

**RESOLUTION 2019-100**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ENCINITAS, CALIFORNIA ADOPTING THE SELF-EVALUATION AND TRANSITION PLANS, GRIEVANCE PROCEDURE, ADMINISTRATIVE POLICIES G020, G021, G022, G023 AND THE PUBLIC NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT/SECTION 504 OF THE REHABILITATION ACT OF 1973**

**WHEREAS**, on September 11, 2013 the Encinitas City Council adopted the updated Self-Evaluation and Transition Plans under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 (ADA/Section 504) by Resolution No. 2013-41;

**WHEREAS**, the updated Self-Evaluation and Transition Plans under the ADA/Section 504 were placed for public review for more than thirty days and now presented to City Council for final approval;

**WHEREAS**, the Grievance Procedure, Administrative Policies G020, G021, G022, G023 and the Public Notice as required by the ADA/Section 504 were adopted by Resolution 2011-36 and updated in 2019;

**WHEREAS**, the City Council desires to make provisions for a level of service commensurate with the needs of the disabled community and mandated federal regulations; and

**WHEREAS**, the City Council has reviewed the proposed Self-Evaluation and Transition Plans, Grievance Procedure, Administrative policies G020, G021, G022, G023 and the Public Notice.

**NOW THEREFORE, BE IT RESOLVED** the City Council of the City of Encinitas, approves and adopts the 2019 Self-Evaluation and Transition Plans, Grievance Procedure Administrative policies G020, G021, G022, G023 and the Public Notice for ADA/Section 504 as shown in Exhibits "A", "B", "C" and "D" attached hereto.


**PASSED, APPROVED AND ADOPTED** this 18th day of December, 2019 by the City Council of the City of Encinitas, State of California.

  
Catherine S. Blakespear, Mayor

ATTEST:

  
Kathy Hollywood, City Clerk

APPROVED AS TO FORM:

  
Leslie E. Devaney, City Attorney

**CERTIFICATION:** I, Kathy Hollywood, City Clerk of the City of Encinitas, California, do hereby certify under penalty of perjury that the foregoing Resolution was duly adopted at a regular meeting of the City Council on the 18th day of December, 2019 by the following vote:

AYES: Blakespear, Hinze, Hubbard, Kranz, Mosca

NOES: None

ABSENT: None

ABSTAIN: None

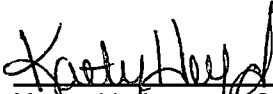
  
\_\_\_\_\_  
Kathy Hollywood, City Clerk

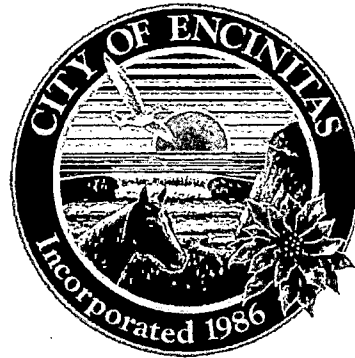
Exhibit A, Resolution 2019-100

Americans with Disabilities Act (ADA)/Section 504 Rehabilitation Act

# Self-Evaluation

City of Encinitas/San Dieguito Water District

2019/2020



505 S. Vulcan Avenue, Encinitas, CA 92024

Main line: (760) 633-2600 TTY (hearing impaired): (760) 633-2700

Email: [jschwarm@encinitasca.gov](mailto:jschwarm@encinitasca.gov)

## **Introduction**

Under ADA Title II/Section 504, public agencies are prohibited from excluding or denying individuals with disabilities: services, programs, or activities and are asked to look at reasonable accommodations to meet these standards. The City and District do not discriminate on the basis of race, color, ethnic and national origin, sex, religion, age, veteran status or physical or mental disability in employment, its service programs or activities.

The City of Encinitas and San Dieguito Water District conducted a Self-Evaluation of its programs and services, administrative employment policies, and facilities on public property and developed a Self-Evaluation and Transition Plan which was adopted by Resolution 2013-41 in 2013 detailing the methods used to ensure compliance with ADA/Section 504 accessibility requirements.

The City/District recognizes that ADA/Section 504 compliance is an ongoing responsibility and are reviewing and updating the Self-Evaluation and Transition Plans in 2019.

## **Self-Evaluation**

### **Overview**

The intent of the ADA/Section 504 Self-Evaluation is to review the City's/District's public program, including facilities on public property in order to identify any obstacles or barriers to accessibility that need to be addressed. The general categories of items to be evaluated include: City Facilities, Programs, Services, Activities, Employment and identified barriers to accessibility (pedestrian mobility).

### **Process & Findings**

In the progress and monitoring of the Transition Plan, the City/District performed an updated self-evaluation of its services, programs, activities, and facilities on ADA/Section 504 accessibility. Individual departments conducted a review of its programs, policies, and procedures to include a review of facilities for compliance with the current ADA/Section 504 regulations. When new capital improvements are undertaken, compliance with the current regulations are incorporated into the design of the project and modified as project progresses to construction to the most current standard. Contracts include non-discrimination language and mandatory compliance with ADA/Section 504 regulations.

The following charts have summarized the results of the Self-Evaluation: Programs, Services, Activities, Employment, Identified barriers to accessibility, and Facilities.

**Summary of Programs/ Services/Activities and Employment programs.**

Self-Evaluations were performed for the Programs/ Services, Activities and Employment services were evaluated for ADA/Section 504 accessibility with the following guidelines:

- To ensure programs are accessible to individuals with disabilities or to provide alternatives.
- To ensure communications with applicants, participants, and members of the public with disabilities provide equal access to individuals.
- Available use of auxiliary aids and services to afford an individual with a disability equal opportunity to participate in programs, or activities.
- Prioritize program accessibility assessment by public access to schools, hospitals, public meeting rooms, gathering centers and rehabilitation centers.

The following is the compiled results of the Programs/Services/Activities and Employment programs.

<b>ADA/Section 504 Rehabilitation Act 1973 REQUIREMENTS</b>	<b>CITY COMPLIANCE</b>
<b>PROGRAMS/ SERVICES/ACTIVITIES</b>	
1. Designate at least one employee to coordinate ADA/Section 504 compliance efforts.	The City has designated its Risk Department Manager as the ADA/Section 504 Coordinator for the City of Encinitas (City) and San Dieguito Water District (District). The City allocates resources for ADA staff training and coordinates ADA/Section 504 compliance with Department representatives and the public. The Risk Department Manager will be specifically identified on the City website as the initial point of contact for any ADA questions or grievances. See, The City of Encinitas Website (ADA/Section 504 Compliance Information section). See <a href="http://encinitasca.gov">encinitasca.gov</a>
2. Obtain department commitment throughout the City and District	Through outreach and training, the City/District departments comply with policies and procedures in adherence to the ADA/Section 504 regulations and laws. The building and engineering departments have completed an in-house training

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	<p>seminar conducted by an outside consultant regarding the construction and measurement of sidewalks and ramps for ADA compliance. The ADA Coordinator and additional City designated staff attend the National ADA Coordination Group training annually in San Diego. Each Department has a designated representative to review updates in the laws and work with the ADA/Section 504 Coordinator on an ongoing basis.</p>
<p>3. Adopt and publish grievance procedures for prompt and equitable resolution.</p>	<p>Formal ADA/Section 504 Grievance Procedure was adopted by the City Council on April 26, 1995 with new updates adopted by Resolution 2011-36 on July 20, 2011 by City Council. The grievance forms and contact information are contained on the City website.</p>
<p>4. Provide sufficient notice of ADA/Section 504 compliance to City/District programs, services, and activities to applicants, participants, beneficiaries, and other interested persons.</p>	<p>The City/District continue to publicize ADA/Section 504 compliance through notice on all applicable handbooks, manuals, program pamphlets, and other City/District sponsored public announcements and agendas both in hard copy format and on the City's website. Public contracts related to road and sidewalk design and construction contain specific provisions relating to ADA compliance. Public Notices and required signage are placed at City/District facilities and on the website.</p>
<p>5. Ensure that individuals with disabilities are afforded the opportunity to participate as members of the City Council/District Board of Directors or advisory boards/commissions.</p>	<p>The City/District provides reasonable accommodations and access for individuals with disabilities and provides for equal opportunity and access to programs, facilities, boards, and commissions. Reasonable accommodation requests are reviewed on a case by case basis along with Public Notice postings in facilities, announcements, and publications and on the website.</p>

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<p>6. Ensure that communications with disabled applicants, participants and members of the public are equally effective as other public communications.</p>	<p>Incorporated into the programs and public meetings a TTY phone system, audio amplification system, zoom text and interpreters are available for the public, upon appropriate request. The City has provided Ubi Duo equipment (a device that facilitates simultaneous face-to-face communication) for the customer service counters located at: Civic Center, Community Center and Calle Magdalena locations. Requests for reasonable accommodations are reviewed on an ongoing basis. The City/District also have available an audio amplification system for public meetings both in the Community Center and Civic Center.</p>
<p>7. Review all City/District services to ensure that individuals with disabilities may participate in and benefit from the services provided by the City/District.</p>	<p>See Item 18. City/District policy and procedures provide that individuals with disabilities participate in and benefit from City/District services, subject to feasibility and “readily accessible” standards. Public Notice of ADA/Section 504 compliance is provided at City/District facilities, announcements, publications, contracts and website.</p>
<p>8. Review all City/District services, programs and activities to ensure that the most integrated setting appropriate to the needs of qualified individuals with disabilities are made available.</p>	<p>See Item 18. On an ongoing basis City/District reviews and ensures services, programs, and activities are readily accessible to individuals with disabilities, in the most feasible integrated setting. Notice to the public and procedures for accommodation requests are in place with grievance procedures and are included on website, facilities, announcements, publications and contracts.</p>
<p>9. Ensure that an individual with disabilities is not denied the opportunity to participate in City/District programs or activities that are not separate or different.</p>	<p>See Item 18. On an ongoing basis City/District reviews and ensures services, programs, and activities are readily accessible to individuals with disabilities, in the most feasible integrated setting. The City/District reviews on an ongoing basis, accommodation requests of individuals to afford the opportunity to participate in programs or activities that are not separate or different. The City/District has adopted ADA/Section 504 Grievance Procedures for handling complaints</p>

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	and review accommodation requests on a case by case basis in compliance with ADA/Section 504.
10. Ensure that the actions of the City/District are based on facts applicable to individuals and not on presumptions as to what a class of individuals with disabilities can or cannot do.	Appropriate policies and procedures exist along with grievance procedures which provide ongoing access to City/District programs and facilities without presumptions consistent with applicable ADA/Section 504 regulations. These programs are integrated into daily operations.
11. Ensure that qualified individuals with disabilities are not limited from the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving any aid, benefit, or service from the City/District.	See Item 18. On an ongoing basis City/District reviews and ensures services, programs, and activities are readily accessible to individuals with disabilities, in the most feasible integrated setting. The City/District reviews on an ongoing basis, accommodation requests of individuals to afford the opportunity to participate in programs or activities to provide equal access. The City/District has adopted ADA/Section 504 Grievance Procedures for handling complaints and review accommodation requests on a case by case basis in compliance with ADA/Section 504. City/District on an ongoing basis ensures individuals with disabilities are not discriminated against. Public notices, policies and procedures are posted at City/District facilities, website, and publications and in contractual agreements. Requests for reasonable accommodation are reviewed on a case by case basis.
12. Review processes for granting licenses to ensure that individuals with disabilities are not discriminated against by the City/District.	City business registration process adheres to non-discrimination policies and procedures. Accommodation requests are reviewed on an ongoing basis.
13. Reasonable modifications in policies, practices, or procedures must be made when necessary to avoid discrimination on the basis of disability.	On an ongoing basis, modifications to policies, practices, and procedures are made to meet current regulations and applicable laws to eliminate discrimination. Accommodation requests are reviewed on an ongoing basis.



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<p>14. Prohibit discrimination on the basis given of an individual's known relationship or association with an individual with a disability is prohibited.</p>	<p>The City/District does not discriminate on the basis of an individual's association with an individual with a disability. Policies are in place that prohibit discrimination and requires compliance with ADA/Section 504 regulations.</p>
<p>15. Ensure that the appropriate auxiliary aids and services are furnished when necessary to provide an individual with a disability an equal opportunity to participate in and enjoy the benefits of the City/District services, programs, and activities.</p>	<p>Incorporated into the programs and public meetings a TTY phone system, audio amplification system, zoom text and signers/interpreters are available for the public, upon appropriate request. Accommodation requests are reviewed on an ongoing basis. The City/District also have available an audio amplification system for public meetings both in the Community Center and Civic Center. The City has provided Ubi Duo equipment (a device that facilitates simultaneous face-to-face communication) for the customer service counters located at: Civic Center, Community Center and Calle Magdalena locations. Policies for Service Animals are in place and posted on the City website. Programs and services are accessible by review on an ongoing basis. Notification is provided to advise public accommodation requests will be reviewed on a case by case basis. Grievance procedures have been adopted to resolve any unresolved complaints.</p>
<p>16. Notice to the Public on ADA/Section 504</p>	<p>Notice to the public has been adopted and is in compliance with ADA/Section 504 is currently posted in all facilities and on the city's website.</p>
<p>17. As of July 1, 2010, the new regulations require the City to provide CASp certified building official information to assist citizens and businesses with voluntary request for a CASp review.</p>	<p>The Building Official in the Development Services Department has in place the CASp program. Currently the Building Official is CASp certified and coordinates with the public upon request.</p>

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<p>18. Examine each program to determine whether any physical barriers to access exist and identify structural changes or identify alternates.</p>	<p>Under Title II of the ADA, each City/District facility or part of a facility that is built or altered after 1992 must be readily accessible to and useable by persons with disabilities. The ADA standards for existing facilities provide that a public entity shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible and useable by individuals with disabilities. This includes providing meaningful program access. The City of Encinitas was founded in 1986 and portions of its facilities, such as streets, sidewalks and other facilities predate 1992. As to those pre-1992 facilities, where alterations are made, the City evaluates and, where feasible and readily achievable, it includes ADA alterations as it develops and updates facilities (i.e. ADA compliant ramps and signage in order to provide program access). New facilities designed and constructed since 1992, such as the City Library, Senior Center, Fire Stations, parks, etc., have incorporated ADA designs and requirements. On an ongoing basis the City/District's evaluate operations, facilities and programs to maintain accessibility under ADA/Section 504 compliance.</p>
<p>19. Ensure that all facility construction or alteration after January 26, 1992 and continued updates of the regulations (most recent 2010) conform to the most current ADA/Section 504 designated standards.</p>	<p>See above, item 18. The City/District incorporates into design stage facility construction and alterations for continued compliance with the current ADA/Section 504 standards. ADA/Section 504 compliance language has been added to the basic construction contracts. The building and engineering departments have participated in training conducted by an outside consultant regarding the construction and measurement of sidewalks and ramps for ADA compliance. Plan reviews of public facility improvements include appropriate ADA/Section 504 compliance for public access. Selected staff in Engineering participates in training for a week at the ADA Coordinators annual training conference.</p>

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<b>EMPLOYMENT - TITLE I</b>	
20. Ensure that all employment policies do not discriminate to applicants and employees with disabilities.	Employment policies prohibit discrimination against individuals with disabilities. The Personnel Rules and Policies include specific language prohibiting discrimination against individuals with disabilities. Policies are reviewed on an ongoing basis.
21. Ensure that employment practices do not limit, segregate, or classify job applicants or employees in an adverse manner due to the disability of the employee or applicant.	Employment practices ensure adherence to non-discriminatory practices for individuals with disabilities. Accommodation requests are reviewed on a case by case basis. City conducts an interactive process for employees requesting job accommodations. The City/District and its personnel practices are in compliance with ADA/Section 504.
22. Ensure that all City/District contractual relationships, including labor unions, employment agencies, organizations that provide benefits, services, etc. do not discriminate against individuals with disabilities.	Contracts, MOU's, and benefits do include non-discrimination language prohibiting discrimination in compliance with ADA/Section 504 regulations.
23. Ensure that all job classifications do not contain standards or criteria that discriminate on the basis of disability.	Job classifications are reviewed on an ongoing basis to assure job standards, physical requirements of the essential job functions and criteria are related to specific job qualifications. Essential job functions are called out in each Job Description. Accommodation requests are reviewed on an ongoing basis. Interactive processes take place on as needed basis and is incorporated into normal course of business.

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<p>24. Ensure that all job testing and selection criteria are job-related and do not discriminate against individuals with disabilities.</p>	<p>Testing and selection criteria continue to be reviewed on an ongoing basis for adherence with the ADA/Section 504 regulations and job relation. Employment announcements contain ADA/Section 504 accommodation language and public notice. Accommodations are reviewed on a case by case basis for reasonable accommodations when applicable.</p>
<p>25. Ensure hiring procedures (applying, testing and interviewing for a job) are carried out at accessible locations, using accessible formats such as a reader, tactile information, Braille, audio for vision impaired, written materials and sign language interpreters for hearing impaired.</p>	<p>City/District facilities utilized for testing and interviewing are accessible. Job announcements provide notification of our non-discrimination practices and their ability to make accommodation requests. Accommodation requests are reviewed on a case by case basis in compliance with ADA/Section 504 regulations.</p>
<p>26. Review employment application forms to eliminate questions regarding an individual's disability.</p>	<p>The City/District's job application forms do not ask physical disability questions. It does ask whether applicant can perform the essential job functions of that specific job with or without accommodations. The applications include appropriate notice of non-discrimination language and to report requests for reasonable accommodation.</p>
<p>27. Post equal employment opportunity notices in an accessible format (e.g., in large print)</p>	<p>The City uses a web based (NeoGov) application process which accesses resources commonly found within standard web browsers including display and readability features and sound and speech assistance. Accommodation request are reviewed on an ongoing basis. Public Notice of ADA/Section 504 compliance is provided at all City/District facilities and website.</p>
<p>28. Provide sufficient notice of ADA/Section 504 compliance to City/District for employment, in administration of testing and pre-employment medical examinations practices that do not discriminate against persons with disabilities.</p>	<p>The City/District continue to publicize ADA/Section 504 compliance through notice on all applicable handbooks, manuals, job recruitments both in hard copy format and on the City's website.</p>

**Summary of Facilities Accessibility Review**

The City/District performed an accessibility evaluation of its building facilities, and related parking lots/areas, based on disability parking, entrance accessibility, restroom accessibility, signage, communications, counter accessibility and paths of access.

The following table is a summary of assessed City/District facilities:

<b>SUMMARY OF FACILITIES ACCESSIBILITY</b>	<b>ADA ACCESSIBILITY</b>
<b>CITY/DISTRICT BUILDINGS</b>	
<p><u>Civic Center</u> – The Civic Center was built in 1992, in 2015 a sewer renovation project which included bathrooms and kitchens remodel to ADA accessible standards was performed.</p>	<p>ADA accessible:</p> <ul style="list-style-type: none"> <li>• Building</li> <li>• Restrooms</li> <li>• Parking</li> <li>• Paths of Access</li> </ul> <p>Exceptions: Business Registration portable table. A new table has been purchased that meets the dimensions for wheelchair accessibility; this item is resolved and no longer on the Transition Plan.</p>
<p><u>Public Works – Calle Magdalena</u> – The Public Works building was built in 1980 and remodeled in 2008 to include ADA accessible standards.</p>	<p>ADA accessible:</p> <ul style="list-style-type: none"> <li>• Building</li> <li>• Restrooms</li> <li>• Parking</li> <li>• Paths of Access</li> </ul>
<p><u>Wastewater Collection</u> – The Wastewater Collection building is not ADA accessible and not used for public access.</p>	<p>No public access.</p> <p>Not ADA accessible.</p> <p><u>Alternative locations–</u></p>

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	Public Works – Calle Magdalena, is the alternate building used for meetings and public accessibility and ADA accessible.
<p><u>Community/Senior Center –</u>                  The Community/Senior center building was built in 2001. A CASp evaluation has been completed for changes to the disability parking for ADA accessibility. This project has been added to the Transition Plan, construction to begin Fall 2019</p>	ADA accessible: <ul style="list-style-type: none"> <li>• Building</li> <li>• Restrooms</li> <li>• Parking</li> <li>• Paths of Access</li> </ul> Accessible parking and restriping construction Fall of 2019, see Transition item #2.
<p>Encinitas Community Library – The Library was built in 2007 to include ADA accessible standards.</p>	ADA accessible: <ul style="list-style-type: none"> <li>• Building</li> <li>• Restrooms</li> <li>• Parking</li> <li>• Paths of Access</li> </ul>
<b>FIRE STATIONS</b>	
<p><u>Fire Station #1</u> – Built in 1957</p>	Not ADA accessible.  No public access. Public meetings held at other alternate locations.  <u>Alternative locations -</u> For public access meetings and tours use alternate ADA accessible locations: Fire Station #2, Fire Station #3 and Fire Station #5.
<p><u>Fire Station #2</u> – Built in 2013</p>	ADA accessible: <ul style="list-style-type: none"> <li>• Building</li> <li>• Restrooms</li> <li>• Parking</li> <li>• Paths of Access</li> </ul>
<p><u>Fire Station #3</u> – Built in 2010</p>	First Floor ADA accessible:

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	<ul style="list-style-type: none"> <li>• Building</li> <li>• Restrooms</li> <li>• Parking</li> <li>• Paths of Access</li> </ul> <p>Second Floor not accessible (no public access) no elevator to second floor due to fire House Residential Exemption.</p> <p><u>Alternative -</u> For public access meetings and tours use first floor or alternate ADA accessible locations: Fire Station #2, Fire Station #3 and Fire Station #5.</p>
<p><u>Fire Station #4 – Built in 1979</u></p>	<p>ADA accessible:</p> <ul style="list-style-type: none"> <li>• Restrooms</li> <li>• Parking</li> </ul> <p>Not ADA accessible.</p> <ul style="list-style-type: none"> <li>• Paths of Access (front door entrance not accessible due to threshold lip)</li> </ul> <p><u>Alternative -</u> For public access meetings and tours use alternate ADA accessible locations: Fire Station#2, Fire Station#3 and Fire#5.</p>
<p><u>Fire Station #5 – Built in 2000</u></p>	<p>ADA accessible:</p> <ul style="list-style-type: none"> <li>• Building</li> <li>• Restrooms</li> <li>• Parking</li> <li>• Paths of Access</li> </ul>
<p><u>Fire Station #6 – Auxiliary location.</u></p>	<p>Not ADA accessible. No public access. Public meetings held at other alternate locations.</p> <p><u>Alternative -</u></p>

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	For public access meetings and tours use alternate ADA accessible locations: Fire Station #2, Fire Station #3 and Fire Station #5.
<b>PARKS:</b>	
Encinitas Community Park	<p>ADA accessible:</p> <ul style="list-style-type: none"> <li>• Parking</li> <li>• Paths of Access</li> <li>• Playground equipment</li> <li>• Restrooms</li> </ul>
Cottonwood Creek	<p>ADA accessible:</p> <ul style="list-style-type: none"> <li>• Parking</li> <li>• Paths of Access</li> <li>• Playground equipment</li> <li>• Restrooms</li> </ul>
Oakcrest Park	<p>ADA accessible:</p> <ul style="list-style-type: none"> <li>• Parking</li> <li>• Paths of Access</li> <li>• Playground equipment</li> <li>• Restrooms</li> </ul>
Cardiff Sports Park	<p>ADA accessible:</p> <ul style="list-style-type: none"> <li>• Parking</li> <li>• Paths of Access</li> <li>• Playground equipment</li> <li>• Restrooms</li> </ul>
Paul Ecke Sports Park	<p>ADA accessible:</p> <ul style="list-style-type: none"> <li>• Parking</li> <li>• Paths of Access</li> <li>• Playground equipment</li> <li>• Restrooms</li> </ul>



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<p>Leo Mullen Sports Park</p>	<p>ADA accessible:</p> <ul style="list-style-type: none"> <li>• Parking</li> <li>• Paths of Access</li> <li>• Playground equipment</li> <li>• Restrooms</li> </ul> <p>Soccer field not accessible due to natural topography.</p> <p><u>Alternative:</u> Alternate soccer field access is Cardiff Sports Park or Paul Ecke Sports Park.</p>
<p>Glen Park</p>	<p>ADA accessible:</p> <ul style="list-style-type: none"> <li>• Restrooms</li> </ul> <p>ADA not accessible:</p> <ul style="list-style-type: none"> <li>• Parking</li> <li>• Paths of Access</li> <li>• Playground equipment</li> <li>• Scout House Building</li> </ul> <p>Review of disability parking requested due to slope. See Transition Plan item #1. CASp study performed, improvements identified on Transition Plan pending funding. See alternative parks site that are accessible.</p>
<p>Encinitas Viewpoint Park</p>	<p>ADA accessible:</p> <ul style="list-style-type: none"> <li>• Playground equipment</li> </ul> <p><u>Alternative -</u> Parking and restrooms are located at the Library which provides pathway and access into the park. The Library has ADA accessible parking and restrooms.</p>

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<p>Mildred McPherson Park</p>	<p>ADA Accessible:</p> <ul style="list-style-type: none"> <li>• Playground equipment, accessible pathway with resilient surface to playground.</li> <li>• Basketball Court accessible with hard surface pathway to courts.</li> </ul> <p><u>Alternative:</u>                      Parking is on street and no restrooms provided. Access to park not accessible due to natural hilly topography. Nearest Alternate Park for accessible use is Encinitas Community Park or Cottonwood Creek Park.</p>
<p>Orpheus Park</p>	<p>ADA Accessible:</p> <ul style="list-style-type: none"> <li>• Playground equipment, accessible pathway with resilient surface to playground.</li> <li>• Accessible pathway throughout park with signage.</li> </ul> <p>Parking is on street and no restrooms provided.</p>
<p>Leucadia Oaks</p>	<p>ADA Accessible:</p> <ul style="list-style-type: none"> <li>• Playground equipment, accessible pathway with resilient surface to playground.</li> <li>• Skate feature accessible</li> <li>• Basketball Courts accessible with hard surface pathway to courts.</li> </ul> <p>Parking is on street and no restrooms provided.</p>

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Wiro Park	<p>ADA Accessible:</p> <ul style="list-style-type: none"> <li>• Playground equipment, accessible pathway with resilient surface to playground.</li> </ul> <p><u>Alternative:</u>                  Parking is on street and no restrooms provided. Access to park not accessible due to natural topography. Nearest Alternate Park for accessible use is Scott Valley Park or Oakcrest Park.</p>
Little Oaks Equestrian Park	Not ADA Accessible.
Las Verdes Park	<p>ADA Accessible:</p> <ul style="list-style-type: none"> <li>• Playground equipment, with accessible pathway with resilient surface to playground</li> <li>• Gazebo with accessible tables and pathways</li> </ul> <p><u>Alternative:</u>                  Parking is on street and no restrooms provided. Access to park not accessible due to natural topography. Nearest Alternate Park for accessible use Cottonwood Creek or Oakcrest Park.</p>
Sun Vista Park	<p>ADA Accessible:</p> <ul style="list-style-type: none"> <li>• Playground equipment, with accessible pathway with resilient surface to playground</li> <li>• Gazebo with accessible tables and pathways</li> </ul> <p><u>Alternative:</u>                  Parking is on street and no restrooms provided. Access to park not accessible due to natural topography. Nearest Alternate Park for accessible use Scott Valley Park.</p>

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<p>Scott Valley Park</p>	<p>ADA Accessible:</p> <ul style="list-style-type: none"> <li>• Playground Equipment, accessible pathway with resilient surface to playground.</li> <li>• Basketball Court accessible with hard surface pathway to courts.</li> <li>• Volleyball Courts – sand not accessible for play, but accessible path of travel for spectators.</li> <li>• Park has accessible pathways.</li> </ul> <p>Parking is on street and no restrooms provided.</p>
<p>Hawk View Park</p>	<p>ADA Accessible:</p> <ul style="list-style-type: none"> <li>• Playground equipment, with accessible pathway with resilient surface to playground.</li> <li>• Gazebo with accessible tables and pathways</li> </ul> <p><u>Alternative:</u>                  Parking is on street and no restrooms provided. Access to park not accessible due to natural topography. Nearest Alternate Park for accessible use Leucadia Oaks Park.</p>
<p><b>BEACHES:</b></p>	
<p>Moonlight Beach Park</p>	<p>ADA accessible:</p> <ul style="list-style-type: none"> <li>• Parking</li> <li>• Paths of Access</li> <li>• Playground equipment</li> <li>• Restrooms</li> <li>• Beach accessible with roller chair for disability access to beach.</li> </ul>

ADA/Section 504 Self Evaluation Plan for City of Encinitas/San Dieguito Water District

<p>Swami's Beach Access</p>	<p>ADA accessible:</p> <ul style="list-style-type: none"> <li>• Parking</li> <li>• Paths of Access</li> <li>• Restrooms</li> </ul> <p><u>Alternative:</u> No beach access, due to cliff and stairs, use alternate beach access at Moonlight Beach Park.</p>
<p>D Street Beach Access</p>	<p>Not ADA Accessible. Stairway on cliff.</p> <p><u>Alternative:</u> No public restrooms and no beach access, stairs only. On street parking provided, use alternate beach access at Moonlight Beach Park.</p>
<p>Stone Steps Beach Access</p>	<p>Not ADA Accessible. Stairway on cliff.</p> <p><u>Alternative:</u> No public restrooms and no beach access, stairs only. On street parking provided, use alternate beach access at Moonlight Beach Park.</p>
<p>Beacon's Beach</p>	<p>Not ADA Accessible. Path down bluff.</p> <p>Accessible ADA parking provided.</p> <p><u>Alternative:</u> No public restrooms and no ADA beach access due to natural hilly topography. Use alternate beach access at Moonlight Beach Park.</p>

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Grandview Beach Access	<p>Not ADA Accessible. Stairway on cliff.</p> <p><u>Alternative:</u> No public restrooms and no beach access, due to cliff and stairs. On street parking provided, use alternate beach access at Moonlight Beach Park.</p>
<b>BLUFF VIEWPOINTS:</b>	
E Street Viewpoint	<p>Unimproved. On cliff viewpoint only. Not ADA Accessible. No restrooms and no beach access.</p> <p><u>Alternative:</u> On street parking provided. Use alternate beach access at Moonlight Beach Park.</p>
I Street Viewpoint	<p>ADA Accessible.</p> <ul style="list-style-type: none"> <li>• Tables/benches.</li> </ul> <p><u>Alternative:</u> No public restrooms and no beach access. No ingress/egress to park due to natural topography. On street parking provided, use alternate beach access at Moonlight Beach Park.</p>
H Street Viewpoint	<p>ADA Accessible –</p> <ul style="list-style-type: none"> <li>• Tables/Benches.</li> <li>• Paths of access.</li> </ul> <p><u>Alternative:</u> No public restrooms and no beach access, (cliff viewpoint) on street parking provided, use alternate beach access at Moonlight Beach Park.</p>

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J Street Viewpoint	<p>ADA Accessible –</p> <ul style="list-style-type: none"> <li>• Tables/Benches.</li> <li>• Paths of access from Sea Lane.</li> </ul> <p><u>Alternative:</u> No public restrooms and no beach access (cliff viewpoint), on street parking provided, use alternate beach access at Moonlight Beach Park.</p>
N. El Portal Viewpoint	<p>ADA Accessible –</p> <ul style="list-style-type: none"> <li>• Bench</li> </ul> <p><u>Alternative:</u> No public restrooms and no beach access (cliff viewpoint), on street parking provided, use alternate beach access at Moonlight Beach Park.</p>
Rosetta Viewpoint	<p>ADA Accessible –</p> <ul style="list-style-type: none"> <li>• Bench.</li> </ul> <p><u>Alternative:</u> No public restrooms and no beach access, on street parking provided, use alternate beach access at Moonlight Beach Park.</p>
<b>TRAILS:</b>	
Encinitas Ranch Trails	Not ADA Accessible
Village Park Trail & Off-leash dog area	Not ADA Accessible
Manchester Preserve Trails	Not ADA Accessible
Olivenhain Trails	Not ADA Accessible

**Summary of Identified Barriers to Access**

The Self-Evaluation completed in 2018 identified barriers to accessibility in facilities and some programs. A summary of these items and outline of the work to be done are reflected in the chart below.

<b>BARRIERS TO ACCESS IDENTIFIED -- FACILITIES SUMMARY:</b>	<b>ADDITIONAL WORK TO BE DONE:</b>
1. Community Center – Disability Parking – ADA path of travel will be updated in 2019, see Item #2 in Transition Plan.	ADA path of travel/new parking stalls under design and contractor providing quote to construct new stalls and path of travel, this is in the Transition Plan. This project is scheduled for Fall 2019.
2. Ensure that all facility construction or alteration after January 26, 1992 and continued updates of the regulations (most recent 2010) conform to the most current ADA/Section 504 designated standards.	Future identified construction or alternation projects are listed on the Transition plan.
3. Glen Park – Disability Parking – slope evaluation	Identified for slope evaluation of disability parking. Will be evaluated for parking and access in 2019.
4. City Website	Under continuous evaluation. Continued review by staff content updaters to ensure accessible content. Global or code-related accessibility issues identified on website will be tasked to web developer consultants as budget allows.

The above identified barriers to accessibility have been added to the Transition Plan.



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The City/District has compiled both the accessibility barriers identified in the Self-Evaluation along with accessible capital improvement projects incorporating ADA accessible features into the draft Transition Plan. Please see draft Transition Plan for a listing of identified barriers to accessibility.

**Public Outreach:**

This draft Self-Evaluation will be available for public review in September/October 2019 with final adoption in November/December 2019.

**Designation of Responsibility:**

For questions/comments regarding the draft Self-Evaluation Plan, The City/District has designated the following person to serve as ADA Transition Plan Implementation Coordinator, to monitor the progress and manage review and updates of this document:

Name: Jace Schwarm

Job Title: Risk Department Manager

[jschwarm@encinitasca.gov](mailto:jschwarm@encinitasca.gov)

760 633-2636

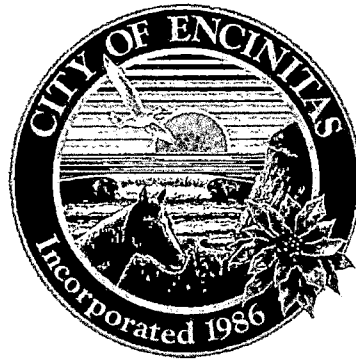
Exhibit B, Resolution 2019-100

Americans with Disabilities Act (ADA)/Section 504 Rehabilitation Act

# Transition Plan

City of Encinitas/San Dieguito Water District

2019/2020



505 S. Vulcan Avenue, Encinitas, CA 92024

Main line: (760) 633-2600 TTY (hearing impaired): (760) 633-2700

Email: [jschwarm@encinitasca.gov](mailto:jschwarm@encinitasca.gov)



## **Self-Evaluation**

### **Overview**

Under Title II of the ADA, public agencies are required to conduct a Self-Evaluation of their programs and services, and Title I employment policies and practices with regards to accessibility.

The ADA/Section 504 Self-Evaluation is a review of the City's/District's entire public program: facilities on public property, Programs and Services, Human Resources/Employment in order to identify any obstacles or barriers to accessibility that need to be addressed. Please see the Self-Evaluation dated 2018 for details.

### **Process & Findings**

The City/District has incorporated accessible pedestrian features as part of the City's/District's capital improvement projects. Any new capital improvements will be designed with the current ADA regulations and standards.

The City/District has integrated both the accessibility barriers identified from the Self-Evaluation along with accessible capital improvement projects with accessible features into the Transition Plan.

The Transition Plan is listed by the following categories:

- Park & Recreation Department - Parks & Beaches & Trails
- Engineering & Public Works Department - Pedestrian ADA accessibility/mobility
- Miscellaneous projects

The Transition Plan indicates the different phases of the projects by: Pre-Construction, Design/Bidding/Project in Study, and Completed projects.

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Compliance Measures	Cost	Proposed Completion Date
<b><u>PARK &amp; RECREATION DEPARTMENT</u></b>		
<b>1. Update Disability Parking Stalls</b> Update and restripe disability parking stalls and add pathways at park and facilities locations: Leo Mullen(completed 2017); Ecke Sports Park; Oakcrest Park; Glen Park; Grandview Beach Access; and Trails.	\$435,000 (Costs specific to ADA)	Project contingent on availability of funding over the next 10 years Ongoing
<b>2. ADA Improvements at Senior Center</b>  ADA Improvements at facility	\$323,238 Construction & Study (Cost of Project)	ADA path of travel/new parking stalls under design and contractor providing quote to construct. Site Plans approved by Parks Department. Construction planned for Fall 2019.
<b>3. Beacons Beach Access</b>  Redesign of parking area on Neptune Ave to incorporate ADA accessible features.	\$441,000 Design ADA part of project is \$40,000 (ADA Accessible plaza, pedestrian ramps, 10' ADA walkway along top of bluff and 1 Van accessible parking stall.	Project postponed. Project contingent on availability of funding over next 5 years.
<b>4. Trail 82 Rancho Santa Fe Rd</b>  Trail to complete a connection from Olivenhain trails to existing sidewalks of Encinitas Blvd.	\$1,133,529 Design and construction	To be combined with proposed construction of Trail 95 to begin 2019, see item #7. Under Design, project construction 2020.

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	(ADA features incorporated into the total costs of project)	
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Compliance Measures	Cost	Proposed Completion Date
<p><b>5. Standard Pacific Park Site</b>                       New park on Olympus/Pireaus</p>	<p>\$3,243,492                      Design and construction                      (ADA features incorporated into the total costs of project)</p>	<p>In Design                      Bidding for construction Spring 2020.</p>
<p><b>6. Trail 79 Manchester Ave. (FY 19-20/20-21)</b>                       Trail to connect Manchester Ave. at El Camino Real to I-5/Mira Costa College</p>	<p>\$1,260,000                      Study Phase                      (ADA features incorporated into the total costs of project)</p>	<p>Construction postponed to 2025 pending funding.</p>
<p><b>7. Trail 95 El Camino Del Norte (FY 18-19)</b>                       Trail to connect Lucylle Lane to eastern city limits trail on south side of El Camino Del Norte</p>	<p>\$241,248                      Study Phase                      (ADA features incorporated into the total costs of project)</p>	<p>To be combined with proposed construction of Trail 82 to begin 2019, see item #4.                      Permitting process ongoing. Construction projected for 2020.</p>

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Compliance Measures	Cost	Proposed Completion Date
<b><u>ENGINEERING &amp; PUBLIC WORKS DEPARTMENT</u></b>		
<b>8. FY 18-19 Pavement Overlay Project</b> Includes replacement or retrofit of deficient curb ramps as part of the pavement overlay project scope (various locations throughout the City annually)	\$1,500,00 Annual (ADA features incorporated into the total costs of project)	Ongoing Pavement Overlay Annual
<b>9. Encinitas Boulevard/I-5 Interchange Sidewalks –</b> Project involves coordination with Cal Trans and City on the I-5 corridor improvements. Partial funding for improvements will come from Cal-Trans. Project involves installation of accessible sidewalks, pedestrian ramps, and tie back retaining walls to provide a safe pathway at the Encinitas Boulevard & Interstate 5 Interchange.	\$1,200,000 estimated only  (Costs specific to ADA)	This construction project is a Cal-Trans Highway improvement project (Encinitas Blvd. Ped/Bike Improvements: addition of dedicated bike and pedestrian paths at the Interstate 5 interchange at Encinitas Blvd. This construction began in 2017 and estimated to be completed in 2021.  Ongoing
<b>10. Santa Fe/I-5 Interchange Sidewalks –</b> Project involves coordination with Cal Trans and City on the I-5 corridor improvements. Partial funding for improvements will come from Cal-Trans. Project involves installation of accessible sidewalks, pedestrian ramps, and tie back retaining walls to provide a safe pathway at the Encinitas Boulevard & Interstate 5 Interchange.	\$1,200,000 estimated only  (Costs specific to ADA)	This construction project is a Cal-Trans Highway improvement project (Santa Fe. Ped/Bike Improvements: addition of dedicated bike and pedestrian paths at the Interstate 5 interchange at Santa Fe. This construction began in 2017 and estimated to be completed in 2021. South side completed 2019. Northside project by CalTrans.  Ongoing



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Compliance Measures	Cost	Proposed Completion Date
<p><b>11. Flashing Beacon &amp; Ladder Crosswalk</b></p> <p>Willowspring Dr/Golf Cart Crossing (Flashing Beacons). Project involved only restriping, will evaluate at a later date for possible ADA upgrades to include (Flashing Beacons)</p>	<p>\$10,000 Construction (Costs specific to ADA)</p>	<p>Restriped crosswalk complete, work order 2019. Crosswalk to be re-evaluated in 6 months for possible ADA upgrades of (Flashing Beacons) Project ongoing.</p>
<p><b>12. Ongoing Sidewalk Repair - Annual Budget</b></p> <p>Maintaining accessible routes - Average 7,500 square feet of sidewalk repaired per year at \$60,000 for contract work to replace and repair. In addition, City in house addresses tripping hazards by marking out, grind and ramp the sidewalk deviations. This maintains accessible routes which fall under ADA regulations. Annual budget amount increased to \$124,000. Project is ongoing</p>	<p>Annual-contract work (ADA features incorporated into the total costs of project) Increased to \$124,000 annually</p>	<p>Project continues annually with funding. Budget updated to \$124,000 each budget year  Ongoing – Continues each budget year</p>
<p><b>13. Cardiff Living Shoreline Project</b></p> <p>Construct dunes, parking, pedestrian access from Chart House to South Cardiff State Beach. Project includes dedicated ADA parking, beach access by Mobi Mat and curb ramps/sidewalk.</p>	<p>\$3,003,186 Construction (ADA features incorporated into the total costs of project)</p>	<p>Construction completed Summer of 2019.</p>

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Compliance Measures	Cost	Proposed Completion Date
<p><b>14. B Street Improvements</b></p> <p>Sidewalk, curb, gutter, pedestrian ramps, and landscaping on north side 101 to Moonlight Beach.</p>	<p>\$850,000 Design (Costs specific to ADA)</p>	<p>Construction starts Fall 2019 and proposed completion 2020.</p>
<p><b>15. Bonita Dr. Pedestrian Access</b></p> <p>Pedestrian access</p>	<p>\$70,000 Design and construction (Costs specific to ADA)</p>	<p>Design and construction. Construction proposed for 2019.</p>
<p><b>16. Downtown Cardiff ADA Improvements</b></p> <p>Provide pedestrian ramps, retrofitted ramp domes at various intersections, new curb ramps, sidewalk widening to ADA minimum and (2) Cardiff 101bike racks in downtown Cardiff-Newcastle Ave/Aberdeen Dr./Chesterfield Dr./San Elijo Ave.</p>	<p>\$150,000 Design and construction (ADA features incorporated into the total costs of project)</p>	<p>Construction completed in July 2019.</p>
<p><b>17. El Portal Grade Separated Pedestrian Rail Crossing</b></p> <p>Pedestrian and bicycle undercrossing</p>	<p>\$10,184,228 Design (ADA features incorporated into the total costs of project)</p>	<p>Final design underway. Construction estimated 2020, with estimated completion date of end of 2021.</p>

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Compliance Measures	Cost	Proposed Completion Date
<p><b>18. Leucadia Blvd. Traffic Safety and Pedestrian Improvements Phase II and Hygeia Av. Roundabout</b></p> <p>Leucadia Blvd. and Hygeia Ave. Roundabout, traffic safety, pedestrian improvements, landscaping and street improvements</p>	<p>\$2,500,000                      Design \$550,000                      (ADA features incorporated into the total costs of project)</p>	<p>Design process started.                      Project ongoing.</p>
<p><b>19. Santa Fe Dr., South Sidewalk</b></p> <p>Curb, gutter, sidewalk, mobility, and landscape improvements from Gardena to Bonita.</p>	<p>\$1,300,000                      Design                      (Costs specific to ADA)</p>	<p>Environmental &amp; Design Phase 2018-2020.                      Combined with the Santa Fe Dr Corridor ATP project, listed as #27 for economy of scale.                      Project ongoing.</p>
<p><b>20. Streetscape Segment A</b></p> <p>Curb, gutter, sidewalk, mobility, and landscape improvements on Hwy 101 from A Street to Basil Street.</p>	<p>\$7,776,000                      Design                      (ADA features incorporated into the total costs of project)</p>	<p>Design process underway.                      Project undergoing approvals.                      Project ongoing.</p>

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Compliance Measures	Cost	Proposed Completion Date
<p><b>21. Streetscape Segment B-D</b>                       Curb, gutter, sidewalk, mobility, and landscape improvements on Hwy 101 from Basil Street to Jupiter St.</p>	<p>\$9,720,000                      Design                      (ADA features incorporated into the total costs of project)</p>	<p>Design process underway.                      Project undergoing approvals.                      Project ongoing.</p>
<p><b>22. Verdi Rail Crossing – Pedestrian and bike undercrossing</b></p>	<p>\$8,900,000                      Design                      (ADA features incorporated into the total costs of project)</p>	<p>Design underway                      Project on hold pending future funding and priority list.                      Project ongoing.</p>
<p><b>23. Add Flashing Beacon and white crosswalk –</b>                       Paseo De Las Flores/Golf Cart Crossing                      Paseo De Las Flores/Pedestrian Trail Crossing                      Paseo De Las Verdes/Pedestrian Trail Crossing                      Gardendale Road/Clear Valley Road                      Project currently re-striping only.</p>	<p>\$60,000                      Design                      (Costs specific to ADA)</p>	<p>Crossings restriped only.                      Project ongoing.</p>

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Compliance Measures	Cost	Proposed Completion Date
<p><b>24. Add Flashing Beacon and white crosswalk</b> Quail Gardens Drive/Pedestrian Trail Crossing.  Project currently re-striping only</p>	<p>\$10,000 Design (Costs specific to ADA)</p>	<p>Crossing restriped only. Project ongoing.</p>
<p><b>25. Santa Fe Drive Corridor ATP</b>  Pedestrian and bike improvements on Santa Fe Dr. from Windsor Dr. to El Camino Real.</p>	<p>\$1,142,000 Design (ADA included into the total cost of project)</p>	<p>Environmental &amp; Design 2018 –2020. Combined with the Santa Fe Dr South Sidewalk project, listed as #21 for economy of scale. Project ongoing.</p>
<p><b>26. <u>Z Crosswalk at El Camino Real (Via Molena to ECR)</u></b>  Construction of Z Crosswalk</p>	<p>\$300,000 Design (Costs specific to ADA)</p>	<p>Design plans complete. Project funded at mid-year budget revise. Project ongoing.</p>
<p><b>27. ADA Improvements at Morning Sun Dr. and Woodside Lane Phase II</b>  Sidewalk, pedestrian ramps, driveway replacements.</p>	<p>\$1,700,000 Design (Costs specific to ADA)</p>	<p>Design is underway Bidding process underway. Construction 2019, with completion date of 2020. Project ongoing.</p>

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Compliance Measures	Cost	Proposed Completion Date
<p><b>28. Flashing Beacon &amp; Ladder Crosswalk</b>                       Montgomery Ave/Westminster Dr. (Crosswalk &amp; Flashing Beacon).</p>	<p>\$10,000                      Study only</p>	<p>A Site visit and evaluation has been performed.                      Project ongoing.</p>
<p><b>29. Interim North Coast Highway 101 from Encinitas Blvd. to La Costa Blvd; immediate improvements</b>                       Parking lane stencils; sharrow upgrades; green bike lanes, additional sharrow signage; continental crosswalk markings at Leucadia/101 and Leucadia/Vulcan and Flashing Beacons and Mid-block crossings to east side bus stops.</p>	<p>In-House                      Study only</p>	<p>Traffic Commission approved interim improvements at the August Commission meeting.                      Project complete 2019.                      Installed crosswalks and additional signage.</p>
<p><b>30. Mackinnon sidewalk improvement</b>                       Curb cuts installation at MacKinnon and Birmingham.                      Improvements to attain clear path of travel on sidewalk                       Removal and redesign of sidewalk impediments. Create bumpouts.</p>	<p>\$400,000                      Design and construction</p>	<p>In Design phase. Construction projected 2021.</p>
<p><b>31. SEJPA Trail Connection</b>                       Construction of bicycle and pedestrian path at wastewater treatment plant and installation of pedestrian crossing at Manchester Ave. and SEJPA entry.</p>	<p>\$TBD                      Study only</p>	<p>Design underway by SEJPA consultant, requires CalTrans and City coordination and approval of funding and construction. Construction expected in 2019/2020.</p>

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Compliance Measures	Cost	Proposed Completion Date
<p><b>32. South Coast Highway 101 from San Elijo State Beach to Chesterfield Drive</b></p> <p>Remove 1 travel lane to keep just one SB travel lane, pedestrian area, bike buffer. Transition back to 2 lanes just N of Chesterfield, remove existing parking (150" parallel)</p>	<p>\$140,000 Study only</p>	<p>Additional cost for green bike lanes. Going from 2 lanes to 1 lane will require coordination with Coastal Commission. Study only Project ongoing.</p>
<p><b>33. Via Cantebria/Pedestrian Trail across from Leo Mullen Traffic Calming, immediate improvement</b></p> <p>Flashing Beacon and continental mid-block crossing with shark teeth striping and advanced warning signage.</p>	<p>\$15,000 Study only</p>	<p>Requires additional study, will return to the Traffic Commission with a revised analysis.</p>
<p><b>34. Via Cantebria/Pedestrian Trail across from Leo Mullen Traffic Calming – Long-Term improvement</b></p> <p>Speed table and All Way Stop.</p>	<p>\$100,000 Study only</p>	<p>Presented to Traffic Commission. Requires additional field study.</p>
<p><b>35. Coastal Rail Trail-Cardiff Reach</b></p>	<p>SANDAG Project Construction</p>	<p>Construction completed summer 2019.</p>
<p><b>36. Birmingham Drive Improvements – San Elijo Ave. to Mackinnon Ave.</b></p> <p>New sidewalks, street, pedestrian ramps, underground utilities, roundabout</p>	<p>\$8,700,000 Design (ADA features incorporated into the total costs of project)</p>	<p>In design. Underground Utility District No. 18 being established. Project pending future funding over next 10 years. <b>Review available funding for this project at the annual strategic planning session.</b> Project ongoing.</p>

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Compliance Measures	Cost	Proposed Completion Date
<b>37. Mobility improvements on Vulcan Avenue (between Leucadia and La Costa)</b> Future project.	TBD	Future project consideration over next 10 years for mobility and Pedestrian access. <b>Review available funding for this project at the annual strategic planning session.</b>
<b><u>INFORMATION TECHNOLOGY DEPARTMENT</u></b>		
<b>38. Technology (Website &amp; Phone) Accessibility Improvements</b> City website accessibility and TTY equipment upgrade.	\$10,000 ongoing annual Consulting Assistance	Continue accessibility tasks for City/District website Addition of second TTY phone Ongoing

On the following pages is a listing of the Transition Plan completed projects.



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**COMPLETED PROJECTS**

Compliance Measures	Cost	Completion Date
<b><u>INFORMATION TECHNOLOGY DEPARTMENT</u></b>		
<p><b>39. Through an assessment of the City’s website for compliance with Web Content Accessibility Guidelines (WCAG) standards, the following accessibility tasks have been completed:</b></p> <ul style="list-style-type: none"> <li>• Added Skip navigation links</li> <li>• Added "Search the City" text in website Search box</li> <li>• Set logical tab order on all pages</li> <li>• Implemented WAI-ARIA code authoring practices to optimize site for use with assistive technologies</li> </ul> <p>Improvements to forms to optimize for use with assistive technologies</p>	\$11,100	COMPLETED 2019
<p><b>40. Trained web content updaters on how to create accessible web content or modify existing content to meet accessibility standards.</b></p>	NA	COMPLETED 2019

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**COMPLETED PROJECTS**

Compliance Measures	Cost	Completion Date
<b><u>FIRE DEPARTMENT</u></b>		
<b>41. Moonlight Beach Park Lifeguard Tower Improvements</b> Reconstruct new lifeguard tower at Moonlight Beach Park facilities. Project construction began 11/2/16. ADA features will be incorporated into the overall project.	\$3,200,000 Total Construction (ADA included into the total cost of project)	COMPLETED 2018 Project won the American Public Works Association (APPWA) "Project of the Year"
<b>42. Fire Station #2 – CF04C, 618 Birmingham, Cardiff, CA</b> Project incorporates current ADA accessible disability into design.	\$4,760,000 Total Project (ADA included into total cost of project)	Projected completion expected 2013 COMPLETED
<b>43. Fire Station #3 - #CFF04D, Orpheus Avenue</b> Construction of new fire station off of Orpheus Avenue. ADA features incorporated into the design.	\$4,786,554 (ADA features incorporated into total cost of project)	Completed 2010 COMPLETED

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**COMPLETED PROJECTS**

Compliance Measures	Cost	Completion Date
<b><u>ENGINEERING &amp; PUBLIC WORKS DEPARTMENT</u></b>		
<b>44. Coastal Mobility and Livability Study (CMLS)</b>  Mobility, rail, and parking studies with extensive outreach and community input.	\$750,000 Study only	COMPLETED 2019
<b>45. Santa Fe Drive Improvements CS07B (A22)</b> Three phases of improvements. ADA accessibility retrofit incorporated into the project	\$850,000 (Costs specific to ADA)	COMPLETED 2018 North Sidewalk Projected completion 2018
<b>46. Springwood Lane, Morning Sun Ct. &amp; 4<sup>th</sup> Street Proposed Project – Citizens Complaint – DOT 2016-0513 Phase 1</b>	\$857,000 Construction (Costs specific to ADA)	COMPLETED 2018 PAL Contractor is completing the final punchlist items. Notice of Completion in August 2018
<b>47. Montgomery Sidewalk</b>  Sidewalks and crosswalks near Montgomery Ave.(Along Birmingham from Montgomery to alley and along Rossini Dr. from alley to Montgomery.	\$105,000  Construction (Costs specific to ADA)	COMPLETED 2018 Construction began 7/2/18
<b>48. S. Coast Hwy 101 Santa Fe Dr. undercrossing to 1000 feet north (Lumberyard)</b> Sidewalk improvements, pedestrian ramps, driveway replacements, landscaping	\$1,150,650 Construction (ADA included into the total cost of project)	COMPLETED 2018 Construction began 4/2/18

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**COMPLETED PROJECTS**

Compliance Measures	Cost	Completion Date
<p><b>49. Requeza Sidwalk</b></p> <p>Sidewalk along northside of street between Westlake St. and Sunset High School. Includes new pedestrian ramp at Westlake St. and reconstructed ramps at Nardo Rd.</p>	<p>\$150,000</p>	<p>COMPLETED 2018</p>
<p><b>50. Second St. Sidewalks (between F St. and E St.)</b></p> <p>Replacement of damaged sidewalks.</p>	<p>\$30,000</p>	<p>COMPLETED 2018</p>
<p><b>51. Continental Crosswalks</b></p> <p>Vulcan @ D St.; Vulcan @ E St.; Encinitas @ Vulcan, and N. Coast @ Vulcan and Leucadia</p>	<p>\$75,000</p>	<p>COMPLETED 2017</p>
<p><b>52. Mackinnon Crosswalk</b></p> <p>Curb pop-outs, crosswalk enhancements, and ADA ramps on Villa Cardiff at Mackinnon &amp; Caltrans auto ramp along Mackinnon.</p>	<p>\$80,000</p>	<p>COMPLETED 2017</p>
<p><b>53. Encinitas/Lazy Acres Crosswalk and Signal Phasing</b></p> <p>ADA Curb ramps and continental crosswalk, pedestrian system upgrade, relocation and split phase signal operation.</p>	<p>\$36,160</p>	<p>COMPLETED 2017</p>

ADA/Section 504 Transition Plan for City of Encinitas/San Dieguito Water District

City of Encinitas/San Dieguito Water District  
 Americans with Disabilities Act, (ADA)  
 Rehabilitation Act of 1973, (Section 504)

**COMPLETED PROJECTS**

Compliance Measures	Cost	Completion Date
<b>54. Santa Fe Dr./Balour Dr. Flashing Beacon Crosswalk Enhancements</b>	\$ 5,000	COMPLETED 2017
<b>55. La Costa/101 Crosswalk Markings; Pedestrian Phase</b>  Add continental crosswalk markings at La Costa/101; add pedestrian phase.	\$ 3,000	COMPLETED 2017
<b>56. Gardendale Traffic Calming &amp; Safe Routes to School CS12F (A25)</b> Provide accessible curb ramps, raised crosswalks, and traffic calming measures along Gardendale Rd, between Mountain Vista Way and Glen Arbor Drive, at Hummock Lane and Hillock Pl, and at Aspenglow Drive and Splitrail Drive.	\$300,000 Total (ADA included into total cost of project)	Projected completion expected 2013.  COMPLETED 2013
<b>57. Intersection Improvements Hwy 101 &amp; K Street CS13B (A27)</b> Improvements to street to include new curb, gutter and sidewalk @ K and Hwy 101. ADA upgrades to current regulations	\$300,000  (ADA features included into total cost of project)	Project contingent on availability of funding.  COMPLETED 2013
<b>58. San Elijo Avenue Sidewalk Improvements</b>		COMPLETED 2015
<b>59. Regal Road Sidewalk Improvements – Part II</b>		COMPLETED 2017
<b>60. Santa Fe Drive Pedestrian Undercrossing</b>		COMPLETED 2013

*ADA/Section 504 Transition Plan for City of Encinitas/San Dieguito Water District*

City of Encinitas/San Dieguito Water District  
 Americans with Disabilities Act, (ADA)  
 Rehabilitation Act of 1973, (Section 504)

**COMPLETED PROJECTS**

Compliance Measures	Cost	Completion Date
<b>61. Neptune &amp; El Portal ADA Improvements</b>		COMPLETED
<b>62. Saxony Road Pedestrian Crossing</b>		COMPLETED 2016
<b>63. Leucadia R/R at Grade Crossing</b> ADA improvements with at grade crossing at R/R tracks		COMPLETED 2011
<b>64. Parking Lot B – Vulcan &amp; E Street</b> Parking lot improvements along with disability parking		COMPLETED 2011
<b>65. On-Street Disability Parking</b> Added based on citizen request on street disability parking at 1049 S. Coast Highway 101 and 628 Second Street		COMPLETED
<b>66. City Hall Sewer Rehabilitation Project</b> Incorporated ADA improvements throughout, bathrooms, showers, kitchen, and all coffee stations. Improvement to sewer triggered ADA improvements to interior.		COMPLETED 2016

*ADA/Section 504 Transition Plan for City of Encinitas/San Dieguito Water District*

City of Encinitas/San Dieguito Water District  
 Americans with Disabilities Act, (ADA)  
 Rehabilitation Act of 1973, (Section 504)

**COMPLETED PROJECTS**

Compliance Measures	Cost	Completion Date
<p><b>67. Encinitas Boulevard between Quail Garden &amp; Balour CS13E (A30)</b>                      Constructing sidewalk on the north side of Encinitas Boulevard which includes ADA curb ramps and elements to meet current accessible regulations.</p>	<p>Costs \$436,600</p>	<p>Design projected completion 2014                      Construction projected completion 2016                      COMPLETED 2016</p>
<p><b>68. Let's Move Pedestrian Travel &amp; SR2S Plan CS13D (A30)</b>                      Citywide pedestrian movement study to include city engineering walk audits for ADA accessible assessment and inventory of future work.</p>	<p>\$210,450 for study and plan</p>	<p>Projected completion of study 2016                      COMPLETED</p>
<p><b>69. Santa Fe &amp; Interstate Improvements CS12E (A24)</b>                      Part of Scripps critical care project which incorporates ADA accessibility sidewalks and curb ramps. City will contribute to overall project to be completed by Scripps.</p>	<p>\$60,000</p>	<p>Projected completion 2015                      COMPLETED</p>
<p><b>70. P.W. Yard Calle Magdalena</b>                      Installation of automatic front door openers for clear accessible route.</p>	<p>\$7,500                      (Specific to ADA)</p>	<p>Project contingent on availability of funding. Anticipated completion 2015.                      COMPLETED</p>

*ADA/Section 504 Transition Plan for City of Encinitas/San Dieguito Water District*

City of Encinitas/San Dieguito Water District  
 Americans with Disabilities Act, (ADA)  
 Rehabilitation Act of 1973, (Section 504)

**COMPLETED PROJECTS**

Compliance Measures	Cost	Completion Date
<b>71. Olivenhain Sewer Pump Station - CC04F (A1)</b> Construction of a new sewer pump station facility at the Manchester Avenue & Interstate 5 Interchange which includes ADA accessible bathroom, pathway, Braille and signage.	\$4,759,027 Total Project (Specific ADA project total \$100,000)	Projected completion expected 2013 COMPLETED
<b>72. Leucadia Boulevard Railroad At Grade Crossings - CMS08C</b> Includes ADA configuration of pedestrian ramp and sidewalks with grades in conformance to ADA.	\$999,325 (ADA features incorporated into the total cost of project)	Completion 2012 COMPLETED
<b>73. Rubenstein-Summit Traffic Calming - CMS02F</b> City's pilot traffic calming program incorporates accessible disability ADA elements into project	\$500,000 (ADA features incorporated into the total cost of project)	Completed 2012 COMPLETED
<b>74. Balour Drive Sidewalk Improvements - CMS10H</b> Provide accessible sidewalk and curb ramps along the east side of Balour Drive, between Santa Fe Drive and Melba Road. Incorporates accessible disability ADA elements into the project.	\$405,190 (ADA features incorporated into the total cost of project)	Completed 2012 COMPLETED



*ADA/Section 504 Transition Plan for City of Encinitas/San Dieguito Water District*

City of Encinitas/San Dieguito Water District  
 Americans with Disabilities Act, (ADA)  
 Rehabilitation Act of 1973, (Section 504)

**COMPLETED PROJECTS**

Compliance Measures	Cost	Completion Date
<b>75. Santa Fe Drive Storm Drain and Sidewalk Improvements</b> Provide accessible sidewalk, and curb ramps along the north side of Santa Fe Drive, between Bonita Drive and Blue Sky Drive.	\$145,000 (ADA features incorporated into the total cost of project)	Completed 2012 COMPLETED
<b>76. Downtown ADA Sidewalk Curb Ramps &amp; On-Street Disability Parking - CMS11B</b>  Renovated curb ramps and added seven (7) on street disability parking	\$464,069 Entire project ADA	Completed 2012 COMPLETED
<b>77. Civic Center, #CMF12A</b> <b>505 S. Vulcan Ave., Disability Parking Improvement – CMS11B</b>	\$212,,000 (ADA features incorporated into the total cost of project)	Completed 2012 COMPLETED
<b>78. Parking Lot B (NCTD) – CMS09E, E Street &amp; Vulcan - CMS09E</b> Establish additional parking for downtown use which includes ADA parking consistent with current ADA regulations.	\$1,199,200 (ADA features incorporated into the total cost of project)	Completed 2011 COMPLETED

*ADA/Section 504 Transition Plan for City of Encinitas/San Dieguito Water District*

City of Encinitas/San Dieguito Water District  
 Americans with Disabilities Act, (ADA)  
 Rehabilitation Act of 1973, (Section 504)

**COMPLETED PROJECTS**

Compliance Measures	Cost	Completion Date
<b>79. Melba Rd. Improvements-Nardo Rd. to Bonita Dr. - CMS10B &amp; CMS10E (Safe Route to School Project)</b> Federal CDBG project which will install sidewalks and pedestrian ramps in accordance to ADA along the north side of Melba Rd installing ADA-compliant sidewalks and pedestrian ramps.	\$668,166 (ADA features incorporated into the total cost of project)	Completed 2011 COMPLETED
<b>80. Cardiff Elementary Safe Routes to School</b> Provide accessible sidewalk, curb ramps, raised crosswalk, and traffic calming along the west side of Westminster Drive, between Montgomery Avenue and Verde Avenue; and along the west side of Montgomery Avenue, between Westminster Drive and Rossini Drive.	\$334,750 (ADA features incorporated into the total cost of project)	Completed 2011 COMPLETED
<b>81. B Street/Moonlight Beach, on Street Disability Parking</b> Installation of five on street disability parking on B Street for Moonlight Beach access.	\$ 3,500 (ADA improvements)	Completed 2011 COMPLETED
<b>82. Regal Rd. Sidewalk - CMS10D</b> Continuous sidewalk along Regal Road from Santa Fe Drive to 600 feet north. ADA features and ramps incorporated as part of project.	\$101,507 (ADA features incorporated into the total cost of project)	Completed 2010 COMPLETED

*ADA/Section 504 Transition Plan for City of Encinitas/San Dieguito Water District*

City of Encinitas/San Dieguito Water District  
 Americans with Disabilities Act, (ADA)  
 Rehabilitation Act of 1973, (Section 504)

**COMPLETED PROJECTS**

Compliance Measures	Cost	Completion Date
<b>83. Traffic Signal Modifications 2</b> Installation of audible pedestrian crossing devices at the intersections of E Street and D Street with Highway 101.	\$10,000 (Entire project ADA)	Completed 2010 COMPLETED
<b>84. ADA Upgrades at Library, Cornish Ave</b> Retrofit main entrance and public bathroom doors for ADA Accessibility	\$15,075 (Costs specific to ADA)	Completed 2010 COMPLETED
<b>85. ADA Upgrades at P.W. Calle Magdalena Facilities</b> Retrofit the driveway to provide a wheelchair access from the street to the facility.	\$8,423 (Costs specific to ADA)	Completed 2010 COMPLETED
<b>86. ADA Upgrades at City Hall</b> Retrofit the Public bathrooms, front entry doors to the Engineering counter, public meeting rooms and Council Chambers for ADA accessibility. (July 09) Main lobby counter retrofitted (Feb. 2010) Finance and Parks/Rec public counters retrofitted (Dec. 2011) Parking lot improvements to comply with ADA requirements (Feb. 12)	\$51,375 (Costs specific to ADA)	Completed 2009, 2010, 2011, 2012 COMPLETED

*ADA/Section 504 Transition Plan for City of Encinitas/San Dieguito Water District*

City of Encinitas/San Dieguito Water District  
 Americans with Disabilities Act, (ADA)  
 Rehabilitation Act of 1973, (Section 504)

**COMPLETED PROJECTS**

Compliance Measures	Cost	Completion Date
<b>87. Cardiff Alley Improvements – #CMS08F</b> Alley improvements with ADA features incorporated as part of project.	\$ 256,537 (ADA features incorporated into the total cost of project)	Completed 2009 COMPLETED
<b>88. Street Improvement Leucadia Boulevard Phase #1 - CMS00D</b> Improvement Phase #1 Leucadia from I-5 to Vulcan included sidewalk & ADA curb cuts to meet accessible regulations.	Phase #1 \$2,715,482 completed	Completed September 2008 Phase #1 (Vulcan Ave to Hymettus ) COMPLETED
<b>89. Remodel of P.W. Facilities Calle Magdalena – #CMF07C</b> Retrofit building tenant improvements with ADA features, elevator, bathrooms and ramps incorporated as part of project in compliance with ADA regulations.	\$1,556,982 (ADA features incorporated into the total cost of project)	Completed 2008 COMPLETED
<b><u>PARKS AND RECREATION</u></b>		
<b>90. Encinitas Community Park Off Site Improvements CS13C (A28)</b> Portions of Santa Fe Drive, Windsor, Warrick & MacKinnon. ADA improvements incorporated into project.	Costs \$950,000 (ADA included into total costs of project)	Projected completion 2018 COMPLETED

*ADA/Section 504 Transition Plan for City of Encinitas/San Dieguito Water District*

City of Encinitas/San Dieguito Water District  
 Americans with Disabilities Act, (ADA)  
 Rehabilitation Act of 1973, (Section 504)

**COMPLETED PROJECTS**

Compliance Measures	Cost	Completion Date
<b>91. Encinitas Community Park – CP13A (A14)</b> Construction of new park. Project includes the development of 43 acres into a community park which will include accessible ball fields, pathways, sidewalks, parking, bathroom facilities, snack bar, etc. that meets current applicable codes and accessibility regulations.	\$20,000.000 Total Project (ADA included into project \$600,000)	Construction started September 2012. Projected completion 2014 COMPLETED
<b>92. Moonlight Beach Park Improvements Phase #1 – CP13B (A16)</b> Phase #1 incorporates accessible disability bathrooms, snack bar and pathways in compliance with current ADA accessibility regulations.	\$4,760,000 Total Phase #1 (ADA included into total cost of project)	Construction started 2012 Projected completion 2013 COMPLETED
<b>93. Oakcrest Park – CMP04G, 1290 Encinitas Boulevard</b> Replacement of playground equipment with updated ADA features in compliance with current ADA regulations.	\$104,000 Total (ADA features incorporated into the total cost of project)	Completion 2012 COMPLETED

**Public Outreach**

The City/District recognizes that public participation is an important component in the development of this Transition Plan. Input from the community and local disability organizations will be gathered through a public outreach workshop scheduled for September/October 2019.

**Formal Adoption of ADA Transition Plan**

This updated ADA Transition Plan is hereby adopted by the City of Encinitas/San Dieguito Water District effective December of 2019.

Signed:

\_\_\_\_\_  
ADA Title II Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
ADA Transition Plan Implementation Coord.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorizing Official

\_\_\_\_\_  
Date

**CITY OF ENCINITAS/SAN DIEGUITO WATER DISTRICT**  
**Grievance Procedure**  
**Americans with Disabilities Act**  
**Section 504 Rehabilitation Act of 1973**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA")/Section 504 Rehabilitation Act 1973 (Section 504). 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 Encinitas/San Dieguito Water District. The City/District'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. Written complaints should be signed by the complainant or his/her authorized representative. 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:

**Jace Schwarm, Compliance Officer**  
**ADA & Section 504**  
**City of Encinitas/San Dieguito Water District**  
**Risk Management Department**  
**505 S. Vulcan Ave.**  
**Encinitas, CA 92024**  
**(760) 633-2636 phone; (760) 633-1228 fax; (760) 633-2700 TTY**  
**[jschwarm@cityofencinitas.org](mailto:jschwarm@cityofencinitas.org)**

Within 15 calendar days after receipt of the complaint, Jace Schwarm or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Jace Schwarm or her designee 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 the City of Encinitas/San Dieguito Water District and offer options for substantive resolution of the complaint.

If the response by Jace Schwarm or her 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 his/her designee.

Within 15 calendar days after receipt of the appeal, the City Manager or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager 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 Jace Schwarm or her designee, appeals to the City Manager or his/her designee, and responses from these two offices will be retained by the City for at least three years.



City Of Encinitas/San Dieguito Water District  
505 South Vulcan Ave  
Encinitas, CA 92024  
ADA COORDINATOR  
760- 633-2636, 760- 633-1228 Fax, 760- 633-2700 TTY

Americans with Disabilities Act (ADA)  
Section 504 Rehabilitation Act 1973 (Section 504)  
GRIEVANCE FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Description of Complaint (attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Alleged Violation: \_\_\_\_\_

Location: \_\_\_\_\_

Name of Party(s) Involved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

X \_\_\_\_\_  
Signature (Complainant or his/her authorized representative) Date

**Within 15 calendar days after receipt of the complaint, City will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days of the meeting, City will respond in writing and explain the position of the City and offer options for resolution. (See Grievance Procedures)**

**~ COMPLAINT CAN BE FILED VERBALLY OR IN WRITING ~**

The City of Encinitas is an affirmative action public entity and does not discriminate on the basis of race/color, national origin, sex, religion, age or disability in employment or the provisions of service. Please notify the City of Encinitas 72 hours or more prior to disability accommodations being needed.



**CITY OF ENCINITAS  
ADMINISTRATIVE MANUAL**

**Policy Title: ADA/Section 504 Rehabilitation Act –  
Grievance Procedure**

**Section: General**

**Responsible Department: Administrative Services**

**Number: G020**

**Approved By: City Council**

**Date Approved: 07/30/92**

**Signature: \_\_\_\_\_**

**Amended: 12/18/19**

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**1.0 Philosophy**

The City of Encinitas/San Dieguito Water District (City) adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act 1973 (Section 504). Regulations implementing Title II state, in part, that "no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity."

**2.0 Method**

2.1 Complaints should be addressed to: The Risk Department Manager, who has been designated to coordinate ADA/Section 504 compliance efforts.

2.1.1 A complaint should be filed in writing or verbally, contain the name and address of the person filing it, a description of the alleged violation in sufficient detail to inform the City of the nature of the alleged violation, location of the alleged violation, the date of the alleged violation and the names of any parties involved. When filing a written complaint, the complaint shall be signed by the complainant or by someone authorized to do so on his or her behalf. A complaint form titled, "ADA/Section 504 "Grievance Form" is attached.

2.1.2 A complaint should be filed after the complainant becomes aware of the alleged violation, but no later than 60 calendar days after the alleged violation.

- 2.1.3 Within 15 calendar days of the filing of the complaint, the Risk Department will meet with the complainant to investigate and discuss possible resolution. These rules afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
- 2.1.4 A written determination as to the validity of the complaint and description of the resolution, if any, shall be issued by the Risk Department Manager, and a copy forwarded to the complainant no later than 15 calendar days after the meeting date.
- 2.1.5 The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution or determination. The request for reconsideration should be made within 15 Calendar days to the City Manager.
- 2.1.6 The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- 2.1.7 These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the City complies with the ADA/Section 504 Rehabilitation Act 1973 and implementing regulations.
- 2.1.8 The Risk Management Department shall maintain the files and records for the City relating to the complaints filed consistent with the City's retention policy.

**CITY OF ENCINITAS/SAN DIEGUITO WATER DISTRICT**  
**Grievance Procedure**  
**Americans with Disabilities Act**  
**Section 504 Rehabilitation Act of 1973**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA")/Section 504 Rehabilitation Act 1973 (Section 504). 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 Encinitas/San Dieguito Water District. The City/District'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. Written complaints should be signed by the complainant or his/her authorized representative. 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:

**Jace Schwarm, Compliance Officer**  
**ADA & Section 504**  
**City of Encinitas/San Dieguito Water District**  
**Risk Management Department**  
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**Encinitas, CA 92024**  
**(760) 633-2636 phone; (760) 633-1228 fax; (760) 633-2700 TTY**  
**[jschwarm@cityofencinitas.org](mailto:jschwarm@cityofencinitas.org)**

Within 15 calendar days after receipt of the complaint, Jace Schwarm or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Jace Schwarm or her designee 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 the City of Encinitas/San Dieguito Water District and offer options for substantive resolution of the complaint.

If the response by Jace Schwarm or her 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 his/her designee.

Within 15 calendar days after receipt of the appeal, the City Manager or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager 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 Jace Schwarm or her designee, appeals to the City Manager or his/her designee, and responses from these two offices will be retained by the City for at least three years.



City Of Encinitas/San Dieguito Water District  
505 South Vulcan Ave  
Encinitas, CA 92024  
ADA COORDINATOR  
760- 633-2636, 760- 633-1228 Fax, 760- 633-2700 TTY

Americans with Disabilities Act (ADA)  
Section 504 Rehabilitation Act 1973 (Section 504)  
GRIEVANCE FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Description of Complaint (attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Alleged Violation: \_\_\_\_\_

Location: \_\_\_\_\_

Name of Party(s) Involved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

X \_\_\_\_\_  
Signature (Complainant or his/her authorized representative) Date

**Within 15 calendar days after receipt of the complaint, City will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days of the meeting, City will respond in writing and explain the position of the City and offer options for resolution. (See Grievance Procedures)**

**~ COMPLAINT CAN BE FILED VERBALLY OR IN WRITING ~**

The City of Encinitas is an affirmative action public entity and does not discriminate on the basis of race/color, national origin, sex, religion, age or disability in employment or the provisions of service. Please notify the City of Encinitas 72 hours or more prior to disability accommodations being needed.

**CITY OF ENCINITAS  
ADMINISTRATIVE MANUAL**

**Policy Title: ADA/Section 504 Compliance                      Section: General  
Non Discriminatory Statement for Publications**

**Responsible Department: Administrative Services                      Number: G021**

**Approved By: City Council    Date Approved: 07/30/92**

**Signature: \_\_\_\_\_    Amendment: 12/18/19**

**1.0. Philosophy**

The City of Encinitas/San Dieguito Water District (City) must notify beneficiaries and employees that they do not discriminate on the basis of disability under applicable laws. Such notices must be accessible to those with impaired vision and hearing and all other disabilities as defined by the ADA and Section 504 Rehabilitation Act 1973. Recruitment materials or publications for program participants, beneficiaries, applications and employees must contain an appropriate non-discrimination statement.

**2.0. Method**

2.1. The City will include in all publications, notifications and forms for the public, a non-discriminatory statement.

2.1.1 THE CITY IS AN AFFIRMATIVE ACTION PUBLIC ENTITY AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE/COLOR, ETHNIC ORIGIN, NATIONAL ORIGIN, SEX, RELIGION, AGE, VETERAN STATUS OR PHYSICAL OR MENTAL DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICE. PLEASE NOTIFY THE CITY CLERK DEPARTMENT OR RISK MANAGEMENT 72 HOURS OR MORE, PRIOR TO DISABILITY ACCOMMODATIONS BEING NEEDED.

**CITY OF ENCINITAS  
ADMINISTRATIVE MANUAL**

**Policy Title:** ADA/Section 504 Rehabilitation Act 1973 – Notice to the Public      **Section:** General

**Responsible Department:** Administrative Services      **Number:** G022

**Approved By:** City Council      **Date Approved:** 07/30/92

**Signature:** \_\_\_\_\_      **Amended:** 12/18/19

**1.0**    **Philosophy**

The ADA/Section 504 Rehabilitation Act 1973 mandates that the City of Encinitas/San Dieguito Water District (City) inform the public of their rights and protections. The designated ADA/Section 504 Rehabilitation Act Coordinator will have available a “Notice to the Public” form for distribution.

**2.0**    **Method**

The City will post a public notice in a clear, visible location for ADA/Section 504 Rehabilitation Act compliance.

**2.1**    **Non-discrimination on the Basis of Disability.**

The City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. The Risk Department Manager has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations implementing Title II of the ADA and in Section 504 of the Rehabilitation Act and its implementing regulations. Information concerning the provisions of compliance to applicable regulations and laws are available from the designated ADA/Section 504 Rehabilitation Act Coordinator.

Anyone who requires an auxiliary aid should contact the City Clerk. Requests for the provision of services for effective communication, or for a modification of policies or procedures to participate in a program, service, or activity of the City, should contact the Risk Department Manager. All requests should be made as soon as possible, but no later than 72 hours before a scheduled event.

**CITY OF ENCINITAS/San Dieguito Water District**  
**PUBLIC NOTICE**  
**Section 504 Rehabilitation Act 1973**  
**Americans with Disabilities Act**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973, the City of Encinitas/San Dieguito Water District (City) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The City 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 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 programs, services, and activities, including qualified sign language interpreters, 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 will make all reasonable modifications to policies and programs to ensure that individuals 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 offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid should contact the City Clerk at (760) 633-2600. Anyone requiring services for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City should contact the office of Jace Schwarm, Risk & Safety Department Manager II at (760) 633-2636 or [jschwarm@cityofencinitas.org](mailto:jschwarm@cityofencinitas.org) as soon as possible but no later than 72 hours before a scheduled event.

The ADA does not require the City 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 is not accessible to a person with disabilities should be directed to:

Jace Schwarm, ADA/Section 504 Coordinator  
Risk Management Department  
CITY OF ENCINITAS/SAN DIEGUITO WATER DISTRICT  
505 S. Vulcan Avenue  
Encinitas, CA 92024  
(760) 633-2636 (Voice), (760) 633-1228 (Fax), (760) 633-2700 (TTY)  
Email: [jschwarm@cityofencinitas.org](mailto:jschwarm@cityofencinitas.org)

The City 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.



**Ciudad de Encinitas**  
**Aviso público: Ley Federal para el**  
**individuo con Discapacidades**  
**Sección 504 del Acta de Rehabilitación**



En conformidad con los requisitos del título II de la Ley Federal para el individuo con Discapacidades de 1990 ("ADA"), la ciudad de Encinitas no discrimina contra individuos calificados con discapacidades sobre la base de la discapacidad en sus servicios, programas o actividades.

**Empleo:** La ciudad de Encinitas no discrimina sobre la base de la discapacidad en prácticas de contratación o empleo y cumple con todas las normas promulgadas por la Comisión para la Igualdad de Oportunidades en el Empleo de los Estados Unidos bajo el título I de la ADA.

**La Comunicación efectiva:** La Ciudad de Encinitas generalmente, a pedido, proporciona ayudas y servicios apropiados que llevan a comunicación efectiva para personas calificadas con incapacidades para que puedan participar igualmente en programas, servicios, y actividades en la Ciudad de Encinitas, inclusive intérpretes calificados de lenguaje por señas, y otras maneras de hacer información y comunicaciones accesibles a personas que tienen problemas de habla, la audición, o problemas de visión.

**Las modificaciones a Políticas y Procedimientos:** La Ciudad de Encinitas hará todas las modificaciones razonables a pólizas y programas para asegurar que personas con incapacidades tengan una oportunidad para disfrutar de todos sus programas, de los servicios, y de las actividades. Por ejemplo, los individuos con animales de servicio son dados la bienvenida en las oficinas de la Ciudad de Encinitas, aún donde mascotas son generalmente prohibidos.

Cualquier persona que necesite ayuda adicional deberá ponerse en contacto con el Secretario de la Ciudad (760) 633-2600. Los servicios para la comunicación efectiva, o para una modificación de pólizas o procedimientos para tomar parte en un programa, servicio, o actividad de la Ciudad de Encinitas, debe contactar la oficina de Jace Schwarm, Director del Departamento de Riesgo y Seguridad en (760) 633-2636 o [jschwarm@cityofencinitas.org](mailto:jschwarm@cityofencinitas.org) tan pronto como posible pero no luego que 72 horas antes de un acontecimiento planificado.

El ADA no requiere que la Ciudad de Encinitas tome acciones que alteren la naturaleza fundamental de sus programas o servicios, o imponer una carga financiera o administrativa excesiva.

Favor de mandar quejas de inaccesibilidad de programas, servicios, o actividades de la Ciudad de Encinitas a:

Jace Schwarm  
505 S. La Avenida de Vulcano  
Encinitas, CA 92024  
(760) 633-2636 (Voz)  
(760) 633-2700 (TTY)  
(760) 633-1228 (Fax)  
Correo electrónico: [jschwarm@cityofencinitas.org](mailto:jschwarm@cityofencinitas.org)

La Ciudad de Encinitas no colocará una sobrecarga en un individuo o grupo de individuos con incapacidades para cubrir el costo de proporcionar auxiliar ayudas/servicios o modificaciones razonables de póliza.



**CITY OF ENCINITAS  
ADMINISTRATIVE MANUAL**

**Policy Title:** ADA/Section 504 Compliance – Procedures for Handling Requests for Disability Accommodations      **Section:** General

**Responsible Department:** Administrative Services      **Number:** G023

**Approved By:** Council      **Approved:** 07/30/92

**Signature:** \_\_\_\_\_      **Amendment:** 12/18/19

**1.0. Philosophy**

The City of Encinitas/San Dieguito Water District (City) is called upon under the Americans with Disabilities Act, Title II and Section 504 Rehabilitation Act, to provide disability accommodations, such as auxiliary aids and services, upon request of an "individual with a disability." To facilitate a unified practice and handling, the City has established specific procedures for handling requests for disability accommodations.

**2.0. Methods for Compliance**

Auxiliary aids and services includes—

2.1 Qualified interpreters on-site or through video remote interpreting (VRI) services; note takers; real-time computer-aided transcription services; written materials; exchange of written notes; telephone handset amplifiers; assistive listening devices; assistive listening systems; telephones compatible with hearing aids; closed caption decoders; open and closed captioning, including real-time captioning; voice, text, and video-based telecommunications products and systems, including text telephones (TTYs), videophones, and captioned telephones, or equally effective telecommunications devices; videotext displays; accessible electronic and information technology; or other effective methods of making aurally delivered information available to individuals who are deaf or hard of hearing;

2.2 Qualified readers; taped texts; audio recordings; Brailled materials and displays; screen reader software; magnification software; optical readers; secondary auditory programs (SAP); large print materials; accessible electronic and information technology; or other effective methods of making visually delivered materials available to individuals who are blind or have low vision;

- 2.3 Acquisition or modification of equipment or devices; and
- 2.4 Other similar services and actions.

### 3.0. Procedure for Handling Requests for Disability Accommodations

- 3.1 Ask individual with disability what the individual's preference of accommodation would be for his/her disability.

- 3.1.1 Assess the reasonableness of the preferred accommodation for “**Primary Consideration**” and/or suggest an effective alternative accommodation. PERSONAL SERVICE is not required under ADA/Section 504.

- Primary Consideration** under the ADA/Section 504 defined as, honor choice unless an alternative equally effective accommodation is available or a financial hardship argument exists.

- Legal Standard.** Ensure communications with individuals with disabilities are as effective as communications with others.

- 3.2 Evaluate what are the specific needs for that specific individual with disability on a case by case basis. What works for one may not work at all for another.

- 3.3 To determine if ADA/Section 504 is applicable, assess if the individual qualifies as someone with a “**disability**” (qualified person with disability).

- 3.3.1 **Disability** means, with respect to an individual, a **physical or mental impairment** that substantially limits one or more of the **major life activities** of such individual; a record of such an impairment; or being regarded as having such an impairment.

- 3.3.2 The phrase **physical or mental impairment** means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

- 3.3.2.1 Furthermore, **physical or mental impairment** includes, but is not limited to, such contagious and non-contagious diseases and conditions as orthopedic, visual, speech and hearing

impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

3.3.3 The phrase **major life activity** means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

3.4 If individual requesting accommodation does not appear to qualify as an **"individual with disability,"** discuss with the ADA/Section 504 Coordinator.