

**FAYETTE COUNTY COMMISSION**  
**COMMITTEE AGENDAS**  
**May 2018**

**\*\*BRING THE BUDGET PACKET FROM APRIL COMMISSION MEETING\*\***

**May 6, Monday**

**Criminal Justice & Public Safety**

**5:30 pm**

1. Sheriff's Report – On Table at Meeting
2. Items for Public Auction
3. Audio Video Streaming Costs Update – On Table at Meeting
4. Budget Discussion
  - Circuit Court 53100 Ed Pulliam
  - General Sessions Court 53300 Ed Pulliam
  - General Sessions Judge 53310 Judge Jim Gallagher
  - General Sessions Clerk 53320 Ed Pulliam
  - Drug Court 53330 Judge Jim Gallagher
  - Chancery Court 53400 Amy Anderson
  - Juvenile Court 53500 Judge Jim Gallagher
  - Other Administration of Justice 53900 Judge Jim Gallagher
  - Sheriff's Department 54110 Sheriff Riles
  - Drug Enforcement 54150 Sheriff Riles
  - Jail 54210 Sheriff Riles
  - Fire Prevention & Control 54310 Richard Hartfield
  - Civil Defense 54410 Hunter Winfrey
  - Rescue Squad 54420 Sheriff Riles
  - Other Emergency Management 54490 Richard Hartfield
  - Coroner/Medical Examiner 54610 Sheriff Riles
  - Other Public Safety 54900 Sheriff Riles
  - Alcohol & Drug Programs 55170 Judge Webber McCraw
  - Drug Control Fund 122 Sheriff Riles

**May 7, Tuesday**

**Health & Welfare**

**5:30 pm**

1. Ambulance Reports
2. Budget Amendment – 116 – Insurance Recovery – Transfer Station
3. Animal Shelter Report Update
4. Budget Discussion
  - Local Health Center 55110 Matt McDaniel
  - Rabies & Animal Control 55120 Sheriff Riles
  - Ambulance/Emergency Medical 55130 Glenn Miller
  - Dental Health Program 55160 Matt McDaniel
  - Crippled Children Services 55180 Mayor Taylor
  - Appropriation to State 55390 Matt McDaniel
  - Aid to Dependent Children 55520 Mayor Taylor
  - Sanitation Education/Information 55720 Mayor Taylor
  - Veteran's Services 58300 William Wright
  - Contributions to Other Agencies 58500 Mayor Taylor
  - Solid Waste Fund 116 Charles Traylor

**May 9, Thursday**

**Development**

**5:30 pm**

1. ADA Transition Plan - Draft
2. Budget Discussion
  - Beer Board 51220 John Pitner
  - Development 51710 John Pitner
  - Building 51730 John Pitner
  - Other General Admin 51900 Mayor Taylor
  - Agricultural Extension Service 57100 Jeff Via
  - Soil Conservation 57500 Paula Gould
  - Industrial Development 58120 Mayor Taylor
  - Airport 58220 David Booth
  - Adequate Facilities Tax Fund 125 Mayor Taylor
  - Public Works Fund 131 Wayne Dowdy



# Items for Public Auction



- ① 2006 Dodge CTL 2B3KA43H86H442156
- ② 2000 CHEVY 1500 1GCEK14T8YZ270790
- ③ 1999 DODGE 1500 1B7HC16X9XS227626
- ④ 2003 CHEVY SC1 2GCEC19X131381126
- ⑤ 2011 FORD C/V 2FABP7BV3BX183488
- ⑥ 2008 FORD C/V 2FAFP71V18X143034
- ⑦ 2008 FORD C/V 2FAFP71V98X105650
- ⑧ 2008 FORD C/V 2FAFP71VX8X150161
- ⑨ 2010 FORD EXP 1FMEU7DE3AUB07235
- ⑩ 2003 CHEVY AVA 3GNEK13T63G277187
- ⑪ 2003 GMC YUKON 1GKEK13Z53R218925



# **Ambulance Reports**

- **Run Report**
- **Collections Report**
- **90% Response Time Report**
- **Budget Report**





ZONE BREAKDOWN 2018-2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
DISTRICT 1 SOMERVILLE	111	117	108	115	108	126	116	93	87	111			1092
DISTRICT 2 BRADEN	8	15	20	12	18	11	21	13	6	14			138
DISTRICT 3 PIPERTON	11	12	12	15	15	14	14	12	11	10			126
DISTRICT 4 OAKLAND	98	84	80	68	77	84	95	66	80	64			796
DISTRICT 5 GALLAWAY	19	20	28	13	13	15	21	15	20	18			182
DISTRICT 6 ROSSVILLE	14	23	17	11	19	18	27	21	15	21			186
DISTRICT 7 WILLISTON	16	10	6	4	9	9	14	9	8	16			101
DISTRICT 8 LAGRANGE	11	2	5	2	4	2	1	1	5	3			36
DISTRICT 9 MOSCOW	24	18	24	21	23	12	34	19	29	29			233
DISTRICT 10 WEST FAYETTE	14	14	9	9	13	26	12	17	22	14			150
DISTRICT 11 MACON	17	15	13	20	11	12	17	14	17	15			151
DISTRICT 12 NORTH FAYETTE	14	17	14	18	27	15	15	12	17	10			159
DISTRICT 13 NORTHEAST FAYETTE	9	7	7	11	15	9	11	5	7	17			98
DISTRICT 14 HICKORY WITH	29	20	25	19	32	31	32	24	25	31			268
DISTRICT 15 STATION 15	10	8	2	8	3	4	1	5	3	3			47
HARDEMAN COUNTY	0	1	4	0	1	2	1	0	6	4			19
SHELBY COUNTY	0	0	0	0	0	0	0	0	0	0			0
TIPTON COUNTY	0	0	0	1	0	0	0	0	0	0			1
OTHER	0	0	0	0	0	1	0	2	0	1			4
HAYWOOD COUNTY	0	0	0	2	0	0	0	0	0	0			2
<b>Totals</b>	<b>405</b>	<b>383</b>	<b>374</b>	<b>349</b>	<b>388</b>	<b>391</b>	<b>432</b>	<b>328</b>	<b>358</b>	<b>381</b>	<b>0</b>	<b>0</b>	<b>3789</b>
ZONE BREAKDOWN 2017-2018	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
DISTRICT 1 SOMERVILLE	117	117	97	108	113	102	95	89	119	99	93	112	1261
DISTRICT 2 BRADEN	24	19	26	26	30	24	14	13	29	19	10	22	256
DISTRICT 3 PIPERTON	14	6	8	10	9	17	14	10	13	23	9	7	140
DISTRICT 4 OAKLAND	85	98	90	102	82	99	99	91	74	77	63	70	1030
DISTRICT 5 GALLAWAY	20	15	20	11	16	21	22	19	26	17	22	19	228
DISTRICT 6 ROSSVILLE	27	20	24	20	18	19	26	15	15	17	11	27	239
DISTRICT 7 WILLISTON	9	4	6	11	14	15	10	9	5	11	9	6	109
DISTRICT 8 LAGRANGE	6	3	5	3	3	7	6	5	5	3	2	1	49
DISTRICT 9 MOSCOW	24	18	20	15	16	20	21	23	23	23	14	17	234
DISTRICT 10 WEST FAYETTE	16	9	19	16	11	24	24	16	10	14	13	13	185
DISTRICT 11 MACON	10	19	20	11	12	12	18	11	18	11	15	13	170
DISTRICT 12 NORTH FAYETTE	5	8	7	8	7	6	6	6	9	4	7	4	77
DISTRICT 13 NORTHEAST FAYETTE	4	10	10	4	10	8	11	4	12	9	9	8	99
DISTRICT 14 HICKORY WITH	27	27	32	24	29	22	23	12	22	18	24	21	281
DISTRICT 15 STATION 15	8	6	3	7	9	2	4	4	4	8	7	5	67
HARDEMAN COUNTY	1	2	1	1	3	2	1	1	1	0	0	2	15
SHELBY COUNTY	0	0	1	0	0	2	2	0	0	0	0	0	5
TIPTON COUNTY	0	0	1	1	2	0	0	0	0	0	0	0	4
OTHER	1	1	1	2	0	1	1	0	0	1	0	1	9
HAYWOOD COUNTY	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>398</b>	<b>382</b>	<b>391</b>	<b>380</b>	<b>384</b>	<b>403</b>	<b>397</b>	<b>328</b>	<b>385</b>	<b>354</b>	<b>308</b>	<b>348</b>	<b>4458</b>



FIRE DISTRICT	JUL 2018			AUG 2018			SEP 2018			OCT 2018			NOV 2018			DEC 2018		
AVERAGE ROLLING RESPONSE	90TH %	AVE	CALLS	90TH %	AVE	CALLS	90TH %	AVE	CALLS	90TH %	AVE	CALLS	90TH %	AVE	CALLS	90TH %	AVE	CALLS
SOMERVILLE	12.51	6.36	111	15.22	7.31	117	18.26	8.30	108	15.09	8.00	115	14.09	7.14	108	12.50	6.55	126
BRADEN	16.49	15.16	8	19.36	14.49	15	21.33	19.26	20	23.00	20.31	12	21.34	16.51	18	25.00	19.40	11
PIPERTON	9.00	6.52	11	11.50	8.29	12	13.00	10.59	12	17.00	10.05	15	20.52	10.37	15	8.00	8.41	14
OAKLAND	15.40	7.05	98	14.00	7.00	84	14.57	8.41	80	15.15	7.46	68	13.07	6.27	77	12.46	6.27	84
GALLAWAY	23.00	18.14	19	23.00	16.43	20	20.00	16.59	28	19.28	17.29	13	24.00	17.27	13	19.22	16.45	15
ROSSVILLE	11.00	7.31	14	7.58	5.20	23	16.00	6.29	17	7.05	4.46	11	19.33	11.04	19	18.59	9.30	18
WILLISTON	21.34	12.32	16	21.00	16.45	10	18.36	15.10	6	14.55	12.56	4	15.00	11.47	9	17.16	12.50	9
LAGRANGE	24.00	18.27	11	23.18	21.51	2	19.00	17.51	5	13.00	13.00	2	16.36	16.16	4	14.45	14.45	2
MOSCOW	15.00	11.12	24	20.04	14.32	18	21.05	13.58	24	18.39	14.06	21	17.35	14.25	23	14.00	12.50	12
WEST FAYETTE	10.00	5.23	14	14.32	9.33	14	13.00	10.37	9	12.27	10.37	9	9.16	5.48	13	17.00	10.12	26
MACON	10.34	9.47	17	14.05	9.49	15	13.31	10.03	13	19.00	11.29	20	14.09	10.27	11	11.00	9.53	12
NORTH FAYETTE	13.55	10.54	14	17.28	15.12	17	24.00	15.56	14	27.00	14.48	18	15.39	12.14	27	23.04	14.46	15
NORTH EAST	14.48	14.26	9	33.19	20.44	7	23.11	18.31	7	17.18	14.57	11	35.00	18.49	15	17.22	15.04	9
HICKORY WITH DISTRICT 15	17.47	12.05	29	20.00	13.20	20	17.00	12.48	25	14.26	10.33	19	17.33	11.15	32	19.48	13.21	31
HARDEMAN COUNTY	0.00	0.00	0	0.00	0.00	1	28.40	16.43	4	0.00	0.00	0	26.40	26.40	1	34.49	27.19	2
SHELBY COUNTY	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0
TIPTON COUNTY	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00	39.00	39.00	1	0.00	0.00	0	0.00	0.00	0
OTHER	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0	24.19	24.19	1
HAYWOOD COUNTY	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0.00	23.24	23.24	2	0.00	0.00	0	0.00	0.00	0
			405			383			374			349			388			391
FIRE DISTRICT	JAN 2019			FEB 2019			MAR 2019			APR 2019			MAY 2019			JUN 2019		
AVERAGE ROLLING RESPONSE	90TH %	AVE	CALLS	90TH %	AVE	CALLS	90TH %	AVE	CALLS	90TH %	AVE	CALLS	90TH %	AVE	CALLS	90TH %	AVE	CALLS
SOMERVILLE	14.00	6.54	116	16.00	7.33	93	9.11	5.10	87	12.00	6.20	111						
BRADEN	24.00	19.08	21	20.37	15.49	13	22.00	19.21	6	24.00	15.23	14						
PIPERTON	19.00	10.45	14	14.48	10.41	12	16.00	9.41	11	18.57	11.06	10						
OAKLAND	14.00	7.38	95	12.41	6.23	66	14.34	6.43	80	12.00	5.54	64						
GALLAWAY	21.59	17.07	21	26.21	18.49	15	21.00	16.11	20	24.33	19.51	18						
ROSSVILLE	20.19	11.05	27	14.14	6.25	21	21.14	7.49	15	18.00	8.53	21						
WILLISTON	11.00	10.41	14	12.00	11.06	9	12.47	11.34	8	18.21	13.01	16						
LAGRANGE	14.00	14.01	1	21.14	21.14	1	14.45	12.48	5	27.48	22.17	3						
MOSCOW	17.57	13.18	34	19.00	15.26	19	20.45	13.51	29	19.13	15.04	29						
WEST FAYETTE	18.05	13.25	12	11.14	7.34	17	15.31	9.37	22	21.06	14.45	14						
MACON	14.37	11.29	17	15.00	10.26	14	15.59	11.07	17	18.00	11.55	15						
NORTH FAYETTE	16.47	13.36	15	15.37	13.17	12	19.00	14.20	17	20.00	13.53	10						
NORTH EAST	18.57	13.52	11	14.41	15.14	5	21.54	15.31	7	19.14	15.01	17						
HICKORY WITH DISTRICT 15	17.24	14.15	32	24.00	11.48	24	16.00	12.57	25	17.52	12.44	31						
HARDEMAN COUNTY	20.30	20.30	1	0.00	0.00	0	27.03	25.10	6	41.15	32.11	4						
SHELBY COUNTY	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0						
TIPTON COUNTY	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0						
OTHER	0.00	0.00	0	18.00	10.00	2	0.00	0.00	0	4.04	4.04	1						
HAYWOOD COUNTY	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0						
			432			328			358			381						

FAYETTE COUNTY AMBULANCE SERVICE

Revenues/Expenditures Report

2018-19

YTD%: 83.33%

CODE	DESCRIPTION	Actual Budget 2017-18	Amended Budget 2018-19	April Year-To-Date 2017-18	April Year-To-Date 2018-19	YTD percent of Budget
<b>REVENUE</b>						
43120	Patient Charges	\$ 1,250,000	\$ 1,450,000	\$ 1,131,788	\$ 1,331,965	91.86%
	<b>TOTAL</b>	\$ 1,250,000	\$ 1,450,000	\$ 1,131,788	\$ 1,331,965	
<b>EXPENSES</b>						
55130	<i>Ambulance Service</i>					
105	Director	\$ 77,646	\$ 73,542	\$ 59,540	\$ 57,985	78.85%
109	Captain(s)	\$ 61,487	\$ 58,922	\$ 36,146	\$ 38,400	65.17%
110	Lieutenant(s)	\$ 115,735	\$ 112,241	\$ 63,525	\$ 63,512	56.59%
161	Secretary	\$ 35,135	\$ 35,838	\$ 29,013	\$ 29,606	82.61%
164	Attendants	\$ 629,225	\$ 639,022	\$ 477,346	\$ 555,055	86.86%
169	Part-time Personel	\$ 92,085	\$ 105,060	\$ 59,647	\$ 43,320	41.23%
187	Overtime Pay	\$ 423,084	\$ 376,380	\$ 321,267	\$ 359,391	95.49%
196	In -Service Training	\$ 3,000	\$ 5,540	\$ 120	\$ 5,540	100.00%
201	Social Security	\$ 80,753	\$ 87,058	\$ 63,370	\$ 70,482	80.96%
204	State Retirement	\$ 48,202	\$ 52,094	\$ 33,768	\$ 37,441	71.87%
205	Employee & Dep. Insurance	\$ 175,816	\$ 208,640	\$ 131,603	\$ 153,691	73.66%
210	Unemployment Compensation	\$ -	\$ -	\$ -	\$ -	0.00%
212	Employer Medicare	\$ 18,886	\$ 20,361	\$ 14,820	\$ 16,484	80.96%
302	Advertising	\$ -	\$ 550	\$ -	\$ 530	96.28%
307	Communication	\$ 11,500	\$ 11,622	\$ 9,145	\$ 7,001	60.24%
312	Contracts w/ Private Agencies	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	100.00%
318	Debt Collections	\$ 115,251	\$ 96,588	\$ 85,036	\$ 85,688	88.71%
320	Dues & Memberships	\$ 600	\$ 600	\$ 590	\$ -	0.00%
333	Licenses	\$ 3,000	\$ 3,000	\$ 2,525	\$ 2,665	88.83%
335	Main & Repair - Bldg	\$ 3,000	\$ 3,600	\$ 2,193	\$ 3,783	105.08%
337	Maint & Repair-Equipment	\$ 2,000	\$ 1,400	\$ 1,586	\$ 697	49.79%
338	Maint & Repair-Vehicles	\$ 75,000	\$ 107,768	\$ 61,332	\$ 101,822	94.48%
348	Postage	\$ 2,300	\$ 1,360	\$ 65	\$ 122	8.95%
349	Stationary and Forms	\$ -	\$ 1,000	\$ -	\$ 86	8.60%
351	Rentals	\$ 900	\$ 900	\$ 861	\$ 672	74.69%
355	Travel	\$ 2,000	\$ -	\$ 396	\$ -	0.00%
410	Custodial Supplies	\$ 1,750	\$ 2,500	\$ 1,354	\$ 2,547	101.89%
412	Diesel Fuel	\$ 55,000	\$ 55,000	\$ 41,614	\$ 47,764	86.84%
413	Drugs & Medical Supplies	\$ 80,000	\$ 80,000	\$ 70,308	\$ 77,457	96.82%
425	Gasoline	\$ 2,400	\$ 2,400	\$ 2,074	\$ 1,932	80.48%
435	Office Supplies	\$ 3,300	\$ 3,300	\$ 1,857	\$ 2,949	89.37%
451	Uniforms	\$ 5,000	\$ 4,500	\$ 1,835	\$ 4,133	91.84%
452	Utilities	\$ 10,000	\$ 10,000	\$ 5,832	\$ 6,389	63.89%
499	Other Supplies and Materials	\$ 20,000	\$ -	\$ 5,448	\$ -	0.00%
502	Building & Contents Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
511	Vehicle Insurance	\$ 44,000	\$ 44,222	\$ 37,378	\$ 44,222	100.00%
708	Communication Equipment	\$ 2,200	\$ 2,200	\$ 2,025	\$ -	0.00%
709	Data Processing Equipment	\$ -	\$ 2,000	\$ -	\$ 1,287	64.37%
711	Furniture and Fixtures	\$ 700	\$ 3,700	\$ 74	\$ -	0.00%
718	Motor Vehicles	\$ 195,000	\$ -	\$ 193,842	\$ -	0.00%
	<b>Total Ambulance Service</b>	\$ 2,410,955	\$ 2,227,908	\$ 1,832,535	\$ 1,837,652	82.48%
	<b>Over/(Under)</b>	\$ (1,160,955)	\$ (777,908)	\$ (700,746)	\$ (505,687)	
	<b>Number of Transports YTD</b>			2429	2954	Not Available
	<b>Total Ambulance Service Cost/Transport</b>			\$ 754.44	\$ 622.09	

<b>OUT OF AMBULANCES</b>		
<b>2018-2019</b>	<b>OUT</b>	<b>NO AVAIL</b>
JULY	28	9
AUGUST	24	5
SEPTEMBER	31	8
OCTOBER	37	11
NOVEMBER	29	9
DECEMBER	13	1
JANUARY	17	3
FEBRUARY	10	0
MARCH	9	0
APRIL	18	4
MAY		
JUNE		
<b>2017-2018</b>	<b>OUT</b>	<b>NO AVAIL</b>
JULY	23	2
AUGUST	29	5
SEPTEMBER	36	10
OCTOBER	35	5
NOVEMBER	27	2
DECEMBER	36	5
JANUARY	67	15
FEBRUARY	17	3
MARCH	21	2
APRIL	20	3
MAY	40	8
JUNE	33	12



# **Budget Amendment – 116 – Insurance Recovery – Transfer Station**





## RESOLUTION

BE IT RESOLVED, by the County Legislative Body and/or the Board of County Commissioners of Fayette County, Tennessee, in regular sessions on this 28<sup>th</sup> day of May, 2019, it being the fourth Tuesday of the month and the regular monthly meeting of the County Legislative Body in the Criminal Justice Center in Somerville, Tennessee.

That the Solid Waste Fund #116 Budget be amended in the following words and figures, to wit:

### SOLID WASTE FUND BUDGET AMENDMENT F/Y 18/19 May, 2019

<u>Adjustment to Revenue Accounts:</u>	<u>INCREASE</u>	<u>DECREASE</u>
49700 <u>Insurance Recovery</u>	\$ 81,498.00	
<b>TOTAL INCREASE/DECREASE TO REVENUE ACCOUNTS:</b>	<b>\$ 81,498.00</b>	
<u>Adjustment to Expenditure Accounts:</u>	<u>DECREASE</u>	<u>INCREASE</u>
55754 <u>Landfill Operation &amp; Maintenance</u>		
335     Maintenance & Repair Services – Buildings		<u>\$ 81,498.00</u>
<b>Subtotal-55754</b>		<b>\$ 81,498.00</b>
<b>TOTAL INCREASE/DECREASE TO EXPENDITURE ACCOUNTS:</b>		<b>\$ 81,498.00</b>
<b>Prior Estimated Expenditures</b>	<b>\$</b>	<b>1,254,929.00</b>
<b>Total Estimated Expenditures this Amendment</b>	<b>\$</b>	<b>1,336,427.00</b>
<b>Projected Fund Balance before Amendment</b>	<b>\$</b>	<b>778,227.00</b>
<b>Change in Fund Balance this Amendment</b>	<b>\$</b>	<b>0.00</b>
<b>Estimated Ending Fund Balance as of June 30, 2019</b>	<b>\$</b>	<b>778,227.00</b>



# Animal Shelter Report Update



## MEMORANDUM FOR THE RECORD

TO: Mayor 'Skip' Taylor

FROM: Scott R Rozanski, AIA

RE: **Fayette County Animal Shelter (FCAS)  
Design and Budgeting Work Session**

DATE: **April 3 & 4, 2019**

cc: Sheriff Riles; Spirit Team

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### **Purpose**

The purpose of the study is to develop an Animal Shelter design based on the following:

- Specific program<sup>1</sup>
- Specific plan<sup>2</sup>
- Specific budget
- Exterior view<sup>3</sup>

Over 100 hours were expended by Spirit personnel in preparation for and during this process. The information is to be used to inform the public for fund raising and phase planning. This memorandum records the process.

Various Fayette County personnel participated with Spirit in group meetings, individual interviews or phone interviews. Some of those individuals were:

- Maria Prince, FFCAS
- Bob Kenney, FFCAS
- Kathy Kenney, FFCAS
- Skip Taylor, Mayor
- Bobby Riles, Sheriff
- Scott Rozanski, Spirit
- Ed Brooks, Spirit
- Danielle Ables, Student

<sup>1</sup> Written space program.

<sup>2</sup> Computerized, to-scale floor and site plans.

<sup>3</sup> The exterior view depicts a possible view of the front entry.

## **Site**

The selected site is adjacent to the existing jail, to the east. The county owns this larger tract of land, and the site for the animal shelter would require approximately 3 acres (roughly 300' x 200'), available at no cost. This site is located approximately 400' east of the Justice Center's parking lot. The overall site has a cleared buffer adjacent to the street, with a wooded area to the south grade that falls away quickly, 16-20' minimum. The site is cleared from Justice Drive south approximately 190 feet at the location selected.

Existing jail plans show that an 8" water line, 3" gas line and 4" sanitary sewer are located on the north side of Justice Drive. Electrical service is overhead on the south side of the road. There is a drainage swale parallel to the road on the south side that will require installation of a culvert at the new animal shelter drive. These utilities are assumed to be adequate for the shelter's needs

Note that the Jail currently uses a force main to reach the nearest gravity feed portion of the sewer system, which is approximately ½ mile away at the subdivision to the northeast. It was discussed with Sheriff Riles and Mayor Taylor that the new Animal Shelter sewer would tie into the jail's private sewer line ahead of the lift station, using the jail's existing lift station and force main. This would require approximately 800 feet of new 4" force main sewer line with cutter pumps.

## **Budget**

The FCAS informed us that there is currently approximately \$250,000 in the bank allocated to the project. The group will use the Worksession information to assist in applying for grants to fund the balance of the project. Instructions from Mayor Taylor were that the budget would be determined by the scope of work. Based on owner input, the approach is one of practical frugality. Additionally, opportunities for Alternates were presented that would enable a "core" project to be built, with additional functions being added at a later date if required.

## **Schedule**

The schedule was tentatively set for bids to be received by the end of 2019. This is necessary to project the costs, with the "core" project would being the minimum goal for funding.

## **Scope**

### **"Core" Project**

- 10-15 dogs (currently euthanized weekly), 8-10 cats.
  - Currently most animals are from the Oakland area
- Visitation area for potential adoptions.
- Public training area / education area.
- Public unisex toilet.
- Shower for staff / staff toilet.
- Administrative area, offices, etc. (see Staffing below)
- Exterior kennel area (6 kennels, fenced only)
- Fenced vehicle dropoff area (vehicle sallyport).
- Laundry – not provided – can be handled at the jail per Sheriff Riles
- Library area

### **Contingent Phasing (Deductive Alternates)**

- Surgery suite
  - 1 table
  - Prep/work area
  - Lockable medication – double lock system (currently kept at jail).
- Expanded Cat habitat area with Library / Public Education area.
- External Kennels

See Space Program for further details. **EXHIBIT ‘A’**

See Proposed Plan and Elevations. **EXHIBIT ‘B’**

The overall design developed is approximately 5,500 square feet:

- One story with masonry veneer.
- Parapets along north, west and east elevations, with roof single slope to the south.
  - “Core” project is approximately 3,890 square feet (including fenced vehicle sallyport).
  - “Alternate 1” (Cat Habitat, Education area) is approximately 640 square feet.
  - “Alternate 2” (Surgery Suite) is approximately 970 square feet. This Alternate would also add a masonry wall along the north side of the vehicle sallyport.

Staffing was reviewed, with the following recommendations:

- Currently 1 control officer, expand to 2
- Space for Office Manager needed
- Space for additional office / paperwork area needed.
- General staff work would be by a combination of volunteers during the day, and trustees after hours. For security reasons these work groups will not overlap.
- No secure area is needed for the trustees per Sheriff Riles, as this will be handed at the jail.

### **Estimate of Probable Cost**

Spirit worked to establish an Estimate of Probable Cost using data based on building and construction types and materials, area labor force and date of construction.

The economic condition of the current construction market is of concern. In capsule, the market has been particularly unpredictable<sup>4</sup> with respect to fuel costs, steel, etc. and availability of materials and labor.

Based on the preceding, the following cost budget is a normal Spirit budget projection to the end of 2019. Although to date Spirit has a strong track record of providing adequate estimates, it is possible the extremely volatile market could impact this projection.

<sup>4</sup> Detail impacts of current events are impossible to predict.

The following are key assumptions based on data current as of the work session:

- The roof will be budgeted as a modified-bitumen, positive pitch roof.
- All county and city fees, permit costs, etc. are waived.
- All utilities are adequate to edge of site<sup>5</sup>.
- No unidentified utilities are crossing the site.
- There are no unforeseen environmental issues.
- No solid rock will be encountered.

Following is the construction budget developed based on owner input:

Fayette Co Animal Shelter		Date 4/5/19	
<b>Direct Construction Cost (today)</b>			<b>\$1,109,750</b>
	Percentage Inflation to Nov 2019	3%	
<b>Total Direct Const Cost (same as bid)</b>			<b>\$1,137,494</b>
(includes % inflation factor to Dec 2019)			
Other Costs to Owner (Soft Costs)			
	Land	\$0	
	Arch/Eng Fees (7% of Const. w/ Contingency)	\$84,525	
	Reimbursibles	\$18,000	
	Civil Eng	\$18,000	
	Geo-technical Tests	\$5,000	
	Property/Topographical Surveys	\$4,500	
	Plan Review Fee	\$500	
	Subtotal		\$1,268,019
	Furniture, Fixtures, Equipment		\$50,000
<b>Total Estimated Capital Cost (w/ out contingency)</b>			<b>\$1,318,019</b>
	Program Contingency @ % of direct cost	3%	\$34,125
(for adjustments due to existing conditions, code reviews, other needed changes)			
	Owners/Designer Contingency @ % of Direct Cost	3%	\$34,125
(for owner selected changes & minor design errors of omissions)			
<b>Total Capital Cost (w/ contingency)</b>			<b>\$1,386,268</b>

DEDUCTIVE ALTERNATES

ALTERNATE #1 Cat Habitat/Education  
 ALTERNATE #2 Surgery/Enclosed VSP

Soft \$ Factor

113%
113%

\$107,950	\$121,983.50
\$120,550	\$136,221.50
	\$258,205.00

**TCC w/ Deductive Alternates 1&2**

**\$1,128,063.22**

Thank You.  
 SRR

FayetteCoJailWkSsnSum080106.doc

<sup>5</sup> Utilities were located using site observation and existing plans for the jail/sheriff's offices. Experience has shown that actual locations and sizes often vary from information obtained during the work session.



# Fayette County Animal Shelter



Work Session - April 2019

SpiritArchitecture Group, LLC

## Program Document

Building Summary	Adjusted Net SF	Design Max SF
<b>A</b>		
1. Lobby - Public	754	
2. Office & Staff	1,015	
3. Cat Area	336	
4. Surgery	416	
5. Support	417	
6. Quarantine - Isolation	110	
7. Kennels (Dog)	1,104	
8. External Kennels	1,088	
9. Design Variance (15%)		786
<b>TOTAL</b>	<b>5,240</b>	<b>6,026</b>

# Fayette County Animal Shelter



Work Session - April 2019

SpiritArchitecture Group, LLC

## 1. Lobby - Public

Title/Function	Info	Net Square Ft.
Vestibule		150
Indoor Visit		78
Dog Dropoff		95
Cat Dropoff		64
Education		180
Toilet		70
Toilet		48
Total Net Area		685
Add % for walls and circulation		69
<b>Total Area</b>		<b>754</b>

## 2. Office and Staff

Title/Function	Info	Net Square Ft.
Office	Staff	68
Office	Director	80
Work	Work Counter / Reception	709
Toilet		66
Total Net Area		923
Add % for walls and circulation		92
<b>Total Area</b>		<b>1015</b>

## 3. Cat Area

Title/Function	Info	Net Square Ft.
Cats	Stacked Kennels	115
Cat Habitat	Large Cat Space	305
Total Net Area		305
Add % for walls and circulation		31
<b>Total Area</b>		<b>336</b>

## 4. Surgery

Title/Function	Info	Net Square Ft.
Surgery	1 Table	100
Work	Lab Equipment, Cleaning	168
Recovery		78
Toilet		32
Total Net Area		378
Add % for walls and circulation		38
<b>Total Area</b>		<b>416</b>

5. Support		
Title/Function	Info	Net Square Ft.
Storage	Food, Misc	115
Mech		20
Wash	Elevated Wash Tub	80
Mech		26
Janitor Closet		26
Elec		48
Storage		64
Total Net Area		379
Add % for walls and circulation		38
<b>Total Area</b>		<b>417</b>

6. Quarantine / Isolation		
Title/Function	Info	Net Square Ft.
Kennels	2	64
Cat	Stacked Kennels	36
Total Net Area		100
Add % for walls and circulation		10
<b>Total Area</b>		<b>110</b>

7. Kennels (Dog)		
Title/Function	Info	Net Square Ft.
Kennels	Dog (8) w/ Exterior Runs	1,004
Total Net Area		1004
Add % for walls and circulation		100
<b>Total Area</b>		<b>1104</b>

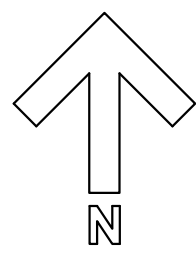
8. External Kennels		
Title/Function	Info	Net Square Ft.
Kennels	6 with exterior runs	754
Kennels	4 interior only	235
Total Net Area		989
Add % for walls and circulation		99
<b>Total Area</b>		<b>1088</b>





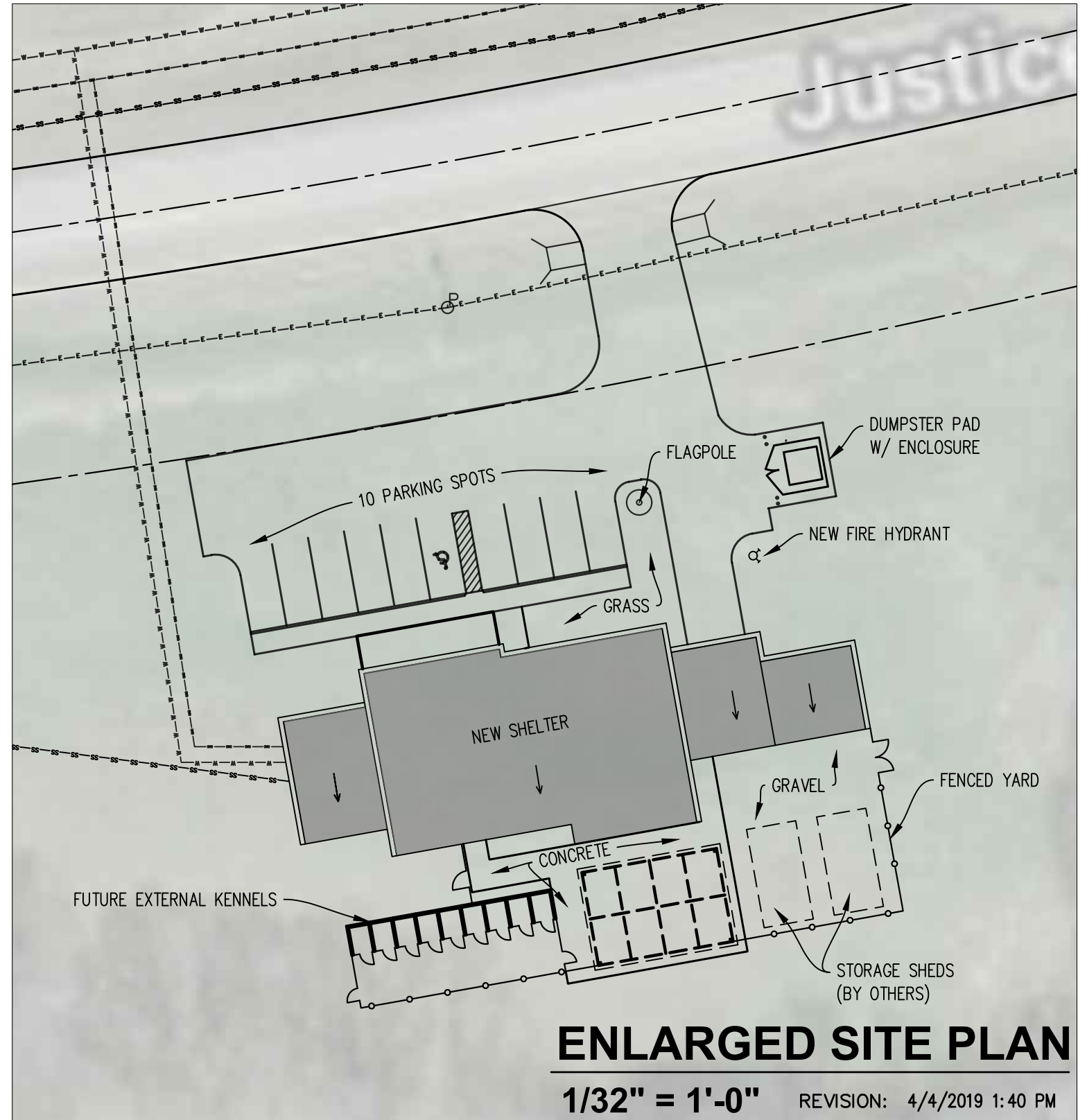
### SITE PLAN

1" = 200'-0"



# FAYETTE COUNTY ANIMAL SHELTER

## FAYETTE COUNTY, TN



### ENLARGED SITE PLAN

1/32" = 1'-0" REVISION: 4/4/2019 1:40 PM

C:\Users\office\Desktop\Fayette Co TN Animal Shelter\FCAS\_WS BASE PLAN 19.0404.dwg, 4/4/2019 1:40:27 PM, AutoCAD PDF (General Documentation).p3



# ADA Transition Plan - Draft





**AMERICAN WITH DISABILITIES  
TRANSITION PLAN**

**FOR  
FAYETTE COUNTY, TENNESSEE**

**June 30, 2019**

DRAFT

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## A. Introduction

The Americans with Disabilities Act (ADA) is a wide-ranging civil rights law that prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. It is a law that was enacted by the U. S. Congress in 1990. It was signed into law on July 26, 1990, by President George H. W. Bush. On July 23, 2010, Attorney General Eric Holder signed final regulations revising the Department's ADA regulations, including its ADA Standards for Accessible Design. These final rules went into effect on March 15, 2011 but were not required until March 15, 2012. There are five (5) separate Titles (or sections) of the Americans with Disabilities Act (hereafter referred to as "ADA") as follows:

- Title I – Employment
- Title II – Public Services and Transportation
- Title III – Public Accommodations
- Title IV – Telecommunications
- Title V – Miscellaneous

Pursuant to Title II of the ADA, public entities are prohibited from discriminating based on a disability. All programs, services and activities offered by the public entity must be accessible to persons with disabilities. In order to accomplish this, the Department of Justice developed regulations requiring the County to conduct a Self-Evaluation of the accessibility of its programs and services to determine whether issues of accessibility could be addressed through changes in the way such programs and services are provided.

The County is obligated to remove physical barriers to accessibility when program changes cannot ensure access to services, programs, and activities in existing facilities. Realizing that the structural changes would take time and money to provide, the Department of Justice Regulations, Federal Register 28 CFR Part 35, states that "in the event that structural changes to facilities will be undertaken to achieve program accessibility, a public entity that employs 50 or more persons shall develop a Transition Plan setting forth the steps necessary to complete such changes." Additionally, "if a public entity has responsibility or authority over streets, roads, or walkways, its Transition Plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act."

The law also reads that:

"(a) A public entity" (without qualifying by number of employees or any other measurement) "shall, within one year of the effective date of this part, evaluate its current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of this part and, to the extent modification of any such services, policies, and practices is required, the public entity shall proceed to make the necessary modifications.

(b) A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the Self-Evaluation process by submitting comments."

At a minimum, a Transition Plan must:

1. Identify an ADA Coordinator
2. Identify Barriers to Access
  - a. Within the Public Right-of-Way - Priorities for areas of County:
    - State and local government offices
    - Places of public accommodation (parks, schools, Depot Square, etc.)
    - Other areas of County (older residential neighborhoods)
  - b. To County-owned facilities
    - Develop list of County-owned facilities
    - List those facilities that are used by the public
    - Assess from parking lot to inside the building (meeting rooms, restrooms, etc.)
  - c. To County programs, services and activities
    - Board meetings
    - Public meetings
    - Communication
3. Develop a Complaint Process
4. Develop/Adopt Design Standards
5. Identify Public Involvement Opportunities
6. Identify Plan (time and budget) to Remove Barriers
7. Reevaluation Schedule

## **B. County's Current ADA Program**

### **1. Responsible Official**

An Americans with Disabilities Act (ADA) Compliance Coordinator has been designated by the Mayor as the person responsible for the development and implementation of the County's ADA Transition Plan.

### **2. Advisory Team**

The County Mayor will appoint an Americans with Disabilities Act (ADA) Advisory Team which will include the County's ADA Compliance Coordinator, Elected Officials and other County staff, along with (as applicable) disabled County residents and representatives of agencies or organizations that offer programs or services to those with disabilities. The members of this team are:

- ADA Coordinator
- County Mayor, or his representative
- Sheriff, or his representative
- Court Clerk, or his representative
- Fire Chief, or his representative
- Non-profit Service organization
- Fayette County Commission on Aging representative
- Local disability organization representative
- Member of the Public-at-large

This group will be an advocate for those with disabilities and will develop policies and procedures to be adopted by the County. It will review and evaluate policies, procedures, programs, services, plans and other aspects of all County functions to determine if the needs of the disabled community are being addressed. This group will meet periodically as needed, and the meetings will be open to the public.

The Advisory Team welcomes the opportunity to learn how it can better serve the disabled community. The public may give input and comment on matters related to the ADA to a County staff person, elected officials and ADA Advisory Team members. However, the County recommends that all comments be directed to the ADA Compliance Coordinator. Reports may be made verbally, or in writing by mail or by e-mail.

### **3. Self-Evaluation**

The County has conducted a Self-Evaluation of County facilities, programs, services and activities to ensure that they are accessible to and usable by persons with disabilities. The ADA Compliance Coordinator worked with County staff to complete the Self-Evaluation process. Based upon the results of this Self-Evaluation, an Action Plan has been developed listing specific modifications needed, with target dates by which those modifications would be made.

### **4. Complaint Process**

The County has developed a disabled access Complaint Process for individuals who have an ADA issue about program or facility access within the County.

## **C. Self-Evaluation Results and Facilities Locations**

County-Owned Facilities: Table 1 lists the County-owned facilities and identifies the deficiencies of each regarding ADA accessibility.

All the County's twenty-six (26) buildings have some deficiency. Twelve (12) locations have deficiencies with parking. Eight (8) locations have deficiencies with entrance into the facility. Thirteen (13) locations have deficiencies with the restrooms.

**Table 1  
Self-Evaluation Results**

<b>Buildings</b>	<b>HC Parking</b>	<b>HC Parking Signs</b>	<b>HC Ramps</b>	<b>HC Accessible Entrance</b>	<b>HC Accessible Restrooms</b>
<b>Agriculture Extension Service</b>					
<b>Airport</b>	Y	N	N	Y	N
<b>Ambulance</b>	Y	N	Y	Y	N
<b>Bernard Community Center</b>					
<b>Courthouse</b>					
<b>Election Office</b>					
<b>Emergency Management</b>	Y	Y	Y	Y	Y
<b>FD – #15 Station</b>	N	N	Y	N	N
<b>FD – Hickory With (Hwy 64) #14</b>	-	-	-	-	-
<b>FD – Macon (#11)</b>	N	N	Y	N	N
<b>FD – Moscow Station</b>					
<b>FD – North Station</b>					
<b>FD – Northeast (#13)</b>	N	N	Y	N	N
<b>FD – Hickory Withe - Orr Rd (#14)</b>	N	N	Y	N	N
<b>FD – Sheriff’s Substation (#10)</b>					
<b>FD – Williston (#7)</b>	Y	Y	Y	N	N
<b>FD (Fire Department) Office</b>	N	N	Y	Y	N
<b>Health Department</b>	N	N	Y	Y	Y
<b>Justice Complex</b>					
<b>Library</b>					
<b>Mayor’s Office</b>	Y	Y	N	N	N
<b>Mt. Moriah Community Center</b>	N	N	Y	Y	N
<b>Planning and Development</b>	N	N	Y	Y	N
<b>Public Works</b>	N	N	N	Y	N
<b>Solid Waste (Landfill)</b>					
<b>Veteran’s Affairs</b>	Y	N	N	N	N

**Table 2  
County Buildings Address and Contact Info**

<b>County Building</b>	<b>Address</b>	<b>City</b>	<b>Phone</b>	<b>Email</b>
<b>Agriculture Extension Service</b>	302B Midland Street	Somerville		
<b>Airport</b>	1075 Airport Road	Somerville		
<b>Ambulance Service</b>	102 Latta Lane	Somerville		
<b>Bernard Community Center</b>				
<b>Courthouse</b>	16755 Highway 64	Somerville		
<b>Election Office</b>	45 Dogwood Lane	Somerville		
<b>Emergency Management</b>	16855 Hwy 64	Somerville		
<b>FD – District 15 Station</b>	Jernigan Road	Somerville		
<b>FD – Hickory Withe - Hwy 64 (#14)</b>				
<b>FD – Hickory Withe - Orr Road (#14)</b>				
<b>FD – Macon (#11)</b>	Hwy 194	Oakland		
<b>FD – Moscow Station (#7)</b>				
<b>FD – North Station</b>				
<b>FD – Northeast Station (#13)</b>	905 Mt. Moriah Road	Somerville		
<b>FD – Sheriff’s Substation (#10)</b>	Hwy 196	Oakland		
<b>FD – Williston (#7)</b>				
<b>Fire Department Main Office</b>	315 East Market Street	Somerville		
<b>Health Department</b>	90 Yum Yum Road	Somerville		
<b>Justice Complex</b>	705 Justice Drive	Somerville		
<b>Library</b>	216 W. Market St.	Somerville		
<b>Mayor’s Office</b>	13095 North Main St.	Somerville	(901) 465-5202	mayor@fayetttn.us
<b>Mt. Moriah Community Center</b>	907 Mt. Moriah Road	Somerville		
<b>Planning and Development</b>	16265 Hwy 64	Somerville		
<b>Public Works</b>	115 Yancey St.	Somerville		
<b>Solid Waste (Landfill)</b>	11675 Hwy 76 South	Somerville		
<b>Veteran’s Affairs</b>	16265 Hwy 64	Somerville		

## D. ADA Transition Plan

### 1. Overview

The goal of the Americans with Disabilities Act (ADA) Transition Plan is to ensure that the County creates accessible public facilities and accessible paths of travel in the public right-of-way for people with disabilities.

The County evaluated County facilities and pedestrian circulation paths for accessible features as required by the Americans with Disabilities Act (ADA) and its implementing regulations under Title II (28 CFR 35.150). The evaluation included, but was not limited to, all County buildings that provide services, programs and activities to the public. Based on this information, this transition plan outlines the steps the County will take to provide new, or upgrade existing, ADA-compliant facilities as required by the ADA and its implementing regulations. The County's facilities will be constructed or reconstructed to meet applicable requirements, effective at the time of bidding or at the time of construction if using County forces.

### 2. Inventory

The inventory was based on the County's Self-Evaluation of locations where no ADA parking and/or accessible routes are provided to County facilities; where non-compliant entrances, ramps, toilets and other features exist; and where existing features are in poor condition. The evaluation was completed May of 2019 and will be updated every 5 years.

### 3. Priorities

ADA upgrades and/or additions and other features will be installed or reinstalled in the locations identified in the Self-Evaluation according to the following priorities:

Priority 1 – Emergency Services/Law Enforcement/Courts

Priority 2 – Government Services

Priority 3 – Cultural/Business Services

Priority 4 – Other Facilities/District Fire Departments

### 4. Funding

The County has budgeted **\$10,000** annually for its ADA Program for ADA specific projects as defined in this transition plan. In addition to the yearly budgeted funds, ADA features may be installed as a part of projects that involve new construction, reconstruction, alterations, or maintenance. The cost of this work will be paid for using funds specifically allocated for the project. Funding for Public Works and Solid Waste projects will come from their annual budget.



## 5. Implementation Plan and Schedule

The County will implement this transition plan based on the number of items identified in the ADA Self-Evaluation, estimated cost of those features, and funding levels identified above. The following implementation strategy will be used. These estimates are subject to change.

Priority 1      Number of locations: **3**  
 Maximum number of locations constructed per year: **1-2**  
 Construction season targeted for completion: **2021**

Priority 2      Number of locations: **5**  
 Maximum number of locations constructed per year: **1-2**  
 Construction season targeted for completion: **2024**

Priority 3      Number of locations: **1**  
 Maximum number of locations constructed per year: **1**  
 Construction season targeted for completion: **2025**

Priority 4      Number of locations: **8**  
 Maximum number of locations constructed per year: **1**  
 Construction season targeted for completion: **2030**

**Table 3**  
**ADA Barrier List and Remedy Information**

Office	Area of Access Barrier	Barrier Description	Recommended Solution	Priority	Est. Year Completed	Cost Est.
Ambulance	Approach and Entrance	No "van accessible" parking sign	Install sign	1	2021	
Ambulance	Approach and Entrance	No sign at inaccessible entrance directing to accessible entrance	Install sign	1	2021	
Ambulance	Approach and Entrance	No sign at accessible entrance with international symbol	Install sign	1	2021	
Ambulance	Approach and Entrance	Drinking fountain too low to floor	Install permanent planter for tactile warning	1	2021	

<b>Ambulance</b>	Toilet Rooms	No sign at inaccessible toilet room giving directions to accessible toilet room	Install signs	1	2021	
<b>Ambulance</b>	Toilet Rooms	No sign at accessible toilet room with international symbol	Install sign	1	2021	
<b>Ambulance</b>	Toilet Rooms	Coat hook too high from floor	Readjust coat hook	1	2021	
<b>Ambulance</b>	Toilet Rooms	No soap dispenser at proper height	Install soap dispenser	1	2021	
<b>Emergency Management</b>	Access to Goods and Service	No elevator or lift to second story	All services will be offered on ground floor	1	2021	
<b>Emergency Management</b>	Toilet Rooms	Coat hook too high	Reposition coat hook	1	2021	
<b>Health Department</b>	Access to Goods and Services	Service counter too high	Lower height of a portion of counter to an assessible height and width	1	2021	
<b>Health Department</b>	Approach and Entrance	No van accessible parking spaces	Reconfigure parking spaces	1	2021	
<b>Health Department</b>	Approach and Entrance	No accessible parking signs	Install signs	1	2021	
<b>Health Department</b>	Approach and Entrance	No van accessible parking signs	Install signs	1	2021	
<b>Health Department</b>	Approach and Entrance	Accessible entrance door closes too quickly	Adjust closer	1	2021	
<b>Justice Complex</b>	Approach and Entrance	Accessible parking not marked clearly	Re-stripe parking lines	1	2021	
	Toilet Rooms	No rear grab bar	Install rear grab bar	2	2024	
<b>Fire Department Office</b>	Approach and Entrance	No van accessible space	Reconfigure parking lines	2	2024	
<b>Fire Department Office</b>	Approach and Entrance	No Accessible van sign	Install “van accessible” sign at proper height	2	2024	
<b>Fire Department Office</b>	Approach and Entrance	Carpet not secured to floor	Secure carpet to floor	2	2024	
<b>Fire Department Office</b>	Toilet Rooms	No sign at accessible toilet room	Install signs	2	2024	
<b>Fire Department Office</b>	Toilet Rooms	Entrance door does not have accessible hardware	Install accessible door handle hardware	2	2024	
<b>Fire Department Office</b>	Toilet Rooms	Faucet cannot be operated with gripping or twisting	Replace faucet	2	2024	
<b>Fire Department Office</b>	Toilet Rooms	Toilet height too low	Adjust toilet height	2	2024	

<b>Fire Department Office</b>	Toilet Rooms	Side grab bar is too short	Install correct grab bar	2	2024	
<b>Mayor's Office</b>	Access to Goods and Services	Interior door cannot be operated with one hand	Install accessible lever door hardware	2	2024	
<b>Mayor's Office</b>	Access to Goods and Services	Interior door closes too fast	Adjust closer	2	2024	
<b>Mayor's Office</b>	Approach and Entrance	Ramp leading to accessible entrance is too small	Alter ramp area	2	2024	
<b>Mayor's Office</b>	Approach and Entrance	Not enough maneuvering room at accessible entrance landing	Install automatic door opener	2	2024	
<b>Mayor's Office</b>	Approach and Entrance	Accessible entrance door closes too fast	Adjust closer	2	2024	
<b>Mayor's Office</b>	Toilet Rooms	No signs designating accessible toilet room	Install sign	2	2024	
<b>Mayor's Office</b>	Toilet Rooms	Lavatory mirror too high	Lower mirror	2	2024	
<b>Mayor's Office</b>	Toilet Rooms	No coat hook at appropriate height	Add coat hook	2	2024	
<b>Mayor's Office</b>	Toilet Rooms	Lavatory does not have enough space under for knee clearance	Replace lavatory	2	2024	
<b>Mayor's Office</b>	Toilet Rooms	There is no toe clearance under lavatory	Replace lavatory	2	2024	
<b>Mayor's Office</b>	Toilet Rooms	No accessible soap dispenser	Install soap dispenser	2	2024	
<b>Mayor's Office</b>	Toilet Rooms	Towel dispenser cannot be operated without tight grasping	Install accessible towel dispenser	2	2024	
<b>Mayor's Office</b>	Toilet Rooms	Water Closet too far from grab bar	Move partition closer to water closet	2	2024	
<b>Mayor's Office</b>	Toilet Rooms	Clearance space around water closet too narrow	Alter room for clearance	2	2024	
<b>Mayor's Office</b>	Toilet Rooms	Grab bar on side wall not extend far enough from back wall	Reposition grab bar	2	2024	
<b>Mayor's Office</b>	Toilet Rooms	Grab bar on back wall does not extend far enough from side wall	Reposition grab bar	2	2024	
<b>Planning and Development</b>	Access to Goods and Service	Object protrude into circulation area	Install permanent planter as warning for intrusion	2	2024	
<b>Planning and Development</b>	Access to Goods and Service	Interior direction signs not accessible	Install accessible signs	2	2024	

<b>Planning and Development</b>	Access to Goods and Service	Interior door has inaccessible hardware	Install accessible hardware on door	2	2024	
<b>Planning and Development</b>	Approach and Entrance	No van accessible parking	Reconfigure parking area	2	2024	
<b>Planning and Development</b>	Approach and Entrance	No access area for van accessible parking	Mark access area for van accessible parking	2	2024	
<b>Planning and Development</b>	Approach and Entrance	No accessible parking signs	Install signs	2	2024	
<b>Planning and Development</b>	Approach and Entrance	No van accessible parking signs	Install signs	2	2024	
<b>Planning and Development</b>	Toilet Rooms	No signs at inaccessible toilet rooms giving directions to accessible toilet rooms	Install signs giving directions to accessible toilet rooms	2	2024	
<b>Planning and Development</b>	Toilet Rooms	Accessible toilet room does not display international symbol of accessibility	Install sign with symbol of accessibility	2	2024	
<b>Planning and Development</b>	Toilet Rooms	Accessible toilet rooms do not have signs with braille or contrasting characters	Install accessible signs with braille and contrasting characters	2	2024	
<b>Planning and Development</b>	Toilet Rooms	Accessible toilet room door not wide enough	Install offset hinges	2	2024	
<b>Planning and Development</b>	Toilet Rooms	Front approach to accessible toilet room entrance door not wide enough	Remove obstructions	2	2024	
<b>Planning and Development</b>	Toilet Rooms	Accessible toilet room door does not have accessible door hardware	Install accessible door hardware	2	2024	
<b>Planning and Development</b>	Toilet Rooms	Accessible area in toilet room too little	Remove obstructions	2	2024	
<b>Planning and Development</b>	Toilet Rooms	Lavatory mirror too high	Lower mirror	2	2024	
<b>Planning and Development</b>	Toilet Rooms	Lavatory too close to wall for wheel chair	Alter lavatory to correct distance from wall	2	2024	
<b>Planning and Development</b>	Toilet Rooms	Pipes below lavatory not protected against contact	Cover pipes	2	2024	
<b>Planning and Development</b>	Toilet Rooms	Lavatory faucet cannot be operated without twisting	Install accessible faucets	2	2024	
<b>Planning and Development</b>	Toilet Rooms	No side wall grab bar	Install side wall grab bar	2	2024	
<b>Planning and Development</b>	Toilet Rooms	No rear wall grab bar	Install rear wall grab bar	2	2024	
<b>Public Works</b>	Access to Goods and Service	Interior doors do not have hardware that can be	Install accessible door hardware	2	2024	

		operated with one hand and no grabbing or wrist twisting				
<b>Public Works</b>	Approach and Entrance	No van accessible parking space	Reconfigure parking space lines	2	2024	
<b>Public Works</b>	Approach and Entrance	No marking to discourage parking in access space next to van accessible space	Mark space with lines	2	2024	
<b>Public Works</b>	Approach and Entrance	No sign for van accessible space	Install sign	2	2024	
<b>Public Works</b>	Approach and Entrance	Ramp to entrance of building is not slip resistant	Resurface ramp	2	2024	
<b>Public Works</b>	Approach and Entrance	Entrance ramp's incline is too steep	Adjust incline by lengthening ramp	2	2024	
<b>Public Works</b>	Approach and Entrance	Accessible entrance has no sign	Install sign	2	2024	
<b>Public Works</b>	Approach and Entrance	Inaccessible entrance has no sign directing to accessible entrance	Install sign	2	2024	
<b>Public Works</b>	Approach and Entrance	Accessible entrance does not have international symbol displayed	Install sign	2	2024	
<b>Public Works</b>	Toilet Rooms	No sign at inaccessible toilet room giving directions to accessible toilet room	Install sign	2	2024	
<b>Public Works</b>	Toilet Rooms	No sign with international handicapped symbol at accessible toilet room	Install sign	2	2024	
<b>Public Works</b>	Toilet Rooms	Toilet room signs are not displayed at proper height or have braille	Install signs with braille at proper height	2	2024	
<b>Public Works</b>	Toilet Rooms	Toilet stall door is not self-closing	Install toilet stall door closer	2	2024	
<b>Veteran's Services</b>	Access to Goods and Services	Drinking fountain protrudes into circulation space	Install permanent planter to block fountain	2	2024	
<b>Veteran's Services</b>	Access to Goods and Services	Circulation aisles are too narrow	Rearrange equipment and furniture	2	2024	
<b>Veteran's Services</b>	Additional Access	Drinking fountain too high	Adjust height of drinking fountain	2	2024	
<b>Veteran's Services</b>	Additional Access	Drinking fountain cannot be operated one-handed without twisting wrist	Install correct control	2	2024	
<b>Veteran's Services</b>	Additional Access	Drinking fountain protrudes into circulation aisle	Install permanent planter to block drinking fountain	2	2024	

<b>Veteran's Services</b>	Additional Access	Telephone does not have volume control signage	Install sign	2	2024	
<b>Veteran's Services</b>	Approach and Entrance	No van accessible parking space close to accessible entrance	Reconfigure by repainting lines	2	2024	
<b>Veteran's Services</b>	Approach and Entrance	Not enough van accessible spaces behind building	Reconfigure by repainting lines	2	2024	
<b>Veteran's Services</b>	Approach and Entrance	No sign above ground identifying van accessible space	Install sign	2	2024	
<b>Veteran's Services</b>	Approach and Entrance	Slope of ramp at entrance door too steep	Extend current ramp	2	2024	
<b>Veteran's Services</b>	Approach and Entrance	Threshold of entrance door too high	Lower threshold	2	2024	
<b>Veteran's Services</b>	Approach and Entrance	Entrance door not operable with one hand	Replace handle with lever handle	2	2024	
<b>Veteran's Services</b>	Approach and Entrance	Mats are not secured to floor	Secure mats	2	2024	
<b>Veteran's Services</b>	Toilet Room	Toilet room signs are not in braille or characters raised	Install signs with braille and raised characters	2	2024	
<b>Veteran's Services</b>	Toilet Room	Mirror too high	Reposition mirror	2	2024	
<b>Veteran's Services</b>	Toilet Room	Sink has front legs that obstruct access	Remove legs and install sink support	2	2024	
<b>Veteran's Services</b>	Toilet Room	Sink supply pipes and drain exposed	Enclose pipes and drain	2	2024	
<b>Veteran's Services</b>	Toilet Room	No soap dispenser	Install soap dispenser	2	2024	
<b>Veteran's Services</b>	Toilet Room	Height of toilet too low	Adjust toilet height	2	2024	
<b>Airport</b>	Access to Goods and Services	Objects protrude more than 4 inches into normal circulation area	Place permanent planter as barrier to object	3	2025	
<b>Airport</b>	Access to Goods and Services	No elevators or lift to second floor	All services will be offered on ground floor	3	2025	
<b>Airport</b>	Access to Goods and Services	Signs for rooms do not have letters that contrast with their backgrounds	Install contrasting signs	3	2025	
<b>Airport</b>	Access to Goods and Services	Informative signs do not have letter that contrast with their backgrounds	Install signs that contrast	3	2025	
<b>Airport</b>	Additional Access	Drinking fountain spout too high	Reposition drinking fountain	3	2025	

<b>Airport</b>	Additional Access	Drinking fountain protrudes into circulation area	Install permanent planter as boarder for fountain	3	2025	
<b>Airport</b>	Additional Access	Telephone volume control does not have signage	Install signage	3	2025	
<b>Airport</b>	Approach and Entrance	Handicapped parking sign too low	Reposition HC sign	3	2025	
<b>Airport</b>	Approach and Entrance	No parking “Van Accessible” sign	Install a parking “Van Accessible” sign	3	2025	
<b>Airport</b>	Approach and Entrance	Entrance ramp is over 6 inches high and has no handrails	Install handrails	3	2025	
<b>Airport</b>	Approach and Entrance	Entrance ramp has no barrier to keep wheel chairs from rolling off	Install appropriate barrier with handrails	3	2025	
<b>Airport</b>	Approach and Entrance	Door closer closes too fast	Adjust closer	3	2025	
<b>Airport</b>	Approach and Entrance	Carpet mats not securely attached to floor	Secure mats	3	2025	
<b>Airport</b>	Toilet Rooms	Toilet rooms signs do not have Braille or raised characters	Install signs with braille and raised characters	3	2025	
<b>Airport</b>	Toilet Rooms	Toilet room door closes too quickly	Adjust closer	3	2025	
<b>Airport</b>	Toilet Rooms	Coat hook located too high	Reposition coat hook	3	2025	
<b>Airport</b>	Toilet Rooms	Sink too low to floor	Reposition sink	3	2025	
<b>Airport</b>	Toilet Rooms	Centerline of the toilet too far from partition	Move partition	3	2025	
<b>Airport</b>	Toilet Rooms	Toilet room grab bar does not extend far enough from back wall	Reposition grab bar	3	2025	
<b>Airport</b>	Toilet Rooms	Flush control is not on open side of toilet	Move flush control	3	2025	
<b>Airport</b>	Toilet Rooms	Toilet stall door is not self-closing	Install closer	3	2025	
<b>Fire Department – District #15</b>	Access to Goods and Services	Objects protrude into circulation area	Install permanent planter as warning for obstacle	4	2030	
<b>Fire Department – District #15</b>	Approach and Entrance	Accessible parking spots not marked	Install signs	4	2030	
<b>Fire Department – District #15</b>	Approach and Entrance	No signs designating van accessible parking	Install signs	4	2030	
<b>Fire Department – District #15</b>	Approach and Entrance	Accessible entrance’s threshold is too high	Replace threshold	4	2030	

<b>Fire Department – District #15</b>	Approach and Entrance	Accessible entrance door does not have accessible hardware	Install accessible hardware	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	No sign designating accessible toilet room	Install sign	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	No sign giving directions to accessible toilet room	Install sign	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	No enough room to maneuver in front of entrance to accessible toilet room	Remove obstructions	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	Accessible toilet room entrance door does not have accessible hardware installed	Install accessible hardware on door	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	Path to toilet room fixtures too narrow	Remove obstructions	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	Area too small to maneuver in Toilet room	Remove obstructions	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	Mirror over lavatory is too high	Lower mirror	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	Lavatory does not allow access underneath	Replace lavatory	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	Faucet cannot be operated without twisting wrist	Install accessible faucet	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	No accessible soap dispenser	Install accessible soap dispenser	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	No accessible towel dispenser	Install accessible towel dispenser	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	Water closet too close to wall	Move partition in water closet	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	Area around water closet too small	Alter room for clearance	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	Toilet height too low	Raise toilet height	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	No grab bar on side of wall	Install accessible grab bar on side of wall	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms	No grab bar on rear wall	Install accessible grab bar on rear wall	4	2030	
<b>Fire Department – District #15</b>	Toilet Rooms			4	2030	
<b>Fire Department – Station #10</b>	Access to Goods and Services	Objects protrude into circulation area	Install permanent planter as warning for obstruction	4	2030	
<b>Fire Department – Station #10</b>	Access to Goods and Services	Interior door does not have accessible hardware	Install accessible door hardware	4	2030	



<b>Fire Department – Station #10</b>	Additional Access	No accessible space under water fountain	Alter space	4	2030	
<b>Fire Department – Station #10</b>	Additional Access	Water fountain spout too high	Adjust water fountain spout height	4	2030	
<b>Fire Department – Station #10</b>	Additional Access	Water fountain protrudes into circulation area	Install permanent planter as warning for obstruction	4	2030	
<b>Fire Department – Station #10</b>	Approach and Entrance	Accessible parking does not have marked areas access area next to them	Install marked access area	4	2030	
<b>Fire Department – Station #10</b>	Approach and Entrance	Accessible parking area does not have “van accessible” sign	Install sign	4	2030	
<b>Fire Department – Station #10</b>	Approach and Entrance	Accessible entrance vertical threshold too high	Replace threshold	4	2030	
<b>Fire Department – Station #10</b>	Approach and Entrance	Accessible entrance door does not have accessible hardware	Install accessible door hardware	4	2030	
<b>Fire Department – Station #10</b>	Toilet Room	No sign designating accessible toilet room	Install sign	4	2030	
<b>Fire Department – Station #10</b>	Toilet Room	Obstruction to approaching toilet room door on pull side	Remove obstruction	4	2030	
<b>Fire Department – Station #10</b>	Toilet Room	Toilet Room door does not have accessible hardware	Install accessible door hardware	4	2030	
<b>Fire Department – Station #10</b>	Toilet Room	Mirror over lavatory too high	Reposition mirror	4	2030	
<b>Fire Department – Station #10</b>	Toilet Room	Faucet cannot be operated without grasping	Replace faucet with accessible faucet	4	2030	
<b>Fire Department – Station #10</b>	Toilet Room	Side wall grab bar does not extend far enough into room	Reposition grab bar	4	2030	
<b>Fire Department – Station #10</b>	Toilet Room	No grab bar on back wall	Install back wall grab bar	4	2030	
<b>Fire Department – Station #10</b>	Toilet Room	Water closet flush control not on open side	Reposition flush control	4	2030	
<b>Fire Department – Station #11</b>	Access to Goods and Services	Area to accessible interior door too narrow	Remove obstructions	4	2030	
<b>Fire Department – Station #11</b>	Access to Goods and Services	Interior door threshold too high	Replace threshold	4	2030	
<b>Fire Department – Station #11</b>	Access to Goods and Services	Interior door has inaccessible hardware	Install accessible hardware	4	2030	
<b>Fire Department – Station #11</b>	Approach and Entrance	No accessible parking provided	Reconfigure parking lot	4	2030	
<b>Fire Department – Station #11</b>	Approach and Entrance	No accessible parking signs	Install signs	4	2030	

<b>Fire Department – Station #11</b>	Approach and Entrance	Parking slope too steep	Regrade surface	4	2030	
<b>Fire Department – Station #11</b>	Approach and Entrance	Area to accessible front entrance too narrow	Remove obstructions	4	2030	
<b>Fire Department – Station #11</b>	Approach and Entrance	Accessible entrance vertical threshold too high	Replace threshold	4	2030	
<b>Fire Department – Station #11</b>	Toilet Rooms	Toilet room has no accessible signage	Install signs	4	2030	
<b>Fire Department – Station #11</b>	Toilet Rooms	Toilet Room entrance too narrow	Install off-set hinges	4	2030	
<b>Fire Department – Station #11</b>	Toilet Rooms	Toilet Room door has inaccessible hardware	Install accessible hardware	4	2030	
<b>Fire Department – Station #11</b>	Toilet Rooms	Toilet room fixture access too narrow	Remove obstructions	4	2030	
<b>Fire Department – Station #11</b>	Toilet Rooms	Toilet room mirror over lavatory too high	Lower mirror	4	2030	
<b>Fire Department – Station #11</b>	Toilet Rooms	Toilet room lavatory too high and no access underneath	Replace lavatory	4	2030	
<b>Fire Department – Station #11</b>	Toilet Rooms	Towel dispenser too high	Lower dispenser	4	2030	
<b>Fire Department – Station #11</b>	Toilet Rooms	Toilet too low	Raise toilet height	4	2030	
<b>Fire Department – Station #11</b>	Toilet Rooms	No grab bar alongside wall	Install side wall grab bar	4	2030	
<b>Fire Department – Station #11</b>	Toilet Rooms	No grab bar along rear wall	Install rear wall grab bar	4	2030	
<b>Fire Department – Station #13</b>	Access to Goods and Service	Interior door has inaccessible hardware	Install accessible hardware	4	2030	
<b>Fire Department – Station #13</b>	Approach and Entrance	No marked access aisles for accessible parking	Mark access aisle next to accessible parking spot	4	2030	
<b>Fire Department – Station #13</b>	Approach and Entrance	No signs designating accessible parking spots	Install signs	4	2030	
<b>Fire Department – Station #13</b>	Approach and Entrance	No signs designating accessible van parking spot	Install signs	4	2030	
<b>Fire Department – Station #13</b>	Approach and Entrance	Threshold at accessible entrance is too high	Replace threshold	4	2030	
<b>Fire Department – Station #13</b>	Toilet Room	No signs designating accessible toilet room	Install sign	4	2030	
<b>Fire Department – Station #13</b>	Toilet Room	Toilet room door too narrow	Alter door to accessible dimensions	4	2030	
<b>Fire Department – Station #13</b>	Toilet Room	Toilet room has too little maneuvering room	Remove obstacles from toilet room	4	2030	

<b>Fire Department – Station #13</b>	Toilet Room	Mirror over lavatory too high	Lower height of mirror	4	2030	
<b>Fire Department – Station #13</b>	Toilet Room	No space under lavatory	Replace lavatory	4	2030	
<b>Fire Department – Station #13</b>	Toilet Room	Faucet cannot be operated without twisting wrist	Replace faucet	4	2030	
<b>Fire Department – Station #13</b>	Toilet Room	No soap dispenser	Install accessible soap dispenser	4	2030	
<b>Fire Department – Station #13</b>	Toilet Room	Towel dispenser too high on wall	Lower height of towel dispenser	4	2030	
<b>Fire Department – Station #13</b>	Toilet Room	Height of toilet too low	Adjust height of toilet	4	2030	
<b>Fire Department – Station #13</b>	Toilet Room	No side wall grab bar	Install side wall grab bar	4	2030	
<b>Fire Department – Station #13</b>	Toilet Room	No back wall grab bar	Install back wall grab bar	4	2030	
<b>Fire Department – Station #13</b>	Toilet Room	Toilet paper dispenser too low on wall	Raise height of toilet paper dispenser	4	2030	
<b>Fire Department – Station #14 (Hwy 64)</b>	<i>No public access and no congregating allowed</i>			4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Access to Goods and Services	Approach to interior door too narrow	Remove obstructions around door	4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Access to Goods and Services	Interior door does not have accessible hardware	Install accessible hardware on door	4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Access to Goods and Services	Light controls too high	Lower height of light controls	4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Approach and Entrance	Accessible parking spots not marked	Stripe accessible parking spots	4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Approach and Entrance	Access aisles not marked next to accessible parking	Mark access aisles next to accessible parking	4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Approach and Entrance	No signs marking van accessible parking spots	Install signs	4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Approach and Entrance	Accessible entrance not marked with universal symbol	Install sign with universal accessible symbol	4	2030	

<b>Fire Department – Station #14 (Orr Road)</b>	Approach and Entrance	Accessible entrance threshold too high	Replace threshold	4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Approach and Entrance	Accessible entrance door does not have accessible hardware	Install accessible hardware on entrance door	4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Toilet Room	Accessible toilet room does not have accessible hardware on door	Install accessible hardware on door	4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Toilet Room	Pipes below lavatory not covered to protect against contact	Install cover for pipes	4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Toilet Room	Faucet cannot be operated without twisting wrist	Install accessible faucet	4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Toilet Room	No accessible soap dispenser	Install accessible soap dispenser	4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Toilet Room	Not enough clear room inside water closet for movement	Remove obstructions in water closet	4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Toilet Room	No grab bar on rear wall	Install grab bar on rear wall	4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Toilet Room	No grab bar on side wall	Install grab bar on side wall	4	2030	
<b>Fire Department – Station #14 (Orr Road)</b>	Toilet Room	Toilet paper dispenser not accessible	Install accessible toilet paper dispenser	4	2030	
<b>Fire Department – Station #7</b>	Access to Goods and Services	No compliant signs designating room names	Install compliant signs	4	2030	
<b>Fire Department – Station #7</b>	Access to Goods and Services	Work table too low	Alter table or work area	4	2030	
<b>Fire Department – Station #7</b>	Approach and Entrance	No sign at inaccessible entrance giving directions to accessible entrance	Install sign	4	2030	
<b>Fire Department – Station #7</b>	Approach and Entrance	Accessible entrance does not international symbol displayed	Install sign	4	2030	
<b>Fire Department – Station #7</b>	Approach and Entrance	Carpet outside accessible entrance not secured	Secure carpet to ground	4	2030	
<b>Fire Department – Station #7</b>	Toilet Room	No sign designating accessible toilet room	Install sign	4	2030	

<b>Mt. Moriah Community Center</b>	Approach and Entrance	No marked access spaces next to accessible parking	Mark access spaces next to accessible parking spots	4	2030	
<b>Mt. Moriah Community Center</b>	Approach and Entrance	Accessible parking spots not marked with signs	Install signs marking accessible parking spots	4	2030	
<b>Mt. Moriah Community Center</b>	Approach and Entrance	No signs for accessible van parking spots	Install signs	4	2030	
<b>Mt. Moriah Community Center</b>	Toilet Rooms	No toilet rooms signs with braille or contrasting characters	Install accessible signs	4	2030	
<b>Mt. Moriah Community Center</b>	Toilet Rooms	Toilet room door does not have accessible hardware	Install accessible hardware on door	4	2030	
<b>Mt. Moriah Community Center</b>	Toilet Rooms	Towel dispenser too high on wall	Lower height of towel dispenser	4	2030	
<b>Mt. Moriah Community Center</b>	Toilet Rooms	Grab bar on side wall too short	Install grab bar with correct length	4	2030	
<b>Mt. Moriah Community Center</b>	Toilet Rooms	No grab bar on back wall	Install grab bar on back wall	4	2030	

## **6. Responsible Parties**

The County Mayor and ADA Coordinator are responsible for the implementation of this transition plan.

The County Mayor and ADA Coordinator are responsible for ADA compliance.

## **7. Complaint Procedures**

The County has defined the complaint procedures to be followed to provide citizens the ability to file a complaint to the County for alleged ADA discrimination. This is included in Appendix A.

## **8. Public Involvement**

Public input was obtained in the development of this transition plan by soliciting comments from the County Commission, and the general public for 30 days from May 15<sup>th</sup>, 2019 to June 15<sup>th</sup>, 2016. All comments have been reviewed and incorporated as appropriate.

## **Appendix A**

## **Fayette County, Tennessee Government Grievance Procedure under The Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Fayette County, Tennessee Government (Fayette County). The Fayette 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:

Hunter Winfrey  
ADA Coordinator / EMA Director  
P.O. Box 820, 16885 Hwy 64  
Somerville, TN 38068

Within 15 calendar days after receipt of the complaint, Hunter Winfrey or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his 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 Fayette County and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his 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 Mayor or his designee.

Within 15 calendar days after receipt of the appeal, the County Mayor or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the County Mayor or his 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 ADA Coordinator or his designee, appeals to the County Mayor or his designee, and responses from these two offices will be retained by Fayette County for at least three years.

