

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 11 / 16 / 16

Date of meeting 12 / 07 / 16

(City Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:  
City Clerk Maree Peck

Address: 1123 Lake Street, Sandpoint

Phone number and email address: 263-3310 - mpeck@sandpointidaho.gov

Authorized by: Maree Peck

*name of City official*

*Maree Peck*

*City official's signature*

*(Department Heads, City Council members, and the Mayor are City officials.)*

Subject: Americans With Disabilities Act (ADA) Transition Plan Update 2017-2022

Summary of what is being requested: adopt the proposed 2017-2022 ADA Transition Plan  
incorporating an updated Action Log for staff to follow as a guideline for corrective actions and  
budgetary purposes

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city?  Yes  No

If yes, in what way? Departments impacted with the goals of the Action Log will need to

budget those projects projected for each particular year

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?  
Yes or No

Special needs organizations

Yes

City Departments

Yes

3. Is there a need for a general public information or public involvement plan? Yes or No

If yes, please specify and suggest a method to accomplish the plan:  Yes  No

The draft plan was provided on the City's website for public input.

4. Is an enforcement plan needed? Yes or No  Yes  No Additional funds needed? Yes or No  Yes  No

5. Have all the affected departments been informed about this agenda item? Yes or No  Yes  No

**This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.**

**ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM**

**CITY OF SANDPOINT  
AGENDA REPORT**

**DATE: November 16, 2016**

**TO: MAYOR AND CITY COUNCIL**

**FROM: City Clerk Maree Peck**

**SUBJECT: Americans with Disabilities Act (ADA) Transition Plan Update 2017-2022**

**DESCRIPTION/BACKGROUND:**

The original ADA Transition Plan was originally adopted in October 2011, with revisions made to the 2011-2016 plan on a periodic basis. The current draft plan was forwarded to City staff in June 2016, to update the Action Log that provides corrective action, priority level, timeline, estimated costs and a funding plan. On October 14, 2016, I forwarded the draft plan to local and state special needs organizations to obtain their input. The Plan was also forwarded to the Idaho Transportation Department who conducts an audit on the City's ADA Transition Plan. I received feedback from ITD that their Program Director was very impressed with the Plan.

**STAFF RECOMMENDATION:**

Request that City Council adopt the Proposed Resolution with attached ADA Transition Plan Update, 2017-2022

**ACTION:**

City Council adoption of the Proposed Resolution and draft ADA Transition Plan Update, 2017-2022

**WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED?**

City Departments that list their projects in the Action Log budget for these projected projects

**ATTACHMENTS:**

Proposed Resolution – Americans with Disabilities Act (ADA) Transition Plan Update 2017-2022 with attached ADA Transition Plan

No: 16-  
Date: December 7, 2016

RESOLUTION  
OF THE CITY COUNCIL  
CITY OF SANDPOINT

**TITLE: AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN UPDATE  
2017-2022**

WHEREAS: Title II of the ADA requires that municipalities adopt an ADA Transition Plan that documents barriers for accessibility to public facilities and programs, proposed modifications to remove those barriers, and a schedule to complete the modifications;

WHEREAS: The City's 2011-2016 ADA Transition Plan was adopted by Resolution No. 11-43 on October 19, 2011, and revised by Resolution Nos. 13-32 on July 17, 2013, 14-39 on September 3, 2014, and 15-54 on October 7, 2015; and

WHEREAS: The ADA Transition Plan incorporates an Action Log in order to follow up on corrective actions required under the Plan, updated on an annual basis.

NOW, THEREFORE, BE IT RESOLVED THAT: The 2017-2022 ADA Transition Plan, revised, a copy of which is attached hereto and made a part hereof as if fully incorporated herein, has been reviewed and is hereby adopted by Sandpoint City Council.

\_\_\_\_\_  
Shelby Rognstad, Mayor

ATTEST:

\_\_\_\_\_  
Maree Peck, City Clerk

City Council Members:

YES                      NO                      ABSTAIN                      ABSENT

1. Eddy
2. Aitken
3. Williamson
4. Camp
5. Ruehle
6. Snedden

**CITY OF SANDPOINT  
AMERICANS WITH DISABILITIES ACT  
TRANSITION PLAN  
FY 2017-2022**



# TABLE OF CONTENTS

DEMOGRAPHICS AND HISTORY ..... Page 3

PURPOSE..... Page 3

PHYSICAL BARRIERS ..... Page 4

BASELINE CONDITIONS ..... Page 6

CRITERIA FOR DETERMINING EXISTENCE OF IMPEDIMENT ..... Page 6

PROGRAMMATIC BARRIERS ..... Page 7

CONCLUSION / ACTION LOG ..... Page 9

EXHIBIT “A” – SELF EVALUATION AND INVENTORY FOR PUBLIC INVOLVEMENT  
..... Page 11

EXHIBIT “B” – CURB RAMP, CROSSWALK AND SIDEWALK ASSESSMENT AND  
INVENTORY MAPS  
..... Page 35

EXHIBIT “C” – ADA GRIEVANCE POLICY AND PROCEDURES NON-  
DISCRIMINATION POLICY STATEMENT AND PROCEDURES ..... Page 36

EXHIBIT “D” – ADA TRANSITION PLAN ACTION LOG ..... Page 39

## **DEMOGRAPHICS AND HISTORY**

Sandpoint sits on the northern shore of Lake Pend Oreille, which is the fifth deepest lake in the United States. It is also nestled at the base of Schweitzer Mountain Ski Resort. The City of Sandpoint has a population of approximately 8,300 and an elevation of 2,096 ft. Sandpoint is located 60 miles south of the Canadian border and 75 miles northeast of Spokane, Washington.

In 1898, L.D. Farmin platted eight blocks in the heart of the business district of the town site called Sandpoint. The Village of Sandpoint was incorporated on February 7, 1901, by the Kootenai County Board of Commissioners. On January 15, 1907, the Village of Sandpoint became the City of Sandpoint. A portion of Kootenai County was incorporated to become present day Bonner County on February 2, 1907. For more than a century, Sandpoint's economy depended heavily on the lumber industry, but, in the late 1980s, the tourism industry started to grow rapidly with the increasing awareness of the region's four season climate.

The original Sandpoint City Hall and jail was built in 1904. It was called the "Apple Box" and stood near the railroad station. Within the next few years, L.D. Farmin constructed a building on First Avenue to be used for City business. City Hall was later moved to the Star Market Hall, where it was rented by the City for conducting City business. City Council met for the first time in the new City Hall, located at Second Avenue and Main Street, on February 10, 1911. This building met the needs of City government until 1994, when City Council voted to buy the Coldwater Creek warehouse and office building at 1123 Lake Street, where City Hall is currently located.

## **PURPOSE**

The purpose of the Transition Plan is to ensure that the citizens of Sandpoint are provided full access to City programs, services and activities as reasonably possible. The City has received input from individuals and organizations at public meetings.

Title II of the ADA requires that each of the City's services, programs and activities, when viewed in their entirety, be readily accessible and usable by individuals with disabilities. City Council adopted a resolution dated July 17, 2013 titled "Notice Under the Americans With Disabilities (ADA) Act, Section 504 and Grievance Procedure" in accordance with the requirements of ADA.

This Plan identifies two forms of barriers: physical barriers and programmatic barriers.

Physical barriers include the following:

1. Parking
2. Paths of entry/travel
3. Doorways
4. Restrooms
5. Service counters
6. Stairways
7. Curb ramps
8. Sidewalks

Programmatic barriers include the following:

1. Building signage
2. Customer communications and interaction
3. Access to public telephones
4. Emergency notifications, alarms, visible signals
5. Communications (via Internet, public meetings, telephone)

City facilities, programs, services, policies, practices and procedures will continue to be surveyed on an ongoing basis, and the Plan may be revised from time to time to account for changes to City activities. An accessibility inventory of sidewalks, curb ramps, marked crosswalks, government buildings, parks and marinas and programs are provided, and an approach has been put in place to ensure that City programs, activities and services are handicap accessible.

This Plan will be posted on the City's website for review and consideration by the general public. Individuals may submit comments on the accessibility of City programs and facilities by contacting the City's ADA Coordinator, the City Clerk or the designee at 208-263-3310 or by e-mail at [mpeck@sandpointidaho.gov](mailto:mpeck@sandpointidaho.gov).

## **PHYSICAL BARRIERS**

The City owns the following properties:

1. City Hall, including Administrative Offices, Police and Fire Departments
2. Public Works City Shop
3. Sandpoint Wastewater Treatment Plant
4. Sandpoint Lake Water Treatment Plant
5. Sand Creek Water Treatment Plant

6. Woodland Drive Storage Building
7. Sandpoint Community Hall, 204 S. First Ave.
8. City Parking Lot
9. City Beach
10. Windbag Marina
11. War Memorial Field
12. Lakeview Park
13. Pine Street Park
14. Old Ninth Grade Park
15. Farmin Park
16. Jeff Jones Town Square
17. Third Avenue Pier
18. Travers Park
19. Great Northern Park
20. Hickory Street Park
21. Baldy Gravel Pit/Rifle Range
22. Mickinnick Trailhead
23. Pend d'Oreille Bay Trail, Parking and Trailhead
24. Sand Creek Parking and public space
25. Baldy Mountain Transmitter Sites
26. Baldy Road property/future Wastewater Treatment Plant site
27. Farmin's Landing/BoardwalkSurface improvements to public streets and sidewalks within the municipal limits of the City

The following facilities provide no city services and are not covered under the ADA Transition Plan per the Department of Justice.

28. Bonner Business Center – 804 Airport Way – Graphic Controls will move into

the entire building during the fall of 2014.

29. Graphic Controls – 814 Airport Way
30. Graphic Controls Storage Building – 924 Airport Way
31. Tamarack Aerospace Storage Building – 1404 N. Boyer Ave.
32. The Cottage (Panhandle Special Needs) – 1410 N. Boyer Ave.
33. Three Amigos Plumbing -1414 N. Boyer Ave., Unit C-106-2
34. Three Amigos Plumbing – 1414 N. Boyer Ave., Unit 201-1A
35. Lake PreMix Use – 1410 N. Boyer Ave.
36. Litehouse Dressing Storage – 1402 N. Boyer Ave.
37. Thorne Research Storage – 1402 N. Boyer Ave.
38. Sandpoint Senior Citizen Center

A self evaluation and inventory of the City's accessibility to sidewalks, curb ramps, government buildings and programs has been conducted for public input as referenced in attached Exhibit "A". Sidewalk evaluation is ongoing, and additional criteria may be established. A GIS map of existing sidewalks, curb ramps and crossings within the City of Sandpoint including a GIS map and access to State/local government facilities is attached as Exhibit "B".

## **BASELINE CONDITIONS**

Each of the City's facilities was reviewed for several "baseline" conditions, including:

1. access to parking and entry into the facilities;
2. access to a clear and distinct path of travel;
3. access to programs and services;
4. access to public areas and restrooms; and
5. access to related amenities.

## **CRITERIA FOR DETERMINING EXISTENCE OF IMPEDIMENT**

Criteria were established to determine whether corrective action needs to be taken at a particular facility. The criteria include, but are not limited to:

1. The nature of unique programs or services. Some facilities and sites are the only

location that a particular program or service may be provided.

2. Facilities already in compliance with ADA accessibility guidelines. Some of the City's facilities were constructed or underwent major renovations after the effective date of the ADA.
3. Ability to relocate programs from one facility to another accessible facility. Because the City offers special programs and services at more than one location, consideration was given to distribution of the special programs and services when viewed in their entirety.
4. Community/staff input. Input from members of the disabled community has been included in the process. The draft plan will be presented to City Council and organizations that serve those with special needs for review prior to the December 7, 2016, regularly scheduled Council meeting, with the opportunity to receive comments of relative importance from the public and interested groups. City Council will establish an ADA Advisory Committee at their December 7, 2016, meeting. Clients and professionals who serve those with special needs will be encouraged to be members of this Committee. This Committee will review and discuss all facets of ADA accessibility to the City's facilities, programs and services.
5. Current state of accessibility. The current condition of each facility in terms of barriers already removed or planned for removal, as identified by City administration.
6. Cost. The cost of alternatives to physical barrier removal versus the cost of an alternative corrective action plan.
7. Public use. The population served by a particular program or service and whether the public can obtain service from an alternative City location.
8. Maintenance. The maintenance of current facilities is ongoing. Sidewalks will be addressed when there is review of complaints and will be brought to ADA standards.

## **PROGRAMMATIC BARRIERS**

The City recognizes not all barriers to the City's programs, services and activities are physical in nature. Other administrative barriers exist that must be overcome to provide complete government services to those who are disabled.

## Communications

The City's Plan incorporates steps to ensure that communications with people with disabilities are as effective as communications with others to provide direct and equal access to persons with disabilities. The 9-1-1 calls, ambulance services, police and fire within the City are dispatched through Bonner County Dispatch.

- As to communications the City does handle, including website communications, communications relating to City administration and open public meetings, and other communications regarding the City's programs, services and activities, the City is in the process of: Updating Contacts for qualified interpreter services and other providers so that interpreters and other aids and services may be available on short notice.

The City is taking the following additional specific actions to improve communications:

1. Agenda text. At request, the City will print certain portions of meeting agendas in large-font type so that the content of agendas of public meetings can be more easily reviewed. Major agenda points will be printed in 14-point font.
2. Website communication. During the 2013-2014 budget process, City Council stated its desire to update the City's website to ADA standards, with a goal to complete in 2015. The City has also posted, and will continue to post, agendas on the City's website, which, when used with the free Adobe Acrobat Reader function, allows for enlargement so that the contents of agendas may be viewed from one's personal computer. With the City website redesign completed in March 2016, text equivalents have been and continue to be included for every image in the website. The City is considering using alternative document formats (such as HTML and Rich Text Formats) to the portable document format (pdf), which, in some instances may be incompatible with certain screen reader functions. The new City website is also compatible to a variety of devices and has functionally incorporated on each page allowing for font sizes to be adjusted. I will look into this, as well.
3. Accommodations for hearing impaired persons/use of auxiliary aids. The City has equipment, available upon request, specifically designed to assist hearing impaired persons to fully participate in City meetings in the Council chambers.
4. Participation in/accessibility to public meetings. The City has already taken substantial efforts toward ensuring public meetings are held in ADA accessible facilities. The City conducts all public meetings in ADA accessible facilities and will make specific accommodations, where necessary, to ensure that meetings

among residents and City staff can be held within ADA accessible facilities.

5. City Council adopted the City's Limited English Proficiency Plan (LEP) dated July 17, 2013 in order to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access City services provided.
6. City Council adopted the City's Environmental Justice document dated July 17, 2013 in order to comply with Title VI to ensure that no minority or low income population suffers disproportionately high and adverse human health or environmental effect due to any programs, policies and activities undertaken by any agency receiving federal funds.

### **ADA Grievance Coordination/Administration**

The City has established an ADA Grievance Policy and Procedures, including a grievance form, attached as Exhibit "C". The City has posted the ADA grievance policy at City Hall and on the City website, with reporting directly to the City Clerk, who is the ADA Coordinator. It is the City's hope that good communication will ensure that the City provides a forum in which individuals can raise issues related to access.

### **Accommodation Of Disabled Persons In Municipally-Sponsored Programs**

The City is committed to enabling persons with disabilities to participate in municipally-sponsored programs. This includes recreation opportunities sponsored by the City's parks and recreation program, community forums and other events hosted or sponsored by the City. The City will achieve this goal by integrating all of the steps outlined above into these programs, including providing for effective communications and ensuring meeting and events are, to the extent possible, held in ADA accessible facilities.

**Employment** The City Clerk's office advertises open job positions through the local newspaper, the Department of Labor and other job position advertisement sources. Each department has their own testing based on specific job descriptions. If requested by the applicant, the City would make reasonable modifications or adjustments to the application process that would enable a qualified individual with a disability to be considered for the position he or she desires. Applicants are chosen for interviews based on the qualifications reflected on their applications. During the 2016-2017 budget process, City Council approved the purchase of human resource software that automates the hiring process. The software will also provide the capability of tracking

information for EEO (Equal Employment Opportunity) reporting.

According to the City's Employee Work Policy, a written job description for each position within the City organizational structure is on file with the City Clerk/Personnel Director. Such description sets out the general duties of each position, including, but not limited to, the following: department, division, job title, general statement of duties, distinguishing characteristics of the class, supervision received, supervision exercised, examples of duties, required skills, knowledge and abilities, acceptable education and experience, responsibility and impact, decision making, communication and customer service, problem solving and innovation, supervision, working conditions and necessary special requirements.

The City is to ensure that there is no discrimination on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA. City Council adopted a resolution dated July 17, 2013 titled "Notice Under the Americans with Disabilities (ADA) Act" in accordance to ADA requirements.

### **CONCLUSION / ACTION LOG**

The City is taking actions referenced above and will continue to look for and timely remedy barriers to access in an effort to ensure that the disabled citizens of the City of Sandpoint are given access to the City's programs, services and activities.

To confirm follow-up on corrective actions required under the Plan, the City instituted an ADA Action Log, as attached on Exhibit "D", based on review of deficiencies and sidewalk conditions with efforts of documenting compliance with the ADA. At a minimum, the Action Log will identify items that are not ADA compliant and will include anticipated completion dates. From and after the adoption of this Plan, the ADA Action Log will be updated on an annual basis. The ADA Action Log shall be available upon request.

The criteria measure for accessibility priorities within the five-year transition plan is based on safety, volume of use by the general public and a first step approach to solving accessibility issues (e.g. access to parking solved as a first step approach to solving accessibility problems). Priorities are based on each fiscal year for planning purposes.

Funding is based on the Department of Justice's regulations, which provide that elements of facilities that were built or altered in compliance with the previous standards are not required to be brought into compliance with the 2010 guidelines until the

elements are subject to a planned alteration.

Deficiencies in the physical features of facilities that diminish the ability of disabled persons to benefit from the City's programs, services and activities are identified. A correction plan or other course of action is noted for each deficiency, along with a schedule for completion of the correction.

## **EXHIBIT “A”**

### **SELF EVALUATION AND INVENTORY FOR PUBLIC INVOLVEMENT**

#### **SIDEWALKS AND CURB RAMPS ACCESSIBILITY**

The City of Sandpoint utilizes a GIS program to track existing sidewalks within the City and has designated sidewalk conditions as Excellent, Good and Poor. Excellent sidewalks are in compliance with Americans with Disabilities Act (“ADA”) requirements. Good condition sidewalks are usable but do not consistently comply with ADA requirements. Poor condition sidewalks may have significant barriers to pedestrian or bicycle use. Newer sidewalks have been put in place using several mechanisms, including City Streetscape ordinances, Local Improvement Districts and outside funding sources, such as Safe Routes to School, Urban Renewal and enhancement funding.

City Code 7-3-1 provides that, property owners of the City shall be responsible for the construction and repair of all sidewalks and curbs abutting upon their respective properties, and on corner lots such responsibility shall include the sidewalks and curbs adjacent to each street.

City Code 7-3-9 provides that, when building structures are constructed or reconstructed, or alteration is made to any building on lots within the City where there are no curbs, incomplete curbs or deteriorated curbs on the street frontage, the owner shall construct street curbs and gutters, corner wheelchair ramps and one-half of the alley curb, collectively referred to as curbs and gutters. Deferrals may be granted based on exceptions provided by City Code.

City Code 7-3-10 provides that sidewalk construction is required when building structures are constructed or reconstructed or alterations are made to existing structures on lots where there are no sidewalks. No sidewalks are required based on a cost threshold. Deferrals shall be granted based on certain circumstances provided by City Code.

The City enacted legislation to create a voluntary city-wide Local Improvement District (LID). The LID will be used to finance voluntary improvements in the City right of way. Examples of voluntary improvements that can be financed by the LID include sidewalk installations/repairs, curb/gutter, drive approach and sewer lateral repairs. Such improvements will not be connected with existing or future building permits for new construction.

The City installs curb ramps as part of street alterations and sidewalk construction or resurfacing, as defined by the United States Department of Transportation. Since the ADA requires that funding priority be given to walkways serving local and state government offices and facilities, these conditions have received the highest priority in the City's self evaluation process. High priority is given to curb ramps that will allow for safe crossings at controlled or marked intersections.

Most of Sandpoint's early sidewalk and curb ramp installations reflect good intentions without detailed follow-through. The majority of sidewalks were installed decades ago with good structural integrity. These older sidewalks have suffered dramatically from tree roots cracking and heaving them. In addition, older sidewalks did not anticipate the barriers caused by curbs and steps. Fortunately, Sandpoint is located on relatively flat ground, so most sidewalks were originally constructed within current ADA slopes. Sidewalks installed in the 1990s and early 2000s have complied with acceptable slope in the direction of travel but frequently failed to meet cross slope requirements where driveways cross the sidewalks. Likewise, early curb ramps were installed without understanding the need to minimize cross slopes and provide landings. In the last five to six years, significant improvements have been made for sidewalk and ramp compliance with cross slopes, landings, and the inclusion of truncated dome panels.

Since about 2005, sidewalks and curb ramps have been installed with much closer compliance to ADA requirements. Sidewalks are being lowered prior to crossing a drive apron, so a minimal cross slope can be maintained without causing high centering problems for cars. The City has changed its standard truncated dome panel from a composite material to cast iron because the composite panels were not holding up well under the punishment of snow removal equipment. The City has changed its standard drawings to specify acceptable counter slope in the curb and gutter being installed and to comply with slope, landing and ramp width requirements at corner ramps and sidewalk.

City plows are equipped with snow gates so that when the plow arrives at a curb ramp, the operator will make every effort to make sure access to curb ramps is easier. Per City Code, it's the responsibility of the adjacent property owner to maintain the sidewalk in front of their home or business to keep the sidewalk clear of snow and ice. The City is educating property owners of their responsibility to refrain from having sidewalk obstructions through our website and notice in our local newspaper. Sidewalks are to be free of any obstructions including trees, shrubs, bicycles, trash cans, parked cars or other objects that may deter people from traveling safely on sidewalks. The City's Public Works Department organizes an annual leaf, tree and branch pick up to assist in disposing these items that may be obstructing the rights of way.

## **GOVERNMENT BUILDINGS ACCESSIBILITY**

Sandpoint government buildings are a mix of older and moderately new structures. Older buildings are not specifically constructed to be accessible and generally have multiple deficiencies limiting their accessibility. Newer facilities have fewer accessibility deficiencies. Accessibility solutions include capital improvements, such as remodeling or replacement, corrective maintenance to include repair, replacement and addition of asphalt and concrete surfaces to meet accessible route and clear space requirements, and scheduled maintenance, such as adjustment to door closures or drinking fountain faucet control adjustments. Other accessibility solutions include Braille signage on restroom facilities and elevator.

### **CITY HALL**

The current City Hall, formerly the Coldwater Creek building, was acquired in 1995. It is an older building remodeled to accommodate its current uses as administrative offices, police station, and fire station. Accessibility improvements have been made to entrances and some toilet rooms. Numerous deficiencies remain to be addressed. Before expensive remodeling efforts are undertaken, a decision whether to remain in the current building needs to be made. A new building might be a more cost-effective solution in the long term.

The only access to the second floor of the fire station is by a stairway. Since this makes the toilet rooms and work areas on the second floor inaccessible, they were not evaluated. However, the second floor is comprised of residential quarters for on-duty firefighters, whose jobs require certain physical abilities (such as climbing stairs). There are no general exemptions from accessibility requirements for fire stations.

**Parking:** An asphalt surfaced parking lot with 30 spaces is provided on the north side of the building. Two required accessible parking spaces are provided. As required, one is van-accessible. Spaces are largely compliant, with minor deficiencies. The running slope of the standard stall and access aisle exceeds the maximum allowed 2%. Also, signs are mounted too low. This was remedied June 2011.

When the lot is next striped, relocate the standard-sized accessible space to a more level spot on the opposite side of the lot. Place it adjacent to the van-accessible space. An access aisle can be shared. This was completed June 2011. The section of the curb and sidewalk aligning with the access aisle at the head of the space could be lowered flush with the parking surface but is not mandatory. A curb ramp could be

added, or the accessible route could go through the parking lot to the rear of the accessible spaces. Repaired asphalt and restriped in September and October 2016.

**Accessible Routes:** A level concrete surface connects the parking lot to the entrance doors and is accessible. Circulation paths inside the building are accessible. Floor coverings, hallway spaces and turning areas are adequate.

**Building Entrances:** Two public entrances and six restricted entrances are provided to the building. Each public entrance and one restricted entrance should be accessible. Doors to the public entrances are automatic and accessible. Several of the restricted entrances have steps to them, so they are not accessible. Two on the west side of the building without steps were evaluated. Neither is accessible. At the general employee entrance, the exterior landing is too low below the door threshold. Ingress operation requires two hands, and the key slot is too high. Also, the door closing speed is excessive. The exterior landing at the police station restricted entrance is excessively sloped, and the threshold is too high. The door also lacks adequate egress maneuvering clearance and has an excessive closing speed.

Consider making the general employee entrance door accessible by reconstructing the exterior landing and setting it higher. Convert from a manual keyed entry to some form of electronic key punch or key card entry system so the door can be operated with one hand.

**Interior Doors:** Interior doors to public areas and toilet rooms were specifically evaluated. Toilet room doors are discussed below with the toilet facilities. The door to the Fire Department offices has a somewhat excessive opening force and closing speed. The second floor door to the Planning and Zoning Department and the Public Works Department also has an excessive opening force and closing speed. More significantly, it lacks adequate egress maneuvering clearance. The service counter encroaches into the required clear space. These issues were remedied September 2015.

Adjust the door closures and lubricate the hinges to see if appropriate adjustments to closing speed and opening force can be made. If not adjustable, consider replacing the door closure or replacing it with spring hinges. Move the Public Works Department service counter or shorten it by six inches.

Doors to employee work spaces were not specifically evaluated, but they all appear to be wide enough, with adequate hardware and maneuvering clearance. Permanent rooms and spaces do require tactile and Braille signs on the latch side of the door.

These signs should be added.

Elevators: An elevator provides an accessible route to the second floor. It is accessible, and emergency control buttons have tactile characters and Braille. At the next scheduled safety inspection in Spring of 2011, discuss with the inspector or elevator manufacturer if a retrofitting solution is available. This was completed June 2011.

A platform lift is provided to access the second floor of the Police Department. It does not meet all the current accessibility requirements. The first floor landing is excessively sloped. Also, operation requires grasping and turning a key. Persons needing to use the lift should be accompanied and assisted by a lift operator.

Toilet Facilities: Public and employee toilet rooms are provided on both floors in several locations. All toilet rooms should be accessible. Where they are not, directional signing to accessible facilities is required. A second floor toilet room has been remodeled to be accessible, and signing directions to it are provided. A first floor toilet room off the Fire Department exercise room was recently remodeled to be accessible. If public use of it is to be allowed, directional signing to it is needed.

The first floor public and employee toilet rooms were not built to be accessible and have multiple deficiencies. The public rooms are too small, and the employee rooms are too small for the multiple fixtures and compartments provided. There are various issues with fixtures, clearances, grab bars, compartment doors, faucet controls, soap and towel dispensers, mirrors, and coat hooks. Adequate maneuvering clearance at the doors to the employee toilet rooms is not provided. Consider remodeling these four rooms as a group, making each a single accessible toilet compartment with lavatory. Walls and plumbing will have to be moved, but space appears adequate if multiple fixtures and compartment dividers are not built.

The newly remodeled Fire Department toilet room is largely compliant. Most deficiencies are minor and can be easily addressed. The shower unit is not accessible and conflicts with the required door egress maneuvering clearance. Removed the shower unit. Problems also exist with showers on the Police Department side of the building. Consider adding new centrally-located accessible unisex employee shower rooms. Other recommended corrective actions include:

- Add the proper signing on the latch side of the door.
- Lower the toilet paper dispenser to maintain proper grab bar clearance.
- Lower the paper towel dispenser within reach (48" max.).
- Removed the door closure and replace with spring hinges. This reduced the required ingress maneuvering clearance perpendicular to the door from 48"

minimum to 42" minimum. Only 46.5" of space is available.

The second floor accessible toilet room is largely compliant. Most deficiencies are minor and can be easily corrected. However, there is a significant issue with inadequate ingress maneuvering clearance. Required clearance perpendicular to the door is 42", and only 40" is provided. There is no easy fix. Either a wall or the door will need to be moved. Other recommended corrective actions include:

- Lower the urinal so the rim is 17" maximum above the floor.
- Move the toilet paper dispenser forward.
- Replace lavatory faucet control with accessible handles.
- Insulate water supply and drain lines.
- Lower paper towel dispenser (48" max.).
- Correctly locate the mirror and optionally replace it with a larger one.
- Replace door knobs with accessible operating hardware.

The first floor Police Department men's room and women's room were not built to be accessible. They each have multiple deficiencies and are too small for the number of fixtures provided. The shower units are not accessible and if removed would allow additional space to facilitate accessibility retrofits of the toilet rooms. Consider new shower rooms as discussed above. Remodel the toilet to be accessible.

It appears the second floor Police toilet room was built to be accessible, and it partially is. However, there are several issues that should be addressed. Most significant is the inaccessible lavatory that encroaches on the water closet clear space. Also, the door egress maneuvering clearance is inadequate. Resolution of both issues will require a remodel of the space. Correct other minor deficiencies at the time of the remodel.

Drinking Fountains: If drinking fountains are provided, two are required, one for standing persons (38" to 43") and one for seated persons (36" max.). One fountain intended for seated persons is provided on the first floor. It is accessible, but it protrudes more than 4" into a circulation path.

Provide a second drinking fountain on the first floor that is appropriate for standing persons. Install bollards or some other kind of warning barrier to separate the fountains from circulation paths. If a major remodel of the toilet rooms is undertaken, consider relocating the drinking fountains to the vicinity of the toilet rooms and recessing them into the wall.

Service Counters: Service counters are provided on the first floor in the main lobby, City Clerk's office, Finance Department and in the Parks and Recreation Department office.

On the second floor, they are provided at the Planning and Zoning Department and Public Works Department offices. With the exception of the countertop at the City Clerk's office, all counters are too high and lack knee and toe clearance for a forward approach. Sections of each counter should be lowered. Consider designing them all for a forward approach. Lowered portions of the Planning and Zoning and Public Works counters should be long enough to accommodate standard-sized drawing sheets, plats, and maps. A service counter at the City Clerk's was installed, which meets standards.

Vending Machines: Two vending machines are provided in the first floor lobby near the Fire Department office entrance. They are largely accessible, but each has some operable parts that are too high. Change out the machines to accessible models.

Employee Break Rooms: Employee break rooms are kitchenettes. Each should be accessible. All have sinks that are too high. They should be remodeled to lower the countertops and sinks. The dining table in the Police Department break room lacks adequate knee and toe clearance. It should be replaced with an accessible model. However, space may not be available for a compliant table. Paper towel dispensers are mounted too high in the second floor break room and the Police break room. They should be mounted at a lower height (48" max. or 44" if obstructed).

Picnic Area: One picnic table is located between the parking lot and building north of the main entrance. It is on an accessible surface with adequate clear space. However, it is not accessible because it lacks adequate toe clearance. Provided a new accessible table in May 2013.

## COMMUNITY HALL

The Community Hall is a log-framed structure that is listed on the National Register of Historic Places and is located at 204 S. First Avenue. The "Hall" is one of the focal social gathering spots in the City. The main portion of the building is log and was constructed by the City and local citizens, businesses, and organizations in 1935-1936 for use by the community. The Hall was loaned to the United Servicemen Overseas (USO) for use as a social hall for servicemen stationed at Farragut Naval Station during World War II. An addition of 840 square feet was added in 1945 by the USO. The 5400 sq. ft. building contains a large kitchen, large meeting room, two small meeting rooms, and restroom facilities. Alterations to the building shall comply with ADA alteration guidelines. However, exceptions apply when alterations would threaten or destroy the historical significance of the building. The applicability of exceptions is determined through consultation with the State Historic Preservation Officer (SHPO). Exceptions apply to:

- Accessible Routes: 206.2.1 Exception 1 and 206.2.2 Exception 7 (Not applicable)
- Entrances: 206.4 Exception 2
- Toilet Facilities: 213 .2, Exception 2

Even though the building is old, it is in good condition. The interior has been remodeled and is largely accessible, with only a few minor issues remaining. There are more exterior accessibility issues related to parking, accessible routes, and entrances.

**Parking:** An asphalt surfaced parking lot is provided on the back side of the building. There are two parking bays, with a total of 16 parking spaces. One van-accessible parking space is required. One space is provided, but it is deficient. It is excessively sloped in both directions and lacks an access aisle. Also, the sign is mounted too low.

- When the lot is next striped, relocate the accessible parking space to the north end of the south bay where the asphalt is more level. The layout should include an 11-foot wide space, with adjacent 5-foot wide aisle, for a total 16-foot width (alternate 8' space with 8' aisle also acceptable). Identify the space as "van-accessible" with a sign mounted at the correct height. In August 2014, a ramp with an ADA accessible entrance was installed from the new parking spot to the rear entrance; handrails will be installed soon. Completed September 2015.
- Accessible Routes: A concrete sidewalk connects the parking space to the front building entrance. The route is not accessible for several reasons. Turns are required where slopes exceed 2%. A short segment on the south side of the building has an excessive 12.5% running slope. The walk in the front from the street to the building exceeds 5% so is considered a ramp. Among other requirements, ramps require hand railings on both sides for the full length of the run. Non-compliant hand railings have been installed on only a portion of the ramp. Completed September 2015.
- Consider the construction of a new sidewalk from the access aisle of the relocated parking stall directly east to the street sidewalk. A grade of less than 5% appears achievable here. Intersect the street sidewalk at a location where its slope is less than 2%. Reconstruct the sidewalk from the street to the porch as a compliant ramp. Completed September 2014.
- Building Entrances: The main public entrance is on the street side of the building. It has several accessibility issues. The rear entrance is accessed by stairs and is not accessible. Alteration to the rear entrance was implemented in August 2014. The front porch serves as the landing to the door and the sidewalk ramp. It

slopes out at 2.2%, slightly above the allowed maximum of 2%. The door threshold is excessively high. Also, the door hardware is not accessible and its closing speed is excessive.

Consider re-decking the porch to level it some and to raise it 1.5" to better match the door threshold. With this action, the sidewalk won't match and will need to be replaced. Install an accessible door latch and adjust the door closing speed.

Toilet Facilities: Two toilet rooms are provided. They have been remodeled and are largely accessible. There are some minor issues that were easily correctable. The men's room contained an unused and obsolete radiator that conflicts with the water closet clear space; this was removed February 2011. Compartment doors swing into the clear space but were fixed in June 2011, door pulls are needed on both sides, and they are not self closing. Toilet paper dispensers and coat hooks are incorrectly located. This was corrected February 2011. Door knobs are not accessible, and tactile signs are needed on the latch side of the entrance doors. Tactile signs were added February 2011. The closing speed of the women's door is somewhat excessive.

Improved toilet room accessibility was implemented via the following corrective actions, 2011 through 2012:

1. Removed the radiator from the men's room toilet stall and patched the resulting hole in the floor. Reversed the compartment door swing direction, install spring hinges, and add door pulls on both sides.
2. Lowered the coat hooks and moved the toilet paper dispensers closer to the water closets.
3. Replaced door knobs with accessible door pulls and installed the required toilet room signs.
4. Installed toilet room handicap/braille signs on lever side of the doors
5. Installed spring hinges and replaced door knobs with accessible door pulls.

Kitchen: The building contains a large kitchen with accessible maneuvering space and work table. A few deficiencies limit accessibility. More than 50% of storage and freezer space is beyond reach. An accessible work surface is needed next to the oven. Range and oven controls are poorly located on the back side of the appliance. Sinks are not accessible because they are mounted too high and lack knee and toe clearance. Three styles of sinks are provided. One of each type should be accessible. Implement needed changes over time as appliances and fixtures wear out and need replacement.

Service Counter: A food service counter is provided through the wall between the kitchen and the main room. It is not accessible because it is too high. Knee and toe

clearance are not adequate on either side for a forward approach. As a minimum, the counter should be lowered (36" max.). If forward approaches are desirable, the depth of the counter should be increased. The wall below the counter could be opened to help achieve the necessary knee and toe clearance.

## MACHINERY SPACES

Our Building Inspector provided an overview of government buildings that have machinery spaces frequented only by service personnel for maintenance, repair, or occasional monitoring of equipment, which shall not be required to comply with ADA requirements or to be on an *accessible* route. Machinery spaces include, but are not limited to, elevator pits or elevator penthouses; mechanical, electrical or communications equipment rooms; piping or equipment catwalks; water or sewage treatment pump rooms and stations; electric substations and transformer vaults; and highway and tunnel utility *facilities*.

A more extensive evaluation for these particular spaces are as follows:

## PUBLIC WORKS CITY SHOP

The City Public Works Maintenance Building was constructed in 2004 and is located at 2024 Industrial Drive. It is used for vehicle repair, small equipment storage, and vehicle storage, and has an office and break room for employees. This building is generally not open to the public, with the exception of the office area, due to the hazards associated with a vehicle repair shop.

1. Parking Spaces - One Handicapped Parking space is required. It shall be located as close to the entrance as possible. Van-accessible spaces shall be 132" in width with a 60" access aisle adjacent. Spot shall be marked with universal symbol and a sign 'Van-Accessible' mounted 60" above the ground. Completed June 2015.
2. Main entrance threshold is more than  $\frac{3}{4}$ ". Max  $\frac{1}{2}$ ".
3. Double doors inside office are operable to more than 32". When one side is closed, the opening is less than 32". The doors were removed in January 2014.
4. Door into break room from office is partially blocked by furniture. Move to maintain 36" width. Furniture was relocated in January 2014.
5. Access into break room is hampered by more furniture. Relocate furniture. Counter is not accessible, but could be modified. Counter was lowered in June 2015.

6. Kitchen sink is not accessible, but cabinet could be removed and retrofitted. The cabinets were removed and lowered sink to 34", January 2014
7. Access to restrooms is hampered by storage of towels. Relocated storage.
8. Men's restroom – toilet is not accessible due to the enclosure around the toilet. Remove enclosure. Chair and waste receptacle need relocated. Sink piping and drain needs protection. Toilet and urinal clear space overlap. These items were remedied January 2014.
9. Women's restroom is accessible. Sink piping and drains need protection. This was remedied in January 2014.
10. Showers are provided in both restrooms and are not accessible. Existing showers would need to be removed and ADA approved shower with seat and shower controls installed. Shower stalls have been removed; men's converted to emergency shower.
11. Doors do not lock from the inside and do not have self closers. This was remedied in January 2014.
12. Doors do not have proper signage. Signage shall be installed that meets the requirements of section 703 of the ADA standards.
13. Drinking fountain shall be a maximum of 36". Existing is 45" to spout. Move fountain down 9". A handicap fountain was installed January 2014.
14. Shop area is a hazardous area with equipment and tools. Depending on the time of day, there may not be access to all areas. Some doors could be blocked. Access to storage areas may be blocked with vehicles and portable equipment at times.
15. Second floor storage area is not accessible.
16. Doors into first floor storage areas do not have lever handles but do not latch; pull side of doors should have lever handles installed. This was remedied in January 2014.
17. Pop machine and laundry areas are not accessible. The "kitchenette" would need to be removed and relocated. These items were removed in January 2014.

## SAND CREEK WATER TREATMENT PLANT

The Sand Creek Water Treatment Plant was constructed in the 1950s. It is used for the disinfection of raw water for the public's consumption. It is a two story concrete block building with the first/basement area used as piping gallery and the main floor as an office and lab area. This building is not open to the public due to its hazards and chemicals required to process water.

1. Parking Spaces - 1 Handicapped Parking space is required. It shall be located as

close to the entrance as possible. Van accessible spaces shall be 132” in width with a 60” access aisle adjacent. Spot shall be marked with universal symbol and a sign ‘Van Accessible’ mounted 60” above the ground.

2. Main entrance is not accessible. Grade changes approximately 24 inches. ADA-compliant ramp should be installed. Doors are min. 32” in width. All thresholds are noncompliant. Once inside the building, the office and lab area are the only rooms accessible. One unisex restroom is provided but not accessible. Structural changes will be required to make the existing room accessible.
3. Basement is not accessible; piping room only.
4. This is a gated facility; access gate and vehicle gate are not accessible.
5. There is no drinking fountain provided.

### WASTE WATER TREATMENT PLANT

The Waste Water Treatment Plant was originally constructed in the 1940s. The plant consists of many small buildings used in the process of removal of contaminants from waste water. The buildings’ contents include valves, piping, chemical storage, dewatering equipment, etc. The main building includes an office area and a lab area on the main floor, controls and restroom on the lower floor and a piping gallery in the basement. This building also includes a small shop area and pump room. The only area of this building that could be accessible would be the office/lab area.

1. Parking Spaces - One Handicapped Parking space is required. It shall be located as close to the entrance as possible. Van-accessible spaces shall be 132” in width with a 60” access aisle adjacent. Spot shall be marked with universal symbol and a sign ‘Van-Accessible’ mounted 60” above the ground. This was completed in June 2015.
2. Main entrance is not accessible. Grade changes approximately 24 inches. ADA-compliant ramp should be installed or use west door and install ADA-compliant sidewalk along west and south side of building. Doors are min. 32” in width. All thresholds are noncompliant. Once inside the building, the office and lab area are the only rooms accessible. There is an elevation change inside the building. The building is small and would not allow a ramp to be installed to access the restroom. Structural changes would be required to make the building accessible.
3. There is no drinking fountain provided.

### LAKE WATER TREATMENT PLANT

The Lake Water Treatment Plant was originally constructed in 1976. It consisted of numerous concrete block single and two story buildings.

There was no evaluation completed for the plant due to the fact that the City of Sandpoint was in the process of expanding and renovating the facility. Part of the renovation included new office and lab areas that are accessible. The major remodel of this building was completed in December 2013. Other parts of the buildings will have limited access due to the nature of the buildings.

#### WOODLAND DRIVE STORAGE BUILDING

The Woodland drive storage building was originally constructed in the 1930s. Its original use was water treatment. The building contains a piping gallery, shop area for the Police Department, storage rooms for large Police Department items and records storage for various City departments. The building is a concrete block building. The main entrance is through the north side of the building through old wooden double doors. Once inside the building, there is a landing with three steps down to the main floor level. This building is not accessible to the general public without the assistance of a City employee. There is no parking lot or handicapped access. If needed, access could be through the garage door on the south side of the building.

The Woodland Drive Storage Building (old water treatment facility) is used for storage and has no restrooms, so access from the parking area to the main entrance and into the building will have to be looked at for compliance.

Access to this building will require some structural changes that may fall under the definition “technically infeasible”, as defined in Chapter 1, Section 106.5, Defined Terms. With respect to an *alteration* of a *building* or a *facility*, something that has little likelihood of being accomplished because existing structural conditions would require removing or *altering* a load-bearing member that is an essential part of the *structural frame*; or because other existing physical or *site* constraints prohibit modification or *addition* of *elements*, *spaces*, or features that are in full and strict compliance with the minimum requirements. Further review will be required for this building.

#### GRAPHIC CONTROLS - AIRPORT WAY – NO CITY SERVICES

The building is a concrete block single story building with a mezzanine floor (partial second floor). It was constructed in the 1980s to house two businesses (Lead-Lok and Adateck). The entire building is occupied by Graphic Controls , manufacturing industrial data recording products, with accompanying offices.

1. There is one handicapped parking space provided that appears to meet the requirements, with the exception of a missing sign.

2. The slope of the sidewalk accessing the main door is more than 1-12.
3. Handicapped restrooms are provided that met the requirements at the time the building was constructed. They do not meet the current requirements.
  - A. Men's Restroom: The required clear floor space of the toilet, sink and urinal all overlap. There is no grab rail on the rear of the toilet. There is no under-sink protection. The faucet does not have lever handles. The towel dispenser is mounted too high. Mirror is mounted too high.
  - B. Women's Restroom is a duplicate of the men's, without the urinal, with the same problems.
4. There are other restrooms provided in the facility that do not meet any requirements.
5. There is a small break room with no seating provided on the main floor, which includes a non accessible sink. There is a larger break room provided on the mezzanine floor but no elevator to access.
6. There is no handicapped signage for the restrooms.
7. The thresholds at the main entrance are more than ½”.
8. All doors need lever handles.
9. Two drinking fountains are provided; both are 42” in height and should be 36” to the spout.
10. General access throughout the manufacturing facility is acceptable, but the storage/packaging area has no access due to space limitations. It should be noted that Lead-Lok is in the process of relocating their offices to another building, which will allow them to spread out.
11. Most doors in the warehouse area are obstructed. See item 10.

#### BONNER BUSINESS CENTER – NO CITY SERVICES

The BBC was constructed in the mid 1980s. It is a single story concrete block building. Graphic Controls will move into the entire facility during the fall of 2014.

1. One handicapped parking space is provided with appropriate signage. On the day of the inspection, the space was being used as snow storage from the parking lot. As of January 2014, the parking lot is no longer used for snow storage.
2. Ramp from parking lot to the main entrance is more than 1-12 sloped.
3. Restrooms appear to meet the requirements, except there is no under-sink protection.
4. Break room does not have an accessible sink.
5. Accessible signs have not been provided.
6. The counter in the reception area does not meet the requirements, but a space adjacent to the public counter has been provided.

#### GRAPHIC CONTROLS STORAGE BUILDING –AIRPORT WAY – NO CITY SERVICES

The post frame building was constructed in the 1960s. It has been used by Northwest (Phoenix) Aviation for 20 years to construct airplane moving equipment and most recently used by Top Dawg Powder Coating.

1. No handicapped parking.
2. Access is through the front door, which has a threshold too high.
3. Access to the reception area is acceptable.
4. Access to the shop area is hampered by equipment and projects.
5. There are no restrooms that are accessible.
6. Doors do not have lever handles.

#### TAMARACK AEROSPACE STORAGE BUILDING - 1404 N. BOYER – NO CITY SERVICES

This building was originally constructed as a woodworking shop in the early 1960s. It is a wood frame steel clad building with numerous small additions that have been built over the years.

1. No parking.
2. No access.
3. No restrooms.

4. Building is vacant at this time.

THE COTTAGE (PANHANDLE SPECIAL NEEDS) – 1410 N. BOYER – NO CITY SERVICES

The building was constructed in the 1940s and was originally used as a single family home. For the last 20 years, it has been used for commercial occupancy, from office to retail. Currently, it is used as a retail store for Panhandle Special Needs.

1. No handicapped parking.
2. Access is provided at the back door of the building via a ramp that far exceeds the max slope of 1/12. The ramp was revised to a compliant ramp in May 2014.
3. The door provided at the rear is less than 32" in width.
4. There are no accessible restrooms provided.

THREE AMIGOS PLUMBING – 1414 N. BOYER - UNIT C-106-2 – NO CITY SERVICES

This unit is located on the east end of another building Three Amigos Plumbing is using. . This unit is used for storage of plumbing materials.

1. No handicapped parking provided.
2. No access is provided.
3. Once inside the building, wheelchair access is limited to the first 10 feet, as there are stacks of building materials.

THREE AMIGOS – 1414 N. BOYER - UNIT 106-1A – NO CITY SERVICES

This wood framed building was constructed in the 1960s to house a wood cut shop. Over the years, it has been used as offices, storage, cabinet making, and now for storage of plumbing materials.

1. No handicapped parking.
2. Access to the front door via a short noncompliant ramp.
3. Threshold is more than ½".
4. Door does not have a lever handle.
5. Once inside the building, products for sale block or impede travel throughout the store. These are generally temporary and can be moved at a moment's notice.

LAKE PREMIX USE – NO CITY SERVICES

Lake Premix has several types of portable equipment that make up the concrete plant. There are no permanent buildings. No parking, no office, only a control room located in a mobile office trailer.

#### LITEHOUSE DRESSING AND THORNE RESEARCH STORAGE – 1402 N. BOYER – NO CITY SERVICES

The building was originally constructed in the 1960s to be used as a wood cut shop processing raw wood into furniture parts. Over the years, it has been used as storage or some type of wood working. Currently, it is used for warehousing and loading trucks of Litehouse Dressing products and Thorne Research products. There is no office area and only warehouse employees.

1. No parking.
2. No access.
3. Doors are not wide enough for handicap access.
4. Thresholds are too high.
5. No accessible restrooms.
6. No drinking fountain.

#### **PARKS AND MARINAS ACCESSIBILITY**

An Accessibility Evaluation and Site Summary was conducted by Terry Kincaid, and his report is available for review at the City Clerk's Office. The following is a summary of recommendations made by Mr. Kincaid.

Field visits to park properties were made in April, May, and June 2010. City Hall, Community Hall and the downtown City Parking Lot were also included. Facilities and features were evaluated against the *2004 Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines*. Certain types of facilities are not specifically covered by these guidelines, including picnic areas, viewing areas, and trails. In these instances, *Draft ABA Guidelines for Developed Outdoor Recreation Areas* that apply to federal facilities were used. Inventory forms customized to Sandpoint's facilities were created for the project. Both compliant and noncompliant measurements, dimensions and conditions were recorded and recommendations made to correct found deficiencies.

Title II of the *Americans with Disabilities Act* (ADA) applies to local governments. It prohibits discrimination on the basis of disability. Among the requirements, it sets facility construction and alteration standards. While facilities existing prior to January 26, 1992, don't have to be modified, accommodations must be made to provide

program accessibility. Often, the easiest way to accomplish this is by retrofitting for accessibility. Facilities constructed after January 26, 1992, need to meet ADA standards. Old ADA Standards adopted the *Americans with Disability Act Accessibility Guidelines* (ADAAG) or optionally the *Uniform Federal Accessibility Standards* (UFAS). Recently established new standards adopt the *2004 ADA-ABA Accessibility Guidelines* that were used for this inventory project.

## **FINDINGS AND RECOMMENDATIONS**

Sandpoint has a variety of attractive and well-maintained parks. There is a combination of older and newer facilities. Older buildings and features not specifically constructed to be accessible generally have multiple deficiencies limiting their accessibility. Newer facilities constructed more in accordance with ADAAG have fewer accessibility deficiencies. However, full compliance with ADAAG has not always been achieved, and issues still remain to be addressed. While each site is unique, there is some commonality to the array of accessibility issues exhibited. There is a range of solutions to the identified problems, but they fall into one of the following three categories:

1. Capital Improvements -Building/facility replacement or remodeling retrofits, while expensive, are, in some instances, the best or only alternative. Replacement is most appropriate for older structures that often have additional issues or problems beyond their accessibility needs.
2. Corrective Maintenance -Replacement or addition of simple components, such as door hardware, faucet controls, or toilet room fixtures, is often all that is necessary. A corrective maintenance program should also include the repair, replacement and addition of asphalt and concrete surfaces to meet accessible route and clear space requirements.
3. Scheduled Maintenance -Actions such as adjustment to door closures to maintain appropriate door closing speeds or drinking fountain faucet control adjustments to maintain proper water flow are tasks that should be added to the scheduled maintenance routine.

Parking: Most developed sites have paved parking lots and provide the proper number of accessible spaces. However, layout generally omits required access aisles, certain spaces and access aisles have excessive slopes, van-accessible requirements are often not met, and signs are missing or mounted too low. Most of the identified deficiencies have been corrected or can be accomplished when lots are next striped. Where excessive slopes can't be addressed by simply moving the accessible parking spaces to alternate more level locations, some repaving will be required. Three developed sites, Pine Street Park, Sandpoint Shooting Range, and Mickinnick Trailhead, have aggregate surfaced parking areas. If there are no plans to pave these

lots, surfacing of the accessible parking portions is recommended. In November 2013, level van accessible parking was installed adjacent to the concrete building slab, and accessible portable toilet and delineated parking space with signage was added at the Shooting Range. The aggregate surfaced parking area at Pine Street Park has been addressed. ADA accessible improvements and accessible routes were installed at Pine Street Park on September 30, 2014 in the parking lot, playground, toilet facilities and water fountain. Passenger loading zone was installed in 2014 at Centennial Field. Level van accessible parking was installed at the Shooting Range in November 2013.

**Accessible Routes:** Most sites have accessible route issues. Accessible routes are required to connect site arrival points to facility entrances and within sites to connect accessible buildings, facilities, elements and spaces. Accessible routes are also required to the boundary of each area of sport activity. Basic accessible route requirements include a minimum 36" width, 5% maximum running slope and 2% maximum cross slope. Ramps are allowed with running slopes between 5% and 8.33%. Turning areas and door landings should be level (slope less than 2% in all directions). There are numerous instances where constructed circulation paths exceed these maximum slope requirements. There are also a large number of instances where constructed routes are not provided to facilities that should be made accessible. Pedestrian circulation is often required across turf grass surfaces. Turf areas are generally not accessible because they lose firmness and slip resistance when wet and are often uneven with cross slopes exceeding 2%. Site accessibility can be greatly improved by addressing accessible route issues. The Beach concessions stand remodel in 2013 provides ADA accessible routes. Access is now available at the alternate end of the asphalt path at the City Beach boat launch. Accessible routes within the Old 9<sup>th</sup> Grade Park were completed in 2015.

Additional constructed routes are needed to benches and sports areas. Travers Park has a typical deficient excessive running slope, which terminates prematurely.

**Toilet Facilities:** Most developed sites have toilet facilities. There is a high degree of variability among them, and each has unique features and issues. Their age, size, layout, and provided fixtures affect the level of accessibility exhibited. All toilet rooms should be accessible. Where they are not, directional signing to those that are should be provided. Where multiple single user portable toilet buildings are clustered at one location, 5% (1 minimum) should be accessible. Newer toilet buildings or recently remodeled toilet rooms provided at City Hall, Community Hall, City Beach, and War Memorial Field are largely accessible. Most minor deficiencies noted are easily correctable.

Newer toilet buildings at War Memorial Field, Jeff Jones Town Square and Mickinnick Trailhead have largely accessible interiors. However, they are not accessible because they lack accessible routes and/or adequate door maneuvering clearance at their entrances. Vestibule walls at Jeff Jones Town Square were corrected July 20, 2012. The aggregate approach to the Mickinnick Trailhead building needs to be built up flush with the concrete landing. Addition of a concrete sidewalk would be better. Vestibule walls at the other two buildings are built too close to the doors and should be removed.

Several older toilet buildings/rooms will need to be remodeled or replaced in order to achieve accessibility. Included are facilities at City Hall, City Beach Concession Building, War Memorial Field Club House Building, Travers Park, and Lakeview Park. The War Memorial Field project includes accessible restrooms.

There is an undersized stall and constricted maneuvering space at Travers Park.

Portable toilet buildings are seasonally provided at six sites. These include Windbag Marina, Pine Street Park, Great Northern Park, Hickory Street Park, Sandpoint Shooting Range and Travers Park (Field Four). These are all accessible models, and most are on an accessible surface and served by an accessible route. One at each location should be changed out to a larger accessible unit. They should be placed on level firm surfaces adjacent to accessible routes. Currently, if a site has only portable toilets, it is accessible. Portable toilet facilities at Hickory Park and the Sandpoint Shooting Range were upgraded to a level slab in August 2015.

There is a level surface and accessible routes to the portable restrooms at Great Northern Park and the Windbag Marina. Larger buildings were constructed. Both have a structure to house ADA accessible portable toilets.

**Sales and Service Counters:** Sales and service counters are provided at City Hall, Community Hall and concession locations in several parks. Only the sales counter at the City Beach concession building is low enough to be considered accessible. Portions of other counters should be lowered (36" maximum). A forward approach to most is desirable, so they should be designed with knee and toe clearance.

**Drinking Fountains:** If drinking fountains are provided, two are required, one for standing persons (38" to 43" high) and one for seated persons (36" high max.). This requirement is not met at nine of the ten sites where drinking fountains are provided. Most fountains intended for seated persons have some deficiencies, protrude into circulation paths or lack adequate level clear space. Old fountains should be replaced, and additional fountains as required should be installed. Where possible, schedule the work to occur

concurrently with toilet room remodeling or toilet building replacement projects. Manufactured units are available with two spouts at the differing required heights. These improvements were made at City Beach during the concession stand remodeling in 2013. An accessible drinking fountain was installed at the Old 9<sup>th</sup> Grade Park on August 30, 2015. An accessible drinking fountain and sidewalk with pad were installed in August of 2016.

The accessible drinking fountain is incorrectly installed with inadequate clear space at City Beach. The drinking fountain at Pine Street Park has an incorrect height, with the clear space excessively sloped. This was corrected in 2013. The accessible fountain protrudes into a circulation path at City Hall.

**Picnic Facilities:** Picnicking facilities are provided at twelve parks and at City Hall. Seven sites have one or two tables, and, in these instances, each should be accessible. At the remaining sites, 20% (2 minimum) of the picnic units should be accessible and dispersed by type and location. To be accessible, tables must provide a wheelchair space with proper clearances and clear maneuvering space around the table. Only one picnic table was found with an accessible wheelchair space. It is located on a marginally accessible turf grass surface at Mickinnick Trailhead. All other tables lack adequate wheelchair space. In addition, many are located on inaccessible turf grass surfaces. Picnic shelters over level concrete slabs are provided at five sites. Three have accessible route issues that should be addressed. Tables grouped at these locations should be prioritized for accessibility retrofits. Additional table slabs connected to accessible routes should also be provided. Grills and trash receptacles should be located within or adjacent to the table slabs so they are within reach.

The picnic table at Third Avenue Pier lacks wheelchair space, maneuvering space and an accessible route. The standard wood table design lacks wheelchair space at the Old Ninth Grade Park. The sidewalk at Lakeview Park exceeds 5% running slope.

**Assembly Areas:** Bleachers and a grandstand provide spectator seating at sports fields at three sites. Team seating is also provided in dugout areas. Wheelchair space required to be integrated at each is not provided. Modifications to bleachers and team benches should be made. The grandstand is an older structure accessed by steep, noncompliant ramps. Major modification is needed, and replacement may be advisable. Demolition of the old grandstands and field house at Memorial Field began Sept 19 2016. The replacement structures will be fully compliant. Completion date is scheduled for June 2016.

Spectator seating at War Memorial Field has accessible surface but lacks wheelchair

space. Wheelchair space and accessible route is needed at Pine Street Park. New wheelchair spaces and accessible ramps were installed at the War Memorial Field baseball dugouts in 2013.

Trails: Trails and/or bike paths are provided at six sites. The path at City Beach was inventoried as an accessible route. Portions of the paths at Lakeview, Travers, and Great Northern Parks also serve as accessible routes. Mickinnick Trail has a native surface with one aggregate surfaced turnpike segment. Trail surface conditions vary depending on age. Older asphalt in poor condition hampers accessibility. All trails have some segments with excessive slopes limiting their accessibility. Tread width on the initial segment of Mickinnick Trail is too narrow. Address problems by taking appropriate corrective maintenance actions. Add information about slope to the trailhead signs.

Settled and cracked asphalt hampers accessibility at Lakeview Park and excessive slope limits accessibility to Travers and Centennial Parks.

Boating Facilities: Boating facilities are provided at Windbag Marina, City Beach and Lakeview Park. Windbag Marina is currently being remodeled to be accessible. The two other facilities are older, with numerous issues related to accessible routes, gangways, slip width, and dock connections. At a minimum, one boarding pier, three boat slips and the commercial passenger vessel slip at City Beach should be made accessible. This was remedied in July 2012. Accessible sidewalk to the commercial tour boat slip was reconstructed, making it wider and more level. Accessible parking spaces, required signage, and accessible routes were installed during the Windbag Marina Phase 2 project in 2011 and 2012. Five ADA boat slips were installed, and accessible portable toilets were included in this project. At Lakeview Park, one boarding pier should be made accessible. Corrective actions at both sites would best be implemented as planned and designed comprehensive retrofitting projects

There is a narrow and excessively sloped gangway and gap at dock connections at City Beach. Openings in surface and change in level are located at the dock connection at Lakeview Park.

Play Areas: Play areas are provided at five sites and each should be accessible. Play area requirements are extensive but essentially boil down to providing accessible routes and use zones for a prescribed portion of the play components within the area. None of the play areas is compliant with current requirements. Areas have sand surfaces that are not accessible. Wood chips are also used at some locations and appear to be accessible when installed but become displaced through use. Frequent maintenance is

required to keep the chip surface in a level condition. Rubber mat surfaces used at City Beach and Lakeview Park are accessible. They are not displaced through use, as wood chips are. Additional mats are needed at both areas to make more play components accessible. The Fairgrounds Park has full ADA accessibility that was completed September 2015.

A portion of the rubber mat surface is accessible, but the sand is not for the playground area at City Beach. The playground area at Hickory Street Park has an inaccessible sand surface.

Accessibility needs are extensive and wide ranging, both spatially and functionally. The scale and scope of the needs dictates that corrective actions are taken incrementally. Develop a long-term plan, setting timelines to achieve needed facility modifications. In the short-term, program accessibility will still require that special accommodations be made. Target facility improvements on a priority basis:

- Basic site usability relies on the availability of parking, accessible routes and toilet facilities. Improve these as a high priority.
- Additionally, some level of access should be provided to picnic facilities, assembly areas and service counters. Current access to these facilities is very limited.
- Travers Park is the major site used by the Parks and Recreation Department and others for recreation sports programs. In recognition of its program importance, improvements here should be a high priority.
- Also prioritize improvements to City Beach and War Memorial Field (including Lakeview Park). These are high-use parks, and improvements will have broad impact.
- There is little reason to delay scheduled maintenance tasks and easily achievable corrective maintenance items.
- Remain flexible to pursue funding and grant opportunities for facility improvements as they arise.
- Formalize an accessibility review step to the project planning, facility design and construction inspection processes to ensure that new construction conforms to ADA requirements. Incorporate this review step into all projects regardless of size or how accomplished.
- Periodically review progress to update plan actions and be responsive to feedback and changing needs.

## **PROGRAM ACCESSIBILITY**

The City continually evaluates its policies, programs and procedures to determine

current levels of service and the extent to which its policies and programs create barriers to accessibility for persons with disabilities during the public involvement process. Opportunities for further improvement of City programs will continue to arise as advances are made in technology. Additionally, as the City acquires new facilities and develops new programs, it will be necessary to review each of them for access compliance. It is the intent of the City to keep its programs up-to-date through increased community involvement and partnerships with organizations that offer services to persons with disabilities.

It is the City's intent to make reasonable accommodations for inclusion of members of the public who have disabilities in public meetings and programs. Programs are made available and inclusive to all populations within our community through a variety of media types; some are defined by Idaho Code, others by local ordinance. Educational booklets are provided for an overview and summary of local land use law, application process and hearing procedures. The City maintains a comprehensive and informative website that communicates agendas, schedules, staff reports, and links to code, programs, activities, elections, job positions and contact information. The City is reviewing compliance to website accessibility under Title II of the ADA. In accordance with Idaho Code, Notices of Public Hearing are printed in the local newspaper of record, the Bonner County Daily Bee. All agenda notices include the following language: *The City of Sandpoint and USDA are equal opportunity providers and employers. Persons needing an interpreter or special accommodations are urged to contact the City Clerk/ADA Coordinator at (208) 263-3310. Se les recomienda a las personas que necesiten un interprete o arreglos especiales que llamen a la Administradora de ADA/Secretaria Municipal al 208-263-3310.* The public is provided the opportunity to testify at meetings. Participants can register to speak in person or may submit written comments. Testimony at meetings may be limited to three minutes. The City Council chambers and first floor conference rooms are utilized for meetings. All equipment and resources made available for City Council meetings are provided. City departments welcome feedback, suggestions and input from participants and the community as a whole.

Braille is not provided for those who are sight impaired, but recordings of meetings are available upon request. Standard print is usually 10-12 point. Large print can be produced at low cost using a photocopier that can enlarge. Many computer programs have the option of printing enlarged documents or formatting text in various font sizes. Interpreters and telecommunication devices have never been utilized, but the City will review the requirements and available alternatives. Pen and paper can be provided for those who have difficulty with communication. Auxiliary hearing aids will be provided for those who are hearing impaired.

The Parks and Recreation Department's Recreation Division provides program

development for youth sports, adult sports, arts and crafts, summer camps, presentations, lifeguards, outdoor shooting range, swim lessons, enrichment classes, and special events.

The Parks and Recreation Department programs are promoted through activity booklets, e-mail and electronic promotions, and the Department maintains an informative website. People can subscribe or unsubscribe from the Parks and Recreation newsletter online. Promotions are sent to Keokee Publishing and The River Journal websites and are broadcast on the radio. Participants can register for programs either by mail or in person at the Parks and Recreation Department. The Parks and Recreation Department maintains a Youth Scholarship Program to assist families in need (low income). The Parks and Recreation Department uses electronic (e-mail) surveys to obtain feedback from program participants.

## EXHIBIT "B"

### CURB RAMP, CROSSWALK AND SIDEWALK INVENTORY

Attached is a GIS Map of curb ramps, crosswalks, and existing sidewalks within the City of Sandpoint. Curb ramp and crosswalk locations are noted, while sidewalk condition is represented as Excellent (green), Good (orange) and Poor (yellow). Excellent condition sidewalk is substantially in compliance with ADA requirements, Good condition sidewalk is useable but does not consistently comply with ADA requirements, and Poor condition sidewalk may have significant barriers to pedestrian or bicycle use.

Sandpoint is using Geographic Information Systems (GIS) software to record pedestrian facilities. There are many advantages to this approach, including; the ability develop a data base of information about the facilities, the ability to project or print the information as a layer over ortho photographs, and the ability to access the information quickly for referencing, sharing, and keeping it updated.

The original data was gathered based on field observations, encroachment permit records, and an existing CAD map of sidewalk conditions. The GIS data has been updated annually since 2010. Sidewalk condition is generally determined by the block with most sidewalks more than 10 years old considered as being either in good or poor condition. Newer sidewalks have been put in place using a number of mechanisms including City Streetscape ordinances, Local Improvement Districts (LIDs) and outside funding sources like Safe Routes to Schools, Urban Renewal, and enhancement funding.

Most of Sandpoint's early sidewalk and curb ramp installations reflect good intentions without detailed follow-through. The majority of sidewalks were installed decades ago with good structural integrity. These older sidewalks have suffered dramatically from tree roots cracking and heaving them. In addition, older sidewalks did not anticipate the barriers caused by curbs and steps. Fortunately, Sandpoint is located on relatively flat ground, so most sidewalks were originally constructed within current ADA slopes. Sidewalks installed in the 1990s and early 2000s have complied with acceptable slope in the direction of travel, but frequently failed to meet cross slope requirements where driveways cross the sidewalks. Likewise, early curb ramps were installed without understanding the need to minimize cross slopes and provide landings. In the last five to six years, significant improvements have occurred for sidewalk and ramp compliance with cross slopes, landings, and the inclusion of truncated dome panels.

Since about 2005, sidewalks and curb ramps have been installed with much closer compliance to ADA requirements. Sidewalks are being lowered prior to crossing a drive apron so a minimal cross slope can be maintained without causing high centering problems for cars. The City has changed its standard truncated dome panel from a composite material to cast iron because the composite panels were not holding up well under the punishment of snow removal equipment. The City has changed its standard drawings to specify acceptable counter slope in the curb and gutter being installed and to comply with slope, landing and ramp width requirements at corner ramps and sidewalk.

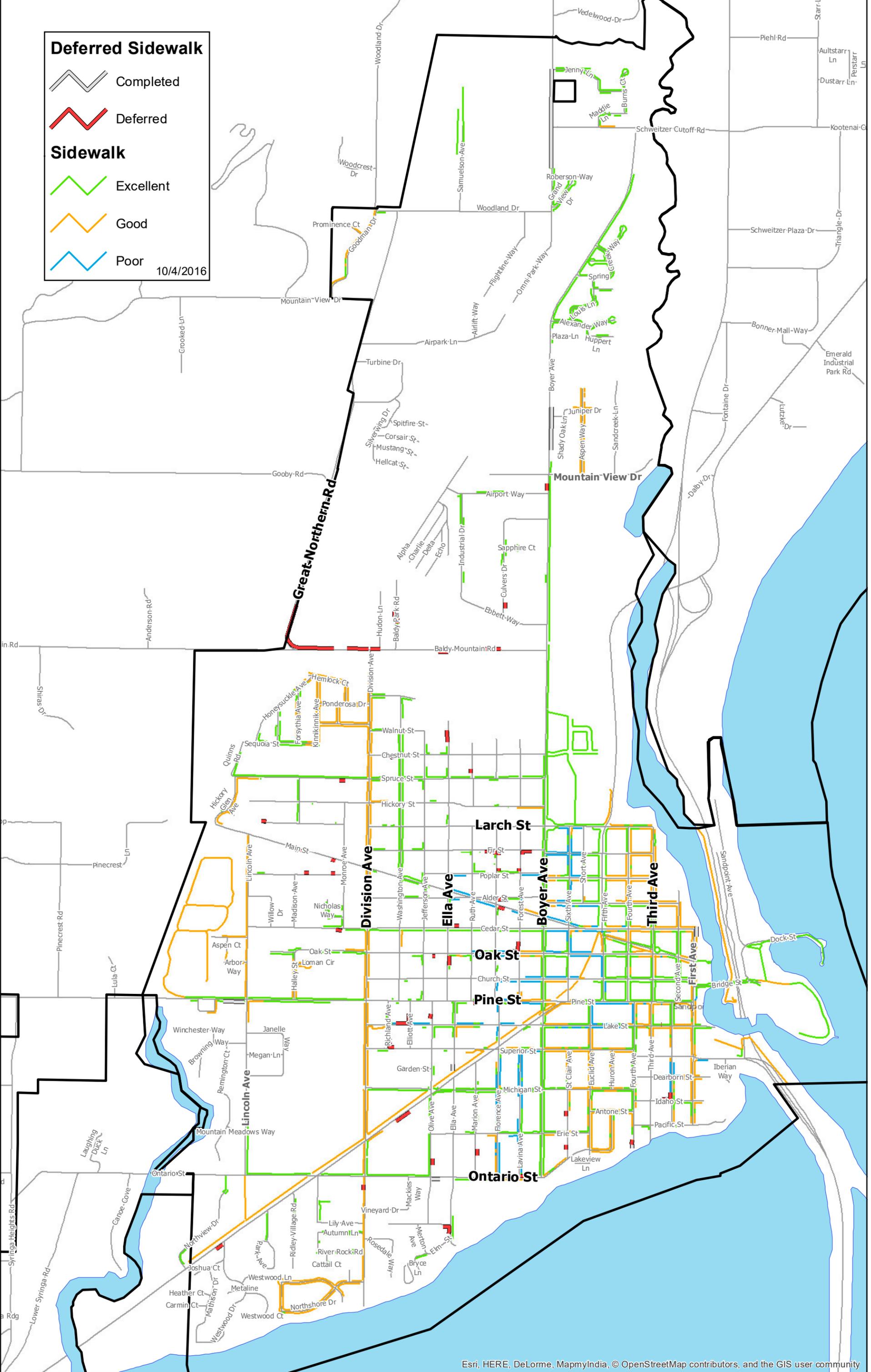
**Deferred Sidewalk**

- Completed
- Deferred

**Sidewalk**

- Excellent
- Good
- Poor

10/4/2016



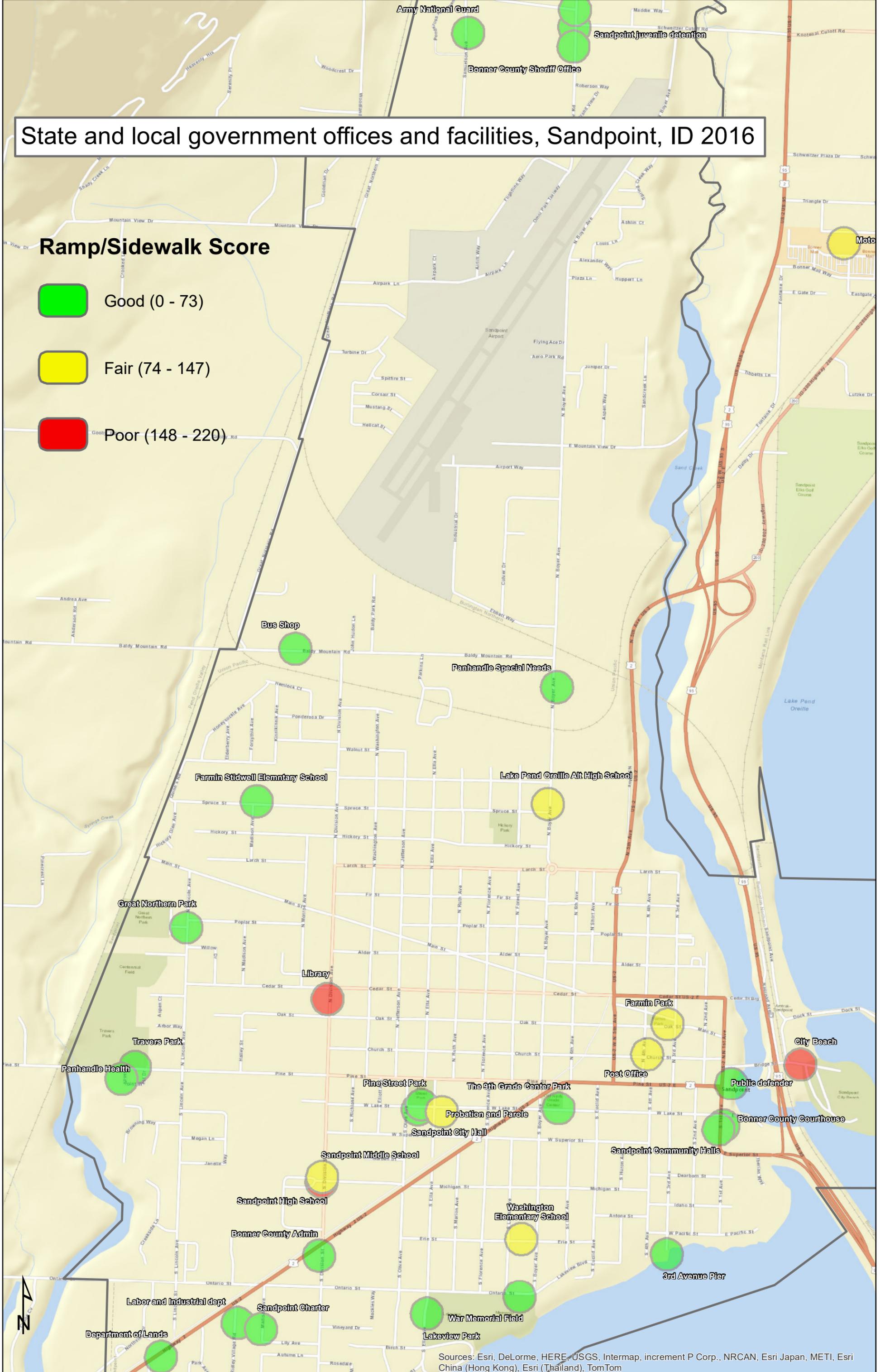
City of Sandpoint  
Access to Government Facilities

Name	Moved 2011-2016	Priority Year	Ramp Count	Ramp Score 2011	Ramp Price	Ramp Score 2016	Sidewalk Count	Sidewalk Score	Sidewalk length (feet)	Sidewalk cost	Ramp and Sidewalk Score	Total Replacement Cost
Library	No	1	8	168	\$ 12,000		13	52	1868	\$ 85,612	220	\$ 97,612
Post Office	No	1	12	55	\$ 18,000	6	22	67	1632	\$ 61,192	122	\$ 79,192
Probation and Parole	Yes	2	10	5	\$ 15,000	17	22	86	1262	\$ 47,308	91	\$ 62,308
Motor Vehicle licensing	Yes	2	9	12	\$ 13,500		17	78	1425	\$ 53,448	90	\$ 66,948
Bonner County Courthouse	No	2	8	14	\$ 12,000		12	47	1651	\$ 61,906	61	\$ 73,906
Sandpoint City Hall	No	2	4	29	\$ 6,000		9	21	1732	\$ 64,937	50	\$ 70,937
Panhandle Health	Yes	3	8	18	\$ 12,000	14	19	15	1627	\$ 61,010	33	\$ 73,010
Department of Lands	No	3	1	25	\$ 1,500		4	7	1523	\$ 57,107	32	\$ 58,607
Bonner County Admin	No	3	4	0	\$ 6,000		5	21	3225	\$ 165,345	21	\$ 171,345
Public defender	Yes	4	7	7	\$ 10,500	12	18	11	1599	\$ 59,968	18	\$ 70,468
Labor and Industrial dept	Yes	4	1	6	\$ 1,500	0	8	3	1979	\$ 74,199	9	\$ 75,699
Army National Guard	No		0	0	\$ -		2	6	1746	\$ 65,461	6	\$ 65,461
Bonner County Sheriff Office	No		0	0	\$ -		0	0	0	\$ -	0	\$ -
Bonner County Fairgrounds	No		0	0	\$ -		0	0	0	\$ -	0	\$ -
Sandpoint High School	No	5	5	87	\$ 7,500		9	64	2926	\$ 177,588	151	\$ 185,088
Sandpoint Middle School	No	5	5	87	\$ 7,500		8	51	2786	\$ 172,337	138	\$ 179,837
Washington Elementary School	No	5	11	31	\$ 16,500		16	55	1703	\$ 63,852	86	\$ 80,352
Lake Pend Oreille Alt High School	No	5+	8	64	\$ 12,000		6	16	2528	\$ 94,809	80	\$ 106,809
Farmin Stidwell Elementary School	No	5	4	52	\$ 6,000	1	8	1	2668	\$ 100,042	53	\$ 106,042
Sandpoint Charter	No	5+	5	12	\$ 7,500		7	6	1886	\$ 70,730	18	\$ 78,230
Panhandle Special Needs	No		0	0	\$ -		5	3	1404	\$ 52,664	3	\$ 52,664
Bus Shop	No		0	0	\$ -		0	0	0	\$ -	0	\$ -
Sandpoint juvenile detention	No		0	0	\$ -		0	0	0	\$ -	0	\$ -
City Beach	No	5+	12	155	\$ 18,000		10	38	1825	\$ 68,425	193	\$ 86,425
Farmin Park	No	5+	12	49	\$ 18,000		15	45	2061	\$ 77,284	94	\$ 95,284
Great Northern Park	No	5+	2	50	\$ 3,000		11	15	1600	\$ 59,990	65	\$ 62,990
War Memorial Field	No	5+	4	48	\$ 6,000		9	15	1073	\$ 40,232	63	\$ 46,232
Pine Street Park	No	5+	6	36	\$ 9,000		8	9	1875	\$ 70,330	45	\$ 79,330
Sandpoint Community Halls	No	5+	4	2	\$ 6,000		8	27	1141	\$ 42,784	29	\$ 48,784
Travers Park	No	5+	3	6	\$ 4,500		11	15	2440	\$ 91,486	21	\$ 95,986
The 9th Grade Center Park	No		0	0	\$ -		11	19	1055	\$ 39,546	19	\$ 39,546
3rd Avenue Pier	No		0	0	\$ -		6	4	615	\$ 23,073	4	\$ 23,073
Lakeview Park	No		0	0	\$ -		0	0	0	\$ -	0	\$ -

# State and local government offices and facilities, Sandpoint, ID 2016

## Ramp/Sidewalk Score

- Good (0 - 73)
- Fair (74 - 147)
- Poor (148 - 220)



Sources: Esri, DeLorme, HERE, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), TomTom

Exhibit "C"

City of Sandpoint

Non-Discrimination Policy Statement

The City of Sandpoint, hereinafter referred to as the "Recipient", assures that no person shall, on the grounds of race, color, national origin, sex, age, disability, or religion, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (Public Law 100.259), and subsequent related acts, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100.259 (S.557) March 22, 1988).

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient's City Clerk, Maree Peck, is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.

---

Signature

---

Title

---

Date

## Discrimination Complaint Procedure

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the City of Sandpoint. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the City of Sandpoint's Title VI Coordinator for review and action.

In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:

- a) The date of alleged act of discrimination; or
- b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the City of Sandpoint Title VI Coordinator may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the City of Sandpoint, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the City of Sandpoint's investigative procedures as outlined below.

Please Note This Exception to the Procedures Below: All complaints regarding accessibility for the disabled must be forwarded directly to the Idaho Transportation Department (ITD) for investigation.

Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as to ITD and/or the US Department of Transportation (USDOT).

The City of Sandpoint will advise ITD within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to ITD:

- a) Name, address, and phone number of the complainant.
- b) Name(s) and address(es) of alleged discriminating official(s).
- c) Basis of complaint (i.e., race, color, national origin or sex).

- d) Date of alleged discriminatory act(s).
- e) Date of complaint received by the City of Sandpoint.
- f) A statement of the complaint.
- g) Other agencies (state, local or Federal) where the complaint has been filed.
- h) An explanation of the actions the City of Sandpoint has taken or proposed to resolve the issue raised in the complaint.

Within 60 days, the Title VI Coordinator will conduct an investigation of the allegation and, based on the information obtained, will render a recommendation for action in a report of findings to the City of Sandpoint's authorized representative. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

Within 90 days of receipt of the complaint, the City of Sandpoint's authorized representative will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with ITD or USDOT if they are dissatisfied with the final decision rendered by the City of Sandpoint. The Title VI Coordinator will also provide ITD with a copy of this decision and summary of findings upon completion of the investigation.

Contacts for the different Title VI administrative jurisdictions are as follows:

LPA Title VI Coordinator  
Maree Peck  
City Clerk  
City of Sandpoint  
1123 Lake Street  
Sandpoint, ID 83864  
208-263-3310  
cityclerk@ci.sandpoint.id.us

Idaho Transportation Department  
Equal Employment Opportunity Office – External Programs  
Monica Crider, EEO Manager, Title VI & ADA Coordinator  
P.O. Box 7149  
Boise, ID 83707-1129  
208-334-8852  
monica.crider@itd.idaho.gov

Federal Highway Administration  
Idaho Division Office  
Peter Hartman, Division Administrator  
3050 Lakeharbor Lane, Suite 126  
Boise, ID 83703  
208-334-9180

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

		Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
	Location									
	<b>Public Works Dept</b>									
	<b>2024 Industrial Way</b>									
	<u>Public Works Shop</u>									
	Parking lot	PW	No Handicapped Parking Spaces	Designate "van accessible space with access aisle" and universal symbol	132" wide van space with 60" aisle	Medium	2013-14	\$350.00	Water + Sewer	June 2015
				on asphalt and sign mounted 60" above grade						
	Main entrance	PW	Threshold too high	reduce/replace threshold with compliant 1/2" max height threshold	may require new door or require raising exterior landing	Medium	2019-2020	\$100.00	Water + Sewer	
	Office area	PW	double door between offices too small of opening if one side is closed	remove doors or replace with compliant door		Medium	2013-14	\$50.00	Water +Sewer	1/30/2014
	Office Area	PW	access between offices is less than 32"-blocked by furniture	relocate furniture		Medium	2013-14	\$0.00		1/30/2014
	Break Room	PW	break room counter is too high no toe clearance	remodel counter to allow access	folding desk top has been installed next to main counter	Medium	2014-15	\$150.00	Water + Sewer	June 2015
	Break Room	PW	kitchen sink too high	remove cabinets and lower sink to 34"	maintain clear space of 30" x 48"	Medium	2013-14	\$250.00	Water + Sewer	1/30/2014
	Toilet Rooms (mens) + (womens)	PW	access is blocked by storage and fridge	relocate storage and fridge		Medium	2013-14	\$0.00		5/1/2014
		PW	maneuvering ingress clearance less than 42"	relocate one locker-Men's only		Medium	2013-14	\$0.00		5/1/2014
		PW	a shower is provided not accessible	remove shower		Medium	2013-14		Water + Sewer	1/30/2014

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

	Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
		PW	access to toilet is than required	remove enclosure-Men's only	toilet and urinal floor space may overlap	Medium	2013-14	\$0.00	Water + Sewer	1/30/2014
		PW	under sink not protected	install protection on HW and drain		Medium	2013-14	\$300.00	Water + Sewer	1/30/2014
		PW	doors do not lock from inside	install ADA compliant locks		Medium	2013-14	\$300.00	Water + Sewer	1/30/2014
		PW	doors do not have self closers	install self closing hinges		Medium	2013-14	\$100.00	Water + Sewer	1/30/2014
		PW	No signage	install ADA approved Braille and tactile signage at latch side of door		Medium	2013-14	\$100.00	Water + Sewer	2/10/2015
	Shop area	PW	a drinking fountain is provided for standing access; none for handicapped	install sitting accessible fountain		Medium	2013-14	\$1,000.00	Water + Sewer	1/30/2014
		PW	2nd floor storage has no access			Medium	2013-14			1/30/2014
		PW	doorknobs in shop are not lever handle	install lever handles on all doors		Medium	2013-14	\$600.00	Water + Sewer	1/30/2014
	Laundry Room	PW	Kitchenette not accessible Pop machine not accessible washer and dryer not accessible	remove pop machine remove kitchenette remove kitchenette and pop machine	room is too small for all three; things need to be removed and relocated	Medium	2013-14	\$0.00		1/30/2014
	<u>Sand creek Water Treatment Plant</u>									
	Parking Lot	PW	No handicapped compliant spaces	install asphalt for spaces, minimum 132" width with 60" access aisle paint universal symbol and install signage	parking lot is gravel	Low	2021-22	\$2,500.00	Water Fund	
	Main Entrance	PW	only access is by steps	install compliant ramp with guardrails		Low	2021-22	\$4,000.00	Water Fund	

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

	Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
		PW	threshold too high	remove and replace with max 1/2" threshold	may require new door	Low	2021-22	\$100.00	Water Fund	
	Office Area	PW	door handle not accessible	install lever handles	Office is the only accessible area	Low	2021-22	\$150.00	Water Fund	
		PW	restroom provided is not accessible	remove and replace with accessible restroom	this would take extensive work to accomplish	Low	2021-22	\$10,000.00	Water Fund	
	Basement	PW	not accessible	Piping Gallery-no access required						
	Gate	PW	gated facility	security requires fenced enclosure	public is not allowed if access is required, then an employee will assist	Low	2021-22		Water Fund	
	Lab Sink	PW	sink is not accessible	remove cabinet and lower sink ,install lever handle faucet		Low	2021-22	\$350.00	Water Fund	
	<b><u>Wastewater Treatment Plant</u></b>									
	<b>723 S. Ella</b>									
	Parking Lot	WWTP	No accessible parking spaces	install "van accessible space 132" in width with 60" access aisle and universal symbol on asphalt and sign 60" above grade	locate on level area	Low		\$350.00	Sewer Fund	June 2015
	Main Entrance office and lab area	WWTP	main entrance is not accessible	install compliant ramp	once inside bldg, you can't go anywhere; there are three steps up to the office area	Low	2021-22		Sewer Fund	
				install compliant ramp on west side of bldg, remove existing door and replace with 36" wide door directly into office/lab area	structural changes would be required to make this building compliant		2021-22	\$3,000.00		
	Restroom	WWTP	no accessible restroom	existing could not be made compliant	construct addition with accessible restroom	Low	2021-22	\$10,000.00	Sewer Fund	

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

	Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
	Doors	WWTP	No lever handles on doors	install lever handles on all doors		Low	2021-22	\$1,500.00	Sewer Fund	
	Remaining Buildings	WWTP	All remaining buildings would not require access		All remaining buildings would qualify as piping galleries and not need access	Low	2021-22		Sewer Fund	
		WWTP	No drinking fountain provided							
	<u>Lake Water Treatment Plant</u> 902 Sandpoint Ave									
	Lake Water Plant				The major remodel project has been completed	Low	2015-16	USDA Rural Development Loan		Dec 2013
	<u>Tamarack Aerospace Building - Vacant Woodworking shop-1404 N. Boyer</u>	No City services provided - this facility not covered under the ADA Transition Plan per DOJ								
			No parking		building is used for storage and does not meet any ADA requirements	Low				
			No access							
			No restrooms							
	<u>Three Amigos (no longer used for Baker Construction)</u> 1414 N. Boyer-UnitC106-2	No City services provided - this facility not covered under the ADA Transition Plan per DOJ								

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

	Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
		<b><u>Three Amigos Plumbing</u></b>								
	<b>1414 N. Boyer - Unit C-1061A</b>	<b>No City services provided - this facility not covered under the ADA Transition Plan per DOJ</b>								
	Parking Lot		No handicapped parking	install "van accessible" 132" parking stall with 60" aisle with universal symbol and signage and asphalt		High		\$2,000.00		
	Main Entrance		Non compliant ramp	replace with compliant ramp		High		\$1,500.00		
	Main door		threshold too high	replace with 1/2" max threshold		High		\$100.00		
	Doors		no lever door hardware	install lever door hardware		High		\$150.00		
	Restroom		Restrooms are provided		Restroom was not accessible at time of inspection, business was closed.	High				
			No ADA compliant features		This is a storage building with no parking, no access, no restrooms.	Low				
		<b><u>Lake Premix</u></b>								
	<b>1430 N. Boyer</b>									
		<b>No City services provided - this facility not covered under the ADA Transition Plan per DOJ</b>			This is a portable concrete premix plant	Low				
		<b>No City services provided - this facility not covered under the ADA Transition Plan per DOJ</b>			There is no parking and no office only a control room located in a trailer					

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

			Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
		Location									
			<b>No City services provided - this facility not covered under the ADA Transition Plan per DOJ</b>								
		<u>Thorne Research/Lighthouse Storage)</u> 1402 N. Boyer									
						This is a storage building with no ADA parking, no access, no ADA restrooms and there is no public access.	Low	????			
						Employees are required to be ambulatory to load pallets and trucks with merchandise.					
			<b>No City services provided - this facility not covered under the ADA Transition Plan per DOJ</b>								
		<u>The Cottage-PSNI</u> 1410 N. Boyer									
		Parking lot		No accessible parking area	install "van accessible" 132' wide space with 60" access aisle with universal symbol painted on asphalt with signage	Parking area should be adjacent to ramp which would mean moving parking to rear or ramp to front.	High		\$350.00		
		Access to building		Handicapped access is provided thought the rear door via a non compliant ramp.	Ramp needs replaced with a compliant ramp. Max slope 1/12, min 36" width, guard rails and landings		High		\$3,000.00		5/6/2014
		Doors.		Rear door is not wide enough and threshold is too high	replace with 36" wide door and threshold	see above note	High		???		
				Front door threshold too high	replace	see above note	High		???		
		Restroom		No handicapped restrooms	install ADA compliant restrooms		High		????		

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

	Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
		<b>The City is only responsible for grounds including parking lot</b>								
	<b>Graphic Controls 804 Airport Way</b>									
	Parking		Parking space is provided but used to store snow	relocate snow storage		Medium	2013-14	\$0.00		January 2014
	Access to main entrance		Ramp sloped is excessive	Extend ramp or lower sidewalk		Medium	2013-14	\$300.00		
	Restrooms- men's and women's		No under sink protection	Install under sink HW and drain protection on all sinks		Medium				
	Break room		Kitchen sink is not accessible	Remove cabinet and lower sink, install under sink protection, install lever handle faucet		Medium				
	Signage		No compliant signage	Install ADA compliant Braille and tactile signage as required.		Medium				
	Reception area		Counter height too high	Lower a section of the counter to a max of 36" in height.		Medium				
					Each individual rental space was not evaluated due to the transient nature, these will have to be monitored by the staff for compliance.					
		<b>The City is only responsible for grounds including parking lot</b>								
	<b><u>Graphic Controls Building</u> 814 Airport Way</b>									
	Parking		Van Accessible Parking	Expand existing handicapped parking		Medium	2015	\$100.00		

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

			Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
		Location									
					to 132" in width and add 60" access aisle. Include ADA compliant sign mounted 60" above the surface						
		Main entrance		Excessive slope to access sidewalk	Realign sidewalk and extend to achieve max 1-12 slope.	curb, gutter, sidewalk i& asphalt patch currently going out for RFP. Closes Oct 11, 2016	Medium	2016-17	\$500.00		
		Restrooms-Main		Toilet, sink clear spaces overlap, inadequate maneuvering clearances, no under sink protection, no grab bars, no lever handles, mirror and towel dispenser too high.	Restrooms need to be looked at again, may need a complete redo.	There are other restrooms provided in the building that were originally private restrooms for offices, extensive remodeling over the years have removed the offices and left non compliant restrooms	Medium				
		Employee break rooms 1st floor		Non accessible sink	remove cabinet and lower sink and install a lever handle faucet	1st floor break room has no seating or table	Medium				
		Employee break room 2nd floor		Not accessible-no elevator	Move to 1st floor or install elevator	Lead-Lok is in the process of moving the office area to another building that will be ADA compliant and will allow upgrades to existing facilities	Medium				
		Signage		There are no ADA compliant signs	Install compliant signs throughout the building		Medium				
		Doors-interior		No lever handles on doors	Install lever handles on all door		Medium				
		Doors-exterior		Threshold too high-more than 1/2"	Install compliant thresholds	This may entail installing new sweeps on door or new doors.	Medium				
		Drinking fountain		Two fountains are provided-not accessible	Lower one to sitting height of 36"		Medium				
		General access through the building		Warehouse area is cramped with packing materials-inadequate access	As noted above, the offices will be moved to another location which will allow the cramped areas to spread out.		Medium				

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

	Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
	<u>Graphic Controls Storage Building (no longer used by Top Dawg Powder Coating)</u>	Storage building only with no public access								
	924 Airport Way									
	Parking lot		No paved parking area	install hard surfacing for handicapped parking		Low	2021-2022	\$2,000.00		
			No handicapped parking	install compliant "van accessible" parking area with 60" access aisle and signage		Low	2021-2022	included in above		
	Main entrance		threshold too high	lower threshold	this may not solve the problem. The building sits lower than the surrounding area. To lower the threshold could mean water intrusion into the building from the parking lot.	Low	2015-16			10/1/2013
	Reception Area		Reception area is			Low				
	Doors		No lever handles	Install lever handles on all doors		Low				
	Restrooms		No accessible restrooms	Install accessible restrooms - restrooms removed		Low	2015-16	\$10,000.00		10/1/2013
	Shop area		not accessible		The shop area in not always accessible due to the equipment and items being worked on	Low				
	<u>Woodland Drive Storage</u>									
	Woodland Drive	Public Works/Police	No parking, no access	May qualify as "technically infeasible"	this is not an occupied bldg, storage	Low	2021-22	????	General Fund	



EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

	Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
	Second Ave	PW	Inadequate Sidewalks	Currently under construction, rebuild street and sidewalks		High	2011	\$ 350,485.00	SURA	Work Completed 7/1/2011
	Sand Creek Boardwalk Ped Access	PW	Inadequate access, no ramps	Install curb ramps and access to Boardwalk	Project is ready to begin in Spring of 2011	High	2011	\$ 419,312.94	ITD Enhancement	Work Completed 7/1/2011
	2010 Overlay Work	PW	Inadequate curb ramps	Replace Curb Ramps on 2 Comm. and 10 Residential corners	Project is ready to begin early spring	High	2011	\$ 44,446.25	General Fund	Work Completed 8/1/2011
	Washington Avenue Rebuild	PW	no sidewalks or curb ramps	Complete street rebuild Walnut to Main	Project under construction, expected completion 11/15/11	Medium	2011-12	\$ 825,000.00	General Fund	Completed 8/1/2012
	Boyer Curb Ramps	PW	Inadequate ramps	Remove and replace curb ramps on 11 corners adjacent to overlay of 2003	south half being bid 4/13, North half under construction 4/14	High	2012	\$40,000	General Fund	South half completed 8/15/13, North half completed 7/15/14
	Erie Sidewalks,Lavina to Florence	PW	No sidewalks or curb ramps	install sidewalks and curb ramps	Contract awarded, work will be done 6/13	High	2012	\$ 17,000.00	Safe Routes to Schools	Work completed 8/15/2013
	Baldy Mt Road Rebuild	PW	No sidewalks	Complete street rebuild with sidewalks on one side	Design modified to road surface only, no new sidewalks 5/22/14 - <b>in design for 2016-17</b>	High	<b>2017</b>	\$ 1,500,000.00	General Fund	
	Washington Ave. Rebuild	PW	No sidewalks	Complete Street rebuild with sidewalks Main to Pine	Project Abandoned	Medium	2013-14	\$ 750,000.00	General Fund	
	Sand Creek Board Walk	PW	Access	Extend existing Boardwalk to connect with Boardwalks Access		Low	2015-16	\$ 80,000.00	SURA, Idaho Parks Grant	Completed 10/15/2011
	Schweitzer Cutoff and Boyer Roundabout	PW		Rebuild bridge and install roundabout at Boyer and Schweitzer Cutoff with ADA Accessible sidewalks	<b>under construction September 2016</b>	Low	<b>2017</b>	\$ 3,100,000.00	Federal Aid	
	Pine St. - Division to Halley	PW	No curb ramps	Install curb ramps		High		\$ 200,000.00	General Fund	Completed 2011

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PUBLIC WORKS DEPARTMENT

	Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High,Medium,Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
	Pine St.- Halley to City Limits	PW	No Curb ramps	install curb ramps		High		\$ 200,000.00	General Fund	Completed 2011
	Fourth Ave.- Superior to South End	PW	No curb ramps	install curb ramps		High	2011	\$ 9,600.00	General Fund	Completed 7/15/2012
	Michigan St.- 4th to Euclid	PW	No curb ramps	Install curb ramps		High	2011	\$ 12,000.00	General Fund	Completed 7/15/2012
	Spruce St.- Division Ave to Boyer	PW	No sidewalks or curb ramps	Install sidewalks and curb ramps		High	2011	\$ 110,000.00	Safe Routes to School	Completed 9/1/2011
	Second Ave. & Alder	PW	No curb ramps	Install curb ramps	Street Overlay work done 2013	High	2014	\$15,000	General Fund	Completed 7/15/2014
	Third Ave. & Lake	PW	No curb ramps	install curb ramps	Street Overlay work done 2013	High	2014	\$10,000	General Fund	Completed 2014
	Euclid Ave. & Lake, Superior	PW	No curb ramps	Install curb ramps	Street Overlay work done 2013	High	2014	\$15,000	General Fund	Completed 2014

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

City Hall										
Note:										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed		
Parking Lot	Parks	Handicapped parking space-2 req.	relocated two handicap parking spots to S. side of parking lot- repainted with a shared access isle. Installed handicap parking signs to 60" high. <b>Repaired and restriped September 2016</b>	Done		\$ 370.00	G	6/1/2011		
Parking Lot	Parks	street curb to entrance sidewalk is not compliant and breaking up	street curb to entrance sidewalk was refurbished per current ADA standards	Done		\$ 2,477.50		9/6/2011		
Toilet Facilities	Parks	2nd floor restroom- most compliant with small deficiencies & clearance perpendicular to the door is 42" and only 40" is provided	move entrance door, lower urinal so rim is 17" max above the finish floor, move toilet paper dispenser forward, replace lavatory faucet control with accessible handles, insulate water supply and drain lines, lower paper towel dispenser to 48" max, correctly locate mirror, replace door knobs with accessible operating hardware	Done		\$ 1,850.43	Park Structures Budget	4/12/2012		
Toilet Facilities	Parks	shower in 1st floor Fire Department/Council Room toilet room is not accessible	remove shower unit	Done				done		
Toilet Facilities	Parks	Police Dept-toilet rooms-48" minimum clearance required, 46.5" is available	remove door closer and replace with spring hinges top allow 42" min clearance	Done		\$ 12.88	G	done		
Service Counters	Parks	1st floor-City Clerks Office-security upgrade	install locking door, emergency 911 button, and ADA accessible counter and service window	Done		\$ 132.70	Government Building and Grounds	9/1/2012		

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed
Accessible Routes-Interior	Parks	Elevator; emergency control buttons lack tactile characters and braille	At next safety inspection, discuss with inspector of elevator if retrofitting solution is available.	done				Jun-11
Parking Lot	Parks	no van accessible sign is present	replace one handicap sign with van accessible sign in front of the van accessible stall.	accessible signs need to be changed out for van accessible signs	1			
Accessible Routes-Exterior	Parks	Employee access west side; door excessive opening force and closing speed	adjust door closer		1	\$ 50.00	G	
Break Rooms	Parks	1st & 2nd floor-paper towel dispensers are too high in all break rooms	lower to max 48"		1	\$ 150.00	G	
Service Counters	Parks	1st & 2nd floor-service counters are too high in: parks, finance, public works, p and z	remodel all counters to allow forward approach access	pending resources	2	\$ 2,500.00	Parks Structures for ADA improvements	
Drinking Fountains	Parks	If Drinking fountains are provided 2 are required one for standing and one for seated persons. 1st floor seated fountain projects into circulation path	Replace with fountain to serve both sitting and standing persons- max 4" project or if major remodel is undertaken relocate and recess	pending resources	2			
Accessible Routes-Interior	Parks	Fire Dept access door-door closing speed excessive	adjust closures or replace w/ spring hinges		2	\$ 200.00		
Accessible Routes-Interior	Parks	2nd floor door to planning and zoning dept and building dept has excessive opening force and closing speed, lacks adequate egress maneuvering clearance, service counter encroaches into the required clear space	adjust closures or replace w/ spring hinges, move building department service counter or shorten it by 6 inches	Opening force/closing speed of door and encroachment into the required clear space was remedied Sept 2015	2			

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks O=other	Date Completed
Signs	Parks	exercise room/council toilet room is accessible toilet for 1st floor-it has no directional signs	directional signs needed for toilet off of council chambers if it is to be used by the public as the 1st floor accessible restroom		2	\$ 150.00 G		
Toilet Facilities	Parks	Police Dept-toilet paper and paper towel dispensers do not meet requirements	lower toilet paper dispenser to maintain proper grab bar clearance, lower paper towel dispenser within reach 48" max		2	\$ 100.00 G		
Toilet Facilities	Parks	Police Dept 2nd floor toilet room was built to be accessible but is only partial so-inaccessible lavatory encroaches on water closet clear space, door access maneuvering	remodel to accessible standards and correct other minor deficiencies at the time of remodel		2			
Toilet Facilities	Parks	Police Dept- toilet rooms lack proper signing on latch side of the door	add proper signing on the latch side of the door		2			
Break Rooms	Parks	1st & 2nd floor-Employee break rooms: all sinks are too high	all should be remodeled to allow access		3			
Picnic Facilities	Parks	outside picnic table inadequate toe clearance	extend table top a minimum of 17 beyond the vertical support legs	DONE- Built new	3	\$300.00 G		5/1/2013
Signs	Parks	permanent rooms and spaces have no tactile braille signs on latch side of door	Add tactile braille signs on latch side of door for all permanent rooms and spaces.		4	\$ 1,000.00 G		
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>								
Accessible Routes-Exterior	Parks	Employee access west side; door closing speed is excessive	reconstruct exterior landing setting it higher and convert manual keyed entry to electronic key punch or key card entry system so door can be operated with one hand		5			
Accessible Routes-Interior	Parks	platform lift provided to access 2nd floor of police station-not accessible	persons needing to use the lift should be accompanied and assisted by a lift operator	lift should be removed or operator provided	5			
Toilet Facilities	Parks	1st floor employee and public toilets are not accessible-all toilet rooms should be accessible	remodel 4 rooms as a group making each a single accessible toilet compartment with lavatory		5			

EXHIBIT "D"  
 City of Sandpoint Transition Plan Action Log  
 Public Buildings and Facilities

	Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed	
	Toilet Facilities	Parks	Police Dept-no accessible shower units	add new centrally located accessible unisex employee shower rooms		5				
	Toilet Facilities	Parks	Police Dept 1st floor toilet roomes not accessible, nor are the showers	remove showers to create additional space to facilitate accessiblity retrofits of the toilet rooms while building a centrally located accessible unisex shower room		5				

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Community Hall											
Note:											
1) All new Construction to be compliant											
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.											
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed			
men's toilet	Parks	obsolete radiator conflicts with water closet clear space	relocate or remove radiator in men's room	done		\$ 50.00	G	2/2/2011			
men's toilet facilities	Parks	compartment doors swing into clear space	reverse compartment door swing direction	done		\$ 200.00	G	6/6/2011			
Wmns toilet facilities	Parks	toilet is non compliant	replaced women's toilet	done		\$ 263.00		12/12/2011			
all toilet facilities	Parks	toilet paper dispenser and coat hooks misplaced	lower coat hooks & move toilet paper dispensers closer to water closets	done		\$ 50.00	G	2/3/2011			
all toilet facilities	Parks	tactile signs not present	install toilet room handicap/brail signs on lever side of the doors	done		\$ 200.00	G	2/10/11 2/3/11			
men's toilet facilities	Parks	not self closing	install spring hinges	done							
men's toilet facilities	Parks	door pulls needed on both sides	add door pulls on both sides	done				2012			
Wmns toilet facilities	Parks	compartment doors swing into clear space	reverse compartment door swing direction	done				2012			
Wmns toilet facilities	Parks	not self closing	install spring hinges	done				2012			
Wmns toilet facilities	Parks	door pulls needed on both sides	add door pulls on both sides	done				2012			
all toilet facilities	Parks	door nobs not accessible.	replace door knobs with accessible door pulls	done				2012			
Parking	Parks	1 van accessible stall is provided but it is deficient; sign is too low	When restripe occurs, raise and relocate the signs, identify space van-accessible.	done- Moved ADA parking to the north end of parking lot and built accessible ramp from stall to rear entrance		\$4,000 for parking and back porch	G	9/30/2014			
Parking	Parks	1 van accessible stall is provided but it is deficient; excessive slope	relocate accessible parking space to north end of south bay for more level surface	done- Moved ADA parking to the north end of parking lot and built accessible ramp from stall to rear entrance		\$4,000 for parking and back porch	G	9/30/2014			

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks I=improvement O=other	Date Completed
Parking	Parks	1 van accessible stall is provided but it is deficient; lacks access aisle	When restripe occurs, provide 11' wide space with 5' wide access aisle	done- Moved ADA parking to the north end of parking lot and built accessible ramp from stall to rear entrance		\$4,000 for parking and back porch	G	9/30/2014
Accessible Routes	Parks	Rear entrance from parking lot is not accessible	reconstruct the back porch to meet accessible criteria	done- Moved ADA parking to the north end of parking lot and built accessible ramp from stall to rear entrance		\$4,000 for parking and back porch		9/30/2014
Accessible Routes	Parks	front walk exceeds 5% requires hand rails-front porch slopes at 2.2%	reconstruct street sidewalk to porch as compliant ramp-install hand railings on both sides for full length of run-re-deck the porch to level and raise it 1.5" to match threshold	9/30/2014 Moved ADA parking to the north end of parking lot and built accessible ramp from stall to rear entrance		\$ 3,000.00	G	9/30/2014
Accessible Routes	Parks	Sidewalk on south side of building-slopes exceed 2% - 12.5% segment has excessive running slope	construct new sidewalk from access aisle of relocated parking to street sidewalk at less than 5% grade, intersect street sidewalk at slope at less than 2%	9/30/2014 Moved ADA parking to the north end of parking lot and built accessible ramp from stall to rear entrance		\$ 6,000.00	G	9/30/2014
Kitchen	Parks	food service counter is provided but is not accessible	lower counter to 36" max, increase depth of counter for forward approach.		2			
Kitchen	Parks	more than 50% storage and freezer space beyond reach	lower or create accessible storage- address freezer space		2			
Kitchen	Parks	oven needs an accessible work surface	accessible work surface needed next to oven		2			
Kitchen		oven controls out of reach	When next replaced purchase new oven with controls in front		2			
Kitchen		3 sink styles provided but are not accessible; mounted too high and lack knee and toe clearance	as sink are replaced one of each type should be accessible		2			

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed
Accessible Routes	Parks	Front door hardware not accessible - excessive closing speed	install accessible door latch-adjust door closing speed	pending resources	4	\$ 2,500.00	G	
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>								
Accessible Routes	Parks	front door threshold too high	re-deck the porch to level and raise it 1.5" to match threshold	9/30/2014 Moved ADA parking to the north end of parking lot and built accessible ramp from stall to rear entrance	5	\$ 1,500.00	G	

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

City Parking Lot										
Note:										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan	Date Completed		
Depository	Parks	only one fee tube provided on south side of lot	provide a second tube to service accessible stalls on north side of lot	done				2012		
Parking	Parks	parking sign posts too low	replace parking sign posts with longer ones to raise the signs	done		Street Dept.		done		
Parking	Parks	none are marked van-accessible	restripe 1 space to van-accessible standards: 11' W with 5' wide aisle-aisle on passenger side	done				2012		
Parking	Parks	most lack access aisles	change layout to include 60" W access aisles for full length of space		3					
Parking	Parks	northeast and southeast spaces exceed maximum 2% slope	level existing spaces or relocate to level space		3					
As our high priority projects are completed, the following deficiencies will be evaluated and addressed.										
Depository	Parks	envelope supply beyond maximum 48" reach range	modify design to lower envelope supply to 48" max.	Lot now Free parking- Depository Removed				7/31/2016		
Depository	Parks	level clear space lacking	create level clear space in front of tubes (min 48"x30")	Lot now Free parking- Depository Removed				7/31/2016		

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

City Beach										
<b>Note:</b>										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks I=improvement O=other	Date Completed		
City Beach Parking	Parks	signs for accessible spaces are too low	Raise existing signs and delineate van-accessible stalls.	Done		\$ 138.78		3/5/2012		
Toilet Facilities	Parks	restrooms close in winter but park is still used at lower use level	Place accessible portable toilet on level surface during off season.	Done		\$ 360.00	G	10/1/2011		
Toilet Facilities	Parks	no accessibility signs present on south restroom	install required ADA accessible/brail toilet room signs at restrooms on S. Beach on latch side of door	Done		\$ 100.00	G	12/12/2011		
Access Routes	Parks	current access to concessions building is non-compliant	Original recommendation: construct ramp to concession building deck and replace deck boards that have knot holes. Along with a remodel of the concession stand interior we tore out the old concrete access routes that were not compliant. Forms for a new fully compliant concrete slab (deck and access routes) have been laid as of 3/28/13, bid process is complete, completion is estimated for May 27, 2013.	Done		\$9,990 for both access route items relating to Concession building.	Parks Capital Improvement Fund	2013		
Access Routes	Parks	current access to concessions building is non-compliant	Original Recommendation: Reconstruct sidewalks to concession building toilet rooms, provide adequate landings and correct excessive side slope. Along with a remodel of the concession stand interior we tore out the old concrete access routes that were not compliant. Forms for a new fully compliant concrete slab (deck and access routes) have been laid as of 3/28/13, bid process is complete, completion is estimated for May 27, 2013.	Done		\$9,990 for both access route items relating to Concession building.	Parks Capital Improvement Fund	2013		
Drinking Fountain	Parks	if drinking fountain is provided then one for sitting and one for standing is required	Original Recommendation: Raise concession building drinking fountain for standing persons. A broken drinking fountain was removed from the concessions building and we purchased a new fountain to service sitting and standing persons in March 2013. It will be installed and in use by the estimated May 27th completion date.	Done		\$ 2,050.00	Parks Capital Improvement Fund	2013		

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed
Drinking Fountain	Parks	if drinking fountain is provided then one for sitting and one for standing is required	reconstruct and extend concrete slab at new beach toilet for seated drinking fountain access.	done				9/1/2012
Access Routes	Parks	beginning of asphalt path at boat launch area has excessive running slope	access is available at alternate end of the path	Done				Done
City Beach marina	Parks	City Beach marina has numerous accessibility issues	1 boarding pier, 3 boat slips and the commercial passenger vessel slip should be made accessible	Done				7/20/2012
Play Structure	Parks	play structure should be accessible		Done				2010
Access Routes	Parks	City Beach marina has numerous accessibility issues	Reconstruct the sidewalk to the commercial tour boat slip making it wider and turn area more level.	Done				7/1/2012
Toilet Facilities	Parks	stall doors not compliant	upgrade stall doors with self-closing hinges and door pulls on both sides		1		G	
City Beach marina	Parks	no existing directional signing to compliant marina	Place directional signs at city beach marina day use, and visitor moorage areas indicating accessible alternatives at windbag marina.		1	\$ 200.00	G	
Toilet Facilities	Parks	concessions restrooms not accessible	Place directional signs at concessions restroom to accessible south beach restrooms		2	\$ 200.00	G	
Toilet Facilities	Parks	stall widths viewed as narrow	adjust stall width's to 35"-37" when possible.		2		G	
Toilet Facilities	Parks	neither concessions nor south restrooms have ambulatory stalls present	retrofit one stall in each room of the south beach restroom to be ambulatory accessible,		2	\$ 150.00	G	
City Beach Parking	Parks	several spaces exceed 2% slope	Address slope issues in existing locations	spring 2015	2			
City Beach Parking	Parks	access aisles not provided or too narrow-accessible stalls in proximity to storm drains	When the lot is next striped change layout to include 60" W access aisles-avoid storm drains- modify 2 spaces for van-accessibility, construct additional sidewalk where required to connect aisles to circulation path	spring 2015	2	\$ 600.00	G	

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks O=other	Date Completed
Benches	Parks	benches do not have suitable clear ground space at one end and are not correctly dimensioned as transfer style benches	recommend 50% of benches be accessible. As ADA accessible benches are added or replaced create suitable clear ground space at one end for companion seating.	All Benches donated to city parks are intalled with companion seating ground space at one end.		\$2,000	Ongoing: 2 more added in 2016	
Picnic Units	parks	39 picnic tables are not accessible nor are pedestal grills	Recommend minimum 20% of picnic units be accessible. Disperse to all special intrest areas, include accessible routes and concrete slabs for level use areas. Pedestal grills should be included in slab, extend table top planks to provide min 17" toe clearance depth.	will make 2-3 accessible units yearly	3	\$1200 for 1 unit in 2016	Ongoing: 1 accessible unit added in 2016	
Access Routes	Parks	City Beach Marina has numerous accessibility issues	Reconstruct the sidewalk to the commercial tour boat slip making it wider and turn area more level.	need to do sidewalk	4			
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>								
Access Routes	Parks	current access is non-compliant	Reconstruct sidewalks to boat slp/marina area; eliminate excessive slope and storm drain openings,provide access to porta potty dump station at beach marina		5			
Access Routes	Parks	boarding piers not accessible	construct sidewalk to boarding piers starting from the parking lot level; eliminate excessive compound slopes. 5% or less running slope	need design and funding	5			
Access Routes	Parks	no compliant route to basketball court	Construct compliant access route to basketball court		5			
Access Routes	Parks	no compliant route to horseshoe pits	Construct compliant access route to horseshoe pits.		5			
Play Structure	Parks	south structure lacks accessible routes	Abandon south play structure, consolidate at north structure	structure to be replaced	5			
Play Structure	Parks	not enough ground level play components	provide additional ground level play components (3 min)	structure to be replaced	5			
Play Structure	Parks	sand is non-compliant surface	provide alternative accessible surface to make 3 of the ground level play components and two additional elevated play components accessible	structure to be replaced	5			

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Windbag Marina										
<b>Note:</b>										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed		
Parking	Parks	Parking improvements scheduled for phase 2	Of two planned accessible parking spaces make one van-accessible (11'W) and 5' W access aisle	done		\$ -	SURA/ O	2012		
Parking	Parks	Parking improvements scheduled for phase 2	install required signs	done		\$ 200.00	SURA/ O	Oct-11		
Parking	Parks	Parking improvements scheduled for phase 2	provide accessible route to accessible gangway	done		\$ 1,000.00	SURA/ O	Oct-11		
Accessible Routes	Parks	Accessible ramp from van accessible stall furthest east is excessively sloped	remove the ramp, stripe a corridor from the access aisle of the van accessible stall to the next nearest ramp at the roundabout	done		\$ 550.00	Parks Grounds Budget	9/30/2012		
Boat Slips	Parks	Qty 5 ADA Boat Slips	install qty 5 - 30' compliant slips	done		\$ 74,000.00	SURA/ O	Oct-11		
Toilet Facility	Parks	Addition of portable toilet structure scheduled for phase 2	install accessible portable toilet; placed on level firm surfaces adjacent to accessible routes	done		\$ 25,000.00	SURA/ O	Oct-11		
Toilet Facility	Parks	One of the two portable toilets should be compliant.	2 portable toilets provided; 1 of which is accessible	done		\$ 550.16	Parks Grounds Budget	Jul-05		
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>										

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

War Memorial Field										
Note:										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed		
Parking	Parks	no off-street parking currently provided	1 stall relocated from boat launch area to entrance end of Lakeview Boat Launch parking lot and made van accessible.	done per memorial master plan		\$ 300.00		6/6/2011		
Parking	Parks	Accessible parking spaces are not dispersed to serve both Lakeview boat launch and memorial	1 stall relocated from boat launch area to entrance end of Lakeview Boat Launch parking lot and made van accessible.	done per memorial master plan		\$ 150.00		6/6/2011		
Baseball Dugouts	Parks	no wheelchair spaces or companion seating at dugout benches and dugout is inaccessible.	provide new accessible team seating areas with wheelchair space. Provide accessible ramps if below grade dugouts are desired.	done - rebuilt				2013		
Ball Field Toilet	Parks	largely accessible but small improvements are needed.	insulate lavatory water supply and drain lines		1	\$ 150.00	G			
Ball Field Toilet	Parks	largely accessible but small improvements are needed.	add tactile signs on entrance doors		1	\$ 300.00	G			
Ball Field Toilet	Parks	largely accessible but small improvements are needed.	lower the urinal lower each hand dryer		1	\$ 500.00	G			
Ball Field Toilet	Parks	largely accessible but small improvements are needed.	lower each hand dryer		1	\$ 100.00	G			
Ball Field Toilet	Parks	largely accessible but small improvements are needed.	upgrade stall doors with self-closing hinges and door pulls on both sides.		1	\$ 400.00	G			
grandstand bleachers	Parks	no wheelchair spaces or companion seating is present at grandstands & bleachers	provide 10 total dispersed wheelchair spaces with required companion seating and accessible routes to seating	accessible restrooms will be included in this project	1	\$3,100,000	O= 1% sales tax collected inside Sandpoint City limits for 5yrs	This project begins 9/19/16 and is expected to end by August 2017.		
Ball Field Toilet	Parks	direction signs to accessible toilet are not present	provide directional sign from accessible parking to accessible ball field toilet after an accessible route is created. Provide directional signage from grandstands as well.	when accessible route is created	2					

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed
Sales/Service Counters	Parks	All counters are too high and lack required clearance.	Construct 1 accessible counter at each sales / service counter.		2			
Sales/Service Counters	Parks	clear space at ticket boot is uneven and excessively sloped.	resurface the ticket booth clear space.		2			
Picnic Area	Parks	1 and only picnic table provided N. of ball field toilet has no wheelchair space	Retro fit existing picnic table for access	will build new table	2	\$ 500.00	P/G	
Access routes	Parks	access routes to east side toilet building and ball field bleachers have small deficiencies	construct compliant route to baseball toilet from accessible parking space, and raise valve box flush with sidewalk at east side toilet building	need design and funding	4			
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>								
Memorial Grandstand Toilets	Parks	Exterior of Grandstand toilets are not accessible, directional signing to accessible toilet is not present	<b>Short term: Sign Memorial to direct people to the ball field toilet building for accessible restrooms. Do not identify the restrooms S. of grandstands as accessible.</b>	when new grand stand is built accessible toilets will be included in the structure.	1			
Memorial Grandstand Toilets	Parks	Exterior of Grandstand toilets are not accessible due to vestibule wall with only 40" of clearance. 42" required. Exterior landings are also too low.	Reverse the door swing to change required clearance to 42" and shave 3" off the vestibule wall providing a total of 43" of clearance. Pour new door landings	when new grand stand is built accessible toilets will be included in the structure.	5			
Memorial Grandstand Toilets	Parks	Interior of Grandstand toilets have minor deficiencies	replace sinks with units with adequate knee clearance and accessible faucets, lower hand dryers and paper towel dispensers, lower urinals, install automatic flush control valves, retrofit one stall in each room with grab bars on both sides of stall and adjust stall width, install tactile signs on latch side of door	when new grand stand is built accessible toilets will be included in the structure.	5			
Access routes	Parks	accessible routes from Ontario to grandstands, grandstand toilet building, and guest bleachers are not present	Construct compliant routes to grandstand, grandstand toilet building & guest bleachers	per memorial master plan	5			

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed
Access routes	Parks	on-site concrete sidewalks to ball field dugout area is not compliant	extend sidewalks to the baseball field dugout area	need design and funding	5			
Access routes	Parks	1 and only picnic table provided N. of ball field toilet has no accessible route	construct accessible route from sidewalk	per memorial master plan	5			
Club House Toilets	Parks	toilet rooms are not compliant	provide directional signing to accessible ball field toilets; consider replacing the building	when new grand stand is built	5			
Drinking Fountain	Parks	no fountain for standing persons provided.	provide one drinking fountain for standing persons	per memorial master plan	5			
Drinking Fountain	Parks	Baseball area-fountain not separated from concrete slab that serves as a circulation path	separate existing fountain from circulation paths	relocate fountain	5			
Baseball bleachers	Parks	no wheelchair spaces or companion seating is present at baseball bleachers	At baseball bleachers provide 5 dispersed wheelchair spaces w/ required companion seating.	design and funding needed	5			

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Lakeview Park										
Note:										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed		
Parking LV Lot-Serves Memorial Field & Boat Launch	Parks	Spaces are not adequately dispersed	1 stall relocated to entrance end of parking lot and made van accessible.	Done		\$ 88.67		6/6/2011		
Parking LV Lot-Serves Memorial Field & Boat Launch	Parks	no van-accessible parking sign present	installed 2 van-accessible parking signs	Done		\$ 138.78		3/20/2012		
Parking LV Lot-Serves Memorial Field & Boat Launch	Parks	no van-accessible spaces present	1 space was made van accessible with access aisles delineated	Done		\$ 88.67		6/6/2011		
Parking LV Lot-Serves Memorial Field & Boat Launch	Parks	accessible spaces have minor deficiencies.	lot was restriped	Done		\$ 88.67		6/6/2011		
Toilet Facilities	Parks	Restrooms presently inaccessible	provide year round accessible portable toilet	Done		\$ 780.00		Jun-11		
Signage for Toilet Facilities	Parks	presently not available	provide directional signage to accessible restrooms at memorial ball field	Done		\$ 250.00		2011		
Parking LV Lot-Serves Memorial Field & Boat Launch	Parks	provided spaces are for single vehicles only when primary function of the lot is for the boat ramp	"recommended" we provide 1 longer accessible space suited to trailer parking.	Done				2013		
Boating Facilities	Parks	gangways are constructed with expanded metal decks wit openings exceeding 1/2"-Vertical changes in level at gangway transitions exceed 1/2"	resurface gangway to eliminate openings-provide transition plates at gangway connections	Done				2012		
Street Parking LV	Parks	no van-accessible space is provided to service LV onsteet parking	Provide 1 van-accessible on street parking spot where LV path begins, provide van-accessible sign	Done		\$ 400.00		8/23/2015		
Boating Facilities	Parks	an opening exists at Dock connections	cover gap between dock sections.		1					
Accessible Routes	Parks	valve box protrudes on route to women's room	Lower valve box to women's room		2	\$ 300.00	G			

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed
covered picnic shelter	Parks	ramp to shelter is too steep and lacks hand rails	reconstruct concrete walk to picnic shelter at less than 5% slope.		2			
Boating Facilities	Parks	grate covering trench drain has openings exceeding 1/2"	replace a section of grating across the trench drain with solid cover,		2	\$ 100.00	G	
Benches	Parks	bench located at play structure is inaccessible-bench lacks space for companion seating and turf grass is not a suitable surface for access.	Relocate bench at play structure adjacent to accessible route and provide surfaced wheelchair space at one end.	buy new bench to install next to accessible route	2	\$ 1,500.00	P/G	
Play Area	Parks	Sand surfaces are inaccessible-of 20 ground level components 1 of each type should be accessible	Additional rubber mat surfaces needed at ground level play components.	replace sand w/ bark	2	\$ 5,500.00	P/G	
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>								
Accessible Routes	Parks	route to LV restroom from Ontario is an old surfaces; cracked with raveled edges and has excessive cross slopes.	replace route segments in poor condition from onsteet van-accessible parking to accessible portable toilet		5			
Accessible Routes	Parks	old asphalt paths in need of repair	Construct suitable base and resurface the asphalt trail to meet ADA specs, and provide level resting areas at each end of trail segment exceeding 5% slope		5	\$6000 per year until trail is completed	P/G/O	
Toilet Facilities	Parks	presently inaccessible	Correct interior deficiencies that are feasible to marginally improve accessibility, or rather than reduce fixtures replace toilet building as soon as possible	<i>*Coincide with replacing access routes.</i>	5			
covered picnic shelter	Parks	constructed routes to individual picnic units not provided	provide route to make one individual picnic unit accessible.	redo when routes are redone	5			

EXHIBIT "D"  
 City of Sandpoint Transition Plan Action Log  
 Public Buildings and Facilities

	Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed		
	Picnic Facilities	Parks	picnic tables are inaccessible, grills are located on turf grass	After routes are reconstructed to the covered picnic shelter, the shelter along the trail and 1 designated accessible picnic unit: construct a level firm surface for the accessible individual picnic unit, relocate pedestal grills adjacent to concrete surfaced use areas, provide accessible picnic tables at all three locations.		5					

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Pine Street Park										
<b>Note:</b>										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed		
Accessible Routes	Parks	Current access to all amenities is turf grass	Original Recommendation: Install accessible routes from parking to water fountain. Playground refurbishment in 2013 included an accessible route to a water fountain placed near the baseball bleachers.	Done			Parks Capital Improvements	Oct 31st 2013		
Play Area	Parks	sand is not accessible surface	Original Recommendation: Remove Sand.	Done- We used accessible wood chips instead			Parks Capital Improvements	Oct 31st 2013		
Play Area		Slide is not Playground Safety Compliant	Original Recommendation: Remove Slide.	Done- 2 new slide meets playground safety standards.			Parks Capital Improvements	Oct 31st 2013		
Play Area		Old swings are too small to add accessible seating	Original Recommendation: Remove Swing Set.	Done- new 4 bay swing set meets playground safety standards and 2 of the swings are ADA compliant.			Parks Capital Improvements	Oct 31st 2013		
Play Area		Existing play components are not accessible and do not meet playground safety standards.	Purchase a new play structure, make ground components ADA accessible, purchase new swingset with adaptive seating for ages 2-5 and 5-12, and fill the play pit with engineered wood fiber	Done		\$ 28,288.46	Parks Capital Improvements	Oct 31st 2013		
Restroom Facility	Parks	no toilet facility is provided	provide one level space for one accessible portable toilet.	Done				Oct 31st 2013		
Drinking Fountain	Parks	existing fountain in not compliant for seated or standing persons	Original Recommendation: relocate and Install accessible drinking fountain for seated and standing persons near bleachers.	Done		\$ 1,400.00	P/G/O	Oct 31st 2013		
Parking	Parks	parking is on the opposite side of the park from main amenities.	Original Recommendation: stripe side street nearest path to play structure for Handicap Use. We have developed plans on paper to repave Ella between Pine and lake, to include an accessible route through the park from public transportation all the way to city hall, diagonal parking on Ella, addition of 1 ADA compliant stall and 1 ADA van accessible stall also on Ella.	Done			Parks Capital Improvements	Sept 30th 2014		

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed		
Accessible Routes	Parks	Current access to playground, toilet, and Water Fountain is turf grass	Original Recommendation: Install accessible routes from parking to playground, toilet, and Water Fountain	Done			Parks Capital Improvements	Sept 30th 2014		
Parking	Parks	parking on West side of park is aggregate and no van-accessible space is delineated	Original Recommendation: Pave or pour a concrete slab large enough for one van accessible parking space, access aisle (16'x20'). Install pavement markings and the required parking sign.	<i>In the interim: construction of a new parking area on Ella to primary amenities completed in Sept 2014 included a van accessible parking space.</i>	1					
Picnic Tables	Parks	picnic table is inaccessible	Install minimum of 2 accessible picnic tables		2	\$ 1,400.00	P/G/O			
Accessible Routes	Parks	Current access to baseball bleachers is turf grass	Original Recommendation: Install accessible routes from parking to bleachers. Create wheelchair companion seating space at bleachers.	Part of playground refurbishment included an accessible route from the park boundary as far as the new accessible drinking fountain, but it needs to be extended to reach the baseball bleachers and provide companion seating.	3		Parks Capital Improvements			
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>										
Accessible Routes	Parks	Current access to baseball field is turf grass	Original Recommendation: Install accessible routes from parking to a designated area for spectators at the baseball field		5		Parks Capital Improvements			
Accessible Routes	Parks	Current access to basketball courts is turf grass	Original Recommendation: Install accessible routes from parking to Basketball Courts		5		Parks Capital Improvements			

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Old 9th Grade Park											
<b>Note:</b>											
1) All new Construction to be compliant											
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.											
<i>Location</i>	<i>Responsible Dept.</i>	<i>Compliance Item</i>	<i>Corrective Action</i>	<i>Additional Comments</i>	<i>Priority 1-5</i>	<i>Estimated Costs</i>	<i>Funding Plan: G=general fund P=parks I=improvement O=other</i>	<i>Date Completed</i>			
Drinking Fountain	Parks	This is a sport venue and should have a drinking fountain	install an accessible drinking fountain to service both sitting and standing persons	DONE				8/30/2015			
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>											
Accessible Routes	Parks	Access to park via street sidewalk on Lake Street is in poor condition.	When sidewalk on Lake St. is scheduled to be replaced, construct compliant routes to ball field	DONE	5			8/30/2015			
Accessible Routes	Parks	Access to park via street sidewalk on Lake Street is in poor condition.	When sidewalk on Lake St. is scheduled to be replaced,construct compliant routes to portable toilet	DONE	5			8/30/2015			
Accessible Routes	Parks	Access to park via street sidewalk on Lake Street is in poor condition.	When sidewalk on Lake St. is scheduled to be replaced, construct compliant routes to 1 accessible picnic tables	DONE	5			8/30/2015			
Accessible Routes	Parks	Access to park via street sidewalk on Lake Street is in poor condition.	When sidewalk on Lake St. is scheduled to be replaced, construct compliant routes to site for planned drinking fountain.	DONE	5			8/30/2015			

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Farmin Park										
<b>Note:</b>										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed		
Drinking Fountain	Parks	1 fountain provided for seated persons is too high	Install an accessible drinking fountain on level surface.		1	\$ 4,300.00	G/P			
Benches & Picnic Tables	Parks	benches lack ground space on one end for companion seating and picnic facilities are not accessible.	Construct accessible routes to (2) ADA compliant picnic tables, and move bench to allow room for a wheelchair to sit next to it.	plan to build 2 new ADA tables pour concrete	2					
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>										

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Jeff Jones Park (Town Square)										
<b>Note:</b>										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks I=improvement O=other	Date Completed		
Accessible Routes	Parks		ADA sidewalk approach from Third and Main was replaced	done		\$ 1,955.87	Park Structures for ADA Improvements	5/23/2012		
Toilet Facilities	Parks	brick vestibule wall constricts clearance perpendicular to door, Min 54" required clearance;only 40" provided	reverse swing of the doors reducing required clearance to 42". Shave 3" off inside of vestibule wall, providing a total of 43" of clearance	done		\$ 4,500.00	Government Building and Grounds	7/20/2012		
Toilet Facilities	Parks	required toilet room signs not provided	install required ADA accessible/Braille toilet room signs on latch side of door	done		\$ 100.00	G	12/12/2011		
Parking	Parks	street parking has space for 6 vehicles; van-Accessible space not provided	delineate 1 van-accessible space 11' W with 5' wide access aisle, align with curb cut.	done			Park Structures for ADA Improvements	Done		
Parking	Parks	van-Accessible parking sign no rovided	Provide appropriate van accessible parking sign upon completion of delineating a van accessible space	done			Park Structures for ADA Improvements	Done		
Toilet Facilities	Parks	toilet doors need upgraded	stall doors open in, are self-closing and have door pulls on the inside	done		\$ 150.00	G	Done		
Toilet Facilities	Parks	Restrooms closed for construction in 2012	provided accessible portable toilet during restroom closure	Done		\$ 37.40	Government Building and Grounds	Done		
Toilet Facilities	Parks	urinals are too high	lower 1 urinal (rim 17" max above the floor)		2					
Toilet Facilities	Parks	Sinks mounted too low	raise 1 sink in both men's and women's rooms for knee space		2		G			
Drinking Fountain	Parks	1 fountain provided but lacks adequate toe clearance depth	Install an accessible drinking fountain		3					
Picnic Tables	Parks	existing tables are inaccessible	modify or add tables to provide 2 accessible tables.		5	\$ 1,500.00	G			
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>										

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Third Ave Pier										
<b>Note:</b>										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed		
Parking		No van accessible parking	Third Avenue Pier is being refurbished in 2013 to include: 1 van accessible parking stall, accessible route to pier, and wooden pier will be replaced with concrete.	done	2013	\$1400 for the entire project	G	June 30, 2013		
Accessible Routes			Third Avenue Pier is being refurbished in 2013 to include: 1 van accessible parking stall, accessible route to pier, and wooden pier will be replaced with concrete.	done	2013	\$1400 for the entire project	G	June 30, 2013		
Picnic Area	Parks	Picnic table and route to it are inaccessible.	Construct concrete walk to accessible picnic table.		2					
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>										

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Travers Park										
<b>Note:</b>										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks improvement O=other	Date Completed		
Parking	Parks	accessible spaces lack access aisles, max 2% slope is exceeded, signs too low	When the lot is next restriped, move handicap spaces; raise handicap parking signs	Done		\$ 433.50	G	2011		
Parking	Parks	van accessible not delineated	signage to identify van accessible spaces	Done		\$ 306.49	Park structures	3/5/2012		
Toilet Facility	Parks	portable toilets provided near Field 4	Replace 1 of 2 portable toilets along trail with accessible model	Done		\$ 455.00		2011/12 fiscal		
Picnic Shelter	Parks	walk to shelter was 6.5%	route to picnic shelter was reconstructed with a lesser slope under 5% in fall of 2010	Done				Fall 2010		
Play Area	Parks	no constructed route to old play area and play area was inaccessible	new all-access playground installed and route to new play area constructed with a lesser slope under 5% in fall of 2010	Done				Fall 2010		
Tennis Courts	Parks	walk has excessive 3.4% cross slope- gate swings into landing	Address slope and reverse door swing	Done				Fall 2010		
Drinking Fountain	Parks	2 fountains for seated persons are inaccessible	Replace 2 drinking fountains with accessible variety on level surfaces.	installed accessible drinking fountain and sidewalk with pad		\$ 5,000.00		8/5/2016		
Picnic Facilities	Parks	picnic shelter tables are inaccessible	Acquire 2 accessible picnic tables for picnic shelter.		2	\$ 1,400.00	P/G			
Dugouts and bleachers	Parks	Constructed routes do not extend to dugouts and bleachers	Extend paths to dugouts and bleachers at Field 1 & 2.		3					
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>										
Toilet Facility	Parks	toilet facility is not in compliance	Obtain structural plan for Travers Restroom remodel; use concessions if needed.	consider adding accessible drinking fountain on outside of building	5		Park structures budget for ADA improvements			

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks improvement O=other	Date Completed
Accessible Routes to Toilets	Parks	segments with excessive cross slopes and running slopes, cracks greater than 1/2"	defer accessible route work to coincide with building replacement.		5			
Toilet Facility	Parks	toilet compartments are undersized, omitted grab bars, fixtures at incorrect heights and restricted maneuvering space	make accessible stalls larger, eliminating one fixture per room, or rather than reducing # of fixtures; if remodeling convert concessions area of building to accessible toilet rooms.		5			
Routes to Sport Fields	Parks	path to Fields 1 and 2 have excessive 8% slope-prematurely terminates before bleachers and dugouts.	Reconstruct sports field routes with running slopes of less than 5% , cross slopes less than 2%		5			
Dugouts and bleachers	Parks	no wheelchair space at dugouts or bleachers and no companion seating at bleachers	Construct wheelchair space at dugouts and 2 wheelchair spaces with companion seating at each bleacher section.		5			
Trail	Parks	Asphalt bike path does not service field 4-some segments are in need of repair	Maintain trail to accessible route standards from beginning to Field 4.		5			

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Great Northern Park										
<b>Note:</b>										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed		
Toilet Facilities	Parks	Two standard sized portable toilets are provided	Swap 1 existing portable toilet with accessible portable toilet	Done		\$ 780.00	G	Spring 2011		
Parking	Parks	required signs are not provided and stalls near toilet building lack delineated access aisle.	Install required signs in parking area and delineate access aisle at stalls near the toilet building.	Done		\$ 433.50	G	2011		
Drinking fountain	Parks	if drinking fountains are provided, two are required one for standing persons and one for seated persons. 1 for seated persons provided but not separated from circulation paths	separate existing from circulation paths and provide second to service standing persons.	Done		\$ 1,500.00		2011		
Picnic Facilities	Parks	1 inaccessible picnic unit provided on turf grass	Construct picnic table slab to provide level use area, and connect to accessible route. Replace existing with compliant table.		2	\$ 4,000.00	P/G			
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>										
Accessible Routes	Parks	no access paths are provided to soccer fields and spectator areas	Construct routes to benches, soccer fields, and spectator areas.		5					

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Centennial Field										
<b>Note:</b>										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed		
Parking	Parks	pavement markings are omitted from loading zone	When Travers is restriped, restripe passenger loading zone.	Done		\$ 1,200.00	G	2014		
Toilet Facilities	parks	two portable toilets are provided	construct a level surface place 1 compliant portable toilet		2					
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>										
Accessible Routes	parks	no accessible route to portable toilets	From designated parking at Great Northern, construct an accessible route to site for a compliant portable toilet.		5					
Picnic Facilities	Parks		Permanently affix compliant table to viewing deck. Replace picnic table at shelter with compliant model, add additional benches along trail for accessible seating.		5	\$ 3,000.00	P			
Accessible Routes		no accessible routes provided to soccer fields	Construct accessible routes to soccer fields.		5					
Accessible Routes		no accessible routes provided to spectator areas	Construct accessible routes to spectator areas		5					
Accessible Routes		no accessible routes provided to picnic area	Construct accessible routes to picnic area		5					
Accessible Routes		no accessible routes provided to benches	Construct accessible routes to benches		5					
Accessible Routes		asphalt terminates prematurely before reaching viewing deck	Construct accessible routes to viewing deck		5					
Accessible Routes		no trail signs regarding slope provided	Install signs about trail slopes where warranted.		5					
Accessible Routes		Segments have excessive side slopes exceeding 3%	As trail ages and needs repair, address slope issues.		5					

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Hickory Park										
<b>Note:</b>										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks I=improvement O=other	Date Completed		
Accessible Routes	Parks	no accessible route from parking to compliant toilet facility	Construct compliant route from parking to compliant portable toilet	Done				2014		
Toilet Facilities	Parks	1 standard size portable toilet provided on turf grass	Construct level surface to place a compliant portable toilet on in 2014. Upgraded to a poured level slab in 2015	Done		\$ 2,000.00	P/G	8/30/2015		
Drinking Fountain	Parks	Route not provided	Construct routes to drinking fountain	Done				2003		
N. Parking Lot (Spruce)	Parks	1 accessible space is provided, accessible sign is missing	Make accessible parking space van-accessible (16'W total), provide appropriate parking sign.		2	\$ 500.00	P/G			
S. Parking Lot (Hickory)	parks	1 accessible space is provided, access aisle on south side has an excessive 6% running slope and accessible sign is missing	During next scheduled restriping make accessible parking space van-accessible (16'W total), move & restripe one space to level specifications, provide appropriate parking sign.		2	\$ 500.00				
Picnic Facilities	Parks	tables and grill inaccessible	Replace existing picnic tables with compliant model and move or extend paths to grills		2	\$ 1,000.00	P/G			
Accessible Routes	parks	Park lacks a perimeter sidewalk on Hickory and Spruce	Construct sidewalk on Hickory and Spruce Streets		3					
Drinking Fountain	Parks	1 provided for seated person but is not compliant	Replace existing drinking fountain with compliant model to service standing and seated persons.		3	\$ 4,300.00	P/G			
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>										
Basketball Courts	Parks	Route not provided	Construct routes to basketball court		5					
Benches	Parks	Route not provided	Construct routes to benches.		5					
Play Area	Parks	Sand is not an accessible surface so play components are not accessible	Replace sand with bark so one of each ground level play components and half the elevated play components are made accessible.		5					
Skate Feature	Parks	Route not provided	Construct routes to skateboard feature		5					

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Shooting Range										
<b>Note:</b>										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks I=improvement O=other	Date Completed		
Toilet Facilities	Parks	standad sized protable toilet unit seasonaly provided	Upgrade to an accessible portable toilet after parking is addressed. Level (less than 2% slope).	DONE	1	\$ 400.00	Grant received March 2013	11/1/2013		
Parking	Parks	aggregate surface provided not deliniated for van-Accessible parking-excessibe cross slope 2.8%	Level van-accessible parking adjacent to concrete building slab, delineate parking space through signage.	DONE	1	\$ 3,000.00	Grant received March 2013	11/1/2013		
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>										

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Mickinnick Trailhead										
<b>Note:</b>										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement Q=other	Date Completed		
Toilet	Parks	Clearance parallel to the door not adequate.	Construct accessible routes from van-access to toilet building- extend landing to provide required 24" parallel clearance.		2					
Toilet Facilities	Parks	Signs not compliant	Install sign for accessibility after accessible route is provided to restroom and Braille is added to existing toilet sign.		2					
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>										
Picnic Area	Parks	picnic table and fountain not compliant	Construct accessible picnic table surface, lower the water hydrant and provide more clear space.		5	\$ 1,000.00	P/G			
Parking	Parks	van-accessible parking required, area is currently excessively sloped.	Level and Pave or pour concrete slab for 1 van-accessible parking space (16'x20') nearest to the toilet building. Stripe and sign as required.		5					
kiosk	Parks	Access route to kiosk not provided	Construct accessible routes from van-access kiosk		5					
trail	Parks	Access route to trail not provided	Construct accessible routes from van-access to trail.		5					
Trail	Parks	Trail is inaccessible	Make the initial 1500-foot trail section accessible.		5					
trash	Parks	Access route to trash not provided	Construct accessible routes from van-access to trash receptacle		5					

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Sand Creek: Gateway Trailhead									
<b>Note:</b>									
1) All new Construction to be compliant									
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.									
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks I=improvement O=other	Date Completed	
Parking	Parks	Parking is compliant except required signage is omitted at a van accessible space	install required sign in accordance with 502.6	ITD Scenic Byway Project Built by ItD in 2012	1		ITD		
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>									
Curb Ramp, Accessible Routes	Parks	sidewalk width at top of the curb ramp has inadequate turning space. Excessive running slope, 9.7%. Excessive flared side slope 10.5% additional landing length desirable; 48" min, 60' optimal (45" provided)	The accessible parking access aisle could be relocated further north so it would align straight to the paved bike path or the sidewalk could be made wider	ITD Scenic Byway Project Built by ItD in 2012	5		ITD		
Signs	Parks	ITD Scenic Byway Project Built by ItD in 2012 a sign board currently without signs is provided at the Gateway trailhead.	Compliance with 703.5 (visual Characters) is recommended where possible. Use 5/8" high characters for accessible sign messages and mount them 40" - 70" from the ground. Consider audio devices as an alternate means of delivering the historical information contained on interpretive signs.		5		ITD		
Signs	Parks	running slopes are generally less than 5% but cross slopes exceed 2% at half the locations measured.	Provide signing to inform users of path characteristics. Include information about length, width, grade, and cross slope. Defer resurfacing to correct excessive cross slopes until surface deteriorates.		5		ITD		

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Sand Creek Park / Parking Lot										
<b>Note:</b>										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks improvement O=other	Date Completed		
Parking	Parks	of two van accessible spaces and one standard accessible space one van accessible space is lacking an access aisle.	During next striping, relocate the access aisle to serve two van accessible parking spaces.	ITD Scenic Byway Project Built by ITD in 2012	1					
Stairs	Parks	stone steps between the bike path and the parking lot at Sand Creek Park clearly not constructed to be accessible and probably aren't required to be.	Consider replacing them with an accessible design to complete a loop route.	ITD Scenic Byway Project Built by ITD in 2012	not required					
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>										
Accessible Route, Curb Ramp	Parks	route from accessible parking spaces to the bike path is via a curb ramp and exceeds allowed maximums for gutter counter slope, and flared side slope	reconstruct noncompliant features	ITD Scenic Byway Project Built by ITD in 2012	5					
Accessible Routes	Parks	On N. side of Bridge St the sidewalk has an excessive cross slope when traveling from S. to North to the bike path.	reconstruct noncompliant features	ITD Scenic Byway Project Built by ITD in 2012	5					

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

	Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks O=other	Date Completed	
	<b>Pedestrian Access Route (Sidewalk), Curb Ramp</b>	Parks	a short sidewalk segment and diagonal curb ramp connecting the site to a pedestrian crossing on Bridge St. has an excessive 2.8% cross slope, and use of diagonal curb ramp is considered noncompliant in new construction. Contrasting color was not used for the detectable warnig surface on diagonal curb ramp.	reconstruct noncompliant features	ITD Scenic Byway Project Built by ITD in 2012	5				
	<b>Marina Pedestrian / Bike Path</b>	Parks	10' W path has one location with 5.5% running slope and two locations have cross slopes slightly exceeding 2%.	Postpone corrective action to coincide with future resurfacing maintenance. Consider providing a sign to inform users of path characteristics.	ITD Scenic Byway Project Built by ITD in 2012	5				

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Sand Creek North Pedestrian/Bike Path										
Note:										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks I=improvement O=other	Date Completed		
Pedestrian Street Crossing	Parks	cross slope is excessive at 2.5%	allowed as an exception at this mid-block location	Exception			ITD			
Blended Transition	Parks	curved portion outside of crosswalk area is not needed and incorrectly aligns pedestrians to diagonally cross the street	this blended transition is accessible. No action is necessary.	no action necessary			ITD			
Stairs - Cedar St Bridge	Parks	treads slope forward 3% for drainage, and exceed the maximum 2% slope required.	This provision applies only if stairs serve as a means of egress for building code purposes. Confirm with your code official whether they apply or not.	not required			ITD			
Stairs - Cedar St Bridge		Center stairway from Bridge St has several handrail deficiencies.	correcting the deficiencies while not an ADA requirement would improve safety. Addition of a bottom rail would also improve safety.	not required			ITD			
Stairs - Stone		Stone steps at 3 locations are probably not required to be accessible	consider providing alternative accessible access to the water's edge at a minimum of one location.	not required			ITD			
Ramp - Cedar St Bridge	Parks	provides access from shared use path to cedar st bridge. Edge protection and handrail details pose a safety hazard	1" gap in the edge protection constitute safety hazard and corrective action should be assignend a high priority. 1/2" is minimum. Install required handrail extension currently omitted.		1		ITD			
Ramp - Cedar St Bridge	Parks	Balustrades are built in sections leaving gaps between adjacent panels creating safety hazard for persons using canes, crutches and walkers.	Edge protection should be continuous and corrective action should be a high priority.		1		ITD			

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed
Signs	Parks	Trailhead signs should be provided at the bike paths.	Include information about length, width, grade, and cross slope.		1	ITD		
Benches	Parks	benches are located on sloped surface exceeding 2%. Clear space not appropriate for forward approach due to excessive cross slope.	consider moving trash can to allow 60" minimum clearance at the most level area on the South side of the first bench for accessible companion seating on sloped surface.		1	ITD		
Sidewalk	Parks	Crossing from the blended transition to the north pedestrian/bike path has excessive 2.3% cross slope	Design should have considered pedestrian travel in two directions. Reconstruct a segment of the sidewalk.	ITD Scenic Byway Project Built by ITD in 2012	3	ITD		
North Pedestrian / bike path	Parks	Grade exceeds 7% at the beginning concrete segment of the North path near Bridge Street.	Reconstruct this segment to correct the deficiency - not to exceed 5%.	ITD Scenic Byway Project Built by ITD in 2012	3	ITD		
North Pedestrian / bike path	Parks	Cross slopes were found to be excessive in half the locations measured. (2% cross slope was specified without being labeled a maximum.) Deviation to allow for construction tolerances is acceptable to +.5%. 12 locations for cross slope measurements exceed 2.5%.	Defer corrective action to coincide with future resurfacing maintenance. Interim: provide signs informing users of path characteristics including length, width, grade, and cross slope.	ITD Scenic Byway Project Built by ITD in 2012	3	ITD		
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>								

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Sand Creek Boardwalk										
Note:										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks O=other	Date Completed		
Sand Creek Landing	Parks	Nelson Boren Arch, landscaping, 45 lf of stairs,192 lf of ramping and rails, 1 bench, and landing on Sand Creek.		Done - Built by City		\$ 258,000.00	ITD Enhancement Grant	2011		
Accessible Routes	Parks	over 1,000 ft x 8' wide of pile supported pair between the new Sand Creek landing and ramp at South end. includes fire suppression.		Done - Built by City		\$ 275,202.00	Urban Renewal Agency and ID P&R Waterways Grant	2011		
Ramp - South End		Constructed as a gangway, inventoried as part of boating facility, has accessibility flaws. Excessive 17.5% slope on bottom transition plate is not compliant. Omitted handrail extensions with returns are deficiencies. Inside and bottom handrail clearance are not adequate. Edge protection prematurely terminates at the bottom.	NOT REQUIRED to be accessible because alternate accessible access exists on the north end of boardwalk. Until accessible parking, passenger loading zone or accessible route to the upper end of the ramp existis improvements to the ramp will provide limited benefits.		not required					
Stairs - Bridge St		tread surfaces slope more than 2% and bottom handrail extensions are not provided. Sidewalk at bottom going to boardwalk has an excessive slope and confined turn	ADA compliance in NOT REQUIRED as accessible route exists on the North end of the boardwalk. However, enclosed stringer on outside edges or addition of a lower rail for edge protection would provide added degreee of safety.		not required					

EXHIBIT "D"  
City of Sandpoint Transition Plan Action Log  
Public Buildings and Facilities

Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks Improvement O=other	Date Completed
Ramps- North End	Parks	top rail of the balustrade is built with a 2" x 1.5" rectangular steel tube. The 7" outside perimeter exceeds the allowed 6.25" maximum. Handrail extension is omitted on one side of the lower landing.	correct technical deficiency's with handrails. The 1-1/2" handrails used on the oppsite sides of the runs should be continued around the dog leg turns and hung an appropriate distance from the existng oversized top rail. Extend them onto landings the required 12" and ensure they are constructed with a return.	ITD Scenic Byway Project Built by ItD in 2012	3			
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>								
Ramps- North End	Parks	North end is the only accessible route.	If property is acquired, consider adding accessible parking space or passenger loading zone at this location.		5			
Signs-Historical	Parks	Installed historical informative signage on ramp rails at wheelchiar accessible height. Existing exterior informational signs are not required to be accessible.	Compliance with 703.5 (visual Characters) is recommended where possible. Use 5/8" high characters for accessible sign messages and mount them 40" - 70" from the ground. Consider audio devices as an alternate means of delivering the historical information contained on interpretive signs.	Funded by Urban Renewal Agency and Built by City in 2012. Project cost was \$7800	5			
Art Benches	parks	4 benches located along the edge of the Sand Creek Boardwalk. No ADA guidance specific to park benches. Right of Way guidelines require 1 per location be suitable as companion seating by providing clear space on one end and while not required 12" of depth beyond the bench back is desirable to allow shoulder to shoulder seating alsignment and reduce drop-off risks.	move 4 benches located along the edge of the Sand Creek Boardwalk forward away from the edge so 12" of clear space extends beyond the bench back. Though not required, edge protection should also be considered for safety.	Funded by Urban Renewal, installed by AgencArtist in 2011. Benches \$3500	5			

EXHIBIT "D"  
 City of Sandpoint Transition Plan Action Log  
 Public Buildings and Facilities

Fairgrounds Park										
<b>Note:</b>										
1) All new Construction to be compliant										
2) When a remodel or improvement is planned for a specific area ADA corrections will be addressed where possible.										
Location	Responsible Dept.	Compliance Item	Corrective Action	Additional Comments	Priority 1-5	Estimated Costs	Funding Plan: G=general fund P=parks improvement O=other	Date Completed		
Parking	Parks		16 x 32' Auto / Van ADA paved Paking.11' Vehicle with, 5' wide loading/ unloading width connects to accessible sidewalk system. One Van accessible parking spot. Cars proceed to Fairground parking					Done: 9/30/15		
Accessible Routes	Parks		6' wide minimum concrete walkways to half basketball court, 5-12 play structure, 2-5 play structure, and picnic area.					Done: 9/30/15		
Toilet Facility			Porte-potty shelter to house standard & ADA stalls					Done: 9/30/15		
Playground 5-12			accessible surface safety matting through out, accessible componants on ground level, shade sails above.					Done: 9/30/15		
Playground 2-5			accessible surface safety matting through out, accessible componants on ground level, shade sails above.					Done: 9/30/15		
Picnic Area			Picnic area and tree bosque with concrete paving and 3 ADA tables. Shade sail over tables					Done: 9/30/15		
Drinking Fountain			2 bowls; 1 sitting and one standing ADA compliant					Done: 9/30/15		
Benches			(4) 6' length ADA park benches to function with companion seating					Done: 9/30/15		
Perimeter			Chain Link fencing as security and to prevent auto access					Done: 9/30/15		
<b>As our high priority projects are completed, the following deficiencies will be evaluated and addressed.</b>										

EXHIBIT "D"  
CITY OF SANDPOINT TRANSITION PLAN ACTION LOG  
PROGRAM ACCESSIBILITY

Area of Focus	Responsible Dept	Compliance Item	Corrective Action	Additional Comments	Priority High, Medium, Low	Priority Year 1-5 or 6+	Estimated Costs	Funding Plan	Date Completed
<b><u>Program Accessibility</u></b>									
Grievance Procedures - Title VI	City Clerk	Title VI requirements for Federal Aid recipients	Completed		High	Completed			July 2010
Title I Requirements	City Clerk	Employment and Employment Grievance Procedure	A grievance procedure is already in place in the Employee Work Policy. Adopted by Resolution dated 7-17-13.		High	Completed	N/A		July 2013
Grievance Procedures - Title II and Department of Justice requirements	City Clerk	Covers all City services	Adopted by Resolution dated 7-17-13.		High	Completed	Cost is unknown.		July 2013
Effective Communication	City Clerk	Interpreter services	Funds allocated in FY 2011/2012 budget for service when needed. Other resources listed in LEP Plan, adopted 7-17-13.		High	Completed	Cost is unknown.		July 2013
Public Involvement - 2011-2016	City Clerk	Public input during Transition Plan process - adopted 10-19-11	Held 3 public meetings for public comment. Post Transition Plan on City's website.		High	Completed	N/A		October 2011
<b>Public Involvement - 2017</b>		<b>Public input during Transition Plan process</b>	<b>draft plan was provided to special needs organizations for review/comment and will present to City Council at Dec 7, 2016 meeting</b>		<b>High</b>		<b>N/A</b>		
Auxiliary Aids	City Clerk	Purchase listening auxiliary aids	Completed		High	Completed			November 2010
Title VI requirements	All City departments for monitoring ADA requirements	Title VI training	staff attended training in 2014		High	Completed			July 2014
City's website	City Clerk	update website to ADA standards	refer to Section 508		High	Oct-15	\$23,975 + additional hosting & support at annual fee of \$6,600 + 3.5% annual increase	included in budget	<b>March 2016</b>