# Table of Contents

EXECUTIVE SUMMARY .......................................................................................................................... 1
  Introduction ........................................................................................................................................ 1
  Public Participation ............................................................................................................................... 1
  Inventory efforts ................................................................................................................................. 2
  Programs & Services ............................................................................................................................ 2
  ADA Codes and standards .................................................................................................................... 2
  Monitoring and status reporting ......................................................................................................... 3

INTRODUCTION AND ADMINISTRATIVE INFORMATION .................................................................... 4
  Purpose ............................................................................................................................................. 4
  ADA Background And Disability Definition ....................................................................................... 4
    Title I: Employment .......................................................................................................................... 4
    Title ii: Public Services ..................................................................................................................... 5
    Title iii: Public accomodations ......................................................................................................... 5
    Title IV: Telecommunications .......................................................................................................... 5
    Title V: Miscellaneous Provisions ................................................................................................... 5
  Forms of accessibility ......................................................................................................................... 5
  State Disability Laws .......................................................................................................................... 6
  City of Puyallup ADA Responsibilities ............................................................................................. 6
  Transition plan requirements .............................................................................................................. 6
  Physical Accessibility ......................................................................................................................... 7
  Program accessibility .......................................................................................................................... 7
  Undue Burden ........................................................................................................................................ 7
  Glossary ........................................................................................................................................... 8

PUBLIC PARTICIPATION AND INPUT ............................................................................................... 9

ADA COORDINATOR AND POLICIES ............................................................................................ 10
  ADA Coordinator ............................................................................................................................... 10
  ADA Notice ...................................................................................................................................... 11
Grievance Procedure .................................................................................................................. 12

SELF EVALUATION .................................................................................................................. 13

Programs, Services, and Activities .......................................................................................... 13
  Customer Service .................................................................................................................... 13
  Public Meetings, Hearings, and Events .................................................................................. 15
  Printed Materials ..................................................................................................................... 15
  Website ..................................................................................................................................... 16
  Contracting/Purchasing ........................................................................................................... 16
  Staff Training .......................................................................................................................... 17

City Facilities, Streets, and Parks ............................................................................................. 17
  Buildings ................................................................................................................................. 18
  Public Right-of-Way ................................................................................................................ 18
  Parks, Trails, and Sports Fields ............................................................................................... 21
  Maintenance ............................................................................................................................ 21

TRANSITION PLANS .............................................................................................................. 23

Right-of-way transition plan ..................................................................................................... 23
  Prioritization ............................................................................................................................ 23
  Funding .................................................................................................................................... 24
  Scheduling ............................................................................................................................... 24
  Alterations ............................................................................................................................... 26
  APS Policy ............................................................................................................................... 26
  Official Responsible ................................................................................................................. 26

Next Steps .................................................................................................................................... 27
Appendices

Appendix A: Glossary of Terms
Appendix B: ADA Notice and Grievance Policy
Appendix C: Copy of Self-Evaluation Survey
Appendix D: Copy of Curb Ramp Survey Form
Appendix E: Inventory Checklists for Sidewalks, Pedestrian Signals, and Bus Stops
Appendix F: ADA Improvements Cost Estimation
Appendix G: Accessible Pedestrian Signal Policy
Appendix H: Resources

List of Figures

Figure 1: Curb Ramp Inventory ......................................................... 20
Figure 2: Puyallup Parks, Trails, and Sports Fields .................................. 22
Figure 3: ADA Prioritization Map ....................................................... 25
EXECUTIVE SUMMARY

INTRODUCTION

In 2014, the City of Puyallup kicked off Puyallup Moves, a substantial investment in planning Puyallup’s transportation future. As a part of this effort, the City updated its Transportation Element, which will guide overall transportation investments over the next 20 years; it developed an Active Transportation Plan (adopted in September 2016) which provided detailed guidance for phasing and funding projects aimed at improving the environment for travelers who walk and roll; the third piece of this effort is an Americans with Disabilities Act (ADA) Transition Plan that ensures this transportation system, other publicly provided capital facilities, and city services are accessible to all.

Approximately 18 percent of Americans are disabled and they are guaranteed by law equal access to publicly provided facilities and services. The purpose of this Transition Plan is to evaluate existing practices and facilities and develop a framework for implementing accessibility requirements across all City of Puyallup departments. The ADA requires all public agencies with fifty or more employees to develop an ADA transition plan in order to evaluate existing facilities and set steps and a schedule for implementing needed changes to bring them into ADA compliance. This Transition Plan fulfills these requirements.

PUBLIC PARTICIPATION

The ADA requires that meaningful public participation be included as part of the ADA Transition Plan drafting and adoption process. Public participation has been obtained via input for the Puyallup Active Transportation Plan. In addition, input from various stakeholders is currently being sought. Members of the public who have requested accommodations are being invited to review the draft of this plan, as well as other disabled individuals and their advocates. The draft of this plan will be provided in accessible formats upon request. In addition to the specific call for comment on this draft Transition Plan, the document will undergo public hearings that allow for public comment at Puyallup City Council meetings.

1 ADA Update: A Primer for State and Local Governments, U.S. Department of Justice
INVENTORY EFFORTS

The City completed an inventory of city owned curb ramps in 2011 to determine the location, condition, and compliance with accessibility requirements. The City has maintained the curb ramp inventory and shown progress in curb ramp compliance. The inventory and subsequent inspections surveyed 2,135 curb ramps and found that about 20 percent met the 2010 Washington Department of Transportation (WSDOT) standards, 11 percent needed only minor improvements, 64 percent needed major improvements, and 5 percent of intersections with curbs did not have ramps.

The City has not yet collected inventory in the following areas required by the ADA:

- Parks
- Sidewalks
- Buildings

This Transition Plan provides guidance for how this inventory should be collected in the future; how ADA deficiencies will be identified; and how access improvements should be prioritized to maximize the access benefits to the community.

The City has also expressed a commitment to ensuring that infrastructure investments going forward meet current ADA standards such that the City’s transportation system, public facilities, and city services become more accessible over time.

PROGRAMS & SERVICES

As a part of the background research for this plan, an audit was conducted on the City’s accessible programs and services. This audit found that while Puyallup provides accommodations, such as printed materials in alternative formats and uses a communications assistant for calls, there are a number of ways the city could improve to meet the best practices for full accommodation. This Transition Plan recommends actions for the City to take to be more accommodating of disabled individuals in its programs and services.

ADA CODES AND STANDARDS

All local governments are subject to the ADA, including Title I which covers employment discrimination and Title II which is directed at state and local government entities and their programs, services, and activities.
All newly constructed or altered local government facilities must meet the 2010 ADA Standards for Accessible Design. In addition, public transportation facilities such as bus stops and rail stations must meet the ADA Standards for Transportation Facilities issued by the U.S. Department of Transportation (USDOT) in 2006.

**MONITORING AND STATUS REPORTING**

As the City works to improve ADA compliance, it is important to monitor the status of efforts and report on the outcomes of the transition plan work. Both design and physical construction of new and repaired facilities under the City’s control should be inspected to ensure compliance with the applicable accessibility standards.
INTRODUCTION AND ADMINISTRATIVE INFORMATION

PURPOSE

While non-disabled members of the public can easily access pedestrian facilities and city programs, activities and services, disabled members of the public may face impediments that are not readily apparent to others. About 18 percent of Americans are disabled and they are guaranteed equal access to their local government. The purpose of this Transition Plan is to evaluate existing practices and develop a framework for implementing accessibility requirements and best practices across all City of Puyallup departments.

ADA BACKGROUND AND DISABILITY DEFINITION

The Americans with Disabilities Act (ADA) was signed into law in July 1990 and updated in 2010. The law ensures civil rights protections to people with disabilities and contains sections on: employment, public services, public accommodations, telecommunications, and miscellaneous provisions. The law defines a disability as "a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment." There is no single test to determine if a person qualifies as having a disability under the ADA, evaluations are on a case-by-case basis. While not intended to be a complete list, some less well known protected disabilities include diabetes, cancer, intellectual disabilities, bipolar disorder, post-traumatic stress disorder, and obsessive-compulsive disorder. The ADA is enforced by the United States Department of Justice (DOJ), which offers guidance to government entities on how to comply with the requirements of the ADA. Following is a summary of the five Titles that form the ADA.

TITLE I: EMPLOYMENT

Title I ensures equal employment opportunities for individuals with disabilities as for those without disabilities. Employers cannot discriminate based on disability during the hiring process and must make reasonable accommodations for applicants and employees. Also, employers cannot require medical exams before conditional offers of employment have been made.

---

2 ADA Update: A Primer for State and Local Governments, U.S. Department of Justice
3 Americans With Disabilities Act of 1990, As Amended, United States Code
TITLE II: PUBLIC SERVICES

Title II applies to state and local government entities. It prohibits public entities from discriminating in all of their programs, activities, and services. Title II also outlines responsibilities of governments for self-evaluation, appointing an ADA Coordinator, and posting an ADA Notice. For government entities with fifty or more employees, a grievance procedure must be established and a transition plan must be created to detail structural changes needed to ensure compliance with the ADA.

TITLE III: PUBLIC ACCOMODATIONS

Public accommodations include privately owned facilities such as hotels, restaurants, retail shops, medical centers, day cares, fitness clubs, stadiums, and so on. Title III does not apply to public agencies covered in Title II. The title sets standards for accessibility for newly constructed facilities and alterations to existing facilities.

TITLE IV: TELECOMMUNICATIONS

Title IV requires telephone and internet providers to provide systems for relay services to allow those with hearing and speech disabilities to communicate effectively.

TITLE V: MISCELLANEOUS PROVISIONS

Title V contains provisions relating the ADA to other laws and its impacts on insurance providers and attorney’s fees.

FORMS OF ACCESSIBILITY

Under Title II, the City of Puyallup is responsible for two forms of accessibility. The first is physical accessibility, which ensures that disabled individuals can travel to where they are going without barriers. This includes sidewalks, curb ramps and other pedestrian facilities as well as building accessibility. The other type is program accessibility. The ADA requires that disabled citizens have equal access to programs, services, activities and information provided by the City. Examples of this form of accessibility are making modifications to a recreational program to enable the participation of a disabled individual or providing a sign language interpreter for a meeting at the request of a deaf citizen.
STATE DISABILITY LAWS

Washington State has its own disability law which expands the definition of disability to cover more than the federal ADA law. The definition of a disability under the Washington law contains all those covered under the ADA as well as temporary conditions, and there is no requirement that a condition must have an impact on a major life activity or the impact of the condition be substantially limiting.

CITY OF PUYALLUP ADA RESPONSIBILITIES

The City of Puyallup is responsible for ensuring compliance with Title I when making employment decisions and Title II of the ADA across all City departments. Specifically, the City must appoint an ADA Coordinator, adopt and publish an ADA notice, produce a grievance procedure, perform a self-evaluation of all departments and their compliance with the provisions of Title II, create a transition plan to detail structural changes needed to ensure accessibility, and train staff on how to follow the provisions of the ADA and communicate effectively using auxiliary aids.

TRANSITION PLAN REQUIREMENTS

A transition plan must be created to address structural changes to facilities needed to achieve program accessibility. The plan must set forth steps to complete required changes and the process of creating the plan must give the opportunity for input to interested persons including disabled persons and disability organizations. The plan must also include a schedule for curb ramp construction. Furthermore, Title II states that the plan shall4:

(i) Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
(ii) Describe in detail the methods that will be used to make the facilities accessible;
(iii) Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and
(iv) Indicate the official responsible for implementation of the plan.

---

4 Americans With Disabilities Act of 1990, As Amended, United States Code
PHYSICAL ACCESSIBILITY

Physical accessibility ensures that those in wheelchairs or those with other mobility disabilities can access government facilities, such as sidewalks and curb ramps, buildings, and parks. While the goal is to remove all access barriers, the ADA does not require that all existing facilities be accessible. Rather, when viewed as a whole, disabled individuals must have physical access to the government’s facilities.

Pedestrian facilities in the public right-of-way are considered a program of the local government under the ADA in two ways. First, they are part of a path of travel between activities and programs, public offices, parks, and medical facilities, etc. Also, the pedestrian facilities themselves are a program of the Public Works Department and they are essential to the enjoyment of the built environment.

PROGRAM ACCESSIBILITY

Government entities are required by the ADA to operate each of their services, programs, and activities in a way that they are accessible and usable by individuals with disabilities. However, the ADA does not require implementations that would result in undue financial and administrative burdens nor does it require changes that would fundamentally alter the nature of a service, program, or activity.

One of the first steps to ensure program accessibility is to perform a self-evaluation. The self-evaluation process includes all City departments and how they interact with individuals with disabilities, as well as their policies and procedures in areas that intersect with areas covered under the law. Additionally, training practices must be reviewed during the self-evaluation process.

UNDUE BURDEN

While the government entity must make every effort to address access barriers, the ADA does not require any action that would result in a fundamental alteration to the nature of the program or activity, would create a hazardous condition for others, or would cause an undue financial or administrative burden. However, the determination that an alteration is an undue burden must be carefully considered and an acceptable alternative must be found. If removing a barrier to access would be unduly burdensome, then the department would need to provide access in another form.
GLOSSARY

This ADA Transition Plan includes a number of technical terms that are not used in daily language. To help navigate the reader, a glossary of terms used throughout this document is provided in Appendix A.
PUBLIC PARTICIPATION AND INPUT

The ADA requires that meaningful public participation be included as part of the ADA Transition Plan drafting and adoption process. One way that public participation was included while drafting this plan was during the public input phase of the recently adopted City of Puyallup Active Transportation Plan. The Active Transportation Plan is a document that addresses all non-motorized forms of transportation in Puyallup. As part of this process, public participation workshops gathered input on what areas of the city were most important for sidewalk and curb ramp improvements.

As part of the adoption process for this Transition Plan, input from various stakeholders is currently being sought. Members of the public who have requested accommodations such as sidewalk and curb ramp improvements are being invited to review the draft of this plan, as well as the Tacoma Area Coalition for Individuals with Disabilities, the Puyallup School District Section 504 Coordinator, and other disabled individuals and their advocates. The draft of this plan will be provided in accessible formats upon request.

In addition to the specific call for comment on this draft Transition Plan, the document will undergo public hearings that allow for public comment at Puyallup City Council meetings.
The City of Puyallup must appoint an ADA Coordinator, post ADA policies, and establish a grievance procedure.

**ADA COORDINATOR**

Under Title II of the ADA, cities with over 50 employees must designate at least one employee as an ADA coordinator to be responsible for overseeing compliance. The ADA coordinator is responsible for coordinating the City’s efforts to comply with Title II and investigating any grievances or complaints.

The Department of Justice provides a technical assistance document called the ADA Best Practices Tool Kit for State and Local Governments (Best Practices Tool Kit) that includes information on best practices for ADA coordinators. As described in this document, some of the qualifications of an effective ADA coordinator include:

- Familiarity with the state or local government’s structure, activities, and employees
- Knowledge of the ADA and other laws addressing the rights of people with disabilities, such as Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
- Experience with persons with a broad range of disabilities
- Knowledge of various alternative formats and alternative technologies that enable persons with disabilities to communicate, participate, and perform tasks
- Ability to work cooperatively with the local government and persons with disabilities
- Familiarity with any local disability advocacy groups or other disability groups
- Skills and training in negotiation and mediation
- Organizational and analytical skills

The Best Practices Tool Kit states that having a knowledgeable ADA coordinator has benefits for both the public and the government entity. For the public, having an ADA coordinator makes it easy to identify someone to help with questions and concerns about disability accommodations. The ADA coordinator is often the main contact for the public. For the government entity, the ADA coordinator is an important source of information regarding the ADA and its compliance.
Currently, the Puyallup Police Department is the only City department that has a designated ADA coordinator. The Puyallup Police Department’s ADA Coordinator ensures that the department adheres to Police Department Policy 334. This policy provides guidance to Police Department employees on communicating with individuals with disabilities.

Puyallup has designated Abbie Wentzel, Community Relations Coordinator, as the City’s ADA Coordinator. She can be reached at 253-864-4184 or awentzel@ci.puyallup.wa.us

ADA NOTICE

The ADA requires that all local governments, regardless of size, adopt and post a public ADA notice. The target audience for the ADA notice is everyone who might interact with the City in any form. The notice is intended to convey information about the City’s requirements under the ADA and how it applies to programs, services, and activities. It is not intended to be a complicated or lengthy document. Items it should contain are: statements on nondiscrimination in employment, effective communication with the disabled, making reasonable modifications to policies and programs to facilitate inclusion, a statement that the City will not charge citizens for modifications or auxiliary aids and services, information on how to file a complaint, and the name and contact information for the City’s ADA Coordinator. The notice should be published and posted in a way that is effective in reaching interested parties, including individuals with disabilities. Some applicable ways to disseminate the notice are to:

- Post it in each department, especially where there is a customer service counter such as the Utility Billing Office
- Include the notice with job applications
- Publish in local newspapers
- Broadcast the notice on local radio or television
- Publish on the City’s website
- Include in activity schedules and program handbooks.

When posting the notice, it is important to remember that the notice should be available in alternative formats, such as radio announcements, large print, braille, sign language interpreters if announced at a meeting, and accessible text on a website. The DOJ provides a model notice, which has been modified for the City of Puyallup and included in Appendix B.
GRIEVANCE PROCEDURE

Local governments must also adopt a grievance procedure for complaints arising under Title II of the ADA. The grievance procedure sets guidelines for how a citizen can file a complaint and ensures prompt and fair review of the matter by the government. The grievance procedure should include:

- A description of how to file a complaint.
- If written complaints are required, information must be included on alternative means to file for those unable to complete a written complaint.
- Time frames to be followed by the City when reviewing the complaint.
- Information regarding how to appeal an adverse decision.
- A statement on how long complaints will remain on file.

The grievance procedure should be distributed to all city departments and posted in public spaces of government offices and on the City’s website. Appendix B contains a model grievance procedure created by the DOJ and modified by the City of Puyallup.
SELF EVALUATION

Under Title II of the ADA, local governments are responsible for performing a self-evaluation of their current facilities, services, policies, and practices to ensure compliance. If deficiencies are found, necessary modifications must be enacted to correct the situation. The public should be provided an opportunity to participate in the self-evaluation process, including individuals with disabilities and organizations that represent those with disabilities. The city must keep the list of people consulted, a description of areas examined and problems identified, and a description of modifications made available for at least three years.

All City of Puyallup departments participated in a self-evaluation process, which assessed the City’s current policies, practices, and procedures. The purpose of the self-evaluation was to identify any policies or practices that are inconsistent with Title II of the ADA. The results of the self-evaluation are summarized in the following sections. A copy of the self-evaluation survey filled out by City departments is provided in Appendix C.

PROGRAMS, SERVICES, AND ACTIVITIES

This section summarizes the self-evaluation findings and recommendations related to programs, services, and activities.

CUSTOMER SERVICE

Customer service includes interactions between the City and the public, including in-person, by telephone, or by letters and emails. Interactions between the City and residents with disabilities must be as effective as communication between the City and other members of the public.

The self-evaluation survey identified areas where the City is already meeting ADA requirements for providing customer service:

- Recent upgrades to the City’s phone system changed the way customers reach city departments. It is believed that the new system will allow city departments to bypass the menu with one button to talk to a live operator during business hours.
- A third-party relay system is used by some City departments to communicate between staff and persons with speech or hearing impairments.
• The City of Puyallup website includes a ‘Website Accessibility’ page with instructions for receiving website materials in an alternative format and information on who to contact with accessibility concerns.

• None of the City departments charge fees for providing materials in alternative formats or for providing accommodations to customers with disabilities.

• City departments are located in accessible facilities with parking, including van accessible parking, entry doors, signage, and transaction counters.

Recommendations of areas where the City could improve include:

• Post a “Notice Under the Americans Disabilities Act” flyer in the foyer, reception, or front office area of all departments that interact with the public. A sample notice is included in Appendix B.

• Provide TTY/TDD-equipped telephones that are available for use by the public when needed.

• Provide staff training on how to use text telephones and place and receive calls to a third-party relay system.

• Provide a TTY number in all communications that include the City’s main information telephone number, such as in email signature blocks, letterheads, telephone books, and webpages.

• Provide the Washington State relay service number (711) in all communications that include individual employee or the department telephone number, as well as in email signature blocks, letterheads, telephone books, and webpages.

• Provide an easy one-step way for the public to bypass the automated telephone menu and reach a live operator during regular business hours for departments that use an automated system.

• Ensure that pathways in public areas are clear of barriers, temporary and permanent, such as tables, chairs, coat racks, easels, signs, equipment, or boxes.

• Ensure that all permanent directional and room identification signage use large fonts, high-contrast colors, non-reflective materials, raised lettering, and Braille translations, where appropriate, and that the signage is clear of visual or physical obstructions.

• Provide signage with directions to the nearest accessible entrance at all non-accessible entrances to public facilities.

• Include information on how to request other formats in every letter or email communication.

• Ensure, whenever possible, that any documents sent to a customer as an attachment to an email are in an accessible format (i.e., sending original PDF documents rather than scanned versions).

• Ensure that promotional or public service videos produced for public viewing are captioned for hearing-impaired customers.
PUBLIC MEETINGS, HEARINGS, AND EVENTS

Public meetings, hearings, and other events that are open to the public should be accessible to all citizens, regardless of disability. If requested, reasonable modifications should be provided whenever possible.

The City is currently meeting ADA requirements in the following area:

- Some City departments (Public Works, Finance, Library, Parks and Recreation, Police) are providing alternative meeting formats when requested, such as audio recordings, meeting minutes online, call-in/speakerphone capability, American Sign Language interpreters, and assistive listening devices.

- None of the City departments charge fees for providing accommodations to customers with disabilities.

Recommended areas of improvement include:

- Ensure consistency across City departments in the types of accommodations that can be provided.

- Ensure that doorways and pathways at meeting or event locations are clear of obstructions or barriers.

- Include information on how to request accommodations on all advertisements, emails, or news releases sent out about City-sponsored events.

- The City will investigate methods of providing closed captioning for recordings of city meetings.

PRINTED MATERIALS

All printed materials produced by the City for public use should be accessible to those with disabilities, including those who are blind or have poor vision. If requested, materials should be made available in alternative formats, such as Braille, large print text, emails, or compact disks.

Puyallup is currently meeting ADA requirements in the following areas:

- The Puyallup Public Library can provide information on the Washington Talking Book and Braille Library when requested.

- Some City departments (Public Works, Finance, Library, Parks and Recreation, Police Department) can provide alternative document and meeting formats when requested, such as audio recording, enlarged print, compact disk, and email attachments.
None of the City departments charge fees for providing materials in alternative formats to customers with disabilities.

Recommended areas of improvement include:

- Ensure consistency across City departments in the types of accommodations that can be provided.
- Include instructions on how to request alternative formats on all printed materials about or for City-sponsored/hosted public events, public meetings, or public hearings.

**WEBSITE**

The City of Puyallup website (cityofpuyallup.org) is an important tool for the public to acquire information regarding City services, programs, activities, and facilities. It is important for the website to be fully accessible to those with disabilities. The City completed a redesign of the website while this Transition Plan was being written. The new site is much more accessible and easy to use for individuals with disabilities.

The City is currently meeting ADA requirements in the following areas:

- The City of Puyallup website provides a ‘Website Accessibility’ page with instructions on how to access the site if assistive technology is needed.
- The website is designed to comply with both General Services Administration (GSA) Government-wide Section 508 and Web Accessibility Initiative Web Content Accessibility Guidelines (WCAG).

Recommended areas of improvement include:

- Ensure that all fillable electronic forms are accessible by computer-screen reading software for those with vision limitations.
- Ensure that all PDF documents linked through the website were created with rich text instead of scans or images of text to ensure that screen readers will be able to access the content.
- List which City departments provide TTY/TTD in the website telephone directory.
- Provide text descriptions that provide the same information available to those who can see for non-text content on all department website pages.

**CONTRACTING/PURCHASING**

Contractors, consultants, or vendors hired by the City for City projects or services must comply with the ADA.
The City is currently meeting ADA requirements in the following area:

- The City uses criteria that do not discriminate based on disability when selecting contractors, consultants, or vendors for City projects or services.

Recommended areas of improvement include:

- Include a statement in all Requests for Proposal, contracts, or other bid solicitation documents or website pages explaining that businesses, organizations, or individuals contracting with the City must comply with Title II of the ADA and Section 504 of the Rehabilitation Act, and provide links to websites or other resources about the ADA and Section 504.

- Require all City contractors, consultants, or vendors to sign a statement attesting to their intent to comply with Title II of the ADA and Section 504 of the Rehabilitation Act. This statement can be added to existing contract documents or can be a separate form.

**STAFF TRAINING**

Regular and recurring staff training is important to ensure that City employees understand the requirements and regulations of the ADA. Employees can receive training through written procedures and other self-directed training tools, online training courses, or formal classroom learning. The ADA Coordinator position would ensure that staff training across City Departments occurs.

Currently, the City does not provide regular trainings on ADA compliancy and regulations. Areas of recommended improvement include:

- Provide training and information on location and use of TTY/TTD telephones.

- Provide training on use of the Washington State third-party relay telephone system.

- Provide training on how to respond to requests for disability accommodations, including for printed materials (i.e., materials in Braille, audio recordings, enlarged text), and for public meetings or events (i.e., American Sign Language interpreters, assistive listening devices, etc).

- Provide training and information on working with disabled customers (culture and etiquette).

- Provide training and information on the ADA and Section 504 of the Rehabilitation Act and their legal requirements.

**CITY FACILITIES, STREETS, AND PARKS**

The City’s physical infrastructure must also be evaluated for compliance with the ADA. The requirements for physical facilities are covered in the 2010 ADA Standards for Accessible Design (ADA Standards) from the
DOJ and the ADA Standards for Transportation Facilities from the U.S. Department of Transportation (USDOT), adopted in 2006. The standards are very similar, but each has specific items that are not in the other, such as information on accessible pedestrian routes in the USDOT standards. It should be noted that the 2010 Standards apply as regulations to newly constructed or altered facilities, while they are guidelines for existing facilities.

BUILDINGS

City buildings will need to be evaluated at a future date to determine barriers to accessibility as defined by the 2010 Standards. All new and altered buildings with construction start dates of March 2012 or later are required to follow the 2010 Standards, while existing buildings should be evaluated on the basis of the Standards but are not required to meet the regulations. When the evaluation is performed, both the accessible and non-accessible features and recommendations for feasible alterations to non-accessible areas should be reported. The ADA requirements do not require that all areas of each building be accessible, but rather that city facilities overall are accessible. An example of this would be retrofitting one unisex or a male and female restroom to meet accessibility guidelines without retrofitting all restrooms in a building. Similarly, if it is not feasible to add an elevator to a city building, one alternative would be to house citizen facing departments on an accessible floor or have personnel conduct business with an individual at an accessible location.

It should be noted that while an evaluation of existing City buildings was not completed, City Hall was built in 2006 and therefore the majority of City customer service offices are ADA compliant with the existing guidelines at the time of construction.

PUBLIC RIGHT-OF-WAY

The City assigned the CIP Engineering Department to complete a comprehensive field survey of curb ramps in 2011. The purpose of the survey was to determine the location, condition, and deficiencies under 2010 Washington Department of Transportation (WSDOT) standards of existing curb ramps at each intersection in the City, as well as inventorying any intersections with curbs but without curb ramps. Survey equipment included digital four foot and one foot levels, measuring tapes, and hard hats. Staff used a form to fill out thirteen attributes for each curb ramp surveyed. The attributes surveyed are listed below:

1. At least 48 inches wide?
2. Running slope 8.3% or less?
3. Cross slope 2% or less?
4. Gutter Slope 5% or less?
5. Ramp flush & free of level changes?
6. Detectable warning present?
7. Legally parked cars will not block the ramp?
8. Minimum 48” x 48” landing at the top of the ramp? Running and cross slope 2% max?
9. Does ramp have flared sides? If yes, are flare slopes 10% or less?
10. If no flared sides, is there an obstruction that discourages pedestrians from traveling across the ramp? (lawn, power pole, etc.)
11. If curb ramp is built-up to the curb, is it outside the path of cars?
12. If stop bar and/or marked crosswalk present, is the stop bar behind the ramp, and is ramp contained within the crosswalk markings?
13. If the curb ramp is a diagonal ramp, is the bottom landing at least 48” long and contained within the crosswalk markings?

A copy of the survey form filled out during the inspections is included in Appendix D. Once all attributes were filled out, each curb ramp was marked as red for failing several attributes, yellow for needs improvement, green for meets all standards, or black for no ramp exists. The survey forms were collected and retained for future reference and the information was recorded in a Geographic Information System database. Public Works staff has maintained the inventory and updated it as necessary when curb ramps were constructed or improved.

In total, 2,135 curb ramps were inspected or found to not exist. Of these, 20 percent met the 2010 WSDOT standards, 11 percent needed only minor improvements, 64 percent needed major improvements, and 5 percent of the intersections with curbs did not have curb ramps. Figure 1 shows the condition of curb ramps at each intersection in Puyallup.

Although curb ramps were surveyed for ADA compliance, sidewalks were not. In the future the City will need to perform a similar survey to locate and address accessibility barriers on sidewalks. Examples of such barriers are sidewalks that are too narrow, have vertical discontinuities as the result of tree roots cracking the surface, or utility poles that obstruct the required minimum width. A checklist for the sidewalk inventory is provided in Appendix E.

In addition to a sidewalk accessibility survey, two other areas will need to be evaluated for ADA compliance, pedestrian signals and bus stops. Pedestrian signals and bus stops are important parts of the Right of Way and can greatly influence the ease of navigating the City and access to transportation. Checklists for these inventories are also included in Appendix E.
PARKS, TRAILS, AND SPORTS FIELDS

The City offers a robust system of parks, trails, and sports fields. Figure 2 shows the location of these facilities. Parks, trails, and sports fields were not evaluated as part of the process of creating this transition plan. In the future, these areas will need to be evaluated for accessibility barriers.

MAINTENANCE

Section 35.133 of Title II addresses the maintenance requirements covering accessible features.\(^5\)

\[
A \text{ public entity shall maintain in operable working condition those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities by the Act or this part. This section does not prohibit isolated or temporary interruptions in service or access due to maintenance or repairs.}
\]

The City does not have the resources to continually monitor the entire pedestrian network, therefore citizen reports of maintenance issues are the primary method of problem reports. Although the law allows temporary interruptions, the City should respond quickly to citizen reports of maintenance issues to ensure that alternate routes need not be chosen for an extended period.

---

\(^5\) Americans With Disabilities Act of 1990, As Amended, United States Code
Figure 2

Puyallup Parks, Trails, and Sports Fields

Source: Puyallup Comprehensive Plan 2015: Parks, Recreation, & Open Space Plan
TRANSITION PLANS

The City is seeking to reduce barriers to access through a variety of efforts. While large and medium scale physical improvements require specific sources of capital, smaller access barriers can be addressed as part of day-to-day operations and maintenance. Items such as signage, clearing paths of temporary obstructions, and changing round door knobs to levers can often be completed as part of regular maintenance activities. Barriers to program access can often be addressed with regular administrative time, such as changing policies that may exclude those with disabilities or training staff on ADA topics such as how to create alternative documents.

RIGHT-OF-WAY TRANSITION PLAN

The City’s public right-of-way pedestrian facilities are an important service and the ADA requires all newly constructed facilities to meet the standards, as well as bringing facilities up to the standards when certain thresholds surrounding reconstruction are met. In addition, the ADA requires local governments to have a plan to prioritize curb ramp modifications based on citizen input and a prioritization methodology.

This transition plan will only cover the updates needed for curb ramps as a full sidewalk inventory is a future effort. The inventory of curb ramps in the City demonstrated that many intersections are in need of upgrades to meet ADA guidelines.

PRIORITIZATION

Due to limited resources, prioritization is necessary to ensure that funds are directed to areas that have the greatest demand for access. A heat map of high pedestrian demand was created for the Puyallup Active Transportation Plan and modified for use in this plan. Pedestrian and disabled pedestrian demand are comparable as destinations are similar for both. To prioritize areas that have higher levels of disabled pedestrian demand, several indices were evaluated. Each index was chosen based on its relationship between the built environment and travel patterns. A composite score was then calculated to determine the relative prioritization of one area over another. The one index that was removed when modifying the pedestrian prioritization from the Active Transportation Plan was the criteria weighting population between 8 and 80 years old. This criterion was removed as elderly people (those over 80 years old) have a higher likelihood of having a disability. To prioritize areas for ADA improvement in Puyallup, seven indices were evaluated:
• Proximity to attractions
• Proximity to schools
• Proximity to parks
• Proximity to transit
• Population density
• Employment density
• Diversity of land use

Each index was weighted based on the strength of its relationship with pedestrian activity, and measured at the census block level using spatial analysis software. Each census block was then assigned a composite score based on how accessible or attractive it was for pedestrian access.

Figure 3 shows the prioritization map generated using this methodology. Generally, greater priority for disabled access happens with a mix of the indices (proximity, density, and diversity) coupled with sidewalks that provide greater comfort for users. This map differs from the Active Transportation Plan map in that the priority areas are condensed down to focus more strongly on the highest activity areas.

FUNDING

Discussions with City staff indicate that the City has spent approximately $100,000 per year on capital improvements specifically directed at ADA compliance. This expenditure level does not include ADA improvements that occur as part of capital projects (for example, a roadway corridor improvement which provides new ADA-compliant sidewalks).

Staff anticipate that this recent level of expenditure on ADA compliance will continue for the foreseeable future. To facilitate the planning of ADA access improvements to the Right of Way, a set of planning level cost ranges have been compiled for use when evaluating which projects can be constructed each year. These cost estimates are shown in Appendix F.

SCHEDULING

Decisions on scheduling which curb ramp construction, replacement, or modification projects should be undertaken first should follow the prioritization map or consider improvements needed as identified through the ADA grievance process or citizen requests. However, this prioritization process does not apply when alterations to existing roads or new roads are constructed. In these cases ADA compliance must be completed as part of the alteration or new construction.
ADA Prioritization Map

Figure 3
ALTERATIONS

The DOJ and the USDOT’s Federal Highway Administration (FHWA) have issued guidance that clarifies what roadway alterations trigger the ADA accessibility standards for adjacent pedestrian facilities. “Alterations of streets, roads, or highways include activities such as reconstruction, rehabilitation, resurfacing, widening, and projects of similar scale and effect.” If resurfacing spans from one intersection to another one, and includes adding additional material to the road surface, curb ramps must be added to the affected intersections. Examples of the treatments that fall under the label of alteration include: “addition of a new layer of asphalt, reconstruction, concrete pavement rehabilitation and reconstruction, open-graded surface course, micro-surfacing and thin lift overlays, cape seals, and in-place asphalt recycling.” In addition, if a crosswalk is resurfaced, curb ramps must be provided regardless of the extent of other resurfacing.

APS POLICY

Accessible Pedestrian Signals (APS) are an emerging area of accessible pedestrian features. APS devices are used instead of traditional pedestrian signals to provide access to blind or low-vision pedestrians. In addition to the normal components of a pedestrian signal, APS devices incorporate audible and vibrotactile formats to communicate information about pedestrian timing. The City adopted a Policy for the Installation of Accessible Pedestrian Signals in July 2013. The full policy can be found in Appendix G. The policy states that the City will install APS under the following conditions:

- Whenever new signals are constructed.
- When traffic signal wiring is completely replaced for an intersection.
- When infrastructure improvements on two or more corners require curb ramp upgrades or relocation of signal support standards.

In addition, the City will consider requests from citizens for APS installation at intersections where the infrastructure is readily capable of being upgraded. However, the City will not install APS during maintenance or during failed equipment replacement.

OFFICIAL RESPONSIBLE

The ADA requires that the official responsible for implementation of the transition plan be included: Kevin Yamamoto, City Manager, is the official responsible.

---

6 Department of Justice/Department of Transportation Joint Technical Assistance on the Title II of the Americans with Disabilities Act Requirements to Provide Curb Ramps when Streets, Roads, or Highways are Altered through Resurfacing
NEXT STEPS

The City has completed the self-evaluation of departments as well as the evaluation of curb ramp accessibility. The next steps are to evaluate and develop a transition plan for City owned buildings, parks and recreation facilities, and sidewalks. A survey similar to the curb ramp inventory is the first step in creating these transition plans for parks, buildings, and sidewalks.
APPENDIX A: GLOSSARY OF TERMS
GLOSSARY OF TERMS

- **ADA** - Americans with Disabilities Act - a landmark civil rights law that ensures equal access and prohibits discrimination based on disability. First signed into law in 1990 and amended in 2010.

- **ADA Coordinator** - a required position in any government entities with fifty or more employees, the ADA Coordinator is responsible for ensuring compliance across departments with all aspects of the ADA, as well as receiving and responding to citizen grievances.

- **ADA Notice** - government entities are required to adopt, publish, and post a notice of their obligations under the ADA, as well as information about how to contact the ADA Coordinator.

- **ADA Standards** - the 2010 ADA Standards for Accessible Design set enforceable accessibility requirements. For government entities, the ADA Standards incorporate Title II regulations at 28 CFR 35.151 as well as the 2004 ADAAG at 36 CFR part 1191, appendices B and D.

- **ADAAG** - ADA Accessibility Guidelines

- **APS** - Accessible Pedestrian Signal - pedestrian signal system that includes standard visual indications as well as audible and vibrotactile information to convey pedestrian timing information to those who are blind or have low vision.

- **Auxiliary Aids** - devices and services that enable effective communication for people with disabilities. These include but are not limited to sign language interpreters, large print or braille documents, screen readers, assistive listening devices, and audio recordings of printed materials.

- **Cross Slope** - the slope perpendicular to the direction of travel

- **Curb** - a raised border forming the edge of a sidewalk where it meets the roadway

- **Curb Ramp** - a short ramp meant to transition between the sidewalk height and the roadway height

- **Detectable Warning** - a feature to warn of hazards in a walking path, most commonly truncated domes at a road crossing.

- **Diagonal Ramp** - a single curb ramp that is located at the apex of the corner in an intersection such that traveling down the ramp leads diagonally into the center of the intersection.
- **Disability**- a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

- **DOJ**- United States Department of Justice- responsible for enforcing the ADA

- **FHWA**- Federal Highway Administration- provides guidance to government entities regarding requirements for accessible features on roadways

- **Grade**- the slope of a roadway or sidewalk. Also see running slope.

- **Grievance Procedure**- the procedure set by a government entity that outlines how to file a complaint of an ADA violation, the time frames for each step of the process, and information on how to appeal an adverse decision.

- **Gutter slope**- slope of the gutter meeting the curb ramp, if the pavement slope and ramp slope are too steep a level strip may be needed to prevent wheelchairs from getting stuck.

- **Running Slope**- the slope parallel to the direction of travel. Also see grade.

- **Truncated Domes**- pre-manufactured high contrast detectable warnings that consist of raised flat topped domes in order to warn of a hazard in the walking path, such as a roadway or rail line.

- **USDOT**- United States Department of Transportation- Sets standards for accessibility that are applicable to transportation facilities.

- **WSDOT**- Washington State Department of Transportation- sets accessibility guidelines for pedestrian facilities in the state and provides guidance on inspecting existing facilities.
APPENDIX B: ADA NOTICE AND GRIEVANCE POLICY
NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

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

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

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

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

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of The City of Puyallup, should contact the office of Abbie Wentzel, Community Relations Coordinator (253-864-4184, awentzel@ci.puyallup.wa.us) as soon as possible but no later than 48 hours before the scheduled event.

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

Complaints that a program, service, or activity of The City of Puyallup is not accessible to persons with disabilities should be directed to Abbie Wentzel, Community Relations Coordinator (253-864-4184, awentzel@ci.puyallup.wa.us).

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

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

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

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

Abbie Wentzel
ADA Coordinator, Community Relations Coordinator
333 S Meridian
Floor 5
Puyallup, WA 98371
253-864-4184, awentzel@ci.puyallup.wa.us

Within 15 calendar days after receipt of the complaint, Abbie Wentzel or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Abbie Wentzel or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio recording. The response will explain the position of The City of Puyallup and offer options for substantive resolution of the complaint.

If the response by Abbie Wentzel or their designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the City Manager or their designee.
Within 15 calendar days after receipt of the appeal, the City Manager or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Abbie Wentzel or their designee, appeals to the City Manager or their designee, and responses from these two offices will be retained by The City of Puyallup for at least three years.
APPENDIX C: COPY OF SELF-EVALUATION SURVEY
City of Puyallup
2015 Americans with Disabilities Act Self-Evaluation Survey

Q1: Please identify your department. (Required)
☐ City Manager
☐ City Attorney’s Office
☐ Development Services
   ☐ Fire
   ☐ Building
   ☐ Planning
☐ IT
☐ Finance
☐ Clerk’s Office
☐ City Council
☐ Human Resources
☐ Parks and Recreation
☐ Police
☐ Public Works
   ☐ Engineering
   ☐ Streets
   ☐ Fleet
☐ Library

Q2: If you have elected to fill out one survey for each branch or division within your department, please identify the branch or division this particular survey will cover.
Click here to enter text.

Q3: Please describe the services, programs or activities your department provides to the public.
Click here to enter text.

Q4: Does your department receive federal funding for any of its services, programs or activities, either in whole or in part?
☐ Yes
☐ No

Q4.1: If yes, does your department/city have an identified Section 504 Coordinator (designated employee to coordinate City’s compliance with responsibilities under Section 504, i.e. ADA coordinator) responsible for ensuring that the federally funded program, service or activity does not discriminate against persons with disabilities?
Q5: Does your department provide full and equal access to ALL its services, programs or activities, regardless of ability?
☐ Yes
☐ No
☐ N/A

Q5.1: If no, please describe the services, programs or activities that are not fully accessible, why they are not accessible and what, if any, options you provide to qualified individuals with disabilities interested in these inaccessible services, programs or activities.

Click here to enter text.

Q6: Does your department’s main public access number have an automated phone menu system (i.e. press 1 for...press 2 for...)?
☐ Yes
☐ No
☐ N/A

Q6.1: If yes, does the system offer a simple, 1-step way for a caller to bypass the menu and speak directly with a staff person during regular business hours?
☐ Yes
☐ No

Q7: What tool(s) does your department use to communicate by phone with people with speech or hearing impairments?
☐ Text telephone (TTY/TDD)
☐ Third-party “relay” system where a trained operator facilitates a conversation between you and the customer
☐ None
☐ Other (please list) Click here to enter text.

Q7.1: If text telephone, do your staff receive regular and recurring training/refreshers on how to use the text telephone?
☐ Yes
☐ No

Q7.2: If third-party “relay” system (In a telephone relay system, there is a third party on the telephone known as a Communication Assistant who serves as a go-between, relaying information between two callers using their preferred method of communication), do your staff know how to place a Relay call to a customer, as well as receive one?
Q8: Does your department provide phones the public may use to make outgoing calls when needed?

☐ Yes
☐ No
☐ N/A

Q8.1: If yes, is one of the phones TTY/TDD equipped?

☐ Yes
☐ No

Q9: Do all printed materials (e.g. forms, newsletters, brochures, calendars, fact sheets, etc.) provided to the public by your department include instructions about how to request alternate formats?

☐ Yes
☐ No
☐ N/A

Q10: What types of alternate document and meeting formats can your department provide to the public when requested?

☐ Audio recording (cassette tape or digital)
☐ Enlarged print
☐ Braille
☐ Accessible website (high contrast colors, large fonts, no PDFs and alt text for all photos and graphics)
☐ Email (i.e. sending a document or survey to a person directly if they can’t access it on the Web or in person)
☐ Compact disk
☐ None
☐ Other (please list) Click here to enter text.
☐ N/A

Q11: How long does it take for your department to respond to a request that a document be provided in an alternate format, on average?

☐ 24 hours or less (not including weekends/holidays)
☐ 2-5 working days
☐ More than 1 week
☐ Don’t know (have not responded to such a request before)

Q11.1: Comments:

Click here to enter text.

Q12: Do all printed or electronic materials about department-sponsored/hosted public events, public
meetings or public hearings include instructions about how to request accommodations?
☐ Yes
☐ No
☐ N/A

Q13: What types of accommodations can your department provide to the public when requested?
☐ American Sign Language interpreters
☐ Assistive listening devices, like FM transmitters
☐ Real-time open captioning
☐ Electronic/computer-based document readers
☐ Call-in/speakerphone capability during meetings
☐ Other (please list) Click here to enter text.
☐ N/A

Q14: Does your department charge fees for providing materials in alternative formats or for providing accommodations to customers with disabilities?
☐ Yes
☐ No
☐ N/A

Q15: Are promotional or public service videos produced for public viewing about your department or its services captioned for deaf or hard of hearing customers?
☐ Yes
☐ No
☐ N/A

Q16: Does your department provide information about any of its services, programs or activities to the public on the Internet?
☐ Yes
☐ No
☐ N/A

Q16.1: If yes, is the content of these Web pages fully accessible to people with vision or mobility limitations? For example, do you provide “alternate text” descriptions for all photos, charts and graphics; do Web pages use large fonts and high contrast colors; and do you provide “text rich” versions of PDF documents for people who use screen reading software on their computers?
☐ Yes
☐ No

Q17: Is a “Notice Under the Americans Disabilities Act” flyer posted in the foyer, reception or front office area of your department? (See example: [www.ada.gov/adaidatta.htm](http://www.ada.gov/adaidatta.htm))
No
Q18: How does your department’s staff address ADA grievance/complaints when an incident of disability discrimination is alleged?
Click here to enter text.

Q19: Are contractors that bid on capital projects or other contractual work for your department required to sign a statement attesting to their intent to comply with the ADA?

☐ Yes  ☐ No  ☐ N/A

Q19.1: Comments:
Click here to enter text.

Q20: When selecting contractors or vendors, does the department use criteria that do not discriminate based on disability?

☐ Yes  ☐ No  ☐ N/A

Q21: When hiring temporary or full-time employees, does your department consistently use selection criteria that do not discriminate based on disability?

☐ Yes  ☐ No  ☐ N/A

Q21.1: If no, please describe why the selection criteria for certain positions would discriminate based on disability (e.g. the applicant must be able to apprehend suspects fleeing on foot, drive a vehicle, lift heavy objects, etc.).
Click here to enter text.

Q22: Does your department ensure individuals with disabilities are allowed the opportunity to participate as members of any associated citizen advisory boards or committees?

☐ Yes  ☐ No  ☐ N/A

Q23: Are individuals with disabilities now serving on any of your department’s advisory boards or committees?
Employee Training – Additional Questions

HRQ1: Does the city offer employees training in working with people who have physical, mental or emotional disabilities, including mobility, speech, visual, hearing, cognitive/learning and psychiatric impairments?
☐ Yes
☐ No

HRQ1.1: If yes, how often is the training provided?
☐ At orientation
☐ Semi-annually
☐ Annually
☐ On request
☐ Other Click here to enter text.

HRQ1.2: If yes, who receives the training? (check all that apply)
☐ All staff (full-time, part-time, temporary & seasonal)
☐ Salaried staff only
☐ Management/supervisors
☐ Customer service representatives/receptionists
☐ Public safety staff
☐ Other Click here to enter text.

HRQ1.3: If no, please provide an estimated time frame to correct this deficiency:
☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

HRQ1.3: Comments:
Click here to enter text.

HRQ2: Does the city offer employees training in how to provide materials in alternate formats to those with disabilities (e.g. Braille, audio recordings, accessible Web design, etc.)?
☐ Yes
☐ No

HRQ2.1: If yes, how often is the training provided?
☐ At orientation
☐ Semi-annually
HRQ2.1: If yes, who receives the training? (check all that apply)
☐ All staff (full-time, part-time, temporary & seasonal)
☐ Salaried staff only
☐ Management/supervisors
☐ Customer service representatives/receptionists
☐ Public safety staff
☐ Other

HRQ2.2: If no, please provide an estimated time frame to correct this deficiency:
☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
☐ More than two years (long-term)
☐ Not sure

HRQ2.3: Other comments:
Click here to enter text.

HRQ3: Does the city offer employees training in how to provide special accommodations to those with disabilities (e.g. American Sign Language interpreters, assistive listening devices, etc.)?
☐ Yes
☐ No

HRQ3.1: If yes, how often is the training provided?
☐ At orientation
☐ Semi-annually
☐ Annually
☐ On request
☐ Other

HRQ3.2: If yes, who receives the training? (check all that apply)
☐ All staff (full-time, part-time, temporary & seasonal)
☐ Salaried staff only
☐ Management/supervisors
☐ Customer service representatives/receptionists
☐ Public safety staff
☐ Other

HRQ3.3: If no, please provide an estimated time frame to correct this deficiency:
☐ 1-12 months (short-term)
☐ 1-2 years (medium-term)
HRQ3.3: Comments:
Click here to enter text.

Facilities – Additional Questions

FQ1: Does the city ensure that repair or renovation of government facilities completed by in-house staff comply with the accessibility requirements the 2010 ADA Standards for Accessible Design and ADAAG?
☐ Yes
☐ No

FQ2: Does staff receive regular and recurring training on the ADA requirements for the design, construction and maintenance of public facilities?
☐ Yes
☐ No

FQ3: Does the city currently have policy or procedures to ensure that programs or services relocated from a damaged/disabled facility on a temporary or permanent basis remain accessible to people with disabilities?
☐ Yes
☐ No

FQ4: Does the city provide signage at all inaccessible facility entrances directing users to an accessible entrance?
☐ Yes
☐ No

FQ5: Does city display the international symbol for accessibility at each accessible entrance of a facility?
☐ Yes
☐ No

FQ6: Do all permanent signs in public areas of the city’s facilities use large, readable fonts, non-reflective surfaces and high contrast colors (dark text on a light background, or light text on a dark background)?
☐ Yes
☐ No

FQ7: Are there visual and audible warning signals in all of the city’s facilities to notify sight or hearing-impaired people of an emergency?
☐ Yes
☐ No

FQ8: Does the city have a plan or procedures that describe how to evacuate people with disabilities from public buildings during an emergency?
☐ Yes
☐ No
FQ8.1: If yes, is there staff in each public facility trained to carry out the instructions in the plan or procedures?
☐ Yes
☐ No

FQ8.1.1: If yes, is the evacuation plan or instructions posted in a visible and accessible area of each floor in all public buildings?
☐ Yes
☐ No

Public Works – Additional Questions

PWQ1: Does the city have a citywide pedestrian facilities plan related to future development that addresses accessibility issues?
☐ Yes
☐ No

PWQ1.1: If yes, please provide a copy of the plan to Katie Baker (kbaker@ci.puyallup.wa.us), for inclusion in the transition plan appendix.

PWQ2: What percentage of the city’s public streets have sidewalks?
Click here to enter text.

PWQ3: What percentage of the city’s public streets with sidewalks are accessible (with curb cuts, etc.)?
Click here to enter text.

PWQ4: What percentage of the city’s right-of-way that are without sidewalks are accessible (i.e. 36-inch-wide+, accessibly surfaced shoulders).
Click here to enter text.

PWQ4: How does the city respond to complaints about inaccessible sidewalks on public streets?
Click here to enter text.

PWQ5: Which public rights-of-way (sidewalks, shoulders, parking lots, etc.) is the city responsible for keeping free of barriers, instead of the adjacent property owner? (Please list all locations or email a separate list to Katie Baker at kbaker@ci.puyallup.wa.us).
Click here to enter text.
APPENDIX D: COPY OF CURB RAMP SURVEY FORM
City of Puyallup Intersection Curb Ramp Survey

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 At least 48 inches wide?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Running Slope 8.3% or less?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Cross Slope 2% or less?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Gutter Slope 5% or less?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Ramp flush &amp; free of level changes?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Detectable warning present?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Legally parked cars will not block the ramp?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Min 48&quot; X 48&quot; landing at top of the ramp?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Does ramp have flared sides?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 If no flared sides, is there an obstruction that discourages peds from traveling across the ramp? (lawn, power pole, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 If curb ramp is built-up to the curb, is it outside the path of cars?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 If stop bar and/or marked crosswalk present, is the stop bar behind the ramp, and is ramp contained within the crosswalk markings?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 If the curb ramp is a diagonal ramp, is the bottom landing at least 48&quot; long and contained within the crosswalk markings?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attributes:

- R = Red Dot = Failed
- G = Green Dot = Passed
- Y = Yellow Dot = Need Imp.
- B = Black Dot = No Ramp exist

Notes:

1) Grates, access covers, and other appurtenances shall not be located on the surface of the curb ramp, landings, and gutter areas.
2) Surface discontinuities shall not exceed 1/2 inch. Vertical discontinuities between 1/4 inch and 1/2 inch shall be beveled at minimum 1V:2H.
3) The counter slope of the gutter or street at the foot of a ramp shall not be more than 5%.
4) Clear space at base of ramp: Beyond the curb face, a clear space of 48"x48" shall be provided within the crosswalk and wholly outside the parallel vehicular lane.
5) Grade breaks at the top and bottom of perpendicular curb ramps shall be perpendicular to the direction of run.
APPENDIX E: INVENTORY CHECKLISTS FOR SIDEWALKS, PEDESTRIAN SIGNALS, AND BUS STOPS
Pedestrian Signal Inspection Form

Must be filled out for all new pedestrian signals installed in City of Puyallup right-of-way. This form must be filled out and submitted within ten days of signal installation to the City ADA Program Access Coordinator.

Pedestrian Signal Location: 

☐ N/E  ☐ N/W  ☐ S/E  ☐ S/W

N/S STREET ___________________  E/W STREET ___________________

STANDARDS:
- EACH PUSH BUTTON LOCATED WITHIN 5’ OF EXTENDED CROSSWALK LINE, AND 10’ SPACING FROM OTHER BUTTONS PREFERABLE.
- EACH PUSH BUTTON LOCATED BETWEEN 1.5’ AND 6’ FROM CURB LINE, 10’ MAX IF 6’ IS IMPRACTICAL.
- PUSH BUTTON PARALLEL TO DIRECTION OF CROSSING.
- CLEAR SURFACE SPACE OF 30” X 48” AT PUSH BUTTON.
- HEIGHT TO C.L. OF PUSH BUTTON: 42” PREFERABLE, 42-48” ALLOWED.
- MAX. 5 LBS. OF PRESSURE TO OPERATE.
- LOCATOR TONE FROM 2 DB TO 5 DB ABOVE AMBIENT.
- THE PEDESTRIAN CLEARANCE TIME SHOULD BE SUFFICIENT TO ALLOW A PEDESTRIAN TRAVELING AT 3.5 FEET PER SECOND TO TRAVEL BETWEEN THE LEFT CURB TO THE FAR SIDE OF THE TRAVEL WAY.

IF ONE PUSH BUTTON IS PRESENT:
A:
HEIGHT OF PUSH BUTTON (IN.): ___________________
DIAMETER OF PUSH BUTTON (IN.): ___________________
ACCESSIBLE SIGNAL OPERATIONAL (Y/N): ___________
LOCATOR TONE OPERATIONAL (Y/N): ___________
PUSH BUTTON PARALLEL TO DIRECTION (Y/N): ___________

IF TWO PUSH BUTTONS ARE PRESENT:
B:
HEIGHT OF PUSH BUTTON (IN.): ___________________
DIAMETER OF PUSH BUTTON (IN.): ___________________
ACCESSIBLE SIGNAL OPERATIONAL (Y/N): ___________
LOCATOR TONE OPERATIONAL (Y/N): ___________
PUSH BUTTON PARALLEL TO DIRECTION (Y/N): ___________

ANY CONDITIONS NOT IN COMPLIANCE WITH THE STANDARDS LISTED ABOVE ___________________

______________________________

STREET NAME: ___________________

DRAW LOCATION OF PUSH BUTTON(S) AT THE PROPER LOCATION (IF ONLY ONE RAMP, DRAW BUTTON LOCATION ON RAMP A)

Inspected/Measured by (print): ______________  Date Field Measured: ______________

See reverse side for Compliance with Standards.
Pedestrian Signal Inspection Form

Compliance with Standards:

Note: All pedestrian signals should comply with the City’s current design and construction standards. Where it is infeasible to install pedestrian signals to current standards, the Designer or Inspector must complete the Findings for Non-compliance Element(s) section below and state what the non-compliant element(s) are and the reason for the non-compliance. A drawing or picture can be included in the box below. After completing this form, submit it to the City ADA Program Access Coordinator for acceptance and then signature by the City Engineer.

Findings for Non-Compliance Element(s):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Picture or Drawing, if needed

Designer/Inspector      Date  Reviewed by      Date  Approved by City Engineer      Date  
Program Access Coordinator

Signature               Signature               Signature
Sidewalk Inspection Form

Must be filled out for every sidewalk constructed in City of Puyallup right-of-way. This form must be filled out and submitted within ten days of construction to the ADA Program Access Coordinator.

Street: [ ] N [ ] E [ ] S [ ] W

Nearest Cross-Streets: ____________________________ STREET ____________________________ STREET

**STANDARDS:**
- CONTINUOUS SURFACE WITH CLEAR WIDTH AT LEAST 48" (NOT INCLUDING CURB)
- NO OVERHEAD OBSTRUCTIONS LOWER THAN 80".
- CROSS-SLOPE 2.0%. RUNNING SLOPE NOT GREATER THAN STREET OR 5%, WHICHER IS GREATER.
- WHERE THERE IS LESS THAN 5 FEET OF CLEAR WIDTH, PASSING SPACES OF AT LEAST 5' x 5' ARE PROVIDED AT LEAST EVERY 200'.
- A CONTINUOUS PEDESTRIAN ROUTE IS PROVIDED WHERE DRIVEWAYS INTERSECT THE SIDEWALK.

**NORTH OR WEST SIDE OF STREET:**

<table>
<thead>
<tr>
<th>SIDEWALK CLEAR WIDTH:</th>
<th></th>
<th>FT.</th>
<th>IN.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PLANTER STRIP WIDTH:</th>
<th>B:</th>
<th>FT.</th>
<th>IN.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(PUT &quot;0&quot; IF NO PLANTER STRIP)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RUNNING SLOPE:</th>
<th>C1:</th>
<th>%</th>
<th>C2:</th>
<th>%</th>
<th>C3:</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORTH OR EAST CROSS-STREET</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SOUTH OR EAST SIDE OF STREET:**

<table>
<thead>
<tr>
<th>SIDEWALK CLEAR WIDTH:</th>
<th></th>
<th>FT.</th>
<th>IN.</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PLANTER STRIP WIDTH:</th>
<th>F:</th>
<th>FT.</th>
<th>IN.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(PUT &quot;0&quot; IF NO PLANTER STRIP)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RUNNING SLOPE:</th>
<th>G1:</th>
<th>%</th>
<th>G2:</th>
<th>%</th>
<th>G3:</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOUTH OR EAST CROSS-STREET</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OTHER SPECIFIC CONDITIONS:**

**DRAW ALL OBSTRUCTIONS OR HAZARDS ON THE PLAN:**

**Directions:** Three measurements shall be taken at various locations along the sidewalk. None of the three recorded measurements may exceed the limits indicated above. See reverse side for Compliance with Standards.
## Sidewalk Inspection Form

### Compliance with Standards:

**Note:** All sidewalks should comply with the City’s current design and construction standards. Where it is infeasible to construct or reconstruct a sidewalk to current standards, the Designer or Inspector must complete the Findings for Non-compliance Element(s) section below and state what the non-compliant element(s) are and the reason for the non-compliance. A drawing or picture can be included in the box below. After completing this form, submit it to the ADA Program Access Coordinator for acceptance and then signature by the City Engineer.

Findings for Non-Compliance Element(s):

<table>
<thead>
<tr>
<th>Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Picture or Drawing, if needed

<table>
<thead>
<tr>
<th>Designer/Inspector</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Access Coordinator</td>
<td>Date</td>
</tr>
<tr>
<td>Reviewed by</td>
<td>Date</td>
</tr>
<tr>
<td>Approved by City Engineer</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Signature**  
**Signature**  
**Signature**
Bus Stop Inspection Form

Must be filled out for all bus stops located in City of Puyallup right-of-way. This form must be filled out and submitted within ten days of construction to the City ADA Program Access Coordinator.

Bus Stop Location:                                                                 Project Name: ____________________________

☐ N/E  ☐ N/W  ☐ S/E  ☐ S/W

N/S STREET ____________________________  E/W STREET ____________________________

STANDARDS:
- BOARDING/ALIGHTING AREA MINIMUM OF 8’ (PERPENDICULAR TO THE CURB) X 5’ (PARALLEL TO THE ROADWAY).
- CROSS SLOPE NO GREATER THAN 2%.
- RUNNING SLOPE NO GREATER THAN STREET GRADE.
- SURFACE CONCRETE OR ASPHALT, BROOM FINISH OR EQUAL SLIP-RESISTANCE.
- CONTINUOUS PEDESTRIAN ACCESS ROUTE BETWEEN BUS STOP AND SIDEWALK.
- A PEDESTRIAN ACCESS ROUTE IS PROVIDED BETWEEN BOARDING/ALIGHTING AREA AND SHELTER.
- CLEAR SPACE WITHIN THE SHELTER IS A MINIMUM OF 36” X 48”.
- SLOPE WITHIN SHELTER MAXIMUM OF 2%.

BOARDING/ALIGHTING AREA: A:
WIDTH OF SPACE PERPENDICULAR TO CURB (IN): ______
WIDTH OF SPACE PARALLEL TO ROADWAY (IN): ______
CROSS SLOPE (%): __________________________
RUNNING SLOPE (%): __________________________
OBSTRUCTIONS WITHIN AREA (Y/N): __________
ACCESS TO SIDEWALK (Y/N): __________
OTHER SPECIAL CONDITIONS: __________________________

IF SHELTER IS PRESENT: B:
CLEAR SPACE (IN. x IN.): __________________________
CROSS SLOPE (%): __________________________
PEDESTRIAN ACCESS ROUTE PROVIDED (Y/N): __________
OTHER SPECIAL CONDITIONS: __________________________

Inspected/Measured by (print): __________________________  Date Field Measured: __________________________

See reverse side for Compliance with Standards.
Bus Stop Inspection Form

Compliance with Standards:

Note: All bus stops should comply with the City’s current design and construction standards. Where it is infeasible to install bus stops to current standards, the Designer or Inspector must complete the Findings for Non-compliance Element(s) section below and state what the non-compliant element(s) are and the reason for the non-compliance. A drawing or picture can be included in the box below. After completing this form, submit it to the City ADA Program Access Coordinator for acceptance and then signature by the City Engineer.

Findings for Non-Compliance Element(s): 

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Picture or Drawing, if needed

Designer/Inspector Date Reviewed by Date Approved by City Engineer Date
Program Access Coordinator

Signature Signature Signature
APPENDIX F: ADA IMPROVEMENTS COST ESTIMATION
<table>
<thead>
<tr>
<th>Type of Improvement</th>
<th>Low Cost</th>
<th>High Cost</th>
<th>per Unit</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sidewalk, which may include improvements to:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear width</td>
<td>$ 50</td>
<td>$ 650</td>
<td>Linear Foot</td>
<td>Low cost includes sidewalk only, high cost includes porous concrete, curb &amp; gutter and storm drainage improvements, perhaps small wall at back of walk</td>
</tr>
<tr>
<td>Cross Slope</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obstructions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discontinuities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detectable Warnings</td>
<td>$ 65</td>
<td>$ 85</td>
<td>Square Foot</td>
<td>Based on bid tabulations</td>
</tr>
<tr>
<td>Utility Grates</td>
<td>$ 500</td>
<td>$ 3,000</td>
<td>Each</td>
<td>Low to high costs depend upon the type of grate lid, and whether it requires adjustment to grade. Utility relocation is not included.</td>
</tr>
<tr>
<td>Traffic signals (audible pedestrian signals, timing)</td>
<td>$ 5,000</td>
<td>$ 750,000</td>
<td>Each</td>
<td>Low costs are for ped pushbuttons or timing improvements, high cost is for new signal</td>
</tr>
<tr>
<td>Curb ramps</td>
<td>$ 3,000</td>
<td>$ 6,000</td>
<td>Each</td>
<td>Low cost includes ramp only, high cost may include longer transition areas due to complicated grading</td>
</tr>
</tbody>
</table>

NOTE: Cost estimates are based on very rough idea of approximate construction costs and not based on specific design information. Right of way, above and underground conflicts, environmental impacts, design costs, traffic control during construction, and other unforeseen issues are not included in the project cost. Therefore these estimates should be considered to be extremely conceptual and site specific analysis of each improvement should take place prior to moving forward with funding strategies.
APPENDIX G: ACCESSIBLE PEDESTRIAN SIGNAL POLICY
1.0 PURPOSE:
This policy is intended to ensure the City utilizes Accessible Pedestrian Signals (APS) that meet the accessibility and mobility needs of blind or low-vision pedestrians in a non-discriminatory manner consistent with the intent and/or requirements of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

2.0 POLICY:
The City will install APS whenever a new traffic signal system is installed and at all existing traffic signals where traffic signal wiring is replaced in its entirety or whenever right-of-way infrastructure improvements on two or more corners of the intersection occur that require curb ramp upgrades or relocation of signal support standards. All new APS installations shall meet current Manual on Uniform Traffic Control Devices (MUTCD), ADA, and City of Puyallup standards.

The City will consider requests from blind or low-vision pedestrians to retrofit an existing city-maintained traffic signal with APS if existing infrastructure is readily capable of being upgraded with APS i.e., no curb ramp upgrades or relocation of signal support standards are required.

The City will develop a prioritized list of proposed APS locations based on several criteria including proximity to major pedestrian generators such as fairgrounds, transit stations, schools, and parks and complexity of intersection geometry and/or signal phasing.

The City will not install APS when conducting maintenance activities including replacing failed or damaged equipment such as pedestrian buttons, push button poles, etc, modifying or installing loop or video detection, installing red-light running cameras, and upgrading select components, such as pedestrian heads, signal heads, cabinets, or controllers.

At the City Engineer’s sole discretion, existing traffic signals may be upgraded with APS whenever sufficient funding is available and the City Engineer determines the upgrade is warranted. To the maximum extent possible, the City Engineer should utilize the prioritized list of proposed APS locations to prioritize such installations.

3.0 ORGANIZATIONS AFFECTED:
Public Works
APPENDIX H: RESOURCES
A great number of resources can be found online to assist the City’s efforts to ensure ADA compliance. The following is a list of resources consulted in the creation of this report or that will help City departments when they seek to improve their accessibility.

FEDERAL & WASHINGTON STATE REGULATIONS & STANDARDS

U.S. DEPARTMENT OF JUSTICE

- Americans with Disabilities Act (Full Text of Act) (https://www.ada.gov/pubs/adastatute08.pdf)
- Americans with Disabilities Act Title II Regulations (Specific regulations for state and local governments) (https://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.pdf)
- Americans with Disabilities Act (ADA) Standards (USDOJ and USDOT combined standards for accessibility for new construction and facility alterations) (https://www.access-board.gov/attachments/article/983/ADAstandards.pdf)

WASHINGTON STATE HUMAN RIGHTS COMMISSION

- Washington State Revised Code Disability Definition (http://app.leg.wa.gov/rcw/default.aspx?cite=49.60.040)

FEDERAL HIGHWAY ADMINISTRATION

- Questions and Answers About ADA/Section 504 (http://www.fhwa.dot.gov/civilrights/programs/ada_sect504qa.cfm#q1)
- Department of Justice/Department of Transportation Joint Technical Assistance on the Title II of the Americans with Disabilities Act Requirements to Provide Curb Ramps when Streets, Roads, or Highways are Altered through Resurfacing (http://www.fhwa.dot.gov/civilrights/programs/doj_fhwa_ta.cfm)
DESIGN & INSPECTION GUIDANCE

- Washington Department of Transportation ADA Policies and Best Practices (http://www.wsdot.wa.gov/LocalPrograms/ada/policy.htm)
- Washington Department of Transportation Standard Drawings Section F Curbs, Sidewalks and Driveways (http://www.wsdot.wa.gov/Design/Standards/#SectionF)
- Federal Highway Administration's Pedestrian And Bicycle Information Center Checklist for Accessible Sidewalks and Street Crossings (http://www.pedbikeinfo.org/cms/downloads/Checklist_Accessible_Sidewalks_Crossings.pdf)

OTHER RESOURCES

- Northwest ADA Center (http://nwadacenter.org/)
- Tacoma Area Coalition of Individuals with Disabilities (http://www.tacid.org/)
- Washington State Braille Services (http://www.wssb.wa.gov/Content/offcampus/bac.asp)
- Auxiliary Aids Questions (http://www.adalive.org/taxonomy/term/51)