# City of Cando Americans with Disabilities Act Self-Evaluation and Transition Plan

August 2014

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#### **Foreword**

The City of Cando is a small municipality located in north central North Dakota. The City is responsible for police and law enforcement, streets, water system, sanitary sewer system, water and sanitary treatment, waste management, administration and finance, as well as the library, Audi Theater, and campground. The Cando Park Board, a separate governmental entity, is responsible for the park, pool house, pool, hockey arena, and campground. These facilities, however, are located on City owned property.

The City understands the need to provide services, programs and activities that are accessible to everyone, and has outlined in this report their commitment to provide access for disabled individuals to all City services, programs, and activities in the near and long-term future. The City has outlined known deficiencies and is working through financing mechanisms and realistic schedules to bring City services, programs, and activities into compliance with ADA requirements. However, with limited financial and human resources the City can only provide modest improvements. This access will provide every individual with equal opportunity to receive the benefits, services, programs and activities, provided by the municipality as outlined in the plan. This plan has utilized the Americans with Disabilities Act (ADA) Title II Technical Assistance Manual as its outline to ensure all concerns are addressed.

The City will set aside an annual financial commitment of 2% of the collected sales tax dedicated for infrastructure improvements to be used for ADA improvements. This will occur until all identified projects are satisfactorily completed in accordance with this transition plan.

## Overview of the ADA

Title II of the ADA has broad application to local governments' interactions with people with disabilities, mandating that qualified disabled individuals not be excluded from participation in, denied the benefit of, or be subjected to discrimination under any local government program or activity. Title II also provides disabled employees with certain protections and requires local government employers to make reasonable accommodation for disabled applicants and employees.

Under Title II, the City may not establish eligibility criteria for participation in programs and activities that would screen out persons with disabilities unless such requirements are necessary for provision of the service or program. The City must reasonably modify its policies and procedures to avoid discrimination toward persons with disabilities. However, if the City can demonstrate that a modification would fundamentally alter the nature of its service or constitute an undue hardship, it would not be required to make that modification. Title II also discusses the use of auxiliary aids and services necessary to enable persons who have visual, hearing, mobility, or similar impairments to access programs and activities provided by the City.

The United States Department of Justice's (DOJ) regulations implementing Title II of the ADA dictate that local governments must evaluate their services, programs, policies, and practices and identify barriers that may limit accessibility for people with disabilities and develop transition plans describing how they will address identified barriers. This self-evaluation and transition plan report is intended to outline the City's strategies for complying with Title II of the ADA.

## **Self-Evaluation Summary**

The City provides general municipal services to its residents including Administrative and Finance, Police, Public Works, and Forestry. The Administrative and Finance services include utility billing and collections, permitting and licensing, preparation of budgets, and other financial operations.

The Public Works services include operation and maintenance for water and sanitary sewer systems, waste management, street sweeping, tree trimming, snow removal, and mowing. The City also has authority over the library and Audi Theater. The City does not sponsor any programs or events; however, the City does have an Arts Council that sponsors several events at the Audi Theater that include children's musicals, art displays, and concerts. The Forestry services include tree planting and removal of diseased trees.

Parks and Recreation services are under the direction of the Cando Park Board, which is a completely separate governmental entity within the City boundaries. The Park Board has authority over the operations and maintenance for the pool, parks, and hockey arena. While, the City does not have jurisdiction over these facilities, they are located on City owned property making the city responsible for ADA compliance within these facilities.

## **Examination of City Services and Programs**

Per ADA Title II, a public entity must examine each program to determine whether any physical barriers to access exist. It should identify steps that need to be taken to enable these programs to be made accessible when viewed in their entirety. If structural changes are necessary, they should be included in the transition plan.

The City of Cando's City Council met on Wednesday December 14, 2013, and performed a self-evaluation on how the City can remove physical barriers and provide all services, programs, and activities to disabled individuals. The following outlines each service and program and its current state of accessibility with recommendations to increase accessibility for the disabled:

#### City of Cando – Administration, Finance, Police, and Museum – City Hall:

<u>Current status:</u> The City Administration including the Auditor, Police, and City Council reside within City Hall. This building was originally a bank and front door access consists of multiple stairs. There is no feasible way to add a ramp in the front due to the short distance from the street to the door. A ramp currently allows handicap access from the rear of the building. There is ample handicap parking. All City services are located on the first floor and bathrooms are handicap accessible.

The building also is home to the City's museum. The museum is located on the first and second floors. Access between the two floors is by a stairway and there is currently no handicap mobility access to the second floor.

<u>Recommendations:</u> The existing ramp at the rear of the building requires modifications to in order to be in compliance with current ADA standards regarding allowable slope, landing width, and railing. The handicap parking areas shall be reviewed to ensure they are compliant with ADA standards such as ground slope and width of stall. Handicap parking signs should also be installed.

Providing accessibility to the second floor museum would require the installation of an elevator. The cost associated with this improvement would range from \$300,000 to

\$500,000. This would be a considerable financial burden to the City. The City would like to keep the museum in operation as opposed to discontinuing its use. In order to do so, the City will utilize other means to display articles physically located upstairs on the first floor such as photographs of the displays, or a potential camera system that would allow a disabled individual to view the articles located upstairs via a downstairs video camera system. A chairlift is another option the City can utilize. The staircase is accessible from a doorway to the outside and is wide enough to accommodate the lift. The chair lift cost has been estimated between \$5,000 and \$7,000.

#### City of Cando - Public Works - Streets and Sidewalks:

<u>Current Status:</u> Per City ordinance sidewalk maintenance is the responsibility of the adjacent land owner. However, the City must provide access to sidewalks located within the city right-of-way. Many sidewalks do not have pedestrian access via ramps and those that do are not ADA compliant. These ramps are typically located at every intersection. The City sidewalk system is located primarily on all north/south streets or avenues. The only East/West roadways that provide some type of pedestrian access within the City is the eastern portion of 6<sup>th</sup> St, 7<sup>th</sup> St, all of Main Street (5<sup>th</sup> St), 4<sup>th</sup> St, and a part of 3<sup>rd</sup> St.

<u>Recommendations:</u> The City will prepare a multi-year capital improvement plan (CIP) that addresses pedestrian ramp and sidewalk improvements. Any roadways that are planned to be improved will include pedestrian access improvements as part of those improvements. The pedestrian ramps not included in other improvements will be completed in phases until all sidewalks have adequate accessibility. The CIP will be completed in the fall of 2014 and will be added to the ADA Transition Plan as an appendix.

## City of Cando - Library:

<u>Current Status:</u> The library is currently occupying a building not owned by the City and is not readily accessible by persons with disabilities. Current access for the disabled includes parking down the street at a marked ramped area, then proceeding about one block to the library front door.

<u>Recommendations:</u> Because of the nature of the street frontage and several shops, the proposed handicap parking solution is acceptable as long as the parking area itself meets ADA requirements with adequate width, length, and signage. The entrance is sufficient for access but the aisle ways will need to be widened and bathrooms along the first floor will need to be remodeled. The most common books should be kept on the first floor with assistance from the librarian or other attendant to gather information from other areas not accessible. Since the City does not own the building, they will not spend money on improving access. The City is currently looking for another facility to house the library.

In the interim, the City will provide assistance for those individuals wanting to utilize the library. This assistance will consist of a form that will request specific or general information from the library such as a book or historic article. The form will be submitted to the City Auditor and the City Auditor will forward to a library assistant that will work to find the requested items. These items will be taken to City Hall for pick up/viewing.

#### **City of Cando – Campground:**

<u>Current Status:</u> The campground area has accessible bathroom accommodations and areas easily accessible by the disabled.

<u>Recommendations:</u> The facility appears to be ADA accessible and no changes are recommended at this time.

## City of Cando – Audi Theater:

<u>Current Status:</u> Handicap reserved parking is located adjacent to the theater on 4<sup>th</sup> Street. The theater has an accessible front door and bathrooms and a chairlift is available for upper or lower floor seating. The City is also removing some permanent seats on the main floor to provide wheelchair access in the viewing area.

<u>Recommendations:</u> With the above noted changes, the facility appears to be in compliance with ADA guidelines. Continued monitoring of the facility to ensure individuals with disabilities are able to access the facility and participate in the current programs and activities.

#### Cando Park Board - Cando Park:

<u>Current Status:</u> The Park is controlled by the Cando Park Board and is its own governing authority. The park is situated on land owned by the City, but the City of Cando has no oversight of the Park Board. The City has agreed to discuss and plan for needed ADA improvements. The park area is readily accessible by all individuals with disabilities; however, no accessible bathrooms exist for park patrons.

<u>Recommendations:</u> No alterations for park access is required, however, accessible bathroom facilities are required. Bathrooms should be added to the exterior of the pool house.

#### Cando Park Board - Pool:

<u>Current Status:</u> The pool and pool building facilities are also the purview of the Cando Park Board but the facility is located on City property. The pool house structure is in need of dire repair and the bathrooms and changing rooms are not readily accessible by people with disabilities. The entrance to the pool house and pool deck are accessible for individuals with mobile impairments, however, the pool itself is not.

<u>Recommendations:</u> The addition of accessible bathroom facilities to the existing pool house could provide solutions to the pool and park non-compliance issues. If new bathroom facilities are constructed, the old facilities within the pool house could be retrofitted as a handicap accessible changing room. The pool itself will need to have a mechanical chair lift installed. The City has agreed to discuss and prepare a plan to address needed ADA improvements.

#### Cando Park Board - Hockey Arena:

<u>Current Status:</u> The hockey arena has a double door at the entrance and a wide space between the bleachers and ice facility capable of allowing wheelchair access and viewing.

<u>Recommendations</u>: The facility appears to be ADA accessible; however, designated parking with appropriate signage should be installed.

## **ADA Title II Program Transition Plan**

Section II-8.3000 of the ADA Title II Technical Assistance Manual requests a plan be created to address accessibility related issues in terms of structural modifications required to achieve program accessibility. This plan requires the following:

- 1. A list of **physical barriers** in a public entity's facilities that limit the accessibility of its programs, activities or services to individuals with disabilities.
- 2. A detailed outline of the **methods to be utilized to remove these barriers** and make the facilities accessible.
- 3. The **schedule of implementation and costs** for taking the necessary steps to achieve compliance with Title II. If the time period for achieving compliance is longer than one year, the plan should identify the interim steps that will be taken during each year of the transition period.

A Program Transition Plan dated April 1, 2013, was submitted by the City to the FHWA. The plan outlines the physical barriers and the action required to achieve accessibility. However, it did not outline costs or schedules.

## 1) Physical Barriers

### City of Cando – Administration, Finance, Police, and Museum – City Hall:

- Front door access consists of stairs and there is no feasible way to add a ramp due to the short distance from the street to the front door.
- The portion of the museum located on the second floor is not readily accessible by individuals with disabilities.

## City of Cando – Public Works – Streets and Sidewalks:

- Pedestrian ramps are non-standard and should be located at every intersection.
- Sidewalks are cracked and water curb stops located in the walkways are tripping hazards.

#### City of Cando – Library:

The aisles within the library are not wide enough for wheelchair access and there
are no accessible bathrooms on the first floor.

#### City of Cando – Audi Theater:

- The City has done a good job retrofitting the theater to remove physical barriers.
- The basement gym does need to be equipped with a small ramp over the entrance door threshold.
- There also needs to be ample room for wheelchair viewing areas on the main floor.

## **City of Cando – Campground:**

No ADA accessibility issues.

#### Cando Park Board – Cando Park:

No handicap accessible bathroom is located within the park.

#### Cando Park Board - Pool:

 The pool deck and pool building structure is accessible to people with disabilities, however, the bathrooms and changing facilities are not.

## Cando Park Board – Hockey Arena:

No handicap parking areas. This is under jurisdiction of the Cando Park Board.

## 2) Methods for Removing Physical Barriers and Providing Accessibility

#### City of Cando – Administration, Finance, Police, and Museum – City Hall:

- Accessing this building and City services from the back entrance is very feasible
  and a ramp currently exists on the backside. The ramp does, however, need to
  be modified and brought up to standards regarding allowable slope, landing width
  and railing.
- Ample handicap parking is also available in the back.
- All City services are located on the first floor and bathrooms are accessible.

#### City of Cando – Public Works – Streets and Sidewalks:

- The City is preparing an ADA Capital Improvement Plan (CIP) that will outline specific areas of the City that will have pedestrian ramps installed.
- The CIP will be revised yearly to identify any additional areas.
- The CIP will include a schedule for specific sidewalk improvements in those areas deemed critical for pedestrian safety, i.e. replace severely cracked areas and remove tripping hazards.

## City of Cando - Library:

 The City is in the process of relocating the library to a better facility where handicap access can be readily achieved.

#### City of Cando – Audi Theater:

- The City will construct a small ramp to permit wheelchair access into the basement gymnasium.
- The City is already in the process of removing five permanent seats to allow for a wheelchair viewing area on the main floor.

#### City of Cando – Campground:

No improvements necessary.

#### Cando Park Board - Cando Park:

 The City will work with the Cando Park Board to investigate a viable financial plan and construction schedule to install accessible bathrooms at the park. These bathrooms will be connected to the pool house and will provide bathers an accessible facility.

## Cando Park Board - Pool:

 The City will work with the Cando Park Board to investigate a viable financial plan and construction schedule to install an accessible changing room for the disabled at the pool house.  Bathrooms will be constructed adjacent to the pool house with access from the park and these will serve both the park and pool users.

#### Cando Park Board - Hockey Arena:

Installation of a designated handicap parking stall with appropriate signage. This
is under jurisdiction of the Cando Park Board.

## 3) Schedule of Implementation and Costs

#### **Financial Plan**

The City of Cando has a population of approximately 1,100 and a median annual household income of \$36,528. The City's total annual expenditures were more than the total annual revenue. The deficiency shown in Table 3 will be taken out of reserves. The tables below reflect the City's overall funds and funding sources, and what funds can be used to improve ADA access issues, as well as a look at the fund balances for the last two years. These fund balances demonstrate that the City in fact does have limited funds and can only do limited ADA accessibility improvements annually.

The 2014 anticipated City sales tax of \$100,000/year transfers approximately \$71,000 to supplement the water debt service, which leaves an annual balance of \$29,000. The City has also mandated a total fund minimum reserve of \$1,000,000 to be utilized for emergency situations.

The City is also in dire need of water treatment plant improvements and a new well as well as water distribution and sanitary collection system improvements. The water systems improvements are estimated at \$2,500,000 and sanitary improvements are estimated at over \$1,000,000. The City is applying for 45% grant money through Rural Development with the remaining 55% being paid out of assessments or raised utility rates. Residents would be expected to pay an additional \$240/year for these improvements, or a total of \$48/month.

Along with these much-needed utility improvements, the City also has to close its current landfill per the Department of Health, and open a new area for sanitation. There are no costs yet associated with closing the current disposal site and the City has no land for a new site. The City will be expected to pay for the land through negotiations or by eminent domain proceedings. The project must occur within the next two years and there is no cost established for this work.

Because of the low household income, the City is trying not to burden the residents with assessments and increased utility rates. Although they understand the need for accessibility, they would like to complete portions of the transition plan on a yearly basis.

As outlined above, the only funds available for ADA improvements would be the General Fund, Highway Distribution Fund, Building Fund, City Sales Tax, Library Fund, and Campground Fund. The pedestrian walkways and pedestrian ramps are the most expensive improvements required, roughly \$300,000, and the main funding sources would City Sales Tax, General Fund or Highway Distribution.

At its regular meeting on March 5, 2014, the City Council approved Resolution 1-2014 agreeing to earmark 2.0% of annual sales tax for the construction of ADA facilities as outlined within the ADA Program Access Plan. For the 2014 budget, this amount would be a minimum of \$2,000.

Moore Engineering and the City are also exploring the possibility of a Safe Routes to School (SRTS) grant offered by the North Dakota Department of Transportation. The application timeline is in September and funding dollars will be for the 2016 fiscal year. This grant pays for construction only, so the City will have to find the necessary funds to pay for engineering and administration costs.

Should the City apply for Rural Development grants and loans, Clean Water or Drinking Water State revolving fund loans or decide to create a general obligation bond for future utility upgrades, all pedestrian ramps and sidewalks will be improved as part of these projects as well.

Funding of the park/pool restroom facilities, changing rooms and pool chair lift will be discussed in upcoming meetings between the City and Park Board. Funding may come from a mill levy increase, increased pool fees or a general obligation bond taken out by the Cando Park District.

Table 1: 2012/2013 City Funds

Fund Account	Funded By	Fund Account Available for ADA Improvements
General	Property Tax/State Aid	X
Highway Distribution	Highway Tax	X
Social Security	Property Tax	
Advertising and Promotion	Property Tax	
Fire Department	Property Tax	
Building	Property Tax	X
Emergency	Property Tax	
Employee Pensions	Property Tax	
Insurance Reserve	Property Tax	
City Share Special Assessments	Property Tax	
City Sales Tax	2% Sales Tax	X
Cando Community Dev	Funded by City Sales Tax	
Street Improvement 03-1	Special Assessments	
Water Plant Debt Retirement	Billed Revenue and Sales Tax	
Water Department	Billed Revenue	
Sewer Department	Billed Revenue	
Garbage Collection	Billed Revenue	
Cemetery	Property Tax/Sale of Plots	
Community Development	Property Tax	
Library	Property Tax (8 mills)/ Donations	X
Airport	Property Tax	
Campground	Camp Fees	X

Table 2: 2012 Fund Balances

Description	Balance	Balance	YTD
	1/1/2012	12/31/2012	Profit / (Loss)
General	\$187,136	\$327,710	\$140,574
Highway Distribution	\$117,139	\$138,713	\$21,574
Social Security	\$3,141	\$792	(\$2,349)
Equipment Reserve	\$642	\$642	\$0
Advertising and Promotion	\$1,303	\$1,649	\$1,546
Fire Equipment	\$1,495	\$2,055	\$560
Mun. Aud/City Hall	\$6,737	\$7,123	\$386
Emergency	\$4,172	\$5,486	\$1,314
Employee Pensions	\$2,260	\$726	(\$1,534)
Insurance Reserve	\$2,344	\$3,911	\$1,567
City Share Special Assessment	\$10,534	\$12,762	\$2,228
City Sales Tax	\$114,463	\$180,323	\$65,860
Cando Community Development	\$23,758	\$11,738	(\$12,020)
Street Improvement 03-1	\$36,201	\$58,963	\$22,762
Water Plant Debt Retirement	\$38,889	\$35,421	(\$3,468)
Water Utility	\$136,086	\$194,360	\$58,274
Sewer	\$44,251	\$63,560	\$19,309
Garbage	\$53,139	\$99,267	\$46,128
Trust Fund (Cemetery)	\$0	\$650	\$650
Cemetery	\$9,344	\$11,526	\$2,182
Shade Tree Committee	\$5,973	\$5,868	(\$105)
Job Development	\$932	\$864	(\$68)
Library	(\$392)	(\$1,565)	(\$1,957)
Airport	\$8,323	\$12,270	\$3,947
Centennial Fund	\$7,027	\$7,027	\$0
Campground	\$7,514	\$6,291	(\$1,223)
Sub total	\$822,411	\$1,188,132	\$365,721
Savings (Fund 502)	\$110,184	\$110,682	\$498
Total Cash Available	\$932,595	\$1,298,814	\$366,219
Rural Water Joint Account	\$184,917	\$164,893	(\$20,024)
City Reserves	\$932,595	\$1,298,814	\$366,219
Total			\$346,195

Table 3: 2013 Fund Balances

Description	Balance	Balance	YTD
·	1/1/2013	12/31/2013	Profit / (Loss)
General	\$327,710	\$307,198	(\$20,512)
Highway Distribution	\$138,713	\$179,108	\$40,395
Social Security	\$792	\$24,087	\$23,295
Equipment Reserve	\$642	\$642	\$0
Advertising and Promotion	\$1,649	\$1,821	\$172
Fire Equipment	\$2,055	\$2,361	\$306
Mun. Aud/City Hall	\$7,123	\$7,548	\$425
Emergency	\$5,486	\$5,621	\$135
Employee Pensions	\$726	\$7,937	\$7,211
Insurance Reserve	\$3,911	\$4,627	\$716
City Share Special Assessment	\$12,762	\$13,298	\$536
City Sales Tax	\$180,323	\$221,967	\$41,644
Cando Community Development	\$11,738	\$12,899	\$1,161
Street Improvement 03-1	\$58,963	\$66,176	\$7,213
Water Plant Debt Retirement	\$35,421	\$27,650	(\$7,771)
Water Utility	\$194,360	\$151,223	(\$43,137)
Sewer	\$63,560	\$59,398	(\$4,162)
Garbage	\$99,267	\$102,690	\$3,423
Trust Fund (Cemetery)	\$650	\$1,590	\$940
Cemetery	\$11,526	\$7,552	(\$3,974)
Shade Tree Committee	\$5,868	\$5,776	(\$92)
Job Development	\$864	\$124	(\$740)
Library	(\$1,565)	\$(879)	\$686
Airport	\$12,270	\$16,666	\$4,396
Centennial Fund	\$7,027	\$7,027	\$0
Campground	\$6,291	\$9,495	\$3,204
Sub total	\$1,188,132	\$1,243,600	\$55,468
Savings (Fund 502)	\$110,682	\$0	(\$110,682)
Total Cash Available	\$1,298,814	\$1,243,600	(\$55,214)
Rural Water Joint Account	\$164,893	\$146,449	(\$18,444)
City Reserves	\$1,298,814	\$1,243,600	(\$55,214)
Total			(\$128,616)

As outlined in the "Examination of City Services and Programs" above, the City can afford only to do limited projects; however, these projects will provide individuals with disabilities the same access as all other individuals to the City government, program and activities. These projects are outlined below in Table 4: ADA Program Access Plan – Remedy, Cost and Schedule. It should be noted the Table 3 will be adjusted on an annual basis and improvement project schedules currently shown may be adjusted based on fund balances and sales tax revenue for any given year.

Table 4: ADA Program Transition Plan – Remedy, Cost, and Schedule

Facility and / or Program	Proposed Remedy for Correction	Associated Cost (est)	Schedule of Implementation
City Hall – Admin, Finance,	<ol> <li>Modify the existing pedestrian ramp at the rear of the building to meet current ADA standards in terms of railing and landings.</li> </ol>	\$5,000	2 <sup>nd</sup> Quarter 2015
Police, Museum	2) Provide handicap parking per ADA regulations behind building and adjacent to ramp.	\$1,000	3 <sup>rd</sup> Quarter 2015
	3) Provide chair lift on existing stairs.	\$7,000	4 <sup>th</sup> Quarter 2016
Sidewalk Access	Construct pedestrian ramps along all existing sidewalk corridors.	\$256,100	See CIP
Sidewalk Repair	<ol> <li>Repair sidewalk sections in City that are broken or cracked or have obstructions, which create tripping hazards. The City Public Works Department will make an assessment and begin repairs to sidewalk areas that present a tripping hazard.</li> </ol>	Will be part of Public Works annual budget	As needed in accordance with the CIP
Park	<ol> <li>Construct handicap accessible bathrooms adjacent to pool house with access from park side. The Cando Park Board must approve expenditures and schedules, as the City has no oversight for this facility.</li> </ol>	\$100,000	Meeting with Park Board 2 <sup>nd</sup> Quarter 2014. Project to begin 2018
Pool House	<ol> <li>Construct handicap accessible bathrooms adjacent to pool house with access from park side.</li> <li>Remodel interior bathroom into handicap accessible changing room. The Cando Park Board must approve expenditures and schedules, as the City has no oversight for this facility.</li> </ol>	See 'Park' \$50,000	See 'Park'  Meeting with Park Board 2 <sup>nd</sup> Quarter 2014. Project to begin 2019
Pool	Install chair lift for pool access. The Cando Park Board must approve expenditures and schedules, as the City has no oversight for this facility.	\$5,000	Meeting with Park Board 2 <sup>nd</sup> Quarter 2014. Project to begin in 2019
Library	<ol> <li>Provide onsite librarian for assistance.</li> <li>Relocate to accessible building.</li> </ol>	TBD	Real Estate Summary 3 <sup>rd</sup> Quarter 2014
Hockey Arena	No remedies necessary. Hockey arena meets ADA standards. The Cando Park Board must approve expenditures and schedules, as the City has no oversight for this facility.	\$0	Meeting with Park Board 2 <sup>nd</sup> Quarter 2014
Campground	No remedies necessary. Campground meets ADA Standards.	\$0	N/A
Audi Theater	<ol> <li>Add small ramp over threshold to basement gymnasium.</li> <li>Remove five permanent seats on main floor to allow for wheel chair access and install rail.</li> </ol>	\$500 \$2,000	1 <sup>st</sup> Quarter 2014 3 <sup>rd</sup> Quarter 2014

## **Communication and Updating**

The City of Cando will post this plan on the city's website for the public viewing and download. Copies of this plan will be available for viewing at the City Library and at the City Hall Office during business hours. A copy of this plan may be obtained for personal use from the city at the cost of the materials to create. The City will be responsible for addressing other means of communication to the visually and hearing impaired individuals on a case-by-case occurrence.

The City Council will review the document on an annual basis (see City Council Resolution dated February 5, 2014) to ensure this Transition Plan is functioning and work is proceeding as outlined within the plan.

## Reporting to FHWA

The City Auditor of Cando will be responsible for reporting to the FHWA North Dakota Division. The City Auditor will report annually within 60 days of the first Monday in March.

The following items must be addressed in detail:

- What was completed within the program year?
- What was accomplished within the program year?
- Any notices sent out to residents notifying of violations to ordinance relating to ADA.
- How much revenue was raised for the projects within the program year?
- How much revenue was actually used for the projects within the program year?
- How much of the remaining available ADA funds did not get used for the projects this program year?
- What programs are currently being worked on and their projected finished date?
- What programs are proposed to be worked on during the next calendar year?

All items must successfully be satisfied in an efficient and timely manner, until all compliancy issues are resolved.

## **Program Summary**

The City of Cando has, in good faith, worked to comply with the regulations set forth in ADA Title II. By implementing the above plan, all individuals with disabilities will be able to attend all government meetings, access all government services, and attend all public programs and activities that are located within public facilities. The City has agreed to speak with the Cando Park Board to create a financial plan that will help bring the park facilities up to current ADA accessibility requirements. The City will continue to investigate the potential of bonding and other funding mechanisms for these improvements, which will enable the City to build them in a much shorter time frame. If a general obligation is approved, this report will be updated and sent to FHWA.