

Supporting Material: Policy and procedure document.

Prepared By: Patrick Pittenger, Transportation Program Manager

Reviewed By: *[Signature]* ACTING Date: 12/26/07
(Department Head)
[Signature] Date: 12-26-07
(City Manager)
[Signature] Date: 12-26-07
(District Attorney)
[Signature] Date: 12/26/07
(Finance Director)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____

(Vote Recorded By)

**PUBLIC WORKS
POLICY AND PROCEDURE
AMERICANS WITH DISABILITIES ACT
INQUIRIES/REQUESTS**

Approved by Carson City Regional Transportation Commission: November 14, 2007

POLICY:

It is the policy of Carson City Public Works Department to respond to all Americans with Disabilities Act (ADA) inquiries or requests regarding pedestrian accommodations. All requests will be investigated, documented and those that are found to be eligible will be acted upon as soon as practicable.

PROCEDURE:

1. Request Tracking:

Any ADA, pedestrian related request received by a City employee must be documented and reported to the Public Works Director (Director) or designee immediately.

Information that must be contained in the report include:

- Requesting party's name, telephone number,
- Address,
- Carson City staff member responsible for responding to report,
- Address/location of alleged ADA issue
(see attached Request for ADA Accommodation Form).

2. The Director will ensure that the request is investigated by appropriate personnel.
3. Investigation reports will be submitted to the Director within thirty (30) business days. The Director will make the determination if the request is a matter of ADA compliance.
4. The Director or designee will respond to the requesting party regarding the determination of the request and if valid, the project status.
5. If the Director determines that the request is eligible, it will be acted upon by personnel or contractors assigned by the Director or designee. Projects will be completed in as soon as practicable given budget availability, time to complete the project and in the event of multiple projects, prioritization.
6. Following the completion of a project correcting the ADA accommodation, a final report will be provided to the Director. The Director or designee will then inform the requesting party of the project completion. Additionally, at the Director's discretion, a resolution report will be submitted to the FHWA representative.
7. All documentation of inquiries, requests, investigations and resolutions will be kept on file with the Public Works Department for a period of 3 years.

DEFINITIONS:

1. "Inquiry or Requests" for the purposes of this policy means a written inquiry or request from an individual or group regarding pedestrian accommodations to include, but not to be limited to side walks, cross walks, railing, etc.) as it relates to the Americans with Disabilities Act.

**CARSON CITY PUBLIC WORKS / RTC
REQUEST FOR ADA ACCOMMODATION**

REQUESTOR'S NAME: _____

ADDRESS: _____

HOME PHONE: _____

ADDRESS OR LOCATION OF REQUESTED ADA ACCOMMODATION:

REASON FOR REQUEST: _____

REQUESTOR'S SIGNATURE: _____ **DATE:** ____ / ____ / ____

The Request for ADA Accommodation must be submitted to the following:

Andrew Burnham
Public Works Director
Carson City Public Works
3505 Butti Way
Carson City, NV 89701
Office: 775-887-2355