

**ATTACHMENT E  
LIST OF POTENTIAL PROJECTS WITH IMPACTS  
ON MINORITY OR LOW INCOME POPULATIONS**

Below is a list of potential projects scheduled to be completed in future years as well as a description of the process used to identify potential impacts, any planned mitigation, and the planned benefits to minorities and low-income from the project.

<b>PROJECT NAME:</b>	
<b>YEAR:</b>	<b>LOCATION:</b>
<b>WILL ANY MINORITIES OR LOW-INCOME POPULATION BE AFFECTED?</b>	
<b>IF SO, PLEASE DESCRIBE PLANNED MITIGATION FOR PROJECT.</b>	
<b>DESCRIBE BENEFITS OF PROJECT TO MINORITIES AND LOW-INCOME POPULATION.</b>	

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<b>PROJECT NAME:</b> <i>Pancheri Dr. Bridge over East Lateral Canal</i>	
<b>YEAR:</b> <i>2013</i>	<b>LOCATION:</b> <i>Pancheri Dr. at East Lateral Canal</i>
<b>WILL ANY MINORITIES OR LOW-INCOME POPULATION BE AFFECTED?</b> <i>No (Per ITD Environmental Evaluation)</i>	
<b>IF SO, PLEASE DESCRIBE PLANNED MITIGATION FOR PROJECT.</b>	
<b>DESCRIBE BENEFITS OF PROJECT TO MINORITIES AND LOW-INCOME POPULATION.</b>	

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<b>PROJECT NAME:</b> <i>Grandview Dr. - Skyline Dr. to Saturn Av.</i>	
<b>YEAR:</b> <i>2015</i>	<b>LOCATION:</b> <i>Grandview Dr. between Skyline Dr. and Saturn Av.</i>
<b>WILL ANY MINORITIES OR LOW-INCOME POPULATION BE AFFECTED?</b> <i>To be determined</i>	
<b>IF SO, PLEASE DESCRIBE PLANNED MITIGATION FOR PROJECT.</b>	
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<b>PROJECT NAME:</b> <i>ADA &amp; Sidewalk Improvements Citywide - 2013</i>	
<b>YEAR:</b> <i>2013</i>	<b>LOCATION:</b> <i>Street crossings along arterial and collector streets citywide</i>
<b>WILL ANY MINORITIES OR LOW-INCOME POPULATION BE AFFECTED?</b> <i>To be determined</i>	
<b>IF SO, PLEASE DESCRIBE PLANNED MITIGATION FOR PROJECT.</b>	
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<b>PROJECT NAME:</b> <i>Pauckeri Dr. Reconstruction - Bellin to Blue Sky Dr.</i>	
<b>YEAR:</b> <i>2014</i>	<b>LOCATION:</b> <i>Pauckeri Dr. between Bellin Rd. and Blue Sky Dr.</i>
<b>WILL ANY MINORITIES OR LOW-INCOME POPULATION BE AFFECTED?</b> <i>None known at this time</i>	
<b>IF SO, PLEASE DESCRIBE PLANNED MITIGATION FOR PROJECT.</b>	
<b>DESCRIBE BENEFITS OF PROJECT TO MINORITIES AND LOW-INCOME POPULATION.</b>	

**ATTACHMENT F  
GRIEVANCE PROCEDURE AND NOTICE**

On the following pages are a copy of the Council resolution, notice, and grievance process.

**NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT  
AND SECTION 504 OF THE REHABILITATION ACT OF 1973**

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

**Employment:** The City of Idaho Falls 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 Commission under Title I of ADA.

**Effective Communication:** The City of Idaho Falls will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Idaho Falls' 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:** The City of Idaho Falls 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.

Anyone who requires an auxiliary aid or service for effective communication, or modification of policies or procedures to participate in a program, service, or activity of the City of Idaho Falls should contact Brad Huerta, ADA Coordinator, 612-8122, [bhuerta@idahofallsidaho.gov](mailto:bhuerta@idahofallsidaho.gov), as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Idaho Falls to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the City of Idaho Falls is not accessible to persons with disabilities should be directed to Brad Huerta, ADA Coordinator, P. O. Box 50220, Idaho Falls, Idaho 83405-0220, 612-8122.

The City of Idaho Falls 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.

## **American with Disabilities Act**

If a local government has 50 or more employees, it is required to:

- adopt and distribute a public notice about the relevant provisions of the ADA to all persons who would be interested in its programs, activities, and services;
- designate at least one employee responsible for coordinating compliance with the ADA and investigating ADA complaints; and
- develop and publish grievance procedures to provide fair and prompt resolution of complaints under Title II of the ADA at the local level.

**The City of Idaho Falls  
Grievance Procedure under  
the Americans with Disabilities Act and Section 504**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Section 504 and ADA state, in part, 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 such an entity.”

This procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of the disability in the provision of services, activities, programs or benefits by the City of Idaho Falls. The City of Idaho Falls’ Personnel Policy governs employment-related complaints of disability discrimination.

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

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

Brad Huerta  
ADA Coordinator  
680 Park Avenue  
P. O. Box 50220  
Idaho Falls, Idaho 83405-0220  
[bhuerta@idahofallsidaho.gov](mailto:bhuerta@idahofallsidaho.gov)

Within 5 business days after receipt of the complaint, the ADA Coordinator or his/her designee shall inform the applicable division of the complaint and transmit a copy of the complaint to the division with general instructions as to the format the division should follow in their response, and a date by which the division should return a written response to the ADA Coordinator. The ADA Coordinator shall review the decision of the division before final preparation of the response.

The division shall have 30 business days from the receipt of the grievance from the ADA Coordinator to respond to the complainant. Attempts will be made by the division to clarify the facts of the grievance. Actions taken by the division shall be conveyed to the complainant in writing. This letter shall be transmitted to the ADA Coordinator within the time period specified above. The response shall be mailed to the complainant by the ADA Coordinator with a cover letter informing the complainant of their ability to appeal the decision enclosed and the method by which to appeal. Where appropriate, the written response will be in a format accessible to the

complainant.

In the event a complainant submits the grievance directly to the division, the division shall send a copy to the ADA Coordinator. The division has 30 business days to respond to the complainant.

Where a division can resolve a written complaint informally, the division shall provide the ADA Coordinator a written statement explaining the mutually agreeable resolution. If the written statement is not signed by the complainant, a copy shall be mailed to the complainant.

Any individual who is not satisfied with the recommended resolution of their grievance may appeal within 15 business days from the mailing of the cover letter of the ADA Coordinator with the response of the division. To appeal, the complainant shall file a written appeal with the ADA Coordinator, who shall submit the request to appeal to the city attorney within 5 business days. Within the written request to appeal, the complainant shall express their willingness to discuss their complaint with the city attorney or his/her designee. The city attorney may use other employees or officers of the city to conduct an investigation of the complaint. Within 20 business days of receipt of the appeal, the city attorney or his/her designee shall respond to the complainant in writing with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the city attorney or his/her designee, and responses from the divisions, attorney, and ADA Coordinator will be retained by the City of Idaho Falls for at least three years.

The right of an individual to prompt and equitable resolution of any complaint filed under this procedure shall not be impaired by the individual's pursuit of other remedies such as filing an ADA complaint with the responsible state or federal agency.

**ATTACHMENT G**  
**RECOMMENDATIONS OF ACCESSIBILITY COMMISSION**

From Commission meeting, November, 2012

- North corners of Park Avenue and D Street
- North corners of park Avenue and A Street

# City of Idaho Falls ADA Commission

November 13, 2012 - Minutes

The Idaho Falls ADA Commission meeting was held at the City Annex Building 680 Park Ave. The meeting started at approximately 4:08 pm and ended at 5:00 p.m. Commission members in attendance: Irene Jones, Tracey Taylor, Heidi Gainan, Sheila Olsen, Val Johnson, and Lisa Farris (city staff)

## **ADA Parking Improvement at Annex Building**

Request from Kent Fugal to provide input (Lisa to follow up with Kent). Sheila Olsen tested out new van accessible parking stall (Annex parking lot) and was pleased with the design and space.

## **Memorial Drive Roundabout**

Request from Kent Fugal to provide input (Lisa to follow up with Kent). Heidi provided comment on the roundabout and the pedestrian friendly approach.

## **Draft Assessment of Civic Center**

Commission members, who recently attended a concert sponsored by HELP, Inc., noticed there was no visible signage for ADA accessible restrooms. Signage to restrooms was available for downstairs restrooms only. Commission would like to visit Civic Auditorium (Lisa to schedule)

**Draft 2008 Curb Cut Assessment (included tour from 2010)** Commission was pleased to learn the majority of intersections had been completed by Public Works.

### **Intersections needing to be addressed:**

#### A and Park (all 4 legs)

Comments by Commission member who toured the intersections by wheelchair:

-NW corner really bad, ridge in the curb, forced to use alley by Ford's Bar to access street

-NE corner needed to be smoothed out

-Other corners were okay

A and Capital (all 4 legs) Update needed - Lisa to inquire with public works

B and Capital (all 4 legs) Update needed

B and Park (all 4 legs) Update needed

### **Commission members provided comment on the following intersections:**

#### D and Park

-NW corner has a bad drop or dip (client lost a wheel to wheelchair)

-NE corner was like a slope and impossible to wheel over (no truncated dome)

**Other Topics**

Lisa brought forth a request from Lynn Seymour, Executive Director of TRPTA to ask the ADA Commission to provide input to the DRAFT *Persons with Disabilities Policy & Mobility Protocol*. Lynn recognizes the need for local ADA input in order to ensure compliance with ADA laws and regulation, and the implementation of a comparable paratransit service to its established fixed routes. The *Policy & Mobility Protocol* is pending approval by the TRPTA Board; Lynn will inform Lisa of the Boards decision. Commission agreed to provide input and participate in a bus tour. (Pending TRPTA Board decision - Lisa to distribute DRAFT and coordinate tour)

**Next meeting *January 8<sup>th</sup>, 2013***

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**Respectfully Submitted,**  
Lisa Farris

**Approved this day of January 8, 2013**

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**Chair**

If you need communication aids or services or other physical accommodations to participate or access this meeting or program of the City of Idaho Falls, you may contact Debra Petty at 612-8276 or the ADA Coordinator, Lisa Farris, at 612-8323 as soon as possible and every effort will be made to adequately meet your needs.

**Idaho Transportation Department  
Title VI Annual Compliance Report  
City of Idaho Falls**

**Summary**

Title VI of the Civil Rights Act of 1964 aims to eliminate barriers and conditions that prevent minority, low income, Limited English Proficiency (LEP), and other disadvantaged groups or persons from receiving access, participation and benefits from federally assisted programs, services or activities. As a recipient of Federal and State monies for transportation projects, the City of Idaho Falls is required to ensure these objectives are satisfied. The following report provides findings to show the City is in compliance with all Title VI requirements.

**1. Employment Data**

Attached on the following pages is a listing of employment data for the City of Idaho Falls. In accordance with Public Law 88-352, Title VII of the Civil Rights Act of 1964 the report includes information on gender, race, salary, and position category for all employees in the City.

**2. Selection of Boards, Councils, or Committees.**

Members of all boards, councils, or committees for the City of Idaho Falls are selected without regard to race or gender. The City Council is elected by popular vote. The Mayor and Council members serve four year terms. The Planning Commission is made up of volunteers from various areas of the community. Appointments to the Commission are made by the Mayor and approved by the City Council. To recruit members for the Commission, an advertisement seeking volunteers is published in the Post Register, which is the local newspaper for the City. Requirements for positions on the Planning Commission do not relate to race or gender. Applicants with interest in serving and who have the time available are considered regardless of race or gender.

Specifically related to transportation, the City of Idaho Falls includes a Traffic Safety Committee and participates in the Bonneville Metropolitan Planning Organization's (BMPO) Technical Advisory Committee (TAC), Policy Board, and Bicycle and Pedestrian Committee. The Traffic Safety Committee, TAC, and BMPO Policy Board are made up of appointees from specific departments. For example, Idaho Falls provides a liason from the Engineering Department, typically the City Engineer. In this regard, any potential for discrimination is limited to the City's hiring policies, which are in accordance with Title VI requirements. The Bicycle and Pedestrian Committee includes appointees from multiple jurisdictions, but is also open to any interested citizen. The group conducts business informally based on consensus on issues rather than voting.

Two more recent committees in the City deal specifically with race and ADA issues. First is the Mayor's Race Relations Ambassadors Committee. This committee's objectives are to:

- a. Educate the community on cultural diversity and commonalities, and the need for tolerance and acceptance among the various ethnic and racial groups, and the general populace;
- b. Identify the concerns and needs of minority groups in the community;
- c. Improve the quality and accessibility of the educational system to accommodate all non-English speaking individuals within the community;



**D. EMPLOYMENT DATA AS OF JUNE 30 (Cont.)**

FUNCTION TYPE 16

(Do not include elected/appointed officials. Blanks will be counted as zero)

**1. FULL-TIME EMPLOYEES (Temporary employees are not included)**

JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	TOTAL (COLUMNS B-K) A	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
			B	C	D	E	F	G	H	I	J	K
Skilled Craft Workers	49. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	50. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	51. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	52. 25.0-32.9	9	5	0	4	0	0	0	0	0	0	0
	53. 33.0-42.9	49	46	0	2	0	1	0	0	0	0	0
	54. 43.0-54.9	27	27	0	0	0	0	0	0	0	0	0
	55. 55.0-69.9	5	5	0	0	0	0	0	0	0	0	0
	56. 70.0 Plus	0	0	0	0	0	0	0	0	0	0	0
Service-Maintenance	57. \$0.1-15.9	0	0	0	0	0	0	0	0	0	0	0
	58. 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0
	59. 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0
	60. 25.0-32.9	39	34	0	0	0	0	5	0	0	0	0
	61. 33.0-42.9	13	13	0	0	0	0	0	0	0	0	0
	62. 43.0-54.9	8	7	0	0	0	0	1	0	0	0	0
	63. 55.0-69.9	1	1	0	0	0	0	0	0	0	0	0
	64. 70.0 Plus	0	0	0	0	0	0	0	0	0	0	0
65. TOTAL FULL TIME (Lines 1-64)		280	200	1	6	0	1	71	0	1	0	0

**2. OTHER THAN FULLTIME EMPLOYEES (Including temporary employees)**

66. OFFICIALS/ADMIN	0	0	0	0	0	0	0	0	0	0	0	0
67. PROFESSIONALS	26	8	0	0	0	0	0	18	0	0	0	0
68. TECHNICIANS	20	17	0	0	0	0	0	3	0	0	0	0
69. PROTECTIVE SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
70. PARA-PROFESSIONAL	3	3	0	0	0	0	0	0	0	0	0	0
71. ADMIN. SUPPORT	31	7	0	0	0	0	0	24	0	0	0	0
72. SKILLED CRAFT	4	4	0	0	0	0	0	0	0	0	0	0
73. SERVICE/MAINTENANCE	169	123	1	7	0	0	0	38	0	0	0	0
74. TOTAL OTHER THAN FULL TIME (Lines 66-73)		253	162	1	7	0	0	83	0	0	0	0

**3. NEW HIRES DURING FISCAL YEAR Permanent full time only JULY 1 - JUNE 30**

75. OFFICIALS/ADMIN	0	0	0	0	0	0	0	0	0	0	0	0
76. PROFESSIONALS	1	0	0	0	0	0	0	1	0	0	0	0
77. TECHNICIANS	3	2	0	0	0	0	0	1	0	0	0	0
78. PROTECTIVE SERVICE	1	1	0	0	0	0	0	0	0	0	0	0
79. PARA-PROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0
80. ADMIN. SUPPORT	0	0	0	0	0	0	0	0	0	0	0	0
81. SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0
82. SERVICE/MAINTENANCE	3	3	0	0	0	0	0	0	0	0	0	0
83. TOTAL NEW HIRES (Lines 75-82)		8	6	0	0	0	0	2	0	0	0	0

REMARKS (List National Crime Information Center (NCIC) number assigned to any Criminal Justice Agencies whose data are included in this report)

\*\*\*LIST AGENCIES INCLUDED ON THIS FORM\*\*\*

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.)

NAME OF PERSON TO CONTACT REGARDING THIS FORM		TITLE		
Kelly Call		HR Administrative Assistant		
ADDRESS (Number and Street, City, State, Zip Code)		TELEPHONE NUMBER	Ext	FAX NUMBER
PO Box 50220, Idaho Falls, ID 83404,		208-612-8248		208-612-8536
DATE	EMAIL	TYPED NAME/TITLE OF AUTHORIZED OFFICIAL		SIGNATURE
2009-09-30	kcall@ci.idaho-falls.id.us	Brian Sagendorf HR Division Director		<input checked="" type="checkbox"/>



