CDTC ADA Working Group – Meeting #6 December 13 2017 at 10am CDTC Offices Meeting Agenda

- 1. Introductions
- 2. Review/acceptance of Meeting #5 Notes
- 3. Guest speakers: Adirondack/Glens Falls Transportation Council and Warren County
- 4. CDTC project update: Sidewalks Presence/Absence Inventory (Initial Screen Step)
 - Break-out starts here for GIS staffs, with Warren County -
- 5. Niskayuna contract considerations
- 6. Regional Scan of Transition Plan Progress
- 7. Group Updates: ADA Transition Plan progress
- 8. Clarkson University Construction Engineering Management internship/coop program
- 9. Capital Region sidewalks ADA Transition Plan survey draft
- 10. FHWA Project SAPFIM (Safe Accessible Pedestrian Facilities Inventory Model) Update
- 11. NYSDOT Visual Scan Accuracy
- 12. CDTC Draft Self-Analysis status
- 13. NYS Pedestrian Safety Action Plan project solicitation
- 14. Next Steps?

CDTC ADA Working Group – Meeting #6 Notes 10 AM, December 13, 2017 Notes

Attending: Mary Millus, City of Albany; Randy Milano, City of Albany; Audrey Burneson, NYSDOT Region I; Valerie Deane, NYSDOT Region I; Ken Kovalchik, Town of Bethlehem; Peter Knutson, City of Schenectady; Bradley Birge, City of Saratoga Springs; Adriana LeBlan, City of Albany; Jellisa Joseph, City of Albany; Paul Behnke, City of Albany Water Dep't; Krystina Smith, City of Schenectady Law Dep't; Avi Epsten, City of Schenectady Planning; Kara Hogan, FHWA; Linda von der Heide, Rensselaer County Planning; Bill Trudeau, City of Albany

- 2. Meeting #5 Notes there were no suggested changes; the group accepted the notes as written.
- 3. Guest speakers: Warren County Sara Frankenfeld and Chris Belden described the Warren County and AGFTC (Adirondack Glens Falls Transportation Committee – the MPO in the Glens Falls area) pedestrian facility data collection and ADA compliance project. The project was carried out by the county GIS Coordinator and a summer college intern, with assistance from county planning and AGFTC staff. County staff digitized curb ramps, crosswalks and sidewalks for municipalities within the county. This information was then used to conduct field work using the ArcGIS Collector app to rate these facilities for ADA compliance using NYSDOT's 1 to 5 Scale rating system. The app also allowed comments and pictures, which references the location where they were taken. To avoid reliance on cell service for data collection in the field, an android based tablet with standalone GPS capability was used; upon return to a location with internet access, field collected data was then synced to the ArcGIS online account. Pedestrian facility features were digitized ahead of field work in the office using NYS aerial imagery, World and google streetview. AFGTC staff field trained the county's intern on the NYSDOT rating system; training takes from 2 to 3 hours. County staff digitized data for 23 municipalities which took 160 hours. When the field work is included in the tally of hours needed to complete the inventory, it came out to 2 staff hours per mile of sidewalk (161 miles, 2,082 curb ramps, 367 crosswalks). The advantage of using a tablet with the ArcGIS Collector app is that photos can be taken in the field and linked to the data record for a particular feature. Pete Knutson asked if segment ratings were averaged for each section. Sara responded that averages were not used; the worst rated portion of a segment determined the rating for the entire segment. Pete also asked who owns the sidewalks. Chris noted that the county does not own sidewalks but has maintenance agreements with municipalities along county owned roadways, however, it is an issue. Kara Hogan said FHWA is working with NYSDOT to come up with a uniform policy for ownership and maintenance. Sara indicated that the data could be updated as facilities become compliant. Chris added that any updates will likely depend on municipal requests. Attendees interested in learning more technical details on the Collector app and other details on Warren County and AGFTC's project then went over to CDRPC for in depth discussion and a demonstration by Sara and Chris.
- 4. CDTC project update: Sidewalks Presence/Absence Inventory (Initial Screen Step)
 Teresa LaSalle updated the group on this CDTC project to provide municipalities in the region GIS data
 of sidewalk locations within their communities. Teresa reviewed the map of progress to date. The
 project should be complete soon. Municipalities can use this data as the basis for ADA condition
 ratings inventories.
- 5. Niskayuna contract considerations

Carrie updated the group on an effort this summer by Niskayuna interns to obtain cost estimates from a consulting firm, Cole, on detailed ADA condition inventories. CDTC and Schenectady staff participated in a webinar hosted by Cole showing their use of a Segway to collect detailed data. It was determined their services were too expensive. Niskayuna interns then used a Trimble GPS unit to collect condition data based on methodology used by the Town of Bethlehem.

- Regional Scan of Transition Plan Progress
 Carrie distributed a table showing results of staff outreach to municipalities regarding the status of their ADA transition plans.
- 7. Group Updates: ADA Transition Plan progress Ken Kovalchik noted that the Bethlehem Town Board included funds in the town's capital plan for making town owned pedestrian facilities ADA compliant over a period of time – the estimate is \$50k/year over 20 years; a new Highway Superintendent is coming on board and town staff will work with him on finalizing a draft ADA Transition Plan. Pete said Schenectady is looking into a street based special assessment system to incentivize property owners to participate in sidewalk improvement projects.
- 8. Clarkson University Construction Engineering Management internship/coop program Carrie reviewed the handout on this program that can potentially help municipalities engage with interns interested in assisting with ADA inventories. Please contact Carrie or Clarkson directly if you are interested in an intern through this program.
- 9. Capital Region sidewalks ADA Transition Plan survey draft Carrie distributed a draft survey for review by the group. The plan is to send the survey out after all of the sidewalk data is distributed. Brad Birge suggested allowing for multiple answers after questions 17 and 18 regarding funding and snow removal as there are often various responsible parties for both of these. If anyone has any other suggested changes please send them to Carrie ASAP.
- 10. FHWA Project SAPFIM (Safe Accessible Pedestrian Facilities Inventory Model) Update Kara Hogan gave a brief update on this software developed by Florida State University. SAPFIM can be described as a non-GIS version of what Warren County staff presented earlier in the meeting. The big difference between the two is that the SAPFIM app is much more detailed than NYSDOT's 1 to 5 rating system. SAPFIM includes 42 sidewalk features, including safety related features. It also allows users to query on both ADAAG and PROWAG standards. A few NYS municipalities are using it. A demo login is available. Kara will find out if cell service is required to collect field data. If anyone would like a copy of the SAPFIM user guide and demo please email Kara at Kara. Hogan [the at symbol] dot.gov.

11. NYSDOT Visual Scan Accuracy

Valerie Dean reported on NYSDOT Region 1's efforts to field check their ADA transition plan inventory that was done using visual scanning techniques (i.e. aerials/google streetview). She noted that concrete detectable warnings deteriorate very quickly, so those don't match the database at this point. NYSDOT's current standard is cast iron detectable warnings. Valerie said some lessons learned when doing visual scans is to look at the surrounding context to determine if a sidewalk really exists in a location. In addition, there may be new sidewalks, and it is a good idea to do a field check in locations that only had older imagery.

12. CDTC Draft Self-Analysis status

Carrie noted that staff has scanned the office and building amenities for ADA compliance and drafted a self-analysis. The building management will review and assist CDTC in finalizing the transition plan portion of the document.

13. NYS Pedestrian Safety Action Plan project solicitation

Sandy Misiewicz presented information about this current solicitation for local governments to provide pedestrian safety treatments using Highway Safety Improvement Program (HSIP) funding. The cities of Albany and Schenectady are deemed "focus" cities due to their pedestrian fatality and injury rates, giving them higher priority for funding. However, all local governments in the urbanized area of the CDTC region are eligible to apply for funding. \$40 million is available statewide. For more information see: http://www.cdtcmpo.org/news/2016-07-07-17-40-34/288-local-pedestrian-safety-project-solicitation

14. Next Steps?

Anne asked the group if they wanted to continue meeting as the original purpose of the group, to ensure municipalities understood ADA requirements relating to pedestrian facilities in the public right of way and ADA transition planning and to hold training, are complete. The response was "yes", periodic meetings are useful and help to provide some focus on ADA requirements and the processes required to meet them. A good frequency seems to be twice each year.

Transition Plan Tracking

Entity	Location of Transition Plan	Description/Notes
NYSDOT	https://www.dot.ny.gov/programs/adamanagement/ada-transition-plan	Completed.
CDTA		Not responsible for public rights of way.
Albany County	http://www.albanycounty.com/Librarie s/Human Resources/Title VI Plan 201 60915.sflb.ashx	Updated transition plan but doesn't include sidewalks.
City of Albany	http://www.albanyny.gov/Government /Departments/HumanResources/Disabi lityAccess.aspx	Complaint Form, Grievance Procedure, Notice online. Created ADA Advisory Committee to ensure communication with stakeholders of the disabled community. Working on transition plan.
Town of Bethlehem	http://www.townofbethlehem.org/799/ADA-Transition-Plan	No Transition Plan yet, but completed an inventory
City of Cohoes	Asset Mgmt Plan: http://www.ci.cohoes.ny.us/Cit-e- Access/towncouncil/?tid=34&tpid=635 6∣=36467&view=A	Complete Streets section in code says will do within 5 years. Has pavement conditions. Hired firm to do asset mgmt. plan
Rensselaer County		Has draft inventory and Transition Plan that includes pedestrian infrastructure.
City of Troy	http://www.troyny.gov/mayor- madden-announces-appointment-of- city-ada-coordinator/	No plan but has coordinator
Saratoga County	http://www.saratogacountyny.gov/wp/wp-content/uploads/2013/08/ADA-Transition-Plan-2015-Final.pdf;http://www.saratogacountyny.gov/wp/wp-content/uploads/2016/04/TitleVIPlan.pdf	Has inventory, notes if compliant or not (no rating) and says will fix all within 5 years of 1/2016
Town of Malta	http://www.malta- town.org/documentcenter/view/1100	Inventory not done, but outdoor items scheduled for completion before 2018 winter.
City of Mechanicville	Grievance Procedure: http://www.mechanicville.com/DocumentCenter/View/856	Has Grievance Procedure
Town of Clifton Park		Has condition inventory of crosswalks
Schenectady County		Expect done by December 2018.
City of Schenectady	C:\Carrie\ADA\Local Plans	Has plan but no condition inventory

City of Saratoga Springs	http://www.saratoga-	2016
	springs.org/2235/ADA-Programing	Adopted Notice, Resolution, Grie
		vance Procedures, and
		Coordinator

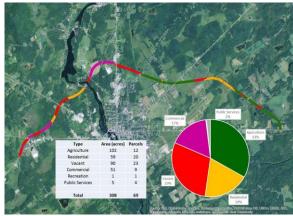


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CONSTRUCTION ENGINEERING MANAGEMENT PROGRAM CLARKSON CEM CONSULTING GROUP PROSPECTUS

Construction Engineering Management (CEM) at Clarkson University is a sub-discipline of Civil Engineering, focused on the execution of Engineering and Architectural design projects. CEM graduates manage the design and construction process from the inception of a project all the way through, and including, the operations and maintenance of infrastructure and buildings. Through this program we offer Curricular, Experiential Learning, and Co-Curricular opportunities that prepare students for the Construction Industry.

As part of this program, students are required to execute an internship or coop within the industry. The Clarkson CEM Program has developed an inhouse capability that provides pre-professional consulting in planning, engineering, and construction areas. This is an enterprise (the Clarkson CEM Consulting Group or C3G) that uses students in an experiential learning mode in order to deliver products that the market segments indicated below would not otherwise be able to conduct using professional consulting services. Likewise, these efforts help to build community economic opportunities by jumpstarting projects that would otherwise not be able to be done, absent some key preliminary work, data collection, or planning efforts.



Land Use Analysis of the proposed Route 11 Bypass of Potsdam NY

SERVICES PROVIDED

The following are just a few of the services that the Clarkson CEM Program can offer clients:

- As-Built Documentation
- GIS Services
- Project Scoping and Conceptual Development
- Community, Urban, and Transportation Planning
- Rough Order of Magnitude and Parametric Cost Estimating
- Periodic Maintenance Planning, Building Investigations
- Construction/Facilities Education Services
- Land Use Planning and Sustainable Stewardship

EXAMPLE EFFORTS AND PROJECTS

Since 2015, the Clarkson CEM Program has been executing a range of projects across the spectrum of its expertise. The following is a partial listing of projects that have been executed through the leadership of the CEM Program:

- Village of Potsdam Complete Streets Planning and Alternate Transportation Development Guidance
- Potsdam/Canton Route 11 Bypass Geographic Information System (GIS) and Land-Use Study
- City of Ogdensburg Maple City Trail Extension Concept Plan
- Village of Potsdam Water System Leakage Investigation
- Ogdensburg Bridge and Port Authority Bridge, Building Information Modelling (BIM)
- Clarkson University Buildings Mapping, GIS Implementation and Facility Management Interoperability
- Clarkson University Campus Roadways Design and Preconstruction Package Development
- St. Patrick's Church, Chateauguay, NY Moisture/Building Envelope Study
- Facility Management Technology Workshop (Potsdam 2016, Schenectady 2017)
- Unmanned Aerial Vehicle (UAV/Drone) Roof Inspections

MARKET SEGMENTS SERVED

The following delineates some of the clients/markets that the CEM Program works for/with:

- Communities and Governmental Organizations
- Churches, Synagogues, Mosques, and other Houses of Worship
- Not-for-profit/Non-profit Organizations
- Small Private Owners/Businesses

CONTRACTING/METHODS OF AGREEMENT

Given the dual academic and pre-professional nature of the work involved in these efforts, there are several ways that clients/partners can tap into these services:

- Grant Provisioning: In some cases it is easiest for the municipality or customer to provide a block grant for deliverables agreed upon through a memorandum of agreement/understanding.
- 2. Hiring of Interns: In some cases what makes sense for a client is to have well vetted, specifically qualified set of interns come on to the staff temporarily for a summer period or other time-limited period.
- 3. Student Project Support: By providing support through class room engagement and donations to the CEM program, limited projects can be executed through problem based learning classroom exercises.
- 4. Fee for Service: A standard service fee arrangement can be drafted with a GMP for a defined scope of services.
- 5. Flat Fee Menu: Currently under development, but in time the program will have certain standard items that it can provide at a flat fixed fee.

LIMITATIONS AND CLARIFICATIONS

In providing these services, the Clarkson CEM Program, the Clarkson CEM Consulting Group, and those participating must make it clear that the work and services provided are NOT professional services and are student or student-intern work products. As such these may contain errors, omissions or other deleterious aspects that should be reasonably be expected of work products provided by those still learning at the undergraduate level. This caveat aside, clients have repeatedly offered that they see this as a "win-win" for their efforts going forward and an important partnership that they value for the future.

For additional information, contact Erik Backus at 315-268-6522 or ebackus@clarkson.edu http://clarkson.edu/cem/



Clarkson Students facilitate a public meeting in support of the Maple City Trail Extension Project



Potsdam, NY Complete Streets planning imagery for improved bike infrastructure on Market Street



Ogdensburg-Prescott Bridge BIM Model Extract

Background

Public rights-of-way and facilities are required to be accessible to persons with disabilities through the following statutes: Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. §794) and Title II of the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §§ 12131-12164). These statutes prohibit public agencies from discriminating against persons with disabilities by excluding them from services, programs, or activities. They mean that public agencies must provide access to the agency's pedestrian facilities for persons with disabilities. Regulations implement this requirement by imposing standards for accessible features such as curb ramps and detectable warnings.

While all municipalities must comply with Title II, evaluating their current services, policies, and practices and proceeding to make the necessary modifications to comply with the Americans with Disabilities Act (ADA), the ADA also requires that public agencies with more than 50 employees maintain a Transition Plan. The transition plan must include a schedule for providing access features, including curb ramps for walkways. The schedule should first provide for pedestrian access upgrades to State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas. The transition plan should accomplish the following four tasks:

- 1) identify physical obstacles in the public agency's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
- 2) describe in detail the methods that will be used to make the facilities accessible;
- 3) specify the schedule for taking the steps necessary to upgrade pedestrian access to meet ADA and Section 504 requirements in each year following the transition plan; and,
- 4) indicate the official responsible for implementation of the plan. 28 CFR §35.150(d)(3). (9-12-06)

In order to assist Capital Region municipalities with this task, CDTC completed a region-wide inventory of sidewalk facilities and sent this data to each town, city, or village. We also hosted a training by the Federal Highway Administration in September 2016. We would like to understand regional progress toward sidewalk and curb ramp compliance with the ADA. Please answer the following questions to the best of your ability. Information may need to be gathered from other municipal representatives.

Please submit your survey responses by 5:00 PM on May 1, 2015.

ADA Survey Follow-Up – Municipal Pedestrian Facilities and Transition Plan

* 1. Do you have an ADA coordinator?
Yes
○ No
I don't know
* 2. Do you have an ADA notice procedure?
Yes
○ No
☐ I don't know
* 3. Do you have an ADA grievance procedure?
Yes
○ No
I don't know
ADA Survey Follow-Up – Municipal Pedestrian Facilities and Transition Plan
* 4. Does your municipality currently have an ADA transition plan?
Yes
○ No
If yes, what year was it developed?
ADA Survey Follow-Up – Municipal Pedestrian Facilities and Transition Plan

^ 5. IS	s it available online?
	No
	I don't know
	Yes - please provide link
ADA S	Survey Follow-Up – Municipal Pedestrian Facilities and Transition Plan
* 6. D	oes your municipality inventory sidewalks and other pedestrian facilities?
	Yes
	No
	Other (please specify)
* 7. D	oes your municipality inventory the condition of sidewalks and other pedestrian facilities?
	Yes
	No
	Other (please specify)
0.14	What data an aidemalka and other nadestrian infrastructure do you have? (shock all that annly)
0. V	What data on sidewalks and other pedestrian infrastructure do you have? (check all that apply) Presence/Absence of sidewalk by location that CDTC sent
	Other sidewalk location data that did not come from CDTC
	Condition of sidewalks, crosswalks, and/or curb ramps
	Crosswalks
	Curb Ramp locations
	Slopes
	Pedestrian signals
	Other (please specify)
	Carier (preade specify)

	las your municipality inventoried ADA compliance for pedestrian facilities?
	Yes
	No
	We've started, but haven't finished
10.	Have you used the sidewalk data that CDTC sent to your municipality?
	No
	I don't know
	Yes (please specify what, for example ADA Transition Plan, bicycle network planning, trail planning, etc.)
11.	Are there sidewalks that were missing from the sidewalk data that CDTC sent your municipality?
	Yes
	No
ADA S	Survey Follow-Up – Municipal Pedestrian Facilities and Transition Plan
NDA S	Survey Follow-Up – Municipal Pedestrian Facilities and Transition Plan
ADA S	Survey Follow-Up – Municipal Pedestrian Facilities and Transition Plan
	Survey Follow-Up – Municipal Pedestrian Facilities and Transition Plan By what standards have you inventoried ADA compliance?
	By what standards have you inventoried ADA compliance?
	By what standards have you inventoried ADA compliance? ADAAG (ADAAccessibility Guidelines)
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* 13.	What data elements are included in your ADA compliance inventory? (check all that apply)
	Presence/absence of sidewalk or trails
	Condition of sidewalks
	Presence/absence of curb ramps
	Condition of curb ramps
	Presence/absence of detectable warnings
	Slopes
	Pedestrian signals
	Other (please specify)
ADA S	Survey Follow-Up – Municipal Pedestrian Facilities and Transition Plan
1.1	Doos your municipality use GIS (geographic information systems)?
14.	Does your municipality use GIS (geographic information systems)?
	Yes
	No
15.	Does your municipality collect sidewalk or other pedestrian data using GIS?
	Yes
	No
* 16.	Does your municipality have design guidelines pertaining to sidewalks or other pedestrian facilities?
	Yes
	No
	My municipality uses Chapter 18 of the NYSDOT Highway Design Manual
	My municipality uses Public Rights-of-way Guidelines (PROWAG)
	I don't know
	Other (please specify)

* 17.	How does your municipality fund sidewalk/trail maintenance?
	Funded by municipality
	Funded by private property owners
	I don't know
	Other (please specify)
* 18.	Who is responsible for snow removal on sidewalks?
	The City, Town, or Village
	The property owner
	I don't know
	Other (please specify)
* 19.	Does your municipality have a method to ensure snow removal on sidewalks/ crosswalks? Yes No I don't know
ADA S	Survey Follow-Up – Municipal Pedestrian Facilities and Transition Plan
	Are there any other questions, comments, or information you would like to provide regarding ADA nsition Plans?

compliance:	contact into for the person at your munici	pality who is responsible for ADA
Name		
Municipality		
Address		
Address 2		
City/Town		
ZIP/Postal Code		
Email Address		
Phone Number		

Thank you for taking the time to complete the survey!

For more information please contact:

Carrie Ward (518) 458-2161 cward@cdtcmpo.org

Helpful Links:

<u>Capital District Transportation Committee</u> <u>FHWA Q&A about ADA/Section 504</u>



Give SAPFIM a Try!

SAPFIM's test system will remain active through 2018



- Visit http://sapfim.fiu.edu
- Type in the username: demo
- Add the password: **SAPFIM**
- Get started!

What is SAPFIM?

About Safe and Accessible Pedestrian Facilities Inventory Model (SAPFIM)

Safe and Accessible Pedestrian Facilities Inventory Model (SAPFIM) is a web-based geospatial tool for State DOTs, Local Public Agencies (LPAs) and Metropolitan Planning Organizations (MPOs) that allows users to collect, assess, map, prioritize, program and report on the condition of features along pedestrian rights of way, particularly those impacting ADA accessibility and/or safety. Florida Department of Transportation (FDOT) in cooperation with Florida International University (FIU), Federal Highway Administration, Broward MPO and LPAs around the country developed SAPFIM as a no cost/low cost method of not only meeting ADA transition planning requirements, but also encouraging public participation in identifying and addressing safety and accessibility issues in their communities.

SAPFIM was funded in part by FDOT through a FHWA *State Transportation Innovation Council (STIC) Incentive* grant, as well as through funds from the FIU Lehman Center for Transportation Research. The module is available free of charge* to any State, LPA or MPO in search of a technology tool for data-driven decision making and reporting.

*Hosting data isn't free. Agencies with web servers may choose to host data internally, subject to a licensing agreement. Others are welcome to contract with FIU for a nominal annual fee.





SAPFIM Development Team

Why SAPFIM?

Vulnerable road users are an emphasis area for local and state transportation agencies, particularly with regard to safety and accessibility.

Traditionally both State DOTs and Local Public Agencies (LPAs) struggle with developing system-wide plans for transitioning noncompliant pedestrian rights of way as required by the Americans with Disabilities Act of 1990 (ADA) and related authorities.

Funding is increasingly uncertain. Agencies need cost effective, tech savvy tools that support safety and equity goals, but also make best use of available transportation funds.

Data Collection and Mapping

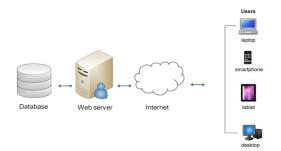
Intuitive screens and drop down data entry make SAPFIM usable by anyone, whether public works staff, community groups or volunteers.



SAPFIM uses GIS to provide maps corresponding to where data is collected. This makes it simple to prioritize issues by nearness to important government, employment or economic centers.

Data Management and Reporting

SAPFIM makes compliance determinations a matter of reporting. It can export lists to agency websites for public view



SAPFIM is proudly sponsored by:







