

Americans with Disabilities Act (ADA) Transition Plan

Franklin County, Washington

September 15, 2024



1016 N. 4th Ave. Pasco, WA

509-545-3535

[Franklin County, WA | Official Website \(franklincountywa.gov\)](http://franklincountywa.gov)

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Introduction

Transition Plan Need and Purpose

The [Americans with Disabilities Act \(ADA\)](#) is a civil rights law prohibiting discrimination against individuals on the basis of disability. It was enacted on July 26, 1990, and was amended in 2008 with the ADA Amendments Act. The ADA consists of five titles outlining protections in the following areas:

- I. Employment
- II. State and local government services
- III. Public accommodations
- IV. Telecommunications
- V. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services provided by public entities. Franklin County must comply with this section of the Act, as it specifically applies to public service agencies. Title II of ADA states that “no qualified individual with a disability shall, by reason of such 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 such entity.” ([42 USC Sec. 12132](#); [28 CFR Sec. 35.130](#))

As required by Title II of ADA ([28 CFR Part 35 Sec. 35.105 and Sec. 35.150](#)), Franklin County has conducted a self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way; and has developed this Transition Plan detailing the methods to be used to ensure compliance with ADA accessibility requirements.

ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Act \(ABA\) of 1968](#) and [Section 504 of the Rehabilitation Act of 1973](#).

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

Agency Requirements

Under Title II, Franklin County must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities [[28 CFR Sec. 35.150](#)].
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability [[28 CFR Sec. 35.130 \(a\)](#)].
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result [[28 CFR Sec. 35.130\(b\)\(7\)](#)].
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective [[28 CFR Sec. 35.130\(b\)\(iv\) & \(d\)](#)].
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others [[29 CFR Sec. 35.160\(a\)](#)].
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is typically referred to as the ADA Coordinator. The public entity must provide the ADA Coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35.106](#)]. The notice must include the identification of the employee serving as the ADA Coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

Designation of Responsibility

In accordance with [28 CFR 35.107\(a\)](#), the Franklin County has designated the following person to serve as ADA Title II Coordinator, to oversee the County policies and procedures:

Name Margot Wilder Job Title Human Resources Director

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In accordance with [28 CFR 35.150\(d\)\(3\)](#), the Franklin County has designated the following person to serve as ADA Transition Plan Implementation Coordinator, to monitor the County's progress and manage review and updates of this document:

Name Jennifer Wagner Job Title Facilities Director

Contact information is provided in Appendix E.

Training is an important tool for ensuring compliance with ADA requirements. The ADA Coordinators will identify resources and opportunities for agency employees at various levels to receive ADA-related training appropriate to their job functions.

Self-Evaluation

Overview

Under Title II of the ADA ([28 CFR Sec. 35.105](#)), public entities are required to perform a self-evaluation of their current services, policies and practices with regard to accessibility. The goal of the self-evaluation is to verify that, in managing its programs and facilities, the agency is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The intent of the ADA self-evaluation is to review the agency's entire public program, including all facilities on public property and within public rights-of-way, in order to identify any obstacles or barriers to accessibility that need to be addressed. The general categories of items to be evaluated include:

- Communications, Information & Facility Signage.
- Building Facilities – these include offices, garages and other types of buildings.
- Pedestrian Facilities (Pedestrian Circulation Routes / Pedestrian Access Routes) – these include sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and bus stops (and/or other transit facilities) that are located within the County's rights-of-way.

Public entities are required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments [[28 CFR Sec. 35.105\(b\)](#)].

Furthermore, a public entity that employs 50 or more persons is required, for at least three years following the completion of the self-evaluation, to maintain on file and make available for public inspection:

- A list of the interested persons consulted;
- A description of areas examined and any problems identified; and,

- A description of any modifications made.

Process & Findings

In September of 2025, Franklin County completed a self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way with regard to accessibility. Detailed inventories and findings from this review are provided in Appendix A, under the headings of Communications (A1), Building Facilities (A2) and Pedestrian Facilities (A3).

An important component of the self-evaluation process is the identification of obstacles or barriers to accessibility, and the corresponding modifications that will be needed to remedy these items. The following sections provide a summary of improvements that have already been made, and obstacles that the County's plans to address as part of this Transition Plan.

Communications, Information & Facility Signage

Title II of ADA includes the following requirements regarding Communications.

General ([28 CFR Sec. 35.160](#))

- A public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.
- A public entity shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity.
- In determining what type of auxiliary aid and service is necessary, a public entity shall give primary consideration to the requests of the individual with disabilities.

Information and Signage ([28 CFR Sec. 35.163](#))

- A public entity shall ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities.
- A public entity shall provide signage at all inaccessible entrances to each of its facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. The international symbol for accessibility shall be used at each accessible entrance of a facility.

Other examples of important communication items/devices include [Accessible Pedestrian Signals \(APS\)](#) used at intersections, and signs, pavement markings and other traffic control devices used to provide advance warning and positive guidance in the vicinity of construction, maintenance or utility work areas/zones that impact sidewalks, crosswalks or other pedestrian

access routes. The [Pedestrian Checklist and Considerations for Temporary Traffic Control Zones](#) provides an overview of pedestrian-related considerations to enhance safety and accessibility for these types of situations. Appendix A3 of this Transition Plan provides additional information about communication items related to Pedestrian Facilities / Public Rights-of-Way.

In recent years, the County has implemented the following accessibility improvements with regard to communications, information and facility signage:

- **RealTime iPad with close captioning for audible disabilities for Superior Court.**

The County has conducted a detailed evaluation of its communications, information and facility signage with regard to the ADA Title II requirements. The findings from this evaluation are provided in Appendix A1.

Improvement Schedule

Moving forward, Franklin County plans to implement improvements for the following items that have been identified as potential obstacles to accessibility.

<i>Communications, Information & Facility Signage</i>			
Item/Description	Accessibility Concern	Improvement Method	Schedule

Building Facilities and Related Parking Lots/Facilities

Franklin County is responsible for the following buildings:

- **Building A – Franklin County Courthouse 1016 N. 4th Ave. Pasco, WA**
- **Building B – Public Safety Building**
- **Building C – Franklin County Corrections**
- **Building D – Franklin County Justice Center**
- **Building and Planning—502 Boeing St. Pasco, WA**
- **1310 Building – 1310 N. 5th Ave. Pasco, WA**
- **Public Works – 3414 & 3416 Stearman Ave. Pasco, WA**
- **Annex Building – 412 W. Clark, Pasco, WA**

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In recent years, the County has implemented the following accessibility improvements to its building facilities:

- Installed hand wave door openers where there were press door openers.
- Installed door openers in the Justice Center building where there were none.
- ADA Warning Pad replacement.
- Emergency Evacuation Plan (attached) outlines instructions to employees assisting those with disabilities in case of an emergency.

The County has conducted a detailed accessibility evaluation of each of its building facilities, and related parking lots/areas, based on the [ADA Checklist for Existing Facilities](#) publication and/or, list other established resources. The findings from this evaluation are provided in Appendix A2. The accessibility barriers/issues identified as currently existing have been ranked in order of priority for improvement.

Improvement Schedule

Moving forward, Franklin County plans to implement improvements for the following items that have been identified as potential obstacles to accessibility.

<i>Building Facilities and Related Parking Lots/Facilities</i>	
Schedule	Description of Accessibility Improvement Projects / Methods
Year 1 (20XX)	
Year 2 (20XX)	
Years 3 – 5 (20XX to 20XX)	

Pedestrian Facilities / Public Rights-of-Way

As part of the self-evaluation process, Franklin County has conducted an inventory and evaluation of pedestrian facilities within its public rights-of-way, which consist of the following:

- 1032 feet of sidewalks
- 5 curb ramps – 1 on R170 & Bailie Blvd, 2 on Bailee Blvd, 1 on Park Drive
- 5 crosswalks – 1 on R 170 & Bailie, 3 on Bailie Blvd., 1 on Park Drive – all located in Basin City
- 1000 feet of bicycle/pedestrian trails
- No traffic control signals
- No bus stops (and/or other transit facilities)

- NA other

****Franklin County maintains the unincorporated areas of the County. The City of Pasco contains approximately 85,000 population of the 95,000 population in Franklin County. I have included the Pasco ADA Transition Plan.**

A detailed evaluation of these facilities with regard to accessibility compliance is provided in Appendix A3, and will be updated annually or, every 3 years.

Previous Practices

Since the adoption of the ADA, Franklin County strives to provide accessible pedestrian features as part of the County's capital improvement projects. As additional information was made available regarding the methods of providing accessible pedestrian features, the County updated its procedures to accommodate these methods.

In recent years, the County has implemented the following accessibility improvements to its pedestrian facilities:

- **Basin City Alternative Transportation Route Improvement II project meets the criteria for TAP funds per (A) Design of trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 and (B) Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.**

Methodology

Franklin County will utilize two methods for upgrading pedestrian facilities to current ADA standards. The first and most comprehensive method is through scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. A current listing of these scheduled projects is included in Appendix B.

The second method is through specific sidewalk and ADA accessibility improvement projects that are identified individually. These projects will be incorporated into the Capital Improvement Program (CIP) on a case-by-case basis as determined by Franklin County staff. The County CIP, which includes a detailed schedule and budget for specific improvements, is included in Appendix B.

Policy

The Franklin County goal is to continue to provide accessible pedestrian design features as part of its capital improvement projects. The County has adopted ADA design standards and procedures as listed in Appendix F. These standards and procedures will be kept up-to-date with nationwide and local best management practices.

The County will consider and respond to all accessibility improvement requests. All accessibility improvements that are deemed reasonable will be scheduled consistent with transportation priorities. The County will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the County jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public rights-of-way will continue to follow the policies set forth by the County.

The Road Maintenance Policy and Procedure Statement (R.P.P. 1 regarding snow and ice control) is attached. Franklin County has employees who are cognizant of potential safety hazards of our citizens and those with ADA concerns and are proactive in their actions. Public Works also has Service Requests which can be submitted on our website and are dealt with immediately.

Examples of typical maintenance items relating to accessibility include: snow removal and ice control for sidewalks, sidewalk repair policy, renewal of crosswalk markings, and signal hardware. Detailed information is provided in Appendix A3.

Requests for accessibility improvements can be submitted to the ADA Title II Coordinator or Transition Plan Implementation Coordinator. Contact information is provided in Appendix E.

Priority Areas

Franklin County has identified specific locations as priority areas for planned accessibility improvement projects. These areas have been selected due to their proximity to specific land uses such as schools, government offices and medical facilities, as well as from the receipt of public comments. The priority areas as identified in the self-evaluation are as follows:

- NA

Additional priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991, and accessibility features were omitted.

External Agency Coordination

Many other agencies are responsible for pedestrian facilities within the jurisdiction of Franklin County. The County will coordinate with those agencies to assist with identifying and facilitating elimination of accessibility barriers along their routes.

Improvement Schedule

Franklin County has established the following schedule of goals for improving the accessibility of its pedestrian facilities within the County jurisdiction:

(Adjust for specific agency goals; below is one example.)

- Within 5 years (20 to 20XX), 100% of the pedestrian facility features constructed after January 26, 1991 are ADA compliant.
- Within 10 years (20XX to 20XX), 80% of all pedestrian facility features (including those constructed on or before January 26, 1991) within the priority areas identified by City/County staff are to be ADA compliant.
- Within 20 years (20XX to 20XX), 80% of all pedestrian facility features (including those constructed on or before January 26, 1991) within the entire jurisdiction of City/County are to be ADA compliant.

****Based on results from the self-evaluation of pedestrian facilities, the unincorporated areas of Franklin County are 100% ADA compliant.**

Public Outreach

Franklin County recognizes that public participation is an important component in the development of this transition plan. Input from the community has been gathered and used to help define priority areas for improvements within the jurisdiction of Franklin County.

Public outreach for preparation of this document has consisted of the following activities:

Franklin County has a Service Request system on our Public Works website for any issues, complaints or concerns at all times. If any concerns by residents are stated, we have addressed those issues immediately.

This document was also made available for public comment. Appendix C provides a summary of comments received and detailed information regarding the public outreach activities.

Public Notice of ADA Requirements and Grievance Procedure

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities with regard to ADA compliance. A draft of this public notice is provided in Appendix D.

If users of Franklin County’s facilities and services believe the County has not provided a reasonable accommodation, they have the right to file a grievance. In accordance with [28 CFR Sec. 35.107\(b\)](#), the County has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens’ complaints or concerns. This grievance procedure is outlined in Appendix D.

Progress Monitoring and Transition Plan Management

This Transition Plan is considered to be a living document that will continue to be updated as conditions within the County evolve. The initial schedule is to formally review the complete document (main body and appendices) at least once per year, to identify any need for updates. Updates to the appendices or attachments may be made more frequently as needed. Any substantive updates to the main body of this document will include a public comment period to continue the County’s public outreach efforts.

Franklin County recognizes that ADA compliance is an ongoing responsibility which will require monitoring to identify future accessibility issues that may be encountered. For example, facilities that currently meet ADA requirements could fall out of compliance in the future due to factors such as damage, disrepair, or changes within public rights-of-way that could create new accessibility obstacles. Therefore, the ADA Title II Coordinator and Transition Plan Implementation Coordinator will establish an on-going monitoring/inspection program or process to ensure that facilities continue to comply with ADA requirements. Agency employees will also be encouraged to report any accessibility concerns or deficiencies that are identified.

Formal Adoption of ADA Transition Plan

This ADA Transition Plan is hereby adopted by the Franklin County, effective September of 2025.

Signed:

ADA Title II Coordinator

Date

ADA Transition Plan for Franklin County

ADA Transition Plan Implementation Coordinator

Date

Authorizing Official

Date

Appendices

A. Self-Evaluation

A1. Communications, Information & Facility Signage

A2. Building Facilities & Related Parking Lots/Facilities

A3. Pedestrian Facilities / Public Rights-of-Way

B. Schedule and Budget Information

C. Public Outreach

D. Public Notice of ADA Requirements and Grievance Procedure

E. Contact Information

F. Agency ADA Design Standards and Improvement/Compliance Procedures

G. Glossary of Terms

Appendix A – Self-Evaluation

A public entity that employs 50 or more persons is required, for at least three years following the completion of the self-evaluation, to maintain on file and make available for public inspection:

- A list of the interested persons consulted;
- A description of areas examined and any problems identified; and,
- A description of any modifications made.

Interested Persons Consulted

Provide a list of interested persons who were consulted during the self-evaluation process, along with their comments/suggestions and descriptions of follow-up to address accessibility items or concerns that may have been identified.

Jennifer Wagner, Franklin County Facilities Director

Margot Wilder, Human Resources Director

John Christensen, Assistant Public Works Director/County Surveyor

Craig Erdman, Public Works Director/County Engineer

Beau Beckley, Information Services Director

Brian Dinsel, County Administrator

Shirley Jones, Franklin County Public Works Program/Project Manager

Descriptions of areas examined, problems identified and any modifications made are listed in the following sections A1, A2 and A3.

A1. Communications, Information & Facility Signage

The County has conducted a detailed evaluation of its communications, information and facility signage with regard to the ADA Title II requirements. The results are listed as follows.

Inventory & Findings

Add to this section a detailed listing of inventory items and findings from the self-evaluation, for the following topic categories/areas regarding Communications.

- Efforts to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

Monsido program with PageAssist feature of a personalization button on the website allowing visitors to tailor the web page to their individual needs. Ex: larger print or additional visual clarity.

Public meetings are on YouTube with audio and close captioning.

Superior Court Benton and Franklin Counties has a link on the Benton County website for requesting an interpreter for multiple languages, including sign language.

Notification is given to the public at Franklin County both in the County Clerks and the Public Defenders offices.

Superior Court has RealTime iPads with close captioning for audible disabilities.

Franklin County Courthouse has multiple people who speak Spanish.

The Corrections Department has a Teletypewriter (TTY) available for those in need of this service.

- Auxiliary aids and services provided by the agency to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, agency services, programs, or activities.

Audible Loop Devices compatible with hearing aids and audible assists via amplification headsets are available.

- Efforts to ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities.

A television is located in the Public Safety Building main entrance with locations for the varying offices.

Signage for departments are above and beside door entrances. Additionally, Braille signage is located beside office doors and elevators.

Employees are always ready to assist any person to locate the appropriate office and information.

- Signage at all inaccessible entrances to each of the agency's facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities.

Please see information above.

Consider the following questions:

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- Does the agency provide auxiliary aids (such as sign language interpreters, readers, Braille, large print text) upon request to program participants with disabilities?

Yes, please see above.

- Does the agency notify the public and other interested parties that auxiliary aids will be provided, upon request (e.g., via public meeting announcements)?

Yes, please see above.

- Is the agency's website and all of its contents accessible to individuals with hearing or visual impairments?

Yes, please see above.

- Can hearing impaired individuals contact the agency via TTD/TTY phone line or an equally effective telecommunications system such as a relay service?

We have Cart Interpreters available to assist using close captioning. Periodically, individuals have dialed 711 as their relay service.

Create descriptions, tables or spreadsheets as needed to convey this information.

Identify specific items or areas where potential obstacles to accessibility were identified. Describe any initial modifications that have already been made to address the problems identified.

Within the main body of the Transition Plan, under the section on Communications, Information & Facility Signage / Improvement Schedule, fill in the details regarding the agency's plans to implement additional improvements.

A2. Building Facilities & Related Parking Lots/Facilities

The County has conducted a detailed accessibility evaluation of each of its buildings, based on the [ADA Checklist for Existing Facilities](#) publication and/or, list other established resources. The results are listed as follows.

Inventory & Findings

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Add to this section a detailed listing of inventory items and findings from the self-evaluation, for each building that is owned, managed and/or maintained by the agency. Examples of building facilities include offices, garages, rest areas, and other types of buildings.

For each building facility, provide detailed descriptions of specific elements or features that play a role with regard to accessibility. The [ADA Checklist for Existing Facilities](#) publication provides an extensive checklist of typical building elements/features. The checklist follows four priority areas that were identified in the Department of Justice ADA Title III regulations:

- Priority 1 – Accessible approach and entrance
- Priority 2 – Access to goods and services
- Priority 3 – Access to public toilet rooms
- Priority 4 – Access to other items such as water fountains and public telephones

Under Priority 1, an accessible route from site arrival points and an accessible entrance to the facility should be provided. This includes evaluation of parking lots and other parking facilities (such as parking garages) with regard to ADA requirements for provision of accessible parking spaces. Refer to the Priority 1 section of the [ADA Checklist for Existing Facilities](#) for details.

Create descriptions, tables or spreadsheets as needed to convey this information.

Identify specific items or areas where accessibility barriers/issues were identified, and rank these in order of priority for improvement.

The evaluation conducted found no recommendations for remediation.

Describe any initial modifications that have already been made to address the problems identified.

Within the main body of the Transition Plan, under the section on Building Facilities / Improvement Schedule, fill in the details regarding the agency's plans to implement improvements.

Maintenance Activities and Additional Items

Provide detailed information about the agency's building maintenance activities for items/elements relating to accessibility (such as elevators, lifts, accessible entrances/doors, etc.).

A3. Pedestrian Facilities / Public Rights-of-Way

The County has conducted a detailed accessibility evaluation of pedestrian facilities within the agency's public rights-of-way. The results are listed as follows.

Inventory & Findings

Add to this section a detailed listing of inventory items and findings from the self-evaluation, for pedestrian facilities within the agency's public rights-of-way. Examples of common types of pedestrian facilities include sidewalks, curb ramps, traffic control signals, trails, bus stops, and other types of facilities that would be used by pedestrians. Critical areas to evaluate include pedestrian paths/facilities that provide access to government offices, medical facilities, public buildings, commercial and business areas, school zones, libraries, residential areas, parks, etc.

For each type of facility, provide a detailed listing of the specific locations and features within the agency's jurisdiction. For each location and feature, include comments regarding the level of accessibility compliance. Examples of possible assessment items include:

- **100% of sidewalks met accessibility criteria – Bailie Blvd. in Basin City**
- **100% of curb ramps met accessibility criteria - 1 on R170 & Bailie Blvd, 2 on Bailee Blvd, 1 on Park Drive**
- **NA - % of intersections did not have any curb ramps**
- **NA - % of intersections have curb ramps that do not meet current ADA criteria**
- **100% of crosswalks met accessibility criteria - 1 on R 170, 2 on Bailie Blvd., 1 on Park Drive – all located in Basin City**
- **100% of bicycle/pedestrian trails met accessibility criteria – Bailie Blvd., Basin City**
- **NA - % of traffic control signals had push buttons that are accessible, or had the pedestrian indications on recall**
- **NA - % of traffic control signals had [Accessible Pedestrian Signals \(APS\)](#)**
- **NA - % of bus stops (and/or other transit facilities) met accessibility criteria**
- **NA - % of bus stops (and/or other transit facilities) had amenities that met accessibility criteria**

If the agency is responsible for other parking areas – such as on-street parking – that have not already been addressed within Appendix A2 (Building Facilities and Related Parking Lots/Facilities), they should be addressed here with regard to ADA requirements for provision of accessible parking spaces.

Create descriptions, tables or spreadsheets as needed to convey this information.

Identify specific items or areas where accessibility barriers/issues were identified, and rank these in order of priority for improvement.

Describe any initial modifications that have already been made to address the problems identified.

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Prepare and include a **curb ramp installation schedule** to address specific locations where accessibility improvements are needed.

Within the main body of the Transition Plan, under the section on Pedestrian Facilities / Improvement Schedule, fill in the details regarding the agency's plans to implement additional improvements.

Maintenance Activities and Additional Items

Provide detailed information about the agency's activities regarding maintenance of pedestrian facilities within the public rights-of-way. Examples of typical maintenance items relating to accessibility include: snow removal and ice control for sidewalks, sidewalk repair policy, renewal of crosswalk markings, and signal hardware.

If the agency is responsible for construction, maintenance or utility work areas/zones that impact sidewalks, crosswalks or other pedestrian access routes, include information here about planning and design methods used to provide advance warning and positive guidance to enhance safety and accessibility for these types of situations. Include reference to applicable resources, such as the [*Pedestrian Checklist and Considerations for Temporary Traffic Control Zones*](#).

Signing, barricades and traffic control in the vicinity of the work shall strictly conform to provisions of "The Manual on Uniform Traffic Control Devices for Streets and Highways." In addition, in this circumstance, the majority of the sidewalk is in front of a school and we worked with the school to provide a safe rerouting for the students and pedestrians.

Appendix B – Schedule and Budget Information

Overview - NA

Based on the accessibility obstacles/issues identified through the self-evaluation process, and the need to implement improvements in order to comply with ADA accessibility standards, the Franklin County has prepared the following schedule and budget estimates.

Accessibility Category	Projected Costs for Accessibility Improvements/Projects					Estimated Sub-Totals
	Year 1 (20XX)	Year 2 (20XX)	Yrs. 3 to 5 (20XX - XX)	Yrs. 6 to 10 (20XX - XX)	Yrs. 11 to 20 (20XX - XX)	
Communications ¹	\$ _____	\$ _____				\$ _____
Building Facilities ²	\$ _____	\$ _____	\$ _____			\$ _____
Pedestrian Facilities - After 1/26/1991 ³	\$ _____	\$ _____	\$ _____			\$ _____
Pedestrian Facilities - Priority Areas ⁴	\$ _____	\$ _____	\$ _____	\$ _____		\$ _____
Pedestrian Facilities - Entire Jurisdiction ⁵	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

*Estimated
Total Cost:* \$ _____

¹ Aim to complete all accessibility improvements needed for *Communications, Information & Facility Signage* by the end of Year 2.

² Aim to complete all accessibility improvements needed for *Building Facilities* by the end of Year 5.

³ Aim to have 100% of *Pedestrian Facility features constructed after January 26, 1991* be ADA compliant by the end of Year 5.

⁴ Aim to have 80% of *all Pedestrian Facility features (including those constructed on or before January 26, 1991) within the priority areas identified by City/County staff* be ADA compliant by the end of Year 10. Continue with additional improvements after Year 10 as feasible.

⁵ Aim to have 80% of *all pedestrian facility features (including those constructed on or before January 26, 1991) within the entire jurisdiction of Agency Name* be ADA compliant by the end of Year 20.

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Discussion & Improvement Project Information

As indicated in the table on the previous page, the Estimated Total Cost associated with providing ADA accessibility within the categories of Communications, Building Facilities and Pedestrian Facilities is \$_____. This amount represents a significant investment that Agency Name is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken in order to accommodate this cost within the City's/County's budget for accessibility improvements.

<i>Scheduled Street and Utility Improvement Projects*</i>		
Last Updated: Date, Year		
Project / Location	Estimated Budget	Schedule

*All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards.

Insert detailed Capital Improvement Program (CIP) information here, including schedule and budget estimates for specific accessibility improvement projects.

Add any other special ADA improvement project information as may be applicable.

Appendix C – Public Outreach

Insert detailed information regarding Public Outreach activities here. This may include Outreach agendas and sign-in sheets, as well as description of notification methods.

The ADA Transition Plan was posted to the Franklin County website home page for review and comments from the public to be sent to a project/program manager’s email.

As stated in the body of the Transition Plan, Public Works has a service request area regarding any issues or concerns in Franklin County.

Verbal statements regarding issues also have access to our Commissioners or Administrator via phone calls or statements made to any employee.

A resident stated that those who have issues with walking or in a wheelchair have difficulty in approaching our offices via a pedestrian cement ramp which gradually descends and ascends from the outside campus area to the lower floor of the building. We added railings on both sides of the ramp to assist.

Appendix D – Notice Under the Americans with Disabilities Act

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

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

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

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Franklin County, should contact the office of the Human Resources Director [509-546-5813 or hr@co.franklin.wa.us] as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Franklin County 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 Franklin County is not accessible to persons with disabilities should be directed to the office of the Human Resources Director [509-546-5813 or hr@co.franklin.wa.us]

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

Franklin County Grievance Procedure under the Americans with Disabilities Act

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

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

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

**ADA Coordinator
Human Resources Director
1016 North 4th Avenue
Pasco, WA 99301
Telephone: (509) 546-5813
Fax: (509) 546-5814**

Within 15 calendar days after receipt of the complaint, the Human Resources Director or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Human Resources Director or his/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 Franklin County and offer options for substantive resolution of the complaint.

If the response by the Human Resources Director or his/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 County Commissioners, County Administrator or their designee.

Within 15 calendar days after receipt of the appeal, the County Commissioners, County Administrator or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the County Commissioners, County Administrator or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

ADA Transition Plan for Franklin County

All written complaints received by the Human Resources Director or his/her designee, appeals to the County Commissioners, County Administrator or their designee, and responses from these two offices will be retained by Franklin County for at least three years.

Appendix E – Contact Information

ADA Title II Coordinator

**Name: Margot Wilder
Director**

Job Title: Human Resources

Office Address: 1016 No. 4th Ave, Pasco, WA 99301

Phone: (509) 546-5813

E-mail: wawilder@franklincountywa.gov

ADA Transition Plan Implementation Coordinator

Name: Jennifer Wagner

Job Title: Facilities Director

Office Address: 1016 N. 4th Ave, Pasco, WA 99301

Phone: (509) 727-5644

E-mail: jwagner@franklincountywa.gov

Other

Appendix F – Agency ADA Design Standards and Improvement/ Compliance Procedures

ADA Resources and Design Standards

Add text here to describe your Agency’s use or adoption of specific ADA Design Standards as applicable.

[Federal Highway Administration \(FHWA\) - Civil Rights - ADA/Section 504](#)

[Americans with Disabilities Act Accessibility Guidelines \(ADAAG\)](#)

[Public Rights-of-Way \(PROWAG\) Notice of Proposed Rule Making, July 26, 2011](#)

[Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way \(PROWAG\)](#)

[2010 ADA Standards for Accessible Design](#)

[ADA Checklist for Existing Facilities](#)

[ADA Best Practices Tool Kit for State and Local Governments](#)

[ADA Update: A Primer for State and Local Governments](#)

[Ohio Manual of Uniform Traffic Control Devices](#)

[Americans with Disabilities Act of 1990, as Amended \(2008\)](#)

[Title 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services](#)

Improvement/Compliance Procedures

The challenge of dealing with physical or site constraints in alteration projects has been recognized by the authors of ADA accessibility standards for years. The Civil Rights Division of the U.S. Department of Justice has recognized that there could be instances where it might be technically infeasible to construct an alteration in full and strict compliance with ADA accessibility standards, because of physical or site constraints. In such circumstances, state and local agencies must provide accessibility to the maximum extent feasible. Before reaching a conclusion about technical infeasibility, state and local agencies need to consider the extent to which physical or site constraints could be addressed by alternative designs. The burden of proving technical infeasibility rests with the agency/owner that is responsible for the facility, element or feature.

Intersection Corners

The County will work in good faith to have curb ramps or blended transitions constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each intersection corner shall be made as compliant as possible in accordance with the judgment of County staff.

Sidewalks / Trails

The County will work in good faith to have sidewalks and bicycle/pedestrian trails constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each sidewalk or trail shall be made as compliant as possible in accordance with the judgment of County staff.

Traffic Control Signals

The County will work in good faith to have traffic control signals constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of County staff.

Bus Stops

The County will work in good faith to have bus stops constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual bus stop locations to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each bus stop location shall be made as compliant as possible in accordance with the judgment of County staff.

Other Transit Facilities

Additional transit facilities are present within the limits of Franklin County. Those facilities fall under the jurisdiction of Ben-Franklin Transit. Franklin County will work with Ben-Franklin Transit to address compliance with the applicable accessibility standards.

Other policies, practices and programs

The County's other policies, practices and programs not identified in this document will follow the applicable ADA standards.

Appendix G – Glossary of Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: Transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements, and aims to ensure that all transportation facilities, services, programs, and activities are accessible to all individuals.

ADAAG: See Americans with Disabilities Act Accessibility Guidelines.

Accessible: A facility that provides access to people with disabilities using the design requirements of the ADA.

Accessible Pedestrian Signal (APS): A device that communicates information about the WALK phase in audible and vibrotactile formats.

Alteration: A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

Americans with Disabilities Act (ADA): Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

Americans with Disabilities Act Accessibility Guidelines (ADAAG): Contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

APS: See Accessible Pedestrian Signal.

Architectural Barriers Act (ABA): Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Capital Improvement Program (CIP): The CIP for a public agency typically includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the agency's transportation system.

Detectable Warning: A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

DOJ: See United States Department of Justice.

Federal Highway Administration (FHWA): A branch of the U.S. Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

FHWA: See Federal Highway Administration.

Pedestrian Access Route (PAR): A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

Pedestrian Circulation Route (PCR): A prepared exterior or interior way of passage provided for pedestrian travel.

PROWAG: An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U.S. Access Board. This guidance addresses roadway design practices, slope and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking and other components of public rights-of-way.

Right-of-Way: A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks and trails creating public pedestrian access within a public entity's jurisdictional limits.

Section 504: The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

Uniform Federal Accessibility Standards (UFAS): Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

United States Access Board: An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally-funded facilities.

United States Department of Justice: Federal executive department responsible for enforcement of the law and administration of justice (also referred to as the Justice Department or DOJ).

504/ADA ASSURANCE OF COMPLIANCE (continued)

Actions To Be Taken	Program Access	Completion Date

Actions To Be Taken	Employment and Reasonable Accommodation	Completion Date

Actions To Be Taken	Physical Accessibility	Completion Date

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.


Signature of authorized individual

09/11/2025
Date

Margot Wilder
Type or print name of authorized individual

Human Resources Director
Title

509-546-5813
Telephone

Note: This form may be used as an exhibit with other King County contracts for two years from the date the form is completed.



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

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

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

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

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Franklin County, should contact the office of the Human Resources Director [509-546-5813 or hr@co.franklin.wa.us] as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Franklin County 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 Franklin County is not accessible to persons with disabilities should be directed to the office of the Human Resources Director [509-546-5813 or hr@co.franklin.wa.us]

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



FRANKLIN COUNTY GRIEVANCE PROCEDURE

under the

AMERICANS WITH DISABILITIES ACT

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

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

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

**ADA Coordinator
Human Resources Director
1016 North 4th Avenue
Pasco, WA 99301**

**Telephone: (509) 546-5813
Fax: (509) 546-5814
E-mail: hr@co.franklin.wa.us**

Within 15 calendar days after receipt of the complaint, the Human Resources Director or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Human Resources Director or his/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 Franklin County and offer options for substantive resolution of the complaint.

If the response by the Human Resources Director or his/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 County Commissioners, County Administrator or their designee.

Within 15 calendar days after receipt of the appeal, the County Commissioners, County Administrator or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the County Commissioners, County Administrator or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Human Resources Director or his/her designee, appeals to the County Commissioners, County Administrator or their designee, and responses from these two offices will be retained by Franklin County for at least three years.



Franklin County Facilities Emergency Evacuation Plan

KEITH JOHNSON
COUNTY ADMINISTRATOR

Purpose and Scope

The Franklin County Commissioners strongly believe that employees of Franklin County occupying the Franklin County Courthouse, Public Safety Building, and all other Franklin County operated facilities should be as prepared as possible for emergencies that may arise. An Emergency Evacuation Plan is necessary to protect lives and property and it is important for all employees to know it exists and understand it in order to minimize potential losses.

This plan has been developed as a guideline to assist employees and other members of the public in all Franklin County operated facilities, but it should be understood that not all situations can be anticipated and employees may be called upon to use their own judgment in some situations.

Events that may result in an evacuation of the Courthouse and Public Safety Building include, but are not limited to:

- Fires
- Earthquakes
- Hazardous Material Spills
- Explosions
- Civil Disorders
- Hostage Situations
- Power System Failures
- Bomb Threats
- Floods
- Acts of God
- Building Damage

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1.0. General Information for All Evacuations

1.1. Actions to Take During an Evacuation

1.1.2. The primary warning system for any emergency event is the fire alarm system. Alternate systems will be verbal command, the use of the internal telephone system, the use of physical signing, or assistance by persons providing rescue assistance.

1.1.3. Emergency exits are conspicuously marked with a lighted/illuminated exit sign. Building evacuation route maps are posted in each office, department or gathering room and show the locations of fire alarm pull stations, fire extinguishers, and evacuation routes. All personnel should become familiar with emergency exits and routes, especially in their assigned work areas.

1.1.4. Employees should remain calm during an evacuation and try to prevent others from panicking. Employees are encouraged to assist any person in immediate danger, but should not do so if it cannot be accomplished without posing a risk to the employee. If an employee learns of a person in immediate danger but is unable to assist the person, the employee shall communicate to the person that they will seek help for them from the proper authorities once exiting the building or area, and then shall do so immediately.

1.1.5. Employees should ask any citizens in their office or near their office to leave the building. Should a citizen refuse to leave, employees should notify law enforcement or administrative personnel where the citizens are on their way out.

1.1.6. Employees will not carry wheelchair users down stairways, but may assist wheelchair users and other disabled persons to the closest area for rescue assistance and notify rescue workers of their location. It is the responsibility of the Pasco Fire Department to check all areas of rescue assistance to escort disabled persons from the building.

1.1.7. Do not use elevators during an evacuation. If power is disrupted, elevators may quit working.

1.1.8. Employees are encouraged to familiarize themselves with the proper use of fire extinguishers, but under no circumstances are they required to use them. If an employee desires proper training in the use of fire extinguishers they can contact the Franklin County Facilities Department.

1.2. Responsibilities for Learning the Evacuation Plan

1.2.1. Department heads and elected officials have the responsibility of adequately training their employees concerning the requirements of the *Franklin County Facilities Emergency Evacuation Plan* and developing internal policies governing their evacuation procedures as necessary. Each department head or elected official, or their designee, also have responsibility for the safe evacuation of their employees, and may act in the capacity of or appoint an emergency action leader who will be responsible for the evacuation of their section of the building.

1.2.2. Employees have the responsibility to familiarize themselves with evacuation procedures and maps, exit routes from the building, assembly locations, and locations of fire alarm pull stations and fire extinguishers.

2.0. Courthouse Campus Evacuation Procedures

2.1. Specific Responsibilities

2.1.1. Sheriff's Office and Security personnel will be responsible for searching the Courthouse, Public Safety Building, and Justice Center common areas to make sure all occupants have evacuated safely. Additional Sheriff's Office and other law enforcement personnel may be called to the scene to assist with crowd control. All individuals not involved in incident response must be kept back far enough from the main entrances to ensure they are not at risk and do not interfere with responding fire and law enforcement vehicles and personnel.

2.1.2. When any building in on the campus is evacuated, staff in the Security Building will stop allowing people to enter the campus and will lockdown the Security Building until they are given permission to start screening activities again. Until screening begins again and the gates are all secure, one Screener will report to the area of Gates 2, 19, and 20 to prevent people from moving from one area of the campus to another and to assist people in exiting the campus.

2.1.3. Facilities Department employees shall respond to the Security Building to assist arriving emergency service personnel. Facilities Department staff will follow Facilities Department policy and evacuate when and how required by that policy.

2.1.4. Dispatch Operators will evacuate the Public Safety Building as directed by their internal department policies and procedures covering evacuation and the continuation of their services to the public.

2.1.5. Corrections personnel have the responsibility of maintaining security over prisoners in their custody in Superior Court or District Court and removing them from the premises as directed by Corrections Center policy.

If there are inmates in Municipal Court at the time of an alarm in the Justice Center, Municipal Court employees will call the Correctional Center to have the inmates picked up, tether the inmates together, take the inmates to the holding cell near the back of Courtroom A, and wait there for Correctional Officers to take custody of the inmates. If the Corrections Center does not respond or it is not safe to return inmates to the holding cell, Municipal Court staff will remove the tethered inmates from the building through the north employee doors and wait in the north parking lot for Corrections staff.

2.1.6. Court Bailiffs or other designated court staff will be responsible for the supervision of Seated Juries during an evacuation. Juries may be taken to a remote location to keep them isolated. Staff should maintain contact with their supervisors so their safety can be confirmed.

2.1.7. Fire Department personnel are responsible for checking areas of rescue assistance and escorting disabled persons from the building.

2.1.8. Elected officials and department heads are responsible for making sure their employees exit the building and the perimeter fence.

2.2. Courthouse and Public Safety Building Evacuation

2.2.1. General Information

2.2.1.1. The historic stairs are often closed during inclement weather. Unless they are under construction, the chains can be removed and the stairs may be used for evacuation purposes.

2.2.1.2. Areas of rescue assistance are located on the third floor as follows:

- Across the hall from the elevator on the third floor of the Public Safety Building.
- On the balcony of the Courthouse rotunda near the elevator.
- Inside the north doors of the Public Safety Building.

2.2.1.3. If necessary, fire department ladder trucks can evacuate individuals from the window of the Historic Judge's Chambers (Courtroom #2) of the Courthouse, from the third floor landing of the fire escape at the South-East corner of the Public Safety Building, or from other areas the fire department determines are acceptable.

2.2.1.4. Once outside the buildings, all employees, visitors, and service animals must move outside the security fence through one of the gates shown on Attachment A. The security fence gates will automatically open during a fire alarm. Gate 20, Gate 3, Gate 4, Gate 6, Gate 7 will open for an alarm in the Courthouse and Public Safety Building. The Pasco Fire Department also has a key to open some of the gates.

2.2.1.5. Evacuation of the Courthouse and Public Safety Building will not automatically result in an evacuation of the Justice Center, Correctional Center, or Security Building. If only one part of the campus is evacuated, Security and the Sheriff's Office may take steps to restrict movement from one part of the campus to another.

2.2.2. Perimeter Security Responsibilities

When the fire alarm system is activated, some gates unlock to allow people to exit. Gates cannot be relocked and must be guarded until the alarm has been reset.

In the event of an alarm and evacuation of the Courthouse and Public Safety Building, one employee appointed from each of the offices or departments listed below will stand on the outside of an assigned gate and prevent members of the public from re-entering or gathering at the gates.

- The Assessor's Office will guard Gate 20 (the vehicle gate closest to the Security Building)
- The Auditor's Office will guard Gate 3 (front gates at the sidewalk)

- County Administration will guard Gate 4 (south-east Gate to the front lawn)
- The Prosecutor's Office will guard Gate 7 (south-west parking lot vehicle gate)
- The Clerk's Office will guard Gate 6 (south employee gate)

2.2.3. Designated Assembly Area

Upon evacuation of the buildings and after exiting the perimeter security fence, employees will report to their designated assembly area as shown in the attached hereto and incorporated herein Attachment A.

Employees of the following departments (unless directly involved in incident management) are required to report in a safe and orderly way to the north-east corner of the public parking lot and gather at their assigned areas at the designated light poles as shown on the map in Attachment A:

- #2 District Court, District Court Probation.
- #3 Treasurer's Office and Auditor's Office.
- #4 Assessor's Office and Information Services

Employees of the following departments (unless directly involved in incident management) will report to their designated assembly area on the south side of Margaret Street and assemble approximately where their number in the list below appears on the map in Attachment A:

- #5 Commissioners, Administration, Clerk of the Board, the Indigent Defense Coordinator, the Human Resources Department, and the Coroner's Office (directly across Margaret Street from Gate 4).
- #6 Clerk's Office (directly across Margaret Street from Gate #6).
- #7 Prosecutor's Office, Child Support, and Superior Court (directly across Margaret Street from the parking garage).

Department heads and elected officials, or their designees, will see that head counts are taken of employees in their respective departments and notify the County Administrator or his/her designee if all their employees are not accounted for.

2.3. Franklin County Justice Center Evacuation

2.3.1. General Information

2.3.1.1. Once outside the buildings, all employees, visitors, and service animals must move outside the security fence through one of the gates shown on Attachment A. The security fence gates will automatically open during a fire alarm. Gate 15 and Gate 16 will open for an alarm in the Justice Center. The Pasco Fire Department also has a key to open some of the gates.

2.3.1.2. An evacuation of the Justice Center will not automatically result in an evacuation of the Courthouse, Public Safety Building, and Correctional Center. If only one part of the campus is evacuated, Security

and the Sheriff's Office may take steps to restrict movement from one part of the campus to another.

2.3.2. Perimeter Security Specific Responsibilities

When the fire alarm system is activated, some gates unlock to allow people to exit. Gates cannot be relocked and must be guarded until the alarm has been reset.

In the event of an alarm and evacuation of the Justice Center, one employee appointed from each of the offices or departments listed below will stand on the outside of an assigned gate and prevent members of the public from re-entering or gathering at the gates unless they are told by Law Enforcement or Fire Personnel to move further back from the building.

- The Sheriff's Office will guard Gate 16 (directly in front of the Justice Center main entry doors) and the Justice Center doors.
- The Sheriff's Office will guard Gate 15 (the employee gate going into the north parking lot at the north east corner of the Justice Center).

Members of the public should be told they will have to re-enter through the Security Building when re-entering is authorized. If someone enters a gate after being told not to do so, the employee guarding the gate should advise a law enforcement officer directly or call the 911 Dispatch Center.

Depending on the time of day an evacuation takes place there may be a shortage of staff to guard gates. Any employee who sees a gate that is not being guarded by an employee or emergency worker is encouraged to guard the gate until relieved or the gate can be secured.

2.3.3. Designated Assembly Area

Upon evacuation of the building and after exiting the perimeter security fence, employees will report to their designated assembly area as shown in the attached hereto and incorporated herein Attachment A.

Employees of the following departments (unless directly involved in incident management) are required to report in a safe and orderly way to the north-east corner of the public parking lot and gather at their assigned areas at the designated light poles as shown on the map in Attachment A:

- #1 Municipal Court.
- #4 Sheriff's Office, Corrections (Administrative area)

Employees of the following departments (unless directly involved in incident management) will report to their designated assembly area on the south side of Margaret Street and assemble approximately where their number in the list below appears on the map in Attachment A:

Department heads and elected officials, or their designees, will see that head counts are taken of employees in their respective departments and notify the County Administrator or his/her designee if all their employees are not accounted for.

2.4. Re-entering the Courthouse, Public Safety Building, or Justice Center

2.4.1. The County Administrator, or his/her designee, will make the decision to allow people back into the buildings after consulting with fire or law enforcement personnel. Employees and visitors will be required to remain outside the security fence until re-entry is authorized. Once re-entry is approved, employees may enter through employee gates, but the public shall enter through the Security Building where they will be screened.

2.5. Security Building Evacuation

1.5.1. A fire alarm in the Franklin County Courthouse, Public Safety Building, Justice Center, or Correctional Center will not necessarily require the evacuation of the Security Building and an alarm in the Security Building will not necessarily require the evacuation of the Courthouse and Public Safety Building.

1.5.2. If an alarm requires the evacuation of the Security Building, Gate 20 will be released and a flashing light and sign on the south side of the Security Building will direct people to that gate instead of exiting the Courthouse campus through the Security Building. The Pasco Fire Department also has a key to open some of the gates.

1.5.3. Staff from the Security Building will see to the evacuation of the Security Building and will help direct people leaving the Courthouse and Public Safety Building to Gate 20. Staff from the Security Building will guard Gate 20 to prevent entry into the campus until they are relieved.

1.5.4. Additional security or law enforcement personnel may be called for crowd control.

1.5.5. During an evacuation of the Security Building, the public will not be allowed to enter the perimeter fence. If the Security Building must be closed for an extended period of time, an alternate screening point may be established.

2.6. Franklin County Correctional Center Evacuation

1.6.1. A fire alarm in the Franklin County Courthouse, Public Safety Building, Justice Center, or the Security Building will not automatically require the evacuation of the Franklin County Corrections Center. An alarm in the Franklin County Corrections Center will not necessarily require the evacuation of the Courthouse, Public Safety Building, Justice Center, or Security Building.

1.6.2. In the event an evacuation of the Franklin County Corrections Center is necessary, the *Franklin County Corrections Center Evacuation Plan* will be followed.

3.0. Public Works Evacuation Procedures

3.1. Administration Building, Pasco Shop, Sign Shop, and Connell Shop

3.1.1. In the event that an evacuation is necessary, employees will evacuate the building through the closest exit and assemble in a location designated by their supervisor.

3.1.2. Employees should remain calm during an evacuation and try to prevent others from panicking. Employees are encouraged to assist any person in immediate danger, but should not do so if it cannot be accomplished without posing a risk to the employee. If an employee learns of a person in immediate danger but is unable to assist the person, the employee shall communicate to the person that they will seek help from the proper authorities once exiting the building or area, and then shall do so immediately.

4.0. Facilities Department Evacuation Procedures

4.1. Facilities Department Shop

4.1.1. In the event that an evacuation is necessary, employees will evacuate the building through the closest exit and assemble in a location designated by their supervisor.

4.1.2. Employees should remain calm during an evacuation and try to prevent others from panicking. Employees are encouraged to assist any person in immediate danger, but should not do so if it cannot be accomplished without posing a risk to the employee. If an employee learns of a person in immediate danger but is unable to assist the person, the employee shall communicate to the person that they will seek help from the proper authorities once exiting the building or area, and then shall do so immediately.

5.0. Franklin County Annex Evacuation Procedures

5.1. Franklin County Annex

5.1.1. In the event that an evacuation is necessary, employees will evacuate the building through the closest exit and assemble in a location designated by their supervisor.

5.1.2. Employees should remain calm during an evacuation and try to prevent others from panicking. Employees are encouraged to assist any person in immediate danger, but should not do so if it cannot be accomplished without posing a risk to the employee. If an employee learns of a person in immediate danger but is unable to assist the person, the employee shall communicate to the person that they will seek from the proper authorities once exiting the building or area, and then shall do so immediately.

6.0. Trade Recreation and Agricultural Center (TRAC)

6.1. Evacuation Procedures

6.1.1. In the event an evacuation of the Trade Recreation and Agricultural Center (TRAC) is necessary, the evacuation plan for TRAC will be followed.



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Attachment A
Revised June 2015

Franklin County Regional Information System
1016 N. 4th Ave.
Pasco, WA 99301
Phone: 509-545-3585, Fax: 509-546-5871

2014 Imagery

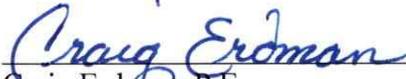
FRANKLIN COUNTY PUBLIC WORKS DEPARTMENT

ROAD MAINTENANCE POLICY AND PROCEDURE STATEMENT

R.P.P. 1

SUBJECT: Snow and Ice Control

EFFECTIVE: January 9, 2023

ISSUED BY: 
Craig Erdman, P.E.
Public Works Director/County Engineer

Policy

The purpose of this policy will be to define the responsibility and procedures for Snow and Ice Control Operations. This Policy and Procedure Statement intends to establish an operation that efficiently and economically provides a level of service in Snow and Ice Control that is safe and acceptable to the traveling public.

This policy assumes that motorists will drive in a cautious manner in a vehicle that is properly equipped for extreme road conditions.

1. All Road and Shop personnel shall be prepared for Snow and Ice Control operations each winter from November 15th through March. Sanders and plows shall be available for installation by November 15th with the understanding that installation may not be required on all units until a later date. This means that units shall be checked out but not installed on the dump bodies until weather forecast warrants their installation.

De-icer trucks should be prepped and ready for operation by November 15th and left in service until March 15th unless weather conditions require otherwise.

2. Road Department and Shop Supervisors are expected to be available by telephone during inclement weather when the ordering of Snow and Ice Control appears likely.
3. Overall supervision of all road maintenance operations is the responsibility of the Public Works Director/County Engineer. The responsibility for directing the coordinating Snow and Ice Control Operations is assigned to the Chief of Road Maintenance Operations. The decision to call out a crew for emergency work, after hours or on weekends/holidays, shall be made by the Chief of Road Maintenance Operations in conjunction with the Road Supervisor, if, in their judgment, road conditions are such that the roads present an extreme hazard to the traveling public and immediate attention is required. Such conditions would

be freezing rain, black ice, compact snow and ice, or drifting snow. Road Supervisor's are given authority to make the decision whether or not to take action, and the Chief of Road Maintenance Operations shall be notified as soon as possible of the decision. The Chief of Road Maintenance Operations shall notify the Public Works Director/County Engineer wherever such operations are undertaken.

4. Snow plowing operation after hours or on weekends will be considered when 4 inches of snow has fallen under normal conditions, or when there is a strong possibility of drifting snow plugging roads. Specific sections of road that include long steep grades can be plowed and/or sanded whenever it is determined by the Chief of Road Maintenance Operations that immediate attention is required. Snow plowing during drifting conditions will be held to a minimum until drifting subsides. During regular working hours, snow plowing will be performed as necessary to provide reasonably safe road conditions for motorists.
5. Complaints or requests for maintenance relating to Snow and Ice Control that are received during off hours or on weekends will be investigated by the Road Supervisor and/or Chief of Road Maintenance Operations or their designee. The situation will be reported to the Chief of Road Maintenance Operations and a decision made as to when the condition will be addressed and what action will be taken.
6. Snow and Ice Control Operations will have top priority in the Road Department's operation during periods of inclement weather and shall take precedence over other routine activities except those which also immediately affect the health and safety of the traveling public.

Operations

1. The County Engineer's Office shall be the Snow and Ice Operations headquarters.
2. Complaints and requests for plowing and sanding should be referred to the Public Works Administration Office to be processed.
3. Only Road Department supervisory personnel have the authority to re-route equipment and personnel for assigned routes to other areas.

Procedure

1. Snow Plowing:
 - 1st Priority - Arterial and primary roads with both truck plow and motor graders.
 - 2nd Priority - Secondary asphalt roads.
 - 3rd Priority - Gravel roads that are school bus and or mail routes.

4th Priority - All other roads with residences.

2. Sanding of County Roads will be done according to road and weather conditions in the same priority and the areas to be sanded will be at the discretion of the Road Supervisor.
3. In the event of a severe snow fall where there is a question as to whether the operator can reach the motor grader, the truck plows shall first plow to the motor grader and then return to their assigned routes and areas.
4. Truck plows shall open their assigned routes with two or three passes, with the third pass made when traveling to the next priority route to be opened. Blades or truck plows traveling from one location to another shall widen out the road as necessary.
5. The Kahlotus area will normally be covered by a truck based in Connell. However, if the weather conditions are such that it is necessary to regularly sand in this area, a truck will be temporarily stationed in Kahlotus until conditions stabilize.
6. Sand and plow trucks will be operated by one driver unless the truck is dispatched at night to a remote area of little traffic in extremely hazardous conditions.
7. Trucks and blades shall install tire chains if conditions indicate that they are necessary to insure safe operation.
8. The Chief of Road Maintenance Operations shall reschedule the working hours when it is necessary in his judgment to more effectively provide Snow and Ice Control. The rescheduling shall be implemented in accordance with the current labor contract.
9. The Chief of Road Maintenance Operations shall coordinate and schedule plowing and sanding operations in conjunction with each other so that plowing will not remove previously placed sand.

Alert Ready Procedures

1. During other than normal business hours, the Sheriff's Department will alert the Chief of Road Maintenance Operations that it is snowing and that hazardous conditions prevail.
2. The Chief of Road Maintenance Operations and Road Supervisor are expected to maintain a close watch on the weather conditions in the County. This may require inspection trips through the County Road System at night and on weekends and holidays.
3. It is the responsibility of the Road Supervisor to maintain current phone numbers of the respective personnel and call them out when determined necessary. The Road Supervisor or his designee will assemble, dispatch, and direct the crews as needed.

AGENDA REPORT NO. 6

FOR: City Council January 24, 2013
TO: Gary Crutchfield, City Manager Workshop Mtg.: 01/28/2013
FROM: Ahmad Qayoumi, Public Works Director Regular Mtg.: 02/04/2013
SUBJECT: ADA Sidewalk Transition Plan

I. REFERENCE(S):

1. Resolution
2. ADA Sidewalk Transition Plan

II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

01/28: Discussion

02/04: MOTION: I move to approve Resolution No. 346 adopting the ADA Sidewalk Transition Plan.

III. FISCAL IMPACT:

IV. HISTORY AND FACTS BRIEF:

- A) In December 2010, the City of Pasco contracted the City of Vancouver to help develop an ADA Inventory and Transition Plan.
- B) Title II of the American with Disabilities Act (ADA) of 1990 prohibits discrimination by public agencies on the basis of disability by making all activities, services, and programs accessible to persons of disabilities. Under Title II, facilities in the public right-of-way are considered a program and thus are required to meet ADA standards.
- C) Public agencies were required to complete a self-evaluation of their programs and services then use this information to develop a Program Access Plan, also known as an ADA Transition Plan. While all public entities are required to follow the requirements of the American with Disabilities Act, public agencies with only 50 or more employees are required to create a Transition Plan. The Transition Plan applies to all facilities, including those built before and after the ADA was passed in 1990.
- D) By January 26, 1993 public agencies were required to complete a self-evaluation of their facilities, programs, policies, and organization practices. For numerous reasons many agencies throughout the country did not meet this deadline and agencies are still trying to meet this requirement today. The self-evaluation is a key tool in developing an agency's Transition Plan by helping to identify programs and policies that are not compliant with ADA requirements.
- E) Since March of 2011, the City has been completing the inventory of ADA ramps throughout the City to outline compliant and non-compliant ramps and sidewalks.
- F) The City completed the transition plan through a public process that included a Community Resource Team (aka) Advisory Group.
- G) Staff, the Consultant and the Advisory Group held three open houses to develop comments, identify high priorities, and the process for the transition plan.

- H) On November 26, 2012 the Consultant shared the final draft version of the plan with Council.
- I) Staff has completed the last piece of the plan for finalizing the ongoing efforts to meet the goals of the plan.

V. DISCUSSION:

- A) Staff has evaluated financing a portion of the ADA Plan that recommends allocation of \$50,000 to \$100,000 annually of CDBG funds towards funding projects on transition. City staff will also apply for grants as available to fund more projects.
- B) As part of the annual overlay program, the City will continue to update ramps as needed.