

2024 ADA TRANSITION PLAN UPDATE – COUNTY FACILITIES

Kevin P. Vida

FREDERICK COUNTY GOVERNMENT

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Frederick County, Maryland

ADA Transition Plan

Summary

On July 26, 1990, the Americans with Disabilities Act (ADA) was enacted to provide individuals with disabilities equal opportunities with respect to employment, public accommodations, transportation, state and local government services and programs, and telephone communications. The ADA is divided into five titles (sections).

To comply with Title II of the ADA, which prohibits discrimination based on disability in state and local government services, the Frederick County Board of County Commissioners approved an ADA Transition Plan (Plan) on July 28, 1992. The Plan identified modifications and estimated costs to bring County buildings, parks, and water and sewer plants into compliance with ADA standards.

In 2010 revised and expanded ADA regulations for Titles II and III of the ADA were issued. These regulations adopted revised enforceable accessibility standards, called the 2010 ADA Standards for Accessible Design or 2010 Standards. On March 15, 2012, compliance with the 2010 Standards was required for new construction and alterations under Titles II and III. March 15, 2012, is also the compliance date for using the 2010 Standards for program accessibility and barrier removal.

Staff of Public Works and Parks and Recreation divisions undertook a reevaluation of the buildings and grounds managed by their respective divisions in summer 2014 to update the County's Plan. Facilities built prior to March 15, 2012, were inspected in accordance with the 1991 guidelines (1991 Standards for Accessible Design); facilities built or modified after March 15, 2012, were evaluated in accordance with the 2010 Standards. Staff compiled a deficiency list (See Appendix F), estimated correction costs, and a proposed timeline for repairs required to bring buildings (excluding those managed by the Division of Utilities and Solid Waste Management) and parks into compliance. This plan and Appendix F has been updated in 2024.

2. OVERVIEW AND PURPOSE

2.1 Legislative Mandate

The development of a Transition Plan is a requirement of the federal regulations implementing The Rehabilitation Act of 1973, which required that all organizations receiving federal funds make their programs available without discrimination towards people with disabilities. The Act, which is known as the “civil rights act” of persons with disabilities, states that:

No otherwise qualified handicapped individual in the United States shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. (Section 504)

After the enactment of the Rehabilitation Act, Congress passed the Americans with Disabilities Act (ADA) on July 26, 1990. Title II of the ADA covers programs, services, and activities of public entities. The Department of Justice’s Title II regulation adopts the general prohibitions of discrimination established under Section 504 and incorporates specific prohibitions of discrimination for the ADA. Title II provides protection to individuals with disabilities that are at least equal to those provided by the nondiscrimination provisions of Title V of the Rehabilitation Act. The County of Frederick conducted an ADA Self-Evaluation and Assessment in 1992. This is a 2024 update of the 1992 Transition Plan.

2.2 AMERICANS WITH DISABILITIES ACT OF 1990 OVERVIEW

The Americans with Disabilities Act gives civil rights protection to individuals with disabilities like those provided to individuals based on race, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government’s services, programs, and activities.

To be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment. The ADA does not specifically name all the impairments that are covered.

ADA Title I – Employment – ADA states that a covered entity shall not discriminate against a qualified individual with a disability. This applies to the job application procedures, hiring, advancement, and discharge of employees, worker’s compensation, job training, and other conditions and privileges of employment.

ADA Title II – Public Services including public transportation. Title II has two sections. One covers public agencies (local, county, and state government). This section generally requires that agencies comply with regulations like Section 504 of the Rehabilitation Act. These rules cover access to all programs, services, and activities offered by the entity. Access includes physical access described in the Uniformed Accessibility Standards or the ADA Standards for Accessible Design and access that might be obstructed by discriminatory policies or procedures of the entity. The other section of Title II is specific to public transportation provided by public entities. It includes the National Railroad Passenger Corporation, along with all other commuter authorities.

ADA Title III- Public Accommodations and Commercial Facilities. No individual may be discriminated against based on disability with regards to full and equal enjoyment of the goods, services, facilities, or accommodations of any place of public accommodations by any person who owns, leases, or operates a place of public accommodation. Public accommodations include places of lodging, recreation, transportation, education, dining, stores, and care providers among other things.

ADA Title IV – Telecommunications – Title IV of the ADA addresses telephone and television access for people with hearing and speech disabilities. It requires common carriers (telephone companies) to establish interstate and intrastate telecommunication relay services (TRS) 24 hours a day 7 days a week. TRS enables callers with hearing and speech disabilities who use text telephone (TTY or TDD) and callers who use voice telephones to communicate with each other through a third-party communication assistant. Title IV also requires closed captioning of federally funded public service announcements.

ADA Title V – Miscellaneous Provisions – Title V of the Americans with Disabilities Act is very short but discusses further details about the ADA's relationship with other federal and state laws and reinforces that retaliation and coercion against someone is wrong. Title V includes information regarding the ADA's relationship with the Rehabilitation Act of 1973, requirements relating to the provision of insurance, construction and design regulations by the U.S. Access Board, prohibition of state immunity, promotion of alternate means of dispute resolution and establishes technical assistance.

Any other state or a federal law that applies to people with disabilities can be used under the umbrella of the ADA. If a federal or state law is developed that is stronger than the provisions outlined in ADA, these stricter regulations can be incorporated into existing ADA legislation to provide the maximum protection for people with disabilities.

2.3 COMPONENTS OF TITLE II OF AMERICANS WITH DISABILITIES ACT SUBTLES A and B

The Americans with Disabilities Act (ADA) is a comprehensive federal nondiscrimination law designed to remove barriers that prevent people with disabilities from accessing and having the same opportunities available to people without disabilities. The law applies specifically to employment, state and local governments, telecommunications, and businesses that are public accommodations or commercials. Title II of the ADA covers programs, activities, and services of public entities. It is divided into two subtitles.

Subtitle A protects qualified individuals with disabilities from discrimination based on disability in services, programs, or activities, including employment that are provided or made available by public entities. Subtitle A essentially extends the disability-related requirements imposed on federally assisted programs by Section 504 of the Rehabilitation Act of 1973, as amended to all State and local government and other specified public entities (regardless of size) including those that do not receive federal financial assistance. Regulations implementing subtitle A of Title II have been published by the U.S. Department of Justice (DOJ). These regulations indicate that for employment related activities, public entities that are also subject to Title I of the ADA must follow the Title I regulations. Public entities that are not subject to Title I (i.e. those with fewer than 15 employees) must follow the employment related regulations implementing Section 504 of the Rehabilitation Act that have been issued by the appropriate federal agency.

Subtitle B of Title II extends coverage to all public entities that provided public transportation, regardless of whether they receive federal financial assistance. This section of the ADA establishes standards for the operation of public transit systems, including commuter and intercity rail (AMTRAK). The Department of Transportation is responsible for the implementation of subtitle B of Title II. DOJ is the lead agency responsible for enforcing Title II of the ADA. However, eight federal agencies assist DOJ with enforcement by investigating complaints under Title II and then referring those matters that are unable to be resolved informally to DOJ.

2.4 PUBLIC ENTITY RESPONSIBILITIES UNDER TITLE II – SERVICES, PROGRAMS, AND ACTIVITIES

Subtitle A of Title II of the ADA prohibits discrimination based on disability by public entities, both in the provision of services, programs, and activities and in employment practices. Listed below are the key public entity responsibilities under Title II with respect to the provision of services, programs, and activities. ADA does not require the County of Frederick, Maryland to undertake any action that would result in a fundamental alteration in the intent of its programs; services or activities would create a hazardous condition or would represent an undue financial and administrative burden. This determination can only be made by the ADA Coordinator and must be accompanied by a statement citing the reasons for reaching this conclusion.

Nondiscrimination. Public entities must not discriminate against, deny the benefits of, or exclude qualified individuals with disabilities from participation in any services, program, or activity. The aids, benefits and services provided to persons with disabilities must be equal to those provided to others and must be effective in affording equal opportunity to obtain the same result. A public entity may develop separate or different aids, benefits, or services when necessary to provide individuals with disabilities with an equal opportunity to participate in or benefit from a public entity's services, programs, or activities, but only when necessary to ensure that the aids, benefits, or services are as effective as those provided to others. However, Title II provides that even when separate aids, benefits, or services would be more effective, a qualified individual with a disability still has the right to choose to participate in a program that is not designed to accommodate individuals with disabilities.

Reasonable Modifications. Public entities must reasonably modify any policies, practices, and/or procedures to avoid discrimination. If a public entity can demonstrate that the modifications would fundamentally alter the nature of its services, program, or activity, it is not required to make the modification.

Disability-Related Inquiries. Public entities must limit disability related inquiries to those allowed by the law. However, in the context of providing aid, benefits, services and training, disability-related inquiries may be lawful if they are limited to tailoring services to the need of the individual. Although disability-related inquiries necessary to provide appropriate services are permissible, inquiries that have the effect of discriminating are not.

Personal Services and Devices. Public entities are not required by Title II to provide personal devices such as wheelchairs, individually prescribed devices such as eyeglasses, hearing aids, or services of a personal nature.

Program Accessibility. Public entities must ensure that their services, programs, and activities are readily accessible to and usable by individuals with disabilities, when each service, program, or activity is viewed in its entirety. Under the accessibility requirements, a public entity must set up each of its services,

programs, and activities in advance to be accessible to qualified individuals with disabilities when looked at. This requirement is separate and apart from the requirement to provide a specific individual with a reasonable accommodation. It does not mean that every facility when used to provide a service, program or activity, or every part of such facility must be accessible to and usable by qualified individuals with disabilities nor does it mean that a public entity must take any action that would threaten or destroy the historic significance of a historic property. However, if a particular service, program, or activity is offered at only one site, that site must be made accessible, or the service program or activity must be made available at an alternate accessible site or sites. Under the program accessibility requirements, a public entity is not obligated to make structural changes to its facility if other ways of providing access for people with disabilities such as redesigning equipment, moving classes, or other services to accessible locations or assigning aides to work with individuals with disabilities are possible. However, two specific requirements apply to such alternative arrangements. First, Public entities must provide services, programs, and services to people with disabilities in the most integrated setting possible and secondly, public entities may be required to alter or renovate its facilities if there is no other way of providing program accessibility.

Architectural Accessibility. Public entities must ensure that their facilities are constructed and altered in such a manner that the facilities or parts thereof are readily accessible to and usable by individuals with disabilities if construction or alteration began after January 26, 1992.

Communications. Public entities must take appropriate steps to ensure that communication with applicants, participants, and members of the public with disabilities are as effective as communication with others. A public entity must provide appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in and benefit a service, program or activity conducted by a public entity.

Maintenance of Accessible Features. Public entities must maintain in operable condition those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities.

Notice. Public entities must make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of subtitle A of Title II and its applicability to services, programs, or activities of the public entity and make this information available in a manner necessary to apprise such persons of the protections against discrimination.

Designation of Responsible Employee and Adoption of Grievance Procedures. Public entities that employ 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under ADA Title II, including any investigation of any complaint communicated to the public entity alleging its noncompliance or alleging any actions that are prohibited. The public entity must make available to all interested individuals the name, office address and telephone number of the Designated Responsible Employee

Compliant Procedures. Public entities that employ 50 or more persons must adopt and publish grievance procedures for prompt and fair resolution of complaints alleging any action that would be prohibited by Title II of the ADA.

2.5 Public Entity Responsibilities under Title II – Employment Practices

Listed below are the key public entity responsibilities under Title II about employment practices

Nondiscrimination. Public entities cannot discriminate against qualified individuals with disabilities in any of their employment and personal practices, including recruitment, hiring, promotion, demotion, layoff and return from layoff, compensation, job classification, paid or unpaid leave, fringe benefits, training and employer sponsored activities.

Reasonable Accommodations. Public entities must provide reasonable accommodations when requested for people with disabilities in all aspects of employment, so that qualified job applicants and employees with disabilities may participate in the application process, perform essential job functions, and have equal opportunity to the rights and privileges of employment. Public entities are not required to provide a requested accommodation if that accommodation would impose an undue hardship on the operation of its program.

Nondiscrimination in Selection Criteria and the Administration of Tests. Public entities must not use employment selection criteria that tend to screen out individuals with disabilities based on disability, unless the public entity can show that a particular selection criterion is job related to the position at issue and required by business necessity. If a particular selection criterion is required by business necessity, the public entity may have to provide reasonable accommodation if that would enable the applicant to meet the criteria. Public entities also have a duty to provide reasonable accommodations so that an employment test accurately measures an applicant's skills, aptitude or whatever the test purports to measure rather than the individual's impaired sensory, manual, or speaking skills unless the test is designed to measure such skills.

Medical Examinations and Pre-Employment Inquiries. Public entities must ensure that all medical examinations and pre-employment medical inquiries are limited to those allowed under the law. Before extending a job offer, public entities generally may not require medical examinations or make disability related inquiries that are likely to reveal whether an applicant is an individual with a disability. Public entities may however make pre-offer inquiries into the ability of an applicant to perform job-related functions and/or may ask the applicant to describe or to demonstrate how with or without reasonable accommodation the applicant will be able to perform the essential functions of the job. Public entities may require a medical examination or make a disability related inquiry after making a job offer of employment but before the applicant begins his or her duties and condition the employment offer on the results of such inquiry or examination, if all entering employees into the same job category are subjected to such an examination or inquiry, regardless of disability. If a job offer is withdrawn because of a disability, the selection criteria used must be job related and consistent with business necessity. In addition, a public entity may require a medical examination or make a job-related inquiry of a current employee if the examination or inquiry is job related and consistent with business necessity. Medical information must be kept confidential. This includes requiring that such information be collected and stored separately from other personnel information.

Recordkeeping. Where a charge of discrimination has been filed against a public entity, the public entity must maintain all personnel records relevant to the charge or action until final disposition of the charge or action.

Designation of Responsible Employee. Public entities that employ 50 or more employees shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under ADA Title II, including investigation of any complaint communicated to the public entity alleging its

noncompliance or alleging any actions that are prohibited. The public entity must make available to all interested individuals the name, office address and telephone number of the Designated Employee.

Compliant Procedures. Public entities that employ 50 or more employees must adopt and publish grievance procedures for prompt and fair resolution of complaints alleging a violation of Title II of the ADA.

Retaliation and Coercion. Public entities must not retaliate, coerce, intimidate, or threaten individuals who oppose any act or practice made unlawful by Title II or who files discrimination charges, testify, or participate in any way in an ADA investigation, proceeding, or litigation.

2.6 TITLE II ADMINISTRATIVE REQUIREMENTS

Title II requires that all public entities with 50 or more employees have the following steps in place.

Step 1: Designate a responsible employee to ensure ADA compliance.

Any public entity with 50 or more employees must designate at least one employee to coordinate ADA compliance. This requirement ensures that the public can identify a person who is familiar with the requirements of the ADA and who can communicate these requirements to other individuals in the agency who may be unaware of their responsibilities. The public agency must provide the ADA coordinator name, office, address, and telephone number to the public. The ADA coordinator role includes.

- Planning and coordinating overall compliance efforts.
- Ensuring that the administrative requirements are achieved.
- Receiving and investigating grievances on programs, services, practices, and employment.

Step 2: Provide public notice of ADA requirements.

All public entities, regardless of size, must provide information to all interested parties, regarding the rights and protections afforded by Title II, including information about how the Title II requirements apply to its programs, services, and activities. The public entity must provide the information on an ongoing basis. While no methods or language is recommended, public entities are well advised to use a variety of methods including, but not limited to signs located in public buildings, information posted on agency websites, notices included in television and radio broadcasts and printed in materials promoting events, meetings, programs, or services.

Step 3: Establish a grievance procedure for County Services, Programs, and Activities

All public entities with 50 or more employees must adopt and publish grievances procedure for prompt and equitable resolution of grievances arising under Title II. The ADA coordinator is responsible for receiving and investigating complaints. The purpose of the grievance procedure is to provide a mechanism for the resolution of discrimination issues at the state or local level.

Step 4: Conduct a Self-Evaluation Surveys

All public entities must conduct a self-evaluation, comprehensive review of the entity's current policies, practices, program, and facility accessibility, including communications and employment.

Through a self-evaluation, the entity must identify any policies or practices that do not comply with Title II requirements and modify those policies and practices to bring them into compliance.

Step 5: Develop a Transition Plan Update Cir. 1992

Public entities with 50 or more employees must develop a transition plan when structural changes to existing facilities are necessary to make a program, service, or activity accessible to individuals with disabilities. The transition plan update includes the following elements:

Identifies physical obstacles that limit the accessibility of programs, services, or activities to individuals with disabilities.

- Describes the methods to be used to make the facilities accessible.
- Provides a schedule and cost estimate to achieve compliance with ADA.
- Indicates the public official responsible for implementing the transition plan.

In addition, Subpart D – Program Accessibility Section 35.150 (d)(2) requires that if the public entity has responsibility or authority over streets, roads or sidewalks, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs.

The ADA does not require a public entity to take any action that it can demonstrate would result in a fundamental alteration in a program or activity, would create a hazardous condition for other people or would represent an undue financial and administrative burden.

2.7 Purpose and Goals of the Transition Plan

The purpose of a Transition Plan is to ensure physical access by persons with disabilities to programs, activities, and services offered by a public entity. It is important to understand that the Transition Plan applies only for those programs, activities, and services that are delivered in existing facilities; that is facilities at which construction or alterations commenced on or before January 26, 1992.

Facilities for which construction or alterations commenced after January 26, 1992, are considered newly constructed or altered facilities and the areas of new construction or alteration must be fully compliant with ADA. In other words, the newly constructed or altered facility must be readily accessible to and usable by persons with disabilities.

Programs, activities, or services shall be operated so that the program, activity, or service, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. For programs, activities, or services in newly constructed or altered facilities, physical access is not an issue as these facilities must be fully accessible to and usable by persons with disabilities. For programs, activities, or services in existing facilities, physical access may be accomplished in a variety of ways including:

- Redesign or acquisition of equipment or furniture.
- Reassignment of services to accessible buildings.
- Assignment of aids to beneficiaries.
- Home visits
- Structural or non-structural modifications of existing facilities and construction of new facilities.
- Operational modifications such as moving furniture, adjusting, or clearing accessible areas.

- Or any other methods that result in making its programs, activities, or services readily accessible to or usable by individuals with disabilities.

The Transition Plan goals include:

- Improve accessibility for all citizens.
- Encourage participation from the public and disabled.
- Educate County staff and the public on the requirements of the ADA.
- Develop a comprehensive list of barriers.
- Provide detailed outline of methods to remove barriers.
- Provide a realistic schedule with cost projections for the removal of the barriers.
- Identify funding sources to implement a barrier removal program.

Upon completion of the Transition Plan, there may still be physical barriers within the existing facilities (constructed before January 26, 1992) however these barriers will not limit access of person with disabilities to any programs, activities, or services offered by the facility. These remaining barriers will be addressed as required, when modernization, renovations, or new construction work occurs in the buildings or facilities where barriers exist. Many of the facilities at Frederick County were constructed or altered after the effective date of January 26, 1992. It is understood that these facilities must be in full compliance with ADA. All identified barriers not in compliance with ADA Accessibility Standards must be removed.

2.8 Public Outreach for Input and Comment of the Transition Plan Update

To ensure the public is fully informed regarding the updated transition plan process, Frederick County is making this transition update available for review at the following locations:

Facilities ADA Title II Coordinator
Kevin Vida, Division of Public Works
Frederick County Government, Maryland
355 Montevue Lane
Frederick, Maryland 21702
Phone 301-600-1844
kvida@frederickcountymd.gov

An ADA accessible website with complete information about ADA, the self-evaluation, practices, and programs, is available at Frederick County's Division of Public Works main page:
<https://frederickcountymd.gov/19/Public-Works>.

The Frederick County Commission on Disabilities meets on the 2nd Monday of the month at 6 p.m. at Winchester Hall, 12 E. Church St., Frederick, MD. Meetings are open to the public. The Commission does not meet in August and December.

Review of County-wide ADA Transition Plan:

Complete reports of the field surveys and electronic database containing the detailed results of the field survey will not be distributed due to the impractical size of the documents. The data may be viewed by appointment at the Division of Public Works, Department of Professional Services, 355 Montevue Lane,

Suite 200, Frederick, Maryland 21702, by calling 301-600-1844 or via e-mail: KVida@FrederickCountyMD.gov

3.0 The Process

3.1 Project Setup

This 2024 ADA transition plan update was performed to identify architectural or physical barriers to accessibility or access that might be obstructed by discriminatory policies or procedures of Frederick County. The following updated planning, self-evaluation, assessment, recommendation, and implementation teams were assembled to facilitate the latest project.

3.2 ADA Task Force Teams

Frederick County Division of Public Work

Jason Stitt P.E. – Director, Division of Public Works

Robert Shen P.E. – Deputy Director, Division of Public Works

Tyler Muntz, PMP – Department Head, Department of Professional Services

Michelle Hurney – Chief, Office of Real Estate, Department of Professional Services

Kevin Vida, PMP, LEED AP BD+C – Project Manager, Office of Real Estate, Department of Professional Services

Frederick County Office of Risk Management

Lauren Vandergrift – Director, Risk Management

Paul (JR) Huntsberry Jr. – Safety & Loss Control Coordinator

Frederick County Department of Facility Maintenance

Darrell “Buck” Buchanan – Department Head, Facility Maintenance

Kraig Moxley – Assistant Department Head, Facility Maintenance

Building Managers, Alternate & Senior Building Managers Personnel

See Appendix -B- Facilities Building Managers Listing

Professional Engineering & Consultant Team

Various County A/E IDQ and On-Call Vendors

The Frederick County Commission on Disabilities Membership

3.3 – 2014 Transition Plan Update with DOJ’s 2010 ADA Standards for Accessible Design and Compliance Dates

The Department of Justice’s revised regulations for Title II and III of the Americans with Disabilities Act of 1990 were published in the Federal Register on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the “2010 ADA Standards for Accessible Design”. On March 15, 2012, compliance with the 2010 Standards was required for new construction and alterations under Titles II and III. March 15, 2012, is also the compliance date for using the 2010 Standards for program accessibility and barrier removal.

Part 35 Nondiscrimination Based on Disability in State and Local Government Services

Subpart D Program Accessibility Section 35.151 New Construction and Alterations

Design and Construction – Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such a manner that the facility or part of the facility is readily accessible and usable by individuals with disabilities, if construction commenced after January 26, 1992. Full compliance with the requirements of this section is not required when a public entity can demonstrate that it is structurally impracticable to meet the requirement. Full compliance will be considered structurally impracticable only in those rare circumstances when the unique characteristics of the terrain prevent the incorporation of the accessibility features.

If full compliance with this section would be structurally impracticable, compliance with this section is required to the extent that it is not structurally impracticable. In that case, any portion of the facility that can be made accessible shall be made accessible to the extent that is not structurally impracticable.

Alterations – Each facility or part of a facility altered by, on behalf of, or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992. Newly constructed or altered facilities or elements covered by Section 35.151 program accessibility that were constructed or altered before March 15, 2012 and that do not comply with the 1991 Standards shall on or after March 15, 2012, be made accessible in accordance with the 2010 Standards.

3.4 Identifying Architectural or Physical Barriers Surveys

Starting on September 2013 through April 2015 Property Management completed a physical audit of facilities to identify facility barriers and identify recommendations and alterations to meet accessibility standards. The audit included Forty-Six (46) Frederick County public building and grounds. A complete summary of buildings and park's locations and resulting self-evaluation assessments is shown by Appendix "F". This self-evaluation was updated in 2024 and now contains a total of thirty-two (32) buildings and twenty (20) parks.

3.5 Architectural or Physical Barriers Data Review & Recommendations

Frederick County began the data review and evaluation process through a series of work sessions to make a recommendation for each identified non-compliant element noted in the assessment reports. The review and recommendations are transposed to a database spreadsheet detailing the non-compliant elements for each building. The self-evaluation data summary captures the following information:

- Facility Number
- Status
- Building Name
- Department Responsible
- ADA Code #
- Priority Level and Schedule
- Description
- Estimated Costs

3.6 Barrier Removal Priority Levels

The following categorization protocol is referenced in the ADA under Title III Technical Assistance Manual (with 1994 supplement) by U.S. Department of Justice – published 1993. The principle of the protocol is to ensure that basic access is provided, access to activities is provided, amenities are accessible, and alternatives to architectural modifications are allowed when appropriate. Translating these categories into action plans must be accomplished using a programmatic approach. The criteria listed below were used to assist in the determination of specific program-based barrier removal actions within a building or facility for the ADA Transition Plan schedule.

Priority Level One: The highest priority level is placed on those barrier removal items that provided accessibility from site arrival points such as public streets, sidewalks, accessible parking spaces, public transportation stops, directional and informational signage to the building elements they serve or improves a path of travel inside the building to portions of the facility where programs, services or activities take place, including ramps, stairs, doors, elevators corridors, etc.

Priority Level Two: The second priority level is placed on those barrier removal items that improve or enhance accessibility to programs or services spaces or elements such as reception areas, transaction counters, conference rooms, public offices, restrooms, waiting areas, tables, seating etc.

Priority Level Three: The third priority level pertains to location of items such as the incorrect placement of furniture, tables and chairs, office equipment etc. that impedes compliant accessibility.

Priority Level Four: The fourth level of priority is placed on those barrier removal items that provides or improves access to amenities serving programs, services, or activities, including drinking fountains, telephones, site furnishings, vending machines etc.

3.7 Barrier Removal Timeline Schedule (some items are cost prohibitive and will be addressed as funds become available)

Frederick County Government has developed a proposed implementation schedule to remove physical barriers identified in the 2024 Transition Plan Update. This removal schedule ranges from 1 to 10 years. The goal of the barrier removal timeline schedule is that all identified non-compliant architectural or physical barriers are addressed to be made ADA compliant or to the maximum amount possible, as funding become available, each year up to 10 years.

Timeline Schedule 1-to-3-year period

Timeline Schedule 1-to-5-year period

Timeline Schedule 2-to-7-year period

Timeline Schedule 2-to-10-year period

3.8 Adoption and Implementation

The Frederick County ADA Transition Plan Update document is the outcome of significant time, effort, and resources. The Plan presents a roadmap to ensure that all programs, services and activities, and employment opportunities provided by Frederick County are available to persons with disabilities. The update, as of this writing, represents the current understanding of accessibility compliance codes and regulations. It is also understood that all these elements of the Plan will change over time.

3.9 Transition Plan Management

The Frederick County Transition Plan is a living document and will be updated on a 5-year cycle hereafter. To keep the document current, annual interim updates will be completed as necessary.

4. Appendices

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Frederick County Organizational Chart

Public Hearing Comments and Response

ADA Grievance Form

Self-Evaluation of Public Facilities Assessment Reports:

DocuSigned by:

John K. Peterson

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6/4/2025

John K. Peterson, Chief Administrative Officer, Frederick County Government

(Date)

Appendix A

Americans with Disabilities Act Glossary of Terms

The definitions used in this glossary were taken from the Americans with Disabilities Act (ADA), EEOC guidance, and other reference materials. They are commonly used terms and may have various definitions depending on their context.

ACCESS BOARD: an independent federal agency devoted to accessibility for people with disabilities. The Access Board developed the accessibility guidelines for the ADA and provides technical assistance and training on these guidelines. The agency also is referred to as the Architectural and Transportation Barriers Compliance Board.

ACCESSIBLE: refers to a site, facility, work environment, service, or program that is easy to approach, enter, operate, participate in, and/or use safely and with dignity by a person with a disability.

AFFIRMATIVE ACTION: a set of positive steps that employers use to promote equal employment opportunity and to eliminate discrimination. It includes expanded outreach, recruitment, mentoring, training, management development and other programs designed to help employers hire, retain, and advance qualified workers from diverse backgrounds, including persons with disabilities. Affirmative action means inclusion, not exclusion. Affirmative action does not mean quotas and is not mandated by the ADA.

AMERICANS WITH DISABILITIES ACT (ADA): a comprehensive, federal civil rights law that prohibits discrimination based on disabilities in employment, state and local government programs and activities, public accommodations, transportation, and telecommunications.

AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT (ADAAA): Enacted on September 25, 2008, and becoming effective on January 1, 2009, making several significant changes to the definition of "disability", and directing the U.S. Equal Employment Opportunity Commission (EEOC) to amend its ADA regulations to reflect the changes made by the ADAAA. The final regulations were published in the Federal Register on March 25, 2011.

AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES (ADAAG): scoping and technical requirements to be applied during the design, construction, and alteration of buildings and facilities covered by titles II and III of the ADA to the extent required by regulations issued by federal agencies, including the Department of Justice and the Department of Transportation.

AUXILIARY AIDS AND SERVICES: under titles II and III of the ADA, includes a wide range of services and devices that promote effective communication or allows access to goods and services. Examples of auxiliary aids and services for individuals who are deaf or hard of hearing include qualified interpreters, note takers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDDs), videotext displays, and exchange of written notes. Examples for individuals with vision impairments include qualified readers, taped texts, audio recordings, Brailled materials, large print materials, and assistance in locating items. Examples for individuals with speech impairments include TDDs, computer terminals, speech synthesizers, and communication boards.

CIVIL RIGHTS ACT OF 1991: federal law that capped compensatory and punitive damages under title I of the ADA for intentional job discrimination. The law also amended the ADA's definition of an employee, adding "with respect to employment in a foreign country, such term includes an individual who is a citizen of the United States."

COVERED ENTITY: under the ADA, "covered entity" is an entity that must comply with the law. Under title I, covered entities include employers, employment agencies, labor organizations, or joint labor-management committees. Under title II, covered entities include state and local government instrumentalities, the National Railroad Passenger Corporation, and other commuter authorities, and public transportation systems. Under title III, covered entities include public accommodations such as restaurants, hotels, grocery stores, retail stores, etc., as well as privately owned transportation systems.

DIRECT THREAT: a significant risk to the health or safety of a person with a disability or to others that cannot be eliminated by reasonable accommodation.

DISABILITY: with respect to an individual: a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

EMPLOYER: a person engaged in an industry affecting commerce that has 15 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding calendar year, and any agent of such person. Exceptions: The term "employer" does not include the United States, a corporation wholly owned by the government of the United States, or an Indian tribe; or a bona fide private membership club (other than a labor organization) that is exempt from taxation under section 501(c) of title 26 [the Internal Revenue Code of 1986].

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC): the federal agency charged with enforcing title I of the ADA. **ESSENTIAL JOB FUNCTIONS:** the fundamental job duties of the employment position that the individual with a disability holds or desires. The term essential functions do not include marginal functions of the position.

EQUAL EMPLOYMENT OPPORTUNITY: an opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment as are available to an average similarly situated employee without a disability.

EXISTING FACILITY: refers to buildings that were constructed before the ADA went into effect. A public accommodation's building constructed before the effective date of title III does not have to be fully accessible unless the removal of barriers, including structural ones, is readily achievable.

IMPAIRMENT: term used in the ADA definition of disability. Includes any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, holmic, lymphatic, skin, and endocrine; or any mental or psychological disorder, such as an intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

JOB ANALYSIS: a formal process in which information about a specific job or occupation is collected and analyzed.

JOB DESCRIPTION: a detailed summary, usually written, of the major components of a job. A typical job description consists of six major components: essential job functions, knowledge and critical skills, physical demands, environmental factors, the roles of the ADA and other federal laws such as the Occupational Safety Health Act (OSH Act), and any explanatory information that may be necessary to clarify job duties or responsibilities.

JOB RELATED AND CONSISTENT WITH BUSINESS NECESSITY: standard used to determine whether a qualification standard or employment policy concerns an essential aspect of the job and is required to meet the needs of the business.

LIGHT DUTY: have several different meanings in the employment setting. Generally, "light duty" refers to temporary or permanent work that is physically or mentally less demanding than normal job duties. Some employers use the term "light duty" to mean simply excusing an employee from performing those job functions that s/he is unable to perform because of an impairment. "Light duty" also may consist of positions with duties that are less physically or mentally demanding created specifically for the purpose of providing alternative work for

employees who are unable to perform some or all their normal duties. Further, an employer may refer to any position that is sedentary or is less physically or mentally demanding as "light duty." The term is often associated with workers compensation programs.

MAJOR LIFE ACTIVITY: term used in the ADA definition of disability. It refers to activities that an average person can perform with little or no difficulty. Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working; and the operation of a major bodily function, including functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

MARGINAL JOB FUNCTIONS: functions that are not considered essential to a job. Employers must consider removing marginal job functions as an accommodation under the ADA, but do not have to remove essential functions as an accommodation.

MEDICAL EXAMINATION: a procedure or test that seeks information about an individual's physical or mental impairments or health. The following factors should be considered to determine whether a test (or procedure) is a medical examination: (1) whether the test is administered by a health care professional; (2) whether the test is interpreted by a health care professional; (3) whether the test is designed to reveal an impairment or physical or mental health; (4) whether the test is invasive; (5) whether the test measures an employee's performance of a task or measures his/her physiological responses to performing the task; (6) whether the test normally is given in a medical setting; and, (7) whether medical equipment is used. In many cases, a combination of factors will be relevant in determining whether a test or procedure is a medical examination. In other cases, one factor may be enough to determine that a test or procedure is medical.

MITIGATING MEASURES: medical treatment or devices that lessen the effects of impairment. When determining whether a person is substantially limited in a major life activity, we ignore the beneficial effects of mitigating measures except ordinary eyeglasses or contact lens. Mitigating measures include things such as: medication, medical supplies, equipment, or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, and oxygen therapy equipment and supplies; use of assistive technology; reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications; or psychotherapy, behavioral therapy, or physical therapy.

PUBLIC ACCOMMODATIONS: entities that must comply with title III. The term includes facilities whose operations affect commerce and fall within at least one of the following 12 categories: places of lodging (e.g., inns, hotels, motels) (except for owner-occupied establishments renting fewer than six rooms); establishments serving food or drink (e.g., restaurants and bars); places of exhibition or entertainment (e.g., motion picture houses, theaters, concert halls, stadiums); places of public gathering (e.g., auditoriums, convention centers, lecture halls); sales or rental establishments (e.g., bakeries, grocery stores, hardware stores, shopping centers); service establishments (e.g., Laundromats, dry-cleaners, banks, barber shops, beauty shops, travel services, shoe repair services, funeral parlors, gas stations, offices of accountants or lawyers, pharmacies, insurance offices, professional offices of health care providers, hospitals); public transportation terminals, depots, or stations (not including facilities relating to air transportation); places of public display or collection (e.g., museums, libraries, galleries); places of recreation (e.g., parks, zoos, amusement parks); places of education (e.g., nursery schools, elementary, secondary, undergraduate, or postgraduate private schools); social service center establishments (e.g., day care centers, senior citizen centers, homeless shelters, food banks, adoption agencies); and places of exercise or recreation (e.g., gymnasiums, health spas, bowling alleys, golf courses).

PUBLIC ENTITY: entities that must comply with Title II. The term is defined as: any state or local government; any department, agency, special purpose district, or other instrumentality of a state or local government; or certain commuter authorities as well as AMTRAK. It does not include the federal government.

QUALIFIED INDIVIDUAL: an individual who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position. The ADA prohibits discrimination based on disability against a qualified individual.

READILY ACHIEVABLE: easily accomplishable and able to be carried out without much difficulty or expense. In determining whether an action is readily achievable, factors to be considered include nature and cost of the action, overall financial resources and the effect on expenses and resources, legitimate safety requirements, impact on the operation of a site, and, if applicable, overall financial resources, size, and type of operation of any parent corporation or entity. Under Title III, public accommodations must remove barriers in existing facilities if it is readily achievable to do so.

REASONABLE ACCOMMODATION: under Title I, a modification or adjustment to a job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Reasonable accommodation is a key nondiscrimination requirement of the ADA.

SUBSTANTIALLY LIMITS: a comparative term used in the ADA definition of disability. An impairment is a disability if it substantially limits the ability of an individual to perform a major life activity as compared to most people in the general population. An impairment need not prevent, or significantly or severely restrict, the individual from performing a major life activity to be considered substantially limiting.

TITLE V OF THE REHABILITATION ACT OF 1973: title of the law that prohibits discrimination based on a disability by the federal government, federal contractors, by recipients of federal financial assistance, and in federally conducted programs and activities.

TRANSITION PLAN: refers to a requirement that state and local governments employing 50 or more people have plans detailing structural changes necessary to achieve program accessibility.

UNDUE BURDEN: with respect to complying with Title II or Title III of the ADA, significant difficulty or expense incurred by a covered entity, when considered considering certain factors. These factors include: the nature and cost of the action; the overall financial resources of the site or sites involved; the number of persons employed at the site; the effect on expenses and resources; legitimate safety requirements necessary for safe operation, including crime prevention measures; or any other impact of the action on the operation of the site; the geographic separateness, and the administrative or fiscal relationship of the site or sites in question to any parent corporation or entity; if applicable, the overall financial resources of any parent corporation or entity; the overall size of the parent corporation or entity with respect to the number of its employees; the number, type, and location of its facilities; and if applicable, the type of operation or operations of any parent corporation or entity, including the composition, structure, and functions of the workforce of the parent corporation or entity.

UNDUE HARSHSHIP: with respect to the provision of an accommodation under Title I of the ADA, significant difficulty or expense incurred by a covered entity, when considered considering certain factors. These factors include the nature and cost of the accommodation in relationship to the size, resources, nature, and structure of the employer's operation. Where the facility making the accommodation is part of a larger entity, the structure and overall resources of the larger organization would be considered, as well as the financial and administrative relationship of the facility to the larger organization. Employers do not have to provide accommodations that cause an undue hardship.

UNIFORM FEDERAL ACCESSIBILITY STANDARDS (UFAS): one of two standards that state and local governments can use to comply with title II's accessibility requirement for new construction and alterations. The other standard is the ADA Accessibility Guidelines.

U.S. DEPARTMENT OF JUSTICE: federal agency that is responsible for enforcing titles II and III of the ADA.

U.S. DEPARTMENT OF TRANSPORTATION: federal agency that enforces nondiscrimination in public and private transportation. Nondiscrimination includes access to public bus, train, and par transit, as well as privately operated bus and shuttle transportation. The ADA does not cover air transportation, which is subject to the Air Carrier Access Act.

Appendix B

Americans with Disabilities Act

Facilities Building Managers Listing

Note: An updated copy of the Building Manager Listing is located on the Frederick County SharePoint site under the building Manager tab.

MASTER BUILDING MANAGER LIST

FACILITY NAME	STREET ADDRESS	BUILDING MANAGER	PHONE	ALTERNATE	PHONE	SENIOR OFFICIAL	PHONE
118 N. Market Street	118 N. Market Street	Tina Lesher	11106	Cindy Harris	11058	Lara Fritts	11202
30 N. Market Street	30 N. Market Street	Tina Lesher	11106	Katrina Anderson	12328	Deborah Carpenter	11151
ADC - Adult Detention Center	7300 Marcies Choice Lane	Lt. Gregory A. Hill	13004	Lt. Kenneth Anthony	12803	Acting Major Michael Cronise	12803
Animal Control	1832 Rosemont Avenue	Shawn Snyder	11319	Maggie Hill	13737	Dave Luckenbaugh	13740
Animal Health Lab	1840 Rosemont Avenue	Erin Morris Erin.Morris@maryland.gov	240-605-7760	Amy Vargas Amy.Vargas@maryland.gov	31548	Jennifer Trout Jennnifer.Trout@maryland.gov	443-924-4012
Ballenger Creek Park	5420 Ballenger Creek Pike	Jesse Foland	301-748-6806	Matt McKee	16641	Matt McKee	16641
Board of Elections	8490 Progress Drive, Ste. 300	Jeremy Levin	18683	Tom Coogan	11019	Barbara Wagner	11006
Bourne Building	355 Montevue Lane	Cassandra King	11129	Jacqueline (Jackie) Hudy	11528	Jason Stitt	12932
Brunswick Branch Library	915 N. Maple Avenue	Jennifer Diaz	17251	Lenora Grackin/Chris Krogh	17250/13794	James Kelly	13767
Brunswick 50+ Community Center	12 E. A Street	T.B.D.		T.B.D.		Cathy Barnes	301-834-8115
C. Burr Artz Library	110 E. Patrick Street	Stephanie Yates **Chris Krogh manages keys for all libraries	11345	Amy Moser/Chris Krogh	13773/13794	James Kelly	13767
Catoctin Creek Nature Center	2929 Sumantown Road	Mike Hooper	301-748-6485	Matt McKee	16641	Matt McKee	16641
Citizens Care & Rehab Center	1920 Rosemont Avenue	Gene Hollar ghollar@CitizensSNF.com	301-356-2751	Karen Howes khowes@aurorahealthmgt.com	240-772-9200	Kelli Goetz	11410
Courthouse Complex	100 W. Patrick Street	Thomas (TJ) Guercio	11191	Margie DeCarlo	13575	Judge Richard Sandy Richard.sandy@mdcourts.gov	16811
Crisis Stabilization Center	340 Montevue Lane	Suzi Borg sborg@fcmha.org	301-663-0011 X122	Amy Thompson athompson@fcmha.org	301-663-0011 X110	Suzi Borg sborg@fcmha.org	301-663-0011 X122
Division of Solid Waste & Recycling	9031 Reichs Ford Road	Darci Renehan	12884	Charlie McGlaughlin	11033	Lee Zimmerman	12087
Division of Water Sewer Utilities	4520 Metropolitan Court	Joey Romagnoli	12257	Mary Rushbrook	12997	Mark Schweitzer	12296
Emmitsburg Community Center	300A S. Seton Avenue	Sabrina King SKing@emmitsburgmd.gov	16302	Jessica Housaman JHousaman@emmitsburgmd.gov	16300	Cathy Willets CWillets@emmitsburgmd.gov	16316
Emmitsburg Fire Museum	300B S. Seton Avenue	Shane Darwick	301-471-8461	Nicky Burris	12356	Shane Darwick	12358 301-639-5541
Extension Service	330 Montevue Lane	Linda Smith	11599	Lisa Strong	13576	Lynn Rubin Traversa	13581
Family Partnership	8420 Gas House Pike EE-KK	Sara Fallati	12771	Melissa Rice	12772	Chantell Duckett	12774
Family Services	401 Sagner Avenue	Mandy Mansell	11417	Aubrey Galla/Andrea Diaz-Gomez	11758/11074	Lesbia Chandler	11447
FCSO Training & Education Center	8415 Progress Drive Suites G-H	LT. Rich Balsley	17122	Lt. Rob Deckhut	16476	Sheriff Jenkins	11532
Fountain Rock Nature Center	8511 Nature Center Place	Tyler Jensen	11038	Matt McKee	16641	Matt McKee	16641

MASTER BUILDING MANAGER LIST

Frederick Senior Center	1440 Taney Avenue	Acting Sue Ramsburg	240-357-4630	Melinda Lohman-Hinz	240-285-3446	Carolyn True	13521
Green Valley Fire Station #25	3939 Green Valley Road	Jason Komykoski	301-600-9250	Lt. Billy Veith	12073 240-626-9033	Tom Coe	11780
Harm Reduction Unit	490 Prospect Boulevard, Ste. C	Marisa Shields	13234	Jessica Ellis	11702	Dr. Brookmyer	12509
Health Department Complex	350 Montevue Lane	Amanda Vrabel ***Sonia Oliva-Hernandez (flags)	13115	Carmen Arias	13104	Dr. Brookmyer	12509
FACILITY NAME	STREET ADDRESS	BUILDING MANA		ALTERNATE		SENIOR OFFICIAL	
Health Equity Office	1100 W. Patrick Street	Danielle Haskin	16052	Carmen Arias	13104	Amanda Vrabel	13115
Highway Satellite Yard Thurmont District 1	7407 Blue Mountain Rd Thurmont	Troy Baust	11593	Amanda Kirk / Kirstin Pickett	11556/11814	Mike Ramsburg	12268
Highway Satellite Yard Johnsville District 2	13216 Coppermine Rd Union Bridge,	Josh Harrison	11535	Amanda Kirk / Kirstin Pickett	11556 /11814	Mike Ramsburg	12268
Highway Satellite Yard Myersville District 3	10917 Pleasant Walk Rd Myersville	Joe Sollenberger	11662	Amanda Kirk / Kirstin Pickett	11556/11814	Mike Ramsburg	12268
Highway Satellite Yard Jefferson District 4	3401 Burgee Dr Jefferson	Joe McHugh	11554	Amanda Kirk / Kirstin Pickett	11556/11814	Mike Ramsburg	12268
Highway Satellite Yard Urbana District 5	3211 Campus Dr Ijamsville	Allen Clegg	11566	Amanda Kirk / Kirstin Pickett	11556 / 11814	Mike Ramsburg	12268
Highway Yard-Frederick District 6 (Main Office)	331 Montevue Lane	Amanda Kirk	11556	Kirstin Pickett	11814	Mike Ramsburg	12268
Fleet Services	331 Montevue Lane	Kirstin Pickett	11814	Kirstin Pickett	11814	Mike Ramsburg	12268
Kempton Park	3456 Kempton Church Rd	Chad Zimmerman	240-831-1666	Matt McKee	16641	Matt McKee	16641
LEC- Law Enforcement Center	110 Airport Drive East	Lt. Rob Deckhut	16476	Lt. Bart Ruppenthal	13897	Sheriff Jenkins	11532
Libertytown Community Park	12201 Liberty Rd	Tyler Jensen	11038	Matt McKee	16641	Matt McKee	16641
Middletown 50+ Community Center	101 Prospect Street Middletown	Kitty Devilbiss	13523	Vacant		Carolyn True	13521
Middletown Branch Library	31 East Green Street	Angela Knight	17560	Emily Bomgardner/Chris Krogh	17564/13794	James Kelly	13767
Middletown Fire Station #7	401 Franklin Street	Matthew Wilby	301-300-0902 301-371-6907	Steve Leatherman	12073 240-772-2534	Tom Coe	11780
Middletown Park	7628 Coblenz Road	Mike Hooper	301-748-6485	Matt McKee	16641	Matt McKee	16641
Monroe Center Workforce Services	200 Monroe Avenue	Jennifer Gray-Keplinger	12767	Jessica Mills	13566	Michelle Day	12761
Myersville Community Library	8 Harp Place	Rorie Cox-Steib	18351	Robin Goetz/Chris Krogh	18352/13794	James Kelly	13767
Myersville Fire Station #8	301 Main Street	John Haddad	443-865-3319	Steve Leatherman	12073 240-772-2534	Tom Coe	11780
Northgate Fire Station #29	37 Thomas Johnson Drive	Robert McCaa	717-437-553	Steve Leatherman	12073 240-772-2534	Tom Coe	11780
Old National Pike District Park	12406 Old National Pike	Chad Zimmerman	240-831-1666	Matt McKee	16641	Matt McKee	16641
Othello Park	1901-A Jefferson Pike	Zachary Topper	301-739-2746	Matt McKee	16641	Matt McKee	16641
Pinecliff Park	8350 Pinecliff Park Road	Mike Hooper	16616	Matt McKee	16641	Matt McKee	16641
Point of Rocks Community Center	1635 Ballenger Creek Pike	Becca Reeves	17253	Chris Krogh	13794	James Kelly	13767
Prospect Center (Himes Ave.)	585 Himes Avenue	Tim Shipe	16822	Margie DeCarlo	13575	Darrel (Buck) Buchanan	12161

MASTER BUILDING MANAGER LIST

PSTF - Public Safety Training Facility	5370/5390 Public Safety Place	Leslie Lenhart	11536	Francis Malta	17600	Tom Coe	11780
Rose Hill Manor	1611 N. Market Street	Tyler Jensen	11038	Matt McKee	16641	Matt McKee	16641
SKC - Scott Key Center	1050 Rocky Springs Road	Maya Wheatley	11482	Sassy Daly	11481	Sean Lore	11601
Spring Ridge Fire Station #33	6061 Spring Ridge Parkway	David Lal	19330	Steve Leatherman	12073 240-772-2534	Tom Coe	11780
Thurmont Regional Library	76 E. Moser Road	Betsey Brannen	17201	Mark Hatfield/Chris Krogh	17203/13794	James Kelly	13767
Tilco Warehouse	1501 Tilco Drive	Trayer Stoops	14012 240-931-8534	Steve Leatherman	12073 240-772-2534	Tom Coe	11780
Tower Sites	Various Locations	Mary Domer	16790	Anthony Rosano	14010	Anthony Rosano	14010

MASTER BUILDING MANAGER LIST

Facility Name	Street Address	Building Manager	Phone	Alternate	Phone	Senior Official	Phone
Transit	1040 Rocky Springs Rd	Victoria Bailey	13539	Jamie Martin	13544	Roman Steichen	13538
Urbana Community Park	3636 Urbana Pike	Chad Zimmerman	240-831-1666	Matt McKee	16641	Matt McKee	16641
Urbana District Park	3805 Urbana Pike	Chad Zimmerman	240-831-1666	Matt McKee	16641	Matt McKee	16641
Urbana Regional Library	9020 Amelung Street	Acting Becca Reeves	17253	Becca Reeves/Chris Krogh	17253/13794	James Kelly	13767
Utica Park	10200-B Old Frederick Road	Logan Moore	240-739-0476	Matt McKee	16641	Matt McKee	16641
Walkersville Public Library	2 S. Glade Road	Levi Branson	18201	Kathy Thompson / Chris Krogh	18203/13794	James Kelly	13767
Warehouse #1 – Parks	343 Montevue Lane	Erin Kleintop	12983	Eric Appel	11684	Jeremy Kortright	11649
Warehouse # 1- Highway	343 Montevue Lane	Amanda Kirk	11556	Kirstin Pickett	11814	Mike Ramsburg	11268
Warehouse #2 – Fleet	341 Montevue Lane	Kirstin Pickett	11569	Vacant		Mike Ramsburg	11268
Weed Control	330 Montevue Lane	Amanda Kirk Effective 7/2025	11556	Kirstin Pickett Effective 7/2025	11569	Mike Ramsburg Effective 7/2025	11268
Westview Fire Station #31	5525 New Design Road	David Coe	19310	Steve Leatherman	12073 240-772-2534	Tom Coe	11780
Winchester Hall	12 E. Church Street	Tina Lesher	11106	Arielle Bender	11162	John Peterson	11652
Work Release Center	7281 Marcies Choice Lane	Sgt. Jason Moon Work Release Center does not maintain AEDs	11723	Sgt. Jason Moon	11749	Captain Steven Jamison	11723

Property Operation Supervisor, Margie DeCarlo X13575

* No FCPS Deliveries to site*

Rev. 5/12/25

Property Operation Coordinators

Tina Lesher C:240-608-7660

Tim Shipe C:240-397-4534

Thomas (TJ)Guercio C:240-931-8547

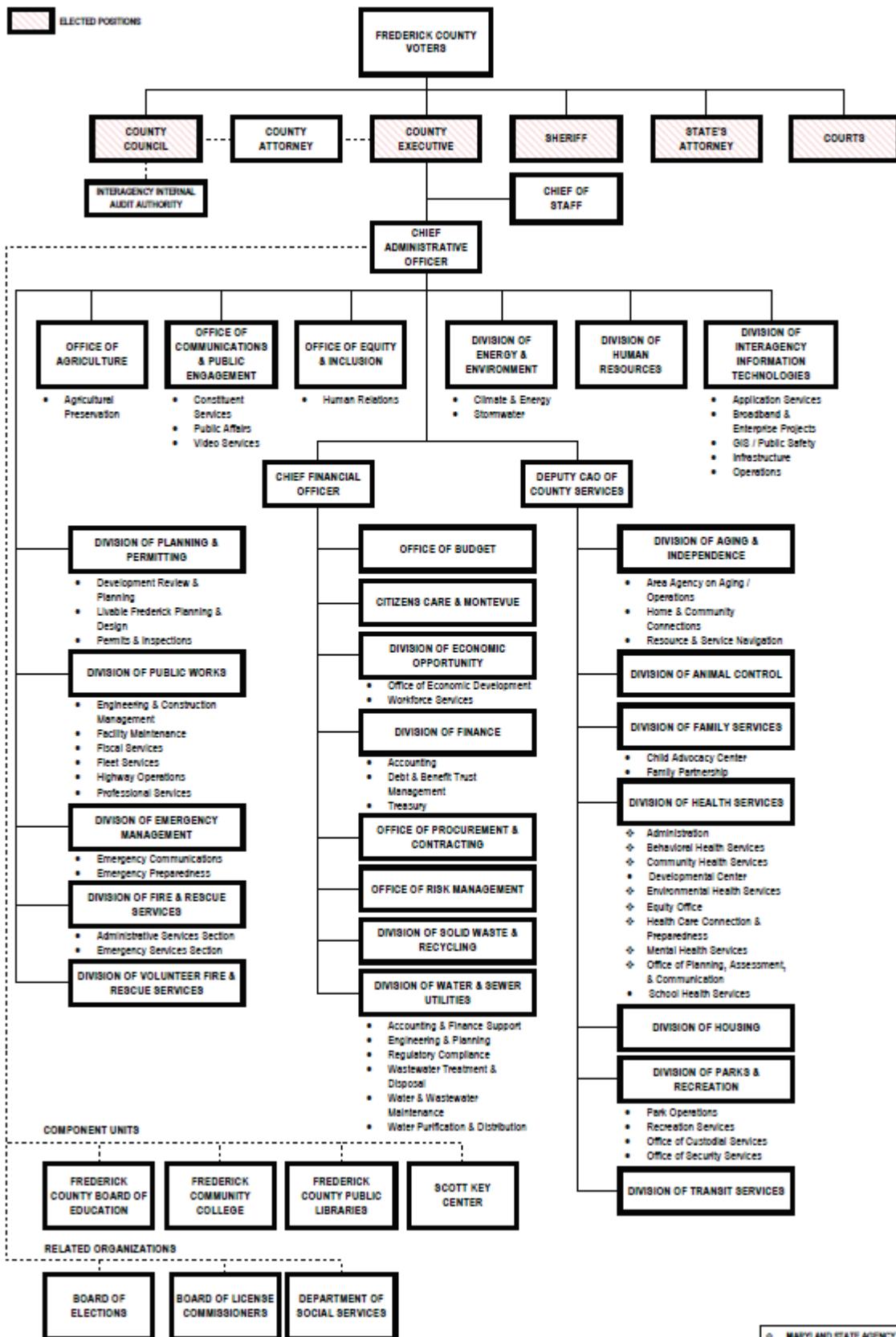
Appendix C

Americans with Disabilities Act

Frederick County Government

Organizational Chart

FREDERICK COUNTY GOVERNMENT ORGANIZATIONAL CHART



Appendix D

Americans with Disabilities Act

Public Comments and Response

Appendix E

Americans with Disabilities Act

ADA Grievance Form

GRIEVANCE PROCEDURE

The Grievance Procedure established below is intended to adhere to the standards outlined in the ADA. The procedure must be used by anyone who wishes to file a complaint alleging discrimination based on disability in the provisions of services, activities, programs, or benefits provided by Frederick County.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complaint and location, date, and description of the problem. Grievance Forms must be used to lodge a complaint (please refer to the form). Alternative means of filing complaints, such as personal interviews or 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 one hundred eighty (180) calendar days after the alleged violation to:

Kevin Vida
Division of Public Works
301-600-1844
kvida@frederickcountymd.gov

Within 15 calendar days after receipt of the complaint, the ADA coordinator or designee will meet the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA coordinator or 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 Frederick County and offer options for substantive resolution of the complaint.

If the response by the ADA coordinator or designee does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision to the Chief Administrative Officer of Frederick County within 15 calendar days after receipt of the response from the ADA coordinator.

FACILITY RELATED COMPLAINT/GRIEVANCE FORM

Grievant Information:

Grievant Name:	
Address:	
Phone:	E-mail:

Person preparing complaint – Relationship to Grievant (if different from Grievant):

Name:	
Address:	
Phone:	E-mail:

Please specify any location(s) related to the complaint or grievance (if applicable):

Please provide a complete description of the specific complaint or grievance:

Please state what you think should be done to resolve the complaint or grievance:

Please attach additional pages as needed.

Signature: _____

Date: _____

Please return to:

Kevin P. Vida, Project Manager

355 Montevue Lane, Suite 200

Frederick, Maryland 21702

Phone 301-600-1844

Or via fax: 301-600-3517

Or via e-mail: kvida@frederickcountymd.gov

Upon request, reasonable accommodation will be provided in completing this form or copies of the form will be provided in alternative formats.

Appendix F

Americans with Disabilities Act Self- Evaluation of Facilities Assessment Summary

See Section <u>3.6 Barrier Removal Priority Levels</u>	1	2	3	4		
Total of each level	\$280,515.00	\$104,385.00	\$0.00	\$82,500.00		
Total Repair Cost	\$467,400.00					

Facility Number	Items NOT Completed	Building Name	Department Responsible	ADA code #	Priority Level & Timeline	Description	Estimated Costs			
							(Heuristic)			
		Updated Jun-24						Level	Level	Level
		Recheck of "repairs not completed" inspection shown below								
								1	2	3
										4
1		30 North Market Street								
	N/C		FM	4.13.6	Level 2 1 - 3 yrs	Restroom 216 – toilet stall door has outward swing without the additional 18" minimum front approach maneuvering clearance from the latch side of the door.		\$1,400.00		
		N/C								
	N/C		FM		Level 2 1 - 3 yrs	Restroom stall doors have pull type handle (3/4" inside openings) that are very difficult to grasp inside the handle and pull open the door.		\$75.00		
		N/C								
2		118 North Market Street								
	N/C		FM	4.4.1	Level 3 1 - 3 yrs	10 Wall mounted fire extinguishers located on all floor levels extend more than 4" into passageways	\$3,000.00			
		N/C								
	N/C	N/C	OPM	4.10.4	Level 3 1 - 3 yrs	Hall lanterns not provided	\$725.00			
	N/C	N/C	FM	4.24.2	Level 2 1 - 3 yrs	3rd floor kitchenette countertop mounted at 37-0"		\$1,000.00		
3		Adult Detention Center								
	N/C	N/C	OPM	4.6.4	Level 1 1 - 3 yrs	Van-accessible sign not provided.	\$100.00			
	N/C	N/C	OPM	4.7.8	Level 1 1 - 3 yrs	wheel stops not provided at visitation accessible parking spaces	\$400.00			
	N/C	N/C	FM	4.16.5	Level 2 1 - 3 yrs	Toilet flush control rooms 429 & 432 mounted on narrow side of toilets		\$3,400.00		
	N/C	N/C	FM	4.19.2	Level 2 1 - 3 yrs	Restroom 432 - lavatory rim at 35-0"		\$1,700.00		
	N/C		OPM	4.29.5	Level 1 1 - 3 yrs	Detectable warning surface not installed along walking surfaces and roadway near the visitation accessible parking spaces.		\$1,650.00		
		N/C								
	N/C		OPM	4.30.2	Level 1 1 - 3 yrs	Directional signage not provided from accessible parking spaces indicating accessible route to the visitation center		\$100.00		

		N/C								
	N/C	N/C	FM	4.32.3	Level 2 1 - 3 yrs	Professional visitation area - knee space at conference table 25-0"	\$300.00	\$500.00		
	N/C	N/C	FM	4.15.2	Level 4 1 - 5 yrs	Visitation waiting area has only a single fountain where a hi/low fountain is required.				\$3,200.00
4		Animal Control								
	N/C		OPM	4.3.2	Level 1 1-5 yrs	There is no access to the public sidewalk. A sidewalk should be constructed to connect the onsite sidewalk with the public sidewalk.	\$2,600.00			
		N/C								
	N/C		FM	4.16.4	N/A	The grab bars behind the water closets in both the Men's and Women's restrooms are 24 in, and one end is not located 12 in from the center line of the water closet. The grab bars on the side of the Men's and Women's water closets are 36 and do not extend 54 in from the rear wall.	\$0.00			
		N/C								
	N/C		FM	4.19.2	Level 2 1 - 5 yrs	The knee clearance below the lavatory/sink in the Women's restroom is 23 1/4 in above the finished floor. The knee clearance below the sink in the Men's restroom is 24 3/4 in above the finished floor.		\$2,800.00		
		N/C								
	N/C		OPM	4.29.5	Level 1 1 - 3 yrs	The sidewalk and the paved parking lot are at the same elevation with no curb separating them, therefore, the walking surface should be separated from the vehicular area with a continuous detectable warning surface.	\$1,650.00			
		N/C								
	N/C	N/C	FM	4.32.4	Level 2 1 - 5 yrs	The height of the front counter is 42 in above finished floor.		\$1,500.00		
			OPM	4.6.4	Level 1 1 - 3 yrs	No parking signs should be posted at the passenger loading zones.	\$100.00			
5		Animal Health								
	N/C		OPM	4.3.2	Level 1 1 - 5 yrs	Existing accessible route from the building should be connected to public sidewalk at the driveway entrance radius at Rosemont Ave.	\$1,500.00			
		N/C								
	N/C	N/C	FM	4.28.1	Level 1 1- 3 yrs	Restroom without visual or audible signal appliance	\$240.00			
			OPM	4.29.5	Level 1 1 - 3 yrs	Detectable warning mat should be placed at transition point between the concrete pad and the accessible parking spaces and vehicular way.	\$1,650.00			
		N/C								
	N/C	N/C	OPM	4.30.6	Level 1 1 - 3 yrs	Directional signage should be installed indicating accessible entrance to the building.	\$100.00			

	N/C	N/C	FM	4.32.4	Level 2 1 -3 yrs	Customer service window countertop measured at 35-1/2 inches.		\$1,500.00		
			OPM	4.6.4	Level 1 1 - 3 yrs	No parking signs should be posted at the passenger loading zones.	\$100.00			
6		Bourne Building								
	N/C		USER	604.3.1	Level 2 1 - 5 yrs	Room 208- Table overlaps minimum perpendicular side wall clear floor clearance by 8"		\$1,400.00		
		N/C								
			FM	604.3.1	Level 2 1 - 5 yrs	Room 205- wastepaper bin overlaps minimum perpendicular side wall clear floor clearance by 9"				
			FM	604.3.1	Level 2 1 - 5 yrs	Room 261- lavatory vanity top overlaps minimum perpendicular rear wall clear floor clearance by 10"				
	N/C	N/C	FM	604.5.2	Level 2 1 - 5 yrs	Room 261- grab bar extends 12" out from the center of the transfer side of the water closet		\$350.00		
7		Brunswick Library								
	N/C		FM	4.17.3	Level 2 1 -3 yrs	The handicap toilet in the Women's restroom measures 60" X 60" however, there is a changing station mounted in the stall that protrudes into the stall 5" leaving 30 1/2 "between the toilet and the changing station.		\$200.00		
		N/C								
	N/C		FM	4.24.3	Level 2 1 - 5 yrs	Knee clearance below the bowl is 24 1/2" should be 27, however, the depth of the sink is 8" with a 1" thick quartz countertop. Also remove materials stored under the sink.		\$1,000.00		
		N/C								
8		C. Burr Artz Library								
	N/C		FM	4.3.11.1	Level 1 1 - 3 yrs	Building has supervised automatic fire sprinkler system; however, the 2nd floor has two "area of rescue assistance" signs mounted over two doors indicating a location where rescue assistance is provided, but both locations are without a means of communication to the outside world.	\$500.00			
		N/C								
9		Courthouse Complex								
	N/C	N/C	OPM	4.5.2	Level 1 - 2 -7 yrs	1-Circuit Court #1-Jury box extends 6" above courtroom floor, witness stand extends 15" above courtroom floor	\$99,000.00			
						2-Circuit Court #2-Jury box extends 6" above courtroom floor. Witness stand extends 5" above courtroom floor.				
						3-Circuit Court #3-Jury box extends 12" above courtroom floor. Witness stand extends 7" above courtroom floor.				

						4-District Court #2-Witness stand extends 5" above courtroom floor.				
						5-District Court #3-Witness stand extends 5" above courtroom floor				
						6-Orphan's Court/Grand Jury Room-witness stand 4-1/2" above floor level				
	N/C	N/C	OPM	4.6.4	Level 1 1 -3 yrs	Directional signage not provided on south side accessible parking spaces indicating accessible route to nearest accessible entrance	\$100.00			
	N/C		OPM	4.7.2	Level 1 1 - 7 yrs	Curb ramp at south side of building-transition slope from curb to gutter exceeds 5.0%. Running slope from 7.5% to 11.0%. Cross slope from 5.0% to 10.5%	\$2,200.00			
	N/C									
						Return curb ramp at NW side of building-running slope from 5.4% to 13.1%. Cross slope from 2.6% to 3.4%				
	N/C	N/C	OPM	4.7.7	Level 1 1 - 3 yrs	Detectable warning surface not provided at curb ramps	\$1,650.00			
	N/C		OPM	4.13.6	Level 1 1 - 5 yrs	Circuit Court #2-39-1/2" maneuvering clearance (48" required) between main courtroom entrance door and back of public seating chair.	\$2,000.00			
		N/C								
						Circuit Court #3- 44-0" maneuvering clearance (48" required) between courtroom entrance door and back of public seating.				
	N/C		OPM	4.15.2	Level 4 1 - 5 yrs	1-Lower-level entrance corridor- single fountain spout (33-0") provided for wheelchair users. Standard height fountain spout not provided				\$22,400.00
		N/C								
						2- Lower-level canteen room- single fountain (spout at 36-0") provided for wheelchair users-standard height fountain spout not provided				
						3-First level near elevator #5- Single fountain spout (38-0") provided for standard height users. Wheelchair users fountain spout not provided				
						4- First level near elevator #4- Single fountain spout (37-0") provided for standard height users. Wheelchair user's fountain spout not provided				
						5-Second level near elevator #4- Single fountain spout (38-0") provided for standard height users. Wheelchair user's fountain spout not provided				

						6- Second level near elevator #5- Single fountain spout (38-0") provided for standard height users. Wheelchair user's fountain spout not provided				
						7-Third level near elevator #4-Single fountain spout (38-0") provided for standard height users				
						8-Third level near elevator #5- Single fountain spout (36-0") provided for wheelchair users				
	N/C		OPM	4.24.1	Level 2 1 -5 yrs	Circuit Courts 1,2, and 3 jury rooms have kitchenettes with built-in sinks. The reach range to the faucet handles exceeds 24-0" and does not allow a forward approach to yhe unit.				\$5,700.00
	N/C		OPM	4.32.3	Level 2 2 - 7 yrs	1-Circuit Court #5-Defense/Prosecutor Tables-Total width 46" (single wheelchair width 23") No accessible public seating spaces within the Courtroom				\$18,000.00
	N/C					2-Circuit Court #2-The minimum clear floor space of 33x48" for public wheelchair seating overlaps into the exit width/circulation paths.				
						3-Circuit Court #1-same as 2 above				
						4-Circuit Court #3-same as 2 above				
						5-District Court #3-same as 2 above				
						6-District Court #1-Same as 2 above				
						7-District Court #1-Witness waiting room table-knee 25-0"				
						8-Master Court #1-Defendant/Plaintiff tables-knee height 25-1/2"				
						9-States Attorney Office-Accessible wheelchair clear floor space not provided in waiting room				
						10-Clerk of the Circuit Court-2 public computer access terminals have insufficient knee clearance (25-1/4") and widths (24-0")				
						11-Clerk of the Circuit Court-public worktable knee clearance measured at 22-3/4"				
						12-Register of Wills-accessible wheelchair seating space not provided in waiting area				
						13-Register of Wills-public computer access terminals not accessible for wheelchair users				
						14-Orphans/Grand Jury Room-center courtroom tables (2) have insufficient knee clearance (25-1/4") and widths (23-0")				
						15-Orphans/Grand Jury Room 1225-same as 2 above				
						16-Office of Records room 1203-public worktable knee height 24-0"				

	N/C	N/C	OPM	4.32.4	Level 2	2 - 7 yrs	1-Jury Assembly Room-kitchenette countertop at 36-0"		\$4,800.00		
							2-Sheriff Dept/Alternate Sentencing reception countertop measured at 41-0" above floor				
							3-Clerk of the Circuit Court-Public computer access terminals have insufficient top of table heights (26-1/4")				
							4-Clerk of the Circuit Court-public worktable top measured at 23-3/4"				
							5-Sheriff Dept. reception countertop measured at 36-0" above floor.				
							6-Clerk of the Circuit Courts reception countertops measured at 35"				
10	Crisis Center 340 Montevue Lane -										
	N/C	N/C	OPM	4.6.3	Level 1	1 - 7 yrs	Parking spaces slopes exceeds 2.0%				
	N/C	N/C	OPM	4.6.4	Level 1	1 - 3 yrs	Van-Accessible signage not installed	\$100.00			
11	Emmitsburg Community Center										
	N/C	N/C	FM	4.15.1	Level 4	1 - 5 yrs	There are no high spout drinking fountains on each floor for those who have difficulty bending.				\$9,600.00
	N/C	DIFFERENT KEY NEEDED TO OPEN	FM	4.19.2	Level 2	1 - 5 yrs	Health Department offices in the basement:	\$4,200.00			
		"					Counseling Room #48 - 34 3/4" to top on the sink				
		"					Exam Room 5 - 34 1/4" to the top of the sink				
		"					Break Room - 34 3/4" to the top of the sink				
	N/C		FM	4.32.4	Level 2	1 - 5 yrs	The counters on the 2nd floor in city office do not meet the above requirements. The counter in the Accounting Office, Room 207, is 43 1/2" above finish floor and the counter at the reception desk is 35" above finish floor.	\$500.00			
		N/C									
	N/C	N/C	OPM	8.4	Level 3	1 - 3 yrs	The top shelf on the magazine rack is 67" above finish floor.	\$100.00			
12	Extension Service										
	N/C		OPM	4.3.2	N/A		Public sidewalk parallels Montevue Lane in front of the property; however, there is no connection from the public sidewalk to the accessible route adjacent to the parking spaces.	\$0.00			
		N/C									
	N/C		OPM	4.3.7	Level 1	2 - 7 yrs	Running slope of 7.8% from accessible parking spaces to front door canopy. Cross slope of 2.8%.	\$1,250.00			
		N/C									
	N/C		FM	4.3.11.1	Level 1	1 - 3 yrs	Area of rescue locations not identified inside of the building. Building does not have a sprinkler system installed	\$6,000.00			

		N/C								
	N/C		FM	4.4.1	Level 1	1 - 5 yrs	Protruding objects -2nd floor fire extinguisher/low ceiling to conference room 309/wall tray at reception window	\$300.00		
		N/C								
	N/C		FM	4.4.2	Level 1	1 - 5 yrs	Insufficient head room 3rd floor hallway	\$800.00		
		N/C								
	N/C		OPM	4.6.3	Level 1	1 - 7 yrs	Existing accessible parking spaces slope 4 to 6 %	\$20,000.00		
		N/C								
	N/C	N/C	OPM	4.6.4	Level 1	1 - 3 yrs	Van-Accessible parking space signage not installed	\$100.00		
	N/C	N/C	FM	4.16.5	Level 2	1 - 5 yrs	Men flush control installed on wrong side of water closet.		\$800.00	
13		Family Partnership								
	N/C		OPM	4.3.7	Level 1	1 - 5 yrs	Center landing area and both ramps leading to center landing exceeds the 2.0% cross slope value. Center landing at 11.3% left ramp at 9.2% and right ramp at 10.0%	\$2,800.00		
		N/C								
	N/C		FM	4.4.1	Level 1	1 - 3 yrs	Several fire extinguishers extend more than 4 inches from the wall above 27 inches from the floor.	\$900.00		
		N/C								
	N/C	N/C	Landlord	4.6.4	Level 1	1 - 3 yrs	Accessible parking signs have very low visibility markings.	\$200.00		
	N/C	N/C	Landlord	4.7.7	Level 1	1 - 5 yrs	Detectable warning surface not provided at curb ramp	\$0.00		
	N/C	N/C	Landlord	4.13.6	Level 3	1 - 3 yrs	Reception room lobby door insufficient wall clearance.	\$100.00		
	N/C	N/C	USER		Level 3	1 - 3 yrs	Classroom # 137 Insufficient wall clearance pull side.	\$100.00		
	N/C	N/C	FM	4.13.9	Level 2	1 - 3 yrs	Pull handle difficult to grasp and open at toilet stalls.	\$100.00		
	N/C	N/C	FM	4.19.2	Level 2	1 - 5 yrs	Lavatory - Room 141 rim - 36 1/2" / Apron 30-0" /knee 29-1/2" /toe 12-0"		\$2,800.00	
		N/C					Lavatory - Room 140 - rim 37-0" /Apron 30 1/2 ' /knee 30-0" / toe 12-0"			
	N/C	N/C	FM	4.19.6	Level 2	1 - 5 yrs	Mirror height - Room 141 -41-0" / Room 140 - 42-0"	\$100.00		
	N/C	N/C	Landlord	4.29.5	Level 1	1 - 3 yrs	Detectable warning surface not provided at accessible parking spaces.	\$0.00		
	N/C	N/C	FM	4.32.4	Level 2	1 - 3 yrs	Reception room countertop 44-0"	\$500.00		
14		Green Valley Fire Station #25								
	N/C		OPM	4.3.1	Level 1	1 - 5 yrs	No Handicap parking spaces and no marked accessible route.	\$1,500.00		
		N/C								

	N/C		FM	4.13.6	Level 1 1 - 5 yrs	Forward or frontal access is required at the front door. The 18" of level floor or ground clearance has not been provided at the latch side of the door.	\$200.00			
		N/C								
	N/C		FM	4.28.1	Level 1 1 - 5 yrs	The building is sprinkled but there is no fire alarm in this facility. There is now a local alarm installed in this building, but it will not call out to notify the EMS. There are also no visible alarms inside of the building.	\$7,950.00			
		N/C								
	N/C	N/C	OPM	4.29.2	Level 1 1 - 3 yrs	No detectable warning surfaces have been installed at this facility.	\$550.00			
	N/C	N/C	OPM	4.30.2	Level 1 1 - 3 yrs	No handicap signage at this facility	\$600.00			
15	Health Department									
	Parking Lot Renovation completed 2021									
	N/C		FM	4.15.1	Level 4 1 - 3 yrs	3 drinking fountains are installed on the first floor. One "Hi-Lo" and two "Low" spout.				\$7,000.00
		N/C								
	N/C		FM	4.15.1	Level 4 1 - 3 yrs	4 drinking fountains are installed on the second floor. All are the "Low" spout type.				\$9,000.00
		N/C								
	N/C		FM	4.17.3	Level 2 1- 3 yrs	Men restroom 2nd floor - 48 1/2" width x 65 0" depth				\$4,000.00
		N/C								
	N/C		FM	4.17.3	Level 2 1- 3 yrs	Women restroom 2nd floor 48 0" wide x 65 1/2" depth				\$4,000.00
		N/C								
	N/C	N/C	FM	4.32.3	Level 2 1- 3 yrs	Conference room 2-101 Knee space 26 1/2" /wide 36 0"/depth 24 0"				\$700.00
		N/C								
	N/C	N/C	FM	4.32.3	Level 2 1- 3 yrs	Environmental health services 1-301-table knee space 25 1/2"				\$300.00
		N/C								
	N/C	N/C	FM	4.32.4	Level 2 1- 3 yrs	Developmental center 2-301-reception countertop 44 0"				\$2,500.00
		N/C								
	N/C	N/C	FM	4.32.4	Level 2 1- 3 yrs	Behavioral health service 2-201-reception countertop 45 0"				\$2,500.00
		N/C								
	N/C	N/C	FM	4.32.4	Level 2 1- 3 yrs	Nursing clinics 1st floor - reception countertop 44 0"				\$2,500.00
		N/C								
	N/C	N/C	FM	4.32.4	Level 2 1- 3 yrs	Administration 1st floor - reception countertop 44 0"				\$2,500.00
		N/C								
	N/C	N/C	FM	4.32.4	Level 2 1- 3 yrs	Environmental Health Service 1-301-reception countertop 44 0"				\$2,500.00
16	Highways/Fleet Services Complex									
	N/C	N/C	OPM	4.3.7	Level 1 1 - 7 yrs	Running slope greater than 5% at concrete portion of accessible route	\$3,100.00			

	N/C	N/C	OPM	4.6.4	Level 1	1 - 3 yrs	Accessible parking does not have van accessible signage	\$200.00			
	N/C	N/C	OPM	4.29.5	Level 1	1 - 3 yrs	Detectable warning surface not provided at roadway crosswalk	\$550.00			
17		HSB - Jefferson Satellite Yard									
	N/C		OPM	4.3.1	Level 1	1 - 7 yrs	No accessible parking spaces and complete accessible route are installed at the facility	\$800.00			
		N/C									
	N/C		FM	4.8.5	Level 1	1 - 7 yrs	Handrails are not continuous along the entire ramp including the top and bottom landing areas. Rail does not extend 12" past end of top and bottom of ramp.	\$300.00			
		N/C									
	N/C	N/C	FM	4.9.4	Level 1	1 - 7 yrs	No tubular handrails on stairs.	\$200.00			
	N/C	N/C	FM	4.22.6	Level 2	1 - 5 yrs	Only 26" knee clearance under restroom lavatory, 27" is required		\$1,400.00		
	N/C	N/C	FM	4.24.2	Level 2	1 - 5 yrs	Kitchen Counter height is 36"		\$1,800.00		
	N/C	N/C	FM	4.28.1	Level 1	1 - 5 yrs	Building only has smoke detector, no visual fire alarm	\$3,000.00			
	N/C	N/C	OPM	4.29.2	Level 1	1 - 5 yrs	No detectable warning surfaces have been installed	\$550.00			
18		HBS - Johnsville Satellite Yard									
	N/C		OPM	4.3.2	Level 1	1 - 7 yrs	No designated handicap accessible parking and no designated accessible route to bldg. No public sidewalks at street, appears as though only accessible route needed is between future handicap parking and satellite office	\$800.00			
		N/C									
	N/C	N/C	OPM	4.6.1	Level 1	1 - 3 yrs	No handicap parking spaces have been assigned	\$0.00			
	N/C	N/C	OPM	4.8.1	Level 1	1 - 3 yrs	Accessible entrance ramp without handrails	\$750.00			
	N/C	N/C	FM	4.13.10	Level 1	1 - 3 yrs	Door takes less than 3 seconds to close	\$100.00			
	N/C	N/C	OPM	4.28.1	Level 1	1 - 3	Building is protected by smoke detector, does not have fire alarm, therefore no visual alarm	\$3,000.00			
	N/C	N/C	OPM	4.29.2	Level 1	1 - 3 yrs	No detectable warning surface installed between ramp and traffic area	\$550.00			
19		HSB - Thurmont Satellite Yard									
	N/C	N/C	OPM	4.3.2	Level 1	1 - 5 yrs	No marked accessible route to the street. No handicap parking has been marked. No designated route.	\$800.00			
	N/C	N/C	OPM	4.6.1	Level 1	1 - 5 yrs	There are no marked handicap parking spaces.				
	N/C	N/C	FM	4.8.5	Level 1	1 - 5 yrs	Entrance ramp without outside handrail or bottom curb protection	\$750.00			

	N/C		FM	4.13.6	Level 1	1 - 5 yrs	The entry door has a 36" opening and therefore in accordance with figure 25 requires 24" on the latch side of the door. There are only 18" in this location.	\$50.00			
		N/C									
	N/C	N/C	FM	4.19.6	Level 2	1 - 3 yrs	The bottom edge of the reflective MIRROW surface measures 41" above finish floor.		\$100.00		
	N/C	N/C	FM	4.24.4	Level 2	1 - 3 yrs	The kitchen sink is 8" deep.		\$500.00		
	N/C	N/C	FM	4.28.3	Level 1	1 - 5 yrs	There are no visual alarms at this facility.	\$3,000.00			
	N/C	N/C	OPM	4.29.5	Level 1	1 - 3 yrs	There are no detectable warning surfaces at this facility.	\$550.00			
20		HSB - Urbana Satellite Yard New Renovated 2024									
			OPM	4.3.2	Level 1	1 - 5 yrs	No marked accessible route to the street and no handicap parking on site.	\$17,000.00			
21		Law Enforcement Center									
	N/C	N/C	OPM	4.7.7	Level 1	1 - 5 yrs	Detectable warning surfaces no installed at curb ramp or at the end of accessible sidewalk.	\$1,500.00			
	N/C	N/C	FM	4.19.3	Level 2	1 - 5 yrs	Clear floor space men 24 x 94". Waste can and towel dispenser blocking access to the lavatory and soap dispenser.		\$400.00		
	N/C	N/C	FM	4.32.4	Level 2	1 - 5 yrs	Tabletop 29" / Lobby service window top 36-1/2"	\$1,000.00			
22		Middletown Branch Library (Old)									
	N/C	N/C	OPM	4.6.4	Level 1	1 - 5 yrs	Van-Accessible sign not installed at accessible parking spaces	\$100.00			
	N/C	N/C	OPM	4.7.2	Level 1	1 - 5 yrs	Curb running slope 11.5%	\$2,000.00			
	N/C	N/C	OPM	4.7.5	Level 1	1 - 5 yrs	Left side flare at curb ramp 16.6% / Right side flare 8.6%				
	N/C	N/C	OPM	4.7.7	Level 1	1 - 5 yrs	Detectable warning surface not installed at curb ramp transition point to accessible parking aisle.	\$550.00			
	N/C	N/C	FM	4.15.1	Level 4	1 - 3 yrs	Low spout type drinking fountain installed.				\$3,200.00
	N/C	N/C	OPM	4.30.2	Level 1	1 - 5 yrs	Directional signage to accessible restroom not installed in building	\$200.00			
23		Scott Key Center									
	N/C	N/C	USER	4.16.2	Level 2	1 - 5 yrs	Room 109-This restroom requires assistance if used by a person in a wheelchair. The water closet is centered in the room to allow for this assistance with a larger person in a wheelchair. The water closet is too far away from the paper dispenser and the side grab bars.		\$200.00		
	N/C	N/C	FM	4.24.2	Level 2	1 - 5 yrs	Room 108 -34-1/2" to the top of the sinks		\$600.00		
	N/C	N/C	FM	4.24.6	Level 2	1 - 5 yrs	Room 110-rear men's restroom-no padding on the piping under the sink.		\$100.00		

	N/C	N/C	OPM	4.30.2	Level 1	1 - 3 yrs	Signage in general, is inconsistent with character and location requirements.	\$1,000.00			
24		Thomas Hanson House									
	N/C		OPM	4.3.3	Level 1	1 - 3 yrs	Ground floor-there are chairs along the wall between the door from the west elevator lobby and the receptionist cubical leaving only a 29" wide access.	\$100.00			
		N/C									
	N/C		USER	4.3.3	Level 1	1 - 3 yrs	First floor-there is a table obstructing access to the door to the east stairway	\$100.00			
		N/C									
	N/C		USER	4.3.3	Level 1	1 - 3 yrs	Second floor-Banker's boxes stored along almost the entire hallway leaving only 34-35" of access.	\$100.00			
		N/C									
	N/C		FM	4.9.4	Level 1	1 - 5 yrs	The handrails are mounted between 30" and 43" above the stair nosing.	\$3,900.00			
		N/C									
							The handrails do not, at all landings, extend at least 12" plus the width of one tread past the bottom riser and do not extend at least 12" past the top riser.				
							The handrails are 1-3/4" in diameter, they are required to be 1-1/4" to 1-1/2" in diameter in accordance with fig. 39.				
	N/C		FM	4.15.5	Level 4	1 - 3 yrs	If water fountains are installed, one must be provided for those who are in wheelchairs and one for those who have difficulty bending. (Section 4.1.3 (10) states "This can be accommodated by using a "hi-lo" fountain; by providing one fountain accessible to those who use wheelchairs and one fountain at a standard height convenient for those who have difficulty bending; by providing a fountain accessible under 4.15 and a water cooler; or by such other means as would achieve the required accessibility for each group on each floor." Therefore, although it is not recommended, since a cup holder is provided for those with difficulty bending, the water fountain at this location is acceptable.				\$6,400.00
	N/C		FM	4.16.3	Level 2	1 - 3 yrs	The height of the water closet shall be 17" To 19", the existing water closet measured 21-1/2".				

	N/C		FM	4.17.3	Level 2	1 - 3 yrs	The stall does not meet the standard stall requirements in figure 30(a).To meet the requirements for figure 30(b), the stall has to be either 36" wide by 66" deep (with a wall hung water closet) with two (2) 42" grab bars (one each side of the stall), or 48" wide by 66" deep (with a wall hung water closet) with one (1) 42" grab bar on the side and a 36" grab bar on the rear wall behind the water closet.	\$0.00	\$0.00	\$0.00	\$0.00
	N/C										
		N/C	FM	4.10.12	Level 1	1 - 3 yrs	The call button for the main entry floor shall be designated by a raised star to the left of the floor designation. This elevator has a front and rear door. Currently the star is located next to the LL button. The star should be located next to the 1R button which would allow you to exit at the guard station.				
	N/C										
	N/C	N/C	FM	4.10.13	Level 1	1 - 5 yrs	There are two doors in this elevator, a front door, and a rear door. A visual car position indicator has been provided above the front door of the elevator. However, an indicator has not been provided above the rear door. An indicator should be installed above each door showing the location of the car at each door which would also indicate which door is the front door and which door is the rear door. When someone is in the elevator, they may know which direction they would like to go but have no idea which button to push to go in that direction. Do you push 1 or 1R, 2 or 2R? There is no indication which door is front and which door is the rear door.				
	N/C		FM	4.24.2	Level 2	1 - 3 yrs	The existing sink is mounted with the rim at 36-3/4" above the finish floor.		\$1,400.00		
	N/C	N/C	FM	4.24.6	Level 2	1 - 3 yrs	The drainpipes below the sink are not insulated or otherwise configured to protect against contact.		\$100.00		
	N/C	N/C	FM	4.24.7	Level 2	1 - 3 yrs	The faucet is not lever operated, push type, touch type, or electronically controlled.		\$250.00		
25		300 Scholl's Lane (Scotty's Bus Ln.)									
	N/C	N/C	OPM	4.3.8	Level 1	1 - 5 yrs	Accessible sidewalk mid-point between parking spaces and front entrance has a vertical drop between concrete sections over 1/2".	\$1,100.00			
	N/C		OPM	4.3.10	Level 1	1 - 5 yrs	Accessible space routes are located on multiple ground floors of the building and the accessible spaces are connected by series of internal stairs				
		N/C									

	N/C		OPM	4.3.11.1	Level 1	1 - 5 yrs	Accessible space routes are located on multiple ground floors of the building and the accessible spaces are connected by series of internal stairs.		
		N/C							
	N/C		FM	4.4.1	Level 1	1 - 5 yrs	Several fire extinguishers and a defibrillator extend out into the circulating routes.	\$900.00	
		N/C							
	N/C	N/C	OPM	4.6.3	Level 1	1 - 5 yrs	Accessible parking spaces slopes up to 3.7%	\$0.00	
	N/C	N/C	OPM	4.7.7	Level 1	1 - 3 yrs	Detectable warning surface not provided at the transition location of the concrete walk and parking spaces.	\$550.00	
	N/C	N/C	FM	4.9.4	Level 1	1 - 3 yrs	The four step locations have only one-sided handrails.	\$1,200.00	
	N/C	N/C	FM	4.13.6	Level 2	1 - 3 yrs	Men's restroom- insufficient distance between restroom door (pull/latch wheelchair side approach) and corridor wall.	\$0.00	
	N/C	N/C	FM	4.13.7	Level 2	1 - 3 yrs	Insufficient space (21") between the women's restroom out swings and the secured door leading into the work offices.	\$0.00	
	N/C	N/C	FM	4.13.8	Level 1	1 - 3 yrs	Threshold at main entrance door difficult to maneuver a walker through.	\$250.00	
	N/C	N/C	OPM	4.15.1	Level 4	1 - 3 yrs	Single "low" type drinking fountain provided.		\$3,200.00
	N/C	N/C	FM	4.16.4	Level 2	1 - 3 yrs	Back walls grab bars: men's 28-1/2" sidewall 51-0" women's back wall 29-0" sidewall 53-1/2"	\$700.00	
	N/C	N/C	FM	4.16.5	Level 2	1 - 3 yrs	Flush controls mounted on wrong side of toilets	\$1,600.00	
	N/C	N/C	FM	4.19.2	Level 2	1 - 3 yrs	Men's-rim 30-0", apron 27-1/2", knee 24-0", toe 10" & 6"	\$1,400.00	
	N/C	N/C	FM	4.19.2	Level 2	1 - 3 yrs	Women's - rim 29-3/4", apron 25-1/2", knee 23-0", toe 11" & 6"	\$1,400.00	
	N/C	N/C	FM	4.19.2	Level 2	1 - 3 yrs	The counters at room # 21 are 36" AFF.	\$4,000.00	
	N/C	N/C	FM	4.19.2	Level 2	1 - 3 yrs	The counters at the reception window are 36" AFF.	\$2,000.00	
	N/C	N/C	FM	4.28.1	Level 1	1 - 3 yrs	No local fire alarm devices installed in the building.	\$22,500.00	
	N/C	N/C	OPM	4.30.2	Level 1	1 - 3 yrs	Tactile signage not provided on designated offices and meeting rooms.	\$4,000.00	
26		Thurmont Regional Library							
	N/C	N/C	OPM	4.7.5	Level 1	1 - 7 yrs	Curb ramp flare sides at 15% and 20%	\$2,200.00	
27		Urbana Library (Main Area)							

	N/C	N/C	Landlord	4.6.2	Level 1	1 - 5 yrs	2 accessible parking spaces & access aisle located at the front main entrance have no curb cut to access the accessible route of travel; users must enter the access roadway path to gain access to the building.	\$1,900.00			
	N/C	N/C	Landlord	4.7.1	Level 1	1 - 5 yrs	Front entrance accessible parking spaces and accessible sidewalk without curb cut.				
	N/C	N/C	Landlord	4.29.5	Level 1	1 - 3 yrs	Detectable warning surface not provided at the accessible route and ramp located in front of the building and vehicular access roadway.		\$550.00		
28	Urbana Library (Senior Center)										
	N/C	N/C	Landlord	4.7.7	Level 1	1 - 3 yrs	Detectable warning surface not provided at curb ramp	\$1,100.00			
	N/C	N/C	Landlord	4.7.8	Level 1	1 - 3 yrs	Concrete wheel stops not provided	\$300.00			
29	Warehouse No. 2 (County and Maintenance Storage)										
	(see Warehouse No. 1)										
	N/A		OPM	4.3.1	Level 1	1 - 7 yrs	No handicap accessible parking and no defined accessible route to the public street.	\$1,000.00			
		N/A									
	N/A	N/C	OPM	4.7.1	Level 1	1 - 7 yrs	A ramp and cross walk as well as a designated route need to be installed between Bourne Dr. and Warehouse No. 1.				
	N/C	N/C	FM	4.15.5	Level 4	1 - 3 yrs	Drinking fountain Only 23" of knee space, however, the water fountain will work if raised.				\$3,200.00
	N/C	N/C	FM	4.16.4	Level 2	1 - 3 yrs	Restroom - No grab bar behind the toilet.		\$250.00		
	N/C	N/C	FM	4.18.3	Level 2	1 - 3 yrs	Restroom door swings into the clear floor space reserved for the urinal.	\$1,100.00			
	N/C	N/C	FM	4.19.3	Level 2	1 - 3 yrs	Restroom door swings into the clear floor space required by the sink.				
	N/C	N/C	FM	4.19.4	Level 2	1 - 3 yrs	Restroom - No padding on the pipes below the sink.	\$100.00			
	N/C	N/C	FM	4.19.6	Level 2	1 - 3 yrs	Restroom - 47" AFF to the bottom of the mirror.	\$100.00			
	N/C	N/C	FM	4.28.1	Level 1	1 - 3 yrs	There is a smoke detector that is tied into the alarm system; however, there are no visible alarms in the building.	\$26,400.00			
	N/A		OPM	4.29.2	Level 1	1 - 3 yrs	There is no detectable warning surface where the front door handicap ramp enters the parking lot and there should be a handicap ramp at Bourne Dr. and there is no accessible route between the building and the street.	\$550.00			
		N/C									
	N/C	N/C	OPM	4.30.6	Level 1	1 - 3 yrs	The restroom sign is mounted on the door not on the latch side and the sign that is mounted is not a handicap sign.	\$100.00			

30		Westview Fire Station							
		No. 31							
	N/C	N/C	OPM	4.29.5	Level 1 1 -3 yrs	Detectable warning surface does not provide at access aisle and concrete walk	\$550.00		
	N/C	N/C	OPM	4.30.2	Level 1 1 -3 yrs	Main access entrance door without accessible signage	\$200.00		
31		Winchester Hall							
		(East Wing & Annex)							
			FM	4.4.1	Level 1 1 -3 yrs	Fire extinguisher and pull boxes extends more than 4" from wall building wide. AED are mounted above 27" and below 80" extending out 7" from wall	\$3,000.00		
			OPM	4.6.4	Level 1 1 - 3 yrs	Van accessible signage not provided at accessible parking spaces	\$100.00		
			OPM	4.10.5	Level 1 1 -3 yrs	Floor designations characters mounted at 42-0"	\$200.00		
			OPM	4.15.1	Level 4 1 -3 yrs	Single spout type drinking fountains throughout the building			\$0.00
			OPM	4.29.5	Level 1 1 -3 yrs	Detectable warning surface not provided between accessible brick pavers (walkway) and adjunct accessible parking spaces	\$1,100.00		
			OPM	4.30.2	Level 1 1 - 3 yrs	Signage is provided at accessible restrooms and emergency doors. Tactile and informational signage is not provided identifying permanent functional services offered by the various departments and agencies located inside the building or directional routing signage to the accessible restrooms.	\$0.00		
			FM	4.32.4	Level 2 1 -3 yrs	County Attorney reception area room 2110J-countertop at 44-4"		\$1,600.00	
						BOCC reception area 3130-countertop at 44-0"			
						P & C reception area 1120-countertop at 44-0"			
						RM reception area 1146-countertop at 44-0"			
			FM	4.33.3	Level 1 1 -3 yrs	Hearing room 1102-it is not visually identifiable where the wheelchair locations are integrated into fixed seating plan. The hearing room seats are not readily removable and are mounted to the floor there is an area where several fixed seats have been removed but would extend the wheelchair against the front of the second row of seats or extend the wheelchair into the circulation paths to the side or front of the space.	\$1,000.00		
32		Winchester Hall				PER EMAIL 6/14/24			
		(West Wing)							
		N/C	FM	4.13.8	Level 1 1 - 5 yrs	Restroom L144-cracked threshold	\$250.00		
		N/C	FM	4.15.1	Level 4 1 -3 yrs	Typical built-in drinking fountain with one "low" spout			\$9,600.00

		N/C	FM	4.16.4	Level 2	1 -3 yrs	Restroom number (grab bar 54-0" length requirement)		\$1,800.00		
		N/C					L144-side wall bar extends 52" from back wall. Space between wall & bar 2-1/2"				
		N/C					L145-sidewall bar extends 51-0" from back wall				
		N/C					1153-sidewall bar extends 51-0" from back wall				
		N/C					1152-sidewall bar extends 51-0" from back wall				
		N/C					2174-sidewall bar extends 51-1/2" from back wall				
		N/C					2173-sidewall bar extends 51-1/2" from back wall				
		N/C					3164-sidewall bar extends 51-1/2" from back wall				
		N/C					3165-sidewall bar extends 51-1/2" from back wall				
		N/C	FM	4.17.1	Level 2	1 -3 yrs	Winchester Hall has 8 toilet rooms that contain toilet stalls which are stacked above each other starting from the lower level to the 3rd floor. These toilet rooms are located on the accessible routes and should be made fully accessible to the public. The toilet rooms are identified as L125, L126, 1113, 1114, 2127, 2128, 3127, 3128		\$9,960.00		
		N/C	FM	4.19.4	Level 2	1 -3 yrs	Lavatory exposed pipes 1152		\$100.00		
		N/C	FM	4.32.3	Level 2	1 -3 yrs	Winchester room 2198-knee 24-1/2", width 80", deep 24-0"		\$1,000.00		
									1	2	3
							Total of each level	\$280,515.00	\$104,385.00	\$0.00	\$82,500.00
							Total Repair Cost	\$467,400.00			

PARKS ADA 504 INSPECTIONS 2021

Facility Number	Items Completed X Not Completed N/C	Building name	Department Responsible	ADA code #	Priority Level & Timeline	Description of non-compliant element	Estimated Costs (Heuristic)				Total	Proposed method to make element ADA accessible
							Level 1	Level 2	Level 3	Level 4		
48		Loys Station Park										Passed 504 checklist 5-4-2021
50		Libertytown Park										Passed 504 checklist 5-4-2021
51		Kempton Park										Passed 504 checklist 5-4-2021
52		Fountain Rock Park										Passed 504 checklist 5-4-2021
53		Creagerstown Park										Passed 504 checklist 5-4-2021
54		Catoctin Creek Center										Passed 504 checklist 5-4-2021
55		Ballenger Creek Park										Passed 504 checklist 3-18-2321
56		Old National Park										Passed 504 checklist 3-18-2321
57		Pinecliff Park										Passed 504 checklist 3-18-2321
58		Point of Rocks Park										Passed 504 checklist 3-18-2321
59		Point of Rocks trail										Passed 504 checklist 3-18-2321
60		Buckeystown Park										Passed 504 checklist 5-4-2021
61		Green Hill Park										Passed 504 checklist 5-4-2021
62		Glade Manor Park										Passed 504 checklist 5-4-2021
63		Utica Park										Passed 504 checklist 5-4-2021
64		Urbana dist. Park										Passed 504 checklist 3-18-2321
65		Urbana Comm. Park										Passed 504 checklist 3-18-2321
66		Rose Hill Park										Passed 504 checklist 3-18-2321
67		Roddy Road Park										Passed 504 checklist 3-18-2321
68		Othello Park										New 2022