

City of Lakeville ADA Transition Plan

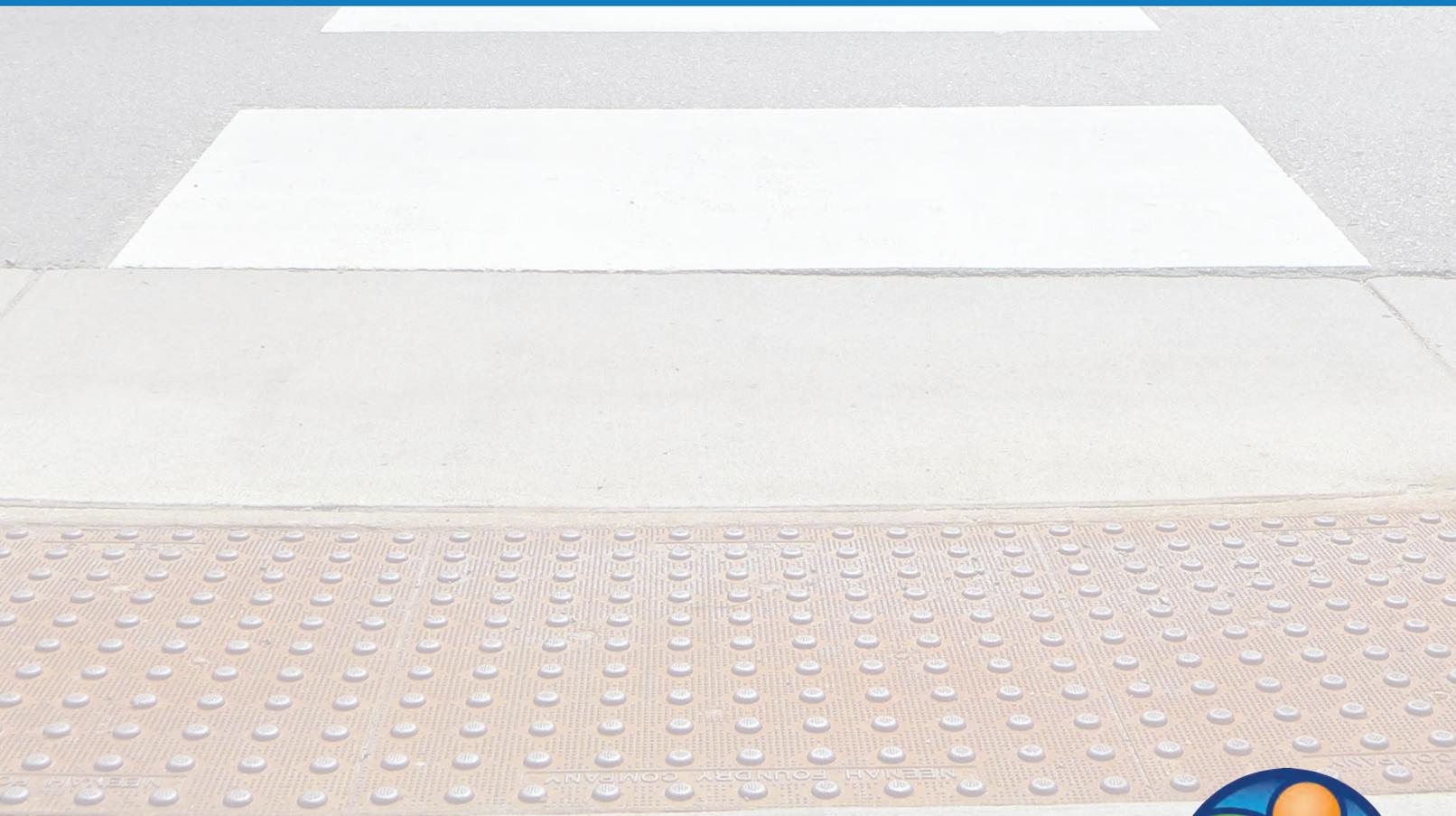


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INTRODUCTION

Transition Plan Need and Purpose

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

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

Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, the City of Lakeville must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, “...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” ([42 USC. Sec. 12132](#); [28 CFR. Sec. 35.130](#))

As required by Title II of [ADA, 28 CFR. Part 35 Sec. 35.105](#) and [Sec. 35.150](#), the City of Lakeville has conducted a self-evaluation of its facilities within public rights of way and has developed this Transition Plan detailing how the organization will ensure that those facilities are accessible to all individuals. A glossary of terms is included in **Appendix A**.

This Transition Plan has been created to specifically cover accessibility within the public rights of way and does not include information on City programs, practices, or building facilities not related to public rights of way.

ADA and its Relationship to Other Laws

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

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

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

Agency Requirements

Under Title II, the City of Lakeville must meet these general requirements:

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

SELF-EVALUATION CONDITION ASSESSMENT

Overview

The City of Lakeville is required, under Title II of the Americans with Disabilities Act (ADA) and [28 CFR 35.105](#), to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the City implements these policies.

The goal of the self-evaluation is to verify that, in implementing the City's policies and practices, the department is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The self-evaluation also examines the condition of the City's Pedestrian Circulation Route/Pedestrian Access Route) (PCR/PAR) and identifies potential need for PCR/PAR infrastructure improvements. This includes consideration of pedestrian curb ramps and traffic control signals that are located within the City rights of way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

Summary

In 2017 and 2018, the City of Lakeville conducted an inventory of pedestrian facilities within its public right of way consisting of the evaluation of the following facilities:

- Pedestrian Ramps at intersections that include trail or sidewalk facilities
- Traffic Signals Systems

Pedestrian ramps were assessed and categorized into three condition rating tiers:

1. Tier 1: largely or fully compliant.
2. Tier 2: substantially compliant and working well.
3. Tier 3: several elements are not compliant.

Traffic signal systems were assessed and categorized into three condition rating tiers:

Condition Rating for Signal Elements by Ramps at Corner

1. Tier 1: all signal elements are largely or fully compliant
2. Tier 2: no more than one signal element is non-compliant
3. Tier 3: two or more signal elements are non-compliant

Condition Rating for Signalized Intersections

1. Tier 1: all signal elements for intersection are largely or fully compliant
2. Tier 2: no more than one signal element for intersection is non-compliant
4. Tier 3: two or more signal elements for intersection are non-compliant

A detailed evaluation on how these facilities relate to ADA standards including maps showing how the pedestrian ramp and traffic control signal system facilities are categorized can be found on the City's website, detailed in **Appendix B**, and will be updated periodically.

POLICIES AND PRACTICES

Previous Practices

Since the adoption of the ADA, the City of Lakeville has striven to provide accessible pedestrian features as part of the City capital improvement plan projects. As additional information was made available as to the methods of providing accessible pedestrian features, the City has updated their procedures to accommodate these methods. Recently, more standardized design and construction methods have evolved. This has resulted in the ability of local agencies to receive additional exposure and training on accessible features. This has improved an agency's ability to understand available options and to explore the feasibility of implementing accessibility improvements. This information also assists in providing guidance for developing transition plans.

Policy

The City of Lakeville will inspect, inventory and plan for any required improvements to facilities located in the public right-of-way, to ensure compliance with the ADA. The City's goal is to continue to provide accessible pedestrian design features as part of the City capital improvement projects. The City has established ADA design standards and procedures as detailed in **Appendix C**. These standards and procedures will be kept up to date with nationwide and local best management practices.

The City of Lakeville will consider and respond to all accessibility improvement requests. Requests should be sent to the ADA Coordinator as specified in **Appendix D**. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities. The City will coordinate with external agencies as necessary to ensure that all new or altered pedestrian facilities within the City jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public right of way will continue to follow the policies set forth by the City.

ADA COORDINATOR

The public is strongly encouraged to contact the ADA Coordinator to discuss any concerns regarding City facilities prior to starting the formal grievance process provided in this plan. It is anticipated most accessibility issues, once identified, will be able to be satisfactorily addressed by the ADA Coordinator.

In accordance with [28 CFR 35.107\(a\)](#), the City of Lakeville has identified an ADA Title II Coordinator to oversee the City policies and procedures. It is the responsibility of the ADA Coordinator to implement this policy. Contact information for this individual is located in **Appendix D**.

IMPROVEMENT SCHEDULE

Priority Areas

The City of Lakeville will generally prioritize for planned accessibility improvement projects based on the need for overall street improvements. Other considerations will include the proximity to specific land uses which typically generate higher volumes of pedestrian traffic such as schools, government offices and medical facilities, as well as from the receipt of public comments.

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

External Agency Coordination

Many other agencies are responsible for pedestrian facilities within the jurisdiction of the City of Lakeville, including Dakota County and MNDOT. The City will coordinate with those agencies to track and assist in the facilitation of the elimination of accessibility barriers along their routes and/or associated with their services.

Schedule

The City of Lakeville has set the following schedule goals for improving the accessibility of its pedestrian facilities within the City jurisdiction:

- Traffic control signal system pedestrian features will be addressed through the Capital Improvement Plan (CIP) and street improvement plans to coordinate improvements.
- Facilities with condition ratings in Tier 2. These facilities are considered serviceable and are not in need of immediate action. Improvements for these facilities will be addressed in conjunction with adjacent capital improvement projects. Staff will use the CIP and long-range street improvement plans to coordinate these improvements.
- Facilities with condition ratings in Tier 3. Any of these facilities identified as an existing hazard or compliance issue that staff believes needs to be addressed by a set date shall have a work order initiated or be incorporated into a project in the CIP.
- Through a combination of street improvement and standalone ADA projects, all Tier 3 pedestrian ramps will be upgraded within eight to ten years.
- After 20 years, a minimum of 80% of accessibility features within the jurisdiction of the City of Lakeville will be ADA compliant. The remaining 20% would include the Tier 2 locations that have not had an adjacent road project within the 20-year period.

IMPLEMENTATION SCHEDULE

Methodology

The City of Lakeville will utilize two methods for upgrading pedestrian facilities to the current ADA standards. The first and most comprehensive of the two methods are the scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. The second method includes standalone sidewalk and ADA accessibility improvement projects. These projects will be incorporated into the street improvement plan on a case by case basis as determined by City of Lakeville staff, or may be completed by internal City forces. The street improvement plan includes a detailed schedule and budget for specific improvements.

PUBLIC OUTREACH

The City of Lakeville recognizes that public participation is an important component in the development of this plan. Input from the community has been gathered and used to help define priority areas for improvements within the jurisdiction of the City of Lakeville. Materials presented at the public meeting are included in **Appendix F**.

Public outreach for the creation of this document consisted of the following:

- Open House – June 18, 2019

- The City's ADA Title II Coordinator will continue to be available for questions or discussion.

GRIEVANCE PROCEDURE

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities regarding the ADA. A draft of this public notice is provided in **Appendix G**. If users of City of Lakeville public right of way facilities and services believe the City has not provided reasonable accommodation, they have the right to file a grievance.

In accordance with [28 CFR 35.107\(b\)](#), the City has developed a grievance procedure for the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances. This grievance procedure is outlined in **Appendix G**, with a Complaint Form in **Appendix H**.

MONITOR THE PROGRESS

This document, including the Appendices, will be updated as conditions within the City evolve. With each main body update, a public comment period will be established to continue the public outreach.

APPENDICES

- A. Glossary of Terms
- B. Self-Evaluation and Prioritization Summary
- C. Agency ADA Design Standards and Procedures
- D. ADA Coordinator
- E. Public Outreach Materials
- F. ADA Public Notice
- G. Grievance Procedure
- H. Complaint Form

Appendix A – Glossary of Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: The City of Lakeville’s transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements into the street improvement plan, and ensures all transportation facilities, services, programs, and activities are accessible to all individuals.

ADAAG: See Americans with Disabilities Act Accessibility Guidelines.

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

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

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

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

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

APS: See Accessible Pedestrian Signal.

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

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

Condition Rating for Pedestrian Curb Ramps

- Tier 1: largely or fully compliant – Good
(condition rating 1 or 2, all elements are compliant)
- Tier 2: substantially compliant and working well – Fair
(condition rating 1 or 2, no more than one element is non-compliant)
- Tier 3: several elements are non-compliant – Poor
(condition rating 3 or condition rating 1 or 2 with two or more elements non-compliant)

Condition Rating for Signal Elements by Ramps at Corner

- Tier 1: all signal elements are largely or fully compliant – Good
- Tier 2: no more than one signal element is non-compliant – Fair
- Tier 3: two or more signal elements are non-compliant – Poor

Condition Rating for Signalized Intersections

- Tier 1: all signal elements for intersection are largely or fully compliant – Good
- Tier 2: no more than one signal element for intersection is non-compliant – Fair
- Tier 3: two or more signal elements for intersection are non-compliant – Poor

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

DOJ: See United States Department of Justice

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

FHWA: See Federal Highway Administration

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

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

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

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

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

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

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

United States Department of Justice (DOJ): The United States Department of Justice (often referred to as the Justice Department or DOJ), is the United States federal executive department responsible for the enforcement of the law and administration of justice.

Appendix B – Self-Evaluation and Prioritization Summary

The City of Lakeville is committed to making investments to improve accessibility within the City public right of way. A systematic approach to providing accessibility will be taken to absorb the cost into the City of Lakeville’s program for improvements to the public right of way.

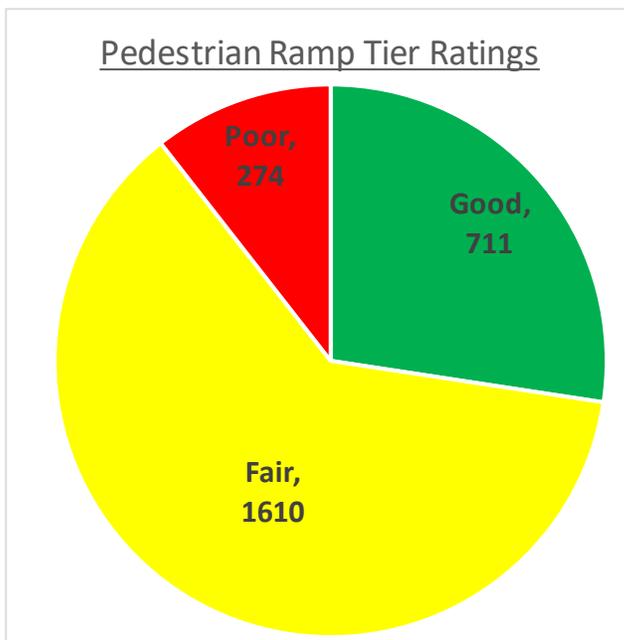
A summary of pedestrian curb ramps and traffic signal systems evaluated follows.

The maps included herein showing how the pedestrian ramps and traffic signal systems are categorized and can also be found at <https://lakevillemn.gov/>

Pedestrian Curb Ramps

Condition Rating for Pedestrian Ramps (2595)

- Tier 1: largely or fully compliant = 711
- Tier 2: substantially compliant and working well = 1610
- Tier 3: several elements are not compliant = 274

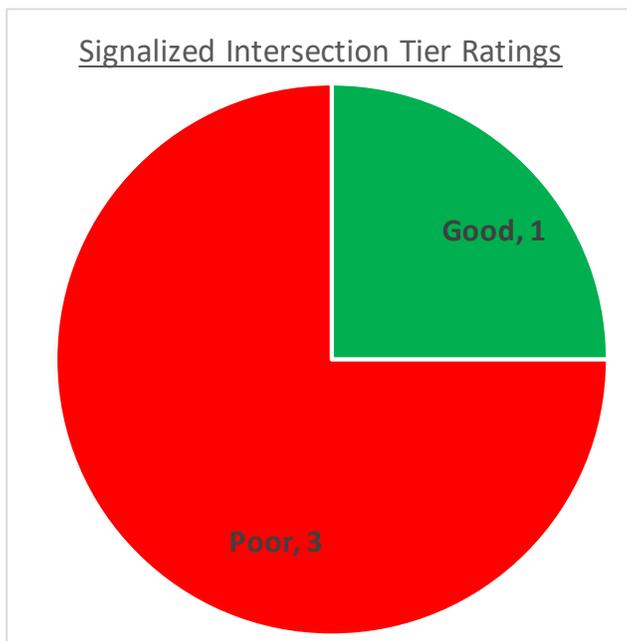


Traffic Control Signal Systems

Four traffic signal systems within the City right of way were inventoried and assessed. Tier ratings have been assigned for the overall signal systems and for ramps corners at the signalized intersections.

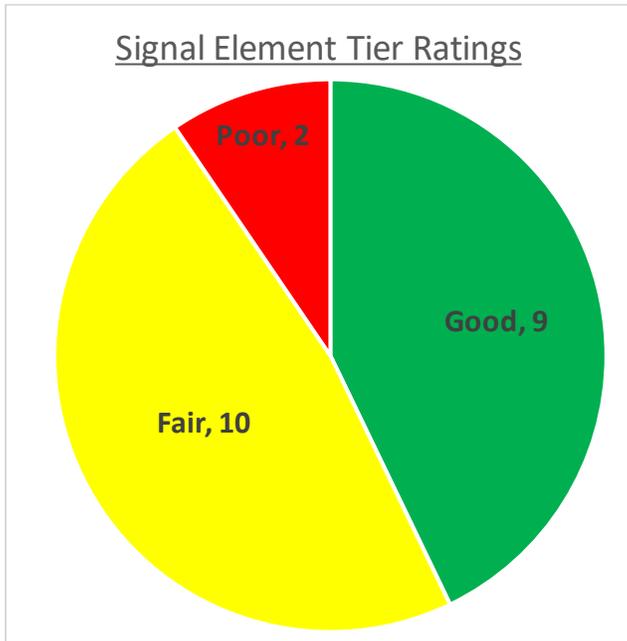
Condition Rating for Signalized Intersection (4)

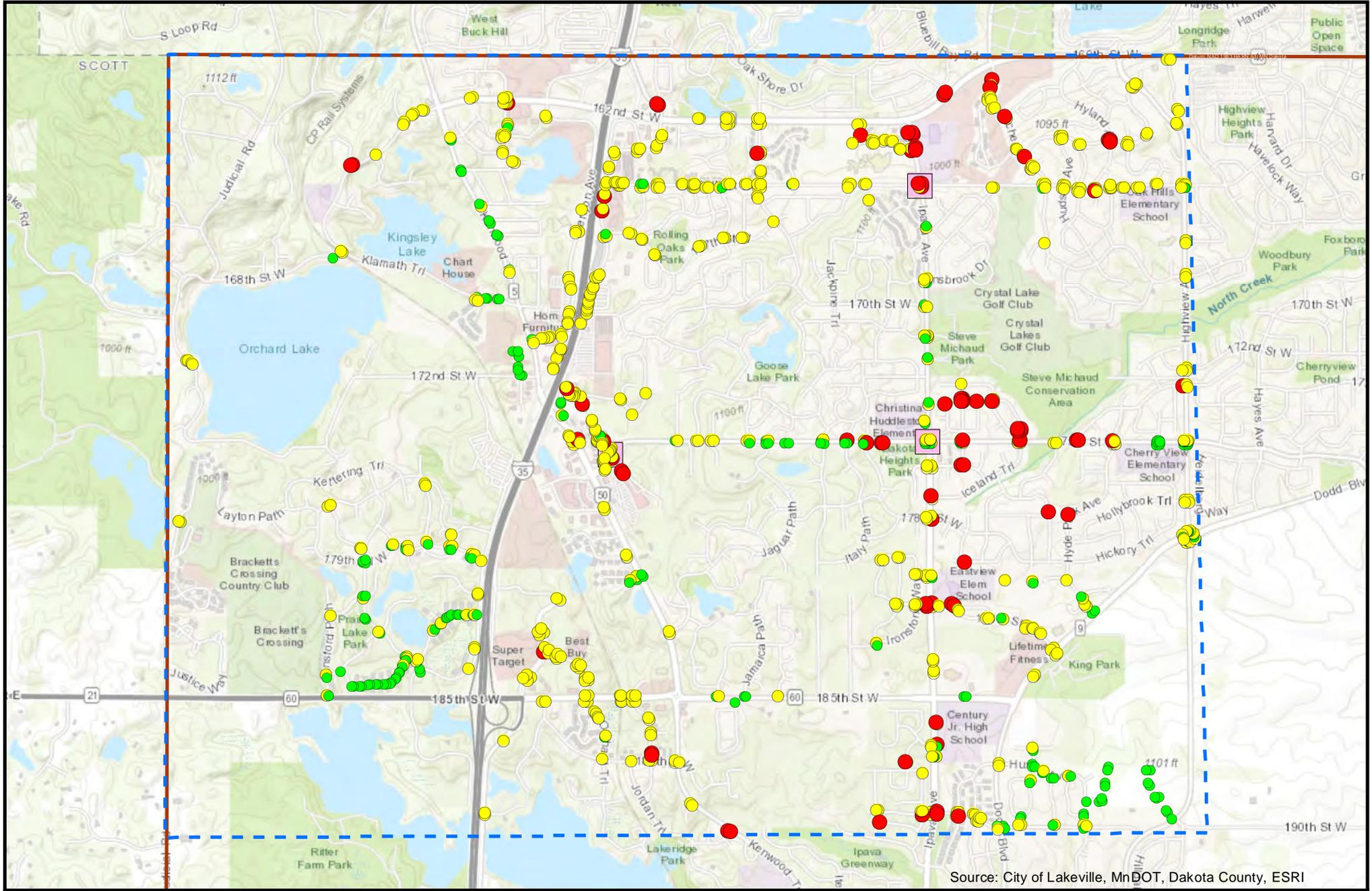
- Tier 1: all signal elements for intersection are largely or fully compliant = 1
- Tier 2: no more than one signal element for intersection is non-compliant = 0
- Tier 3: two or more signal elements for intersection are non-compliant = 3



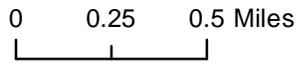
Condition Rating for Signal Elements (push buttons, accessibility and ten-foot separation) by Ramps at Signalized Intersections (21).

- Tier 1: all signal elements related to ramp are largely or fully compliant = 9
- Tier 2: no more than two signal elements related to ramp are non-compliant = 10
- Tier 3: more than two signal elements related to ramp are non-compliant = 2





Source: City of Lakeville, MnDOT, Dakota County, ESRI



Legend

- Ped Ramp Tier Rating**
- Tier 1 - Good (198)
- Tier 2 - Fair (560)
- Tier 3 - Poor (81)
- Signalized Intersection (3)
- North-West Quadrant
- Lakeville Boundary

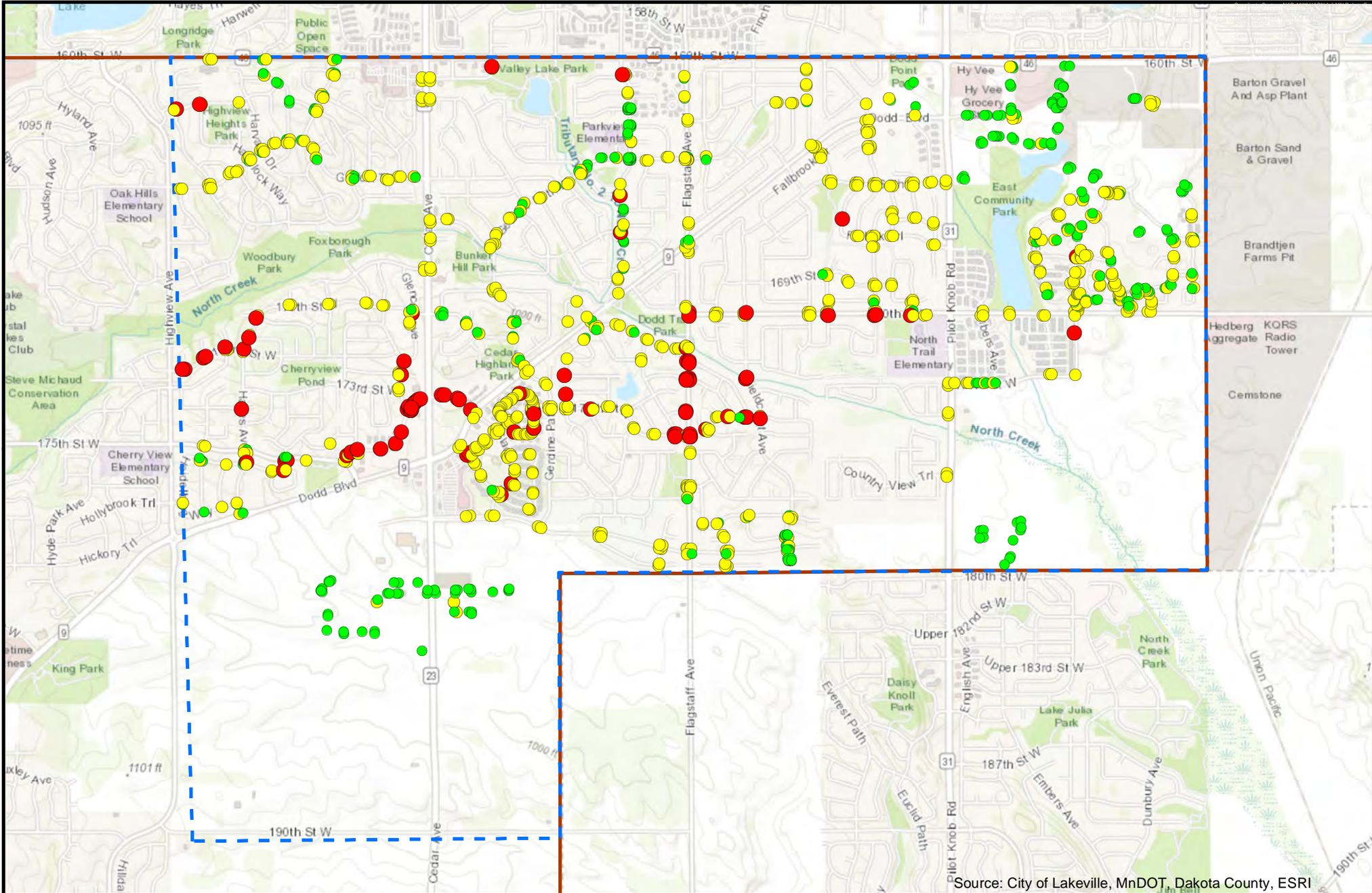
City of Lakeville

ADA Transition Plan

Pedestrian Ramp

Tier ratings

Figure 1 (North-West Quadrant)
July 2019



Source: City of Lakeville, MnDOT, Dakota County, ESRI



0 0.25 0.5 Miles



Legend

- Ped Ramp Tier Rating
- Tier 1 - Good (305)
- Tier 2 - Fair (608)
- Tier 3 - Poor (88)
- ▭ North-East Quadrant
- ▭ Lakeville Boundary

City of Lakeville

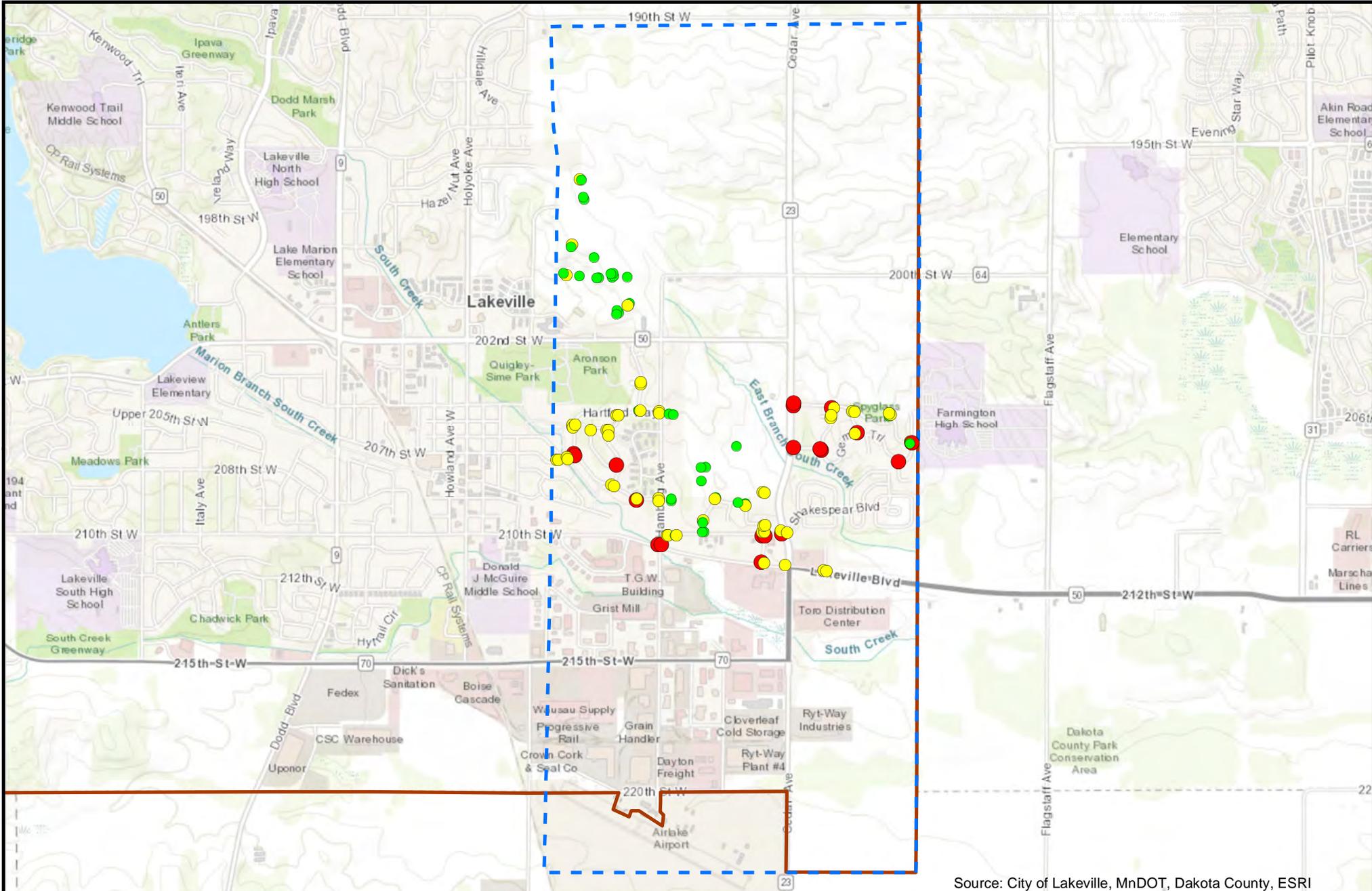
ADA Transition Plan

Pedestrian Ramp

Tier ratings

Figure 2 (North-East Quadrant)

Sep, 2018



Source: City of Lakeville, MnDOT, Dakota County, ESRI

0 0.25 0.5 Miles

Legend

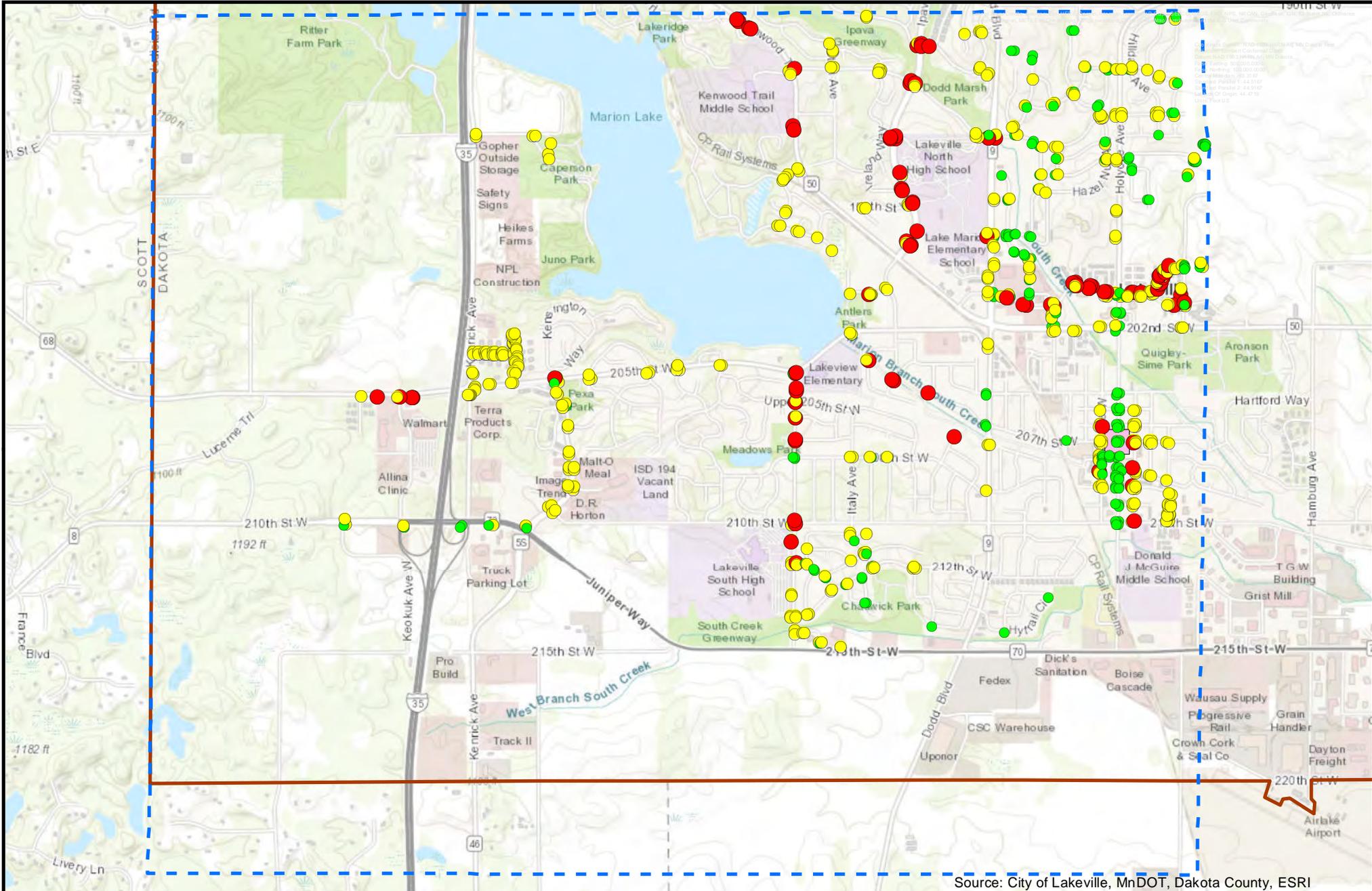
Ped Ramp Tier Rating

- Tier 1 - Good (36)
- Tier 2 - Fair (55)
- Tier 3 - Poor (19)

South-East Quadrant

Lakeville Boundary

City of Lakeville
ADA Transition Plan
Pedestrian Ramp
Tier ratings
 Figure 3 (South-East Quadrant)
 Aug, 2018



Source: City of Lakeville, MnDOT, Dakota County, ESRI



0 0.25 0.5 Miles



Legend

- Tier 1 - Good (172)
- Tier 2 - Fair (387)
- Tier 3 - Poor (86)
- Signalized Intersection (1)
- South-West Quadrant
- Lakeville Boundary

City of Lakeville

ADA Transition Plan

Pedestrian Ramp

Tier ratings

Figure 4 (South-West Quadrant)
July 2019

Appendix C – Agency ADA Design Standards and Procedures

Design Procedures

Intersection Corners

The City of Lakeville intends to construct or upgrade curb ramps to achieve compliance as part of its capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of any project. Those limitations will be noted, and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved or not, each intersection corner shall be made as compliant as possible in accordance with the judgment of City staff.

Sidewalks / Trails

The City of Lakeville will evaluate and attempt to construct or upgrade sidewalks and trails to achieve compliance as part of capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of any project. Those limitations will be noted, and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved or not, every sidewalk or trail shall be made as compliant as possible in accordance with the judgment of City staff.

Traffic Control Signals

The City of Lakeville will attempt to construct or upgrade traffic control signals to achieve compliance as part of capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of any project. Those limitations will be noted, and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved or not, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of City staff.

Bus Stops & Transit Facilities

City staff will work with any transit agencies to ensure future facilities which may be located within City of Lakeville rights-of-way meet all appropriate accessibility standards to the extent practical and feasible.

Other policies, practices and programs

Policies, practices and programs not identified in this document will follow the applicable ADA standards.

Design Standards

The City of Lakeville generally follows the guidelines identified in PROWAG when practical and feasible.

Appendix D – Contact Information

Public Right of Ways

ADA Title II Coordinator & Implementation Coordinator

Name: Zachary Johnson
Or current City Engineer

Address: 20195 Holyoke Avenue
Lakeville, MN 55044

Phone: 952.985.4500

Fax: 952.985.4499

E-mail: adacoordinator@lakevillemn.gov

Appendix E – Public Outreach Material

The following pages includes the presentation materials from the public meeting.



City of Lakeville ADA Transition Plan



What is an ADA Transition Plan?

- **The Americans with Disabilities Act (ADA), enacted on July 26, 1990**
- **Prohibits discrimination based on disabilities**
- **Requires access to all public facilities, including pedestrian facilities such as sidewalks and crossings**



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Requirements

- Access to all public facilities
- Modification of policies that deny equal access
- Effective communication procedures
- An ADA Coordinator
- Public notice of requirements
- Grievance process



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Lakeville ADA Implementation

- All new construction and reconstruction projects will conform to current ADA practices
- ADA improvements on resurfacing projects will be addressed case-by-case
- Public requests will be evaluated and addressed by City staff



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Lakeville ADA Goals

- After 5 years, items identified in the Capital Improvement Plan will be ADA-Compliant
- After 20 years, 80% of accessibility features within the jurisdiction of the City will be ADA compliant



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Lakeville Self Evaluation

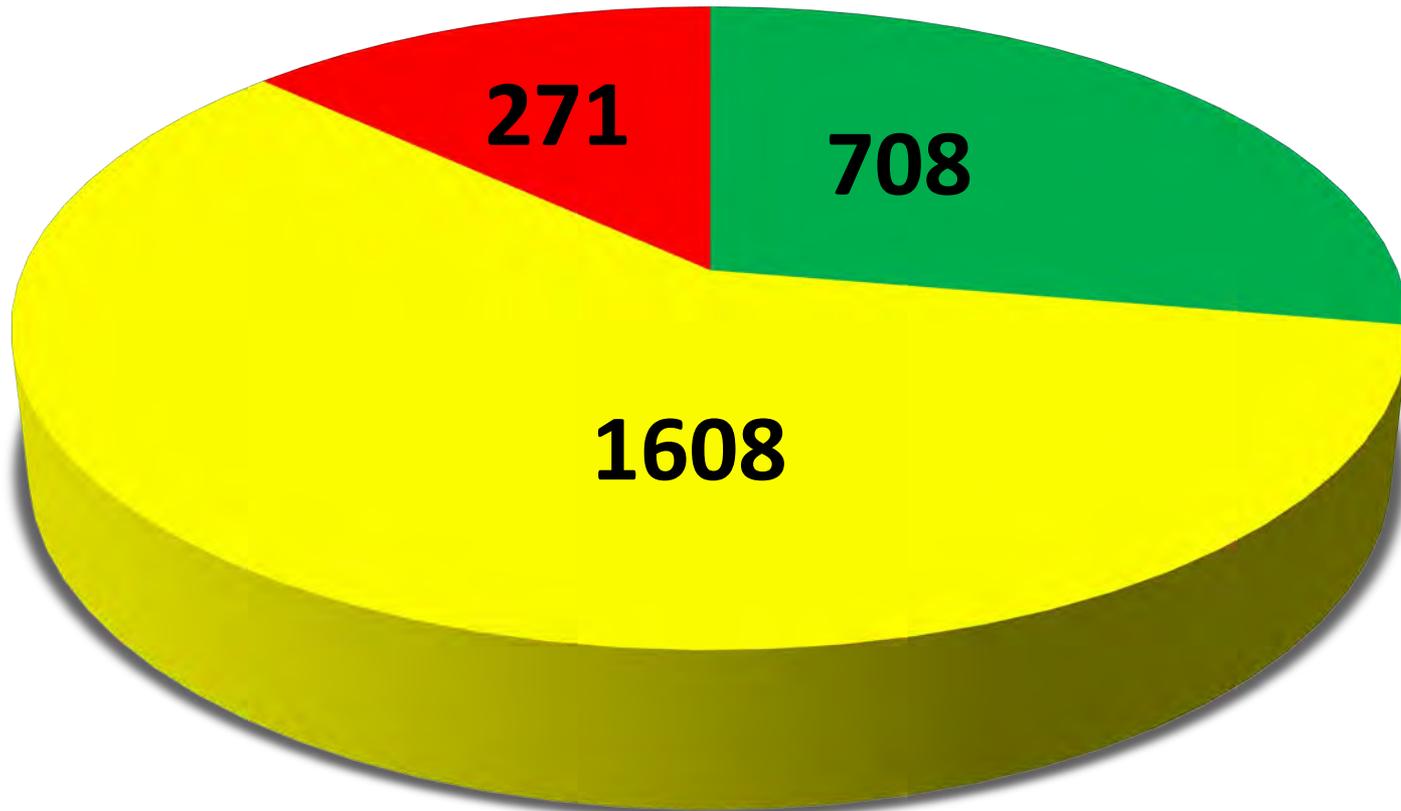
- **2587 Pedestrian Ramps - Assessed for ADA Compliance**
- **Condition Rating Tiers:**
 - Tier 1: largely or fully compliant**
 - Tier 2: substantially compliant and working well**
 - Tier 3: several elements are not compliant**



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Lakeville Curb Ramp Summary

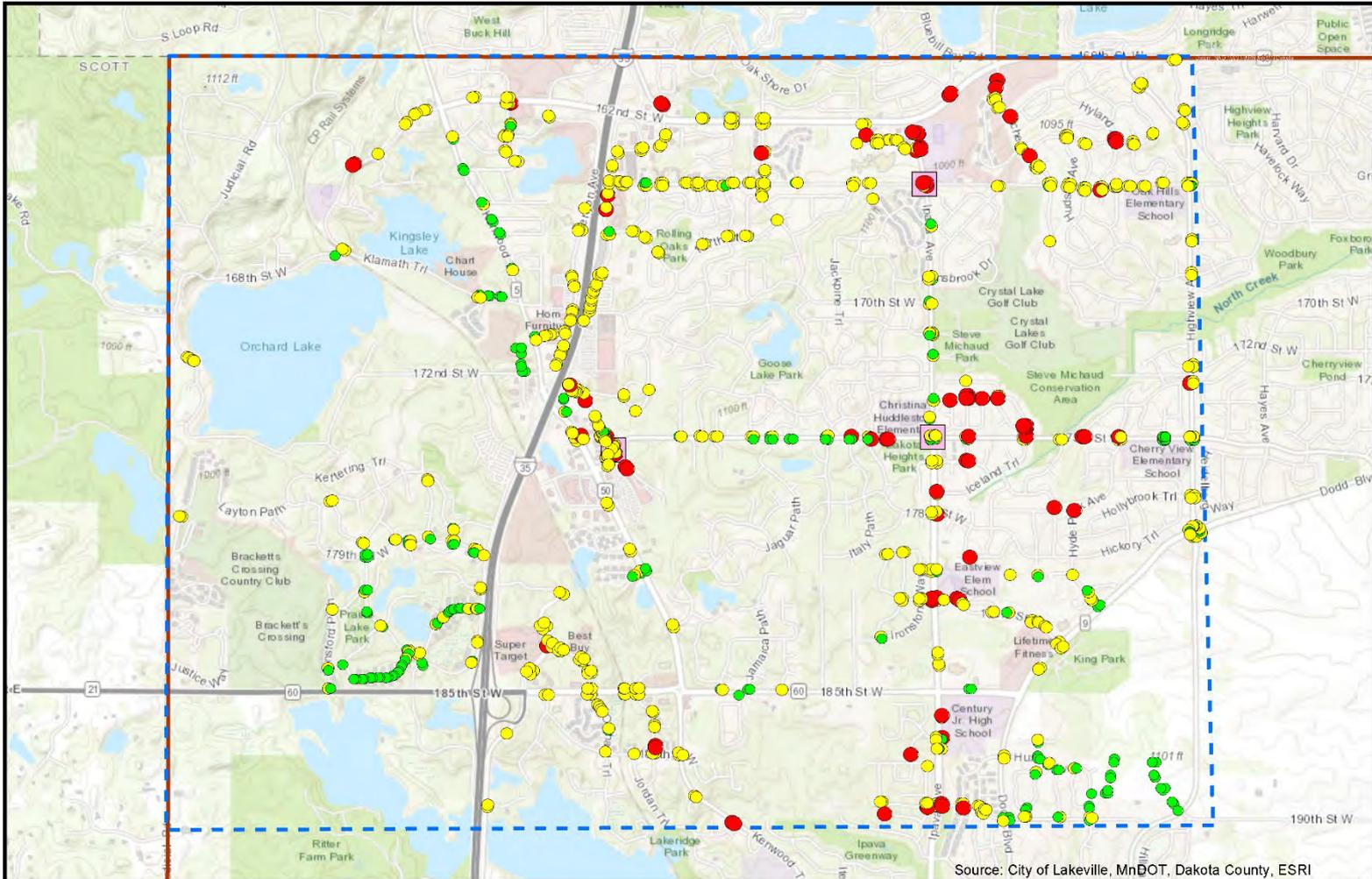


■ Tier 1

■ Tier 2

■ Tier 3

Curb Ramp Locations (1 of 4)



Source: City of Lakeville, MnDOT, Dakota County, ESRI

Legend

Ped Ramp Tier Rating

- Tier 1 - Good (198)
- Tier 2 - Fair (559)
- Tier 3 - Poor (78)

Signalized Intersection (3)

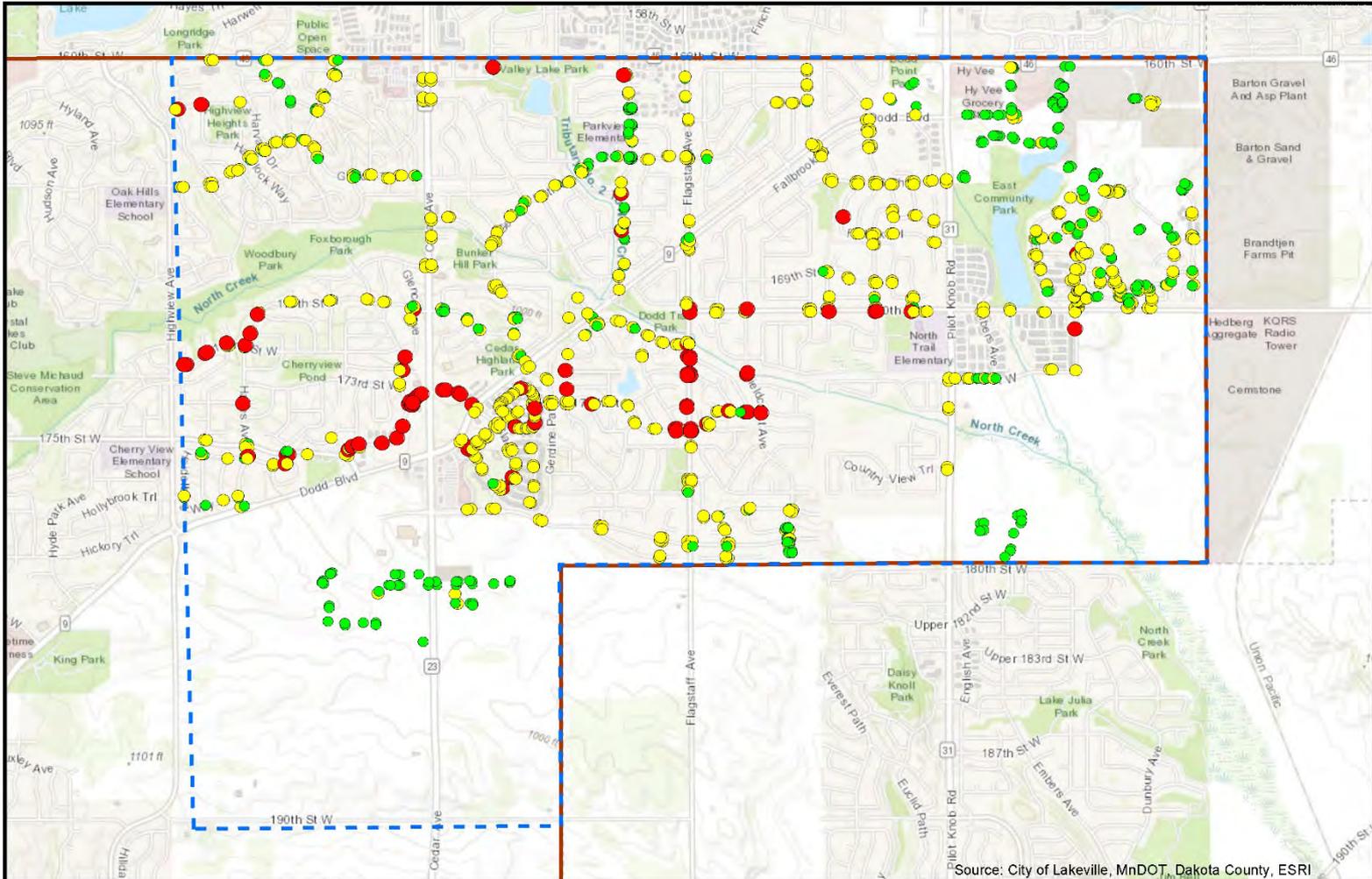
North-West Quadrant

Lakeville Boundary

City of Lakeville
 ADA Transition Plan

Pedestrian Ramp
Tier ratings
 Figure 1 (North-West Quadrant)
 Aug, 2018

Curb Ramp Locations (2 of 4)



Source: City of Lakeville, MNDOT, Dakota County, ESRI



Legend

- Ped Ramp Tier Rating**
- Tier 1 - Good (305)
 - Tier 2 - Fair (608)
 - Tier 3 - Poor (88)
- North-East Quadrant
- Lakeville Boundary

City of Lakeville

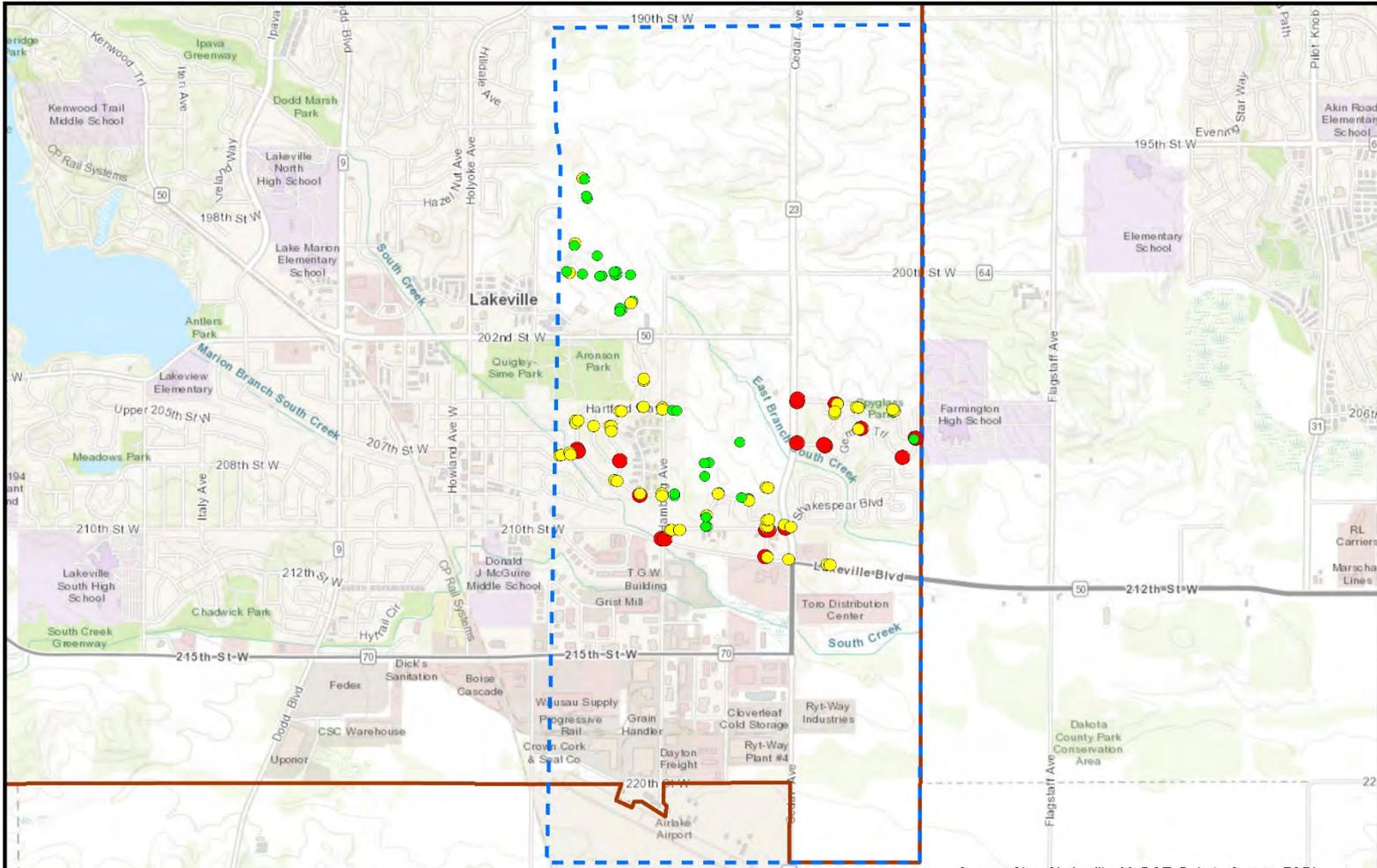
ADA Transition Plan

Pedestrian Ramp

Tier ratings

Figure 2 (North-East Quadrant)
Sep, 2018

Curb Ramp Locations (3 of 4)



Source: City of Lakeville, MNDOT, Dakota County, ESRI

Lakeville
0 0.25 0.5 Miles

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Legend

Ped Ramp Tier Rating

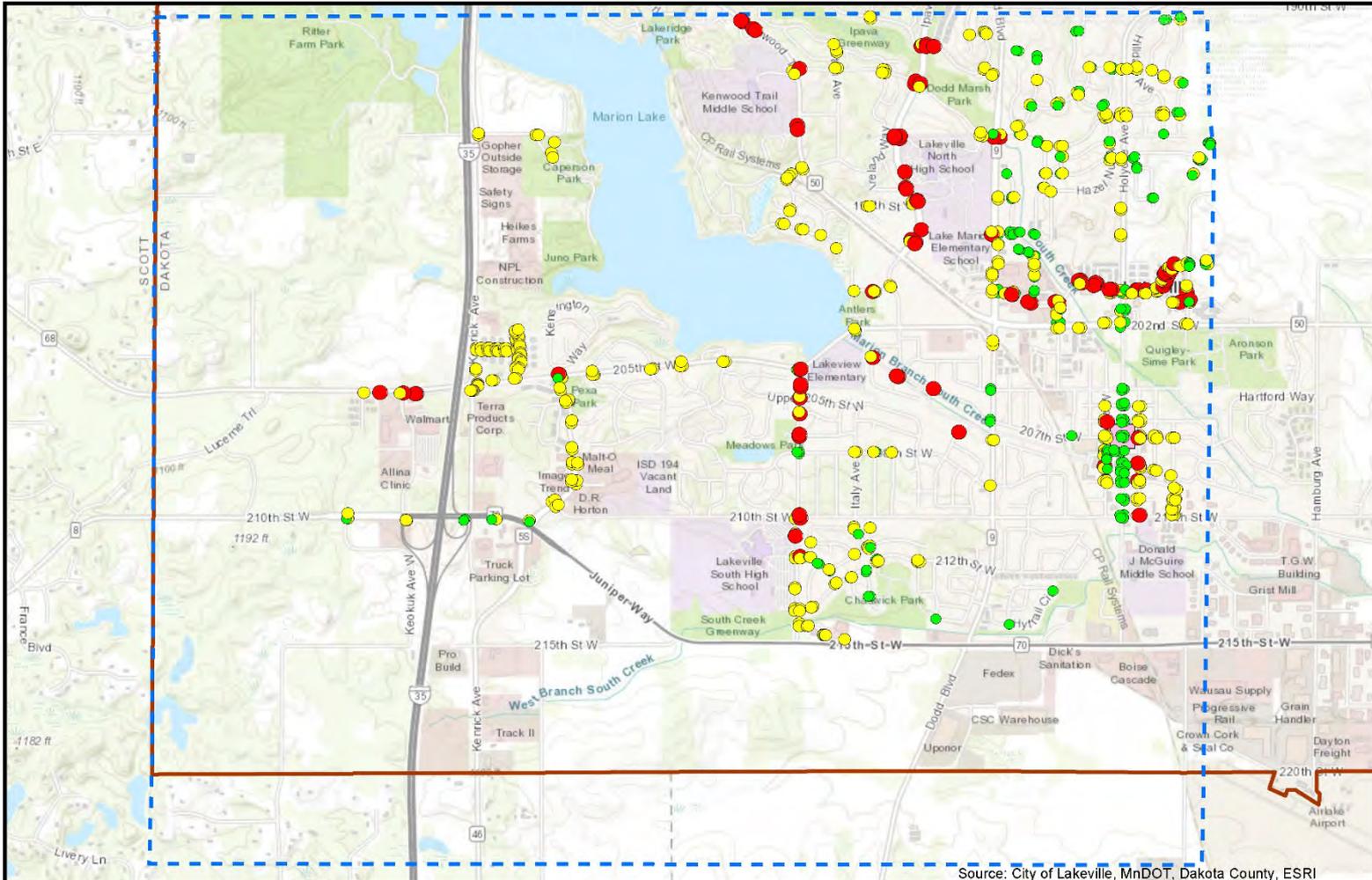
- Tier 1 - Good (36)
- Tier 2 - Fair (55)
- Tier 3 - Poor (19)

South-East Quadrant
 Lakeville Boundary

City of Lakeville
ADA Transition Plan

Pedestrian Ramp
Tier ratings
Figure 3 (South-East Quadrant)
Aug, 2018

Curb Ramp Locations (4 of 4)



Source: City of Lakeville, MnDOT, Dakota County, ESRI

Legend

Ped Ramp Tier Rating

- Tier 1 - Good (169)
- Tier 2 - Fair (386)
- Tier 3 - Poor (86)

- Signalized Intersection (1)
- South-West Quadrant
- Lakeville Boundary

City of Lakeville
 ADA Transition Plan
Pedestrian Ramp
Tier ratings
 Figure 4 (South-West Quadrant)
 Aug, 2018

Questions / Comments?



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Appendix F – ADA Public Notice

As part of the ADA requirements the City has posted the following notice outlining its ADA requirements:

Public Notice

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, The City of Lakeville will not discriminate against qualified individuals with disabilities on the basis of disability in City services, programs, or activities.

Employment: The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

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

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

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the office of the ADA Coordinator (see **Appendix D**) as soon as possible but no later than 48 hours before the scheduled event.

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

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

Appendix G – Grievance Procedure

Prior to filing a grievance, the public is strongly encouraged to contact the ADA Coordinator to discuss any concerns regarding City facilities. The ADA Coordinator role is designed to provide a point of contact for the public to address concerns. It is anticipated most accessibility issues, once identified, will be able to be satisfactorily addressed by the ADA Coordinator.

Contact information for the ADA coordinator can be found in Appendix D of this document.

City of Lakeville

Grievance Procedure under The Americans With Disabilities Act

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

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

The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to the ADA Coordinator. Contact information can be found in **Appendix D** of this document.

Within fifteen working days after receipt of the complaint, the ADA Coordinator or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within fifteen working days of the meeting, the ADA Coordinator or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, or audio tape. The response will explain the position of the City and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 30 calendar days after receipt of the response to the Public Works Director or his/her designee.

Within thirty calendar days after receipt of the appeal, the Public Works Director or his/her designee will meet with the complainant to discuss the complaint and possible resolutions.

Within thirty calendar days after the meeting, the Public Works Director or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or their designee, appeals to the Public Works Director or his/her designee, and responses from these two offices will be retained by the City in accordance with state and federal law.

City of Lakeville Grievance Procedure

Those wishing to file a formal written grievance with the City of Lakeville may do so by one of the following methods:

- Internet
Visit the City of Lakeville ADA webpage at <https://lakevillemn.gov/> and click the link to the ADA Grievance Form. A copy of The ADA Complaint Form is included with this document in Appendix I.
- Telephone
Contact the ADA Coordinator as specified in **Appendix D** to submit an oral grievance. The ADA Coordinator will prepare and submit the grievance form on behalf of the person filing the grievance.
- Paper Submittal
Contact the ADA Coordinator as specified in **Appendix D** to request a paper copy of the grievance form, complete the form, and submit it to the ADA Coordinator.

The ADA Grievance Form will ask for the following information:

- The name, address, telephone number, and email address for the person filing the grievance
- The name, address, telephone number, and email address for the person alleging an ADA violation (if different than the person filing the grievance)
- A description and location of the alleged violation and the nature of a remedy sought, if known by the complainant.
- If the complainant has filed the same complaint or grievance with the United States Department of Justice (DOJ), another federal or state civil rights agency, a court, or others, the name of the agency or court where the complainant filed it and the filing date.

If the grievance filed does not concern a City of Lakeville facility, the City will work with the complainant to contact the agency that has jurisdiction.

A City of Lakeville staff person will conduct an investigation necessary to determine the validity of the alleged violation. As a part of the investigation, the staff person may conduct an engineering study to help determine the response. The staff person will take advantage of department resources and use engineering judgment, data collected, and any information submitted by the resident to develop a conclusion. A staff person will be available to meet with the complainant to discuss the matter as a part of the investigation and resolution of the matter. The City will document each resolution of a filed grievance and retain such documentation in the ADA Complaint file in accordance with state and federal law.

The City will consider all specific grievances within its particular context or setting. Furthermore, the City will consider many varying circumstances including: 1) the nature of the access to services, programs, or facilities at issue; 2) the specific nature of the disability; 3) the essential eligibility requirements for participation; 4) the health and safety of others; and 5) the degree to which an accommodation would constitute a fundamental alteration to the program, service, or facility, or cause an undue hardship to the City of Lakeville.

Accordingly, the resolution by the City of Lakeville of any one grievance does not constitute a precedent upon which the City is bound or upon which other complaining parties may rely.

File Maintenance

The City shall maintain ADA grievance files in accordance with state and federal law.

Complaints on Title II violations may also be filed with the DOJ within 180 days of the date of discrimination. In certain situations, cases may be referred to a mediation program sponsored by the Department of Justice (DOJ). The DOJ may bring a lawsuit where it has investigated a matter and has been unable to resolve violations.

For more information, contact:

U.S. Department of Justice Civil Rights Division
950 Pennsylvania Avenue, N.W. Disability Rights Section - NYAV Washington, D.C. 20530
www.ada.gov
(800) 514-0301 (voice – toll free)
(800) 514-0383 (TTY)

Title II may also be enforced through private lawsuits in Federal court. It is not necessary to file a complaint with the DOJ or any other Federal agency, or to receive a "right-to-sue" letter, before going to court.

Appendix H – Complaint Form

See the following four pages for complaint form.

**City of Lakeville Public Right of Way
Title II of the Americans with Disabilities Act and
Section 504 of the Rehabilitation Act of 1973 Discrimination Complaint Form**

The public is strongly encouraged to contact the ADA Coordinator to discuss any concerns regarding City facilities prior to starting the grievance process. It is anticipated most accessibility issues, once identified, will be satisfactorily resolved by the ADA Coordinator without the need for completion of the formal complaint form.

Instructions: Please fill out this form completely, in black ink or type. Sign and return to the ADA Coordinator as specified in **Appendix D**. Attach additional sheets if necessary.

Complainant Name:

Street Address:

City, State and Zip Code: Telephone (Home): Telephone (Business):

Person Discriminated Against: (if other than the complainant)

Address:

City, State, and Zip Code:

Telephone (Home/Business or Both):

Government, or organization, or institution which you believe has discriminated:

Name:

Street Address:

City:

County:

State and Zip Code:

Telephone Number:

When was the issue discovered/when did the problem occur? (Date):

Describe the issue in detail, providing the name(s) where possible of the individuals who have been contacted. (Add additional pages if necessary):

Have prior efforts been made to resolve this complaint through the grievance procedure?

Yes No

If Yes: what is the status of the grievance?

Has the complaint been filed with another bureau of the Department of Justice or any other Federal, State, or local civil rights agency or court?

Yes _ No

If Yes: Agency or Court:

Contact Person:

Street Address:

City, State, and Zip Code:

Telephone Number:

Date Filed:

Do you intend to file with another agency or court?

Yes No

If Yes: Agency or Court:

Address:

Telephone Number:

Signature: -----

Date:-----

Return to:

ADA Coordinator as specified in **Appendix D**.

NOTICE OF RIGHTS

In accordance with the Minnesota Government Data Practices Act, the City of Lakeville is required to inform you of your rights as they pertain to the private information collected from you. Your personal information we collect from you is private. Access to this information is available only to you and the agency collecting the information and other statutorily authorized agencies, unless you or a court authorizes its release.

The Minnesota Government Data Practices Act requires that you be informed that the following information, which you are asked to provide, is considered private.

The purpose and intended use of the requested information is:

To assist City of Lakeville staff and designees to evaluate and respond to accessibility concerns within the public right of way.

Authorized persons or agencies with whom this information may be shared include:

City of Lakeville officials, staff or designee(s)

Furnishing the above information is voluntary, but refusal to supply the requested information will mean:

City of Lakeville staff may be unable to respond to or evaluate your request.

MINN. STAT. §13.04(2)