

# CITY OF COEUR D'ALENE

## ADA TRANSITION PLAN

### 2010 UPDATE





## CITY OF COEUR D'ALENE 504/AMERICANS WITH DISABILITIES ACT COMPLIANCE PLAN 2010 UPDATE

**HISTORY:** The City of Coeur d'Alene initially finalized its 504/ADA Transition Plan in 2004, with an update in 2006. This 2010 update provides additional information regarding updates to facilities and policies. For clarity, the Fair Housing Plan will be approved under separate cover.

### SERVICES/PROGRAMS

1. The City has posted notices at public facilities stating that Pam MacDonald is the ADA Compliance Officer and further provides her contact information. (Attached as **Exhibit "A"**)
2. Standard language and "methods of informing the public" regarding the City's reasonable accommodation policy to be included within brochures, public hearing notices, newspaper articles, etc. The language may be similar to the following "*The City of Coeur d'Alene is willing to make reasonable accommodations, please call "Staff's Name" 24/48 hours in advance if you need assistance/accommodations for this event.*"
3. Each Department has established an accommodations contact person that will be listed within notifications to the public. (Attached as **Exhibit "B"**)
4. City will continue to inform the public of ADA enhancements through the use of "Talk of the Town" or other general circulation publications.
5. When reviewing policies and procedures, the City should look for "opportunities to assist the disabled community," such as a street cut policy, notification to property owners 24 hours in advance if the roadway work is going to block a ramp or driveway (to insure that any needed accommodations could be made prior to any blocked access.)
6. The City will continue to use relay operator services for telephone communication.
7. The City adopted a Limited English Proficiency Plan, pursuant to Resolution No. 10-013 (dated April 20, 2010). (Attached as **Exhibit "C"**) The plan and its implementation guidance were presented to the Executive Team (all Department Heads) on April 8, 2010.
8. The City has reviewed its department services and identified opportunities for enhancement; an outline is attached as **Exhibit "D."**

**FACILITIES:** The City continues to make progress regarding the architectural barriers identified in its 2004 review. The facilities review is attached as **Exhibit "E,"** which outlines timelines for improvements. In addition, the City continues to make improvements to parkland and services. As new facilities, parks, and services are provided to the community, they will meet applicable ADA standards. The City has adopted a sidewalk enhancement policy (pursuant to Resolution No. 08-050, dated September 16, 2008) attached to this plan as **Exhibit "F."** The City currently funds an ADA enhancement program annual (\$200,000) that will be utilized to bring sidewalks into compliance, based on a five-year plan of different geographical areas of town, in hopes to complete the entire City within 20 years. Additionally, these funds will assist with resolving complaints and fund the sidewalk incentive program, which provides \$500.00 to property owners, who bring the sidewalks abutting the street into compliance.

Since the 2006 review, several new facilities have been constructed and/or existing facilities have been remodeled. Specifically, a new public Library, a new Fire Station Administration

Building, and several parks were constructed. Each of these facilities was constructed to ADA standards/guidelines. Additionally, Fire Station 1 and 2 were remodeled and brought into compliance. Currently, the Wastewater Department is constructing a new administration facility and lab. These facilities will meet current construction and ADA standards.

While the original review of City facilities included a recommendation to keep Tubbs Hill nature trail in as natural state as possible, the City is currently reviewing opportunities to provide accessible viewing platforms and accessible areas at the base of the hill.

The City will continue the following general policies/practices:

1. Ensure that every park facility have (at a minimum) one accessible restroom, with directional signage.
2. When portable restrooms are utilized, and only one is placed at a facility (with an accessible route), a handicap portable should be placed (utilizing common sense that if the route has not yet been brought into compliance, than a handicap portable would not be needed.)
3. Title VI compliance, was provided to the State of Idaho on March 10, 2009, documentation attached as **Appendix I**. The City has previously adopted several resolutions pertaining to anti-displacement, anti-discrimination, Fair Housing and ADA compliance/complaints. Legal notices are published annually to notify the public of these policies. The Resolutions are attached as **Appendix II**. The following is the list of resolutions and the most recent date of publication.

Publication Date	Title
January 30, 2010	Anti-displacement summary (Res. 04-011)
January 30, 2010	Non-discrimination ADA Grievance (Res. 04-012 and 04-013)
30-Apr-10	Summary of Fair Housing Resolution (Res. 04-010)

**Current Long Range Planning Efforts:** The City is currently planning for the reconstruction of McEuen Park. This Park enhancement project would bring the park into compliance with ADA and provide more accessible features and services. The estimated cost for the park project will be \$10,000,000 to \$20,000,000 (depending upon the final design approved by the community) and may take many years to establish funding sources. At the time of this update, the final design and funding sources have not been determined.

The Tubbs Hill open space area has been viewed as a natural open space. Therefore, no ADA trails have been constructed or proposed (as it would require substantial changes to the hillside and natural state). However, the Tubbs Hill Foundation and the Parks Department are discussing future plans for a viewing area and potential accessible route along the base of the hill. At the time of this transition plan update, no final designs or funding sources were established. However, planning continues in hopes of a 5 to 10 year timeline.

# NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the City will not discriminate against qualified individuals with disabilities on the basis of disability in the City's services, programs, or activities.

**Employment:** The City 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 Americans with Disabilities Act (ADA).

**Effective Communication:** The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons who have speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities.

**Modifications to Policies and Procedures:** The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. For example, individuals with service animals are welcomed in City 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 City program, service, or activity, should contact the applicable department as soon as possible, but no later than **24 hours** before the scheduled event.

The ADA does not require the City 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 City program, service, or activity is not accessible to persons with disabilities should be directed to:

**Melissa Tosi, ADA Compliance Officer**  
**208-769-2203**  
**melissat@cdaid.org**

The City 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.

**Exhibit "A"**  
**Building Notice**

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**Exhibit "B"**  
**Department Contact List**

DEPARTMENT ADA CONTACT PERSON

DEPARTMENT	CONTACT	EXT.
ADMINISTRATION	RENATA MCLEOD	741
BUILDING SERVICE	ED WAGNER	352
ENGINEERING	GORDON DOBLER	216
FINANCE	TROY TYMESEN	221
FIRE	JIM WASHKO	243
HUMAN RESOURCES	PAM MACDONALD	205
LEGAL	JUANITA KNIGHT	348
LIBRARY	BETTE AMMON	436
MUNICIPAL SERVICES	SUSAN WEATHERS W/ AMY FERGUSON BACKUP	231/754
PARKS	HOWARD GOULD	311
PLANNING	SHANA STUHMILLER	240
POLICE	CHIEF LONGO/ RAQUEL RAMAGE	308
RECREATION	STEVE ANTHONY	249
STREETS	GREG WILLETTE/ DIANA BOOTH BACKUP	335
WASTEWATER	TORI GREEN	281/246
WATER	DIANE MELCHIORE	379



Exhibit "C"  
L.E.P. Resolution/Plan

RESOLUTION NO. 10-013

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO AUTHORIZING THE BELOW MENTIONED CONTRACTS AND OTHER ACTIONS OF THE CITY OF COEUR D'ALENE INCLUDING APPROVAL OF AN AGREEMENT FOR CDBG GRANT FUNDING FOR HABITAT FOR HUMANITY OF NORTH IDAHO; ADOPTING A LIMITED ENGLISH PROFICIENCY PLAN FOR THE CITY OF COEUR D'ALENE; APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH KOOTENAI COUNTY FOR USE OF THE MOBILE COMMAND CENTER; APPROVAL OF CHANGE ORDER NO. 2 WITH SHANNON INDUSTRIAL CONTRACTORS INC. FOR THE WASTEWATER TREATMENT PLAT LOW PHOSPHOROUS PILOT FACILITY AND APPROVAL OF CHANGE ORDER NO. 1 WITH CMEC INC. FOR THE WASTEWATER TREATMENT PLANT DIGESTER #4 AND CLARIFIER #1 REFURBISHING PROJECT;

WHEREAS, it has been recommended that the City of Coeur d'Alene enter into the contract(s), agreement(s) or other actions listed below pursuant to the terms and conditions set forth in the contract(s), agreement(s) and other action(s) documents attached hereto as Exhibits "1 through 5" and by reference made a part hereof as summarized as follows:

- 1) Approval of an Agreement for CDBG Grant funding for Habitat for Humanity of North Idaho;
- 2) Adopting a Limited English Proficiency Plan for the City of Coeur d'Alene;
- 3) Approval of a Memorandum of Understanding with Kootenai County for use of their Mobile Command Center;
- 4) Approval of Change Order No. 2 with Shannon Industrial Contractors Inc. for the Wastewater Treatment Plat Low Phosphorous Pilot Facility;
- 5) Approval of Change Order No. 1 with CMEC Inc. for the Wastewater Treatment Plant Digester #4 and Clarifier #1 Refurbishing Project;

AND;

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to enter into such agreements or other actions; NOW, THEREFORE,

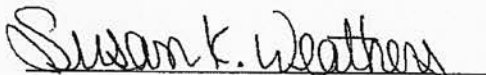
BE IT RESOLVED, by the Mayor and City Council of the City of Coeur d'Alene that the City enter into agreements or other actions for the subject matter, as set forth in substantially the form attached hereto as Exhibits "1 through 5" and incorporated herein by reference with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreements or other actions so long as the substantive provisions of the agreements or other actions remain intact.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk be and they are hereby authorized to execute such agreements or other actions on behalf of the City.

DATED this 20<sup>th</sup> day of April, 2010.

  
Sandi Bloem, Mayor

ATTEST

  
Susan K. Weathers, City Clerk

Motion by Bruning, Seconded by Kennedy, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER MCEVERS Voted Aye

COUNCIL MEMBER GOODLANDER Voted \_\_\_\_\_

COUNCIL MEMBER BRUNING Voted Aye

COUNCIL MEMBER HASSELL Voted Aye

COUNCIL MEMBER KENNEDY Voted Aye

COUNCIL MEMBER EDINGER Voted Aye

Councilman Goodlander was absent. Motion carried.

# Limited English Proficiency Plan

**City of Coeur d'Alene**

**April 12, 2010**



**Title VI Coordinator City Administrator Wendy Gabriel**  
**710 E. Mullan Avenue, Coeur d'Alene, Idaho 83814-3958 (208) 769-2300**

## I. INTRODUCTION

This *Limited English Proficiency Plan* has been prepared to address the City of Coeur d'Alene's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies that receive federal funds, including all City of Coeur d'Alene departments receiving federal grant funds.

### Plan Summary

The City of Coeur d'Alene has developed this *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency [LEP] who wish to access services provided. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, the City of Coeur d'Alene used the four-factor LEP analysis that considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served by the City of Coeur d'Alene,
2. The frequency with which LEP persons come in contact with City of Coeur d'Alene services,
3. The nature and importance of services provided by the City of Coeur d'Alene to the LEP population, and
4. The interpretation services available to the City of Coeur d'Alene and overall cost to provide LEP assistance. A summary of the results of the four-factor analysis is in the following section.

## II. MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

- 1. The number or proportion of LEP persons in the service area who may be served or are likely to require City of Coeur d'Alene services.**

The City of Coeur d'Alene staff reviewed the 2000 U.S. Census Report for Kootenai County and determined that there were 565 persons [0.9% of the population] who speak English less than "very well." In Kootenai County, of those persons with limited English proficiency, 285 speak Spanish, and 195 speak Indo-European languages, the remaining indicated that data was suppressed from disclosure.

- 2. The frequency with which LEP persons come in contact with City of Coeur d'Alene services.**

The City of Coeur d'Alene staff reviewed the frequency with which City Council, office staff, and maintenance staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, the City of Coeur d'Alene has had no requests for interpreters and no requests for translated program documents. The City Council, office staff, and maintenance staff have had very little contact with LEP persons.

- 3. The nature and importance of services provided by the City of Coeur d'Alene to the LEP population.**

There is no large geographic concentration of any type of LEP individuals in the service area for the City of Coeur d'Alene. The overwhelming majority of the population, 96.3%, speak only English. As a result, there are few social, service, professional, and leadership organizations within the City of Coeur d'Alene service area that focus on outreach to LEP individuals. The City of Coeur d'Alene City Council and staff are most likely to encounter LEP individuals through office visits, phone conversations, notifications from maintenance staff of impacts on city services, and attendance at City Council meetings.

- 4. The resources available to the City of Coeur d'Alene, and overall costs to provide LEP assistance.**

The City of Coeur d'Alene reviewed its available resources that could be used for providing LEP assistance, which of its documents would be most valuable to be translated if the need should arise, and contacted local citizens that would be willing to provide voluntary Spanish translation if needed within a reasonable time period. Other language translation, if needed, would be provided through a telephone interpreter line for which the city would pay a fee.

### III. LANGUAGE ASSISTANCE

A person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to City of Coeur d'Alene services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

How the City of Coeur d'Alene staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- All city staff will be provided with "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises. (An example of the "I Speak" card is attached as **Exhibit "A"** to this document).
- All City of Coeur d'Alene staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.
- When the City of Coeur d'Alene sponsors an informational meeting or event, a staff person may greet participants as they arrive. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at the event, it will help identify the need for future events.

**Language Assistance Measures.** Although there is a very low percentage in the City of Coeur d'Alene of LEP individuals, that is, persons who speak English "not well" or "not at all," the city will strive to offer the following measures:

The City of Coeur d'Alene staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.

The following resources will be available to accommodate LEP persons:

- Volunteer interpreters for the Spanish language are available and will be provided within a reasonable time-period.
- Language interpretation will be accessed for all other languages through a telephone interpretation service.

#### **IV. STAFF TRAINING**

The following training will be provided to all staff:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of the "I Speak" cards.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

**All contractors or subcontractors performing work for the City of Coeur d'Alene will be required to follow the Title VI/LEP guidelines.**

#### **V. TRANSLATION OF DOCUMENTS**

- The City of Coeur d'Alene weighed the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating the documents, the likelihood of frequent changes in documents and other relevant factors, at this time it is an unnecessary burden to have any documents translated.
- Due to the very small local LEP population, the City of Coeur d'Alene does not have a formal outreach procedure in place, as of 2010. Translation resources have been identified and are limited in this region. However, when and if the need arises for LEP outreach, the City of Coeur d'Alene will consider the following options:
  - When staff prepares a document, or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

#### **VI. MONITORING**

**Monitoring and Updating the LEP Plan.** The City of Coeur d'Alene will update the LEP Plan as required. At a minimum, the plan will be reviewed and updated when data from the 2010 U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the City of Coeur d'Alene service area. Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.



- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether the City of Coeur d'Alene's financial resources are sufficient to fund language assistance resources needed.
- Determine whether the City of Coeur d'Alene fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

#### **VII. DISSEMINATION OF THE CITY OF COEUR D'ALENE LEP PLAN**

- Post signs at City Hall notifying LEP persons of the LEP Plan and how to access language services.
- State on agendas and public notices in the language that LEP persons would understand that documents are available in that language upon request at City Hall.

EXHIBIT "A"

2004 Census Test	United States Census 2010 LANGUAGE IDENTIFICATION FLASHCARD
<input type="checkbox"/> وضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
<input type="checkbox"/> Մարտնո՞ւմ կընք 'սընոմ' կարտարեք ալ յո քարտարտում, կընք կարտնոմ կարտ' կարտարեք կը կընք յոնքնեք:	2. Armenian
<input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	3. Bengali
<input type="checkbox"/> សូមបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។	4. Cambodian
<input type="checkbox"/> Mötka i kalhon ya yangin ñatüngau' manaitai pat ñatüngau' kumentos Chamorro.	5. Chamorro
<input type="checkbox"/> 如果你能读中文或讲中文, 请选择此框。	6. Simplified Chinese
<input type="checkbox"/> 如果你能讀中文或講中文, 請選擇此框。	7. Traditional Chinese
<input type="checkbox"/> Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	8. Croatian
<input type="checkbox"/> Zaškrtněte tuto kolonka, pokud čtete a hovoříte česky.	9. Czech
<input type="checkbox"/> Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	10. Dutch
<input type="checkbox"/> Mark this box if you read or speak English.	11. English
<input type="checkbox"/> اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.	12. Farsi

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U.S. CENSUS BUREAU

- |                          |   |                    |
|--------------------------|---|--------------------|
| <input type="checkbox"/> | Cocher ici si vous lisez ou parlez le français.                                       | 13. French         |
| <input type="checkbox"/> | Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.                 | 14. German         |
| <input type="checkbox"/> | Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.                             | 15. Greek          |
| <input type="checkbox"/> | Make kazyè sa a si ou li Oswa ou pale kreyòl ayisyen.                                 | 16. Haitian Creole |
| <input type="checkbox"/> | अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।                        | 17. Hindi          |
| <input type="checkbox"/> | Kos lub voj no yog koj paub twm thiab haib lus Hmoob.                                 | 18. Hmong          |
| <input type="checkbox"/> | Ielölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.                   | 19. Hungarian      |
| <input type="checkbox"/> | Markaan daytoy nga kahon no makabasa wenno makasacka iti Ilocano.                     | 20. Ilocano        |
| <input type="checkbox"/> | Marchi questa casella se legge o parla italiano.                                      | 21. Italian        |
| <input type="checkbox"/> | 日本語を讀んだり、話せる場合はここに印を付けてください。  | 22. Japanese       |
| <input type="checkbox"/> | 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.  | 23. Korean         |
| <input type="checkbox"/> | ໄຂ່ຂາຍໄຂ່ຂອງນີ້ ຖ້າທ່ານອ່ານຫຼືພາສາລາວ.  | 24. Laotian        |
| <input type="checkbox"/> | Proszymy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim. | 25. Polish         |

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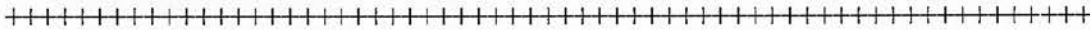
- Assinale este quadrado se você lê ou fala português. 26. Portuguese
- Însemnați această casuță dacă citiți sau vorbiți românește. 27. Romanian
- Пометьте этот квадратик, если вы читаете или говорите по-русски. 28. Russian
- Обележите овај квадратикћ уколико читате или говорите српски језик. 29. Serbian
- Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky. 30. Slovak
- Marque esta casilla si lee o habla español. 31. Spanish
- Markahan itong kuwadrado kung kayo ay maraming magbasa o magsalita ng Tagalog. 32. Tagalog
- ให้ทำเครื่องหมายในช่องถ้าท่านอ่านหรือพูดภาษาไทย. 33. Thai
- Meaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga. 34. Tongan
- Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою. 35. Ukrainian
- اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔ 36. Urdu
- Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ. 37. Vietnamese
- באצויכנס דעם קעסטל אויב איר לייענס אדער רעדט אידיש. 38. Yiddish

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Economic and Statistics Administration  
U.S. CENSUS BUREAU

HOW TO HANDLE AN LEP COMPLAINT/REQUEST

1. Utilize the "I Speak" Cards to determine which language the individual speaks
2. Determine the type of service that is needed e.g., Legal, informational and/or services needed
3. Contact a translation service provider, in accordance with your department policy/procedure
4. Document the incident and provide it to the Title VI Compliance Officer, Wendy Gabriel.



L.E.P. Documentation:

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

Incident Description: \_\_\_\_\_

Citizen Contact Information: (not mandatory) \_\_\_\_\_

Did you utilize the "I Speak" Cards? \_\_\_\_\_

Which language was identified? \_\_\_\_\_

Did you utilize exterior services? \_\_\_\_\_ If so, which company did you use?  
\_\_\_\_\_, Cost \_\_\_\_\_

What services were rendered (translation, interpretation, sign language, etc.)

Amount of time services were rendered \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

LANGUAGE IDENTIFICATION FLASHCARD

- |                          |   |                        |
|--------------------------|---|------------------------|
| <input type="checkbox"/> | ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.                             | 1. Arabic              |
| <input type="checkbox"/> | Խոսողո՞ւմ ե՞ս, ք՞անի կատարե՞ք այս քառակուսում, եթե խոսում կամ կարդում եք հայերեն: | 2. Armenian            |
| <input type="checkbox"/> | যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।                            | 3. Bengali             |
| <input type="checkbox"/> | ឈ្មោះក្រុងក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។                             | 4. Cambodian           |
| <input type="checkbox"/> | Motka i kabbon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.      | 5. Chamorro            |
| <input type="checkbox"/> | 如果你能读中文或讲中文, 请选择此框。   | 6. Simplified Chinese  |
| <input type="checkbox"/> | 如果你能讀中文或講中文, 請選擇此框。   | 7. Traditional Chinese |
| <input type="checkbox"/> | Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.                   | 8. Croatian            |
| <input type="checkbox"/> | Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.                            | 9. Czech               |
| <input type="checkbox"/> | Kruis dit vakje aan als u Nederlands kunt lezen of spreken.                       | 10. Dutch              |
| <input type="checkbox"/> | Mark this box if you read or speak English.                                       | 11. English            |
| <input type="checkbox"/> | اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.                      | 12. Farsi              |

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάσετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

- Assinale este quadrado se você lê ou fala português. 26. Portuguese
- Însemnați această căsuță dacă citiți sau vorbiți românește. 27. Romanian
- Пометьте этот квадратик, если вы читаете или говорите по-русски. 28. Russian
- Обележите овај квадратичић уколико читате или говорите српски језик. 29. Serbian
- Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky. 30. Slovak
- Marque esta casilla si lee o habla español. 31. Spanish
- Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. 32. Tagalog
- ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย. 33. Thai
- Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga. 34. Tongan
- Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою. 35. Ukrainian
- اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔ 36. Urdu
- Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ. 37. Vietnamese
- באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש. 38. Yiddish



Exhibit "D"  
Service Review

## Department Services

	Services	Facilities Related to Services	Disabilities w/in Program	Contractors	Communication/Auxiliary Aids and Services	Warning Systems	Licenses/Certificates Issued by Program	Comments	Action Taken Departments were emailed on March 8, 2010 requesting updates regarding services. *** All
Water Department 3800 Ramsey Rd.	Field Activities, Administrative Activities	Need Posters	Not sure if staff/public are aware of willingness to make reasonable accommodations. Would make accommodations as requested.	None	No data provided	No data provided		Sent follow up e-mail to Jim 6/1/04	All departments provided a copy of the ADA Grievance procedures, then forwarded to employees.
Street Department 3800 Ramsey Rd.	Street services within city ROW, plus heavy equipment operations. Field maintenance, repair, metal fabrication. Signs/signal operations. Administrative Activities.	Only access to 2nd floor is stairway	Services provided uniformly. Annual notifications in snow plan will impress to assist those with disabilities. Modification made from citizen input. Currently no auxiliary aids are utilized. Will make data available upon request.	Kootenai County Noxious Weed Control, Lyman Dust Control	Large print for brochures and advertising. Audio tapes and verbal descriptions available for advertising. Web-site, videos, snow plan. Braille services may be needed for signage. Voice/note service may be needed for traffic signalization. Sign language is available for meetings/presentation, public outreach. TDD may be needed for telephone contact. Direct citizen contact is currently conducted via oral, or written.	Evacuation plan includes needs of disabled. Evacuation system is audible and visual.		Visitors to site infrequent. Most business conducted via phone/fax. Would like a TDD.	Signage provided on site directing visitors to the Water Department building, which is assessable. Modifications to public documents will be made upon request, i.e. larger font.
Engineering/ Building Planning (previously known as Growth Services)	Permits, inspections, Administration, Roadway projects.	City Hall, Police inspections out in field.	Services are not separate. Auxiliary aids are not currently used. No public notification that reasonable modifications will be made. No formal or informal policy/practice for making modifications.		Visual communications (i.e., brochures) can be provided via computer disk. No program or procedure for deciding which auxiliary aid or service is to be provided. No technical, lengthy, or complex communication is handled over the phone. No TDD available.			Unaware of written complaint procedures.	All departments provided a copy of the ADA Grievance procedures, then forwarded to employees.
Administration	Customer, troubleshooting, Management of Dept. Heads, Liaison to outside organizations, Training.	City Hall, Police Station, Fire Station 3	No separation of programs. Auxiliary aids provided upon request. No formal procedure for modification requests. No TDD.	Printers (MP), Kootenai County	Larger print, interpreter, Computer disk. Verbal description, Readers. (Braille may be an option)		No license or certificates w/in programs	Sometimes programs involve notification that modifications can be requested. The City should look into a user-friendly system like a TDD that can be used citywide.	On March 19, 2010, a staff meeting was held, staff was informed of rights to request accommodations as well as the City's willingness to accept request fro citizens. Complex item will be worked through the ADA Compliance Officer. The City Clerk language will be added to all public notices (regarding accommodations available upon request).

## Department Services

	Services	Facilities Related to Services	Disabilities with Program	Contractors	Communication/Auxiliary Aids and Services	Warning Systems	Licenses/Certificates Issued by Program	Comments	Action Taken Departments were emailed on March 8, 2010 requesting updates regarding services.
<b>Municipal Services</b>	Licensing, Elections, Council meetings, customer service, receptionist to City Hall, Switchboard for all city services.	City Hall	Not sure if staff/public are aware of willingness to make reasonable accommodations. Would refer employment questions to H.R. Grievance procedure through H.R. Accommodation upon request. Very specific voting procedures available to assist the disabled, in-home, reading, curbside.	Kootenai County election services	Larger print, Mail to home, Aid, Other assistance (such as interpreter) upon request. Hearing assistance devices available in the Council Chambers. TDD at Library. Readers/verbal descriptions. Audio tapes of Council meetings. Paper and pen.	Staff would be responsible for any building evacuation of other staff/customers.	Childcare, beer/wine/liquor, taxi company, amusement arcade, catering permits, gas filters, home occupation, kennel, massage therapy, mobile food, concession, mobile home parks, outdoor eating, facilities, pavilions, parade/special events, sign permits, tree services.	Need to get TDD or equivalent for the switchboard. Elevator is not accessible to oversized wheelchairs.	<b>*** All Departments were emailed on March 8, 2010 requesting updates regarding services.</b> <b>Elections:</b> Effective 2011 State Law provides for the County to conduct all elections so it is no longer an issue for the City. <b>Council Meetings:</b> We have purchased hearing added devices for the hand of hearing for use during meetings. Additionally, all agendas list the statement of offering accommodations for special needs. We also now have an audio tape as well as DVD of each Council meeting. <b>Licensing:</b> With licensing/permits issued by the Office of the City Clerk located in the Customer Service area, this provides access to the automatic door and handicapped parking spaces at City Hall. <b>Switchboard:</b> Although we do not have a TDD connected to our phone system, the receptionist does communicate with the hearing impaired through the telephone operators who act as the relay person between the hearing impaired and the city.
<b>Recreation</b>	Recreation services for people ages 6-50. Works jointly with special needs recreation of Kootenai County.	Feman and Sonenson Elementary Schools	No discrimination within programs. Choice of the participant as to which program they would like. Staff and participants informed that modification/assistance available upon request. No formal/informal process to request modification.	Kootenai County Special Needs Recreation					Continues to work with Special Needs Recreation; staff made aware of reasonable accommodations.
<b>Parks</b>		Parks, restrooms, playgrounds, trails/sidewalks.	Newer parks are designed to be barrier free. Modification to existing services are ongoing. Address concerns as they are brought to their attention.	Food service (vendors?)	Currently communication is available via metal, plastic signs and brochures. Large print is available. Braille at some sites. Pictorial signs possible. Communication aids or services are available upon request and is informed to participants. Telephone communication occurs regularly, no TDD. Upgrades could include closed caption broadcasting, TDD expansion, updated signage, counter/desk accessibility. Retrofits of workspace will be based on individual needs.		No licenses/certificates	Superiors may be aware of modification policy. Other staff probably not.	Staff made aware of reasonable accommodations and ADA Grievance procedures.

## Department Services

	Services	Facilities Related to Services	Disabilities w/in Program	Contractors	Communication/Auxiliary Aids and Services	Warning Systems	Licenses/Certificates Issued by Program	Comments	Action Taken Departments were emailed on March 8, 2010 requesting updates regarding services.
<b>Planning</b>	Public hearings, meetings, plan reviews, client meetings.	City Hall, Fire Station 3, Police Station. Occasionally school district facilities/NIC.	No exclusion within programs. Public and employees unaware of ability to make modifications. If someone asked staff would take reasonable steps to accommodate.	None	Current information provided is information sheets, plan documents, codes, staff reports, planning commission records. They currently can be provided in larger print or computer disk. No procedure for deciding which auxiliary aid or service to provide, however, will accommodate upon request without altering the basic structure/function of the meeting. Telephone communication is technical. No TDD. Sign language interpreter available.	City Hall	None	Staff education should be provided in a central location. Access can be provided on printed material, public hearing notice, web site, and cable tv.	Disability Assistance language placed on all Planning Commission Agendas beginning December 13, 2005. For auxiliary aids for phone calls coming to the Planning Department, the department relies on the City Hall central switchboard. On January 7, 2009, the Planning Director discussed with the planning staff the procedure for accommodating planning staff members who need auxiliary aids or services and indicated that any requests should go to the Planning Director.
<b>Police</b>	Law enforcement related services, reports, investigation, crimes, calls for service, related documents and statistics, fingerprint, evidence.	Citywide. Police station, residences, businesses, patrol cars, jail, hospital, etc.	No exclusion within program. Staff is aware that modifications to the program can be made. No formal or informal program for responding to modifications. Some duties of law enforcement officer may prohibit person with disabilities from filling the position.	Wilson Agency, Diamond Parking	Current information provided are reports, forms, brochures. They are available in larger print and verbal descriptions. Currently information is handed via person to person, phone, and public meetings. This information can be supplemented through a sign language interpreter, TDD, paper and pen and verbally. Program modification will be made upon request. Phone contact is often lengthy and complex. TDD is available at the Police Station, and office staff located near the machine are trained in its use.	Telexed emergency broadcast system available to the police. Staff responsible for emergency evacuation of citizens within the building or out in field.	Law enforcement certification, NCIC Certification, other applicable law enforcement certificates	Need experienced person to train other staff on use of TDD. Possibly a need for a full time person to assist with hearing impaired.	

## Department Services

	Services	Facilities Related to Services	Disabilities win Program	Contractors	Communication/Auxiliary Aids and Services	Warning Systems	Licenses/Certificates Issued by Program	Comments	Action Taken Departments were emailed on March 8, 2010 requesting updates regarding services.
<b>Library</b>	Library services. Hearing and vision loss access to library services. Dear Club meetings. Story time for children (signed). Signing babies program. Video phone services, demonstration and loan center. On-site interpreter.	Public Library, Ramsey Park, Kootenai Medical Center, City Hall, Public Schools, College	No exclusion within programs. Staff is aware of reasonable modification requests. Publications for programs state that accommodations for equal access is available upon request. Library Board of Trustees are formulating policies and procedures. Programs are provided for people with disabilities, see list of services. Circulation desk requires the ability to communicate, if disability limits a person's ability to communicate. They may not qualify for the position.	None	Books are available in large print, videos, and audio tapes are available. Public meetings have a sign language interpreter available. Learning center for the deaf/hard of hearing have interpreters. TDD, pen and paper, caption decoder and other items available. Telephone communication often includes reference questions, material renewals, general information. TDD is available. TDD training is provided monthly at staff meetings. Information will continue to be communicated through signage and pamphlets.	No set procedure. Staff needs training on evacuation of people in a wheelchair. Will include warning system designed for people with disabilities in the new facility.	None	Braille library materials may be an option, however, limited shelving space and cost are prohibitive.	*** All Departments were emailed on March 8, 2010 requesting updates regarding services. Library has an emergency procedures manual which outlines evacuation procedures. Will be conducting a fire drill in Spring of 2010.
<b>Wastewater</b>	Admin. Office is open to the public (8 employees). WWTP has restricted access, due to its status as an industrial site (11 employees). The lab is also restricted (3 employees). The Compost Facility is restricted (2 employees on site).	Admin. 818 Sherman Ave, WWTP 915 W. Hubbard Avenue, Lab 1000 W. Hubbard, Compost Facility 3500 Julia Ave.	Participation within the programs would be restricted due to its industrial nature and need to see, hear, read, walk, climb, stoop, lift, and operate heavy equipment. Staff and the public are aware that modifications may be provided upon request, handled through H.R.	Periodic general contractors for improvements and replacements of facilities and/or infrastructure	Building permit review and emergency back up notice may be available in larger print, audio tape, verbal descriptions, computer diskette pictorial signage and possibly Braille upon request. Currently they are available via sign language interpreter, TDD, pen and paper. Policies and procedures are handled through H.R. Information communicated over the telephone include sewer locations, plan reviews, and building permits, they are complex and technical, no TDD at wastewater sites.	Emergency evacuation procedures and practices by staff, including chemical emergency evacuation and emergency response by the Fire Department. Onsite alarms go directly to the Fire Department.	State of Idaho Wastewater License State of Idaho Commercial Drivers License	Must be physically and mentally able to perform the duties of a WWTP Operator or Laboratory technician	Staff made aware of reasonable accommodations and ADA Grievance procedures.

## Department Services

	Services	Facilities Related to Services	Disabilities with Program	Contractors	Communication/Auxiliary Aids and Services	Warning Systems	Licenses/Certificates Issued by Program	Comments	Action Taken Departments were emailed on March 8, 2010 requesting updates regarding services.
<b>Legal</b>	Prosecution of Misdemeanors and Infractions within the City limits. Communication with general public, defendants, judges, etc. Preparing and filing paperwork related to cases. Train police officers re: new laws, probable cause, evidence. Attending city meetings i.e. planning commission, city council etc. to provide legal advice. Process claims against the City.	710 Mullan Ave. Civil Division. 816 Sherman Ave. leased space for criminal division. 324 W. Garden Koolenai County Court House, 3818 Schreiber Way Police Station	No exclusion/separations from programs based on disability. Public and staff may be unaware of willingness to modify the program.	Demolition	Auxiliary aids currently available are forms in larger print, audio tapes of hearings, readers, computer diskette, upon request. Some items that might be considered for the future is the ability to have a caption decoder for court video tapes and a TDD. Legal program does not have a procedure for deciding which auxiliary aid or service to provide. Telephone communication is often lengthy and technical. Currently sign language interpreter is available, and audio tapes of public hearings.	Unknown emergency evacuation procedure. Updated evacuation plans are currently being established. No recent training re: suspicious packages, and bomb threats.	Idaho State Bar license for attorneys	Staff training would be useful. A list of services provided that a person with an disability can choose from. Channel 19, the internet and/or brochures may be helpful to provide the public with information on handicap services throughout the community, and handicap accessible locations (parks, etc.) Elevator is not large enough, doors should open automatically	*** All Departments were emailed on March 8, 2010 requesting updates regarding services.
<b>Human Resources</b>	Recruitments, training, benefits information, employee contract implementation, personnel rule compliance, ADA and EEOC Compliance	City Hall 710 Mullan Ave., occasional use of other city facilities, fire station, police, etc. as well as Fair Grounds	No exclusion within the program. The program does have a process for responding to requests. There are no separations for people with disabilities and no circumstances that prevent participation. Police Post Academy requires physical fitness standards	Testing services, newspaper ads, website ads, compensation studies	Visual communications through newspaper and other aids. Printed material can currently be printed in larger print. Sign language is available upon request. The program does not currently inform the public of the City's willingness to accommodate. Communication occurs over the phone and is often lengthy and complex. No TDD is currently available	No current procedure for notification to hard of hearing or the deaf, staff would be responsible to direct customers or staff. Staff are aware of evacuation procedures	Police Post Certifications	TDD centrally located, at reception desk at City Hall, or some other equal system	HR now includes the following statement in every position announcement: "If you would like to request a reasonable accommodation for the testing process due to a disability, please provide a written request and submit with completed job application." All position announcements are placed on the City's website under Job Opportunities and routinely updated on CDA19. Employee benefit information, resources, employee negotiated contracts and policies and procedures are available on Citinet for current employees.  On 4/7/2010 an HR staff discussion addressed proper procedures to address accommodation requests from the public or City employees regarding HR programs or services. Staff was also reminded to keep the ADA Compliance Coordinator informed of any requests and/or complaints.

## Department Services

	Services	Facilities Related to Services	Disabilities win Program	Contractors	Communication/Auxiliary Aids and Services	Warning Systems	Licenses/Certificates Issued by Program	Comments	Action Taken Departments were emailed on March 8, 2010 requesting updates regarding services.
Finance	Utility Bill processing, collections, customer service, service shut off and start up notifications, via phone, mail, and in person	City Hall 710 E. Mullan Avenue	No exclusion within the program. Staff is aware that modifications can be made upon request, through an informal process. No formal process. Hiring process are conducted through H.R.	Auditing Services: Magnuson, McHugh & Co., Software: Springbrook, Banking: U.S. Bank, Collections various. Assurance of Title II are stated within the contracts.	Currently, items communicated visually include utility bills, annual budget, Financial reports, shut off notices and one on one communication. Large print, readers, verbal description and internet posting is available for all items. Public hearing tapes, minutes, and computer discs are available for the budget and the financial report. Items that maybe available in the future or should be looked at are braille signage, Sign Language interpreters are available as well as pen and paper for oral communication. A centrally located TDD machine and a computer are alternative options.	Audible. After hours water emergencies go to a designated cell phone. Not TDD	Driver's license for utility drop box pick ups.	Will look into providing information on the bottom of the utility bills and hangtags regarding modifications as requested. Employee training re: policy and procedures and emergency evacuation.	*** All Departments were emailed on March 8, 2010 requesting updates regarding services.
Fire	Fire and EMS response w/in city limits, Kootenai County and five northern counties. EMS transport service may include to Canadian border. Boise to west of Seattle. Daily duties include responses to fire and medical calls, as well as emergency response to assist with Wildland fire services such as building/development plan review, issuance of burn permits, school training, and tours, which include paperwork such as the writing of reports.	Fire Station #1: 320 E. Foster Ave. Fire Station #2: 3850 Ramsey Rd. Fire Station #3: 1500 N. 15th Street. City Hall: 710 E. Mullan Ave.	Due to job requirements, applicants must meet physical agility requirements (see job description). Job requirements meet NFPA guidelines. Staff is aware of policy regarding request for modifications. The public may not be aware of modification request procedures. No formal program within the department for program participants. No separation within program.	None	Currently communication is available via brochures, forms, handbooks, permits, verbally education, meetings, response to 911 calls, or through signage. Large print is available for printed material. Verbal description or readers are available upon request. Video tapes with audio are also available. Computer disc and audio tapes may be available. A sign language interpreter is available upon request. Telephone communication is often complex, technical or lengthy. No TDD is available at the Fire Stations. Information will be distributed on the placed with directions and/or phone numbers for assistance.	Fire vehicles have lights and sirens. No established evacuation procedure for individuals with disabilities. Staff are trained in the emergency evac. Procedures. Fire #1 and #2 have smoke detectors w/audible alarm, Fire Station #3 visual and audible alarms.	Idaho State D.L. required; State of Idaho Fire Inspector; Idaho EMS and/or National Registry; EMT basic to paramedic; American Heart Association CPR	Department could better inform the public that modification are available upon request. Training procedure for disabled. Develop a city-wide handbook with information re: all city owned facilities. The following are items that could possibly assist with auxiliary aids: transcription services centrally located, Braille abilities centrally located, sign language, TDD, CART, caption decoders within the program. As well as, access to public areas of all facilities.	Staff made aware of reasonable accommodations and ADA Grievance procedures.

**Exhibit “E”**  
**Facility Review of Barriers**



CITY OWNED FACILITIES

	<b>FACILITY</b>	<b>LOCATION</b>	<b>CITY USE</b>	<b>CONSTRUCTION OR REMODEL YR.</b>
1.	CITY HALL	710 E. MULLAN AVE		1979
2.	FIRE STATION NO. 1	320 E. FOSTER AVE.		1973/2009
3.	FIRE STATION NO. 2	3850 N. RAMSEY ROAD		1993 Remodel
4.	FIRE STATION NO. 3	1500 N. 15 <sup>TH</sup> STREET		2001
5.	POLICE STATION	3818 N. SCHREIBER WAY		2000
6.	JEWETT HOUSE	1501 E. LAKESHORE DRIVE	City took over in 1978/ Bldg. Remodel was 1985 thru 2000	1916- 1978-1985-2000
7.	LIBRARY	702 E. FRONT AVE.	Newly constructed building	2007
8.	PARK SHOP	C STREET	<i>Employee Only</i>	1972
9.	PARK SHOP	8 <sup>TH</sup> STREET	<i>Employee Only</i>	1910- 1980
10.	STREET DEPT.	3800 N. RAMSEY RD.	City took over in 1980	1991
11.	WATER DEPT.	3820 N. RAMSEY RD.	Water Dept. moved to separate building in 2004	2004
12.	COMPOST FACILITY	3500 N. JULIA AVE.	<i>Employee Only</i>	1989, 2004
13.	WASTEWATER TREATMENT PLANT	610 HUBBARDAVE.	<i>Employee Only</i> First built in 1938 remodel was 1981 thru 1996	1938-1981 thru 1996
14.	WASTEWATER LAB	1000 W. HUBBARD AVE.	<i>Employee Only</i>	1992, 1993
15.	11 STREET BEACH	Near E. Tubbs Hill Park		
16.	15 <sup>TH</sup> STREET BEACH	Near Jewett House		
17.	BLUE GRASS	Dalton Ave. W. of Ramsey Rd.		1998
18.	BRYAN PARK	Harrison Ave./10 <sup>th</sup> St.		1957
19.	CANFIELD SPORTS COMPLEX	Dalton Avenue/Canfield Middle School		2003
20.	CHERRY HILL	1525 E. Hazel Ave.		2009
21.	CITY PARK	Sherman Avenue/ Mulllan to Lakeside	City owned 1904-Bricks RR 1974- Bandshell- 1992	1904-1974- 1992

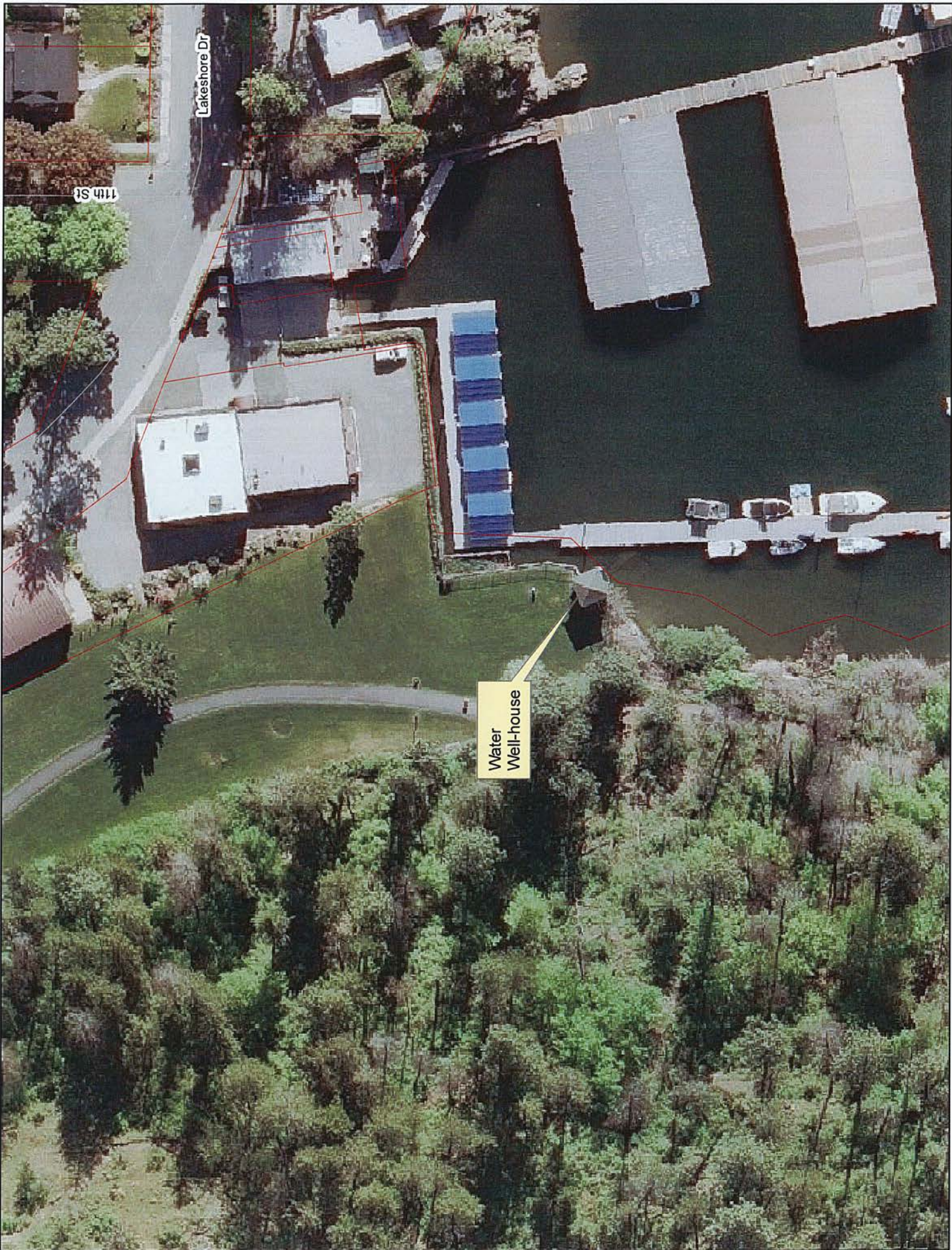
22.	COEUR D'ALENE SOCCER COMPLEX	Dalton Avenue/Canfield Middle School	2003
23.	EAST TUBBS HILL	11 <sup>th</sup> Street	1999
24.	FOREST CEMETERY		
25.	HA WKS NEST		Vacant, awaiting development
26.	HUBBARD AVE. MINI-PARK	802 W. Lakeshore	
27.	INDEPENDENCE POINT	City Park, Lakeside and Sherman Ave.	1976
28.	JOHNSON MILL RIVER	4340 W. Shoreview Lane	2006
29.	LANDINGS	3849 W. Long Meadow Drive	2009
30.	LEGACY PLACE	1201 W. Joy Avenue	2008
31.	MEMORIAL FIELD AND SKATE BOARD PARK	Mullan Avenue/ S. Government Way	Grand stands were built in 1947
32.	MCEUEN FIELD	Front Avenue 4 <sup>th</sup> St. to 7 <sup>th</sup> St	1960
33.	NORTH PINES PARK (LUNCEFORD)	1015 E. Lunceford	2007
34.	NORTHSHIRE	3889 Nez Pierce Rd.	1987
35.	PERSONS FIELD	15 <sup>th</sup> St./ Montana Avenue?	1956
36.	PHIPPENY	7 <sup>th</sup> Street/Montana Ave.	1979
37.	RAMSEY	Ramsey Road N. of Golf Course Rd.	1993
38.	RIVERSTONE	1805 Tilford Lane	2007
39.	RIVERVIEW CEMETERY		
40.	SHADDUCK LANE	Shadduck Lane E. of 15 <sup>th</sup> St.	2004
41.	STOKES FIELD	Ramsey/Kathleen	1996
42.	SUNSET	W. of 15 <sup>th</sup> Street off of Best	1965
43.	SUNSHINE MEADOWS	2625 W. Larix Court	2008
44.	WINTON PARK	1507 Melrose Street	1981
<b>Leased Properties:</b>			
45.	SUB STATION (AKA CULTURAL CENTER)	414 ½ W. MULLAN AVE.	Human Rights Educational Institute 1904 Remodel 1989 TCO 1995
46.	HARBOR CENTER	1000 W. HUBBARD AVE.	University of Idaho 1984
47.	OLD LIBRARY	201 Harrison Avenue	St. Vincent De Paul 1967
48.	MUSEUM OF NORTH IDAHO		

**Public Parking Lots:**

	<b>FACILITY</b>	<b>Location</b>	<b>Use</b>	<b>Year Est.</b>
49.	MUSEUM OF NORTH IDAHO	Insufficient access lane		
50.	3 <sup>RD</sup> STREET BOAT LAUNCH, CITY PARKING LOT, VETERANS MEMORIAL	304 Front Avenue		
51.	INDEPENDENCE POINT	Missing disabled signs; insufficient access lanes; curbs/island s/b painted		
52.	4 <sup>TH</sup> AND COEUR D'ALENE AVE.	Wheel stops s/b painted		
53.	3 <sup>RD</sup> STREET	Insufficient access lane by boat dock		
54.	CITY PARKING LOT	3 <sup>RD</sup> & Indiana		
55.	CENTENNIAL TRAIL ENTRANCE AT SELTICE	SELTICE WAY/IRONWOOD DR.		
<b>Open Space:</b>				
56.	CANFIELD MOUNTAIN OPEN SPACE	2305 E. Mountain Vista Drive	24 acres	2004
57.	TUBBS HILL	Next to 3 <sup>RD</sup> Street boat launch and McEuen		1993
58.	VETERANS CENTENNIAL PARK	3013 E. Fernan Hill Rd. , not in City Limits	16 Acres	
59.	FERNAN OPEN SPACE	2751 e. Potlatch Hill Road; not in city limits	57 Acres	

# 11TH STREET BEACH/WELL HOUSE

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	On-street parking, and shared use of E. Tubbs Hill Park parking lot	Since this facility is not utilized by the general public (employee only area), a sign should be placed at the main entrance providing a phone number and/or direction to the location that can provide services.		Employee Only area marked by signage	Complete
<b>Approach/Entrance</b>	compact dirt pathway to well house, no water access	No Action			
<b>Ramp</b>	N/A	N/A			
<b>Services</b>	Area currently utilized as a back up well house, employees only. No water access intended.	All other barriers, in the employee only area, shall be brought into compliance as modifications are requested or remodel to the building.		N/A	
<b>Toilet Rooms</b>	Shared use with E. Tubbs Hill Park	No Action			



Lakeshore Dr

11th St

Water Well-house



11th Street  
Public Beach Area

Lakeshore Dr

ALLEY

12th St

ALLEY

# 15TH STREET BEACH

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	On-street parking only	No Action		none	
<b>Approach/Entrance</b>	Steep ramp to beach, alternate access from the Jewett House via stairs	Access to the Jewett House can provide views and vistas of the beach area.	Not required		
<b>Ramp</b>	beyond 1:12, no railings,	If viewing area installed; place signage to direct to viewing area at Jewett House	Not required		
<b>Services</b>	All access lead to sandy beach area to water	No Action			
<b>Toilet Rooms</b>	N/A	N/A			



15th Street  
Beach Area

Ash Ave

ALLEY

Lakeshore Dr



# BLUE GRASS PARK

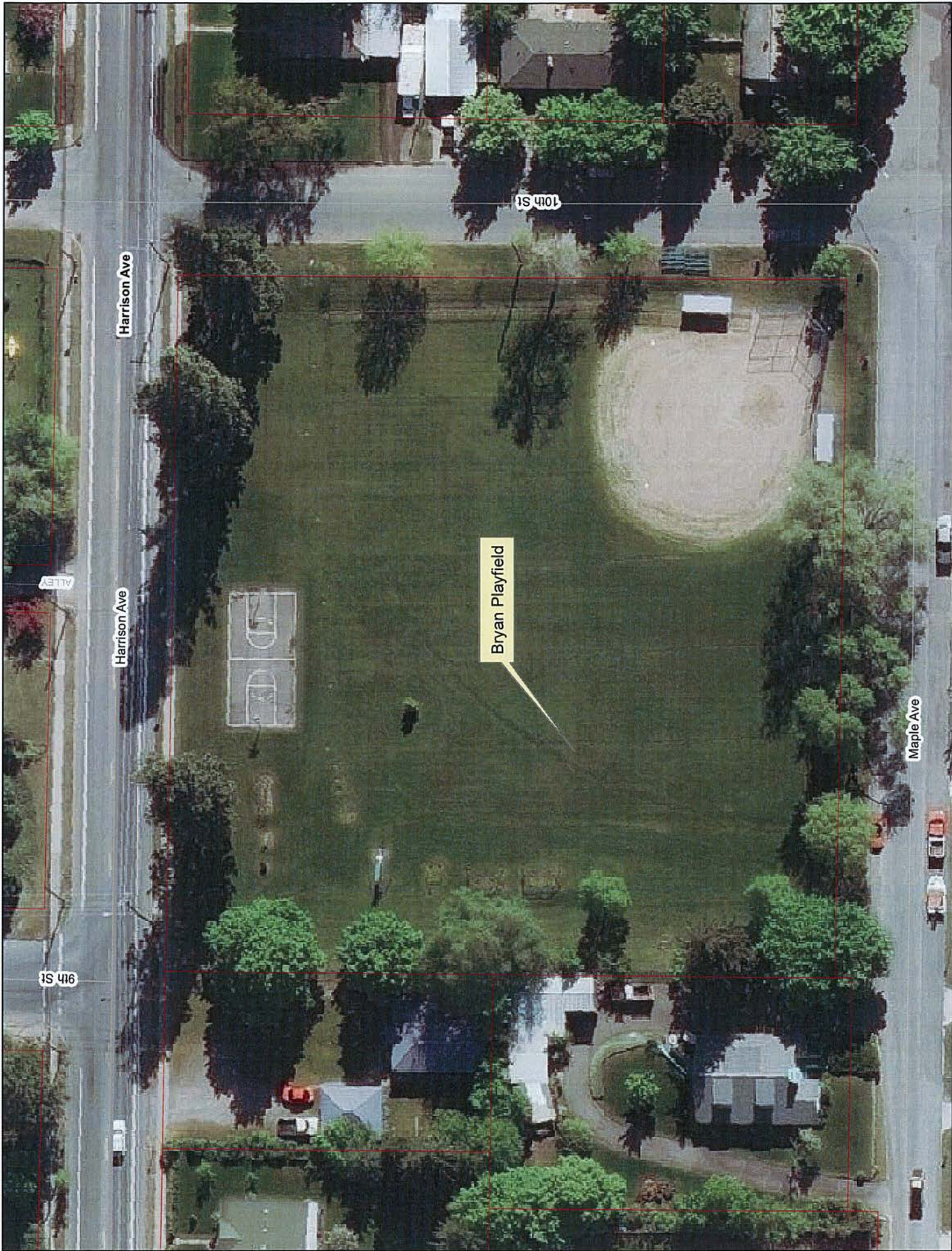
	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	41 stalls, 2 handicap, needs signage, needs accessible aisleway (van)	Add signage, and van accessible aisleway		Signs were added in the spring of 2010	Complete
<b>Approach/Entrance</b>	entrance from parking meets, paved stable, firm pathway throughout park	No Action			
<b>Ramp</b>	From parking lot less than 1:12	No Action			
<b>Services</b>	Paved or concrete pathway throughout the park, except to the horseshoe pit	Provide access to at least one horseshoe pit.		There are no horseshoe pits at this park	N/A
<b>Drinking Fountain</b>	spout no higher than 36", does not protrude	No Action			
<b>Toilet Rooms</b>	Signage to restrooms needs tactile and proper placement	Place tactile signage in the correct location.			summer 2011



Bluegrass Park

# BRYAN PLAY FIELD

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	On-street parking only	No Action			
<b>Approach/Entrance</b>	No paved pathways, grass field to all programs	Create an accessible route, including pedestrian ramp at the street, to accessible viewing area		This property is owned by the School Dist	
<b>Ramp</b>	N/A	N/A			
<b>Services</b>	bleachers do not offer any paved, flat area for accessibility, ball field and playground equipment do not have pathways to programs	Create an accessible route to accessible viewing areas			
<b>Toilet Rooms</b>	1 portable restroom, not accessible, within grass area	Provide an accessible route to an accessible portable restroom.			



Bryan Playfield

Harrison Ave

Harrison Ave

Maple Ave

10th St

ALLEY

9th St

# CANFIELD SPORTS COMPLEX

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	184 stalls, 8 handicap	Exceeds, No Action			
<b>Approach/Entrance</b>	paved pathway to and throughout park	No Action			
<b>Ramp</b>	ramped curb cuts within 1:12 slope	No Action			
<b>Services</b>	paved pathway throughout park to bleacher areas and portable restrooms, drinking fountains, etc.	No Action			
<b>Drinking Fountains</b>	Height and clearance meet, sits back from concrete approach into grass	Bring into compliance			summer 2011
<b>Toilet Rooms</b>	3 portable restrooms, 1 accessible	No Action			



Canfield Sports Complex

Mountain Vista Dr

Alderbrook Dr

Frisco Ct

16th St

Dalton Ave

16th St

Cromwell Dr

Hoffman Ave

Echo Glenn Ln

15th St

15th St

# COEUR D'ALENE SOCCER COMPLEX

	<b>Barrier</b>	<b>Proposed Action</b>	<b>Time</b>	<b>Update/Actions Pending</b>	<b>Target Date</b>
<b>Parking</b>	Utilizes school parking lot and on-street	No Action			
<b>Entrances/Access</b>	No directional signs to accessible entrance, routes are stable/firm, 36" wide, curb cuts, route to accessible restroom may have some slopes greater than 1:12	directional signage placed throughout the facility			Within 5 years
<b>Drinking Fountains</b>	Meets height and approach, does not have a stable approach (within grass area)	Bring into compliance			summer 2011
<b>Services</b>	Routes through park are paved	No Action			
<b>Toilet Rooms</b>	location for 2 Portable restrooms, no accessible restroom currently placed	If one portable is placed is should be accessible.	Per current policies		Complete



Coeur d'Alene Soccer Complex

Mountain Vista Dr

Alderbrook Dr

Frisco Ct

16th St

Dalton Ave

16th St

Cromwell Dr

Hoffman Ave

Echo Glenn Ln

15th St

15th St



**CHERRY HILL PARK - COMPLETED IN 2009 COMPLIANT**

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
Parking					
Entrances/Access					
Drinking Fountains					
Services					
Toilet Rooms					



Best Hill Rd

Cherry Hill Park

Skyline Dr

Richmond Dr

Crestline Dr

Hazel Ave

15th St

15th St

RAMP

RAMP

RAMP

90

661

# CITY PARK, INDEPENDENCE POINT

Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<p><b>Parking</b></p> <p>City Park does not have a general parking lot. Independence point is the only connected parking lot. 89 stalls, 3 handicap, slope is too steep, curb ramp is located within access aisle. Often times citizens will utilize the Museum lot and Memorial Field lot to park and access the park (see those reports for more information).</p>	<p>Independence point parking lot needs one more handicap , one of which should be van accessible. Bring other handicap stalls into compliance with slopes and access aisles.</p>		<p>4 handicap stalls w/ 1 van access</p>	<p>Complete</p>
<p><b>Approach/Entrance</b></p> <p>Route along centennial trail crosses traffic, needs cross hatching, as well as from handicap parking stalls. Cross walk from Memorial Field to Park does not have a curb cut on the parkside.</p>	<p>Add required cross hatching. Add curb cuts and access route from Memorial Field into park.</p>		<p>parkside does have curb cut</p>	<p>Complete</p>
<p><b>Ramp</b></p> <p>too steep at independence parking lot From the park to the bandshell restrooms, the grade is steep and dose not have handrails</p>	<p>Add handrails, add signage providing directions to accessible routes.</p>		<p>Need to determine if this is cost prohibitive and/or geographically unavailable</p>	<p>within 5 years</p>

## CITY PARK, INDEPENDENCE POINT

<p><b>Restrooms - bandshell</b></p>	<p>Doorway clearance is 41", one restroom is fully accessible, maneuvering space meets, stalls doors do not meet closed fist, needs independent signage for each bathroom, side door signage meets, doors easily open, toilets are 19" high, 13" to 16" to center, flushers on the wrong side, urinal is 18 1/2", no grab bar, toilet paper dispenser is to far forward. Women's paper towel dispenser is 39", crank operated. Lavatories have clearance, 35" high, pipes need to be insulated, faucet can be used with closed fist, hand dryers are 56" high and not closed fist operable. Change rooms, open space bench 19" high, exit to men's room 40".</p>	<p>Add closed fist handles to stall doors, add signage including tactile to each doorway to the restrooms, change flushers to correct side of toilet, add grab bars, move toilet paper dispensers and hand dryers to within reach ranges. Change paper towel dispenser to closed fist operable, insulate pipes. Lavatory rim must be 34".</p>	<p>Will conduct another self assessment with the Building Department to determine if enhancements meet compliance</p>	<p>Spring 2011</p>
<p><b>Restrooms - Mullan Avenue side (old)</b></p>	<p>Doorway clearance is 33 1/2", No signage, need to check door pressure, exits do not provide enough maneuvering space due to brick wall 35" to exit, stall doors do not meet closed fist, accessible stall is 41" x 56", no grab bars and flushers are not located correctly, toilet is 17 1/2", urinal height is 24", hand dryers are 56" and are not operable with closed fist. Only 33" between sink and stalls, lavatories are 36" high, faucet is operable with closed fist, yet is hard to push. No signage for entrance and exit doors inside restroom.</p>	<p>Provide signage through the park directing citizens to the bandshell for accessible restrooms. Bring into compliance as remodels occur.</p>	<p>Will conduct another self assessment with the Building Department to determine if enhancements meet compliance</p>	<p>Spring 2011</p>
<p><b>Drinking fountain at bandshell</b></p>	<p>Fountain provides clearance, 35 3/4" to spout, controls are mounted on front/side and are operable with closed fist, does not protrude past 4"</p>	<p>No Action</p>		

## CITY PARK, INDEPENDENCE POINT

<p><b>Drinking fountain at Mullan Restroom</b></p>	<p>Fountain provides clearance, 39" to spout; not operable with closed fist, does not protrude past 4"</p>	<p>Lower fountain, replace controls and/or fountain.</p>		<p>Spring 2011</p>
<p><b>Services</b></p>	<p>concrete pathway through park, some may slope beyond 1:12, access to gazebo, no access to children's play area. Employee storage room at band shell accessible. Bandshell stage only has a stair step entrance, no alternative, need to check rise and run of step.</p>	<p>Post signage through park directing to accessible routes. Replace steps to band shell with a ramp or provide another accessible route. Add accessible route to the children's play area.</p>	<p>As funding allows</p>	<p>Will conduct another self assessment with the Building Department to determine if enhancements meet compliance</p>
<p><b>Park Shop w/in Park</b></p>	<p>Doors are heavy, sliding, pull type, door handle is 48", flat interior</p>	<p>Since this facility is not utilized by the general public (employee only area), a sign should be placed at the main entrance providing a phone number and/or direction to the location that can provide services.</p>	<p>Employee area only</p>	



City Park

Independence Point

# CITY PARKING LOT; 3RD/4TH STREET BOAT LAUNCH

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	Boat Trailer spaces 50; Total parking lot stalls 475; 9 Handicap stalls. Stalls near 3rd street entrance on a slope greater than 1:12 , additional handicap stalls throughout parking lot that do not have access to the sidewalk. Signage needs to be updated, crosshatching needed for pathways to programs, as well as van access.	Bring into compliance		This area is currently under review to be reconstructed and should be in compliance upon construction	Within 5 years - see proposed design
<b>Approach/Entrance</b>	Access to sidewalk around sea wall, ramp to dock south of trailer parking lot, railing provided, slope of ramp a little steep	Due to seawall/flood hazard and lake levels there may be some restrictions regarding slope. Possible to place signage direction to the BLM accessible launch.		same as above	
<b>Services</b>	The Southern side of the lot has ramped access to the docks.	Possible to place signage direction to the BLM accessible launch.		same as above	
<b>Toilet Rooms</b>	three portable restroom, ramped with one accessible	No Action necessary		same as above	





# CENTENNIAL TRAIL PARKING LOT AT SELTICE WAY

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
Parking	19 Stalls, 1 handicap	No Action			
Approach/Entrance	access to trail and portable restrooms	No Action			
Drinking Fountain	meets code, does protrude more than 4" to allow for front approach.	No Action			
Toilet Rooms	2 portable restrooms, 1 handicap	No Action			



Ironwood Dr

Northwest Blvd

Northwest Blvd

Centennial Trl

Ramp

Seltice Way

Seltice Way

Trail Head Parking

RAMP

RAMP

**CITY PARKING LOT 4TH AND CDA AVE.**

	<b>Barrier</b>	<b>Proposed Action</b>	<b>Time</b>	<b>Update/Actions Pending</b>	<b>Target Date</b>
<b>Parking</b>	53 stalls, 2 handicap stalls, signs are short, 21'9" for 2 handicap spaces, needs van space, aisleway	Bring into compliance with signage and striping		Conduct an updated Self assessment	Spring 2011
<b>Approach/Entrance</b>	Parking lot to sidewalk, utilized by businesses on opposite side of CDA Ave.	Review cross walk possibilities/ramp at street corner			
<b>Services</b>	No facilities				



4th St

4th St

ALLEY

Coeur D Alene Ave

4th & CDA Ave.  
Parking

3rd St

## E. Tubbs Hill Park

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	19 stalls, 2 handicap stalls	bring into compliance w/one stall van accessible with proper signage		done in 2010	Complete
<b>Approach/Entrance</b>	pathways are dirt	Ensure pathways are accessible		Conduct annual review of pathways	Annually
<b>Ramp</b>	N/A	N/A			
<b>Services</b>	Packed dirt pathway	Ensure pathways are accessible		Conduct annual review of pathways	Annually
<b>Drinking Fountain</b>	Located on dirt path, spout is 37 1/2" with a concrete pad with a 2" lip, is closed fist accessible	Ensure fountain is accessible with spout no higher than 36"		Conduct annual review of pathways bring surrounding ground up to appropriate height as needed	Annually
<b>Toilet Rooms</b>	1 portable restroom (not accessible), approximate 1" lip to restroom pad,	Restroom to be accessible, ensure access to concrete pad.		Conduct annual review of pathways	Annually

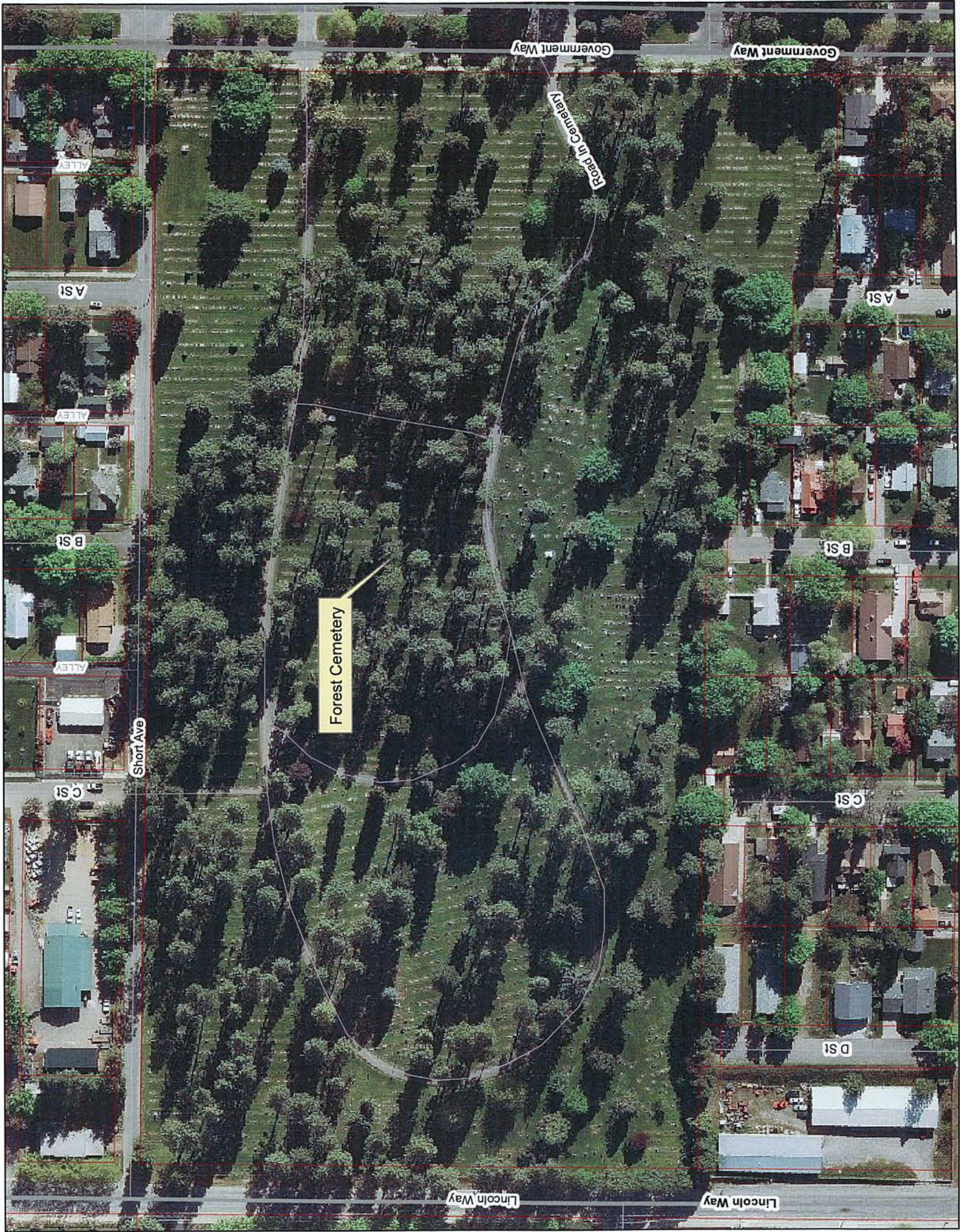


Lakeshore Dr

East Tubbs Hill  
Park

# FOREST CEMETERY

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	None	No Action			
<b>Approach/Entrance</b>	Driveway, asphalt pathway throughout cemetery	No Action			
<b>Ramps</b>	N/A	N/A			
<b>Services</b>		Provide modifications as requested			
<b>Toilet Rooms</b>	None	N/A			
<b>Emergency</b>	None	N/A			



Government Way

Government Way

Road In Cemetery

ALLEY

A St

A St

ALLEY

B St

B St

ALLEY

Short Ave

C St

C St

D St

Lincoln Way

Lincoln Way

Forest Cemetery



# G.O. PHIPPENY PARK

Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	9 stalls, no handicap stalls		Done spring 2010	Complete
<b>Approach/Entrance</b>	No access to baseball court or other parkland areas			
<b>Ramp</b>	N/A			
<b>Services</b>	Not accessible		Need to determine parks master plan for this park	within 5 years
<b>Toilet Rooms</b>	N/A			
<b>Emergency</b>	N/A			



Montana Ave

St Maries Ave

1S 418

1S 417

ALLEY

ALLEY

8th Street Shop

Phippeny Park

# HUBBARD AVE. MINI-PARK

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	On-street	No Action			
<b>Approach/Entrance</b>	dirt pathway to beach	Intended to be a natural open space, so no action. The City park is adjacent to this property and offers access to the edge of the beach via Centennial Trail.	No action required		
<b>Ramps</b>	N/A	N/A			
<b>Services</b>	beach, sand, trails	No Action			
<b>Toilet Rooms</b>	N/A	N/A			



Forest Dr

Lakeshore Dr

Hubbard Ave

College Dr

Rosenberry Dr

Centennial Trl

Hubbard Ave.  
Mini-park

# JENNY STOKES FIELD

Barrier	Proposed Action	Time	Action Since Plan/Actions Pending	Target Date
<b>Parking</b>	39 stalls, 2 handicap stalls			
<b>Approach/Entrance</b>	Only grass route to field, ramp from parking lot, no railing, leads to grass area.			
<b>Ramp</b>	ramp to field, no railing, does not lead to accessible facility		Need to determine master plan for this park	within 5 years
<b>Drinking Fountains</b>	Clear space in front, spout is at 36" controls are in front and operable with closed fist, does not protrude			Annually
<b>Services</b>	soccer field/restrooms			
<b>Toilet Rooms</b>	Only accessible through grass, signage needs to be located next to strike side of door, doorways are 32", pull handles, not closed fist operable. Door takes 6lbs of pressure. Maneuvering space meets, no stall doors, grab bars meet, toilet is 18" high, flush button on wrong side. Toilet paper dispenser is 45" away, urinal is 17" Lavatories have clearance, rim is 33", faucet meets closed fist, towels are 53" and are crank operated, no mirrors			Annually



Jenny Stokes  
Field

Kathleen Ave

Kathleen Ave

Orchid Ln

Jasmine Ln

**JOHNSON MILL RIVER PARK- COMPLETED 2006  
COMPLIANT**

	Barrier	Proposed Action	Time	Action Since Plan/Actions Pending	Target Date
Parking					
Approach/Entrance					
Ramp					
Drinking Fountains					
Services					
Toilet Rooms					



Johnson  
Mill River Park

Woodhaven Loop

Millcrest Ln

Waterwood Ln

Sawyer Ln

Shoreview Ln

Riverway Pl

Swiftwater Ln



# LANDINGS PARK - built 2009- Compliant

Barrier	Proposed Action	Time	Action Since Plan/Actions Pending	Target Date
Parking				
Approach/Entrance				
Ramp				
Drinking Fountains				
Services				
Toilet Rooms				



Landings Park

Talon Ln

Lennox Loop

Helms Deep Ln

Calamonte Ln

Long Meadow Dr

Bedford Ln

Carrington Ln

Princetown Ln

**LEGACY PLACE PARK - built 2008- Compliant**

	Barrier	Proposed Action	Time	Action Since Plan/Actions Pending	Target Date
Parking					
Approach/Entrance					
Ramp					
Drinking Fountains					
Services					
Toilet Rooms					



Legacy Place Park

Aaron St

Joy Ave

Barbie St

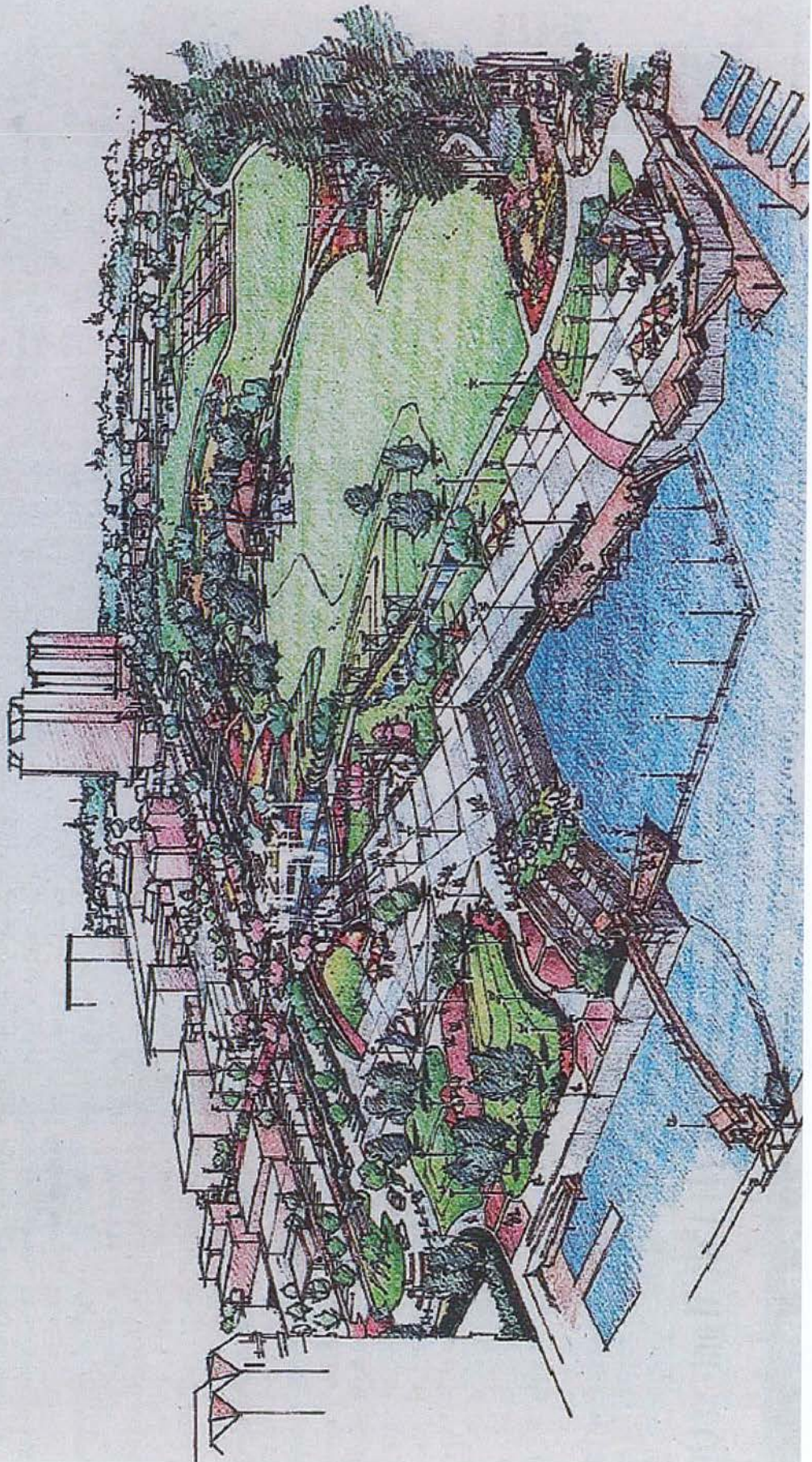
# MCEUEN FIELD

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	At 5th Street entrance: 20 spaces 1 handicap; 6 spaces in back HC Space is not marked for van Also see City Hall parking	Bring into compliance; 26 spaces requires two handicap stalls, one to be van accessible.		Currently being planned for major reconstruction. New construction would meet ADA requirements throughout the park	Within 5 years - see attached design drawing
<b>Passenger Loading Zone</b>	N/A	N/A			
<b>Pathways</b>	Concrete pathways near vending machines, have a plug/pipe cover sticking out into pathway, need to be removed. Pathway to legion bleachers have a slope that is too great, no rails, yet a nice concrete pad at the bottom	level concrete pathway near vending machine, create accessible pathway to the legion bleachers.			
<b>Ramps</b>	48" ramp x 27"; rise = 4"	install an accessible ramp from parking lot			
<b>Drinking Fountains</b>	Not level, spout within 36" not closed fist operable, does protrude within 4"	Level concrete pathway, provide fountain that is closed fist operable. Objects protruding more than 4" shall have a planter or other cane detectable barrier one each side at floor level.			
<b>Telephones</b>	N/A	N/A			

# MCEUEN FIELD

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Toilet Rooms</b>	<p>Women's room: 1 1/4" lip at door, no door handle, stall door inoperable w/closed fist</p> <p>Men's room: 2 1/2" lip at door, needs lever handle, no stalls, No tactile signage, door handle height is 33 3/4", not operable with closed fist Toilet is 16 1/2" high Urinals: 20 1/2" Controls 48 1/2" high Needs pipe insulation. Lavatory rim = 30 1/2" without 29" of clearance below, faucets and towel dispensers inoperable with closed fist, towel dispenser = 56" No mirror No restroom that is fully accessible, doorway at least 32", doors light, has a turning radius, one stall has 5'x5' clearance</p>	<p>Bring into compliance by providing one handicap accessible restroom. Current facilities would need thresholds height into compliance, doors to be closed fist operable, install signage that includes tactile. Bring toilet into height compliance, bring urinals into compliance, insulate pipes, faucets and towel dispensers to be closed fist operable and within reach ranges.</p>			
<b>Rooms and Spaces</b>	Tennis courts, basketball courts and other bleachers are not accessible.	Provide accessible routes to programs			

# A VISION UNVEILED





McEuen Field

Tubbs Hill Dr

Tubbs Hill

Water Well-house

13th St

Bancroft Ave

Young Ave

12th St

Mountain Ave

Ash Ave

Lakeshore Dr

Taylor St

11th St

10th Pl

10th St

Pine Ave

9th St

8th St

Water Well-house

Tubbs Hill

McEuen Field

Tubbs Hill Dr



# MEMORIAL FIELD/SKATEBOARD PARK

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	41 stalls, 2 handicap stalls. Striping is light and hard to see. Pavement not level, needs resurfacing. Signs are short. Van space and crosshatched aisleway for path of travel are needed. Parking area near skateboard park (west side) 8 stalls, no handicap stalls, dirt are utilized for parking directly behind skatepark, not paved or striped.	Restripe parking lot with aisleway cross-hatched. Add appropriate signage.		Need to determine Master Plan for this park Conduct an updated self assessment Spring 2011	within 5 years
<b>Pathways</b>	The route of travel may not be stable, firm or slip-resistant. Cracked, lumpy, concrete. Ramps made of wood, wood be slippery when wet.	Cure slope of ramp, add slip relief.		"	
<b>Drinking Fountains</b>	The drinking fountain is free standing and does not have a clear space underneath it, allows for side access. The floor space alongside allows for turnaround, however, the concrete is lumpy. The spout is too high (39") rather than recommended (36").	level concrete, provide fountain that meets height requirement.		"	
<b>Telephones</b>	No telephones at this facility	No Action			
<b>Ramps</b>	Ramps are made of wood and have a slope greater than 1:12.	See pathways			
<b>Stairs</b>	Stairs to bleachers at the grandstand, no space for wheelchairs.	Add code compliant handrails. (Use Fairground grandstand as an example of how to add accessible seating area).		"	
<b>Entrances</b>	The concession stand employee entrance has a stair step entrance. Crosswalk to the City Park is non-accessible.	Moveable or permanent ramp should be available to concessionaire access. Ramped curb cut to crosswalk with a connection to an existing route.		"	

# MEMORIAL FIELD/SKATEBOARD PARK

	<b>Barrier</b>	<b>Proposed Action</b>	<b>Time</b>	<b>Update/Actions Pending</b>	<b>Target Date</b>
<b>Toilet Rooms</b>	Portable restroom only. No handicap access	If only one portable restroom is located at a facility it shall be accessible, including accessible route			Annually



## NORTH PINES PARK - built 2007

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
Parking				Need to complete a self-assessment	Spring 2011
Services					
Drinking Fountains					
Approach/Entrance					
Toilet Rooms					



Northpines Park

13th St

12th St

12th St

Luncelord Ln

Luncelord Ln

11th St

10th Pl

Forest Park Ln

# NORTHSHIRE PARK & Dog Park

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	22 Stalls, 2 handicap, not van accessible	One stall to be van accessible		Need to conduct a self assessment to see if improvements have resolved barriers	Spring 2011
<b>Services</b>	concrete pathway throughout park, except to horseshoe pit	Provide access to horseshoe pit			
<b>Drinking Fountains</b>	No paved approach, brick circle, no clearance	Provide accessible fountain			
<b>Approach/Entrance</b>	Ramped access from parking lot, concrete sidewalks throughout.	No Action Needed			
<b>Toilet Rooms</b>	Needs signage, pipes need to be insulated, lavatory clearance is 26," toilet short, exceeds 18" from wall, stall only 41" deep, access to bathroom does not provide clearance, paper towel dispenser is at 42," crank style, not closed fist	Add signage, insulate pipes, provide accessible restroom, replace towel dispenser with closed fist operable dispenser.			



Atlas Rd

Atlas Rd

Naz Perce Rd

Belmont Rd

Naz Perce Rd

Sherwood Dr

Abbey Rd

Northshire Park

Dog Park

## PERSONS FIELD (Jointly owned w/School District)

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	On-street parking only	No Action			
<b>Entrances/Access</b>	dirt ramp to field, more than 1:12 slope, Needs signage	Provide access to programs/viewing areas		Need to determine Park Master Plan	Within 5 years
<b>Drinking Fountains</b>	No side access, step up to access fountain, 36 1/2" to spout	Provide accessible fountain		Removed	Complete
<b>Telephones</b>	N/A	N/A			
<b>Services</b>	dirt and field, no paved accessways	Provide access to programs/viewing areas			
<b>Toilet Rooms</b>	not one fully accessible restroom, no tactile signage, push doors light, maneuvering space available, no stall doors, one stall is 36" x 90", need grab bars, urinal is 25" high, toilet is 16" high, lavatory is no higher than 34", clearance is 26" pipes need to be insulated, crank towel dispenser, Women's room has 35" pathway	Bring into compliance: Provide one accessible restroom, add signage including tactile, bring toilets and urinals into compliance, pipes to be insulated, towel dispensers to be closed fist operable.			





Persons Field

15th St

15th St

Garden Ave

14th St

ALLEY

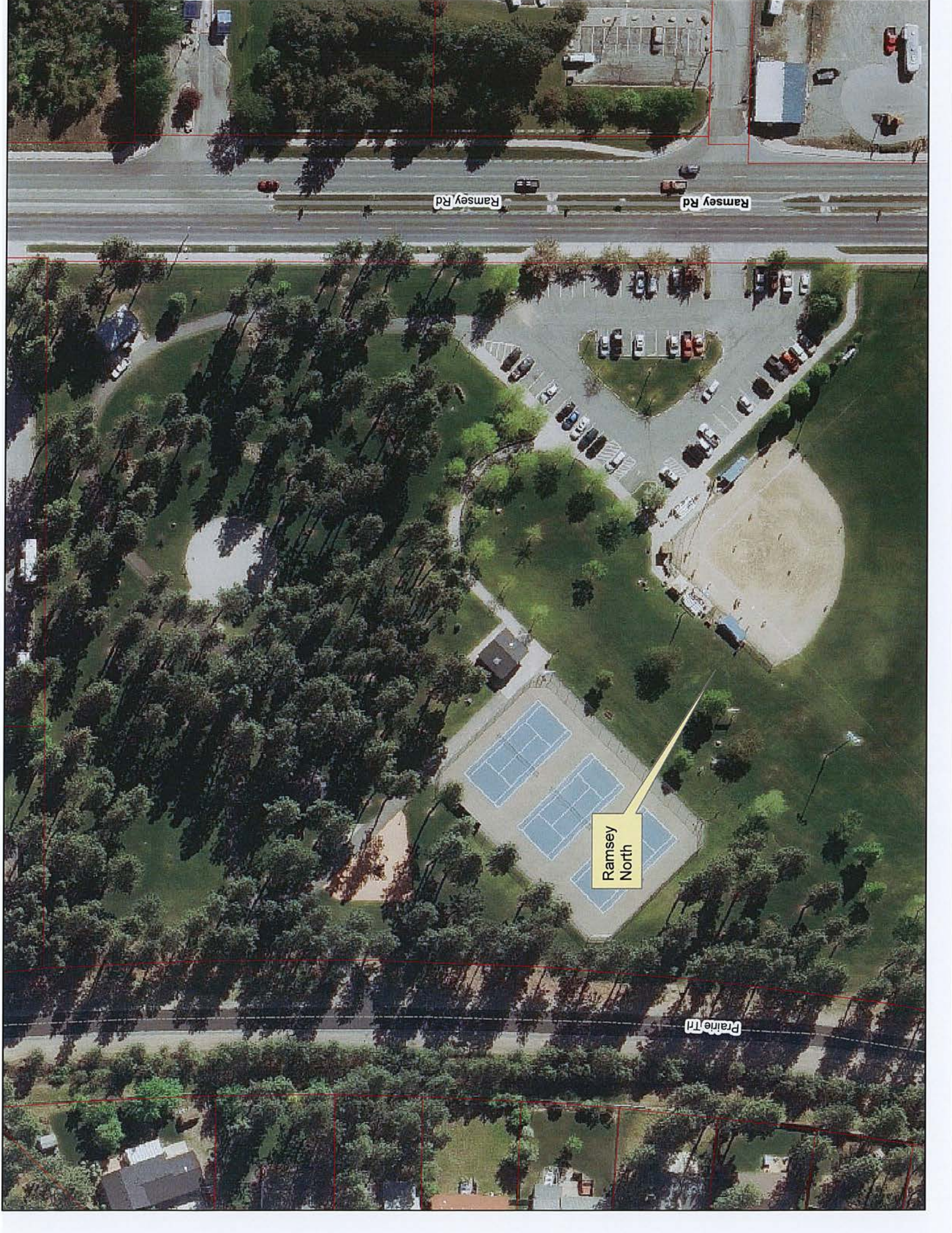
13th St

Foster Ave

ALLEY

# RAMSEY FIELD

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	North Lot: 55 stalls, 2 handicap Center lot: 65 stalls, 3 handicap (needs van signage) South Lot: 106 stalls, 5 handicap	North lot: install one more handicap stall, at least one to be accessible. Center lot: add signage			Complete
<b>Approach/Entrance</b>	Northern park, ramp is longer than 30 feet, no railing, no landings	Bring into compliance: (possibly install 5 foot level landings every 30 feet between landings, at top and bottom, and at switchbacks, install railings on both sides, or provide alternate access to services signed appropriately.)		Need to determine if this can be accommodated	Spring 2011
<b>Ramps</b>	Northern park only.	See Above			
<b>Services</b>	Northern Park: Concrete pathways, except to horseshoe pit, and playground equipment	Provide access to programs		Need to determine master plan	Within 5 years
<b>Toilet Rooms</b>	All restrooms need closed fist stall doors and towel dispensers, and pipes insulated. Northern Park: Doors 11 lbs pressure, pipes need insulation, 27" clearance under lavatory counter, needs signage. South Park: Needs signage, Men's toilet is 19" high.	Bring into compliance: Add closed fist handles to doors, replace towel dispensers with closed fist operable dispensers. Door pressure to be no more than 5lbs. Add signage where needed.		Need to conduct an updated self-assessment	Spring 2011
<b>Emergency</b>	None	N/A			



Ramsey Rd

Ramsey Rd

Ramsey North

Prairie Trl



Ramsey Rd

Ramsey Rd

Ramsey Field

Canyon Dr

Spaulding Ln

Fairway Dr

Angle Cir

Augusta Ct

Prairie Trl

# RIVERSTONE PARK - Completed 2007- Compliant

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
Parking					
Approach/Entrance					
Ramps					
Services					
Toilet Rooms					
Emergency					



Main St

Riverstone Dr

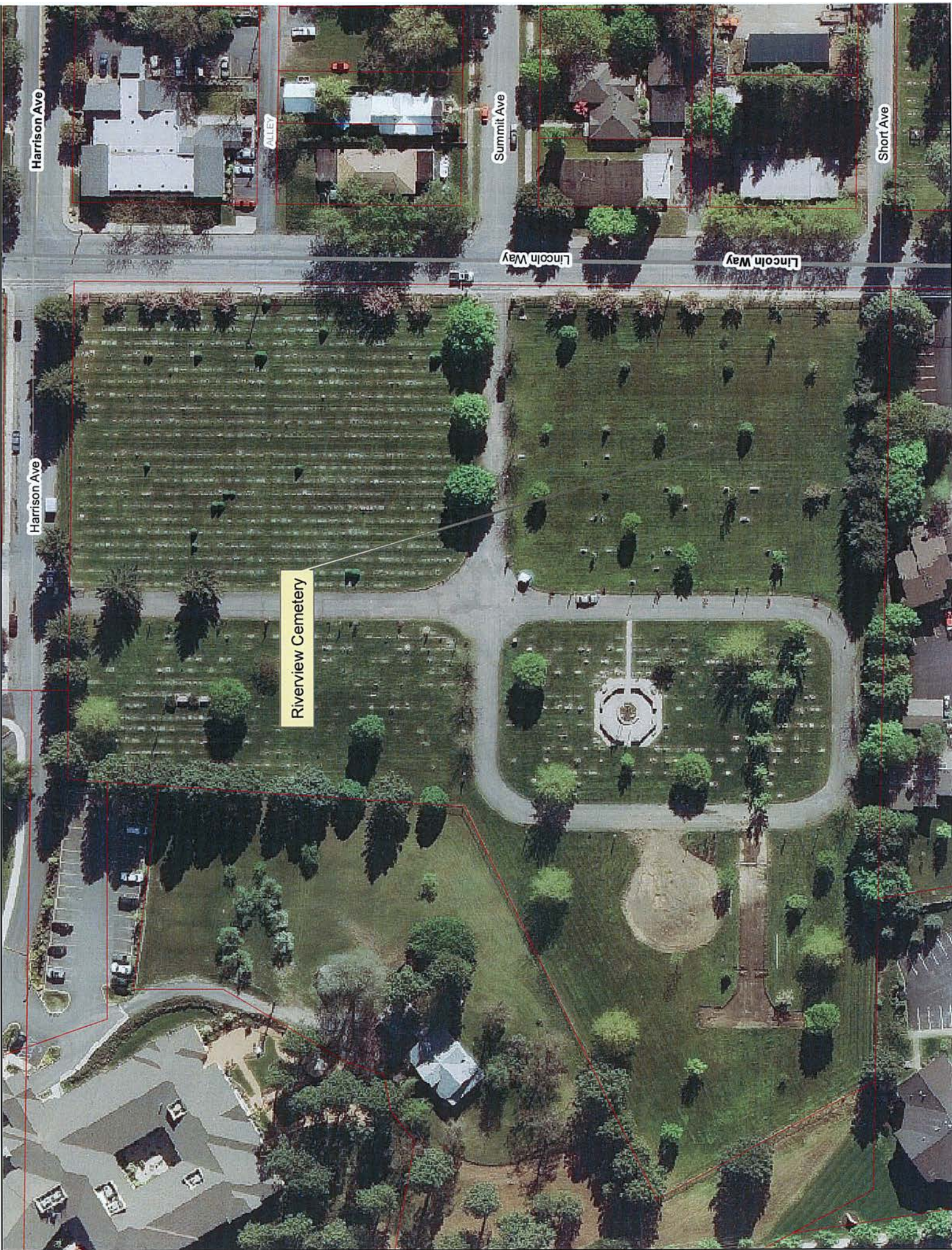
Tilford Ln

John Loop

Riverstone Park

# RIVERVIEW CEMETERY

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	None	No Action			
<b>Approach/Entrance</b>	Driveway, asphalt path through cemetery, concrete path to the Memorial Circle	No Action			
<b>Ramps</b>	N/A	N/A			
<b>Services</b>		Provide modifications as requested			
<b>Toilet Rooms</b>	None	N/A			
<b>Emergency</b>	None	N/A			



Harrison Ave

ALLEY

Summit Ave

Short Ave

Lincoln Way

Lincoln Way

Harrison Ave

Riverview Cemetery



# SHADDUCK LANE PARK

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	28, 2 handicap (not signed for van accessible)	Add signage		done	Complete
<b>Entrances/Access</b>	No Stairs, stable, firm route, 36" wide, curb cuts, slope no greater than 1:12	No Action			
<b>Drinking Fountains</b>	Has clearance, spout no higher than 36" closed fist operable, does not protrude into circulation	No Action			
<b>Telephones</b>	N/A	N/A			
<b>Services</b>	Routes through park are paved for access to basketball court and gazebo, no route to playground or horseshoe pit.	Add route to viewing area at playground and accessible horseshoe pit.		route to playground exists	Complete
<b>Toilet Rooms</b>	2 Portable restroom, 1 accessible	No Action			



21st St

Magnolia Dr

Shadduck Ln

Deerfield Dr

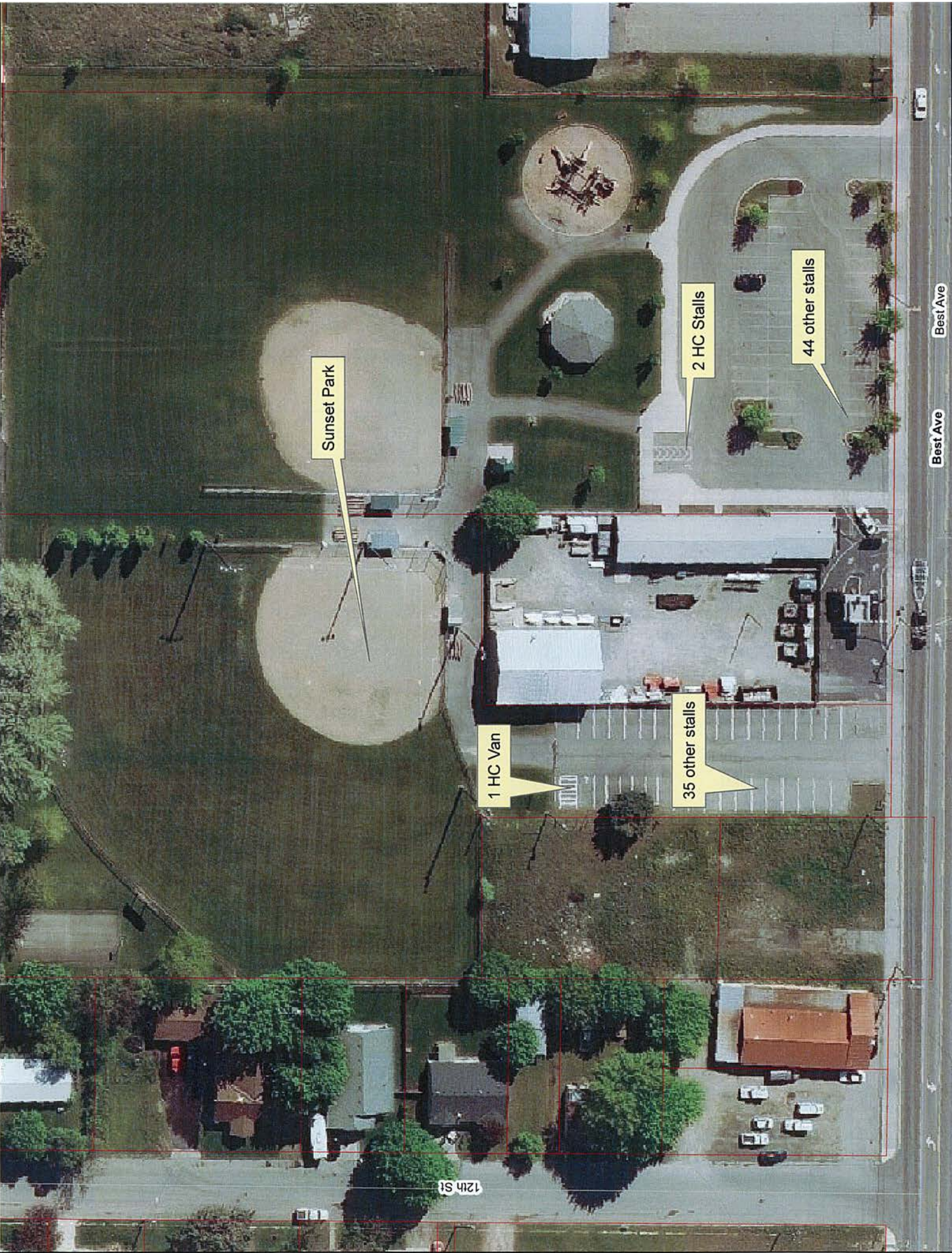
Shadduck Lane  
Park

Alderbrook Dr

19th St

# SUNSET PARK

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	Main lot 44 stalls, 2 handicap (not signed for van accessible), side lot 37 stalls 1 handicap (not signed properly), asphalt ramp to field from lot needs railing, slopes more than 1:12	Bring into compliance: 4 handicap stalls required. Place in front accessible lot, place signage directing to front lot for accessible entrance, or create an accessible entrance from back lot.		done	Complete
<b>Entrances/Access</b>	No Stairs, stable, firm route, 36" wide, curb cuts, slope no greater than 1:12, no signage at inaccessible entrance directing to accessible entrance	Place signage		Complete an updated Self Assessment	Spring 2011
<b>Drinking Fountains</b>	Has clearance, spout no higher than 36" closed fist operable, does not protrude into circulation	No Action			
<b>Telephones</b>	N/A	N/A			
<b>Services</b>	Paved routes through park, no route to the gazebo	Provide access to gazebo		Complete an updated Self Assessment	Spring 2011
<b>Toilet Rooms</b>	Portable restroom, not accessible	provide accessible restroom			Annually



Sunset Park

1 HC Van

35 other stalls

2 HC Stalls

44 other stalls

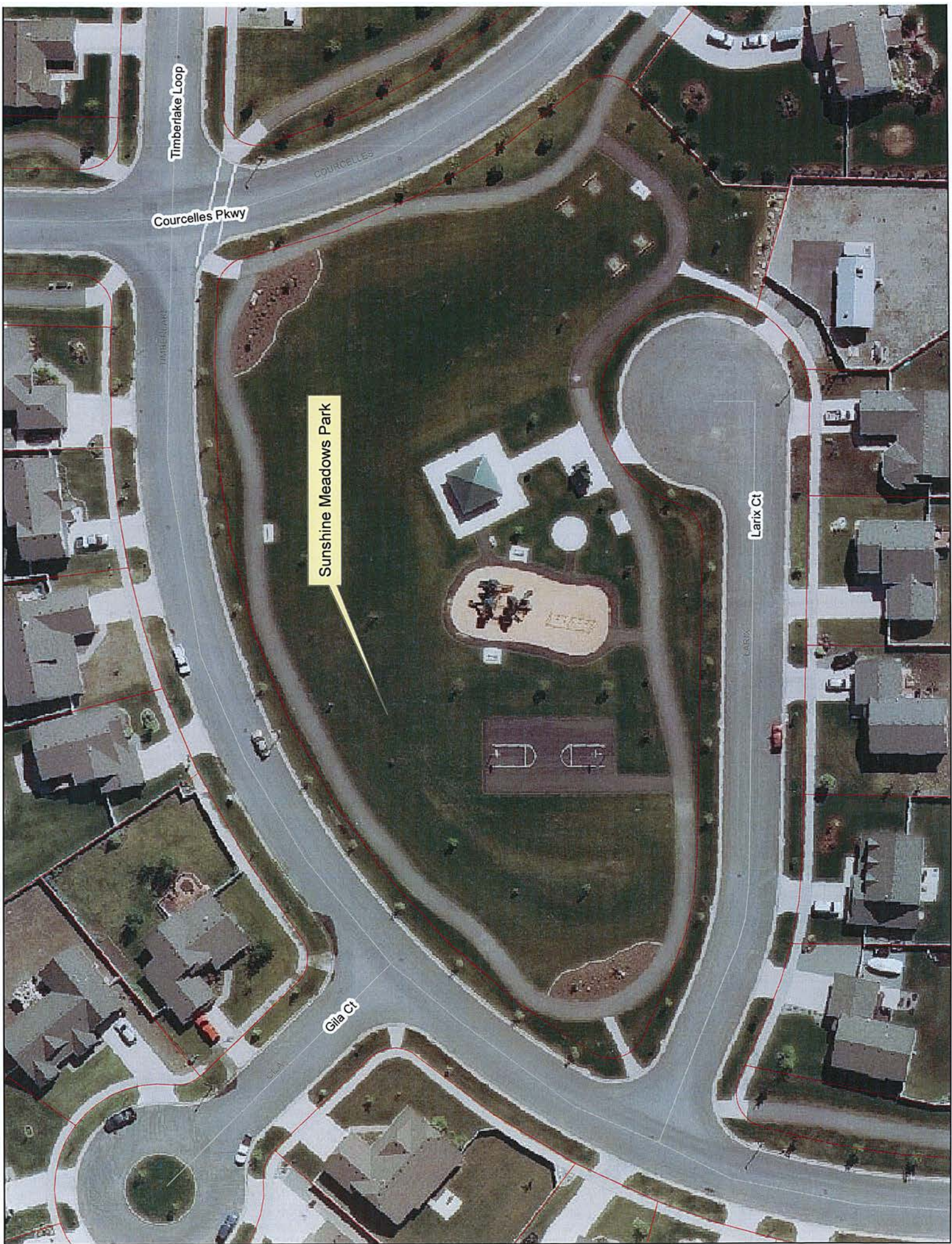
12th St

Best Ave

Best Ave

**SUNSHINE MEADOW PARK - Completed 2008 -  
Compliant**

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
Parking					
Entrances/Access					
Drinking Fountains					
Telephones					
Services					
Toilet Rooms					



Timberlake Loop

Courcelles Pkwy

Sunshine Meadows Park

Larix Ct

Gila Ct

# WINTON PARK

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	14 stalls, 1 handicap (not signed for van accessible)	Sign van accessible stall		Complete a parks master plan for this park	Within 5 years
<b>Entrances/Access</b>	firm and stable, min. 36" wide, slope close to 1:12, does not exceed	No Action			
<b>Drinking Fountains</b>	spout is less than 36"	No Action			
<b>Services</b>	No access to the basketball court, horseshoe pit, or bleachers.	Add accessible route to programs/viewing areas			
<b>Toilet Rooms</b>	<p>Not one fully accessible restroom, No tactile signage, door is 32" wide, locked open during operation, maneuvering space available, stall door may not be operational with a closed fist, stall is 45"x96" w/out door (42"x21" from front of toilet), grab bars 40" back and side. Flusher located on the wrong side, Men's toilet 18" to center, urinal 21" high, toilets 16" high. Lavatory has clearance and 34" high (women's has 28" clearance), faucet is closed fist operable, Women's towel dispenser 50", crank operated, on wrong side, men's towel dispenser is 54" crank operated. Pipes need to be wrapped.</p>	<p>Provide an accessible restroom. Place signage according to code. Move flusher to correct side of toilet. Towel dispenser to be closed fist operable and within reach ranges. Pipes to be insulated.</p>			



Winton Park

Lacrosse Ave

Melrose St

Alley

Linden Ave

Walnut Ave

drive



# CITY HALL

	<b>Barrier</b>	<b>Proposed Action</b>	<b>Time</b>	<b>Update/Actions Pending</b>	<b>Target Date</b>
<b>Upstairs Parking</b>	Front lot has 7 stall, 1 handicap (not van accessible), needs crosshatch route to entrance, side lot has 13 stalls, no handicap	Bring into compliance: Over 100 stalls requires 5 handicap stalls, one of which shall be van accessible. Bring into compliance with required striping, signage and access aisles.		Shared parking with new Library facility, four stalls in lower lot, four more in upper lot shared with library.	Complete
<b>Downstairs Parking</b>	89 stalls, 2 handicap (13' wide each), no van stall, need access aisle for one stall.	Bring into compliance: See Above			Complete
<b>Upstairs Approach/Entrance</b>	Firm, stable, does not require stairs, approach is rough and uneven, no signage re: accessible route, threshold and clearance meet. Door handles operable w/closed fist. Entrance door takes 9lbs of pressure to open. Second entrance door takes 10 lbs of pressure and does not meet closed fist.	Provide signage directing to accessible entrance. Stripe stall and access aisle to code. Doors shall be brought into compliance with closed fist and 5lb pressure requirements.		Complete an updated Self assessment to determine if modifications have mitigated barriers	Spring 2011
<b>Upstairs Council Chambers</b>	Door handles do not meet closed fist, door takes 15lbs of pressure to open, emergency exit leads to drop off landscape area/air intake and takes 12lbs of pressure to open. Furniture is moveable to create pathways as needed. Signage not to standard. Controls within reach and meets closed fist. Seating would be at the end of each row throughout. Step up to Council seating, ramp could be added as needed. Assisted listening device is available upon request, needs to be tested w/new sound system.	Bring door into closed fist compliance. Adjust door pressure to 5lbs. Review and remodel emergency exists for accessible exit pathways. Add required signage. Acquire temporary or permanent ramping to be utilized as needed to access the council seating area. Create area/signage for access to assisted listening device.		Council Chambers moved to new Library. Old Council Chamber stage removed, flat room for meetings. Door pressure and handles need modification.	Will replace door handle with closed fist by 2-1-11

# CITY HALL

<p><b>Upstairs Services</b></p>	<p>Back door needs to have beveled threshold, door takes 10lbs of pressure, Doors throughout building need lever handles. Entrance to Finance, City Clerk, Admin. Takes 14lbs of pressure. Emergency door out of Finance has lever and takes 5lbs of pressure. Storage vault does not have clear pathway, moveable boxes. Computer operations glass door takes 15lbs of pressure. Council office doorway is only 29" wide. Main door to Admin. takes 12lbs of pressure. Warren meeting room door is 14lbs of pressure, no 18" clearance, sink in meeting room and break room do not have under rim clearance, yet are closed fist operable, side approach available, soap and towel dispenser not w/in reach. No door to break room. Growth Services/planning main door takes 13lbs, needs lever, personnel door 5lbs pressure, HR Director office 29" wide. Rear exit 13lbs pressure.</p>	<p>Place signage directing to the accessible upstairs entrance, amend threshold within allowable range. Replace non closed fist compliant doors to public spaces, employee areas shall be modified upon request or remodel. Lower towel and soap dispensers to within reach ranges.</p>		
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# CITY HALL

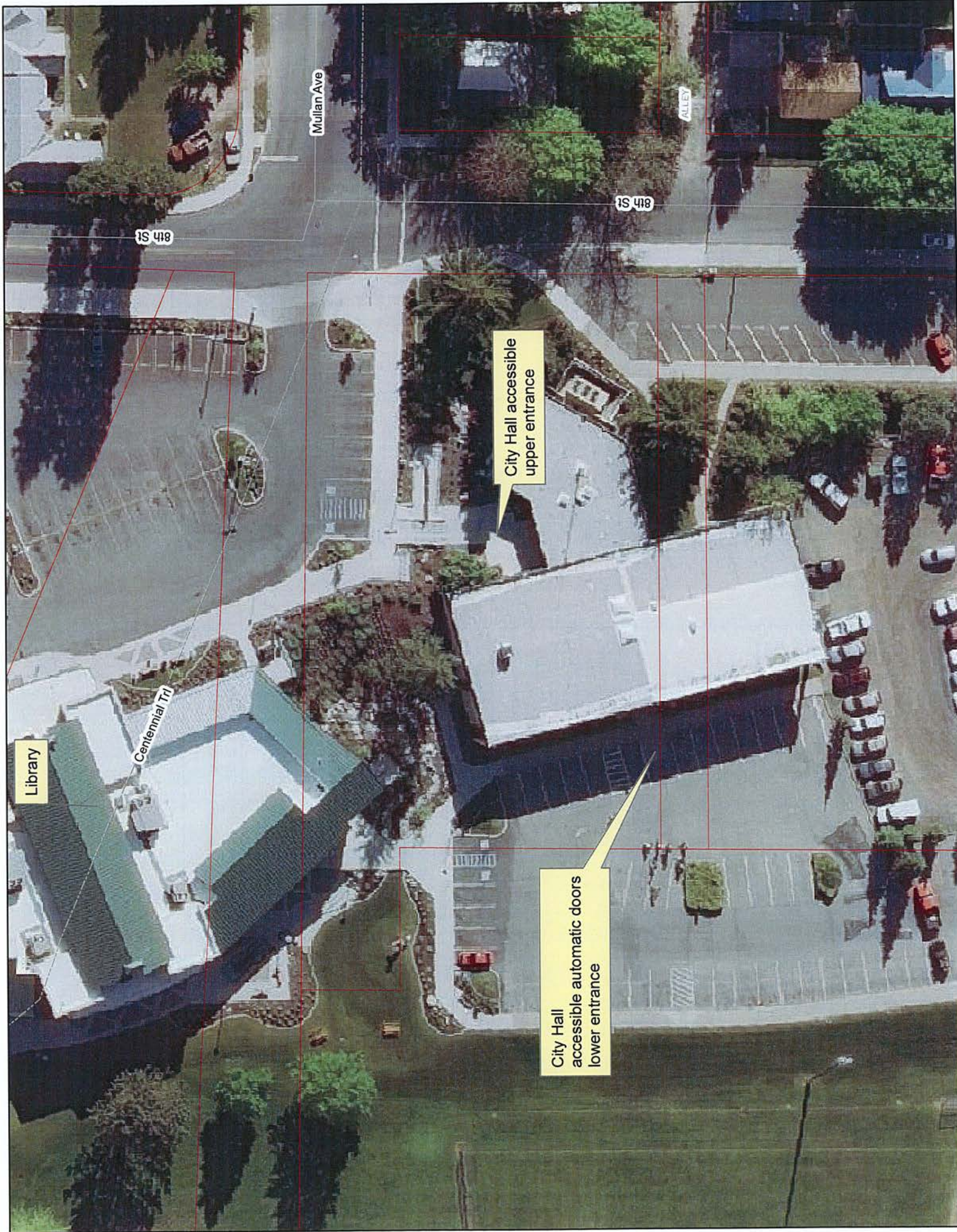
<p><b>Upstairs Toilet Rooms</b></p>	<p>Sign is placed correctly and is tactile. Doors are push. Men's room takes 26lbs, Women's 17lbs, no 18" clearance entrance or exit, 34 1/2" maneuvering space, handicap stall door not operable w/closed fist, accessible stall is 45" x 84." Flush handle to urinal is 48," Toilets are 20 1/2" to center, toilet paper dispenser 43" to center. Men's room flush valve on wrong side. Lavatories have clearance, faucets meet closed fist, dispensers/dryers within reach range, one of two mirrors placed w/in 40." Women's employee lounge is not accessible, door 13lbs pressure, door to toilet 29" wide, no grab bars, non accessible.</p>	<p>Doors shall be brought into compliance with 5lbs of pressure. Stall doors shall be closed fist operable. Urinals and toilets shall be brought into compliance. Signage needed to direct the public to the accessible restroom.</p>	<p>As funding allows</p>		
<p><b>Upstairs Drinking Fountain</b></p>	<p>double fountain near Council chambers has clearance in front of fountain, spout w/in range, controls are closed fist operable, do protrude more than 4" into pathway. Fountain outside breakroom spout is 41" high, cups are at 44"</p>	<p>Planters or other detectable barrier shall be placed at each side at floor level.</p>	<p>As funding allows</p>		
<p><b>Telephone</b></p>	<p>No public pay phone</p>				
<p><b>Upstairs Emergency</b></p>	<p>Fire alarms too high</p>	<p>Place within reach range.</p>			
<p><b>Elevator</b></p>	<p>44"x60" wide 2 1/2" threshold, 32" doorway, emergency phone goes to police front desk.</p>	<p>Bring into compliance as remodel occurs.</p>		<p>Elevator located within center of building, no reasonable fix, built in 1970's</p>	

## CITY HALL

<p><b>Downstairs Approach/Entrance</b></p>	<p>Firm, stable, does not require stairs, no signage re: accessible route, threshold and clearance meet. Door has electronic opening, and handles operable w/closed fist. Ramp does not have railing. Cracked concrete at entry may cause more than a 1/4" threshold</p>	<p>Place clear signage regarding accessible route. Fill concrete cracks to ensure threshold is within range.</p>	<p>Ramp and entry concrete removed and replaced.</p>	<p>Complete</p>
<p><b>Downstairs Emergency</b></p>	<p>Emergency door out of Parks, Threshold is 1 1/4," 8lbs pressure, leads to gravel lot.</p> <p>Handicap accessible sign over elevator not visible from entry. Doors internally need lever handles unless noted otherwise. Civil legal division, door 13lbs of pressure, front desk 42" high, door has lever handle. Customer Service Center front entrance door has lever handle takes 8lbs of pressure, cashier counter 43" high, route to conference room not 36" due to moveable furniture, alternate access available through hallway door 33 1/2" wide and 8lbs of pressure. Back door is 13lbs of pressure, fire alarm near door too high. Maintenance equipment room, not closed fist accessible, locked for employee access only. File storage room locked for employee access, not closed fist accessible.</p>	<p>Create an accessible emergency route, including beveled threshold.</p>	<p>Asphalt ramp installed</p>	<p>Complete</p>
<p><b>Downstairs Services</b></p>	<p></p>	<p>Place clear signage for elevator access. Replace door handle to legal. Amend or replace doors to ensure 5lbs of pressure. For counter tops that are too high each department shall establish a policy that sets forth how they will provide the service or lower a section of counter, add a flip top desk with clearance below as a temporary counter, or provide an auxiliary table. Lower fire alarm to within reach range.</p>	<p></p>	<p>Door handle in legal replaced.</p>

# CITY HALL

<p><b>Downstairs Services Cont.</b></p>	<p>Parks and recreation door has lever handle, 33" doorway, 6lbs pressure, counter top 42," (1/2 size) swing doors to all other offices. Recreation director door 14lbs, Park director door 30" wide, second door 32 1/2" wide. Building Maint. Super. office door is 29," old armory needs lever handle, 15lbs pressure. Police Sub-station, door is 16lbs pressure, needs lever, door to outside has no threshold (3" drop) to a gravel lot, door is 9lbs. Breakroom door 15lb pressure, no access to the sink, is closed fist operable.</p>	<p>Bring into compliance. Employee only areas shall be modified upon request.</p>	<p>Employee areas modified upon request</p>	
<p><b>Downstairs Toilet Rooms</b></p>	<p>Needs signage to accessible restroom, neither bathroom has an accessible stall, doorway is only 29" wide. Ladies locker-room/restroom w/in Park/Rec area: Shower has 4 1/2" lip (currently used as storage) Bathroom stall is small and nonaccessible, door does not meet closed fist, 17lbs pressure. Men's locker-room, needs lever handle, doorway is 28," 10lbs pressure, shower has 4 1/2" lip, nonaccessible restroom. No signage.</p>	<p>Signage needed to direct to the upstairs accessible restroom. Providing an accessible restroom downstairs upon remodel.</p>		
<p><b>Downstairs Drinking Fountain</b></p>	<p>spout is 42" high, cup dispenser is 44" high needs refill regularly.</p>	<p>Cup dispenser should be within reach range, with cups provided.</p>		



City Hall accessible upper entrance

City Hall accessible automatic doors lower entrance

Library

Centennial Trl

Mullan Ave

1S 418

1S 418

ALLEY

# COMPOST FACILITY

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	No parking area				
<b>Entrances/Access</b>	ramped entrance meets 1:12, door mats need replaced with less than 1/2", entrance door takes 7lbs of pressure, no signage, no 18" clearance on pull side of door, meets closed fist	Main gate should have signage providing a phone number and directions to an accessible facility that provides department services. Follow City policies and procedures for modification requests as needed. Bring doorway clearance into compliance as remodeled.	Employee only area		
<b>Telephones</b>	N/A				
<b>Services</b>	Employee area for utilization of heavy equipment, small employee breakroom and restroom facility, one desk area. Kitchenette includes counter at 36 1/2" high, no under clearance, faucet meets closed fist, no cabinet handles.	See Above.			
<b>Toilet Rooms</b>	Employee only, shower has 6" lip, controls are at 48", no signage, doorway is 32", handles are 48" or less, easily opened, maneuvering space meets, no stall door, needs grab bar. Toilet is 16" high, 17 1/2" to center. Lavatory rim is 34", clearance beneath, pipes need to be wrapped, towel dispenser is 63", Mirror is mounted at 49".	Add grab bar and insulated pipes. Towel dispenser to be within reach ranges, Mirror mount to be lowered to code.	Modification upon request		

Compost Facility

Knoll Ln

Julia St

Devon Pl

Shane Dr





# FIRE STATION NO. 1 (Remodeled 2009/2010)

Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<p><b>Parking</b></p> <p>14 Stalls, 1 handicap stall, all accesses include stairs, no curb cut at handicap stall to sidewalk, would not offer access past sidewalk due to steps.</p>	<p>Bring into Compliance: Modify entrance to provide accessible route (including sufficient turnaround at landing), or signed to direct citizens to an accessible building providing services. Handicap stall shall be van accessible, striped and signed as required, ramped to door bell or accessible route.</p>		<p>Restriping and seal coat of parking lot to be completed by May, 2010 and Certificate of Occupancy to be issued.</p>	<p>Complete</p>
<p><b>Approach/Entrance Ramp</b></p> <p>Non-accessible None</p>	<p>See Above</p>		<p>See above Fire Station 1 remodeled and Certificate of Occupancy to be issued in May, 2010</p>	<p>Complete</p>
<p><b>Services</b></p> <p>Services do not include an accessible route. Door bell outside of building (Foster Avenue side) not accessible other than step up. No signage, no alternative access. Door requires 21lbs of pressure, routes provide 36" clearance, however are not accessible. Main office door takes 3lbs pressure, interior office door, 4lbs for aiseways. Front office doorway lift from garage is 1 1/4." Stairs to basement: railing needs to be continuous. Stairs to living quarters have a continuous rail and non slip surface. Doors need lever handles, stove controls too high.</p>	<p>Modify location of door bell to be within an accessible route, signed appropriately. Doors shall be brought into compliance with closed fist regulations and 5lb pressure. Create a department policy regarding services (with accessible route) and modify the counter by one of the following: lower one section, add temp. flip top/down desk with proper under counter clearance, or an auxiliary table will be provided. Modify restroom and office pathways upon request pursuant to city employee policies and</p>		<p>Fire Station 1 remodeled and Certificate of Occupancy to be issued in May, 2010. Deficiencies no longer exist.</p>	<p>Complete</p>

## FIRE STATION NO. 1 (Remodeled 2009/2010)

<b>Toilet Rooms</b>	<p>Chief's office; door width 27 1/2," not closed fist compliant, nonaccessible; main level restroom access by way of steps, no signage, need lever handles, doorway does not provide 32," no adequate maneuvering space, no stalls, no grab bars, lavatory does not have turnaround, rim is 36," no clearance below, faucet meets closed fist, towel dispenser does not meet closed fist, mirror is 50." Upstairs: doorway 28," sink 36" high, towel dispenser too high, shower/toilets not accessible, urinals too high.</p>	Employee areas modify upon request and/or remodel.	Fire Station 1 remodeled and Certificate of Occupancy to be issued in May, 2010. Deficiencies no longer exist.	Complete
<b>Emergency</b>	smoke detector, audible	No Action	N/A	



Foster Ave

Fire Station No. 1

Fire Administration

ALLEY

## FIRE STATION NO. 2

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	10 stalls, 1 handicap ( need 3" more to make a van space)	Bring into Compliance: restripe van accessible stall to meet code requirements		Completed (Chief Gabriel's email dtd 11/13/08)	Complete
<b>Approach/Entrance</b>	Route does not include stairs, is stable and 36", no protruding objects, slope is not greater than 1:12, doorway meets 32" clearance and thresholds meet, door easily opens. Keypad and doorbell available, needs Braille signage, needs lever handle	Needs closed fist operable handle, signage needs to include tactile. Since this facility is not utilized by the general public (employee only area), a sign should be placed at the main entrance providing a phone number and/or direction to the location that can provide services (i.e. where to get burn permits, etc.)		Completed (Chief Gabriel's email dtd 11/13/08)	Complete
<b>Ramps</b>	Only exterior concrete approach, less than 1:12	No Action		N/A	
<b>Services</b>	Doors to public spaces have 32" opening and 36" pathways, turnaround space, internal doors are easily opened, door handles within range, signs designate permanent rooms. Washer and dryer have rear controls. Kitchen stove has front controls, upper cabinets are taller than 56" Signage for rooms, not tactile, adequate maneuvering space. Apparatus Room has a 4" lip, ramp in garage to interior of building.	No Action		N/A	
<b>Toilet Rooms</b>	Light switches 50" high, signage not tactile, no stalls, toilet 19" high, shower has 6" lip, lavatory rim is 33", clearance beneath, faucet meets closed fist, towels are 58", Urinal is 24"	Firefighter only area, modification upon remodel or employee request for modification.		Completed (Chief Gabriel's email dtd 11/13/08)	Complete

## FIRE STATION NO. 2

<b>Drinking Fountain</b>	clear space, spout no higher than 36," operable with closed fist, protrudes more than 4" into space	Firefighter only area, modification upon remodel or employee request for modification.	Completed (Chief Gabriel's email dtd 11/13/08)	Complete
<b>Telephone</b>	clear space, 54" high w/side approach, does not protrude, push buttons, not hearing aid compatible, does have volume control, not signed, not TDD	No Action	Completed (Chief Gabriel's email dtd 11/13/08)	Complete
<b>Emergency</b>	Smoke detectors	No Action	N/A	



Jenny Stokes  
Field

Fire Station No. 2

Ramsey Rd

Ramsey Rd

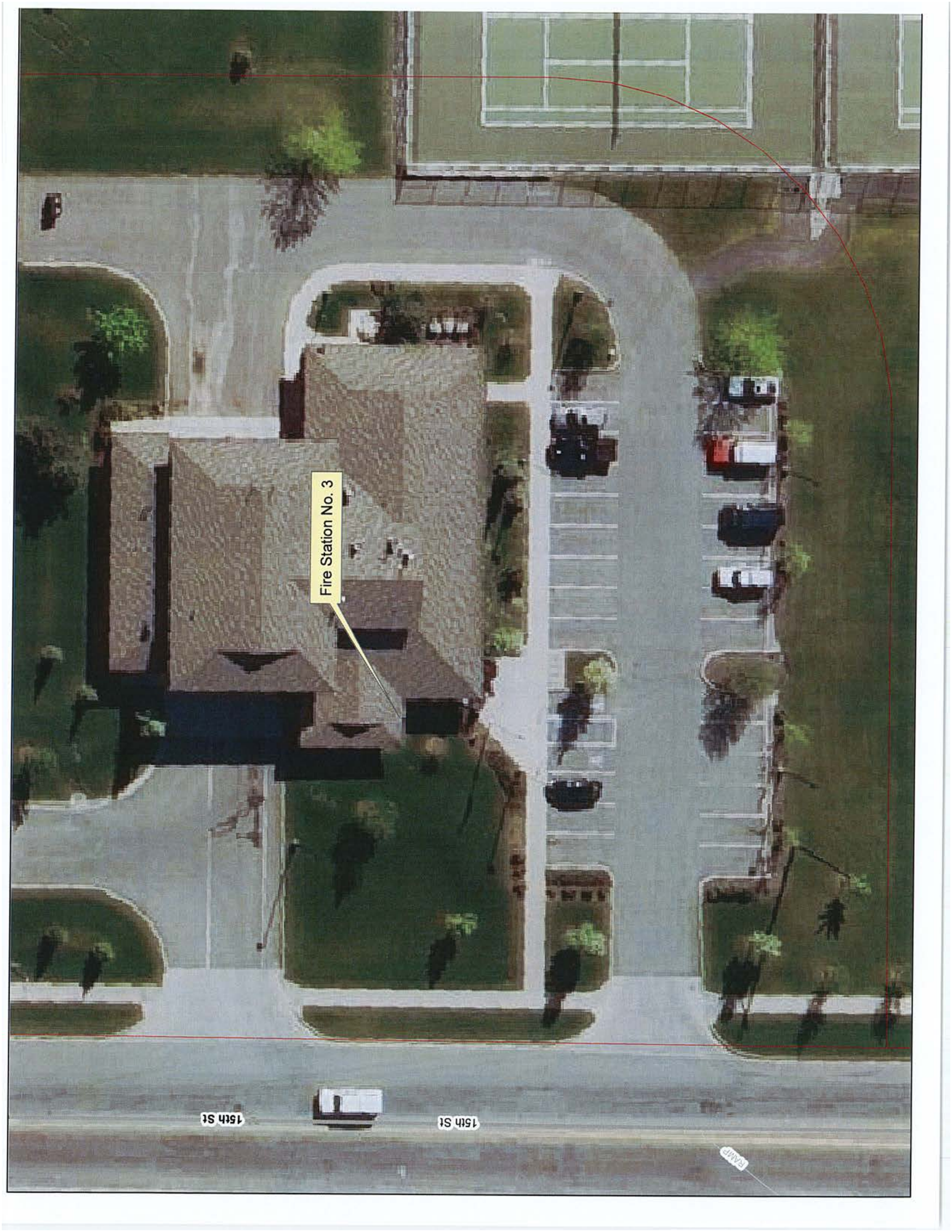
# FIRE STATION NO. 3

Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<p><b>Parking</b></p> <p>Approach/Entrance</p>	<p>27 stalls, 2 handicap ( 1 van space)</p> <p>Route does not include stairs, is stable and 36," no protruding objects, slope is not greater than 1:12, doorway is 33 1/2" wide, clearance and thresholds and door handles meet, does meet closed fist. Entrance door has 17 lbs of pressure, 2nd entry door has 20 lbs and takes 2 seconds to close and is 32" wide. Door buzzer at the left of the front door, not signed.</p>	<p>As funding allows</p>	<p>May not be able to set door pressure to 5 lbs due to weight of the door from the brass art work (Chief Washko is looking into it) Modern Glass was not able to adjust door pressure due to the weight of door.</p>	<p>Need to check on automatic door opening options... Spring 2011</p>
<p><b>Ramps</b></p>	<p>Only exterior concrete approach, less than 1:12</p>	<p>No Action</p>	<p>No Action</p>	<p>No Action</p>
<p><b>Services</b></p>	<p>Doors to public spaces have 32" opening and 36" pathways, turnaround space, internal doors are easily opened, door handles within range, signs designate permanent rooms. Washer and dryer have rear controls, heavy duty sink is not closed fist operable. Meeting room kitchenette counters are 36," upper cabinets are taller than 56," Kitchen stove has front controls, Counter top is 36 1/4," paper towel too high, sink does not meet closed fist, 2 sliding glass doors from living room area (not closed fist operable). Medical Supply storage and mechanical area has stair access only</p>	<p>Meeting room kitchenette shall be brought into counter height and reach regulations. Since the kitchen area is not utilized by the general public (Firefighter only area), modifications shall be made upon employee request or remodel.</p>	<p>Cost prohibitive at this time. Building was constructed in 2001.</p>	<p>Cost prohibitive at this time. Building was constructed in 2001.</p>

## FIRE STATION NO. 3

Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<p><b>Toilet Rooms</b></p>	<p>Internal Restrooms: doors take 8lbs pressure, no signage to accessible restroom, tactile signage outside of door, door width and handles meet, with adequate maneuvering space, stalls don't meet closed fit, shower accessible, Exterior Restrooms: doors take 16 to 17lbs pressure to open. 33" doorway, 55" to towel dispenser, toilet paper dispenser too far forward, mirror at 41 1/2," clearance under sink, towel dispenser is 62 1/2" mirror correct.</p>	<p>Signage to accessible restroom needs to be in compliance. Door pressure to be no more than 5lbs. Exterior bathrooms: Towel and toilet paper dispensers to be within reach ranges, mirror to be at allowable height.</p>		
<p><b>Drinking Fountain</b></p>	<p>clear space, spout no higher than 36," operable with closed fist, protrudes more than 4" into space</p>	<p>Objects protruding more than 4" shall have a planter or other cane detectable barrier one each side at floor level.</p>		
<p><b>Telephone</b></p>	<p>clear space, 54" high w/side approach, does not protrude, push buttons, not hearing aid compatible, does have volume control, not signed, not TDD</p>	<p>As funding allows</p>	<p>Not sure about phone operation due to VOIP, will check and get signage if necessary.</p>	
<p><b>Emergency</b></p>	<p>Smoke detectors</p>	<p>No Action</p>		





Fire Station No. 3

15th St

15th St

RAMP

# HARBOR CENTER

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	Upper lot 54 stalls no H.C. Lower lot 71; 2 H.C. stalls, need crosshatched aisleway to building, no van stalls	Bring into compliance: 5 handicap stall required, one to be van accessible, re-stripe w/aisleways. Place signage at upper lot directing to lower lot for accessible stalls and entrance.		Need to complete an updated Self-assessment; Leesee has completed some improvements.	Spring 2011
<b>Approach/Entrance</b>	Needs signage to direct to lower lot for accessible parking, alternative route of travel available w/out stairs (parking lower lot) Entrance door takes 10lbs of pressure, 2nd entrance door 7lbs.	Door pressure to be no more than 5lbs.			
<b>Ramps</b>	No ramp, slightly sloped parking lot, within 1:12	No Action			
<b>Services</b>	Main entrance/level is accessible, elevator available to second floor, no signage to accessible elevator (Braille on interior buttons, none on exterior) emergency telephone within elevator, doors have clearance, entrance doors push system, so meets closed fist. Main level counter is 42" high, side counter 30" high with 15" depth. No access to back deck other than stairs, handrail not to code, Doors w/in need levers (Panhandle health has lever handle). Downstairs office at base of stairs, doorway is 34," no maneuvering space to conference room (glass block wall). Outreach (agriculture) entrance has 1 1/2" lip.	Bring into compliance: Place signage to direct to the elevator. Elevator needs tactile sign above the call button. Doors to be closed fist operable. Door pressure to be no more than 5lbs. If a counter top is higher than allowable limit, the department shall create a policy regarding how they will provide the service elsewhere, or one of the following: Lower a section of the Counter, add a flip top desk with clearance underneath as a temporary counter, or provide an auxiliary table. Programs held in the downstairs office conference room should be held in an accessible room.			

# HARBOR CENTER

Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Toilet Rooms</b> Downstairs restrooms 55" to center of sign, doorways have 32" clearance, push system, women's door takes 14lbs of pressure, men's door 11lbs of pressure, maneuvering space available, stall doors not operable by closed fist, downstairs stall is accessible including turn around, grab bars, toilet 19" high, lavatory has clearance, sink rim 34," faucet meets closed fist, hand dryer 52," paper towel 48"; Upstairs toilet is 16 1/2 high 18" to center, stall 41" x 57," no grab bars, faucet does not meet closed fist, 54 1/2" towel dispenser, urinal 24 1/2"	Upstairs restrooms should have signage directing to accessible restroom downstairs.			
<b>Drinking Fountain</b> clear floor space, spout 37," operable w/closed fist, protrudes more than 4"	Bring fountain into compliance, Objects protruding more than 4" shall have a planter or other cane detectable barrier one each side at floor level.			
<b>Telephone</b>	No public			
<b>Emergency</b>	None			



Harbor Center  
Leased to UofI

Northwest Blvd

Northwest Blvd

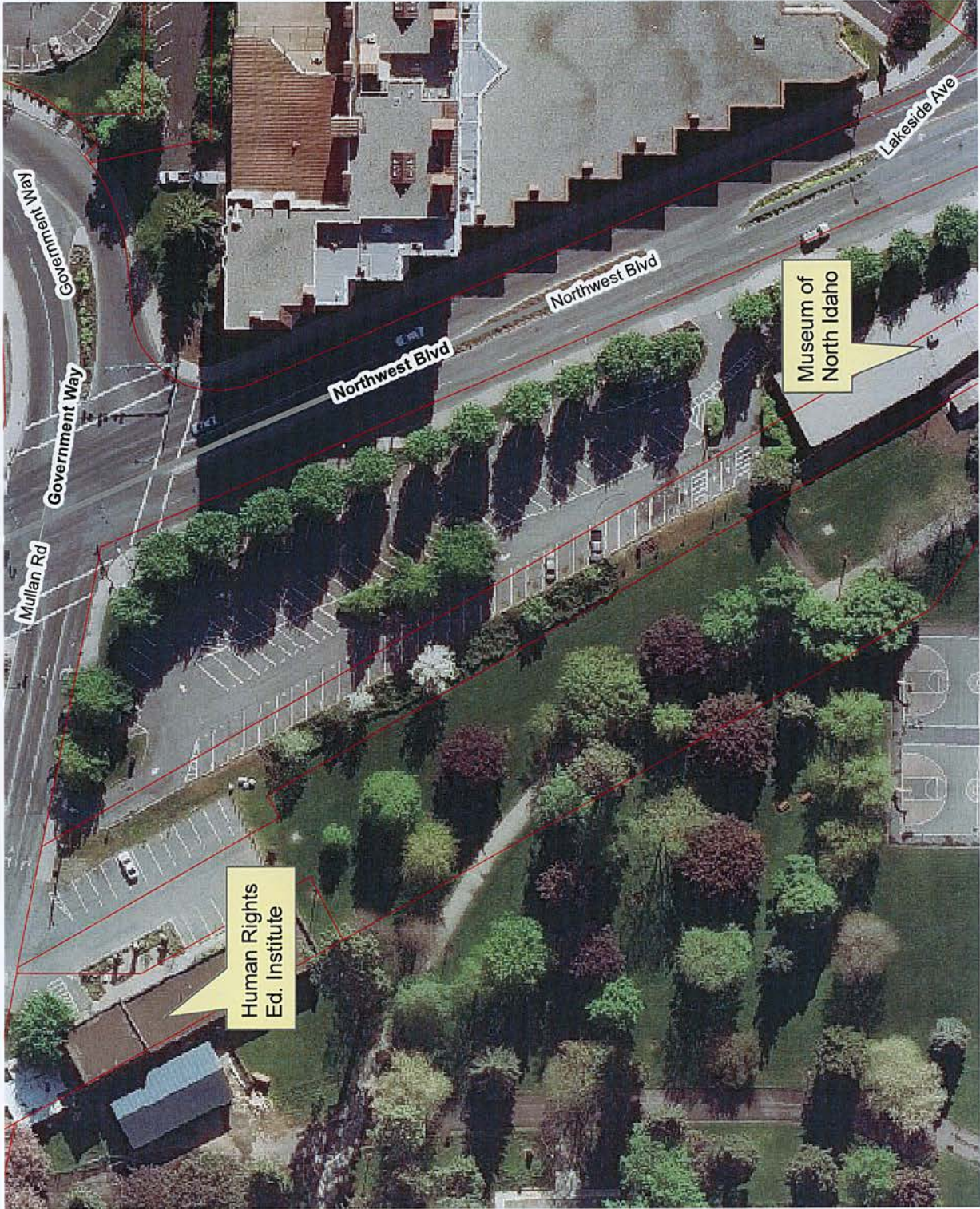
Centennial Trl

Academic Way

Hubbard Ave

# HUMAN RIGHTS INSTITUTE (OLD TRAIN SUBSTATION)

Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
Parking			Need to conduct a self assessment of this leased property	Spring 2011
Approach/Entrance				
Ramps				
Services				
Toilet Rooms				
Emergency				



# JEWETT HOUSE

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	16 Stalls, no handicap, parking lot is sloped greater than 1:12, all accesses include stairs, lift available	Install one van accessible stall in a location w/out slope.		Accessilbe stall located at the south side of building near lift	Summer 2010 Complete
<b>Approach/Entrance</b>	Handicap accessible route is not signed	Place signage that directs to the accessible entrance.		Three directional signs to wheelchair lift installed 3/15/10	Complete
<b>Lift</b>	Lift doorway is 32" wide, two metal doors, not accessible by one person, would need assistance with doors. Ramp to lift has a 2 3/4" gap between and a 1" lip	Replace lift with one that can be operated independently, or provide another accessible entrance, install call box for assistance.		Seeking estimates (2010)	2012
<b>Services</b>	No signage regarding accessible services. Entrance doors do not meet the closed fist test, 33" wide, front door screen 6 lbs, 3" lip, 2nd door 4lbs, door handles are within height range. Main floor fire place room with bathroom doorways are only 28" and 29" wide. The building was constructed in 1916, the original building layout remains, so there is not access to the basement or the two upper floors, public event occur at the main level. Sub-kitchen does not meet closed fist, 27" under sink, 34" to rim. Main kitchen, counters are 36," not closed fist operable, stove does have controls in front	Doors to be closed fist operable. Door pressure to be no more than 5lbs. Bring threshold into compliance at main (accessible) entry. Bring kitchen into compliance.		Review options	2012

# JEWETT HOUSE

Toilet Rooms	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
	<p>Main floor fire place room, bathroom is small and nonaccessible, does not meet closed fist test. Main restroom, toilet is 22" to center and 15" high, is not considered fully accessible, no signage, doorway is 32" but not operable with closed fist, door is light, maneuvering space is adequate (41" x 86"), no full stall, one partial wall which grab bar is attached, not stable, radiator is along wall near toilet into space. Lavatory has 30" x 48" clear space, rim is 35," pipes need to be insulated, faucet can not be used with closed fist, soap and towel dispensers are within reach range.</p>	<p>Provide one accessible restroom, signed. Can removed partition, install grab bar, and screen off radiator, and insulate pipes.</p>		<p>Review options</p>	<p>2012</p>
<b>Emergency</b>	<p>smoke detector</p>	<p>No Action</p>			





Resort Beach Ln

Ash Ave

ALLEY

Lakeshore Dr

Jewett House

15th Street  
Beach Access

# OLD LIBRARY/HARRISON AVE.

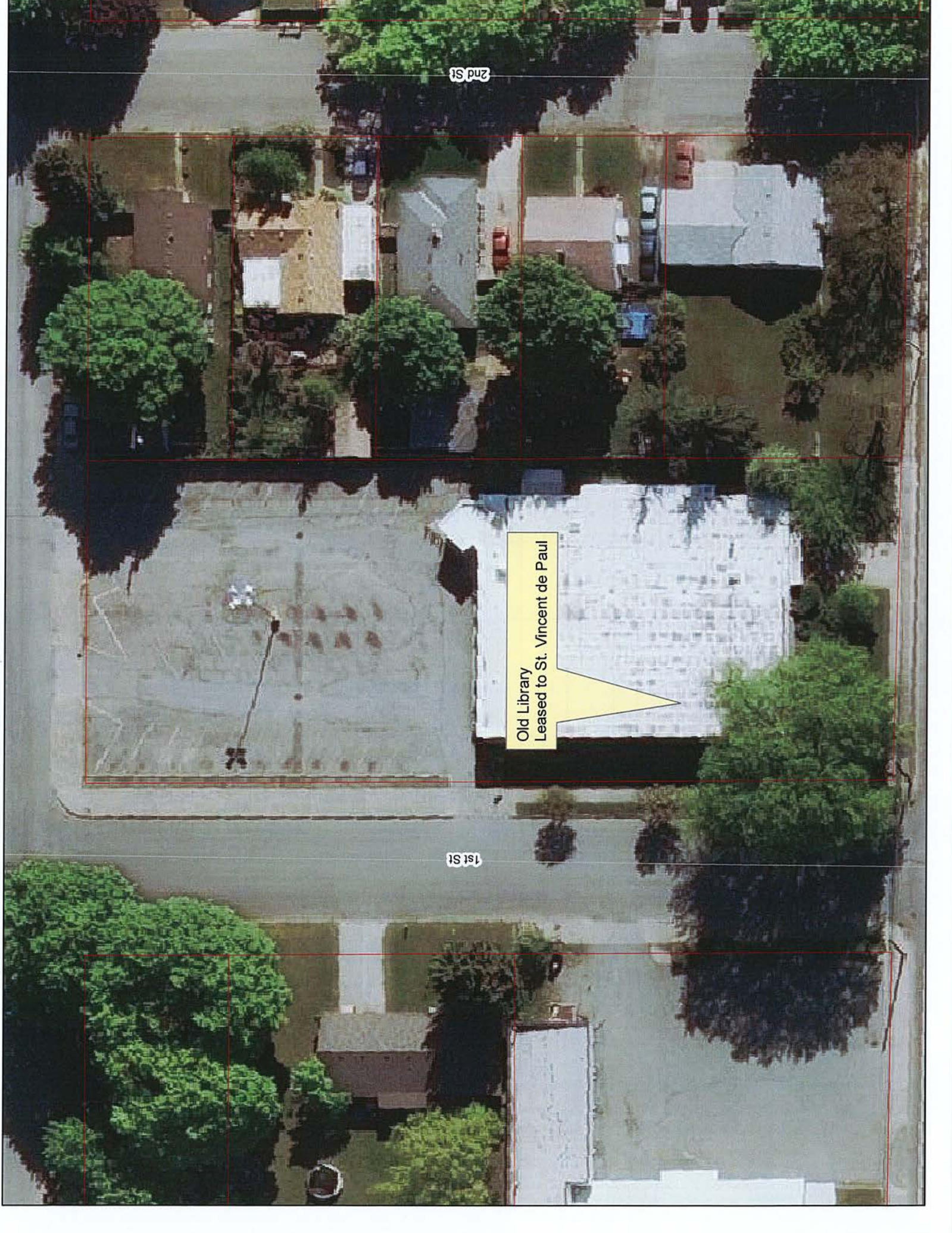
Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	36 stalls, 2 handicap, slope at handicap stalls to high, no aisleway to doorway, need signage		Need to conduct an updated self assessment; Lessee has completed some improvements	Spring 2011
<b>Approach/Entrance</b>	Ramp is provided as alternative to stairs. Route is stable, parking lot is cracked. Path between railings is 35 1/2". No signage re: accessible route, is obvious with two available ramps, 32" opening, 9lbs pressure, threshold meets, door handle within range, is closed fist operable.		Door pressure to be no more than 5lbs. Step area between ramps needs railing or some barrier to prohibit accidental wheelchair slip.	
<b>Ramp</b>	Exterior ramp slope is close to 1:12, ramps have railings, meet height, width is 35 1/2" Interior ramp to basements 36" wide with railing, maneuvering space.		No Action	

# OLD LIBRARY/HARRISON AVE.

<p><b>Services</b></p>	<p>Door bell is located at main entrance, not all internal spaces have 32" door clearance (e.g., computer and typewriter rooms) No signage designating permanent rooms and workstations. No designated seating for wheelchairs, however furniture is not fixed. Counter tops are 42", Children's area, 28" doorway clearance, no turnaround area at the end of the shelves. Door to emergency exit, 13 lbs pressure, leads to stairway exit. Upstairs breakroom, 27" door clearance, Area behind main checkout counter, 2 stairs up to work area, card file area only has a 27" clearance, surrounded by moveable furniture. Russ Patterson Area, 33" doorway, need accessible aiseways (moveable furniture). Employee area: Fixed Counter 36 1/4", center island not fixed, cabinets 62" to handle, not closed fist operable.</p>	<p>Sign door bell including tactile. If a counter top is higher than allowable limit, the department shall create a policy regarding how they will provide the service elsewhere, or one of the following: Lower a section of the Counter, add a flip top desk with clearance underneath as a temporary counter, or provide an auxiliary table. Library shall meet Title II and III, relating specifically to library's re: stacks, card files, etc.</p>		
<p><b>Drinking Fountain</b></p>	<p>Minnie Me (very short, small fountain) Noncompliant</p>	<p>Replace/remove fountain.</p>		

# OLD LIBRARY/HARRISON AVE.

<p><b>Toilet Rooms</b></p>	<p>Women's: door is 8lbs pressure                  Men's: 6lbs pressure both rooms have a 29" main doorway, and a 30 1/2" doorway for door to sinks and no tactile signage, stalls are not operable with closed fist, and swing out without clearance, stall is 41" x 95", with an entrance clearance of 32", toilets are too close to the wall 15" to center, 16" high, both need pipe insulation.                  Women's towel dispenser is 52 1/2".                  Men's room sink is 27" and towel dispenser is 60", mirror is 44" not over accessible sink Family Restroom; downstairs: 27" clearance due to shelving protruding, door 10lbs pressure, changing table 48", no accessibility, maybe room w/out stalls.                  Employee restroom: No grab bars, 27" doorway clearance</p>	<p>Door pressure to be no more than 5lbs. Provide at least one accessible restroom at this facility. May include widening of existing doors, or creating one accessible unisex restroom.</p>		
<p><b>Telephone</b></p>	<p>Clear floor space, no higher than 48," does not protrude, is push button, volume control, No signage, not TDD, no signage direction to phone                  N/A</p>	<p>Provide Signage</p>		
<p><b>Emergency</b></p>		<p>No Action</p>		



2nd St

Old Library  
Leased to St. Vincent de Paul

1st St

**LIBRARY/FRONT AVE. Constructed 2007 -  
Complies with ADA**

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
Parking					
Approach/Entrance					
Ramp					
Services					
Drinking Fountain					
Toilet Rooms					
Telephone					
Emergency					



Front Ave

ALLEY

Mulllan Ave

Centennial Trl

ALLEY

Bancroft Ave

ALLEY

1S 418

1S 418

1S 416

Young Ave

Library

City Hall

## MUSEUM OF NORTH IDAHO

Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	Utilized for access to City park and Memorial Field 107 stalls, 5 handicap stalls. Signs are short, not to code. Stall width available for van accessible space, just needs signage. Need accessible route to building.		The Museum is currently seeking funding to construct a new building. The City will conduct an updated self-assessment Spring 2011	Within 5 years
<b>Approach/Entrance</b>	From the Parking lot, one marked aisleway, stairs to entrance. Door has 32" clearance, w/ clear wall space, door handle no higher than 48" door takes 6lbs. Of pressure.		Bring access aisleways into compliance	
<b>Ramp</b>	ramp to front door has a slope that is twice as steep as allowed.		Bring into compliance	

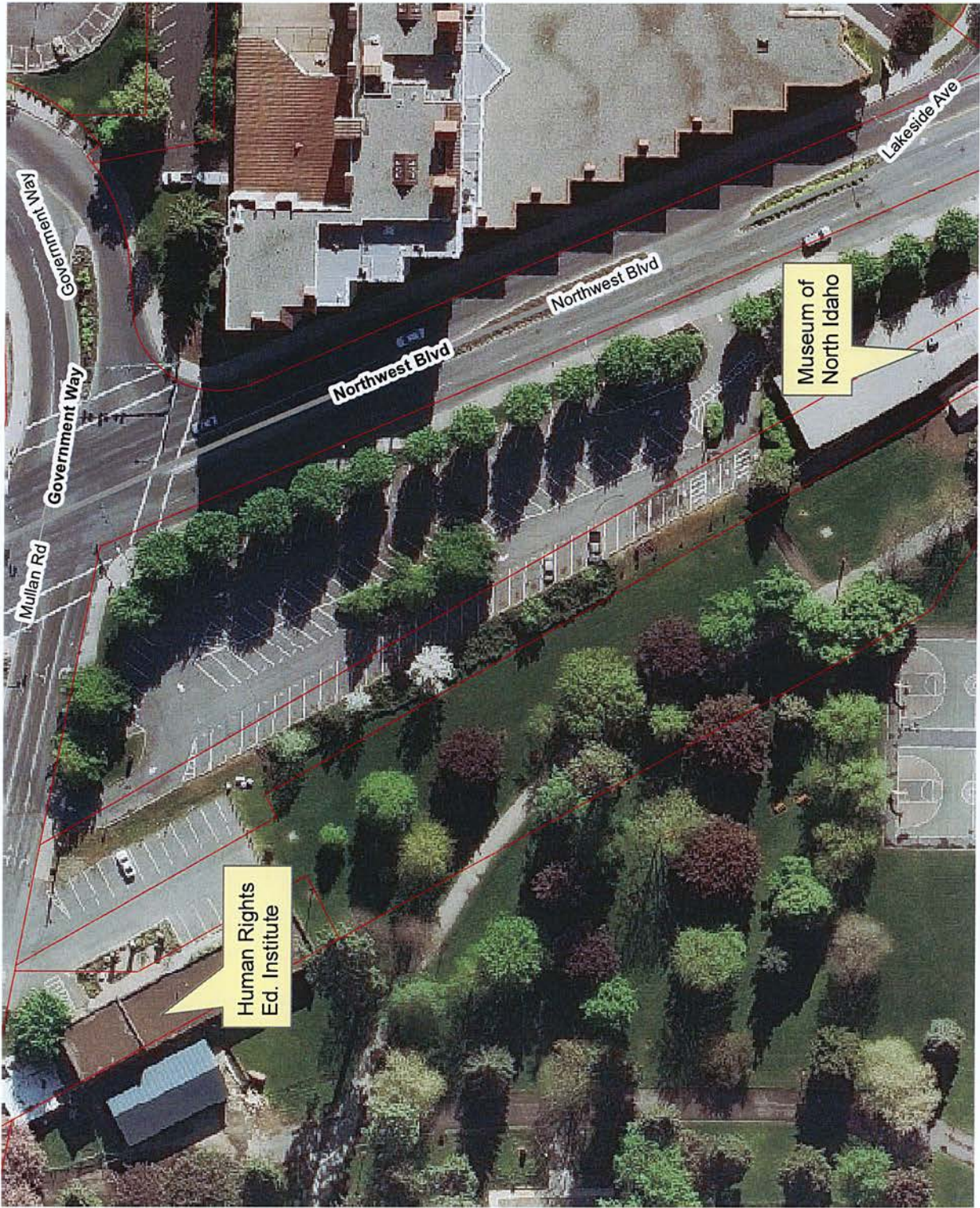


# MUSEUM OF NORTH IDAHO

<p><b>Services</b></p>	<p>Office area has moveable furniture is 36" pathway is needed. Employee library area has a 27" doorway, File room doorway is 27.5" One area where change in grade to upper display area, needs to be clearly marked and railing needs to be installed. Most display posts stand 43" high. Sign in counter is 34.5" with only 26.5" clearance.</p>	<p>Employee areas shall be modified upon request or remodel. Install railings at steep grade change. If a counter top is higher than allowable limit, the department shall create a policy regarding how they will provide the service elsewhere, or one of the following: Lower a section of the Counter, add a flip top desk with clearance underneath as a temporary counter, or provide an auxiliary table.</p>		
<p><b>Emergency</b></p>	<p>Fire extinguishers are out of reach range (58"), need to be lowered. Back emergency door exit has a 3.5" lip, need to ramp.</p>	<p>Bring into compliance</p>		
<p><b>Drinking Fountain</b></p>	<p>control is not closed fist operable, 43" to the spout with a moveable step up, not accessible.</p>	<p>Bring into compliance</p>		

# MUSEUM OF NORTH IDAHO

<b>Toilet Rooms</b>	<p>Door knobs are not closed fist compliant. Adequate maneuvering space to enter, 34 3/4" pathway to fixture, restrooms are 34 3/4" x 63," handle is on the wrong side of the toilet, no grab bar. Men's room has grab bar, toilet is 16" to center, 15 1/2" high. 15" clear space in front of sink. meets height and clearance requirements. Need to insulate pipes. Soap and towel dispensers out of reach range.</p>	Bring into compliance		
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# PARKS SHOP "8" STREET

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	On-street parking and drive way, no striped stalls	No Action			
<b>Approach/Entrance</b>	Stable, firm, sloped drive way, may be close to 1:12, doorway and garage has a lip between 5" - 6"	Since this facility is not utilized by the general public (employee only area), a sign should be placed at the main entrance providing a phone number and/or direction to the location that can provide services.		Employee Only signage	Complete
<b>Ramps</b>	N/A	No Action			
<b>Services</b>	Employee only area, storage, equipment	Add signage as stated above			Complete
<b>Toilet Rooms</b>	N/A	No Action			
<b>Drinking Fountain</b>	N/A	No Action			
<b>Emergency</b>	N/A	No Action			



St Maries Ave

ALLEY

18 418

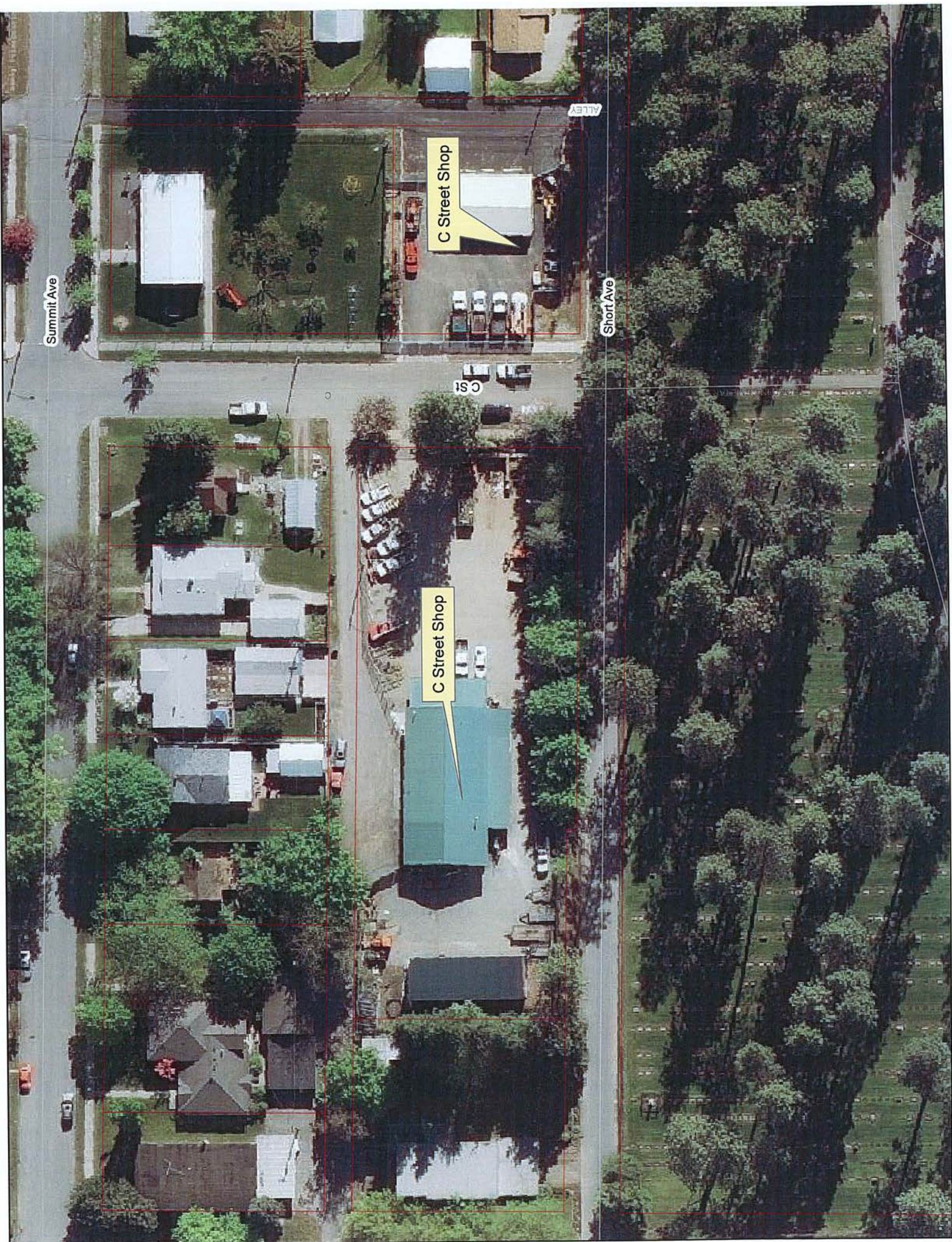
8th Street Shop

# PARKS SHOP "C" STREET

Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	On-street parking, internal lot utilized for park vehicles	Since this facility is not utilized by the general public (employee only area), a sign should be placed at the main entrance providing a phone number and/or direction to the location that can provide services.	Signage that it is Employee Only	Complete
<b>Approach/Entrance</b>	Stable, firm, 33 1/2" doorway to shop lunchroom	No Action		
<b>Ramps</b>	N/A	No Action		
<b>Services</b>	Locked gates at entrance, personnel access only. Office door 3 1/2" lip, 28 1/2" doorway, other doorway has cracked concrete, computer room doorway 33" turnaround room dependant upon placement of moveable furniture. No signage	Add signage as stated above. Bring facility into compliance upon remodel or employee request for modification .		
<b>Toilet Rooms</b>	Not designated for public use, not signed, not accessible, doorway 32" clearance, 25" clearance to toilet, due to lockers, no stall door, width of bathroom 44"x64," does have grab bars, toilet 18" high, urinal 25" 8" to center, lavatory rim is 35," faucet is closed fist, towel dispenser 50" crank handle. Mirror is 49," need to insulate pipes.	See above recommendation		

## PARKS SHOP "C" STREET

<b>Drinking Fountain</b>	clearance meets, spout is 42," operable with closed fist, protrudes more than 4"	Objects protruding more than 4" shall have a planter or other cane detectable barrier one each side at floor level. Bring fountain into compliance upon employee request for modification or remodel.	Employee only area	
<b>Emergency</b>	None	No Action		



Summit Ave

Short Ave

C Street Shop

C Street Shop

CSI

ALBY

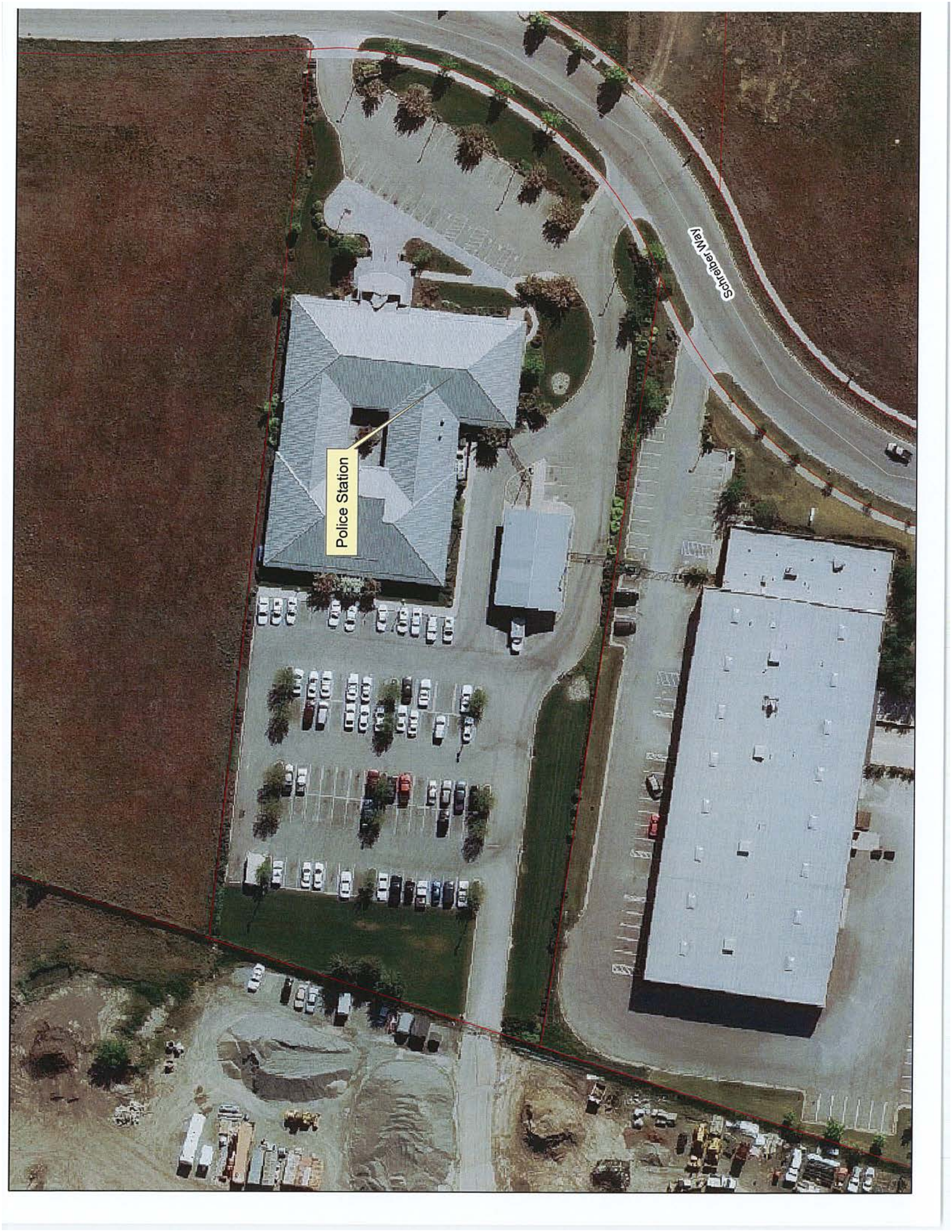


# POLICE DEPARTMENT

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	Front lot: 23 stalls, 5 handicap, 3 are van accessible. Rear lot: 79 stalls, handicap stalls located at entry of building	No Action		N/A	
<b>Access/Entrance</b>	Route is stable, firm, and slip-resistant, slope is not greater than 1:12, has an electronic door opener, 32" wide doorway, threshold meets.	No Action		N/A	
<b>Stairs</b>	Front door has steps, but alternative route available.	No Action		N/A	
<b>Drinking Fountains</b>	clear floor space, spout no higher than 36," and does not protrude past 4"	No Action		N/A	
<b>Telephones</b>	TDD, clearance beneath is 26 1/4," 46" to phone.	Raise the counter to meet clearance height requirement to a min. of 27" high			Check Spring 2011
<b>Ramps</b>	meets requirements	No Action		N/A	
<b>Toilet Rooms</b>	Restrooms in the lobby are public and are accessible, maneuverable space, towel dispenser at 59", sink counter is 35", urinal 24", toilet 18 1/2" height, 18" to center, faucets are sensor operated, so meets closed fist, door takes 10lbs of pressure. Signage needs to be placed to side of the door. Investigation bathrooms, towel dispensers 58 1/2"	Towel dispensers to be moved to within reach ranges. Lavatory rims to be lowered to 34,"door pressure to be no more than 5lbs. Add tactile signage and in the correct location.		Captain Childers met with Howard Gould on 3/10/10 and maintenance will be working on the door pressure, tactile signage, and towel dispensers within the next few weeks.	Complete 2010

# POLICE DEPARTMENT

<p><b>Services</b></p>	<p>Training room door is 12lbs of pressure. The building requires secure access, so access to employee areas require security code, push button electronic keypad. Training room doorway 33," Doors throughout building have lever handles unless noted otherwise. Pathways are 36" minimum, with maneuverability throughout. Print Counter is 36" high, Front desk 30," Finger print counter 36," actual print area 34," bell for service is 52 1/2" high, service counter is 46," Front interview rooms provide maneuverability. Investigation counter is 45 1/2," doorway is 33," employee counters 30," employee offices work counters 30," moveable furniture can accommodate 36" pathways as needed. Chief's office side counter 30." Breakroom first aid kit too high, sink 36" meets closed fist. Coffee bars throughout building 35 1/2" high, Locker rooms: showers meet, bathrooms do not provide 5'x5' maneuverability, sink 34," towel dispensers 59," signage mets, urinal 18" -24." Evidence room: Counter 44 1/2" high (pass through box to return evidence 40") sink 36," attorney counter 34 1/2," phone 47," need to add tactile to signage for this area.</p>	<p>Door pressure to be no more than 5lbs. If a counter top is higher than allowable limit, the department shall create a policy regarding how they will provide the service elsewhere, or one of the following: Lower a section of the Counter, add a flip top desk with clearance underneath as a temporary counter, or provide an auxiliary table. Add tactile signage for evidence pickup area. Employee areas shall be modified upon request or as remodeled.</p>	<p>Captain Childers met with Howard Gould on 3/10/10 and maintenance will be working on the door pressure and tactile signage within the next few weeks.</p>	<p>Complete 2010</p>
<p><b>Emergency/ Alarms</b></p>	<p>Interior of bldg. Has flashing lights and audible alarms</p>	<p>No Action</p>	<p>N/A</p>	



Police Station

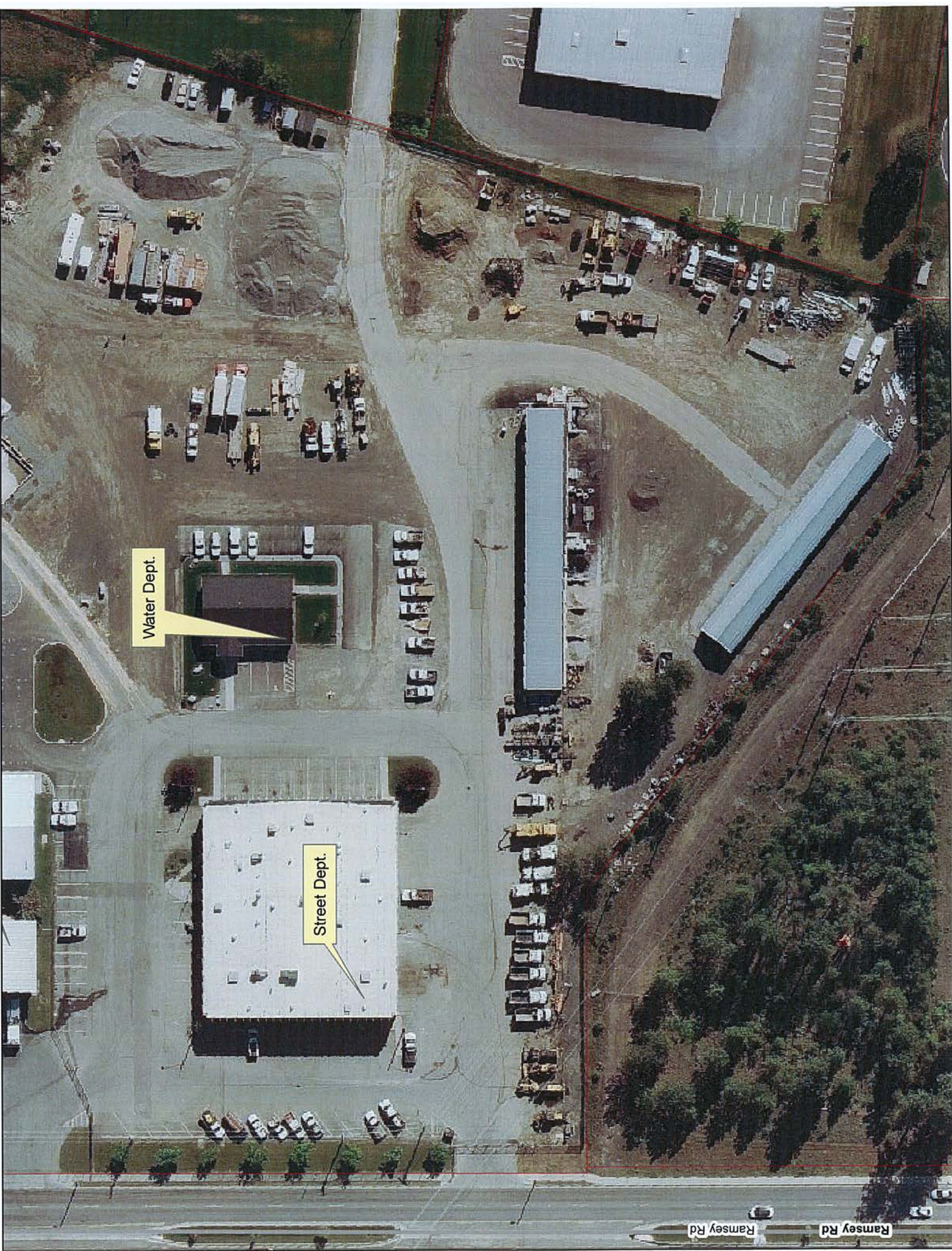
Scribble Way

# STREET DEPARTMENT

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	Shared building (Water Department) 57 stalls at entrance of facility, no handicap stalls.	Bring into compliance: 3 handicap stalls required, one van accessible.		This is mostly an employee use area, however, occasional public drop ins and/or sales reps. May park at this location. There are now 2 van accessible handicap parking spots at the Water Admin Building. The 3rd spot will be installed at a later time.	within 5 years
<b>Passenger Loading Zone</b>	N/A	N/A		N/A	
<b>Access/Entrance</b>	Route is stable and firm 36" wide, slopes are not greater than 1:12; Main entrance doorway meets clearance and threshold requirements, takes 11 lbs of pressure to open, Stairs are the only access to upstairs office. No signage, no method of communication for people who need assistance to upstairs offices	Since this facility is not utilized by the general public (employee only area), a sign should be placed at the main entrance providing a phone number and/or direction to the location that can provide services.		A directional sign has been placed at the front entrance of the building directing people to the Water Admin building which is fully ADA Compliant. The Water Admin Building has meeting space available should Streets need to meet with someone who would be unable to gain access to the Street Department offices.	Complete
<b>Stairs</b>	Has non slip tread, rails continuous on both sides	No Action		N/A	

# STREET DEPARTMENT

<b>Drinking Fountains</b>	N/A	N/A			N/A	
<b>Telephones</b>	No public phones	N/A			N/A	
<b>Ramps</b>	N/A	N/A			N/A	
<b>Services</b>	Administration Office, door takes 13lbs of pressure, door provides clearance, signage to rooms not tactile, light switch is 49 1/2," seats tables desk are all moveable to clear 36" wide path if needed; doors within building range from 9lbs to 13lbs of pressure, shop is located on main floor, provides maneuvering space. Breakroom sink, not closed fist, counter = 36" Sign shop needs lever handle, table sits high, is not fixed can be adjusted if needed. Shelves may block accessible doors, they are not fixed.	Doors to be closed fist operable. Door pressure to be no more than 5lbs. Ensure that public services can be provided elsewhere. All other barriers, in the employee only area, shall be brought into compliance as modifications are requested or remodel to the building.			All handles have been changed to be fist operable. Howard Gould was to follow up on whether the doors met the 5 lbs. door pressure threshold.	door pressure will be completed by 12-20-10
<b>Toilet Rooms</b>	Upstairs: women's door 15lbs pressure, Men's 16lbs pressure, urinal too high Downstairs: Women's 14lbs, has handicap accessible signage, Freezer and lockers would need to be moved to make shower accessible, soap dispenser 58". Men's room door to shower is 15lbs pressure, door to bathroom is 14lbs, sink clearance 26," no grab bar, non accessible shower. Coat rack is too high. No signs directing to accessible restroom, current signage in wrong location and not tactile, doorway is 32"	Doors to be closed fist operable. Door pressure to be no more than 5lbs. Ensure that there is one accessible restroom on the main floor, signed w/tactile writing. All other barriers, in the employee only area, shall be brought into compliance as modification are requested or remodel to the building.			Door pressure will be tested and adjusted as needed	door pressure will be completed by 12-20-10
<b>Emergency/Alarms</b>	smoke detector, audible	No Action				



Water Dept.

Street Dept.

Ramsey Rd

Ramsey Rd

# WATER DEPARTMENT- No longer shared building; located next to Street Dept. shared parking

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	Shared building (Street Department) 57 stalls at entrance of facility, no handicap stalls.	Bring into compliance: 3 handicap stalls required, on van accessible.		An additional van accessible handicap stall has been added, bringing the total to two at the Water Admin Building. The third one will be provided by Streets near the shop building at a future time.	within 5 years
<b>Passenger Loading Zone</b>	N/A	N/A			
<b>Access/Entrance</b>	Route is stable and firm 36" wide, slopes are not greater than 1:12; Main entrance doorway meets clearance and threshold requirements, takes 11 lbs of pressure to open, Stairs are the only access to upstairs office. No signage, no method of communication for people who need assistance to upstairs offices.	Since this facility is not utilized by the general public (employee only area), a sign should be placed at the main entrance providing a phone number and/or direction to the location that can provide services.		Internal doors open with 3 pounds of pressure or less.	Complete
<b>Drinking Fountains</b>	N/A	N/A			
<b>Telephones</b>	No public phones	N/A			
<b>Stairs</b>	Has non slip tread, rails continuous on both sides	No Action			
<b>Ramps</b>	N/A	N/A			

# WATER DEPARTMENT- No longer shared building; located next to Street Dept. shared parking

<b>Services</b>	Administration Office, door takes 12lbs of pressure, door provides clearance, furniture makes 18" wall space tight, needs signage, light switch 49 1/2" high, seats, tables, desk are moveable to clear 36" path if needed; shop is located on main floor, provides maneuvering space.	Doors to be closed fist operable. Door pressure to be no more than 5lbs. Ensure that public services can be provided elsewhere. All other barriers, in the employee only area, shall be brought into compliance as modification are requested or remodel to the building.	Door handles were replaced with ADA closed fist lever handles.	Complete
<b>Toilet Rooms</b>	Upstairs: women's door 15lbs pressure, Men's 16lbs pressure, urinal too high Downstairs: Women's 14lbs, has handicap accessible signage, Freezer and lockers would need to be moved to make shower accessible, soap dispenser 58". Men's room door to shower is 15lbs pressure, door to bathroom is 14lbs, sink clearance 26," no grab bar, non accessible shower. Coat rack is too high. No signs directing to accessible restroom, current signage in wrong location and not tactile, doorway is 32"	Doors to be closed fist operable. Door pressure to be no more than 5lbs. Ensure that there is one accessible restroom on the main floor, signed w/tactile writing. All other barriers, in the employee only area, shall be brought into compliance as modification are requested or remodel to the building.	ADA compliant bathroom signs were purchased and installed.	Complete
<b>Emergency/Alarms</b>	smoke detector, audible	No Action		





Water Dept.

Street Dept.

Ramsey Rd

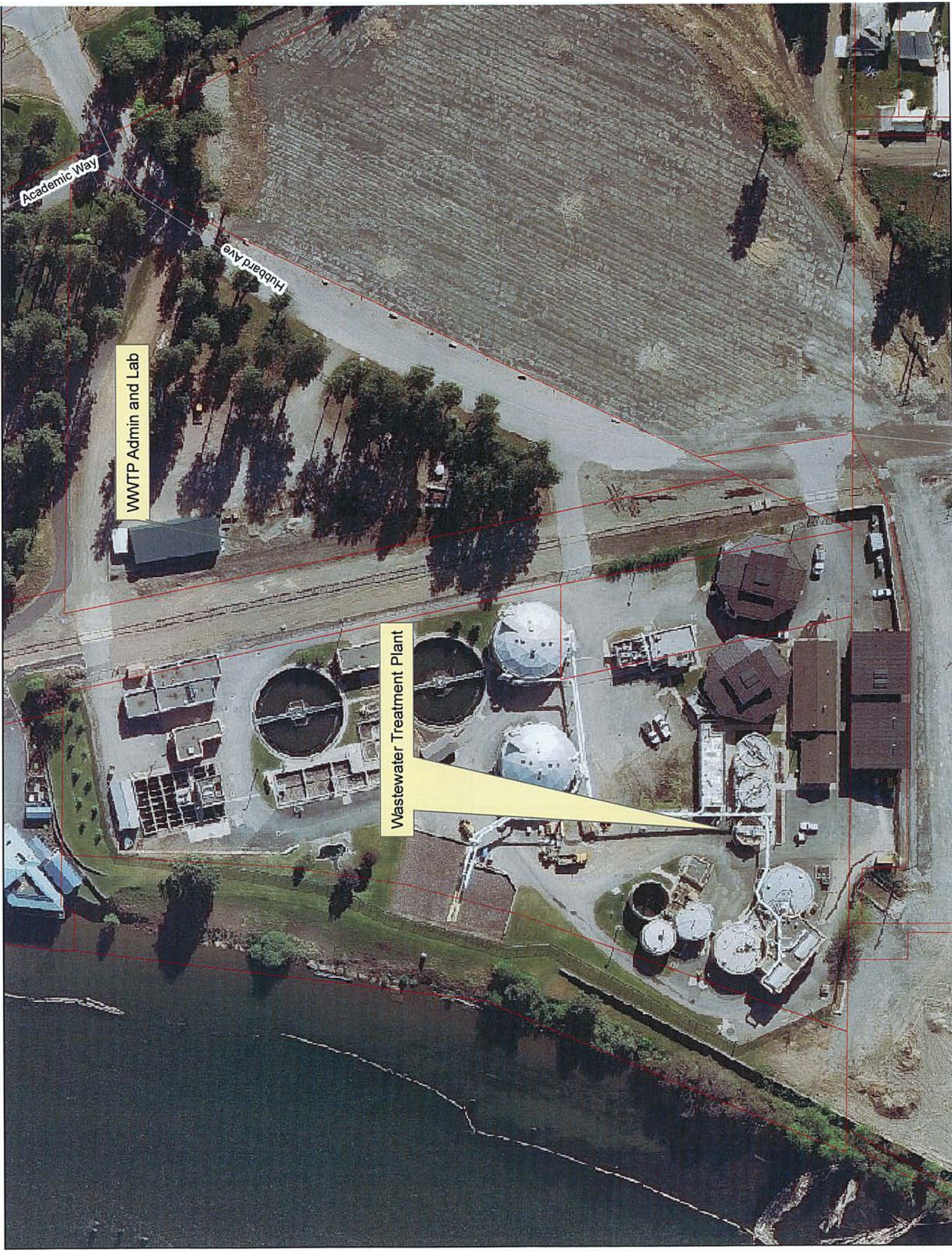
Ramsey Rd

# WASTEWATER TREATMENT PLANT -Admin and Lab facilities under construction

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	Parking area is more the entrance roadway, so no established parking stalls. Entire location employee only area.	Since this facility is not utilized by the general public (employee only area), a sign should be placed at the main entrance providing a phone number and/or direction to the location that can provide services.		The plant & compost facilities are hazardous industrial sites and no public access is allowed. This is a plant entrance sign and phone number. There is no public parking as it is not allowed. Both the plant and compost are secure locations.	Completed
<b>Passenger Loading Zone</b>	N/A	No Action		N/A	
<b>Pathways</b>	The pathway to the main building/shop/office area is stable, firm and slip-resistant, however, without handrails. Pathways to tanks have grates within them, and are non-accessible.	Employee only areas. See note above.		Modification upon request of the employee	Completed
<b>Drinking Fountains</b>	Fountain spout is 31," controls in the front, does not protrude into turn around space.	No Action		N/A	
<b>Telephones</b>	N/A	N/A		N/A	
<b>Ramps</b>	Meets for entrance to main building. No handrails.	Employee only areas. See note above.		"	
<b>Stairs</b>	N/A	N/A		N/A	
<b>Entrances</b>	No signage. Door handle 45," 32 1/2" doorway, does not meet closed fist test. 7lbs of pressure to open entrance door.	Doors to be closed fist operable. Door pressure to be no more than 5lbs.		"	

# WASTEWATER TREATMENT PLANT -Admin and Lab facilities under construction

	Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Doors and Gates</b>	Main entrance is gated for specific vehicle access only.	See Signage above		"	
<b>Toilet Room Across from Break Room</b>	No tactile signage, non-accessible door handles, no stalls, grab bars, toilet seat 15 1/2" high, lavatory rim higher than 34," pipes need wrap, faucet does not meet closed fist test; dispensers not operable by closed fist, 66" high, mirror mounted at 46 1/2," door light. Break room sink 36," faucet did not pass closed fist test, stove is not accessible.	Provide one accessible restroom.		"	
<b>Toilet Rooms Down the Hall from the Office</b>	Women's: Shower stall non-accessible due to step up entrance. Door heavy, 20lbs of pressure. One handicap stall. Men's: Shower stall non-accessible due to step up entrance. Door heavy, 12lbs of pressure. Urinal 24" high, toilet 15 1/2." Doors need lever handles, do not meet closed fist test.	Doors to be closed fist operable. Door pressure to be no more than 5lbs.		"	
<b>Emergency/Alarms</b>	No fire alarm. Chemical spill alarm direct to Fire Department	No Action		"	



Academic Way

Hubbard Ave

WWTP Admin and Lab

Wastewater Treatment Plant

# WWTP LAB - new facility to be built to ADA Standards

Barrier	Proposed Action	Time	Update/Actions Pending	Target Date
<b>Parking</b>	See Harbor Center		Employee Only Area - Any lab employees must be able to have same physical abilities as an operator at the plant - they must access stairs and ladders to take samples.	
<b>Approach/Entrance</b>	Door is heavy.	Since this facility is not utilized by the general public (employee only area), a sign should be placed at the main entrance providing a phone number and/or direction to the location that can provide services.	See above.	
<b>Ramps</b>	ramped approach from driveway, less than 1:12	No Action	N/A	
<b>Services</b>	Need lever handle, door closes in 2 seconds, upon entrance right access is 31" wide, due to refrigerator, office door is 34" wide, turn around meets, Sink is 36" high, faucet not accessible, towel dispenser = 58" Freezer/refrigerator does not have pull handle. Workspace counter = 35 1/2," no handles on cabinets or drawers.	Doors to be closed fist operable. Door pressure to be no more than 5lbs. All other barriers, in the employee only area, shall be brought into compliance as modification are requested or remodel to the building.	See above	
<b>Toilet Rooms</b>	See Harbor Center		See above	
<b>Emergency</b>	None	No Action	N/A	

**Exhibit “F”  
Sidewalk Policy**

EXHIBIT "3"

RESOLUTION NO. 08-050

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY,  
IDAHO ESTABLISHING A SIDEWALK CURB RAMP – ACCESSIBILITY POLICY.

WHEREAS, The Mayor and City Council have deemed it advisable and necessary for the City to determine how best to comply with the requirements of the Americans with Disabilities Act regarding the provision of accessible sidewalks given the financial and other resources available to the City; and

WHEREAS, The Mayor and City Council have determined that the provision of accessible sidewalks benefits all of the residents of Coeur d'Alene; and

WHEREAS, The Mayor and City Council have considered multiple options for repairing and/or replacing broken or non-compliant sidewalks and curb ramps, including requiring property owners to make the necessary repairs, forming Local Improvement Districts, pursuing legislative authorization for a special assessment for sidewalk repairs, contracting with private industry to make the repairs and performing the repairs in house; and

WHEREAS, The Mayor and City Council has asked for and received significant public input at multiple public meetings regarding the best and most cost effective means of repairing sidewalks; and

WHEREAS, based on this public input and the direction from the Mayor and City Council, City Staff has proposed the policy attached hereto as "Exhibit A"; and

WHEREAS, The attached policy was presented to the Public Works Committee of the City Council on September 8, 2008, who recommended that the City Council adopt the policy; and


WHEREAS, the Mayor and City Council have determined that the attached policy is the best option for repairing and/or replacing damaged or non-compliant sidewalks given the financial and other resources available to the City; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof that such policies be adopted; NOW, THEREFORE,

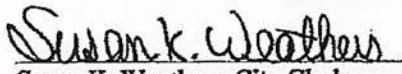
EXHIBIT "3"

BE IT RESOLVED, by the Mayor and City Council of the City of Coeur d'Alene that the policy attached hereto as Exhibit "A" be and is hereby adopted.

DATED this 16<sup>th</sup> day of September, 2008

  
Sandi Bloem, Mayor

ATTEST:

  
Susan K. Weathers, City Clerk

Motion by Hassell, Seconded by Goodlander, to adopt the foregoing resolution.

ROLL CALL:

- COUNCIL MEMBER KENNEDY          Voted   Aye
- COUNCIL MEMBER HASSELL        Voted   Aye
- COUNCIL MEMBER MCEVERS        Voted   AYE
- COUNCIL MEMBER GOODLANDER    Voted   Aye
- COUNCIL MEMBER BRUNING        Voted   AYE
- COUNCIL MEMBER EDINGER        Voted   Aye

\_\_\_\_\_ was absent. Motion carried.



**SIDEWALK & CURB RAMP – ACCESSIBILITY POLICY (REVISED)**

**BACKGROUND:** In response to the Americans With Disabilities Act (ADA), the City of Coeur d'Alene is mandated to provide accessible pedestrian routes within the City. Surveys of the city's sidewalk system reveal many sidewalks that are either in a deteriorated condition or out of compliance with ADA standards. Safe and accessible sidewalks not only enable the city to meet ADA mandates, but they provide a community benefit to all citizens. The following sidewalk action plan is designed to attain ADA compliance and provide safe pedestrian travel:

1. Continued enforcement – Regarding sidewalks, the Municipal Code remains unchanged, and states that the sidewalk abutting a property is the property owner's responsibility. Therefore, the city's code enforcement processes will continue to be utilized as an enforcement/maintenance mechanism in situations where complaints arise over a non-compliant section of sidewalk that is not identified in the City's annual work plan under the ADA Hazard Abatement Account identified below.
2. ADA Hazard Abatement Account – This account will fund repairs for ADA sidewalk deficiencies that are included in a 5 Year Priority Plan that will be updated and approved by the City Council on a yearly basis. The ADA Hazard Abatement Account is expected to fund an average annual scope of work of approximately 5,000 lineal feet of sidewalk repairs per year. Work will be accomplished by the Street Maintenance Department with some field support from the Parks Department along with some contracted tree services. This account will begin at \$200,000/year and would be adjusted annually for inflation.
3. Curb ramps – In conjunction with sidewalk improvements, the City will include the installation/repair of curb ramps. Since sidewalks and curb ramps provide a benefit to the entire community, they have been funded out of the City's General Fund.
4. Development projects - per ordinance 12.28.210 (C), sidewalk repairs and improvements will be required as triggered by a building permit greater than \$15,000 (or current permit trigger value if \$15,000 is increased by ordinance). Funding and execution of these improvements and repairs remains the responsibility of the abutting property owner. Similarly, sidewalks for new subdivisions will continue to be the responsibility of the developer.
5. Prioritization – the City will gather citizen input such as through the Ped/Bike Committee or other similar forum to help establish a systematic prioritization that ensures an effective compliance schedule and the greatest return on resource expenditure. In the past, City policy was to prioritize ADA accessibility to those streets being overlaid. Going forward, this policy change would prioritize ADA accessibility work in a geographic area first focused on civic areas, then commercial areas, followed by residential.

The following policy clearly states the City's method of accessibility compliance for public rights-of-way.

EXHIBIT "3"

**POLICY**  
**ACCESSIBILITY FOR PUBLIC RIGHTS-OF-WAY**

**SIDEWALKS/CURB RAMPS:** ADA Hazard Abatement Account – sidewalk repair and curb ramp installation, other than those triggered by building permit and subdivision ordinances, shall be funded out an ADA Hazard Abatement Account and accomplished by the Street Maintenance Department with some field support from the Parks Department along with some contracted tree services. Non-compliant driveway approaches will remain the responsibility of the abutting property owner. This account would be increased annually to keep pace with inflation. This work shall be prioritized by geographic area, first focused on civic areas, then commercial areas, followed by residential.

**WATER, SEWER, AND STORMWATER INSTALLATIONS:** Whenever a street alteration (generally work greater than one block of curb to curb street removal/replacement) occurs due to the replacement of a water line, sewer line, or stormwater line as a result of a City utility project, the Utility shall install curb ramps along the route of the pipeline and bring abutting sidewalks into ADA compliance.

**SPECIAL REQUESTS AND SIDEWALK COMPLAINTS:** Requests for installation of curb ramps, outside of the approved annual work plan, will be evaluated on a case by case basis. The City may install curb ramps in response to a special request from a citizen with a demonstrated need and evaluation by the City's ADA Compliance Officer. Complaints received regarding non-complaint sidewalks will be addressed in accordance with City Code. The adjacent property owners are responsible to mitigate any non-compliant sidewalks.

**LOCAL IMPROVEMENT DISTRICT (LID)/STREET RECONSTRUCTION/BUSINESS IMPROVEMENT DISTRICT (BID).** When considered as an integral part of a Local Improvement District or street reconstruction project, sidewalk improvements shall remain the responsibility of the abutting property owner. Similarly, this policy does not change sidewalk responsibilities agreed to under a BID agreement.

**SIDEWALK INCENTIVE PROGRAM.** The City of Coeur d'Alene will reimburse documented residential property owner expenditures for sidewalk removal and replacement, including City encroachment permit fees, at \$20 per lineal foot of sidewalk replaced up to a maximum of \$500 per property per year. Expenditures are eligible for reimbursement provided they meet the following conditions.

- An application for reimbursement is completed and an encroachment permit is obtained. A satisfactory final approval by the City must be obtained.
- The property is residential (single family, duplex, or multi-family).
- The sidewalk replaced must meet the City's replacement guidelines. This must be verified by the City prior to submittal for reimbursement.
- The work was not required as a condition of issuance of a building permit or any other discretionary approval by the City.

Reimbursement will be made on a first-come first-served basis. The City Council will establish the annual budget for the reimbursement account. Once the funds are expended, eligible requests will be placed on waiting list for the next budget year or until additional funds become available.

**Appendix I**  
**Title VI Compliance**



**IDAHO TRANSPORTATION DEPARTMENT**

P.O. Box 7129  
Boise ID 83707-1129

(208) 334-8000  
itd.idaho.gov

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March 15, 2009

Mayor Sandi Bloem  
Coeur d'Alene City Hall  
710 E. Mullan Avenue  
Coeur d'Alene, ID 83814

RE: Corrective Action Plan

Attention: Wendy Gabriel, City Administrator & Title VI Coordinator

Dear Ms. Bloem,

I have reviewed your Corrective Action Plan detailing the steps the City is committing to take to ensure compliance with Title VI non-discrimination requirements. Your staff has done a great job in detailing the actions that will be taken to resolve the City's non-compliance findings.

This letter is to confirm with you that, based on the submitted Corrective Action Plan, the City is found to be in compliance with the Title VI requirements attached to your Federal project funding.

I appreciate the hard work of your staff and look forward to working with them during the coming year.

Sincerely,

A handwritten signature in cursive script that reads "Karen Sparkman".

Karen Sparkman  
EEO Manager – External Programs  
208-334-8852  
karen.sparkman@itd.idaho.gov

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## CITY OF COEUR D'ALENE

710 E. MULLAN AVENUE  
COEUR D'ALENE, IDAHO 83816-3964  
208/769-2300

March 10, 2010

Karen Sparkman  
EEO Manager – External Programs  
Idaho Transportation Department  
P.O. Box 7129  
Boise, ID 83707-1129

RE: Annual Title VI Compliance Review

Dear Ms. Sparkman:

Thank you for your letter of December 4, 2009, providing us with your review comments of our Title VI Program. The following action plan is submitted in response to your letter and follow-up phone calls.

### 1. Finding – Limited English Proficiency Plan (LEP)

**Recommendation:** *An LEP Plan is required regardless of what the population demographics may or may not show. The point of the Plan is to show that a data analysis of demographics and program areas has been done in order to make informed decisions about how much or how little language assistance should be provided. The second part of the plan is to instruct city employees on how they will provide language assistance if assistance is necessary. It is expected that the demographic analysis be updated each year as more people move into the area. The Plan is required even if the demographics show very low levels of LEP persons in the City. For areas of the state where very low levels of LEP persons exist, such as Coeur d'Alene, the Plan will be short and relatively simple.*

#### **Response:**

An LEP policy has been drafted, modeled after the City of Grace, and will be presented to the City Council within the next three months. The draft policy is attached as **Exhibit "1."**

### 2. Finding – Non-discrimination language in contracts and agreements, DBE/MBE/WBE solicitations.

**Recommendation:** *A process must be put into place to ensure the following:*

- *Attachment 1 is to be included in all contracts and agreements entered into between the City and other parties as part of the federal aid project (Government Way; Dalton to Hanley Ave.). Attachment 1 can be taken 'as is' and attached to contracts and agreements as an addendum. The City must ensure that the prime contract/consultant passes the language on in all sub-contracts or agreements.*
- *Appropriate Title VI language must be included in all solicitations for bids for work or material, issued by either the City or the prime consultant as part of the federal aid project (State & Local Agreement, Appendix A, Assurances #5).*

**Response:**

The City Engineer has provided the contractor, Welch Comer, the appropriate document to be attached to the existing agreement, with instructions to add this to any and all sub-contractor agreements, letter attached as **Exhibit "2."** The Legal Department will include the attachment 1 language to all future contracts and agreements. On February 4, 2010, at the City's Executive Team meeting, the bid document language, as referenced above, was provided to each department head, with the direction to include this language in all future bid documents, not just federally funded projects.

**3. Finding – ADA Transition Plan**

**Recommendation:**

(a) . . . *The self-evaluation needs to include the physical location of all intersections having curbs or other barriers to entry from a street level pedestrian walkway located within the City's jurisdiction.*

(b) *The document does not indicate a prioritization of corrections required by regulation which sorts locations by their proximity to:*

1. *State and local government offices and facilities (city hall, schools);*
2. *Location of government services and transit facilities (bus stops, train stations);*
3. *Location of places of public accommodations/employers (shops, restaurants);*
4. *All other areas (residential);*
5. *Other factors to be considered: population density, presence of disabled population, and cost (which may affect the timetable of installation of accessible facilities).*

(c) *There must be a public involvement component whereby the public can provide input on an ongoing basis, e.g. citizen complaints regarding a specific site may change the priority of a correction, normally giving it higher priority for correction in the transition plan. This can be achieved through a complaint process but there also needs to be a component for public input through meetings, internet access to the plan and comments, etc. . . .*

(d) *One public agency official must be identified in the plan that has overall responsibility for the coordination, development and implementation of the Plan, as is required by regulation. The contact information for this person should also be listed on the Plan. . . .*

(e) *The City's Transition Plan, where detail has been provided about City programs and services needing to come into compliance, notes that the time frame for completion is "as funding allows." This method is not in compliance with regulation. A schedule or work plan that lists the steps to be taken to develop and implement the transition plan is required. If it will take longer than one year to complete the corrections, the schedule must identify steps that will be taken each year during the transition period. . . .*

(f) *Where the Transition Plan includes sidewalks, it should also include signals and other pedestrian facilities.*

(g) *The current plan does not appear to have been updated since 2007. Data collected on all work done each year to make corrections should be used to keep the Plan up to date, and should be accessible by the public for their review and comment. The Plan should be a living document that is updated as progress toward full compliance is made.*

**Response:**

The City of Coeur d'Alene has a sidewalk policy, adopted by Resolution 08-050 (dated September 16, 2008, attached as **Exhibit "3."**) This document is available on our web site, along with the five-year plan for sidewalk enhancements. The 2007 ADA Transition Plan was adopted prior to the sidewalk policy, therefore, it did not get included in the transition plan, although it was intended to be include in a future addendum. It is our intent to do so, through a formal action of the City Council within the next 9 months.

As a governmental agency, the City is bound by the open meeting law. For every public meeting we have held and will hold, please note that a notice is posted to a public bulletin board and agendas are posted no less than 48 hours prior to the meetings (usually posted the Friday prior to the meeting date), as well as posted to our web page. Our City Council meetings always have a public comment segment that are open to the public (meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month). Additionally, we have amended our web page to include a comment capability under the sidewalk section.

The City utilized a multi-pronged approach to accomplish sidewalk compliance throughout our city. They are as follows:

1. Property owners must bring their abutting sidewalk into compliance when making building improvements valued at more than \$30,000 (this would include driveway slope). Estimated to be 10 households a year, paid for by the property owner.
2. The City will establish a sidewalk 5-year plan, prioritizing based on civic areas, then commercial, followed by residential, and working annually with a citizen committee whose recommendations are presented before the City Council at a public meeting. This plan would be the action plan for city employees to complete ADA repair and replacements, including installation of pedestrian ramps in accordance with ADA. ***The City currently budgets \$200,000.00 per year, has completed 10,124 sq. ft. of sidewalk replacement, and installed 323 pedestrian ramps (since 2006).***
3. Complaints – The City will address complaints as they are received and determine if they need immediate action, or if those areas can be added to the next year priority areas.
4. City utility project areas – as water, sewer, and overlays occur (greater than one block) pedestrian ramps will be installed.

Additionally, the City has voluntary compliance by the property owner, with a \$500.00 incentive per household, and has allocated additional funding within our Community Development Block Grant (CDBG) funding to complete sidewalk ADA Compliance within a Census LMI area. This year we were able to fund a couple blocks of sidewalk on Foster Avenue, which connected the 3<sup>rd</sup> and 4<sup>th</sup> Street 5-year plan areas, as well as, tying into the Court House. All CDBG funds are subject to a citizen participation plan.

It is the City's intent to have the 2007 ADA Transition Plan updated by December 2010, to include estimated dates for barrier removal, an updated list of enhancements already completed, and clear inclusion of the sidewalk policy. Thereafter, it is the City's intent to provide an annual update of accomplishments to the plan.

The City has an ADA Coordinator listed on bulletin boards throughout city facilities and noted on the City web page, Pam MacDonald, Human Resource Director, 208-769-2205. Additionally, Wendy Gabriel, City Administrator, has been authorized as the Title VI officer.

Karen Sparkman  
March 10, 2010  
Page 4

The City believes that it can clearly demonstrate that it is meeting the intent of the code and is willing to work on continuous improvements in meeting the needs of our community. Please do not hesitate to contact me if you need additional information/clarification of the content of this letter.

Sincerely,



Wendy Gabriel  
City Administrator

Enclosures

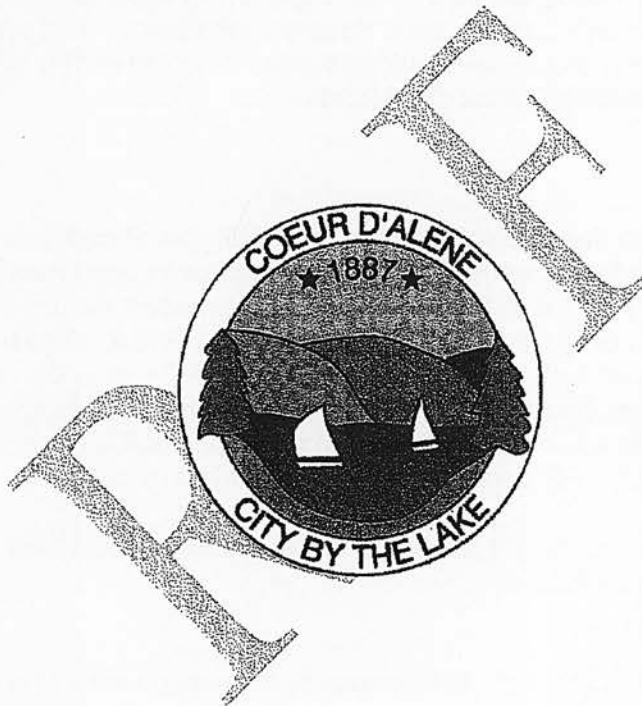


EXHIBIT 1

# Limited English Proficiency Plan

City of Coeur d'Alene

February 26, 2010



**Title VI Coordinator City Administrator Wendy Gabriel**  
710 E. Mullan Avenue, Coeur d'Alene, Idaho 83814-3958 (208) 769-2300

## I. INTRODUCTION

This *Limited English Proficiency Plan* has been prepared to address the City of Coeur d'Alene's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies that receive federal funds, including all City of Coeur d'Alene departments receiving federal grant funds.

### Plan Summary

The City of Coeur d'Alene has developed this *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency [LEP] who wish to access services provided. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, the City of Coeur d'Alene used the four-factor LEP analysis that considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served by the City of Coeur d'Alene,
2. The frequency with which LEP persons come in contact with City of Coeur d'Alene services,
3. The nature and importance of services provided by the City of Coeur d'Alene to the LEP population, and
4. The interpretation services available to the City of Coeur d'Alene and overall cost to provide LEP assistance. A summary of the results of the four-factor analysis is in the following section.

## II. MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

- 1. The number or proportion of LEP persons in the service area who may be served or are likely to require City of Coeur d'Alene services.**

The City of Coeur d'Alene staff reviewed the 2000 U.S. Census Report for Kootenai County and determined that there were 565 persons [0.9% of the population] who speak English less than "very well." In Kootenai County, of those persons with limited English proficiency, 285 speak Spanish, and 195 speak Indo-European languages, the remaining indicated that data was suppressed from disclosure.

- 2. The frequency with which LEP persons come in contact with City of Coeur d'Alene services.**

The City of Coeur d'Alene staff reviewed the frequency with which City Council, office staff, and maintenance staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, the City of Coeur d'Alene has had no requests for interpreters and no requests for translated program documents. The City Council, office staff, and maintenance staff have had very little contact with LEP persons.

- 3. The nature and importance of services provided by the City of Coeur d'Alene to the LEP population.**

There is no large geographic concentration of any type of LEP individuals in the service area for the City of Coeur d'Alene. The overwhelming majority of the population, 96.3%, speak only English. As a result, there are few social, service, professional, and leadership organizations within the City of Coeur d'Alene service area that focus on outreach to LEP individuals. The City of Coeur d'Alene City Council and staff are most likely to encounter LEP individuals through office visits, phone conversations, notifications from maintenance staff of impacts on city services, and attendance at City Council meetings.

- 4. The resources available to the City of Coeur d'Alene, and overall costs to provide LEP assistance.**

The City of Coeur d'Alene reviewed its available resources that could be used for providing LEP assistance, which of its documents would be most valuable to be translated if the need should arise, and contacted local citizens that would be willing to provide voluntary Spanish translation if needed within a reasonable time period. Other language translation, if needed, would be provided through a telephone interpreter line for which the city would pay a fee.

### III. LANGUAGE ASSISTANCE

A person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to City of Coeur d'Alene services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

How the City of Coeur d'Alene staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- All city staff will be provided with "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises. (An example of the "I Speak" card is attached as Exhibit "A" to this document).
- All City of Coeur d'Alene staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.
- When the City of Coeur d'Alene sponsors an informational meeting or event, a staff person may greet participants as they arrive. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at the event, it will help identify the need for future events.

**Language Assistance Measures.** Although there is a very low percentage in the City of Coeur d'Alene of LEP individuals, that is, persons who speak English "not well" or "not at all," the city will strive to offer the following measures:

The City of Coeur d'Alene staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.

The following resources will be available to accommodate LEP persons:

- Volunteer interpreters for the Spanish language are available and will be provided within a reasonable time-period.
- Language interpretation will be accessed for all other languages through a telephone interpretation service.

#### IV. STAFF TRAINING

The following training will be provided to all staff:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of the "I Speak" cards.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

**All contractors or subcontractors performing work for the City of Coeur d'Alene will be required to follow the Title VI/LEP guidelines.**

#### V. TRANSLATION OF DOCUMENTS

- The City of Coeur d'Alene weighed the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating the documents, the likelihood of frequent changes in documents and other relevant factors, at this time it is an unnecessary burden to have any documents translated.
- Due to the very small local LEP population, the City of Coeur d'Alene does not have a formal outreach procedure in place, as of 2010. Translation resources have been identified and are limited in this region. However, when and if the need arises for LEP outreach, the City of Coeur d'Alene will consider the following options:
  - When staff prepares a document, or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

#### VI. MONITORING

**Monitoring and Updating the LEP Plan.** The City of Coeur d'Alene will update the LEP Plan as required. At a minimum, the plan will be reviewed and updated when data from the 2010 U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the City of Coeur d'Alene service area. Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.

## EXHIBIT T

- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether the City of Coeur d'Alene's financial resources are sufficient to fund language assistance resources needed.
- Determine whether the City of Coeur d'Alene fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

### VII. DISSEMINATION OF THE CITY OF COEUR D'ALENE LEP PLAN

- Post signs at City Hall notifying LEP persons of the LEP Plan and how to access language services.
- State on agendas and public notices in the language that LEP persons would understand that documents are available in that language upon request at City Hall.

EXHIBIT "A"

2004 Census Test	United States Census 2010 LANGUAGE IDENTIFICATION FLASHCARD
<input type="checkbox"/> ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
<input type="checkbox"/> Մարդկանց կրթական մակարդակը և լեզուն հարկումն է:	2. Armenian
<input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	3. Bengali
<input type="checkbox"/> អូម្បបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។	4. Cambodian
<input type="checkbox"/> Motka i kahoa ya yangin òntòngun' manakni pat òntòngun' kumessos Chanorro.	5. Chamorro
<input type="checkbox"/> 如果你能读中文或讲中文，请选择此框。	6. Simplified Chinese
<input type="checkbox"/> 如果你能讀中文或講中文，請選擇此框。	7. Traditional Chinese
<input type="checkbox"/> Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	8. Croatian
<input type="checkbox"/> Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	9. Czech
<input type="checkbox"/> Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	10. Dutch
<input type="checkbox"/> Mark this box if you read or speak English.	11. English
<input type="checkbox"/> اگر خواندن و نوشتن فارسی بلد هستید این مربع را علامت بزنید.	12. Farsi

DB-3209

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

EXHIBIT 17

- |                          |  |                    |
|--------------------------|--|--------------------|
| <input type="checkbox"/> | Cocher ici si vous lisez ou parlez le français.                                      | 13. French         |
| <input type="checkbox"/> | Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.                | 14. German         |
| <input type="checkbox"/> | Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.                            | 15. Greek          |
| <input type="checkbox"/> | Make kazyè sa a si ou li oswa ou pale kretyòl ayisyen.                               | 16. Haitian Creole |
| <input type="checkbox"/> | अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।                       | 17. Hindi          |
| <input type="checkbox"/> | Kos lub voj no yog koj paub tam thiab itais lus Hmoob.                               | 18. Hmong          |
| <input type="checkbox"/> | Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.                  | 19. Hungarian      |
| <input type="checkbox"/> | Markaan daytoy nga kahon no makabasa wenno makasarka iti Ilocano.                    | 20. Ilocano        |
| <input type="checkbox"/> | Marchi questa casella se legge o parla italiano.                                     | 21. Italian        |
| <input type="checkbox"/> | 日本語を読んだり、話せる場合はここに印を付けてください。   | 22. Japanese       |
| <input type="checkbox"/> | 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.   | 23. Korean         |
| <input type="checkbox"/> | ໄທ້ໂຍາຍ/ໄທ້ໂຍ່ງື້ ຖ້າທ່ານອ່ານ/ສູນາມາສາລາດ.   | 24. Laotian        |
| <input type="checkbox"/> | Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim. | 25. Polish         |

DB-3309

U.S. DEPARTMENT OF COMMERCE  
Bureau of Economic Analysis  
U.S. CENSUS BUREAU



EXHIBIT 17

- |                          |  |                |
|--------------------------|--|----------------|
| <input type="checkbox"/> | Assinale este quadrado se você lê ou fala português.                         | 26. Portuguese |
| <input type="checkbox"/> | Însemnați această casuță dacă citiți sau vorbiți românește.                  | 27. Romanian   |
| <input type="checkbox"/> | Пометьте этот квадратик, если вы читаете или говорите по-русски.             | 28. Russian    |
| <input type="checkbox"/> | Обележите ovaj kvadratni ukoliko читате или говорите српски језик.           | 29. Serbian    |
| <input type="checkbox"/> | Označte tento štvorec, ak viete čítať alebo hovoriť po slovensky.            | 30. Slovak     |
| <input type="checkbox"/> | Marque esta casilla si lee o habla español.                                  | 31. Spanish    |
| <input type="checkbox"/> | Markahan itong kwadrado kung kuyo ay narunong maghasa o magulita ng Tagalog. | 32. Tagalog    |
| <input type="checkbox"/> | ໂຕກຸ້ມສີ່ຫມ່າຍໃນນີ້ຖ້າທ່ານເວົ້າຫຼືອ່ານໄພງາຍໄພ.                               | 33. Thai       |
| <input type="checkbox"/> | Meaka 'i he puha ni kapau 'oku ke lau pe lea fikaatonga.                     | 34. Tongan     |
| <input type="checkbox"/> | Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.       | 35. Ukranian   |
| <input type="checkbox"/> | اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔                   | 36. Urdu       |
| <input type="checkbox"/> | Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.             | 37. Vietnamese |
| <input type="checkbox"/> | באמצעות דפוס קטנטן איז איר לייענט אדער רעדט אידיש.                           | 38. Yiddish    |

05-3309

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU



CITY OF COEUR D'ALENE  
ENGINEERING DEPARTMENT

EXHIBIT "2"

CITY HALL, 710 E. MULLAN  
COEUR D'ALENE, IDAHO 83816-3964  
208/769-2285 - FAX 208/769-2284

January 27, 2010

Welch Comer & Associates  
350 E Kathleen Ave  
Coeur d'Alene, Id 83815

Attn: Matt Gillis  
Re: Professional Services Contract for Government Way

Dear Matt,

We are required by our State-Local Agreement for this project to include the attached Title VI language in all of our consultant and sub consultants contracts on this project. Our contract with you does not currently contain this attachment. The purpose of this letter is to amend our contract by adding this attachment. If you have no objections, please amend your copy of our contract with you, as well as your sub consultant's contracts, by adding this attachment. We will do the same. Please call if you have any questions.

Sincerely,

Gordon Dobler  
City Engineer

## EXHIBIT "2"

### Attachment 1

This Attachment is to be inserted in every contract subject to Title VI of the Civil Rights Act of 1964 and associated Regulations.

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations**  
The contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination**  
The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Sub-contracts, Including Procurement of Materials and Equipment**  
In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.
4. **Information and Reports**  
The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to ITD or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-compliance**  
In the event of the contractor's non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:
  - Withholding of payments to the contractor under the contract until the contractor complies, and/or;
  - Cancellation, termination, or suspension of the contract, in whole or in part.

#### **Incorporation of Provisions**

The contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request ITD enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

EXHIBIT "3"

RESOLUTION NO. 08-050

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY,  
IDAHO ESTABLISHING A SIDEWALK CURB RAMP – ACCESSIBILITY POLICY.

WHEREAS, The Mayor and City Council have deemed it advisable and necessary for the City to determine how best to comply with the requirements of the Americans with Disabilities Act regarding the provision of accessible sidewalks given the financial and other resources available to the City; and

WHEREAS, The Mayor and City Council have determined that the provision of accessible sidewalks benefits all of the residents of Coeur d'Alene; and

WHEREAS, The Mayor and City Council have considered multiple options for repairing and/or replacing broken or non-compliant sidewalks and curb ramps, including requiring property owners to make the necessary repairs, forming Local Improvement Districts, pursuing legislative authorization for a special assessment for sidewalk repairs, contracting with private industry to make the repairs and performing the repairs in house; and

WHEREAS, The Mayor and City Council has asked for and received significant public input at multiple public meetings regarding the best and most cost effective means of repairing sidewalks; and

WHEREAS, based on this public input and the direction from the Mayor and City Council, City Staff has proposed the policy attached hereto as "Exhibit A"; and

WHEREAS, The attached policy was presented to the Public Works Committee of the City Council on September 8, 2008, who recommended that the City Council adopt the policy; and


WHEREAS, the Mayor and City Council have determined that the attached policy is the best option for repairing and/or replacing damaged or non-compliant sidewalks given the financial and other resources available to the City; and

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof that such policies be adopted; NOW, THEREFORE,

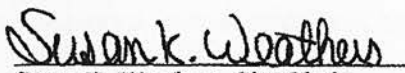
EXHIBIT "3"

BE IT RESOLVED, by the Mayor and City Council of the City of Coeur d'Alene that  
the policy attached hereto as Exhibit "A" be and is hereby adopted.

DATED this 16<sup>th</sup> day of September, 2008

  
Sandi Bloem, Mayor

ATTEST:

  
Susan K. Weathers, City Clerk

Motion by Hassell, Seconded by Goodlander, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER KENNEDY	Voted <u>Aye</u>
COUNCIL MEMBER HASSELL	Voted <u>Aye</u>
COUNCIL MEMBER MCEVERS	Voted <u>AYE</u>
COUNCIL MEMBER GOODLANDER	Voted <u>Aye</u>
COUNCIL MEMBER BRUNING	Voted <u>AYE</u>
COUNCIL MEMBER EDINGER	Voted <u>Aye</u>

\_\_\_\_\_ was absent. Motion carried.

**SIDEWALK & CURB RAMP – ACCESSIBILITY POLICY (REVISED)**

**BACKGROUND:** In response to the Americans With Disabilities Act (ADA), the City of Coeur d'Alene is mandated to provide accessible pedestrian routes within the City. Surveys of the city's sidewalk system reveal many sidewalks that are either in a deteriorated condition or out of compliance with ADA standards. Safe and accessible sidewalks not only enable the city to meet ADA mandates, but they provide a community benefit to all citizens. The following sidewalk action plan is designed to attain ADA compliance and provide safe pedestrian travel:

1. Continued enforcement – Regarding sidewalks, the Municipal Code remains unchanged, and states that the sidewalk abutting a property is the property owner's responsibility. Therefore, the city's code enforcement processes will continue to be utilized as an enforcement/maintenance mechanism in situations where complaints arise over a non-compliant section of sidewalk that is not identified in the City's annual work plan under the ADA Hazard Abatement Account identified below.
2. ADA Hazard Abatement Account – This account will fund repairs for ADA sidewalk deficiencies that are included in a 5 Year Priority Plan that will be updated and approved by the City Council on a yearly basis. The ADA Hazard Abatement Account is expected to fund an average annual scope of work of approximately 5,000 lineal feet of sidewalk repairs per year. Work will be accomplished by the Street Maintenance Department with some field support from the Parks Department along with some contracted tree services. This account will begin at \$200,000/year and would be adjusted annually for inflation.
3. Curb ramps – In conjunction with sidewalk improvements, the City will include the installation/repair of curb ramps. Since sidewalks and curb ramps provide a benefit to the entire community, they have been funded out of the City's General Fund.
4. Development projects - per ordinance 12.28.210 (C), sidewalk repairs and improvements will be required as triggered by a building permit greater than \$15,000 (or current permit trigger value if \$15,000 is increased by ordinance). Funding and execution of these improvements and repairs remains the responsibility of the abutting property owner. Similarly, sidewalks for new subdivisions will continue to be the responsibility of the developer.
5. Prioritization – the City will gather citizen input such as through the Ped/Bike Committee or other similar forum to help establish a systematic prioritization that ensures an effective compliance schedule and the greatest return on resource expenditure. In the past, City policy was to prioritize ADA accessibility to those streets being overlaid. Going forward, this policy change would prioritize ADA accessibility work in a geographic area first focused on civic areas, then commercial areas, followed by residential.

The following policy clearly states the City's method of accessibility compliance for public rights-of-way.

**POLICY  
ACCESSIBILITY FOR PUBLIC RIGHTS-OF-WAY**

**SIDEWALKS/CURB RAMPS:** ADA Hazard Abatement Account – sidewalk repair and curb ramp installation, other than those triggered by building permit and subdivision ordinances, shall be funded out an ADA Hazard Abatement Account and accomplished by the Street Maintenance Department with some field support from the Parks Department along with some contracted tree services. Non-compliant driveway approaches will remain the responsibility of the abutting property owner. This account would be increased annually to keep pace with inflation. This work shall be prioritized by geographic area, first focused on civic areas, then commercial areas, followed by residential.

**WATER, SEWER, AND STORMWATER INSTALLATIONS:** Whenever a street alteration (generally work greater than one block of curb to curb street removal/replacement) occurs due to the replacement of a water line, sewer line, or stormwater line as a result of a City utility project, the Utility shall install curb ramps along the route of the pipeline and bring abutting sidewalks into ADA compliance.

**SPECIAL REQUESTS AND SIDEWALK COMPLAINTS:** Requests for installation of curb ramps, outside of the approved annual work plan, will be evaluated on a case by case basis. The City may install curb ramps in response to a special request from a citizen with a demonstrated need and evaluation by the City's ADA Compliance Officer. Complaints received regarding non-complaint sidewalks will be addressed in accordance with City Code. The adjacent property owners are responsible to mitigate any non-compliant sidewalks.

**LOCAL IMPROVEMENT DISTRICT (LID)/STREET RECONSTRUCTION/BUSINESS IMPROVEMENT DISTRICT (BID).** When considered as an integral part of a Local Improvement District or street reconstruction project, sidewalk improvements shall remain the responsibility of the abutting property owner. Similarly, this policy does not change sidewalk responsibilities agreed to under a BID agreement.

**SIDEWALK INCENTIVE PROGRAM.** The City of Coeur d'Alene will reimburse documented residential property owner expenditures for sidewalk removal and replacement, including City encroachment permit fees, at \$20 per lineal foot of sidewalk replaced up to a maximum of \$500 per property per year. Expenditures are eligible for reimbursement provided they meet the following conditions.

- An application for reimbursement is completed and an encroachment permit is obtained. A satisfactory final approval by the City must be obtained.
- The property is residential (single family, duplex, or multi-family).
- The sidewalk replaced must meet the City's replacement guidelines. This must be verified by the City prior to submittal for reimbursement.
- The work was not required as a condition of issuance of a building permit or any other discretionary approval by the City.

Reimbursement will be made on a first-come first-served basis. The City Council will establish the annual budget for the reimbursement account. Once the funds are expended, eligible requests will be placed on waiting list for the next budget year or until additional funds become available.

Appendix II  
Resolutions



RESOLUTION NO. 04-010

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, APPROVING A FAIR HOUSING POLICY.

LET IT BE KNOWN TO ALL PERSONS OF THE CITY OF COEUR D'ALENE that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing or in the provision of brokerage services because of race, color, religion, sex or national origin is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law).

WHEREAS, it is the policy of the City of Coeur d'Alene to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex or national origin. The Fair Housing Amendments Act of 1988 expands coverage to include disabled persons and families with children.

Therefore, the City of Coeur d'Alene does hereby pass the following Resolution.

BE IT RESOLVED that within available resources the City of Coeur d'Alene will assist all persons who feel they have been discriminated against because of race, color, religion, sex, national origin, disability or familial status to seek equity under federal and state laws by filing a complaint with the U.S. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity, Compliance Division.

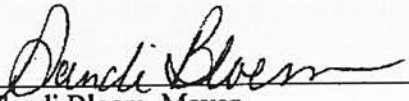
BE IT FURTHER RESOLVED that the City of Coeur d'Alene shall publicize this Resolution and through this publicity shall encourage owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and amendments and any applicable state or local laws or ordinances.

SAID PROGRAM will, at a minimum, include: (1) printing and publicizing of this policy and other applicable fair housing information through local media and community contacts; (2) distribution of posters, flyers, and any other means that will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing; and (3) prepare an analysis of impediments to fair housing choice and actions to mitigate such impediments.

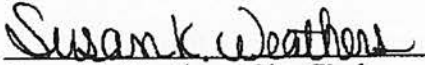
WHEREAS, it is deemed to be in the best interests of the city of Coeur d'Alene and the citizens thereof that such policies be adopted; NOW, THEREFORE,

BE IT RESOLVED, by the Mayor and City Council of the city of Coeur d'Alene that the above-noted policy be and is hereby adopted.

DATED this 18<sup>th</sup> day of November, 2003

  
Sandi Bloem, Mayor

ATTEST:

  
Susan K. Weathers, City Clerk

Motion by Reid, Seconded by Wolfinger, to adopt the foregoing resolution.

ROLL CALL:

Councilman McEvers	Voted <u>Aye</u>
Councilman Wolfinger	Voted <u>Aye</u>
Councilman Copstead	Voted <u>Aye</u>
Councilman Goodlander	Voted <u>Aye</u>
Councilman Reid	Voted <u>Aye</u>
Councilman Edinger	Voted _____

Councilman Edinger was absent. Motion carried.

RESOLUTION No. 04-011

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO ESTABLISHING A RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN (UNDER SECTION 104(D) OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED)

WHEREAS, a citywide plan regarding a residential anti-displacement and relocation assistance under Section 104 (d) of the Housing and Community Development Act of 1974, as amended, has been determined as needed;

WHEREAS, the City of Coeur d'Alene will replace, if the project utilizes Community Development Block Grant funding, all occupied and vacant occupiable low/moderate income dwelling units demolished or converted to a use other than as low/moderate income housing in connection with an activity assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606 (b) through (g);

WHEREAS, all replacement housing will be provided within three (3) years after the commencement of the demolition or conversion. Before entering into a contract committing the City of Coeur d'Alene to provide funds for an activity that will directly result in demolition or conversion, the City of Coeur d'Alene will make public by Publication in a newspaper of general circulation and submit to the Idaho Department of Commerce the following information in writing:

1. A description of the proposed assisted activity.
2. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate income dwelling units as a direct result of the assisted activities.
3. A time schedule for the commencement and completion of the demolition or conversion.
4. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data is not available at the time of the general submission, the City of Coeur d'Alene will identify the general location on an area map and the approximate number of dwelling units by size and provide information identifying the specific location and number of dwelling units by size as soon as it is available.
5. The source of funding and a time schedule for the provision of the replacement dwelling units.
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate income dwelling unit for at least ten (10) years from the date of initial occupancy.

The City Treasurer (208-769-2300) is responsible for tracking the replacement of housing and ensuring it is provided within the required period.

The City Treasurer (208-769-2300) is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in CFR 570.606 (b) through (g), to any lower income person displaced by the demolition of any dwelling unit or the conversion of a low/moderate income dwelling unit to another use in connection with an assisted activity.

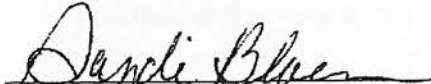
Consistent with the goals and objectives of activities assisted under the Act, the City of Coeur d'Alene will take the following steps to minimize the displacement of persons from their homes:

1. Coordinate code enforcement with rehabilitation and housing assistance programs.
2. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent placing undue financial burden on long-established owners or tenants of multi-family buildings.
3. Establish facilities to house persons who must be relocated temporarily during rehabilitation.
5. Adopt public policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
6. Adopt policies that provide reasonable protection for tenants faced with conversion to a condominium or cooperative.
7. Adopt tax assessment policies (such as deferred tax payment plans) to reduce impact of rapidly increasing assessments on lower income owner-occupants or tenants in revitalizing areas.

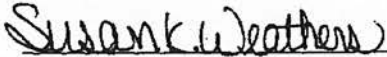
WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof that the above noted plan be adopted; NOW, THEREFORE,

BE IT RESOLVED, by the Mayor and City Council of the city of Coeur d'Alene that the above noted plan be and is hereby adopted.

DATED this 18<sup>th</sup> day of November, 2003

  
Sandi Bloem, Mayor

ATTEST:

  
Susan K. Weathers, City Clerk

Motion by Reid, Seconded by Wolfinger, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER MCEVERS Voted     Aye

COUNCIL MEMBER COPSTEAD Voted     Aye

COUNCIL MEMBER WOLFINGER Voted     Aye

COUNCIL MEMBER GOODLANDER Voted     Aye

COUNCIL MEMBER REID Voted     Aye

COUNCIL MEMBER EDINGER Voted    

Councilman Edinger was absent. Motion     carried .

RESOLUTION NO. 04-012

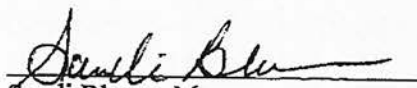
A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO ESTABLISHING GRIEVANCE POLICIES AND PROCEDURES TO MEET THE REQUIREMENTS OF SECTION 504 OF THE REHABILITATION ACT AS AMENDED AND THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA).

WHEREAS, the need for citywide policies and procedures to meet the requirements of Section 504 of the Rehabilitation Act as amended and the Americans with Disabilities Act of 1990 has been deemed necessary by the City Council; and

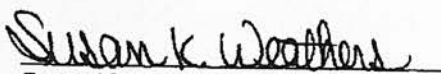
WHEREAS, it is deemed to be in the best interests of the city of Coeur d'Alene and the citizens thereof that such policies and procedures be adopted; NOW, THEREFORE,

BE IT RESOLVED, by the Mayor and City Council of the city of Coeur d'Alene that the policy attached hereto as Exhibit "A" be and is hereby adopted.

DATED this 18th day of November, 2003

  
Sandi Bloem, Mayor

ATTEST:

  
Susan K. Weathers, City Clerk

Motion by Reid, Seconded by Wolfinger, to adopt the foregoing resolution.

ROLL CALL:

Council Member Wolfinger	Voted <u>    </u> Aye
Council Member Copstead	Voted <u>    </u> Aye
Council Member McEvers	Voted <u>    </u> Aye
Council Member Goodlander	Voted <u>    </u> Aye
Council Member Reid	Voted <u>    </u> Aye
Council Member Edinger	Voted <u>    </u>

Councilman Edinger was absent. Motion carried.

## Grievance Procedure for City of Coeur d'Alene

The following grievance procedure is established to meet the requirements of Section 504 of the Rehabilitation Act as amended and the Americans With Disabilities Act of 1990 (ADA).

According to these laws the City of Coeur d'Alene, as recipient of an Idaho Community Development Block Grant (ICDBG) funds, certifies that all citizens shall have the right to submit a grievance on the basis of disability in policies or practices regarding employment, services, activities, facilities, or benefits provided by the City of Coeur d'Alene.

When filing a grievance, citizens must provide detailed information to allow an investigation, including the date, location and description of the problem. The grievance should be in writing and should include the name, address, and telephone number of the complainant. **Upon request, alternative means of filing complaints, such as personal interviews or a tape recording, will be made available for individuals with disabilities.** The complaint should be submitted by the complainant or his/her designee as soon as possible, but no later than 60 days after the alleged violation. Complaints must be signed and sent to:

Pam MacDonald, Human Resource Director  
710 E. Mullan Avenue Coeur d'Alene, ID 83814  
208-769-2205

Within 15 calendar days after receiving the complaint, the Human Resource Director will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting, the Human Resource Director will respond in writing. Where appropriate, the response shall be in a format accessible to the complainant (such as large print or audio tape). The response will explain the position of City of Coeur d'Alene and offer options for resolving the complaint.

If the response by the Human Resource Director does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision of the ADA coordinator. Appeals must be made within 15 calendar days after receipt of the response. Appeals must be directed to the chief elected official or his or her designee.

Within 15 calendar days after receiving the appeal, the chief elected official or his or her designee will meet with the complainant to discuss the complaint and to discuss possible resolutions. Within 15 calendar days after the meeting, the chief elected official or his or her designee will provide a response in writing. Where appropriate, the response shall be in a format accessible to the complainant. The response shall be accompanied by a final resolution of the complaint. The 504/ADA Coordinator shall maintain the files and records of the City pertaining to the complaints filed for a period of three years after the grant is closed out.

### Other Complaint Procedures

All individuals have a right to a prompt and equitable resolution. Individuals or classes of individuals who believe they have been subjected to discrimination based on disability have several ways to file a grievance:

- use the grievance procedure provided by the public entity
- file a complaint with any agency that provides funding to the public entity
- file with one of the eight federal agencies designated in the Title II regulations

Under Title II, filing a grievance with the public entity's ADA Coordinator, filing a complaint with a federal agency, or filing a lawsuit may be done independently of the others. **Individuals are not required to file either a grievance or complaint to bring a lawsuit. Lawsuits may be filed at any time.** The following are four of the eight agencies where a Title II complaint can be filed:

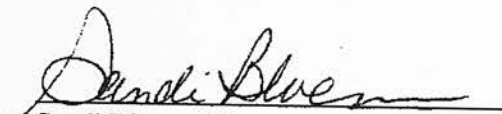
Department of Justice (DOJ)  
Civil Rights Division  
Public Access Section  
P.O. Box 66738  
Washington, DC 20035-9998

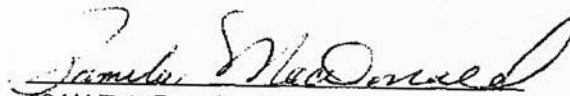
Department of Housing & Urban Development (HUD)  
Community Planning and Development  
451 7th Street  
Washington, DC 20410-4000

Architectural & Transportation Barriers Compliance Board (ATBCB)  
1331 F Street, N.W., Suite 1000  
Washington, DC 20004-1111

Equal Employment Opportunity Commission (EEOC)  
1801 L Street, N.W.  
Washington, DC 20507

This Grievance Procedure becomes effective upon passage of Resolution No. 04-012.

  
Sandi Bloem, Mayor

  
504/ADA Coordinator



RESOLUTION NO. 04-013

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY,  
IDAHO ESTABLISHING A POLICY REGARDING NONDISCRIMINATION ON THE  
BASIS OF DISABILITY

WHEREAS, the Congress of the United States has passed Section 504 of the Rehabilitation Act of 1973, which requires that "no otherwise qualified individual with a disability shall, solely on the basis of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, services, or activities receiving federal assistance"; and

WHEREAS, The City of Coeur d'Alene intends to apply for an Idaho Community Development Block Grant and is required to comply with Section 504 of the Rehabilitation Act of 1973; and

WHEREAS, the failure to comply with the terms and conditions of Section 504 of the Rehabilitation Act may cause the City of Coeur d'Alene to lose its grant or eligibility for future grants;

NOW, THEREFORE, be it resolved by the Mayor and City Council of the City of Coeur d'Alene, Idaho, the following:

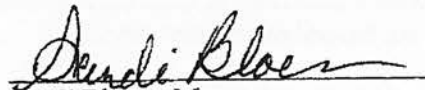
- Section I. It is the policy of the City that all programs and activities shall be accessible to, and useable by, qualified persons with disabilities, in accordance with Section 504 and the Americans with Disabilities Act (ADA).
- Section II. That the City shall conduct a self-evaluation, with the assistance of a citizen review committee involving individuals with disabilities, of its programs, policies, procedures, and facilities to determine those areas where discrimination may occur.
- Section III. The City shall, upon completion of the self-evaluation plan, make revisions, modifications, or other changes so as to fully comply with the letter and intent of Section 504 and the ADA
- Section IV. Further, the City shall, where building modifications are required, develop and implement a transition plan for eliminating structural barriers in a timely manner in accordance with Section 504 and the ADA.

Citizens may contact the Human Resource Director, 710 E. Mullan Avenue, Coeur d'Alene, ID 83814, 208-769-2205 for assistance, or to answer questions regarding this policy during the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday.

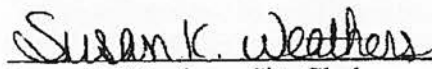
WHEREAS, it is deemed to be in the best interests of the city of Coeur d'Alene and the citizens thereof that the above noted policy be adopted; NOW, THEREFORE,

BE IT RESOLVED, by the Mayor and City Council of the city of Coeur d'Alene that the above noted policy be and is hereby adopted.

DATED this 18<sup>th</sup> day of November, 2003

  
Sandi Bloem, Mayor

ATTEST:

  
Susan K. Weathers, City Clerk

Motion by Reid, Seconded by Wolfinger, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER WOLFINGER	Voted <u>  </u> Aye
COUNCIL MEMBER COPSTEAD	Voted <u>  </u> Aye
COUNCIL MEMBER MCEVERS	Voted <u>  </u> Aye
COUNCIL MEMBER GOODLANDER	Voted <u>  </u> Aye
COUNCIL MEMBER REID	Voted <u>  </u> Aye
COUNCIL MEMBER EDINGER	Voted <u>  </u>

Councilman Edinger was absent. Motion    carried   .