



VILLAGE OF KEY BISCAIYNE

Office of the Village Manager



Village Council

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MEMORANDUM

Village Manager
John C. Gilbert

DATE: August 30, 2016
TO: Honorable Mayor and Council Members
FROM: John C. Gilbert, Village Manager
RE: ADA Transition Plan

RECOMMENDATION

It is recommended that the Village Council approve the attached Resolution accepting the attached ADA Transition Plan.

BACKGROUND

As part of the Safe Routes to School funding the Village must become Local Agency Program (LAP) certified. A requirement to become LAP certificated is to submit an ADA Transition Plan to the Florida Department of Transportation. The main purpose of the ADA Transition Plan is to develop policies and practices for implementing physical pedestrian improvements within the public right-of-ways of the Village. The Corradino Group conducted a self-assessment evaluation of all Village facilities. The plan includes a ten year project prioritization and cost estimate for ADA improvements throughout the Village. A portion of these improvements will be addressed by the Safe Routes to School project.

Reviewed by Mr. Jose L. Arango from Weiss Serota Helfman Cole & Bierman as to form and legal sufficiency.

RESOLUTION NO. 2016-

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAIYNE, FLORIDA, ACCEPTING THE AMERICANS WITH DISABILITIES ACT (“ADA”) SELF-ASSESSMENT AND TRANSITION PLAN; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village of Key Biscayne (“Village”) desires to fulfill the requirements of the federal Americans with Disabilities Act of 1990; and

WHEREAS, to fulfill such requirements, the Village created the ADA Self-Assessment and Transition Plan (the “Plan”), attached as Exhibit “A,” which entails the development of policies and practices for implementing physical pedestrian improvements within the public right-of-ways in the Village and to ensure safe and usable pedestrian access to public facilities and buildings; and

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF KEY BISCAIYNE, FLORIDA, AS FOLLOWS:

Section 1. **Recitals Adopted.** That each of the recitals stated above is hereby adopted and confirmed.

Section 2. **Acceptance.** The Village Council hereby accepts the Plan, as attached hereto as Exhibit “A.”

Section 3. **Authorization.** The Village Manager is hereby authorized to make changes to the Plan, on an as needed basis, based upon comments received from the public.

Section 4. **Effective Date.** That this Resolution shall be effective immediately upon adoption hereof.

PASSED AND ADOPTED this ___ day of _____, 2016.

MAYOR MAYRA PEÑA LINDSAY

ATTEST:

CONCHITA H. ALVAREZ, MMC, VILLAGE CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

VILLAGE ATTORNEY



ADA SELF-ASSESSMENT AND TRANSITION PLAN

VILLAGE OF KEY BISCAYNE

JUNE 28, 2016

PREPARED BY: THE CORRADINO GROUP

4055 NW 97TH AVENUE
MIAMI, FL 33178

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Executive Summary:

The Village of Key Biscayne is a community of 12,924 (2014 Est.) in Miami-Dade County, Florida and incorporated in 1991. The Village of Key Biscayne undertook the development of this plan in order to ensure a high quality of life that addresses the needs of its residents, and to continue to satisfy the requirements of the federal Americans with Disabilities Act of 1990.

As a municipality, the Government Services provisions of the American with Disabilities Act of 1990, or Title II, have the greatest impact on local municipalities, including the Village of Key Biscayne. Title II applies the requirements of Section 504 of the Rehabilitation Act of 1973, plus some new requirements, to all state and local governments. It is the Village of Key Biscayne's intent to effect full compliance with the ADA statutes.

The main purpose of the Village of Key Biscayne Americans with Disabilities Act (ADA) Self Assessment and Transition Plan therefore is to develop policies and practices for implementing physical pedestrian improvements within the public right-of-way of the Village. The goal is to provide safe and usable pedestrian facilities for all pedestrians, and to assure compliance with all federal, state and local regulations and standards. In particular, this plan provides the action items necessary to ensure compliance with ADA statutes based on the Village's Self-Assessment evaluation.

As part of the development of this transition plan, the Village undertook a self-assessment of existing facilities. This self-assessment found sufficiency in the Village's provision of effective communication for meetings and in its employment policies. Further, the Village should be commended for its actions in ensuring full access to public buildings and facilities.

The Village of Key Biscayne has some gaps in its infrastructure, including curb ramps, crosswalk and sidewalk improvements, which it is in the process of addressing to ensure compliance with ADA statutes. Through self-assessment, the Village has identified 5 bus stops and 46 intersections within the Village which will require improvements as adjoining roadways and transit facilities are improved or repaved. In addition, the construction of certain facilities, such as bus stops, new buildings and other potential developments will also require updates to the plan in the future.

This plan thus lays out the actions necessary to ensure continued improvements to ensure ADA compliance as well as future considerations and policies related to the future development of facilities and continued monitoring.

Introduction:

The main purpose of the Village of Key Biscayne Americans with Disabilities Act (ADA) Transition Plan is to develop policies and practices for implementing physical pedestrian improvements within the public right-of-way of the Village. The goal is to provide safe and usable pedestrian facilities for all pedestrians, and to assure compliance with all federal, state and local regulations and standards. In particular, this plan provides the action items necessary to ensure compliance with ADA statutes based on the Village's Self-Assessment evaluation.

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, and access to public accommodations, transportation and telecommunications. The ADA is a companion federal civil rights legislation with the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. This legislation mandates that qualified disabled individuals shall not be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity. The Act also protects employees with disabilities, with certain protections and requires employers to make reasonable accommodation for applicants and employees with disabilities.

The ADA is divided into five parts, covering the following areas:

Title I: Employment

Title II: Public Services

Title III: Public Accommodations

Title IV: Telecommunications

Title V: Miscellaneous Provisions

Title II of the ADA mandates that a public entity must, through a required self-evaluation, review its services, programs, policies and practices to determine whether they are in compliance with the ADA's nondiscrimination regulations, issued in July 1991. This evaluation is intended to examine activities and services, identify problems or barriers that may limit accessibility by persons with disabilities, and describe potential compliance solutions. The public agency must then proceed to develop and implement an action plan that make the necessary changes resulting from the self-evaluation. The ADA further requires that an ADA transition plan be prepared to describe any structural or physical changes required to make programs accessible.

In the ADA, the term disability means, with respect to an individual:

- 1) A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- 2) A record of such an impairment; or

- 3) Being regarded as having such an impairment.

An individual meeting any one of these three tests is considered to be an individual with a disability for purposes of coverage under the Americans with Disabilities Act. The Village of Key Biscayne is committed to ensuring that no person is excluded from participation in, or denied the benefits of public facilities on the basis of disability.

Legal Authority

The ADA was passed by the U.S. Congress to provide a comprehensive mandate for the elimination of discrimination against individuals with disabilities and to provide standards which address such discrimination. This legislation offers civil rights protections to individuals with disabilities like those provided to individuals on the basis of race, sex, national origin, age, and religion. The ADA is composed of five titles as described below:

Title I Employment - Under Title I, employers, including governmental agencies, must ensure that their practices do not discriminate against persons with disabilities in the application, hiring, advancement, training, compensation or discharge of an employee, or in other terms, conditions and rights of employment.

Title II State and Local Government Services - Title II prohibits state and local governments from discriminating against persons with disabilities or from excluding participation in or denying benefits of programs, services or activities to persons with disabilities. It is under this Title that this ADA Transition Plan has been prepared. The ADA Transition Plan is intended to outline the methods by which physical or structural changes will be made to affect the non-discrimination policies described in Title II.

Title III Public Accommodations and Commercial Facilities - Title III requires places of public accommodation to be accessible to and usable by persons with disabilities. The term public accommodation as used in the definition often is misinterpreted as applying to public agencies, but the intent of the term is to refer to any privately funded and operated facility serving the public.

Title IV Telecommunications - Title IV covers regulations regarding private telephone companies, and requires common carriers offering telephone services to the public to increase the availability of interstate and intrastate telecommunications relay services to individuals with hearing and speech impairments.

Title V Miscellaneous Provisions - Title V contains several miscellaneous regulations, including construction standards and practices, provisions for attorney's fees and technical assistance provisions.

The Government Services provisions of the ADA, or Title II, have the greatest impact on local municipalities, including the Village of Key Biscayne. Title II applies the requirements of Section

504 of the Rehabilitation Act of 1973, plus some new requirements, to all state and local governments. The Village, through its interlocal agreements, may serve as a local administrator for projects with monies derived from federal or state governmental organizations with more than 50 employees, and thus adopts this plan to satisfy ADA statute provisions. In addition, as an employer and landlord, the Village is also directly and indirectly affected by the provisions of Titles I and III of the ADA.

Requirements and History

Under Title II of the ADA, all cities, municipalities, and state offices are required to complete a Transition Plan. A self-evaluation to review all the services, policies, and practices offered by each of the City's departments, divisions, and instrumentalities to its own citizens and to others, was to be prepared by January 26, 1993. The Village of Key Biscayne has enacted existing policies related to this federal law in regards to employment and effective communication, and in practice applies the law through facilities improvements as needed.

The ADA Self-Evaluation requires a review of a significant number of factors related to the provision of accessible programs, activities, and services, as well as the removal of architectural barriers in Village-owned facilities, and should be updated regularly as part of monitoring and status reporting processes. It is the Village of Key Biscayne's intent to effect full compliance with the ADA statutes.

Village ADA Self-Assessment

The following section details the self-evaluation results for the Village of Key Biscayne. Evaluations were undertaken in review of facilities and policies related to public buildings and facilities, including pedestrian facilities in the right-of-way and curb ramps, employment, effective communication, and monitoring and reporting policies.

Government and Public Buildings and Facilities:

An evaluation was undertaken in regards to ADA accessibility for existing public buildings in the Village of Key Biscayne. The Village has no buildings which would require remedial action under an ADA transition plan. During the evaluation the Village’s community center was undergoing renovations; however the building had adequate ADA-compliant accessibility ramps. The Florida Building Code, 5th Edition served as the primary basis of evaluation.

A field review of local public recreation sites within the Village such as beach access pathways, parks and restrooms indicated full ADA accessibility. Further, the Village is committed to ensuring that any development or acquisition of additional public buildings or properties within the Village will undergo an evaluation to determine compliance with ADA standards. If necessary, remedial actions to be undertaken to ensure full compliance with applicable federal, state, and local statutes.

The following table indicates the public facilities assessed during the field review:

Public Facility	ADA Accessible	Elevator	ADA Compliant
Village Hall	Yes	Yes	Yes
Council Chambers	Yes	Yes	Yes
Community Center	Yes	Yes	Yes
Fire Station	Yes	Yes	Yes
Village Green Restrooms	Yes	N/A	Yes
North Beach Access	Yes	N/A	Yes
Beach Park	Yes	N/A	Yes
Beach Park Restrooms	Yes	N/A	Yes
Lake Park	Yes	N/A	Yes

Pedestrian Facilities in the Right-of-Way:

The Americans With Disabilities Act requires all public agencies to develop an ADA Transition Plan for the installation of curb ramps or other sloped areas at all locations where walkways cross curbs. The plan must include a schedule for curb ramp installation and for other improvements necessary to achieve programmatic accessibility for persons with disabilities. The main purpose of this ADA Transition Plan is to describe the curb ramp and other pedestrian facility needs in the

Village of Key Biscayne ADA Transition Plan

Village, outlining the recommended procedures for implementing and scheduling remedial work to provide a complying system of curb ramps, pedestrian signals and sidewalks.

As part of this plan, the Village has assessed the availability of sidewalks and curb ramps within the corporate boundaries. For this assessment, the Village:

- 1) Identified the rights-of-way over which it has jurisdiction.
- 2) Evaluated existing conditions for deficiencies.
- 3) Prepared a listing and opinion of probable costs to bring into compliance.

The identification of these locations was important to ensure compliance with Title II of the 1990 ADA's requirements. Intersections within the Village were assessed for evaluation based on existing facilities, with sidewalks being a primary factor. 64 intersections were evaluated (Appendix A). The Florida Department of Transportation ADA standards provided the primary basis for the evaluation.

Within the Village, 18 of 64 intersections, or 28.1 percent, are ADA compliant, with accessibility ramps and other improvements. 46 of 64 intersections, or 71.8 percent, are ADA non-compliant as well as 5 bus stops, which will be remedied as funding becomes available. Improvements are slated to be made as funding becomes available and as needed during roadway reconstruction or repaving.

The following maps detail the location of needed improvements within the Village.



responsibility of the Village's designated ADA Coordinator. The Village has not been the subject of discrimination complaints in the past.

The Village is cognizant of the need for infrastructure improvements, and monitors the implementation of facilities and infrastructure necessary for compliance with ADA statutes in an as expeditious manner as possible. To achieve this goal, the Village maintains a list of necessary improvements by location, as noted by the Estimate of Probable Costs in Appendix C. This list is then monitored by Village Staff, with projects emplaced in the local Capital Improvements Program as monies become available.

Transition Plan Compliance Program

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Village of Key Biscayne will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

The Village of Key Biscayne will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Village programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Village of Key Biscayne, should contact Tony Brown, ADA Coordinator, at 305-365-7568 as soon as possible but no later than one (1) week before the scheduled event.

The ADA does not require the Village of Key Biscayne to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. The Village will strive to provide its services, programs and activities in the most accessible manner that is feasible.

Complaints that a program, service, or activity of the Village of Key Biscayne is not accessible to persons with disabilities should be directed to Tony Brown, ADA Coordinator, at 305-365-7568.

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or designee will contact the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or designee will respond to the complainant. The response will explain the position of the Village of Key Biscayne and offer options for substantive resolution of the complaint.

Public Involvement:

A copy of this Transition Plan will be published on the Village's website and the public will be invited to provide comments. Notice of the Plan's availability will be posted both on the Village's website and at the Village of Key Biscayne Town Hall. The plan will be updated, as needed, based on the comments received. Further, the Village will continue to ensure staff are trained on ADA requirements. Comments on the plan can be provided to the Village's ADA Coordinator in writing by letter or email to tbrown@keybiscayne.fl.gov, in person, or via phone at 305-365-7568. The Village will maintain a log of all comments registered.

ADA Capital Improvements Plan:

The Village is cognizant of the need to address accessibility at intersections within the municipal corporate limits, and will implement improvements as monies becomes available. The Village will prioritize the improvements based on roadway hierarchy and safety considerations.

In implementation, the Village recognizes that alterations to the roadway, including reconstruction, rehabilitation, widening, and resurfacing (with and without milling) triggers the obligation to provide curb ramps and other improvements under Title II's provisions. Thus, in planning for future crosswalk and/or road work, improvements to the roadway within the Village will include the improvements needed, as applicable, and will maintain the existing list of improvements as a reference for future roadway improvements. The Village will construct/improve curb ramps pursuant to the DOJ/DOT Technical Assistance Memo on the provision of curb ramps.

The Village will address deficiencies in access in the following ways:

- 1) The Village has a 5 year Capital Improvement Program which includes the milling and resurfacing of streets under its jurisdiction. As part of the milling and resurfacing projects ADA deficiencies in the right of way will be addressed.
- 2) Developers of undeveloped and redevelopment parcels will be required to address ADA deficiencies in the rights of way adjacent to their developments.
- 3) The Village will maintain a list of ADA improvements necessary, and will amend the list as improvements are constructed or as new needs arise from the development of future facilities and/or annexations.

The Village has prioritized the projects for implementation in four (4) categories). The projects were first ranked for safety implications, followed by proximity to proposed right-of-way improvements, such as those for the Safe Routes to School Program, with 0.1 and 0.25 mile proximity to proposed Trolley shuttle stops and the remainder being placed in the 3rd and 4th prioritization categories, respectively. The prioritization is listed by intersection, and detailed in Appendix D. It should be noted that in the future, should the Village plan to implement alterations to the roads next to areas with ADA deficiency, the prioritization table will change accordingly.

Immediate and Future Activities

This Section includes a series of concrete steps that the Village of Key Biscayne can undertake to support the phased-in approach to compliance discussed at the outset of this document. These activities are still in "Draft" form and will need to be adjusted or revised as necessary in accordance with resources as they become available.

A. IMMEDIATE ACTIVITIES (CURRENT YEAR and FY 2016-2017)

Some immediate steps that Key Biscayne is undertaking to ensure ADA compliance in the current year are:

1. Continue to identify sources of funding for installing curb ramps, crosswalks and other ADA improvements. The Village updated its ADA inventory in June 2016.
2. Continue conducting site inspections of facilities.
3. Engaging those in the disabled community in the process.
4. Ensure bus stops for proposed trolley route meet ADA standards.
5. Implement the Safe Routes to School projects that involve ADA compliance in the ADA inventory and update it accordingly.
6. Develop stronger awareness by publicizing the Title II/Section 504 program and activities within the Village of Key Biscayne, including establishing a presence on the Village's webpages.
7. Review and update the gap analysis of the existing data, document review for ADA compliance, and a Best Practices analysis for Transition Plans.
8. Implement Priority 1 projects

B. SHORT-TERM ACTIVITIES (2 TO 3 YEARS)

The following initiatives will potentially be started in the short-term:

1. Secure dedicated funding for incorporating ADA upgrades.
2. Continue public outreach efforts with respect to the Self-Evaluation and Transition Plan processes.
3. Reassess a set of priorities for the ADA proposed improvements inventory.
4. Update the ADA inventory by noting Safe Routes to School completed projects that involve ADA compliance. Implement remaining projects as necessary.
5. Amend the ADA 504/Transition Plan based on existing inventory efforts and include in the update of the Capital Improvements Element.
6. Develop ADA posters, signs, and brochures.
7. Continue training activities on ADA compliance.
8. Begin to implement Bus Stop and Priority 2 projects

C. INTERMEDIATE-TERM ACTIVITIES (4 TO 6 YEARS)

In order to effectively evaluate ADA performance and compliance, the Transition Plan will be updated periodically as the short-term goals are met and facilities are inventoried. Intermediate goals include the following tasks:

1. Update ADA 504/Transition Plan (All sections as applicable). Conduct a new Village Self Assessment.
2. Continue training activities on ADA compliance.
3. Continue public outreach efforts with respect to the Self-Evaluation and Transition Plan

processes.

4. Include ADA upgrades in programmed projects.
5. Monitor the continued adequacy of transit facilities servicing Key Biscayne.
6. Continue to implement Priority 2 and Priority 3 Projects

D. LONG-TERM ACTIVITIES (7 TO 10 YEARS)

Long-term goals aim to achieve the highest level of compliance with ADA regulations and incorporate ADA-related activities into the day-to-day activities of Key Biscayne. These goals are targeted for accomplishment within a 10-year timeframe.

1. Ensure that all Key Biscayne buildings and facilities built after 2018 comply with ADA standards.
2. Continue public outreach efforts with respect to the Self-Evaluation and Transition Plan processes.
3. Update and use the ADA inventory database to improve compliance efforts.
4. Incorporate ADA compliance into the day-to-day work of the Key Biscayne Public Works Department.
5. Complete and monitor annual progress of the curb ramp installation schedule.
6. Satisfy all the required elements of the Transition Plan.

Technical Aspects of ADA Improvements

Design and Regulation of Improvements:

The Village of Key Biscayne adheres to the ADA design standards put forth by the Florida Department of Transportation Design Standards, and as requirements required by the Florida Building Code. Specifically, the Village currently adheres to the 5th Edition of the Florida Building Code (2014). The technical provisions of the Design Standards as well as the Florida Department of Transportation's Plans Preparation Manual, as well as the Florida Building Code, as related to ADA accessibility to public facilities, is adopted by reference as part of this report.

The Village will also reference the ADA Standards for Accessible Design (ADASAD) and the ADA Standards for Transportation Facilities (ADASTF) as necessary.

The Village also notes that at times, there may be a need to utilize design exemptions and variances due to unavoidable constraints. On Florida Department of Transportation projects, the Village shall follow the procedures outlined in Chapter 23 of the Florida Department of Transportation's Plans Preparation Manual.

Application of Curb Ramps:

Curb ramps are needed wherever a sidewalk or other pedestrian walkway crosses a curb, and located to ensure a person with a mobility disability can travel from a sidewalk on one side of the

street, over or through any curbs or traffic islands, to the sidewalk on the other side of the street. However, the ADA does not require installation of ramps or curb ramps in the absence of a pedestrian walkway with a prepared surface for pedestrian use. Nor are curb ramps required in the absence of a curb, elevation, or other barrier between the street and the walkway. In locations where ADA curb ramps necessary, these requirements are triggered when roadways are altered, though not when the roadways are being maintained.

For the purposes of assessing whether Title II is applicable for the Village's identified curb ramp improvements, for the purposes of the transition plan the Village shall follow the determination of "alteration" as provided for by the *Department of Justice/Department of Transportation Joint Technical Assistance on the Title II of the Americans with Disabilities Act Requirements to Provide Curb Ramps when Streets, Roads, or Highways are Altered through Resurfacing* document as put forth by the US Department of Justice and US Department of Transportation.

Monitoring and Status Reporting

The Village currently is engaged in an on-going effort to construct curb ramps, sidewalks and other facilities at numerous locations, as noted in this self-assessment. This construction activity involves several types of projects, including street beautification, bicycle and pedestrian projects, utility and drainage construction projects and other capital improvement projects in the public right-of-way. In addition, when this ADA Transition Plan is approved and implemented, more curb ramps and related improvements will be reconstructed. The Village also commits to ensuring that any future public facilities are ADA compliant. In addition, should the Village annex any portion of unincorporated Miami-Dade County, the Village will update its list and monitor necessary improvements in the annexed areas.

While it is important to assure that codes and standards used to design and construct curb ramps and related improvements are up-to-date, it is equally important that improvements are constructed properly and in compliance with all applicable codes and standards. Therefore, the monitoring of construction activities and the reporting of the status of improvements is vital in assuring an effective overall compliance program.

The ADA Transition Plan details the methods and procedures for monitoring these construction activities and for tracking the status of compliance with the plan at all construction locations within the Village. As noted in the previous section, the Village shall use the appropriate design standards as the basis for monitoring the adequacy of facilities.

Record Keeping

The ADA Coordinator will maintain permanent records, which include, but are not limited to, copies of the ADA complaints and lawsuits and related documentation, and records of correspondence to and from complainants, and ADA investigations. The ADA Coordinator shall be responsible for conducting a biannual review of ADA records, and updating the Capital Improvements recommendations as necessary.

Appendix A: Location Map and Needed Improvements Maps



Village of Key Biscayne ADA Self-Assessment and Transition Plan

Intersection Locations Map

Legend

-  Location Number
-  Roadway



0 0.05 0.1 0.2 0.3
Miles

Prepared by:





Village of Key Biscayne ADA Self-Assessment and Transition Plan ROW Facilities Improvements Location Map

Legend

-  Missing DWS (Detectable Warning Surface)
-  Missing
-  Substandard
-  Multiple Improvements Needed (refer to ADA Field Assessment Table)
-  Roadway



0 0.05 0.1 0.2 0.3
Miles

Prepared by:
 THE CORRADINO GROUP





Village of Key Biscayne ADA Self-Assessment and Transition Plan

Non ADA-Compliant Bus Stops
Location Map

Legend

-  Bus Stops (Non-compliant)
-  Roadway



0 0.05 0.1 0.2 0.3
Miles

Prepared by:
THE CORRADINO GROUP
Engineering • Planning • Transportation • Environmental



Appendix B: ADA Field Assessment of Right-of-Way Facilities Table

ADA Field Assessment of Right-of-Way Facilities
Village of Key Biscayne

Location No.	Location Name	Pedestrian Ramps	Crosswalk	Pedestrian Signals	Pedestrian Detector	Pedestrian Sign
1	W Heather Dr & Harbor Dr	All existing ramps meet ADA. Missing DWS on NW and SW corners.	Missing crosswalks at all locations	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
2	W Heather Dr & Palmwood Ln	All existing ramps meet ADA. Missing DWS on SW and SE corners.	Existing crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
3	W Heather Dr & Allendale Rd	All existing ramps meet ADA. Missing DWS on SW and SE corners.	Existing crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
4	W Heather Dr & Warren Ln	All existing ramps meet ADA. Missing DWS on SW and SE corners.	Existing crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
5	W Heather Dr & Hampton Ln	All existing ramps meet ADA. Missing DWS on SW and SE corners.	Existing crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
6	W Heather Dr & Ridgewood Rd	All existing ramps meet ADA. Missing DWS on SW and SE corners.	Existing crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
7	W Heather Dr & Woodcrest Rd	All existing ramps meet ADA. Missing DWS on all ramps.	Existing crosswalk meets requirements but are faded	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
8	W Heather Dr & Glenridge Rd	All existing ramps meet ADA. Missing DWS on SW and SE corners.	Existing crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
9	Hampton Ln & Woodcrest Rd	Existing ramps meet ADA. Missing DWS on all ramps.	Existing crosswalk meets requirements and is made out of pavers and is not painted.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
10	W Heather Dr & Fernwood Rd	Existing North leg ramps meet ADA and have DWS. There is a ramp located at the SE location that has not connection to a crosswalk.	Existing North leg crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
11	W McIntyre St & Fernwood Rd	All existing ramps meet ADA.	Existing emphasize crosswalks meet requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
11A	W McIntyre St & Glenridge Rd	All existing ramps meet ADA.	Existing emphasize paver crosswalk meets requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
12	W Enid Dr & Glenridge Rd	All existing ramps meet ADA. Missing DWS on all ramps. Existing NE ramp does not connect properly to existing North leg crosswalk.	Existing emphasize crosswalks meet requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
13	W Enid Dr & Glenridge Rd	Existing NW ramp meets ADA but does not connect to any opposite ramps.	No crosswalk needed at this time since there is no sidewalk to connect to.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
14	Westwood Dr & Glenridge Rd	Existing ramps meet ADA. Missing DWS on all ramps.	Existing crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
15	Westwood Dr & Woodcrest Rd	Existing ramps meet ADA. Missing DWS on all ramps.	Existing crosswalks meet requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
16	Westwood Dr & Ridgewood Rd	Existing ramps meet ADA. Missing DWS on all ramps.	Existing paver crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
17	Westwood Dr & Hampton Ln	Existing ramps meet ADA. Missing DWS on all ramps.	Existing crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
18	Westwood Dr & Warren Ln	Existing ramps meet ADA. Missing DWS on all ramps.	Existing crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
19	Westwood Dr & Allendale Rd	Existing ramps meet ADA. Missing DWS on all ramps.	Existing crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
20	Westwood Dr & Curtiswood Dr	Existing ramps meet ADA. Missing DWS on all ramps.	Existing crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
21	Westwood Dr & Myrtlewood Ln	Existing ramps meet ADA. Missing DWS on all ramps.	Missing crosswalk	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
22	Harbor Cir & Harbor Dr	Existing ramps meet ADA. All ramps have DWS.	Missing crosswalk	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
23	Sunset Cir & Harbor Dr	Existing ramps meet ADA. All ramps have DWS.	Missing crosswalk	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection

ADA Field Assessment of Right-of-Way Facilities
Village of Key Biscayne

Location No.	Location Name	Pedestrian Ramps	Crosswalk	Pedestrian Signals	Pedestrian Detector	Pedestrian Sign
24	W Matheson Dr & Harbor Dr	Existing ramps meet ADA. All ramps have DWS.	Missing crosswalk	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
25	Bay Ln & Harbor Dr	Existing ramps meet ADA. All ramps have DWS.	Missing crosswalk	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
26	W McIntyre St & Ridgewood Rd	All existing ramps meet ADA.	Existing emphasize crosswalk meets requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
27	W McIntyre St & Woodcrest Rd	All existing ramps meet ADA. Missing DWS on SW ramp.	Existing emphasize crosswalk meets requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
28	W Enid Dr & Ridgewood Rd (South)	Existing NE ramp meets ADA but does not connect to any opposite ramps.	No crosswalk needed at this time since there is no sidewalk to connect to.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
29	W Enid Dr & Ridgewood Rd (North)	Missing pedestrian ramps.	Existing emphasize crosswalk does not connect to any pedestrian ramp.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
30	W McIntyre St & Sabal Palm Dr	Existing ramps meet ADA. Missing DWS on all ramps.	Existing paver crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
31	W McIntyre St & Satinwood Dr	Existing ramps meet ADA. Missing DWS on all ramps.	Existing paver crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
32	W McIntyre St & Allendale Rd	Existing NW ramp meets ADA. Existing NE ramp is substandard. Missing DWS on all ramps.	Existing paver crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
33	W McIntyre St & Warren Ln	Existing ramps meet ADA. Missing DWS on all ramps.	Existing paver crosswalk meets requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
34	W McIntyre St & Hampton Ln	Existing NE ramp meets ADA. Existing NW ramp is substandard. Missing DWS on all ramps.	Existing paver crosswalk meets requirements	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
35	W McIntyre St & Village Green Way	All existing ramps meet ADA.	Existing emphasize crosswalks meet requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
36	W Mashta Dr & Fernwood Rd	Existing ramps meet ADA. Missing DWS on all ramps.	Existing paver crosswalk meets requirements but paint is faded.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
37	Westwood Dr & Fernwood Rd	Existing ramps meet ADA. Missing DWS on all ramps.	Existing paver crosswalk meets requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
38	W Enid Dr & Fernwood Rd	Existing NW & NE ramps meet ADA. Existing SE ramp is substandard. Missing DWS on all ramps.	Existing crosswalk meets requirements. Existing east leg crosswalk is too skew. Missing crosswalk at west leg.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
39	W Mashta Dr & Glenridge Rd	Existing ramps meet ADA. Missing DWS on all ramps.	Existing crosswalk meets requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
40	W Mashta Dr & Woodcrest Rd	Existing NW ramp meet ADA. NE ramp is substandard. Missing DWS on all ramps.	Existing crosswalk meets requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
41	W Mashta Dr & Ridgewood Rd	Existing ramps meet ADA. Missing DWS on all ramps.	Existing crosswalk meets requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
42	W Mashta Dr & Allendale Rd	Existing NE ramp meet ADA. NW ramp is substandard. Missing DWS on all ramps.	Existing crosswalk meets requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
43	W Mashta Dr & Myrtlewood Ln	Existing ramps meet ADA. Missing DWS on all ramps.	Existing crosswalk meets requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
44	W Mashta Dr & N Mashta Dr	Existing NE ramp meets ADA but does not connect to any opposite ramps. Missing DWS.	No crosswalk needed at this time since there is no sidewalk to connect to.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
45	Harbor Ct & Fernwood Rd	Existing ramps meet ADA.	Existing crosswalk meets requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
46	Sonesta Dr & Caribbean Rd	Existing ramps meet ADA.	Existing crosswalk meets requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
47	Sonesta Dr & Gulf Rd	Existing ramps meet ADA.	Existing crosswalk meets requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection

Location No.	Location Name	Pedestrian Ramps	Crosswalk	Pedestrian Signals	Pedestrian Detector	Pedestrian Sign
48	Sonesta Dr & Pacific Rd	Existing ramps meet ADA.	Existing crosswalk meets requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
49	Sonesta Dr & Atlantic Rd	Existing ramps meet ADA.	Existing crosswalk meets requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
50	Westwood Dr & Harbor Dr	Existing ramps meet ADA.	Missing crosswalk	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
51	Crandon Blvd & Harbor Dr	All existing ramps meet ADA.	Existing paver crosswalks meet requirements.	All pedestrian signals are countdown and meet requirements	All pedestrian detectors are located more than 10' from curb & gutter therefore they do not meet requirements.	All faded.
52	Crandon Blvd & Key Colony	All existing ramps meet ADA. One ramp on the median located at the Key Colony entrance, this ramp is in conflict with an existing inlet and needs to be relocated. DWS at NW ramp does not meet requirements. Missing DWS on north median ramp.	Existing paver crosswalks meet requirements.	All pedestrian signals are countdown and meet requirements	All pedestrian detectors are located more than 10' from curb & gutter therefore they do not meet requirements, except one at the median located at the Key Colony entrance.	All faded.
53	Crandon Blvd & Sonesta Dr	All existing ramps meet ADA.	Existing paver crosswalks meet requirements.	All pedestrian signals are countdown and meet requirements	NE and SW pedestrian detectors are located more than 10' from curb and gutter therefore they do not meet requirements.	All sign are faded except NW sign that is missing.
54	Crandon Blvd & E Heather Dr	All existing ramps meet ADA.	Existing paver crosswalks meet requirements.	New pedestrian sign with warning lights	Audible pedestrian detector	All meet requirements
55	Crandon Blvd & Grand Bay Dr	All existing ramps meet ADA except SW ramp is substandard. Missing DWS at both ramps located at west leg of the intersection.	Existing paver crosswalks meet requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
56	Crandon Blvd & Galen Dr	All existing ramps meet ADA.	Existing paver crosswalks meet requirements.	All pedestrian signals are countdown and meet requirements	All pedestrian detectors are located more than 10' from curb & gutter therefore they do not meet requirements.	All signs meet requirements.
57	Crandon Blvd & W Enid Dr/Sunrise Dr	All existing ramps meet ADA.	Existing paver crosswalks meet requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
58	Crandon Blvd & E Enid Dr	All existing ramps meet ADA.	Existing paver crosswalks meet requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
59	Crandon Blvd & Westwood Dr	NW, SW, NE and both median ramps are substandards. The others meet ADA.	Existing paver crosswalks meet requirements.	All pedestrian signals are countdown and meet requirements	NW pedestrian detector meets requirements. The others are located more than 10' from curb and gutter therefore they do not meet requirements	All signs meet requirements.
60	Crandon Blvd & W Mashta Dr	NW, SW, NE and both median ramps are substandards. The others meet ADA.	Existing paver crosswalks meet requirements.	Missing all pedestrian signals	Missing NW, SW and SE pedestrian detector.	All signs are missing
61	Crandon Blvd & Seaview Dr/Knollwood Dr	All existing ramps meet ADA.	Existing paver crosswalks meet requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
62	Crandon Blvd & Grapetree Dr	All existing ramps meet ADA.	Existing paver crosswalks meet requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection
63	Crandon Blvd & Arthur Lamb Jr Rd	All existing ramps meet ADA.	Existing paver crosswalks meet requirements.	Unsignalized Intersection	Unsignalized Intersection	Unsignalized Intersection

ADA Field Assessment of Bus Stops
 Village of Key Biscayne

Crandon Blvd SB	
Location	Remark
North of intersection of Crandon Blvd and Harbor Dr	Existing bus bay is adjacent to a 6' sidewalk. According to standards, an 8'x5' landing pad is required; however, there are R/W constraints to provide 8' sidewalk. It is recommended to obtain R/W or widen up to the maximum width of R/W in order to provide as much width of sidewalk as possible.
Harbor Dr SB	
Location	Remark
Intersection of Harbor Dr and Woodcrest Rd	Bus needs to use a driveway for stopping otherwise pedestrians need to walk on sod. An 8'x5' wide bus landing pad connecting sidewalk with edge of pavement is required for ADA compliance.
Intersection of Harbor Dr and McIntyre St	No connection between sidewalk and edge of pavement. An 8'x5' wide bus landing pad connecting sidewalk with edge of pavement is required for ADA compliance.
Intersection of Harbor Dr and W Mashta Dr	Bench and trash receptacle observed at bus stop. Bench does not appear to be village-owned as it is not standard. To meet ADA compliance, a standard bench, sidewalk connection and an 8'x5' wide bus landing pad connecting sidewalk with edge of pavement is required. Otherwise, unofficial bench must be removed.
Harbor Dr NB	
Location	Remark
Intersection of Harbor Dr and Woodcrest Rd	No connection between sidewalk and edge of pavement. An 8'x5' wide bus landing pad connecting sidewalk with edge of pavement is required for ADA compliance.

Appendix C: Estimate of Probable Costs

Village of Key Biscayne ADA Self-Assessment and Transition Plan 2016 Engineer's Cost Estimate					
Road/Path Segment	Recommendations	Unit Cost	Unit	QTY	Total
Crandon Blvd	Crossing Improvement at Harbor Dr/Ocean Lane Drive				
	Pedestrian Detector Post	\$1,750.00	EA	4	\$7,000.00
	Pedestrian Detector Audible/Pedestrian Sign	\$5,500.00	EA	4	\$22,000.00
	Pedestrian Detector Remove	\$50.00	EA	4	\$200.00
	Crossing Improvement at Key Colony				
	Pedestrian Detector Post	\$1,750.00	EA	4	\$7,000.00
	Pedestrian Detector Audible/Pedestrian Sign	\$5,500.00	EA	4	\$22,000.00
	Pedestrian Detector Remove	\$50.00	EA	4	\$200.00
	Realign Existing Paver Crosswalk/Pavers Roadway	\$100.00	SY	135	\$13,500.00
	Detectable Warning Surface	\$30.00	SF	48	\$1,440.00
	Crossing Improvement at Sonesta Dr				
	Pedestrian Detector Post	\$1,750.00	EA	2	\$3,500.00
	Pedestrian Detector Audible/Pedestrian Sign	\$5,500.00	EA	4	\$22,000.00
	Pedestrian Detector Remove	\$50.00	EA	4	\$200.00
	Crossing Improvement at Grand Bay Dr				
	Concrete Sidewalk, 4" Thick	\$40.00	SY	8	\$320.00
	Detectable Warning Surface	\$30.00	SF	48	\$1,440.00
	Crossing Improvement at Galen Dr				
	Pedestrian Detector Post	\$1,750.00	EA	4	\$7,000.00
Pedestrian Detector Audible/Pedestrian Sign	\$5,500.00	EA	4	\$22,000.00	
Pedestrian Detector Remove	\$50.00	EA	4	\$200.00	
Crossing Improvement at Westwood Dr					
Concrete Sidewalk, 4" Thick	\$40.00	SY	40	\$1,600.00	
Detectable Warning Surface	\$30.00	SF	40	\$1,200.00	
Pedestrian Detector Post	\$1,750.00	EA	3	\$5,250.00	
Pedestrian Detector Audible/Pedestrian Sign	\$5,500.00	EA	4	\$22,000.00	
Pedestrian Detector Remove	\$50.00	EA	4	\$200.00	
Crossing Improvement at Mashta Dr					
Concrete Sidewalk, 4" Thick	\$40.00	SY	32	\$1,280.00	
Detectable Warning Surface	\$30.00	SF	32	\$960.00	
Aluminum Signals Pole, Pedestal	\$1,100.00	EA	4	\$4,400.00	
Pedestrian Signals, 2 Ways	\$950.00	AS	4	\$3,800.00	
Pedestrian Detector Remove	\$50.00	EA	1	\$50.00	
W Heather Dr					
Crossing Improvement at Harbor Dr					
Detectable Warning Surface	\$30.00	SF	20	\$600.00	
Thermoplastic Striping, 12"	\$2.00	LF	88	\$176.00	
Crossing Improvement at Palmwood Ln					
Detectable Warning Surface	\$30.00	SF	20	\$600.00	
Crossing Improvement at Alendale Rd					
Detectable Warning Surface	\$30.00	SF	20	\$600.00	
Crossing Improvement at Warren Ln					
Detectable Warning Surface	\$30.00	SF	20	\$600.00	
Crossing Improvement at Hampton Ln					
Detectable Warning Surface	\$30.00	SF	20	\$600.00	
Crossing Improvement at Ridgewood Rd					
Detectable Warning Surface	\$30.00	SF	20	\$600.00	
Crossing Improvement at Woodcrest Rd					
Detectable Warning Surface	\$30.00	SF	40	\$1,200.00	
Thermoplastic Striping, 12"	\$2.00	LF	88	\$176.00	
Crossing Improvement at Glenridge Rd					

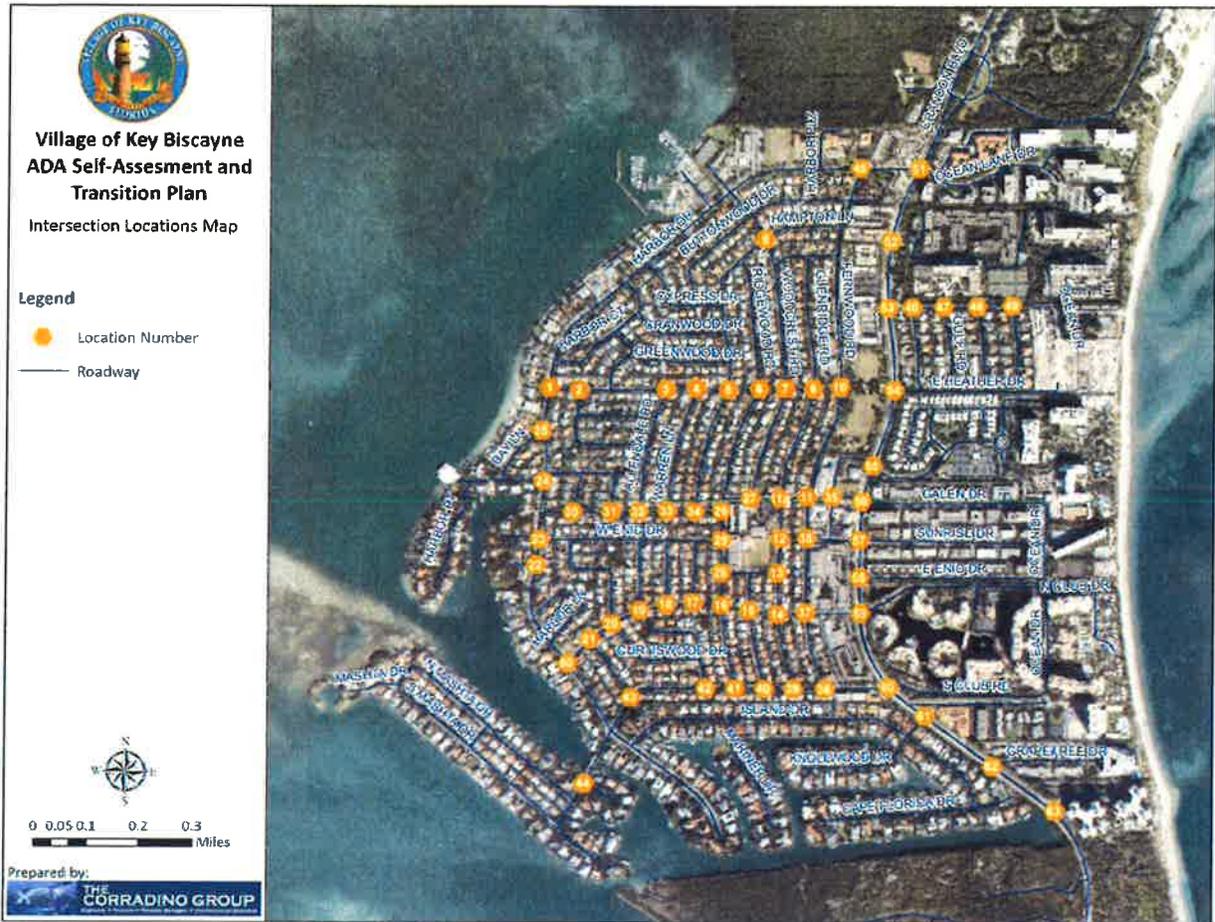


Village of Key Biscayne ADA Transition Plan

Village of Key Biscayne ADA Self-Assessment and Transition Plan 2016 Engineer's Cost Estimate					
Road/Path Segment	Recommendations	Unit Cost	Unit	QTY	Total
	Detectable Warning Surface	\$30.00	SF	20	\$600.00
Hampton Ln	Crossing Improvement at Woodcrest Rd				
	Detectable Warning Surface	\$30.00	SF	20	\$600.00
Fernwood Rd	Crossing Improvement at W Enid Dr				
	Concrete Sidewalk, 4" Thick	\$40.00	SY	8	\$320.00
	Detectable Warning Surface	\$30.00	SF	30	\$900.00
	Thermoplastic Striping, 24"	\$2.50	LF	80	\$200.00
	Crossing Improvement at Westwood Dr				
	Detectable Warning Surface	\$30.00	SF	40	\$1,200.00
	Crossing Improvement at W Mashta Dr				
	Detectable Warning Surface	\$30.00	SF	40	\$1,200.00
	Thermoplastic Striping, 12"	\$2.00	LF	88	\$176.00
Harbor Dr	Crossing Improvement at Harbor Cir				
	Thermoplastic Striping, 12"	\$2.00	LF	64	\$128.00
	Crossing Improvement at Sunset Cir				
	Thermoplastic Striping, 12"	\$2.00	LF	64	\$128.00
	Crossing Improvement at W Matheson Dr				
	Thermoplastic Striping, 12"	\$2.00	LF	86	\$172.00
	Crossing Improvement at Bay Ln				
	Thermoplastic Striping, 12"	\$2.00	LF	94	\$188.00
W McIntyre St	Crossing Improvement at Sabal Palm Dr				
	Detectable Warning Surface	\$30.00	SF	20	\$600.00
	Crossing Improvement at Satinwood Dr				
	Detectable Warning Surface	\$30.00	SF	20	\$600.00
	Crossing Improvement at Allendale Rd				
	Concrete Sidewalk, 4" Thick	\$40.00	SY	6	\$240.00
	Detectable Warning Surface	\$30.00	SF	20	\$600.00
	Crossing Improvement at Warren Ln				
	Detectable Warning Surface	\$30.00	SF	20	\$600.00
	Crossing Improvement at Allendale Rd				
	Concrete Sidewalk, 4" Thick	\$40.00	SY	6	\$240.00
	Detectable Warning Surface	\$30.00	SF	20	\$600.00
	Crossing Improvement at Woodcrest Rd				
	Detectable Warning Surface	\$30.00	SF	10	\$300.00
Westwood Dr	Crossing Improvement at Harbor Dr				
	Thermoplastic Striping, 12"	\$2.00	LF	48	\$96.00
	Crossing Improvement at Myrtlewood Ln				
	Detectable Warning Surface	\$30.00	SF	20	\$600.00
	Thermoplastic Striping, 12"	\$2.00	LF	52	\$104.00
	Crossing Improvement at Curtiswood Dr				
	Detectable Warning Surface	\$30.00	SF	20	\$600.00
	Crossing Improvement at Allendale Rd				
	Detectable Warning Surface	\$30.00	SF	20	\$600.00
	Crossing Improvement at Warren Ln				
	Detectable Warning Surface	\$30.00	SF	20	\$600.00
	Crossing Improvement at Hampton Ln				
	Detectable Warning Surface	\$30.00	SF	20	\$600.00
	Crossing Improvement at Ridgewood Rd				
	Detectable Warning Surface	\$30.00	SF	20	\$600.00
	Crossing Improvement at Woodcrest Rd				



Appendix D: Project Prioritization



Priority Level	Location	Reasoning	Recommended Implementation Year
1	52, 60	Safety	1
2a	1, 2, 7, 10, 23, 30, 43, 55, 56	Safe Routes Implementation, proximity to Trolley/bus stops (0.1 mile)	2-3
2b	3, 4, 5, 6, 9, 11a, 12, 14, 15, 16, 17, 18, 19, 20, 21, 27, 29, 31, 32, 33, 33, 34, 36, 39, 41, 42	Safe Routes Implementation, proximity to Trolley/bus stops (0.25 mile)	2-3, 4-6
3	8, 22, 24, 25, 37, 38, 44	Proximity to Trolley stops	4-6
4	15, 24, 40, 61, All Audible signalization projects	As needed	4-6

Appendix E: Village Adopted Policies



VILLAGE OF KEY BISCAYNE DISABILITY NON-DISCRIMINATION POLICY

The Village of Key Biscayne is committed to complying the Americans with Disabilities Act (“ADA”). It is the Village’s policy that an individual shall not be excluded from participation in or denied the benefits of the Village’s services, programs and activities because of that individual’s disability, or otherwise be discriminated against on the basis of disability. The Village will provide reasonable modifications in its policies, practices or procedures for an individual with a disability, unless the modification would fundamentally alter the nature of the Village’s service, program or activity. The Village has appointed an ADA Coordinator to assist and provide information to individuals with disabilities:

Tony O. Brown
88 West McIntyre Street
Key Biscayne, FL 33149
Email: tbrown@keybiscayne.fl.gov
Telephone (voice): 305-365-8945

PROCEDURE TO REQUEST A REASONABLE MODIFICATION

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 Village’s ADA Coordinator at least three (3) business days in advance. **Request Related To A Service, Program or Activity (other than a public meeting):** A request for a reasonable modification of a policy, practice or procedure of the Village or for a sign language interpreter or other auxiliary aide and service in order for an individual with a disability to attend or participate in a service, program or activity of the Village should be directed to the Village’s ADA Coordinator or the Director of the Department responsible for that service, program or activity. The request must be submitted to the ADA Coordinator or responsible Department Director at least three (3) business days in advance of the scheduled service, program or activity.

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 Village; (ii) has been excluded from participation in or denied the benefits of a Village service, program or activity on the basis of disability; or (iii) has been denied a reasonable modification to access a Village service, program or activity. To file a grievance, the individual must complete and submit the Village’s “Disability Discrimination or Modification Grievance Form.” The form is available upon request from the ADA Coordinator and on the

Village's website: www.keybiscayne.fl.gov (Please see the "ADA Notice" tab). The form may be submitted by fax, mail or email to the ADA Coordinator. 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 Village investigates grievances received within thirty (30) days from the date of the alleged incident. The Village will only investigate grievances that are complete and that indicate a possible violation of this policy. The investigation may include interviews with the complainant and witnesses and review of the records or documents relevant to the grievance. The Village 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 Village will take corrective action to address the issue. If more information is needed to investigate the grievance, the Village may contact the complainant, who will have ten (10) days to submit the additional information. If the complainant does not submit the information, the Village may close the case. The Village may also close the case if the complainant no longer wishes to pursue the grievance. After completion of the investigation, the Village 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. The request should be submitted to the ADA Coordinator. The Village will respond to the request for review in writing or, when appropriate, in an alternative format, such as large print, Braille, or an audio file. If information is needed in another language, please contact the ADA Coordinator.

VILLAGE OF KEY BISCAYNE
Title VI/ADA complaint Form/Formulario de Queja del Titulo VI

Section I/Seccion I		
Name/Nombre :		
Address/Direccion :		
Telephone (Home): <i>Telefono (Casa):</i>	(Work/Trabajo):	(Cell/Celular):
Email address/Correo Electronico :		
Section II/Seccion II:		
Are you filing this complaint on your own behalf? <i>Esta usted presentando esta queja en su nombre?</i>	Yes/Si * <input type="radio"/>	No/No <input type="radio"/>
*If you answered "Yes" to this question, go to Section III. * Si contesto "Si" a esta pregunta, vaya a la Seccion III.		
If you answered "No" to this question, please supply the name and relationship of the person for whom you are complaining. <i>Si contesto "No" a esta pregunta, por favor provea el nombre y el tipo de la relacion de la persona por la cual se esta quejando:</i>		
Please explain why you have filed for a third party: <i>Por favor explique porque esta presentando por una tercera persona:</i>		
Section III/Seccion III:		
I believe the discrimination I experienced was based on (check all that apply) <i>Yo creo que la discriminacion que experimente esta basada en (marque todas las que apliquen)</i>		
<input type="radio"/> Race/Raza	<input type="radio"/> Color/Color	<input type="radio"/> National origin/Origen Nacional
<input type="radio"/> Sex/Sexo	<input type="radio"/> Age/Edad	<input type="radio"/> Disability/Discapacidad
Date of alleged Discrimination (month/day/year): _____ <i>Fecha de alegada discriminacion (mes/dia/año)</i>		

