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MEMORANDUM

Date:	December 23, 2020	**TG:**	1.19309.00
To:	Steve Dobron, PE, City of Wenatchee		
From:	Ryan Peterson, PE, PTOE, Transpo Group Bob Sisco, CDD, Transpo Group		
cc:			
Subject:	City of Wenatchee ADA Data Review and Proposed Data Dictionary		

Introduction

This technical memorandum was prepared to summarize Transpo Group's effort to review and assess existing data and information provided by City of Wenatchee staff related to completing a citywide Self-Evaluation and an ADA Transition Plan. This memo summarizes Transpo's data review as well as a proposed data dictionary for the data collection effort to be completed as part of the self-evaluation phase. In addition, this memorandum includes a review of the City's current procedures for documenting and addressing ADA related complaints and grievances.

While there are a few attributes within the ADA Ramp and Sidewalk data that are related to ADA accessibility, it is determined that more asset data criteria attributes are needed for the plan itself and will require data collection with field inspection. Data collection during field inspection will provide a documented snapshot in time for asset inventory, as existing data was not clear on collection method and time period. In addition, based on the data provided for curb ramps, a more efficient organization of data would be recommended to support the development of an ADA transition plan and asset management in general. All data reviewed was found to be relevant to the development of an ADA Transition Plan.

Review Process Overview

Using the City's existing ADA inventory in GIS format, we reviewed the three features of inventory data (sidewalks, curb ramps, and push-buttons) to aerial imagery provided for the project. Our review process takes into consideration asset management best practices and ADA transition plan self-evaluation assessment practices. There are two types of review on the GIS feature data; asset digitized quality and quality of the attributes per asset. In addition to the quality of attributes per asset, Transpo has conducted an audit of attributes needed for analysis in the ADA Transition Plan. This review compares the existing data structure to the recommended attributes in our ADA data dictionary, along with criteria needed for self-evaluation and prioritization. Detailed review comments and tables are below and in attachments.

Review of Existing Data Sources

Transpo received the GIS datasets shown in Table 1 from City of Wenatchee staff for review of potential ADA self-evaluation components that would be needed as part of the development of a transition plan.

Table 1. Received Data

City GIS Data	Data Feature
Sidewalks	**Polyline**
Curb Ramps	Point
Push Buttons	Point
Vertical Barriers	Point

Sidewalks GIS Layer

The Sidewalks layer includes information about the surface type, width, and inspection status. Table 2 summarizes the applicable fields included in the Sidewalks layer.

Table 2. Sidewalk Data Summary

Field Name	Attribute and Notes
Surface Type	19 of 1,789 sidewalks have surface type filled in as “Concrete”, the rest are blank
Condition	19 of 1,789 sidewalks have surface condition filled in as “Excellent”, the rest are blank
Sidewalk Width	All are either 0 or NULL
Inspection Status	1540 sidewalk segments inspected, 170 not inspected, 79 left blank/no inspection status

As seen in the table above, the attribute data of the sidewalk dataset was incomplete. In addition, more attribute data is needed in addition to the above fields to accurately determine ADA compliance, such as slope information and hazard types/locations along sidewalks.

In addition to the characteristics summarized in Table 2, based on a visual review of the GIS data, the digitization quality of the Sidewalks layer needs improvement. The placement of segments is inconsistent and varies from intersection to intersection. This will impact both an ADA Transition plan self-evaluation and asset management. Having consistency of how sidewalk segments are drawn leads to more accurate data collection results (such as sidewalk segment length and segmenting) and makes analysis more useful. A detailed preliminary review of the Sidewalk layer is included in Attachment B.

Curb Ramps GIS Layer

The Curb Ramps layer includes information about the ramp type and ADA compliance status. Table 3 summarizes the fields included in the Curb Ramps layer.

Table 3. Curb Ramp Data Summary

Field Name	Attribute and Notes
Ramp Type	Identifies curb ramp type including Parallel (447 of 1,717 ramps), Perpendicular (923 of 1,717 ramps), Combination (6 of 1,717 ramps), Driveway Entrance Type 1 (33 of 1,717 ramps), Driveway Entrance Type 2 (0 of 1,717 ramps), Single Direction (68 of 1,717 ramps). 239 ramps missing data.
SubtypeCD	Another “type” field, this field is extremely inconsistent with the Ramp Type field (as many ramps have two different types entered), making it difficult to determine if one or both fields are accurate. (1,106 of 1,717 ramps filled in.)

Status	All ramps include status field indicating Compliant (120 of 1,717 ramps), Inspected (105 of 1,717 ramps), Needs, Inspection (75 of 1,717 ramps), Needs Repair (1,164 of 1,717 ramps), and Pending (253 of 1,717 ramps)

While the fields above would be adequate to determine location and ADA compliance, the data was found to be inconsistent and suspect as described in the notes. Further, while ADA compliance can be determined by the single 'Status' filed, there is no fields or other information that provide a reason for compliance or non-compliance. This layer is missing multiple fields typically needed for ADA self-evaluation, as having a status field and type field only is unreliable when you can't check the accuracy of the status against measured data.

With that said, after further investigation into the City's curb ramp GIS layer, we found related tables connected to a point feature ramp asset, within a file-based geodatabase (FGDB) format. This table data was missing and/or disconnected from the original GIS shapefile format of the point feature curb ramps layer. Within the geodatabase (FGDB), there are five (5) related tables that correspond with the curb ramp layer: *crCombination, crParallel, crPerpendicular, crSingleDirection,* and *crVisualyNonCompliant*. Those can be viewed using ESRI-based GIS software, like ArcMap and ArcGIS Pro, using the identify tool. The fields inside each related table seem to correspond with PDF ramp graphic diagrams and contain much of the information missing in the original GIS shapefile format of the point feature curb ramps layer. Since the data in the related table and the curb ramp point feature data are separated, there can be issues with those tables becoming disconnected to the GIS feature layer, which actually happened during data transfer in GIS shapefile format. When that happens, the feature layer then has the ADA self-evaluation issues described in the above paragraph. It would in fact be a recommendation, and asset management best practice, to add all the related table fields into the GIS feature layer's attribute field list. This recommendation would also assist the City with its self-evaluation and future ADA accessibility analysis. By combining the related table data into the feature layer's attributes, the City would also eliminate the reliance on a GIS database to keep the relationship between the separate table and point feature data. It would also accommodate transferring of data, and attributes, all in one GIS feature layer, into a variety of GIS file types, without the loss of critical attribute data. Future ADA accessibility analysis would also benefit to having this data inside the GIS layer attributes versus separated related tables. While this is not a requirement of an ADA self-evaluation, this data organization is considered a best practice and will create efficiencies during analysis of the data.

In addition to the fields identified in Table 3 and related tables, overall, the digitization quality of the layer needs improvement. Many ramps are acceptable, but there needs to be some consistency improvements made in the feature data. Some ramps are placed well, but others are sometimes placed far away from the ramp's actual location, and in some cases, there appears to be missing ramps in places where a ramp looks like it exists on aerial imagery. This will impact both an ADA Transition plan self-evaluation and asset management. A detailed preliminary review of the Curb Ramp layer is included in Attachment C.

Push Buttons GIS Layer

The Push Buttons GIS layer includes information about the location and style of signal push buttons. Table 4 summarizes the fields included in the Push Buttons layer.

Table 4. Push Buttons Data Summary

Field Name	Attribute and Notes
Distance to Crosswalk	Measures push button distance to curb in feet and inches. Does not indicate measurement methodology. All 327 push buttons include distance measurements.
APS	Appears to denote push button APS style. Need to confirm, but it looks like "Yes" means the button's housing is APS style, and "No" indicates is another style, such as H-style.
Project	Usually denotes the compass direction the pedestrian walks across the street after using the push button, but 2 ramps are also set as "To nearest driveway entry". 36 of 327 push buttons have this field filled in.
PedDirection	Also denotes the compass direction the pedestrian walks across the street after using the push button. 285 of 327 push buttons have this field filled in.

In addition to the fields summarized in Table 4, the Push Buttons layer is missing other valuable attribute fields typically needed for data collection and ADA self-evaluation, such as specific info about the button's programming and more location data. The digitization quality of the layer needs improvement when comparing with the aerial imagery. The digitizing of the push button locations are often placed in the middle of intersections and can be difficult to determine the intended push button location. This will impact both an ADA Transition plan self-evaluation and asset management. A detailed preliminary review of the Push Button layer is included in Attachment D.

Vertical Barrier GIS Layer

In addition to the feature data for sidewalks, curb ramps, and push buttons, the City has collected data on vertical barriers found in City sidewalks. Table 5 summarizes the fields included in the Vertical Barrier layer.

Table 5. Vertical Barrier Data Summary

Field Name	Attribute and Notes
Date	Appears to be the date the barrier was identified. These dates range from 04/27/2014 to 07/01/2020.
Address	Appears to be the nearest address to the vertical barrier and aids in locating the barrier. Approximately 4275 out of 5182 records have an address.
Location	Description of the actual location of the vertical barrier on the sidewalk segment. 195 of 5182 barriers have a location description.
Depth	Denotes the depth of the vertical barrier. 5108 of 5182 barriers have a depth recorded with 135 barriers having a depth of 0 inches.
Status	Denotes the status of the barrier including inspected, re-inspected, repaired, etc. Approximately 3798 of 5182 records have a value for status.
Picture	Denotes the file path of pictures of the vertical barriers. 319 of 5181 barriers have information in this field.
Resident_C	Appears to denote information regarding the ownership of the facility responsible for the vertical barrier. This information seems to coordinate with the location field which denotes facilities such as water meters and vaults that are the cause of the vertical barrier. 342 of 5182 records have information in this field

Both the spatial and attribute data for the vertical barrier information appears to be correct and nearly complete. It is our understanding the City is currently using this data to remove vertical barriers through grinding via in-house and contracted resources.

Criteria Needed for ADA Self-Evaluation and Prioritization

One of the requirements of an ADA Transition Plan is to identify physical barriers within the City. With respect to the pedestrian network, this means identifying those facilities that are not in compliance with applicable design standards. These standards include:

- The 2010 ADA Standards for Accessible Design (ADAS), is the standards document in which all federal ADA standards are collectively held. The 2010 ADAS and regulations from the 28 CFR Part 36 replaced the 1991 ADA (ADA Accessibility Guidelines (ADAAG)).
- The Draft Guidelines for Accessible Public Rights-of-Way was first published by the US Access Board in 2005. The US Access Board's Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way, or PROWAG, was published for comment in 2011. Both the 2005 and 2011 guidelines have not yet been adopted as standards. Despite this delay, many public entities currently use the draft PROWAG as 'best practice' for features within the public rights-of-way and this practice has been endorsed by the Federal Highway Administration (FHWA) and the US Access Board.

Through our previous ADA self-assessment work, Transpo has developed a data dictionary that consistently evaluates each pedestrian feature consistent with the ADAS and PROWAG. This data dictionary is included in Attachment D. It is important to note that the data described in the attached data dictionary does not necessarily need to be recorded. The City's curb ramp and push-button datasets includes single fields that are meant to designate whether the facility is compliant with applicable ADA standards. However, to determine compliance with applicable ADA standards, each of the attributes described in the attached data dictionary must be measured and evaluated. Recording these attributes provides several benefits for the City including:

1. These attributes provide greater detail into why a facility may or may not be compliant with applicable ADA standards. This information is very valuable for scheduling repairs and maintenance. For example, the repair and maintenance activity for a sidewalk barrier due to overgrown shrubs is much different than a barrier due to adverse cross-slope.
2. More detailed attribute data enables more accurate cost estimating during the development of the transition plan. Relying on only one attribute field to determine ADA compliance leaves only one option for barrier removal – complete replacement. However, similar to the point above, knowing what type of barrier is causing the compliance issue will help determine a more appropriate removal activity and more accurate cost estimating.
3. More detailed attribute data enables better quality control.

ADA Dataset Recommendations

The review of the City's existing datasets found inconsistencies and inaccuracies as described previously. While the data was found to have the number and types of fields that would be considered the minimum information to determine barriers to accessibility, the information was found to be inconsistent, incomplete and/or suspect. In addition, several of the layers have spatial inaccuracies when compared to aerial imagery.

It is recommended that the City's datasets be updated with the following steps:

1. Correct spatial inaccuracies in all datasets
2. Consider additional fields in each dataset to provide for detail. Ideally, the fields shown in Attachment D would be collected. At a minimum the following fields should be included in each dataset:
    - Sidewalks – widths, cross-slopes, and running slopes measured at multiple locations along sidewalks

- Curb Ramps – ramp type, width, cross-slope, running slope, landing size and slopes, presence of detectible warning surface, location and size. It should be noted that the related tables reviewed as part of this effort do contain many of these fields. However, this information should be verified and organized as described.
- Pedestrian Push Buttons – APS style and distance to crosswalk are already included in the data set. This information should be verified. In addition, additional fields needed include height of button, and fields designating location of button to pedestrian access route, and curb ramp landing.

3. Perform field work to verify existing information, collect missing attributes, and collect any additional fields identified in Step 2 above.

Grievance Process Policy Review

The following section summarizes the City of Wenatchee's current ADA grievance policy and offers recommendations for policy adjustments. While Title II of the ADA requires local governments to adopt and publish a grievance procedure, it does not prescribe what ADA grievance procedures must include. In order to provide additional guidance to local governments with respect to the recommended contents of a grievance procedure, the Department of Justice (DOJ) has developed information that can be used as a basis for local governments to develop their own procedure, including a model document. Per ADA Best Practices Tool Kit for State and Local Government, Chapter 2.C, a grievance procedure must include:

- A description of how and where a complaint under Title II may be filed with the government entity;
- If a written complaint is required, a statement notifying potential complainants that alternative means of filing will be available to people with disabilities who require such an alternative;
- A description of the time frames and processes to be followed by the complainant and the government entity;
- Information on how to appeal an adverse decision;
- A statement of how long complaint files will be retained.
- A grievance procedure allows community members to formally report denial of access to a City facility, program, or activity on the basis of disability.

Current Policy

The City's current policy and process for filing an ADA related complaint or grievance is accessed via the City's website at: https://www.wenatcheewa.gov/government/ada-information/ada-complaint-grievance This page contains information on how to file a complaint with the City, what happens after a complaint is filed, and how to file a grievance if the complaint is not satisfactorily resolved. The page includes a link to a complaint form and a link to the City's grievance procedure. These two documents are included in Attachment E.

Policy Adjustment Recommendations

The City's current grievance policy is consistent with the DOJ's model document and generally meets the recommendations of the Department of Justice as described above. The following minor adjustments to this document are recommended:

- Change all durations/titles, etc to be consistent with City Resolution 2010-15
- If the city was intending the complaint form to facilitate the first part of the grievance process, include a link to the complaint form in the second paragraph of the grievance procedure.
- Include option to submit complaint via email in the third paragraph.
- Change references to the "City of Wenatchee designee" to the "City of Wenatchee ADA Coordinator" and include specific name and contact information.
- In the last paragraph, specify a duration of three years per City Resolution 2010-15 for how long written complaints and responses will be stored. Currently the document states they will be stored permanently.

In addition to the recommendations to the specific grievance policy, the following modifications to the City's website are also recommended:

- In the complaint form, delete the last three questions and replace with an option to provide additional information. Keep the complaint form focused on the issue at hand and how the City can address it.
- On the ADA Complaint/Grievance webpage cited above, clarify the text to more accurately describe the grievance process. Currently the text of the webpage makes it sound like there is a separate process for complaints and grievances. Recommended changes to this website text are included in Attachment F.
- Provide an opportunity for individuals to request a service request prior to filing a formal complaint/grievance. Often, individuals interested in filing a complaint have an issue related to physical barriers in sidewalks, parks, or facilities. These may be addressed via a service request and avoid the filing of an official complaint. This could be accomplished be adding a service request form on the ADA Accommodations webpage (https://www.wenatcheewa.gov/government/ada-information/ada-accommodations) to facilitate service requests for facilities including pedestrian features in the public ROW as well as parks and facilities.

Next Steps

In general, the City of Wenatchee has a good start on their ADA self-evaluation and has begun removing vertical barriers in the City's right-of-way. The steps for completing the self-evaluation have been outlined above and it is recommended that the City take those steps prior to, or in conjunction with, the development of an ADA Transition Plan. The lack of an ADA Transition Plan leaves the City open to risk and does not ensure that monies being spent on barrier removal are sufficient or directed to the highest priorities in the City.

While it would be ideal for the City to complete a self-evaluation on all facilities prior to completing the ADA Transition Plan, we recognize fiscal constraints and scheduling may require a phased approach. This option would see the City complete a portion of the steps outlined above for completing the self-evaluation and developing the ADA Transition Plan using that information. For example, the City could complete the self-evaluation for a specific area of the City. Or, the City could utilize and improve upon existing data available in the curb ramp and vertical discontinuities datasets and complete the self-evaluation for these specific barriers and facilities. This information would be used to develop the ADA Transition Plan including development of a schedule through prioritization and cost estimating. A major

component of the ADA Transition Plan would include a process, schedule, and budget for the completion of the self-evaluation for all City facilities.

While this option would allow the City to spread the cost of the transition plan development out over time, it does come with minor risk. The ADA requires agencies to identify barriers within their facilities as part of the transition plan. The argument could be made that this requirement would technically not be met until the entire self-evaluation was complete.

Regardless of the approach the City chooses to take to complete the ADA transition plan, eventually the data gaps identified in this memorandum will need to be filled to provide a complete picture of the City's ADA compliance and identify all barriers in the public right-of-way. The following steps are recommended to fill these data gaps:

1. Establish a data dictionary with adequate fields to determine ADA compliance. The attached sample data dictionary can be used as a guide for this activity as well as the guidance provided in this memorandum.
2. Correct and expand the curb ramp dataset. This dataset is the most robust of those reviewed and most likely will take the least amount of effort to correct and, with the vertical discontinuity dataset, can be used in the first phase of developing an ADA transition plan. The spatial anomalies in this dataset should be corrected first, then field work completed to correct or add missing attribute data.
3. Complete first phase of ADA transition plan using corrected curb ramp dataset and vertical discontinuity dataset.
4. Using the data dictionary established in step 1 above, correct and complete the datasets for sidewalks and pushbuttons.
5. Incorporate sidewalk and pushbutton datasets into ADA transition plan.

The following estimated costs were developed for the development of the ADA Transition Plan using a phased approach as described above, as well as completing the entire self-assessment. These costs assume that the City would hire a consultant to assist in the development of the ADA Transition Plan. Separate costs were also developed assuming that field crew needed to complete the self-assessment would be provided by the City with training and quality control provided by the consultant. For the phased approach, it was assumed that the self-evaluation for all City curb ramps would be completed first and would be used to develop the ADA Transition Plan.

Option 1 – Development of ADA Transition Plan w/Phased Self-Assessment (Phase 1 of self-assessment only): $140,000
Option 2 – Development of ADA Transition Plan w/Phased Self-Assessment using City Field Crew (Phase 1 of self-assessment only): $105,000
Option 3 – Development of ADA Transition Plan with Full Self-Assessment: $210,000
Option 4 – Development of ADA Transition Plan with Full Self-Assessment using City Field Crew: $140,000

Attachment A: Sidewalk Preliminary GIS Data Review

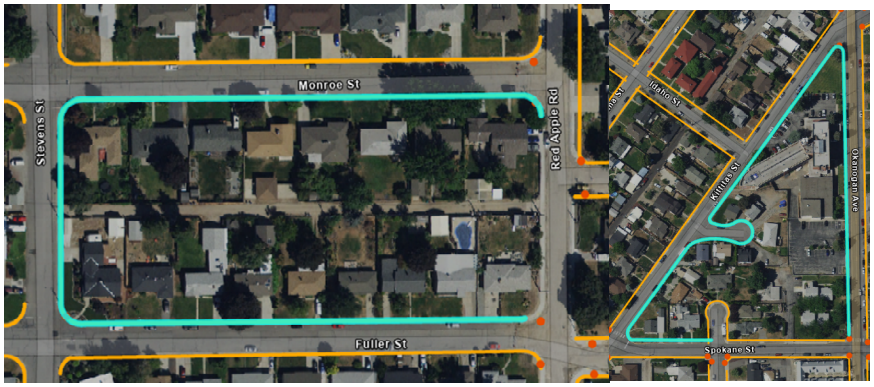
Wenatchee ADA Preliminary Data Review

Sidewalks (GIS Layer: "Sidewalk")

- Attribute Field Data Quality – Lacks sufficient information
    - "Surface Type" and "Condition" fields present, but only 19/1789 sidewalks have this data filled in, and they're all focused in one small area (see the "Other Notes" section)
    - "Sidewalk Width" field set to either Null or 0 (and the 0 sidewalks should have a width)
    - "InspectionStatus" filled in for 1710/1789 sidewalks as either "Yes" or "No", 1540 set to "Yes".
    - Other fields seldom used: Facility Identifier, Install Date, Owned By, Managed By, Last Update Date, Last Editor, ProjectName, ProjectNumber, Engineer, PlanDate, AsbuiltPlanDate
    - Missing other valuable attribute fields typically needed for data collection / ADA self-evaluation

- Digitization Quality – Needs Improvement
    - Inconsistent digitization (orange lines = sidewalk, light blue lines = individual highlighted sidewalks)
        - Not always split at mid-point curb return, sometimes 3 segments at curb return and sometimes just two with missing chunk in middle or one side sweeps across into next sidewalk

- Sometimes entire blocks are one line



- T-intersections usually aren't split as typical road centerlines are

- Have spotted some areas where there's missing sidewalk data/no digitizing

Attachment B: Curb Ramp Preliminary GIS Data Review

Wenatchee ADA Preliminary Data Review

Curb Ramps (GIS Layer: "CurbRamp")

- Data Quality – Lacks sufficient information inside the feature layer attributes
    - Two curb ramp type fields: "SubtypeCD" not accurate for type, "RampType" seems to be more accurate
        - "SubtypeCD" often inaccurate data. Many parallel ramps marked as perpendicular and vice versa, and many ramps are marked as a completely different type than the "RampType" field.
        - "RampType" includes:
            - Parallel (447/1717 ramps, usage consistent with Transpo Data Dictionaries)
            - Perpendicular (923/1717 ramps, usage consistent with Transpo Data Dictionaries)
            - Combination (Similar to how we view combination ramps in most cases, sometimes mislabeled, only used 6 times though)
            - Driveway Entrance Type 1 (Used 33 times when ramps placed to cross driveways. We usually just use regular ramp types to cover this)
            - Driveway Entrance Type 2 (Never used in attribute field)
            - Single Direction (68/1717 ramps, usage consistent with Transpo Data Dictionaries
            - 1 ramp marked as "Ramp 2 under 4 feet, clearly doesn't meet ADA"
        - Missing RampType info on 239/1717 ramps
    - "Status" field filled in for all ramps. Unclear how these determinations were made.
        - Compliant (120/1717)
        - Inspected (105/1717)
        - Needs Inspection (75/1717)
        - Needs Repair (1164/1717)
        - Pending (253/1717)
    - Rest of fields seldom used: Facility Identifier, Install Date, Owned By, Managed By, Last Update Date, Last Editor, ProjectNumber, ProjectName, Engineer, AsBuiltDate, GISProcessedDate, GISProcessedBy
    - Missing other valuable attribute fields in the feature layer typically needed for data collection / ADA self-evaluation, as additional fields are inside a spreadsheet type of table.
    - Related table information was found in the geodatabase format version of the data layer. Tables called, crCombination, crParallel, crPerpendicular, crSingleDirection, and crVisualyNonCompliant, were in the geodatabase format. Additional attributes could be found by clicking on a feature, using an identify tool in GIS software. The data in the table and the attribute table in the feature data layer are separated.

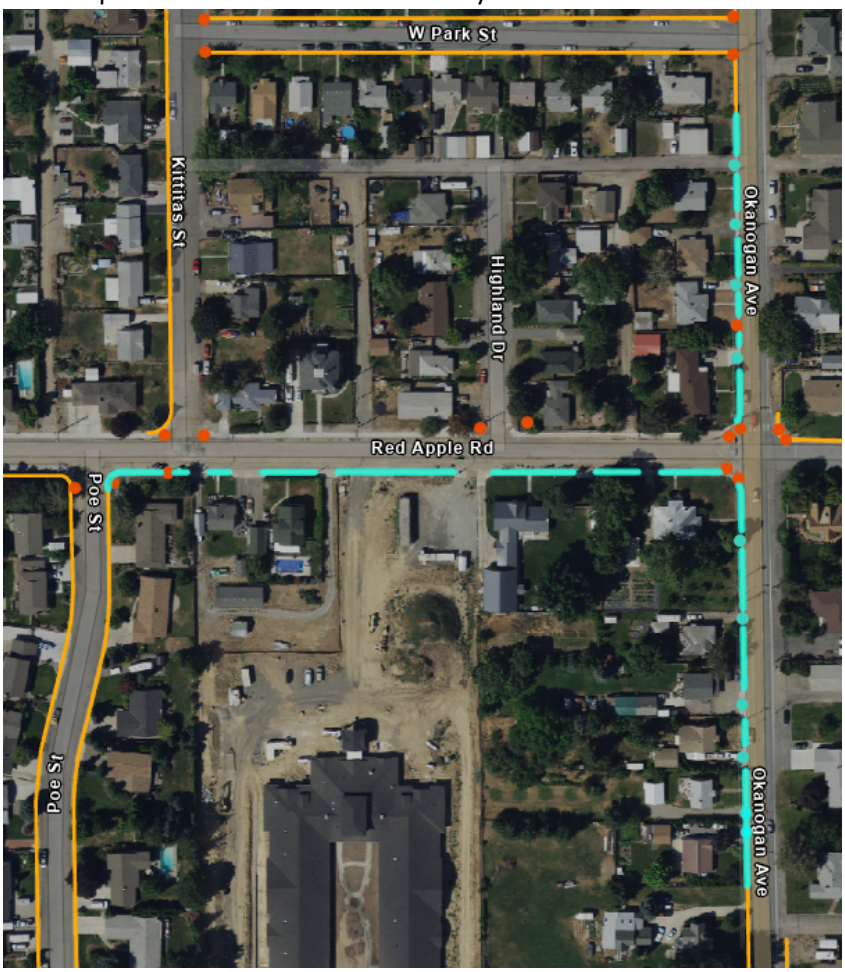
- Digitization Quality – Needs Improvement
  - Placement is sometimes accurate then sometimes placed poorly (red dots = curb ramp)

  - Some placement on or close to ramp's DWS, similar to how Transpo digitizes for asset management and inventory data collection

  - No placements of missing ramps at PAR intersections as the data inventory normally has and needs for ADA Transition Plan cost estimating
  - There appears to be at least a few ramps missing from the dataset

Other Notes

- Red Apple Rd from Kittitas St to Okanogan Ave and Okanagan Ave from W Park St to Hainsworth Street has unique data, the sidewalks and curb ramps here are the only data points with mostly all fields filled in. All other features are Null for most fields.
    - This area's sidewalks are all split at driveways and some of them have curb ramp points placed in the middle of driveways



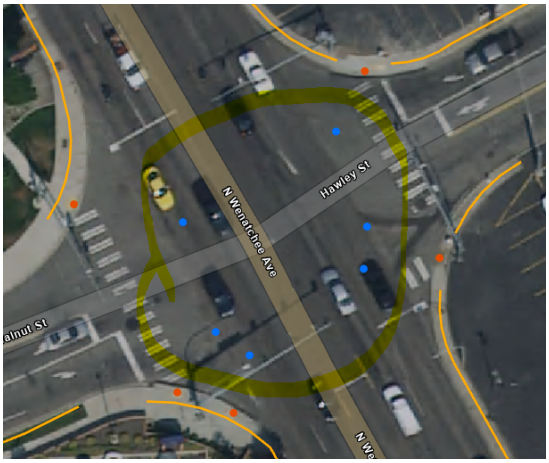
Attachment C: Push Button Preliminary GIS Data Review

Wenatchee ADA Preliminary Data Review

Push Buttons (GIS Layer: "SignalPedButton")

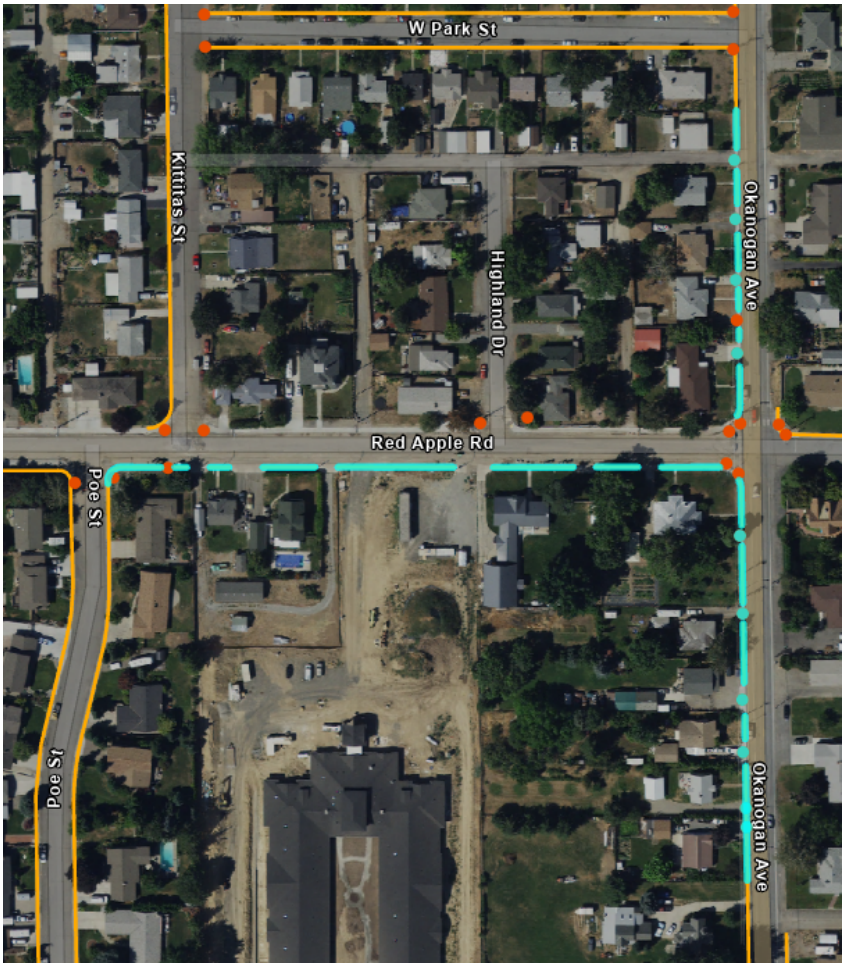
- Data Quality – Lacks sufficient information
  - "DistancetoXwalk" measures button distance to curb. Not sure how it was measured and if its applicable to our "PBLess10ftXCurb"
    - Measure as [feet]'[inches]" i.e. 13'1" or 7'11"
    - All buttons measured and have field filled in
    - Hard to determine accuracy but seems reliable based on limited checks
  - "APS" field appears to denote push button style similar to Transpo's "PB_APS_Style" field
    - All buttons filled in as "Yes" or "No"
    - Appears to be accurate based on limited checks with Street View.
  - "Project" field seems to denote the compass direction the pedestrian walks across the street after using button. Usually accurate but sometimes seems off (such as a clearly North direction marked as NW)
    - Only 36/327 buttons have this filled in, 2 marked as "To nearest driveway…" even though they're regular buttons at a 4-way intersection.
  - "PedDirection" same idea as "Project" but seems slightly more accurate and utilized
    - 285/327 buttons have this filled in
  - Rest of fields seldom used: Sign#, Mfr, InstallDate, Project#, Engineer, AsBuiltDate, GISProcessedDate, GISProcessedBy, FLMETACODE
  - Missing other valuable attribute field typically needed for data collection / ADA self-evaluation

- Digitization Quality – Needs Improvement
  - Inaccurate digitizing, often placed in the middle of intersections, but placed in a way where it could be possible to determine the intended location with careful inspection (blue dots = push button)



Other Notes

- Red Apple Rd from Kittitas St to Okanogan Ave and Okanagan Ave from W Park St to Hainsworth Street has unique data, the sidewalks and curb ramps here are the only data points with mostly all fields filled in. All other features are Null for most fields.
    - This area's sidewalks are all split at driveways and some of them have curb ramp points placed in the middle of driveways



Attachment D: Draft Data Dictionary

Table 6. Sidewalk

Field Name	Attribute	Default Value
Width	<36-in >=36-in - <44-in >=44-in - <48-in >=4-ft - <5-ft w/o pullouts >=4-ft - <5-ft w/ pullouts >=5-ft - <6-ft >=6-ft - <7-ft >=7-ft - <8-ft >=8-ft - <9-ft >=9-ft - <10-ft >=10-ft	Default
Access Path Type	Sidewalk Paved Shoulder Walkway Paved Separated Walkway Pathway (On-site)	Default
Surface Condition	Good (like new) Average (minor defects/wear) Poor (cracking/spalding/heaving/other)	Default
Cross-slope (start)	<=2% >2% - <=2.4% >2.4% - <=3% >3% - <=4% >4%	
Cross-slope (mid-point)	<=2% >2% - <=2.4% >2.4% - <=3% >3% - <=4% >4%	
Cross-slope (end)	<=2% >2% - <=2.4% >2.4% - <=3% >3% - <=4% >4%	
Running Slope (start)	<=2% >2% - <=3% >3% - <=4% >4% - <=5% >5% - <=6% >6% - <=7% >7% - <=8% >8% - <=9% >9% - <=10% >10%	
Running Slope (mid-point)	<=2% >2% - <=3% >3% - <=4% >4% - <=5% >5% - <=6% >6% - <=7% >7% - <=8% >8% - <=9% >9% - <=10% >10%	
Running Slope (end)	<=2% >2% - <=3% >3% - <=4% >4% - <=5% >5% - <=6% >6% - <=7% >7% - <=8% >8% - <=9% >9% - <=10% >10%	
Roadway Grade (start)	<=2%	

	>2% - <=3% >3% - <=4% >4% - <=5% >5% - <=6% >6% - <=7% >7% - <=8% >8% - <=9% >9% - <=10% >10%
Roadway Grade (mid-point)	<=2% >2% - <=3% >3% - <=4% >4% - <=5% >5% - <=6% >6% - <=7% >7% - <=8% >8% - <=9% >9% - <=10% >10%
Roadway Grade (end)	<=2% >2% - <=3% >3% - <=4% >4% - <=5% >5% - <=6% >6% - <=7% >7% - <=8% >8% - <=9% >9% - <=10% >10%

Table 7. Hazard (Barriers)

Field Name	Attribute	Default Value
Vertical Discontinuity	>1/4-in - <=1/2-in w/o bevel >1/2-in - < 1-in >=1-in N/A	
Vertical Discontinuity Type	Grass Tree Root Uplifted Sidewalk Panel Other N/A	
Horizontal Discontinuity	>1/2 - in N/A	
Grate Horizontal Discontinuity	<=1/2-in parallel opening >1/2-in parallel opening >1/2-in perpendicular opening N/A	
Fixed Obstacle	Utility Pole/Post Mailbox Meter/Hydrant Sign Utility Box w/o non-slip lid Tree Trunk Traffic Signal Pole/Post Bollard Other N/A	
Movable Obstacle	Tree/Bush (prunable) Mgs Boards Parked Cars Construction Debris Slip Hazard Trash/Recycle Restaurant Tables/Chairs Other N/A	
Adjacent Protruding Objects	Bush/Tree Sign Awning Tree/Bush (prunable) Other N/A	
Overhead Protruding Objects	Bush/Tree Sign Awning Utility Box Other N/A	
Driveway Cross-Slope	Compliant <=2% Non-Compliant >2% N/A	
Other Driveway Barrier	Non-Concurrent Grade Break >8.3% Running Slope Other (Comments) N/A	

Table 8. Curb Ramps

Field Name	Attribute	Default Value
Type	Perpendicular Parallel Blended Transition Single Direction Built-up Curb Ramp in Traffic Lane Significantly Damaged/Deteriorated Transition To (Shoulder/Gravel/Etc) Combination (3+ sloping ramps) Other (see comments)	
Accessible Path	Yes No	
Ramp Location	Intersection Mid-Block Crosswalk Roundabout Other (in ROW) On-site	
Ramp Width	<36-in >=36-in - <44-in >=44-in - <48-in >=4-ft N/A	
Ramp Running Slope Left	>5% (BlendedMax) <=5% (Blended) <5% >=5% - <=8.3% >8.3% (<15ft) >8.3% (>15ft) N/A	
Ramp Running Slope Right	>5% (BlendedMax) <=5% (Blended) <5% >=5% - <=8.3% >8.3% (<15ft) >8.3% (>15ft) N/A	
Running Cross-Slope Left	<=2% >2% -<=3% >3%-<=4% >4% N/A	
Running Cross-Slope Right	<=2% >2% -<=3% >3%-<=4% >4% N/A	
Turning Space Present	No Yes, Non-constrained Yes, Constrained N/A	
Turning Space Width	<Full width of Ramp =Full width of Ramp >Full width of Ramp N/A	
Turning Space Length	<3-ft >=3-ft - <4-ft >=4-ft - <5-ft >=5ft	

	N/A
Turning Space Turning Slope	<= 2%
	>2%-<=3%
	>3%-<=5%
	>5%
	N/A

(continued)

Table 8. Curb Ramps (cont.)

Field Name	Attribute	Default Value
Flare Slope	N/A <=10% >10%-<=12% >12% None	
Receiving Ramp	Yes No N/A	
DWS	Yes No N/A	
DWS Placement	Back of Curb Other N/A	
DWS Depth	<2-ft >=2-ft N/A	
DWS Width	<Full width of Ramp =Full width of Ramp >Full width of Ramp N/A	
Grade Break	Concurrent (perpendicular to ramp slope) Not concurrent N/A	
Counter Slope	<= 2% >2%-<=3% >3%-<=5% >5% N/A	
Roadway Grade for Mid-Block Curb Ramp	<=2% >2% - <=3% >3% - <=4% >4% - <=5% >5% - <=6% >6% - <=7% >7% - <=8% >8% - <=9% >9% - <=10% >10% N/A	
Lip	None <=1/4-in >1/4-in to <=1/2-in	

(continued)

	>1/2-in	
	N/A	
End in Crosswalk	Yes	
	No	
	N/A	

Table 8. Curb Ramps (cont.)

Field Name	Attribute	Default Value
Roadway Clear Space	<4X4-ft	
	>=4X4-ft	
	N/A	
MEF Documentation	Yes	
	No	

Table 9. Crosswalk

Field Name	Attribute	Default
Type	Marked	
	Unmarked	
Location	Stop/Yield Controlled Intersection Approach	
	Non-Stop/Yield Controlled Intersection Approach	
	Mid-Block Crosswalk	
	Roundabout	
	Other	
Width	<6ft	
	>=6ft	
	N/A	
Running Slope	<=5%	
	>5%	
	N/A	
Cross-Slope	<=2%	
	>2%-<=3%	
	>3%-<=4%	
	>4%-<=5%	
	>5%	
	N/A	

Table 10. Railroad Crossing

Field Name	Attribute	Default
Flangeway Gap	<=3-in	
	>3-in	
	N/A	
DWS	Yes	
	No	
DWS Placement	<6-ft	
	>=6-ft - <=15-ft	
	>15-ft	
	N/A	

Table 11. Signal Push-Button

Location		Intersection
		Mid-Block Crosswalk
		Roundabout
		Other

Corner Location	NE NW SE SW
PB Less Than 10' to Crosswalk Curb in Dir. of Travel	Y/N
PB Less Than 5' from Extension of Crosswalk Line	Y/N
Pushbutton Min. 2" Diameter & Visual Contrast from Housing	Y/N
Pushbutton provide vibratory feedback when pushed	Y/N
Push button size meets min. 2-inch diameter with visual contrast from housing	Y/N
Distance between push buttons on the same corner greater than 10 feet	Y/N
Reach depth from push button to the landing area is less than 10 inches	Y/N
Mounting height of push button from landing area is between 42" and 48"	Y/N
Directional arrow on push button face, housing or mounting & pushbutton with parallel orientation to crosswalk direction	Y/N
Level clear space provided at push button (min. 30" X 48" landing area provided with less than a 2% cross slope in any direction)	Y/N
Tactile Arrow provided	Y/N
Audible indication of WALK interval in tone	Y/N
Audible indication of WALK interval in speech	Y/N
Locator Tone During Don't Walk	Y/N
Braille Street Name on Push Button housing	
Audible Street Name at any time or during long press	Y/N
APS Style Button	Y/N

Table 12. Bus Stop

Field Name	Attribute	Default
Boarding Area (Dim)	None Yes, <5'X8' Yes, >=5'X8' N/A	
Boarding Surface Condition	Good (like new) Average (minor defects/wear) Poor (cracking/spalding/heaving/other)	
Boarding Area Cross Slope	<=2% >2% - <=2.4% >2.4% - <=3% >3% - <=4% >4% N/A	
Boarding Area Run Slope	<=2% >2% - <=3% >3% - <=4% >4% - <=5% >5% - <=6% >6% - <=7% >7% - <=8% >8% - <=9% >9% - <=10% >10%	

Assessible Route Run Slope (if separation between areas)	<=2% >2% - <=3% >3% - <=4% >4% - <=5% >5% - <=6% >6% - <=7% >7% - <=8% >8% - <=9% >9% - <=10% >10% N/A (No separation)	
Roadway Grade	<=2% >2% - <=3% >3% - <=4% >4% - <=5% >5% - <=6% >6% - <=7% >7% - <=8% >8% - <=9% >9% - <=10% >10% N/A	
Bus Shelter	Yes No N/A	
Bus Shelter Turning Slope	<=2% >2% - <=2.4% >2.4% - <=3% >3% - <=4% >4% N/A	

Table 13. ADA Parking (Within ROW)

Field Name	Attribute	Default
Parking Area Location	Surface Lot Parking Garage On-Street Parking Other	
Vertical Clearance to Stall	<98in >=98in N/A	
Accessible Parking Stall Arrangement	90 Degrees Angled Parallel	
Adjacent Walkway Width	<=14-ft >14ft None N/A	
Parallel On-Street Parking Location	Mid-block End of block N/A	
Accessible Parking Stall Width	<96-in >=96-in - <132-in >=132-in	
Stall Pavement Marking Present	Yes No	
Wheel Stop or Curb Present	Yes No N/A	
Accessible Parking Sign Present	Yes No	
Accessible Parking Sign Height	>=60-in <60-in N/A	

Van Accessible Sign Present	Yes No
Connected to Access Aisle	Yes No
Access Aisle Connected to Accessible Path	Yes No N/A
Access Aisle Arrangement	90 Degrees Angled Parallel N/A
Access Aisle Width	<60-in >=60-in - <96-in >=96-in N/A
Access Aisle Turning Slope	<=2% >2% N/A
Access Aisle Pavement Marking Present	Yes No N/A

Attachment E: Current City of Wenatchee Complaint Form and Grievance Procedure

City of Wenatchee 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 Wenatchee**. The City of Wenatchee's Personnel Policy governs employment-related complaints of disability discrimination.

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

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 30 calendar days after the alleged violation to:

City of Wenatchee
Human Resources Manager
301 Yakima Street, 3rd Floor
PO Box 519
Wenatchee, WA 98807
509-888-6203
With a copy to the City Clerk at the same address

Within 30 calendar days after receipt of the complaint, a City of Wenatchee designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the City of Wenatchee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of City of Wenatchee and offer options for substantive resolution of the complaint.

If the response by the City of Wenatchee staff 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 City of Wenatchee's Executive Services Director or his/her designee.

Within 30 calendar days after receipt of the appeal, the Executive Services Director or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Executive Services Director or his/ her 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 the Human Resources Manager or his/her designee or appeals to the Executive Services Director or his/her designee and responses from these two offices will be permanently stored by City of Wenatchee.

City of Wenatchee

Citizen Complaint Form
Programs, Services, Facilities and Activities

Instructions: Please fill out this form completely, in black ink or type. Sign and return to the address on page 3.

Complainant: _____

Address: _____

City, State and Zip Code: _____

Telephone: Home: _____

Business: _____

Person Discriminated Against: _____
(if other than the complainant)

Address: _____

City, State and Zip Code: _____

Telephone: Home: _____

Business: _____

Individual or department which you believe has discriminated:

Name: _____

Address: _____

County: _____

City, State and Zip Code: _____

Telephone Number: _____

When did the discrimination occur? Date: _____

Describe the acts of discrimination providing the name(s) where possible of the individuals who discriminated (use space on page 3 if necessary): _____

_____

_____

_____

_____

_____

Have efforts been made to resolve this complaint through the internal grievance procedure of the City?

Yes _____ No _____

If yes, what is the status of the grievance? _____

_____

_____

Has the complaint been filed with another bureau of the Department of Justice or any other Federal, State or local civil rights agency or court?

Yes _____ No _____

If yes, agency or court: _____

Contact Person: _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

Date Filed: _____

Do you intend to file with another agency or court?

Yes _____ No _____

If yes, agency or court: _____

Contact Person: _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

Additional space for answers:

_____

_____

_____

_____

_____

_____

Signature: _____

_____
(Print Name)

Date: _____

Return to:

City of Wenatchee
Human Resources Department
301 Yakima Street, 3rd Floor
P.O. Box 519
Wenatchee, WA 98807-0519

Attachment F: Recommended Changes to Website Text

How do I file a complaint with the City?

The City of Wenatchee has established a grievance procedure to help those who feel they have been discriminated against on the basis of disability in the provision of services, activities, programs and benefits.
The first step in this process is to complete the complaint form within 30 days after the alleged violation and submit via email to ada@wenatcheewa.gov, mail, or in-person to the ADA Coordinator at the following address:

City of Wenatchee
ADA Coordinator
301 Yakima Street, 3rd Floor
PO Box 519
Wenatchee WA 98807

Voice: (509) 888-3608
TTY Relay: 711
Fax: (509) 888-3636
Email: ada@wenatcheewa.gov
If you need to file the complaint in an alternative format, please contact the ADA coordinator.

What happens after I file a complaint?

Within 30 calendar days after the City receives the complaint, the ADA Coordinator may contact you to discuss the issue in-person. Within 30 calendar days after this meeting, the ADA coordinator will respond in writing and where appropriate, in a format accessible to the complainant.

The response will explain the position of the City of Wenatchee and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator does not satisfactorily resolve the issue, you or your designee may appeal the decision within 15 calendar days after receipt of the response via email ada@wenatcheewa.gov or mail to the Executive Services Director at the Clerk's office (address listed above).

Within 15 calendar days of the appeal receipt, the City Executive Services Director (or designee) will contact the complainant to discuss and find possible resolution. Within 15 calendar days after meeting the City Executive Services Director (or designee) will respond in writing, and where appropriate, in a format accessible to the complainant.