communities consistent with these principles to eliminate barriers, to enhance accessibility and to demonstrate opportunities for full and effective participation by the disabled in our community life; and

WHEREAS, it is recognized that social, economic and community benefits result from businesses and organizations becoming increasingly inclusive and empowering individuals with disabilities; and

WHEREAS, in an effort to promote inclusion by the businesses and organizations within the City, it is incumbent upon the City to encourage businesses and organizations to become more inclusive of individuals with disabilities; and

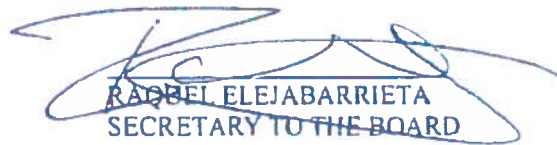
WHEREAS, the Board recommends that the City develop a program recognizing businesses that have demonstrated a commitment to the principles of inclusion.

NOW, THEREFORE, BE IT RESOLVED BY THE CORAL GABLES ADVISORY BOARD ON DISABILITY AFFAIRS:

Section 1. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

Section 2. That the Coral Gables Advisory Board on Disability Affairs recommends that the City of Coral Gables develop a citywide incentive program recognizing businesses and organizations in the City that have demonstrated a commitment to the principles of inclusion and that have enhanced opportunities for persons with disabilities to fully and effectively participate in everyday community life

PASSED AND ADOPTED BY THE CORAL GABLES ADVISORY BOARD ON
DISABILITY AFFAIRS THIS 7th DAY OF JUNE, A.D., 2017.


RABEL ELEJABARRIETA
SECRETARY TO THE BOARD

Approved as to form and legal sufficiency


Cristina M. Suarez
Assistant City Attorney

CITY OF CORAL GABLES, FLORIDA

**RESOLUTION
CORAL GABLES ADVISORY BOARD ON DISABILITY AFFAIRS**

A RESOLUTION BY THE CORAL GABLES ADVISORY BOARD ON DISABILITY AFFAIRS IDENTIFYING A NEED TO COMBAT SOCIAL AND PHYSICAL ISOLATION OF POST-SECONDARY AGED ADULTS WITH DISABILITIES AND URGING THE CITY OF CORAL GABLES TO FACILITATE COOPERATION WITH BUSINESSES, UNIVERSITIES, DISABILITY AGENCIES, ORGANIZATIONS AND OTHER ENTITIES AND TO ACTIVELY ENGAGE RESOURCES TOWARDS THE DEVELOPMENT OF MULTI-DIMENSIONAL CULTURAL, SOCIAL AND RECREATIONAL OPPORTUNITIES AND PROGRAMS IN THE CITY FOR POST-SECONDARY SCHOOL AGED ADULTS WITH DISABILITIES.

WHEREAS, inclusion is an attitude, an approach, and a mindset, which welcomes and facilitates participation by those with disabilities and special needs, and encourages accommodations beyond those required by law; and

WHEREAS, the City of Coral Gables (the "City") through its Advisory Board on Disability Affairs advises and provides input to City staff regarding matters affecting individuals with disabilities in an effort to support full and effective participation of the disabled in our community; and

WHEREAS, the City has passed resolutions expressing its commitment to the principles of inclusion for individuals with disabilities and has urged action by national, state and local governments, and businesses and residential communities consistent with these principles; and

WHEREAS, there are many cultural, social and recreational programs and services designed for the participation and inclusion of young children with disabilities, but not for post-secondary school aged adults with disabilities; and

WHEREAS, the Board has identified a need to combat social and physical isolation of post-secondary school aged adults with disabilities.

NOW, THEREFORE, BE IT RESOLVED BY THE CORAL GABLES ADVISORY BOARD ON DISABILITY AFFAIRS:

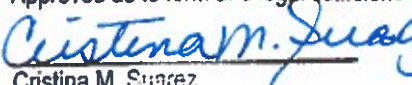
Section 1. That the foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

Section 2. That the Coral Gables Advisory Board on Disability Affairs has identified a need to combat social and physical isolation of post-secondary school aged adults with disabilities and urges the City of Coral Gables to facilitate cooperation with businesses, universities, disability agencies, organizations and other entities and to actively engage resources towards the development of multi-dimensional cultural, social and recreational opportunities and programs in the City for post-secondary school aged adults with disabilities.

PASSED AND ADOPTED BY THE CORAL GABLES ADVISORY BOARD ON DISABILITY AFFAIRS THIS 7th DAY OF JUNE, A.D., 2017.


RAQUEL ELEJABARRIETA
SECRETARY TO THE BOARD

Approved as to form and legal sufficiency


Cristina M. Suarez
Assistant City Attorney

CITY OF CORAL GABLES, FLORIDA

RESOLUTION 2017-_____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CORAL GABLES, FLORIDA, ACCEPTING RECOMMENDATIONS OF THE DISABILITY AFFAIRS BOARD AND DIRECTING STUDY AND ACTION IN ACCORDANCE THEREWITH

WHEREAS, the Advisory Board on Disability Affairs advises and provides input to City staff regarding matters affecting individuals with disabilities in an effort to support inclusion and full and effective participation of individuals with disabilities within the City of Coral Gables; and

WHEREAS, in June of 2017 the Advisory Board on Disability Affairs (the “Board”) passed two resolutions requesting action from the City Commission; and

WHEREAS, one resolution identified a need to combat social and physical isolation of post-secondary school aged adults with disabilities and urged the City to facilitate cooperation with businesses, universities and other entities and to actively engage resources towards the development of multi-dimensional cultural, social and recreational opportunities and programs in the City for post-secondary school aged adults with disabilities; and

WHEREAS, the second resolution recommended that the City develop a program recognizing businesses and organizations that have demonstrated a commitment to the principles of inclusion; and

WHEREAS, the City is committed to principles of inclusion in many ways, including its collaboration with the Disability Independence Group and UM-NSU CARD on the Wallet Card Program, its provision of space to the Center for Independent Living at the Youth Center, in the passage of resolutions declaring principles of inclusion for individuals with Autism and other special needs in April of 2016 and 2017, as well as passage of a resolution declaring principles of inclusion for all individuals with disabilities, passed by the City Commission in October of 2016; and

WHEREAS, the City Commission formally accepts the recommendations of the Board and directs City staff to study the programs and opportunities suggested by the Board, and directs staff to take action in accordance with the results of any studies and the Board’s recommendations.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF CORAL GABLES:

SECTION 1. The foregoing “Whereas” clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

SECTION 2. That the City Commission formally accepts the recommendations of the Coral Gables Advisory Board of Disability Affairs.

SECTION 3. That the City Commission directs City staff to study the programs and opportunities suggested by the Board in the two resolutions passed by the Board in June of 2017, and that the City Commission directs staff to take action in accordance with the results of any studies and the Board's recommendations.

SECTION 4. That this Resolution shall become effective upon the date of its passage and adoption herein.

PASSED AND ADOPTED THIS _____ DAY OF _____, A.D., 2017.
(Moved: ____ / Seconded: ____)
(Yeas:)
(Unanimous:)
(Non-Agenda Item)

APPROVED:

RAÚL VALDÉS-FAULI
MAYOR

ATTEST:

WALTER J. FOEMAN
CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

CRAIG E. LEEN
CITY ATTORNEY

Tab F

Experience Overview:

Mr. Contreras has 20 years of experience performing Accessibility Consulting Services, Detailed Facility Surveys, ADA Compliance Evaluation, Implementation Plan Development, ADA Corporate Policy Guidance and Interpretation, ADA Expert Witness Service, ADA Compliance Plan Review for Architects, Engineers and Building Department, Building Code Enforcement, Compliance with Municipal, State and/or Federal Accessibility/ Building Codes and Statutes, Uniform Federal Accessibility Standards (UFAS) Title II Guide Lines and Fair Housing Act (FHA) Compliance Evaluations, Seminars and Workshops, ADA Title II Transition Plan for State and Local Governments Evaluation, Seminar and Workshop, Florida Building Commission Vertical Accessibility Waiver, ADA Construction Cost Estimates, Project Management and ADA Architectural Design.

He also possesses extensive experience providing technical consulting services for design and construction of public accommodations, commercial facilities and private and public entities, with regards to accessibility compliance and/or requirements of Section 504, Title II and III of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), Uniform Federal Accessibility Standards (UFAS), the Fair Housing Act (FHA) and the Architectural Barriers Act (ABA). He provides expert witness service and technical consulting with regard to all standards that pertain to the compliance and/or requirements of Title II and III of the Americans with Disabilities Act of 1990, the Fair Housing Act, and the Rehabilitation Act, relating to public accommodations, commercial facilities and applicable private and public entities; construction as they relate to accessibility compliance.

Education: Architect, Universidad Centroamericana "Jose Simeon Canas", 1987-1994
Urban Design, Universidad Centroamericana "Jose Simeon Canas", 1990

Areas of Professional Expertise:

- Accessibility Consulting
- Detailed Facility Surveys
- ADA Compliance Evaluation
- Implementation Plan Development
- ADA Corporate policy Guidance and Interpretation
- ADA Expert Witness Service
- ADA Compliance Plan review for Architects
- Engineers and Building Department
- Building Code Enforcement
- Compliance with Municipal, State and/or Federal Accessibility/ Building Codes and Statutes
- Uniform Federal Accessibility Standards (UFAS) Title II Guidelines and Fair Housing Act (FHA) Compliance Evaluations, Seminars and Workshops
- ADA Title II Transition Plan for State and Local Governments Evaluation, Seminar and Workshop
- Florida Building Commission Vertical Accessibility Waiver, and ADA Architectural Design

Projects Experience:

- Housing Investment and Community Development Los Angeles (HICD-LA) Accessibility Compliance
- Special Confidential Investigation Services of Allegations of Violations of State & Federal Laws CRA/LA
- San Diego Housing Commission Accessibility Needs Assessment, Self-Evaluation & Transition Plan
- Housing Authority of the City of El Paso, TX, Professional Architectural Services for S504, FHA & ADA
- Georgia Department of Community Affairs Office of Affordable Housing (LIHTC) Project
- The Housing Authority of the City of Charleston
- Mississippi Regional Housing Authority IV Self-Evaluation, Needs Assessment & Transition Plan
- Hialeah Housing Authority Surveying and Certification of Housing and Non-Housing Programs

Chief Consultant / Accessibility Consultant

Pensacola Area Housing Commission Housing and Non-Housing Programs Assessment
Town of Chapel Hill Surveying and Certification Services ADA Compliance
Albuquerque Housing Authority
South Carolina Department of Employment and Workforce
North Virginia Regional Park Authority Self-Evaluation and ADA Transition Plan
Town of Brookhaven Self-Evaluation and ADA Transition Plan
Orange County ADA self-evaluation and Transition Plan Development
Florida Department of Environmental Protection ADA Assessment
City of Miami Beach Public Works Department Public Rights-of-Way Assessment
City of Waltham Self Evaluation and ADA Transition plan Development
City of Boynton Beach Self-Evaluation and ADA Transition Plan Development
City of Palm Coast Self-Evaluation and ADA Transition Plan Development
City of Lake Worth Self-Evaluation and ADA Transition Plan Development
City of Clermont Self-Evaluation and ADA Transition Plan Development
Lake County Self-Evaluation and ADA Transition Plan Development
City of Birmingham Public Rights-of-Way ADA Transition Plan
Louisiana Department of Transportation and Development ADA Transition Plan
Monroe County, Self-Evaluation and ADA Transition Plan Development
City of Tallahassee Title II Transition Plan Development of City owned public Rights-of-way
Leon County, Title II Transition Plan Development of County Owned Public Rights-of-Way
City of Saint Agustin Public Rights-of-way
City of Arlington Public Rights-of-Way Survey
City of Folsom Public Rights-of-Way Survey
County of Sacramento, City of Citrus Heights & regional Transit Public Rights-of-Way
City of Clovis Public Rights-of-way and Facility Survey
City of St Petersburg Public Rights-of-Way Survey
Clearwater Beaches Public Rights-of-Way Survey
Florida Department of Transportation-Public Right-of-Way & Pedestrian Paths of Travel
Miami Dade County ADA Survey & Transition Plan of Commercial Public Rights-of-Way
Broward County Transit, ADA Title II Bus Stops Inspections (Non-Sheltered market)
City of Live Oak ADA Title II Transition Plan
City of Marathon Marina Boating Facilities Assessment
Miami Dade County Surveying and Certification Services of ADA/UFAS improvements RFP 527A
Miami Dade County Surveying and Certification Services of ADA/UFAS improvements RFP 527B
City of Miami, Accessibility Survey of City Owned Parks
Los Angeles Unified School District ADA Compliance Consulting Services
Texas Southern University, technical Consulting Services- ADA Consultant
School Board of Martin County, ADA facilities Transition Plan
Hendry County School Board ADA Title II Transition Plan
Tenet Hospital Group ADA Compliance Assessment
HCA ADA Compliance Assessment
Triad ADA Compliance Assessment

**Professional Certifications
and Affiliations:**

Certified General Contractor, Florida Department of Business and Professional Regulation, 2008
Home Inspection License, Florida Department of Business and Professional Regulation, 2011
Post Disaster Safety Assessment Program Cal EMA-AIA Miami, 2010
FEMA/ACE III-Initial Disaster Housing Inspector, Partnership for Response and Recovery, 2006
UFAS Accessibility Housing Inspector, National Association of Accessibility Consultants, 2004

Chief Consultant / Accessibility Consultant

Certified Accessibility Inspector/Plans Examiner, International Code Council, 2003
Home Inspection, Gold Coast School of Construction, 2002
Certified Accessibility Inspector and Plans Examiner, SBCCI, 2001
Certified Building Code Accessibility/Usability Specialist, ICBO, 2000
International Conference of Building Officials (ICBO)
Certified Accessibility Inspector/Plans Examiner, BOCA, 2000

Registrations:

American Institute of Architects, AIA Florida, #30203441
Certified General Contractor (DBPR), CGC #1516376
Home Inspector (DBPR), HI # 2716
International Code Council (ICC), #5057344-21
Southern Building Code Congress International (SBCCI), #005
International Conference of Building Officials (ICBO), #5057344-15
National Association of Accessibility Consultants (NAAC), #5057344-21
ACE-III-Initial Disaster Housing Inspector, #27378
Colegio de Arquitectos de El Salvador (CADES), #03-94-681
Construction License, El Salvador, #9114
Consejo Nacional de la Arquitectura e Ingenieria, El Salvador, A-1405

Continuing Education:

Content & Design for App Accessibility, 2015
Federal Facilities & the Architectural Barriers Act Accessibility Standards (ABA), 2015
Emergency Management & Preparedness Planning at State Level, 2015
Arts & Recreation Webinar, 2015
Accessible Retail Stores and Spaces, DBTAC, 2014
Accessible Assembly Areas, DBTAC, 2014
Accessible Routes on Sites, DBTAC, 2014
ABA for Trails, Camping & Picnic Facilities, Viewing Areas & Beach Access, DBTAC, 2013
ADA Coordinators Training, 2013
Section 508 – The Basics, DBTAC, 2011
NPR on Accessibility Guidelines for Public Rights-of-Way, DBTAC, 2011
Accessible Hospitals & Other Health Care Facilities, DBTAC, 2011
Enforcing the Architectural Barriers Act (ABA), DBTAC, 2011
Accessible Residential Facilities, DBTAC, 2011
ADA Access: What Every Construction Professional Should Know, ACIA Webinar, 2010
Fair Housing: A study of Kitchen and Bathrooms, PACE, 2010
New ADA Standards. When, Where and How? 2010
Accessible Sidewalks and Street Crossings, DBTAC, Great Lakes ADA Center, Live Webinar 2010
Fair Housing and reasonable Accommodations Updates, DBTAC, SW ADA Center, Webinar, 2010
Post-Disaster Safety Assessment Program Cal EMA, AIA Miami, 2010
Accessible Toilet and Bathing Facilities, DBTAC – Great Lakes ADA Center - Live Webinar, 2010
Significant Changes in IBC 2009 Related to Accessibility, Live Webinar, 2009
Public Rights-of-Way: What are the Rules? ADA Audio Conference, DBTAC, ADA Center, 2009
Accessibility Training Workshop, Department of Community Affairs/ Office of Affordable Housing, 2009
Accessibility Requirements of the Fair Housing Act, AIA Design Technology Expo, Miami, 2009
Significant Differences between the 2004 and the 2007 FBC, AIA Design Expo, Miami, 2009
Construction Industry Licensing Board Provider Seminar, DBPR, 2008
Handicapped Accessibility Procedures in Multifamily Housing, US Housing Consultants, 2007
Introduction to Geodatabase Replication at ArcGIS 9.2, ESRI Training, 2006

Chief Consultant / Accessibility Consultant

National Incident Management System, IS-700, Emergency Management Institute, (EMI), 2006
National Incident Command System, IS-100, Emergency Management Institute (EMI), 2006
Intro to Debris Operations in FEMA's Public Assist. Program, EMI, 2006
Construction Industry Licensing Board Provider Seminar, DBPR, 2006
ITA East Coast Seminar, Miami, Inspection Training Associates, (ITA), 2006
Fair Housing Law Symposium, OEO & Legal Aid Society, West Palm Beach, 2006
Mold, Allergens, Sampling, and Data Interpretation, Environmental Microbiology Lab, Miami, 2005
FABI Fall Conference, Boca Raton, Florida Association of Building Inspectors (FABI), 2005
Recent Changes in ADA-AG CEU-HSW # EC2440, Construction Specifications Institute, 2005
Green Construction Methodology, Construction Specifications Institute (CSI), 2005
ArcGIS 9.0, Tallahassee, ESRI, 2004
Introduction to ArcGIS I, West Palm Beach, ESRI, 2004
Building/ Accessibility and Structural Plan Review Workshop, 2004
National Association of ADA Coordinators Conference, Miami, 2003
Mobile GIS Seminar, West Palm Beach, ESRI, 2003
Design & Technology Expo 2003, Interior Accessibility Compliance-FBC Code-Life Safety, 2003
Florida Department of Transportation, ADA Title II Public-Rights-of-Way, Tallahassee, FL, 2002
Home Inspection, Gold Coast School of Construction, Miami, FL, 2002
AIA/Latest Autodesk AEC Products, American Institute of Architects, (AIA Miami Chapter), 2002
International Conference and Exhibition on Health, Facility Planning, Design and Construction, American Society for Healthcare Engineering (ASHE), 2002
Construction Cost Estimating, American Institute of Architects, (AIA Chapter CEU), 2002
Construction Docs' Compliance, Building Dept. Requirements, AIA Miami Chapter CEU, 2001
Regional Transit Vision-Urban Design Workshop, South Florida Tri-County Area -AIA, 2001
Improving Your ADA Survey Skills, Southeast Disability & Business Technical Assistance Center, 2001

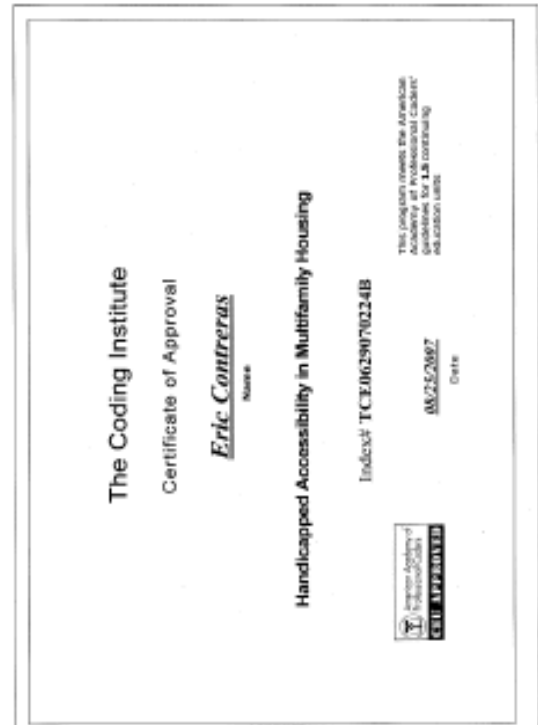
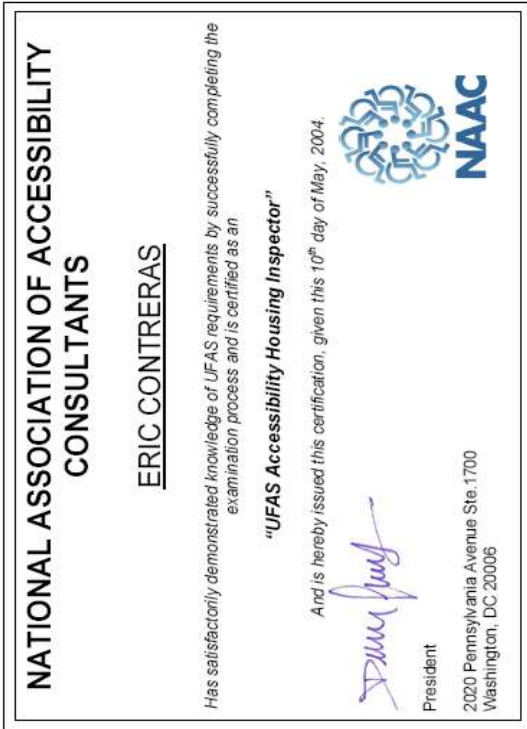
Programs & Protocols:

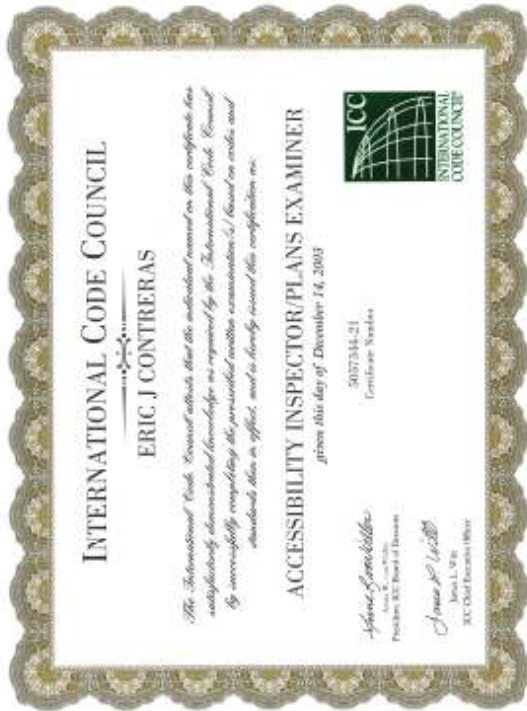
Transition Plan GIS Software, 2004
ADA Cost Estimator Program, 2002
Healthcare Accessibility Manual (In progress), 2002
ADA Survey and Report Program, 2000


Relevant Professional Experience:

ADAAG CONSULTING SERVICES LLC, Miami, FL, Chief Consultant, 2002-Present
ACROPOLIS DEVELOPMENT GROUP, Coral Gables, FL, ADA Accessibility Consultant, 2000-2001
HARPER PARTNERS, INC, Coral Gables, FL, Assistant project Manager, 1998-2000
F.I.S.D.L., El Salvador, Central America, Project Architect, 1997
BANCO AGRICOLA COMERCIAL, El Salvador, Central America, Project Manager, 1995-1996
ESCORPION S.A. de C.V., El Salvador, Central America, Field Representative, 1994-1995
D.G.R., El Salvador, Central America, Assistant Field Representative, 1993
ESPITIA CONSULTORES, El Salvador, Central America, Assistant Project Manager, 1997
RODRIGUEZ-MELENDZ, El Salvador, Central America, Draftsman, 1992
RIVIERA-HARROUCH, El Salvador, Central America, Draftsman, 1992
B&B ARQUITECTOS, El Salvador, Central America, Draftsman, 1991
LOTIFICACIONES DIVERSAS, El Salvador, Central America, Draftsman, 1991

Certificates:







STATE OF FLORIDA
Department of Business & Professional Regulation
CONSTRUCTION INDUSTRY LICENSING BOARD
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399-0703

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DATE	BATCH NUMBER	LICENSE NUMBER	SEQ#	EXPIRATION DATE
08/11/2019	10064896	CCC1519378	001	08/11/2022

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STATE OF FLORIDA
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HOME INSPECTORS LICENSING PROGRAM
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399-0703

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DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
HOME INSPECTORS LICENSING PROGRAM

LICENSE NUMBER

EXPIRATION DATE

ISSUANCE DATE

RENEWAL DATE

CONTRERAS, ERIC JOSE
1281 CORAL WAY PH 423
MIAMI FL 33139





Eric Contreras
Has successfully completed the
Safety Assessment Program Evaluator Training

And his recognition is recorded in the
CERTIFICATE of Achievement

3/18/2020
Date of Issuance

Eric C. Blyden, P.E., NRECA Coordinator

Tab G

ADAAG Consulting Services, LLC

CITY OF CORAL GABLES - PROJECT SUMMARY

Introduction

The City of Coral Gables, Florida (“City”) is currently conducting a self-evaluation of its facilities, policies, procedures and services in order to update its ADA transition plan in accordance with Title II of the Americans With Disabilities Act (“ADA”).

ADAAG Consulting Services, LLC (the “Company”) was engaged to provide accessibility surveys of the City’s facilities, with Eric Contreras serving as the Chief Consultant for the project. The initial scope of work focused on the accessibility surveys of City-owned or maintained buildings, parks, parking and recreational facilities (listed in Attachment A, which was provided by City at the beginning of the project)¹ and the stops for the City’s Trolley. The Company’s accessibility surveys followed the protocol established by the U.S. Access-Board, with criteria based on the 2010 ADA Standards for Accessible Design, and utilized the ADA Checklist for Existing Facilities issued by the Institute for Human Centered Design (www.ADAchecklist.org), the DOJ ADA Best Practices Tool Kit for State and Local Government, the ADA Title II Action Guide and the Architectural Barriers Act Accessibility Guidelines for Outdoor Developed Areas, included as recommendations for “Best Practice.”

The surveys of these facilities were performed by Company trained and certified personnel between July 2016 and April 2017. The facilities were inspected to determine compliance with applicable accessibility standards and to provide a proposal for the remedial work necessary to address any compliance deficiencies. The data gathered in the field was uploaded into the Company network as raw data. The Company analyzed the information captured compared against the technical criteria contained in the ADA Standards or Florida Accessibility Code (where applicable) to determine the proposed remedial work necessary to mitigate the deficiencies. The information was reviewed through a quality control/quality assurance process to verify accurateness of the remediation proposal.

¹ The Company recommends that the City also consider evaluation of the accessibility of its website and emergency management plans and procedures.

Remediation Schedule and Categories

In developing its transition plan for its physical facilities, the City will need to determine a feasible schedule for conducting the remedial work identified by the Company to correct compliance deficiencies. The schedule also should be flexible in order to timely address requests from the public for facility improvements as a reasonable accommodation.

To assist the City in developing a schedule, the Company's survey reports: (a) designate each recommended correction or modification as a short term, medium term or long term remedial item and (b) identify the nature of each item as a Life Safety, Program Access, Barrier Removal or Best Management Practice issue. (*See* "Schedule" and "Priority" columns in survey reports)

As to (a), the Company did not set specific dates or time periods to correspond with its designations of short term, medium term or long term remedial items. However, the Company recommends that the City do so once it has evaluated the results of the accessibility evaluations and all of the recommended remedial work. Given the scope of remedial work recommended by the Company across the City's facilities, a short term deadline may be up to 2-3 years from adoption of the updated transition plan while a long term deadline may be up to 7-10 years from adoption of the updated transition plan. Overall

As to (b), the majority of the remedial items identified by the Company in the Accessibility Survey Reports (*see* the "Priority" column) are classified as program access and barrier removal. In comparison, the Company identified a much smaller number of life safety items and items that would be a best practice for the City to implement, even though not technically required by the ADA Standards. The City should address and remediate any identified life safety issues first given the potential for harm to the public, while any item identified as a best management practice can be implemented later in the remediation process.

Given this, the City's schedule for remedial work will focus on the correction and modification of the items the Company has classified as program access or barrier removal in its Accessibility Survey Reports. In planning the schedule for remedial work to address the program access and barrier removal items, the Company recommends that the City arrange the order of projects by applying the four (4) categories developed by the Department of Justice (DOJ). These DOJ categories establish the priority order for accessibility of a facility for an individual with a disability (listed in descending order of importance):

Category 1: Access to the facility, which includes accessible routes and accessible parking spaces. This is considered level 1 of difficulty (i.e., most difficult) to remediate and generally requires the retention of the services of an architect, engineer or contractor (referred to as "A/E/C") to perform remedial work on exterior site grading, paving, asphalt, concrete work, etc.

Category 2: Accessible route throughout the facility, including, but not limited to, changes of level in interior door thresholds, removal of protruding objects, maneuvering clearances at doors. This level generally requires miscellaneous work from an A/E/C professional to mitigate a maneuvering clearance at the door or changes in level at

thresholds, and removal of protruding objects along corridors that can be carried out by maintenance personnel.

Category 3: Accessible restrooms. This level requires A/E/C involvement if restrooms need to be reconfigured, while less complex tasks, such as relocating mirrors, insulating pipes or adjusting the height of dispensers and miscellaneous accessories, can be completed by internal maintenance staff.

Category 4: Access to programs and services within the facility. This level generally involves policies and procedures that can be implemented by staff and maintenance staff.

To apply these DOJ categories, the City should evaluate whether the program access or barrier removal item listed in the Accessibility Survey Reports concerns facility access, route access, restroom access or programs and services access. The Company recommends that the City address facility access items (DOJ Category 1) first because if the individual with a disability cannot gain access to a facility, then the issues of an accessible route, accessible restrooms and accessibility of the facility's programs and services are irrelevant.

The Company recommends that the City designate one or more persons as the "Official Responsible" for implementing the remedial work. If multiple persons, the designation can be determined based on the type of facility, the type of the barriers, the extent of the remedial work, and the level of difficulty. The suggested categories of persons who could be designated as an "Official Responsible" include staff members, sub-contractors and architects or engineers. For example, space redesign and planning will require the use of an architect and engineer, and other work will require specialty contractors, such as plumbers, electricians or signage companies. This contrasts with work items that can be performed in-house through the different departments such as Parks and Recreation, Public Works or Maintenance staff.

Accessibility compliance is an on-going obligation and accessible features on or at the City's facilities must be kept in operable working conditions. The Company recommends that the City develop a schedule to regularly assess its facilities and that the City assess facility elements as the elements or the corresponding spaces are modified (such as a restroom or conference room remodeling).

Accessibility Survey Report Structure

For each facility inspected, the Company has prepared an *ADA Accessibility Survey Report*, which is a comprehensive inventory of the deficiencies as compared to the applicable standards. The Report is provided in spreadsheet format with the following columns: *Line* (number referenced to location), *Floor*, *Location*, *Item No.*, *Physical Obstacle* (text description of each architectural barrier), *ADAAG Code*, *Method/Proposed Correction* (ADA requirement to mitigate the barrier), *Photo*, *Priority*, *Official Responsible*, *Schedule* and *Status/Comments*.

In the "Item No." column, the Report assigned a unique identifier or reference number to each physical obstacle identified during the Company's surveys. The "ADAAG Code" column provides the number of the applicable sections of the ADA Accessibility Guidelines

(“ADAAG”), which includes the 2010 ADA Standards (“2010 Standards”), and as to parking facilities, the applicable sections of the Florida Accessibility Code. The “Method/Proposed Correction” columns lists the Company’s recommendations to bring items into compliance with the applicable ADAAG standard, including any ADA Figure number to use as a reference. (Please note that ADA figures are simply a guide and shall not be interpreted as a final detail or construction document). This column will also identify any exceptions to the performance of remedial work to a physical space.

These exceptions can include:

- Remedial work proposed in the Accessibility Survey Reports may not be technically feasible due to site constraints and/or may represent an undue financial and administrative burden. In such circumstances, the Company recommends that the City offer an alternative solution to ensure program accessibility so long as such solution does not fundamentally alter the service and does not result in an undue financial and administrative burden.
- Items that were built before the effective date of the ADA was enacted and that have not been altered since that time may not be required to be modified if, when viewing the program as a whole, the City determines that they do not represent barriers or an impediment to equal participation in the programs and services offered in the facility.
- The item is technically not compliant with the ADA Standards but within the generally accepted construction and manufacturing tolerances per ADA Section 104.1.1.
- The item falls within the safe harbor provision provided in 35.150(b). The Safe Harbor provision provides that items built or modified in compliance with the 1991 ADA Standards are not required to be modified in order to comply with the requirements set forth in the 2010 Standards. However, if the City chooses to modify these elements, they must be brought into compliance with 2010 Standards.

The *Status/Comments* column is currently blank as it is intended for the City’s use in planning for and monitoring any remedial work for particular items. The City may consider incorporating information on Capital Improvement Projects for the purpose of assigning the remedial work with any on-going/future projects. The *Status/Comments* column can also aide the City in documenting any technical infeasibility, structural impracticability, or undue financial and administrative burden reasons relating to the improvements, or any general project comments.

Summaries of Accessibility Survey Reports By Location Type

In total, the Company has prepared 97 individual Accessibility Survey Reports for the City's parks, parking facilities, operational buildings, and trolley stops. To assist the City in analyzing these reports and planning for the remedial work, the Company has prepared summaries specifying the key and common areas of non-compliance for each location type. These summaries are located at Attachments B, C, D, and E to this Report.

The summaries can be used by the City in combination with the complete Accessibility Survey Reports for each facility as the City develops its transition plan. For example, it may be most efficient and cost-effective for the City to first address the key and common areas of non-compliance in all parking facilities, particularly, if the remedial work requires engagement of a contractor or architect/engineer, and then work on the remaining areas of non-compliance that are specific to an individual parking facility. The summaries are not a replacement for the City's review of the complete Accessibility Survey Reports for each facility.

Public Rights-of-Way Review

As part of its initial scope of work, the Company inspected the public rights-of-way around the City's operational buildings, parks and parking facilities because of the relationship between public rights-of-way to the overall accessibility of these facilities. The results of those limited inspections are contained in the survey reports for the buildings, parks and parking facilities. Modifications to the public rights-of-way around these facilities are considered a DOJ Category 1 item (see p. 2 of this Report) for remediation scheduling because they address barriers to facility access.

The Company understands that the City intends to conduct a full evaluation of the public rights-of-way during its self-evaluation process and the results of that evaluation will be addressed in separate report(s).

Common Compliance Deficiencies Across Location Types

There are some compliance deficiencies across the three location types (Parks, Parking Facilities, and Buildings) inspected during the initial scope of work. These include:

1. The surveys revealed that many facilities had minor deviations from the ADA Standards for features such as water closet centerlines, lavatory mirror height, sink height and cross slope percentage on a path of travel. Some of these deviations can be considered within "construction tolerances" for facilities that pre-date the enactment of the ADA. The Company's Accessibility Survey Reports cited these items as "non-compliant" and recommend remedial work, however, the impact of some of these items can be considered negligible, e.g., a cross slope of 2.2% or a lavatory mirror that is mounted 0.25" too high.
2. Some barriers to access can be addressed through programmatic solutions by implementing policies and procedures. For example, the City could adopt a policy that staff opens the office door at the start of business hours and a magnetic door holder maintains the door in said position

during the course of regular business hours in order to avoid a costly retrofit of providing maneuvering clearance for a door (e.g., City Hall Annex – 427 Biltmore, Planning Office, Item No 15).

3. Most facilities had at least some elements that are not technically compliant with standards. For example signs mounted too high, grab bars in the wrong location, mirrors mounted too high, lack of insulation at sink pipes, and miscellaneous dispensers at wrong heights. These elements can be corrected with adjustments of the elements by in-house maintenance staff.

4. Across location types, the most common non-compliant item is an excessive cross slope along the path of travel, as many sidewalks have cross slopes in excess of 2%. Exceeding the 2% cross slope standard can result from site constraints, concrete slabs that tend to settle, tree roots uplifting sidewalk slabs, and lack of general maintenance. A significant number of areas have cross slopes that exceed 2.0% but can be considered within construction tolerances for facilities that pre-date the enactment of the ADA. In other areas, the cross slope exceeds the technical requirements of the ADA Standards, but the effect of the barrier is minimal and should not be considered a priority, even if it is located within priority areas, such as access to a facility. For example, a cross slope of 2.4% is not as significant as a cross slope of 4.0%. The Company recommends viewing the cross slopes in the overall context of providing access to the programs and services at City facilities. An isolated location having a cross slope exceeding 2% might not affect overall access to a program or service.

5. Some non-compliant items identified in the reports are the result of improper or lack of maintenance. For example, adjusting door closer opening force, replacing door hardware, sidewalks that are broken or have loose material, or needing to re-stripe parking spaces. As such it must be understood that the ADA is an on-going obligation and outlining policies that promote compliance ensure that future projects meet ADA.

6. The City has not implemented training and developed standards for staff and facility maintenance staff to follow in order to maintain the accessibility of facilities and features. For example, the City should implement policies and train City personnel to maintain clear floor space in front of elevator call buttons and maneuvering clearances at doors free from furniture and other encroaching objects, and to install all dispensers, coat hooks or any other accessories at less than 48” above the finished floor to the operable part.

ATTACHMENT A

City Buildings

1. Administration Building No. 6 – 2800 SW 72 Avenue
2. Adult Activity Center – 2 Andalusia Avenue
3. City Hall – 405 Biltmore Way
4. City Hall Annex – 427 Biltmore Way
5. Coral Gables Merrick House – 907 Coral Way
6. Coral Gables Passport Facility – 4520 Ponce De Leon Blvd.
7. Dori & Phil Sanford Fire Station No. 3 – 11911 Old Cutler Road
8. Economic Developmental Sustainability – 2121 Ponce De Leon Blvd.
9. Fire Station No. 1 – 2815 Salzedo Street
10. Fire Station No. 2 – 525 S. Dixie Hwy.
11. Girl Scout Hut – 3940 Granada Blvd.
12. Historical Resources and Cultural Arts Office
13. Merrick Park Shops – 500 Aragon
14. Police Department – 2801 Salzedo Street

Parking Facilities

1. Parking Garage 6 - 51 Aragon Ave
2. Parking Lot 1 - 1400 Madruga Ave
3. Gables Grand Plaza - 300 Aragon
4. Parking Lot 3 - 300 Block Aragon
5. Parking Garage 1 - 245 Andalusia Ave
6. Parking Garage 2 - 220 Aragon
7. Parking Garage 4 - 345 Andalusia Ave
8. Parking Lot 11 - 4000 Aurora Alley
9. Parking Lot 10 - 300 Palermo Ave
10. Parking Lot 12 and 16 - 4600 Ponce de Leon Blvd
11. Parking Lot 14 - 800 Pisano
12. Parking Lot 13 - 200 Navarre
13. Parking Lot 4 - 100 Block Aragon
14. Parking Lot 6 - 2100 Salzedo St.
15. Parking Lot 7 - 200 Almeida Ave
16. Parking Lot 8 - 200 Block Giralda
17. Parking Lot 22 - 4000 Laguna Alley
18. Parking Lot 21 - 100 Block Minora
19. Parking Lot 23 - 400 Block Coral Way
20. Parking Lot 24 - University Drive
21. Parking Lot 17 - 200 Zamora Avenue
22. Parking Lot 25 - 100 Giralda
23. Parking Lot 18 - 300 Block Aragon
24. Parking Lot 19 - 1300 Sunset Drive
25. Parking Lot 20
26. Parking Lot 36 - 200 University Dr

27. Parking Lot 40 and 41
28. Parking Lot 42 - 5700 Ponce de Leon
29. Parking Lot The Palace - 00 Andalusia
30. Parking Lot 43 - 5900 Ponce de Leon Blvd.
31. Parking Lot 30 - Almeria Ave
32. Parking Lot 31 - 300 Greco Ave
33. Parking Lot 33 - 200 Almeria Ave

Parks

1. Alcazar Plaza - 700 Alcazar Avenue
2. Betsy Adams Coral Gables Garden Club Park
3. Biltmore Golf Course
4. Blue Road Open Space - 757 Blue Road
5. Carlos S. Kakouris Park
6. Coral Bay Park
7. Enrique Henry Cepero Memorial Park
8. Fred B. Hartnett Ponce Circle Park
9. Freedom Plaza - East Ponce and Galiano Street
10. Granada Golf Course
11. Granada Park - 5151 Granada Blvd
12. Ingraham Park - 4750 West Ingraham Terr
13. J Fritz and Frances Gordon Park - 902 Country
14. Jaycee Park
15. Leucadendra Drive Triangle - Gables Estates
16. Lola B. Walker Pioneers Park
17. Loretta Sheehy Park - 401 Sunset Rd.
18. MacFarlane Linear Park
19. Maggiore Park - 5028 Maggiore St.
20. Mall Street Median
21. Merrick Park - 400 Biltmore Way
22. Nat Winokur Park
23. Nellie B. Moore Park - 202 Jefferson Dr
24. Orduna Drive - Miller Road Triangle
25. Phillips Park
26. Pierce Park
27. Pittman Park - 115 Merrick Way
28. Ponce de Leon Park - 1201 Ponce de Leon Blvd
29. Riviera Park
30. Robert J. Fewell Park - 950 Coral Way
31. Rotary Centennial Park
32. Ruth Brian Owen Waterway Park
33. Salvadore Tennis Center
34. Salvatore Park
35. San Sebastian Park - 130 San Sebastian Avenue
36. Sunrise Harbor Park
37. Tiziano Park - Old Cutler Road

38. Venetian Pool
39. War Memorial Youth Center
40. William A Cooper Park
41. William H Kerdyk Biltmore Tennis Center
42. Young Park - 950 Castile Plaza

ATTACHMENT B
SUMMARY OF PREDOMINANT BARRIERS FOR CITY BUILDINGS

To assist the City in analyzing the individual Accessibility Survey Reports for the City's operational buildings and in planning for the remedial work identified in those reports, the Company has prepared summaries specifying the key and common areas of non-compliance for these facilities:

1. Furniture protruding into the building walkways, which encroaches into the accessible path of travel by reducing the width of the path or the maneuvering clearances at doors. As furniture is moveable (rather than fixed), the Company recommends that the City implement a policy to maintain at least a 36" clear path of travel throughout its buildings and to locate and maintain furniture clear from doorways and the paths of travel.
2. Permanent room signs that do not have raised or Braille characters or the sign is mounted at locations that do not comply with ADAAG's requirements.
3. Non-compliance with ADAAG's requirements for doors: door opening forces in excess of 5lb of pressure, door thresholds that are too high, and door hardware that is not operable with one hand and without tight grasping, pinching or twisting of the wrist. The Company recommends that the City implement a policy to review and maintain doors in compliance with applicable requirements, in particular door opening force which can be tested and adjusted on a periodic basis as part of the City's regular maintenance activities.
4. Non-compliance with ADAAG's reach range requirements, particularly in restrooms. Elements such as coat hooks, brochures racks, mirrors, paper towel dispensers, toilet tissue dispensers, and soap dispensers are mounted at incorrect heights based on the type of element and type of reach range (forward/side, obstructed/unobstructed). The Company recommends that the City train the staff responsible for installation and maintenance of such elements on the applicable reach range measurements.
5. Non-compliance with ADAAG's requirements for accessible restrooms. Examples include: improper water closet (toilet) location and improper grab bar length and location.
6. Counters mounted above or below the ADAAG's height requirement for this element.
7. The buildings contain furniture for use by the public, such as tables, that do not provide the appropriate knee clearance under the ADAAG.
8. City Buildings Designated as Historic Buildings: Per *28 CFR Subpart D 35.150 (b)(3) Historic Preservation*, if it is not readily achievable to mitigate barriers contained in historic buildings, the barrier can be mitigated through alternative methods of achieving program accessibility and usable solutions, such as creating audio-visual materials, assigning aides, relocating services, or other innovative methods to provide access to areas that are not fully accessible to persons with disabilities, or designating specific areas of the facility that are accessible to persons with disabilities. This principal applies to the portions

of the City's historic buildings that are open to the public, such as the publicly accessible areas at City Hall and Merrick House. In other buildings, such as the Fire Station, the barriers can be addressed through Capital Improvement Projects when the facility is renovated. This will assist the City in managing costly changes that can be detrimental to the historic significance of a building or facility (4.1.7).

ATTACHMENT C

SUMMARY OF PREDOMINANT BARRIERS FOR PARKING FACILITIES

To assist the City in analyzing the individual Accessibility Survey Reports for the parking facilities and in planning for the remedial work identified in those reports, the Company has prepared summaries specifying the key and common areas of non-compliance for these facilities:

1. Inadequate number of accessible parking spaces. There are City parking facilities that do not have any accessible parking spaces and facilities that do not have the minimum number of accessible parking spaces required by the ADA.
2. Accessible parking spaces:
 - Weathering of paint and parking surfaces. Most parking facilities show signs of weathering: Paint is fading and cracking so the accessible parking stalls are not clearly outlined, and surface of the asphalt is cracked, broken or lose material. The Company recommends the City adopt a policy or schedule for review and maintenance of the paint and surface features for accessible parking spaces in its parking facilities.
 - Spaces are too small and do not comply with the Florida Accessibility Code for Building Construction. Under the FAC, accessible spaces must be 12 feet wide with a 5 foot access aisle.
 - Spaces have slopes that exceed ADAAG's requirements.
 - Spaces are not located on the shortest path of travel to the sidewalk or facility.
 - Spaces are marked with signage that is mounted too low. Signs designating accessible parking spaces must be mounted at least 60" minimum above the finished floor to the bottom of the sign.
3. Path of travel from accessible parking spaces to the sidewalk or facility:
 - Path has cross slopes and changes in level that exceed the ADAAG's requirements.
 - Path includes curb ramps with slopes that excess the ADAAG's requirements (i.e., too steep).
4. Parking Garages:
 - Barriers to access due to the structure of the garage. Because it is structurally impracticable to modify the structures to provide accessible parking spaces, the Company recommends relocating the accessible parking spaces to an area that is not constrained by the building structure, to the maximum extent feasible.
 - Lack of signs indicating the location of the accessible parking spaces within the garages. When accessible parking spaces are located within parking structures, the

Company recommends installing a sign that indicates the floor where the accessible parking spaces are located and where the van-accessible parking spaces are located, as the 98” height requirement for van-accessible parking spaces is greater than that of a standard accessible parking space, and not all parking structures or areas within the parking structure meet that requirement.

5. City-owned or controlled parking facilities leased to third parties: In several facilities where a parking permit is required to park, the facility does not have accessible parking spaces. The Company recommends that when issuing permits for these facilities, the City require the facilities incorporate an adequate number of accessible parking spaces based on the ADAAG requirements and that the dimensions of the spaces comply with FAC.

ATTACHMENT D
SUMMARY OF PREDOMINANT BARRIERS FOR PARK FACILITIES

To assist the City in analyzing the individual Accessibility Survey Reports for the park and recreational facilities and in planning for the remedial work identified in those reports, the Company has prepared summaries specifying the key and common areas of non-compliance for these facilities:

1. Paths of Travel. Paths of travel that do not comply with the ADAAG's requirements for an accessible route due to excessive cross slopes and vertical changes in level along sidewalks. In some parks, these conditions are due to settling of concrete slabs, roots uplifting sidewalks and vegetation growth that reduces the clear width of the path of travel.
2. Lack of accessible routes and clear floor space for park amenities including, but not limited to, exercise equipment, benches, tables, garbage cans and pet waste stations.
3. Lack of accessible parking spaces: Several parks only offer parking on the grass and do not provide accessible parking spaces with a stable, firm and slip resistant surface.
4. Accessibility to playground equipment. The City has made efforts to provide an accessible path of travel to playground equipment, however, some of the paths barely exceed the minimum 36" width requirement and this creates a tripping hazard and potential barrier to use, such as at the swings. The Company recommends that when playground equipment is installed, the designer/contractor exceed the ADAAG's minimum guidelines for accessibility in paths of travel.
5. The City has numerous parks and recreational facilities that concentrate different types of amenities within the facilities, while other facilities are exclusively for passive recreation (e.g., basically unimproved land with the exception of plants and benches). The Company recommends that the City prioritize its accessibility improvement efforts to start with the parks that offer the most programs and services to the public. As to the passive recreational areas, providing accessibility would fundamentally alter the nature of the park (which is intended as a natural area) as it would require the addition of sidewalks and paths of travel throughout the park.

NOTE: The U.S Access Board has developed Standards for Outdoor Developed Areas (<https://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas>). These standards are not part of the ADA. Currently, these standards apply only to national parks and outdoor areas developed by the federal government, but do not apply to municipalities, such as the City. Thus, the references to the Outdoor Developed Areas standards in the Company's accessibility survey reports of the City's park and recreational facilities are recommendations for "Best Practice" to further accessibility compliance in programs and services offered by the City. An example is the scoping and technical requirements for accessible benches that are recommended in the reports.

ATTACHMENT E
SUMMARY OF PREDOMINANT BARRIERS FOR TROLLEY STOPS

The Company has prepared an Accessibility Survey Report for the City's trolley stops. To assist the City in analyzing these reports and planning for the remedial work, the Company has prepared a summary specifying the key and common areas of non-compliance at the trolley stops.

1. The public right of way sidewalk leading to the trolley stops contains cross slopes at the trolley stop boarding area
2. The trolleys stops have streetscape furniture, such as mail boxes, that encroaches the boarding area.
3. Parking spaces on the vehicular lanes obstruct direct access from the trolley to the sidewalk boarding area.
4. In the public right of way leading to the trolley stops, there are sidewalks and curb ramps with surfaces that are cracked and/or that have cross slopes/running slopes or changes in level that exceed ADAAG's requirements.

Tab H



SPECIAL OLYMPICS BOCCE PROGRAM

Ages 8 - 15 years old
Wednesdays, 5:00 p.m. - 5:45 p.m.

Ages 16 years old and above
Wednesdays, 6:00 p.m. - 6:45 p.m.

This program provides adaptive and inclusive sports training with opportunities for competition in Bocce, which is a recognized Special Olympics Sport.

Special Olympics programming provides opportunities for individuals with intellectual disabilities to develop physical fitness, demonstrate courage, experience joy, and strengthen friendships with their families and other Special Olympics athletes in the community.

Session 1: September 6 - 27

Session 2: October 4 - 25

Session 3: November 1 - 22

Four-Week Session Fee:

Resident: \$35

Non-Resident: \$45

Registration is open to participants with and without disabilities.

Coral Gables Parks and Recreation • 405 University Drive • Coral Gables, FL 33134 • 305-460-5600

ADA Notice The City welcomes individuals with disabilities. To request a modification to a policy, practice or procedure or to request an auxiliary aide or service (such as a sign language interpreter) in order to participate in a City program, activity or event, please contact the City's ADA Coordinator Raquel Hejbarrieta or the Director of the sponsoring department at least seven (7) days in advance where circumstances permit. ADA Coordinator Raquel Hejbarrieta may be reached by email ada@coralgables.com, or by telephone 305 722 8686 (voice) or 305 442 1600 (TDD).

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Like us on Facebook
[Facebook.com/cityofcoralgables](https://www.facebook.com/cityofcoralgables)

CORAL GABLES®

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It's All About Inclusion!



The objective of the City's Accessible Recreation Program is to make recreational experiences fun, meaningful, beneficial and accessible through inclusion initiatives, individual accommodations and specialized programming. For more information, contact us at 305-460-5344 or via email at ADA@coralgables.com.

Closed Captioning Now Available!

Closed captioning is now available for Coral Gables City Commission Meetings. Tune in to Channel 77 on Comcast or live stream the meetings on CoralGables.com/CGTV.

Reasonable Accommodation

The City has appointed an ADA Coordinator to assist all requests for reasonable accommodations and provide information to individuals with disabilities.

TTY/TDD: 305-442-1600
Voice: 305-722-8686

The City of Coral Gables welcomes individuals with disabilities.

We offer accessible, inclusive and well-rounded recreational programs at all of our locations:

- War Memorial Youth Center
- Venetian Pool
- Biltmore & Salvadore Tennis Centers
- Granada Golf Course
- Adult Activity Center



Coral Gables Advisory Board on Disability Affairs

Appointed by the City Commission, this board advises and provides input regarding matters affecting individuals with disabilities in an effort to support full inclusion and participation of the disabled in our community.

We Welcome Service Dogs!



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Tab I

MEMORANDUM OF UNDERSTANDING
BETWEEN
Center for Independent Living of South Florida
AND
City of Coral Gables

SECTION I – Purpose

The purpose of this agreement is to ensure the implementation of the Consumer Information Center for Disability Services and to continue to develop and expand a framework of cooperation (“Partnership”) between Center for Independent Living of South Florida and the City of Coral Gables. This Memorandum of Understanding stands to establish the responsibilities of each entity within the Partnership and the terms and conditions under which the Partnership will operate. The Center for Independent Living of South Florida desires to create and staff a physical office location in Coral Gables for processing inquiries and for providing consumers with resource information relative to disability services. The goal is to assist individuals with a disability (and their families) who can access the center to acquire information about disability issues and/or access community resources to enhance the quality of their lives.

In consideration of the above-shared interests, the Center for Independent Living of South Florida (CILSF) and City of Coral Gables agree as follows:

SECTION II – Services

A. City of Coral Gables SHALL (Please check all that apply under this agreement):

- Refer individuals to the Center for Independent Living of South Florida Main office for assistance when a representative is not available at the site.
- Support the Center for Independent Living of South Florida in developing or conducting outreach and enrollment activities.
- Display or distribute CILSF program and related materials.
- Provide an accessible and secure office location at the Coral Gables War Memorial Youth Center.
- Provide CILSF with access to suitable space to conduct information center services.
- Provide internet/email access at the site location (if necessary, at a reasonable charge).
- Provide suitable office equipment including a laptop computer with internet connection, telephone, secured storage for records, desk, and normal building maintenance services.
- Continuously publicize services of the CILSF program through the Partnership.

B. Center for Independent Living of South Florida:

- Provide training and informational platform needed to identify public and private resources that can be tapped and channeled toward providing disability services and opportunities to persons with disabilities.
- Provide various services as determined by the education, experience, training and qualifications of the volunteer staff, including:
 - a. Information and Referral
 - b. Full access to the internet via loaner equipment
 - c. Peer Support (one person with a disability assisting another)
 - d. Loan of assistive technology that is donated to “CILSF” (e.g.: manual wheelchairs, scooters, amplified phones, refurbished computers)

- Provide (create and maintain) an appropriate Management Information System (COMS) to enable tracking, categorizing and ultimate disposition of all inquiries processed through the CENTER; CILSF staff 'on-call' to address specific issues as needed; establish on-going training for all volunteer staff.
- Conduct and share appropriate research data with the "CITY"; "CILSF" will act as a resource to consult with the "CITY" concerning issues affecting persons with disabilities with the goal of providing opportunities for a better quality of life for persons with disabilities.
- Arrange for training and assistance to facilitate interface with other agency resources, such as DVR, SWITCHBOARD, OAO, etc., for employment and placement opportunities and related services. Other 'Contributing Agencies' will provide various resources to the project as their respective roles are clarified.
- "CILSF" will provide regular periodic reports to the CITY identifying the demographics of the population (type of disability, age, gender, ethnicity, zip code of the person making inquiry), number of persons served, and types of services rendered.
- "CILSF" has agrees to waive any and all claims that may be made against the City and City property. "CILSF" will require that all volunteers with the Center sign a waiver of any and all claims that may be made against the City or City property.
- "CILSF" agrees to require all volunteers undergo a background screening and fingerprinting at the Center's expense.

C. Mutual Interest and Understanding:

This Agreement outlines the collaboration between the **Center for Independent Living of South Florida** and the **City of Coral Gables** in establishing a consumer information center for disability services for processing inquiries and for providing residents, local businesses and visitors with resource information relative to disability services. This collaboration will promote the development of a joint use schedule for the use of facilities at the City of Coral Gables' Parks & Recreation Department.

It is the shared purpose of this Agreement for both organizations to collaborate in the joint use of facilities. Specifically, the organizations will work together pursuant to the attached collaborative plan. This plan specifies in greater detail the purpose and scope of collaboration.

This Agreement will remain in effect until terminated in writing by either party.

D. Non-Fund Obligating Document

This agreement is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this agreement will be handled in accordance with applicable laws, regulations, and procedures.

SECTION III – Contacts

The principal contacts for this agreement are:

Center for Independent Living
Contact Name: Kelly Greene
Address: 6660 Biscayne Boulevard, Miami,

City of Coral Gables
Contact Name: Fred Couceyro
Address: 405 University Drive

Florida 33138
Phone: 305-751-8025
Fax:
Email: kelly@soflacil.org

Phone: (305) 460-5620
Fax: (305) 460-5639
Email: fcouceyro@coralgables.com

SECTION IV – Modification/Termination

Modifications within the scope of the agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.

Any of the parties, in writing, may terminate the agreement in whole, or in part, at any time before the date of expiration.

SECTION V – Signatures

The parties agree that the Partnership is mutually beneficial and agree to the terms specified herein. This agreement will become effective on the date signed by both parties and remain in effect for one full year.

**The Center for Independent
Living of South Florida**

The City of Coral Gables

BY: _____

BY: _____

Printed Name:

Printed Name:

Title: _____

Title: _____

Date: _____

Date: _____