

Baker County, Florida

**DRAFT**

**Americans with Disability Act (ADA)  
Transition Plan**



**Approved By:  
BAKER COUNTY BOARD OF COUNTY COMMISSIONERS**

Approved Date: \_\_\_\_\_

## **I. Introduction**

The American with Disabilities Act (ADA) of 1990 is a civil rights statute (herein after referred to as the ACT) that prohibits discrimination against people who have disabilities. There are five separate Titles (sections) of the Act relating to different aspects of potential discrimination. Title II of the Act specifically addresses the subject of making public services and public transportation accessible to those with disabilities. With the advent of the Act, designing and constructing facilities for public use that are not accessible by people with disabilities constitutes discrimination.

The Act applies to all facilities, including both facilities built before and after 1990. As a necessary step to meet the requirements of the Act and to provide accessibility under ADA, state and local governments, public entities or agencies are required to perform self-evaluations of their current facilities (and infrastructure) to determine compliance with the accessibility standards of ADA. The agencies are then required to develop a Program Access Plan, which can also be called a Transition Plan, to address any deficiencies. The Transition Plan is intended to achieve the following:

1. Provide a list of obstacles to ADA compliance and the procedure for removing and/or accommodating these obstacles,
2. Provide a list of structural modifications that are needed,
3. The timeline when these changes will be accomplished,
4. Estimated costs of each change outlined in the plan,
5. Identify the public officials responsible for implementation of the Transition Plan.

The Transition Plan is required to be updated periodically until all accessibility barriers are removed.

This Transition Plan describes the process by which facilities are being evaluated and prioritized for accessibility improvements and establishes initial budget to initiate improvements based on the priority criteria. Evaluation of facilities to determine the next phase of scheduled construction activities for scheduling and budgeting of phased improvements will be conducted annually during the annual update of the Transition Plan.

## **II. Public Participation in development of the ADA Transition Plan**

Baker County residents were able to take advantage of the following outreach efforts:

- Outreach to Persons with Visual Impairments: The ADA Transition Plan will be made available to persons who are visually impaired via large print text document. Persons with visual impairments who have access to software that converts text to audio will be provided the document via e-mail, floppy disks or CDs. Florida Relay Services has a free telephone reader service for individuals who are blind or with visual impairments that includes information on the ADA Transition Plan.
- Regional Planning Council review: The proposed plan will be presented to the North Florida Regional Planning Council for review and opportunity for input.
- Press notice of Public Workshop – The County will post a notice in the Baker County Press newspaper about a public hearing for comments on the ADA transition Plan.

- **Public Workshop and Hearing**  
The Board of County Commissioners will hold a public workshop on the draft ADA Transition Plan, which will begin a 30-day comment period on the draft document. The Board then will hold a public hearing to approve the ADA Transition Plan. Baker County residents will be able to submit formal comments about this ADA Transition Plan, either in written form or at a public workshop.
- **Website-** The final approved ADA transition Plan will be available on the County's website.

### **III. New Construction and Renovations**

New Construction and renovations are done to meet both Florida and Federal standards for disability access. Capital Improvements Projects (CIP) designs and construction shall incorporate up-to-date standards to bring areas under construction to current ADA standards. County building standards and details are updated annually and verified to comply with latest ADA standards.

### **IV. Maintenance Program**

Sidewalks, curb ramps, detectable warnings, intersections, crossing, signs, landscape materials and accessible pedestrian signals shall be inspected at last every three years for compliance and ensure they do not constitute hazards to the public. Sidewalk and ramp replacement and upgrades will be completed in several locations throughout the County based on a written schedule.

### **V. Steps to Compliance – Methods to Remove Barriers and make Facilities accessible**

The County completed the self-evaluation activities and will provide funding to upgrade facilities on an annual basis. Funding will be budgeted to upgrade facilities including sidewalks, ramps and facility access with projects prioritized by most needed which is “access – entrance into and exit out of facilities and sidewalks”. In fiscal year 2018-19, \$5,000 will be allocated towards ADA upgrades, with an estimated \$5,000 per year in future years. Any work will be coordinated and approved for compliance with Federal and State building codes by the County's building official prior to commencement.

### **VI. Designation of an ADA Coordinator**

By adoption of this ADA Transition Plan, the Baker County Board of County Commissioners assign the County Manager as the dedicated position to specifically handle all ADA related issues.

Kennie Downing  
County Manager  
Baker County Board of County Commissioners  
55 N. 3<sup>rd</sup> Street  
Macclenny FL 32063  
Email: [kennie.downing@bakercountyfl.org](mailto:kennie.downing@bakercountyfl.org)  
Phone (904) 259-3613

### **VII. Public Outreach Program**

Outreach activities are outlined in Title VI and ADA Plan. An important part of this outreach is naming Kennie Downing, County Manager as the ADA Officer and providing publication of the documents

on the County's website with clear procedures to obtain public input regarding needs of the community.

### **VIII. Complaint Procedure**

The complaint procedure is clearly outlined in the Title II and ADA Plan and published through a variety of public medias including the Baker County website at [www.bakercountyfl.org/legaldisclaimers.php](http://www.bakercountyfl.org/legaldisclaimers.php)

Further information regarding complaint procedures or to submit a written complaint, please contact:

Kennie Downing  
County Manager  
Baker County Board of County Commissioners  
55 N. 3<sup>rd</sup> Street  
Macclenny FL 32063  
Email: [kennie.downing@bakercountyfl.org](mailto:kennie.downing@bakercountyfl.org)  
Phone (904) 259-3613

Your complaint will be acknowledged within 15 days of receipt and within 15 calendar days will receive a response to the complaint.

A decision may be appealed to the Chairman of the Board of County Commissioners. Please contact the Board Secretary at 904-259-3613.

Complaint files retained for three years.

- For persons with TTY/TTD or requiring calling assistance, please contact: Florida Relay Services: 711 or 1-800-955-8771 (TTY) or 1-800-955-8770 (Voice)

### **IX. Self-Evaluation of Facilities**

The County has completed self-evaluation on most facilities and continues to examine and evaluate remaining facilities to inventory and schedule required upgrades. Facility self-evaluations have been completed as shown on the following pages:

# ADA Transition Plan

## Part 1 – County Parks

Baker County, Florida has evaluated its parks to determine whether parks and park facilities are accessible in accordance with Americans with Disabilities Act standards. This self-evaluation has resulted in a Transition Plan to bring all parks into compliance. The County currently has 11 Parks. The County operates and maintains the parks. The Transition Plan evaluates the following design features:

- Parking facilities for number and design of accessible parking spaces;
- Site access points;
- Access to site amenities such as restrooms, picnic areas, playgrounds, pavilions, etc.;
- Accessibility of facilities for various recreation programs.

Summary of this self-evaluation of parks facilities:

1. Knabb Sports Complex– needs access upgrades, bathrooms, parking
2. Minger Field (girls softball) – needs access upgrades, playground, parking
3. Volleyball Courts and Park Complex -- needs access upgrades, pavilion, playground, parking
4. Veterans Memorial Park – needs access upgrades, parking
5. Equestrian Center – needs access upgrades, parking
6. St. Marys Shoals Park – needs access upgrades, pavilion, parking
7. Taylor Park – needs access upgrades, playground, parking
8. Jiles S. Hall Park – needs access upgrades, playground, pavilion, parking
9. Cuyler Park – needs access upgrades, playground, pavilion, parking
10. King Ruise Memorial Park – needs access upgrades, playground, pavilion, parking
11. Jonesville Park– needs access upgrades, playground, pavilion, parking

## Part 2 – Facilities

Baker County, Florida has evaluated its government facilities to determine whether buildings are accessible in accordance with Americans with Disabilities Act standards. This self-evaluation has resulted in a Transition Plan to bring all facilities into compliance. The County currently has 20 facilities with access to the public. The Transition Plan evaluates the following design features:

- Parking facilities for number and design of accessible parking spaces;
- Site access points and building entries;
- Access to facilities such as restrooms, meeting rooms, service desks, elevators, etc.;
- Adequacy of various forms of communications to meet the needs of those with disabilities.

The summary of this self-evaluation of County facilities:

#### List of County Facilities

1. County Administration Office (55 N. 3<sup>rd</sup> Street.) – needs access upgrades, parking, restroom, service desks, communication.
2. Baker County Courthouse (339 E. Macclenny Ave) – needs access upgrades, service desks, communication.
3. Property Appraiser/Tax Collector/Supervisor of Elections (32 N. 5<sup>th</sup> Street) - restroom, service desks, communication.
4. Emily Taber Public Library (14 McIver Ave W) – parking.
5. Community Development & Veterans Svcs (360 E. Shuey Ave) - needs access upgrades, elevator, parking, restroom, service desks, communication.
6. Road Department (8156 Cypress St.)- needs access upgrades, parking, restroom, communication.
7. Ag Extension Office (1025 W. Macclenny Ave.) - parking, restroom, service desks, communication.
8. Baker County Health Dept (480 W. Lowder Street) - Compliant.
9. Animal Control (14564 Deputy Dawg Lane) - needs access upgrades, parking, restroom, service desks, communication.
10. Public Defender (81 N. 3<sup>rd</sup> Street) - needs access upgrades, parking, restroom, service desks, communication.
11. EMS main Station – (1190 W. Macclenny Ave) - needs access upgrades, parking, restroom, service desks, communication.
12. Fire Station 10 – Southeast Macclenny (4980 Jeff Starling Road) - needs access upgrades, parking, restroom, communication.
13. Fire Station 20 – Twin Bridges (14496 North State Road 121) - needs access upgrades, parking, restroom, communication.
14. Fire Station 30 – Cuyler (19145 North County Road 125) - needs access upgrades, parking, restroom, communication.
15. Fire Station 40 – Taylor (26461 County Road 250) - needs access upgrades, parking, restroom, communication.
16. Fire Station 50 – Glen St. Mary (10058 South Glen Ave) - needs access upgrades, parking, restroom, communication.
17. Fire Station 60 – Baxter (27310 County Road 127 North) - needs access upgrades, parking, restroom, communication.
18. Fire Station 70 – Sanderson (14275 US Hwy 90 West) - needs access upgrades, parking, restroom, communication.
19. Fire Station 80 – Olustee (5644 Lulu Road) - needs access upgrades, parking, restroom, communication.
20. Fairgrounds (5567 Lauramore Rd.) - needs access upgrades, parking, communication.
21. Post Office (39 W. Lowder St.) – Compliant.

### **Part 3 – Sidewalks**

Baker County, Florida has evaluated its sidewalk facilities to determine whether existing sidewalks are in compliance with the Americans with Disabilities Act standards. This self-evaluation has resulted in a Transition Plan to bring all sidewalks into compliance. Within the unincorporated portions of the County, there are 7 intersections where there are existing sidewalks. As Baker County is primarily rural, a large majority of intersections do not have curbs or sidewalks at the present time. (See “Existing Sidewalk ADA Inventory” below for listing of roads with sidewalks) The County also owns and maintains several roads within the city limits of Macclenny, which are listed separately in this report.

The Transition Plan evaluates curb ramps at the following locations:

1. Where curb ramps do not exist rendering the sidewalk inaccessible;
2. Where existing curb ramps do not comply with current standards and require renovation;
3. Where future sidewalk projects are planned.

The Transition Plan evaluates the following design features:

1. Proper detectable surface;
2. Not exceeding allowable longitudinal or cross slopes except where existing conditions do not prohibit modification;
3. Proper transitions between the curb ramps and adjacent surfaces except where existing conditions prohibit modification.

The County’s commitment to accessibility in the sidewalk system includes:

1. All new sidewalk construction to be completed in accordance with current Federal Highway administration accessibility standards, specifications, and design details.
2. All non-compliant curb ramps to be corrected at the time of road resurfacing or reconstruction unless existing conditions prohibit meeting the required standards. In cases where existing condition prohibit modification, available measures to improve compliance will be completed.
3. Subject to annual budget allocations, allotting at least \$0 per year to upgrade curb ramps until such time as the County’s sidewalks are fully ADA compliant.
4. Prioritizing curb ramp construction using the following guidelines:
  - a. Feedback from disabled residents,
  - b. Access to government facilities and offices,
  - c. Access to places of public accommodation,
  - d. Access to public transit
  - e. Enhancing safety in areas of significant pedestrian use,
  - f. Construct missing curb ramps,
  - g. Upgrade non-complaint curb ramps.
5. A mechanism for public involvement in the process.

See attached “Existing Sidewalk ADA Inventory” for self-evaluation of existing sidewalks and ADA ramps.

### **Part 4 - Schedule for Completion:**

Funding on an annual basis as well as alternate funding sources such as road construction revenue and various granting programs are utilized to upgrade and increase the number of ADA accessible facilities and sidewalks. In fiscal year 2018-19, \$5,000 will be allocated, with an estimated \$5,000

per year for the next 6 years. Funding will be budgeted and projects prioritized by most needed; the first priority being “access – entrance into and exit out of facilities and sidewalks”. Any work will be coordinated and approved for compliance with Federal and State building codes by the County’s building official prior to commencement.

The County's priority for improvements are:

- a. Access to government facilities and offices
- b. Feedback from disabled residents,
- c. Access to places of public accommodation,
- d. Access to public transit
- e. Enhancing safety in areas of significant pedestrian use,

Fiscal Year	Projects for the Year	Estimated Cost
2018-19	1) Courthouse: Automatic entrance door 2) Tax Collector: Automatic entrance door replacement	\$5,000 (Courthouse facilities fund) \$5,000 (Gen fund: ADA compliance)
2019-20	1) Administration: Ramp refresh, parking re-paint & sign, 1 bathroom. 2) Library: Parking re-paint	\$5,000
2020-21	Ag Extension Part 1: Parking, automatic doors	\$5,000
2021-22	Ag Extension Part 2: Women’s bathroom	\$5,000
2022-23	Ag Extension Part 3: Men’s bathroom	\$5,000

Completion of all required ADA upgrades and improvements is a high priority for the County and continues as we move forward.



Existing Sidewalk ADA Inventory  
Prepared July 2018

Street Name	From	To	ADA Ramp?	Tactile Surface?	Slopes Met?	Est. Cost	Notes/Status:
Cr 127	US 90	Five Churches Rd	Y	Dome Mat	Y		Complies
N CR 229	US 90	Gaskins Cir	Y	Concrete Stamp	Y		Complies
CR 139	US 90	King Ruise Rd	Y	Dome Mat	Y		Complies
S CR 125	US 90	S Glen Blvd	Y	Dome Mat	Y		Complies
N CR 125	US 90	Blair Cir	Y	Dome Mat	Y		Complies
CR 23A	US 90	SR 228	Y	Dome Mat	Y		Complies
N CR 228	US 90	E North Blvd	Y	Dome Mat	Y		Complies



## **Baker County Grievance Procedure under The Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Baker County Board of County Commissioners ("Baker County"). The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Kennie Downing  
County Manager and ADA Coordinator  
55 N. 3<sup>rd</sup> Street  
Macclenny FL 32063  
Email: [countymanager@bakercountyfl.org](mailto:countymanager@bakercountyfl.org)  
Phone (904) 259-3613

Within 15 calendar days after receipt of the complaint, the County Manager or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the County Manager or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Baker County and offer options for substantive resolution of the complaint.

If the response by the County Manager or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Chairman of the Board of County Commissioners. Please contact the Board Secretary at 904-259-3613.

Within 15 calendar days after receipt of the appeal, the Chairman of the Board of County Commissioners will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Chairman of the Board of County Commissioners will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the County Manager or his/her designee, appeals to the Chairman of the Board of County Commissioners or his/her designee, and responses from these two offices will be retained by Baker County for at least three years.



## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), Baker County Board of County Commissioners, Florida ("Baker County") will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

***Employment:*** Baker County does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

***Effective Communication:*** Baker County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Baker County's 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.

***Modifications to Policies and Procedures:*** Baker County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Baker County offices, even where pets are generally prohibited.

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 Baker County, should contact the ADA Coordinator designated as the County Manager, 55 N. 3<sup>rd</sup> St, Macclenny FL 32063. E-mail: [countymanager@bakercountyfl.org](mailto:countymanager@bakercountyfl.org). Phone: (904) 259-3613 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Baker County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Baker County is not accessible to persons with disabilities should be directed to the ADA Coordinator designated as the County Manager, 55 N. 3<sup>rd</sup> St, Macclenny FL 32063. E-mail: [Kennie.downing@bakercountyfl.org](mailto:Kennie.downing@bakercountyfl.org). Phone: (904) 259-3613.

Baker County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.