

City of Lake St. Louis – Public Works ADA Information and Transition Plan



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Introduction

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. This civil rights law prohibits discrimination against individuals with mental or physical disabilities. The ADA consists of a total of five parts, or titles. Title II is the section that applies directly to state and local governments; which works to ensure that all government services and facilities are accessible to someone with a disability. The current version of Title II was published on September 15, 2010 and is known as “2010 Standards.” This ADA Transition Plan document applies to built infrastructure maintained by the Public Works Department. More specifically: the Pedestrian Access Routes (PAR) within the City’s rights-of-way (including sidewalks, curb ramps, and signals), Lake Saint Louis Civic Center, and the Public Works Building. This plan is not intended to address all ADA compliance requirements for the City.

ADA Self Evaluation

One of the biggest ADA concerns for a Public Works department is the construction and maintenance of its sidewalks. As required by Title II (Part 35, Section 35.105), the Public Works Department of the City of Lake Saint Louis has conducted a self-evaluation of its sidewalks and streets, and maintains an ADA Transition Plan to work towards full ADA compliance. The self-evaluation, which is based on the Overland Park Sidewalk Distress Identification Manual (July 19, 2007), ranks the condition of the City’s sidewalks to budget and plan the workload for repairs or replacement. Depending on the severity and location of hazards, certain sidewalks may be included in an annual capital improvement plan (CIP).

Sidewalk Ramp and Cross slope assessments: The Public Works Department has compiled an inventory, by location, of sidewalk ramps for condition assessment and ADA compliance. This inventory will be updated in the upcoming year to include ramps that are added due to development completion. Cross slope inspection of the sidewalks and ramps is planned for the next general sidewalk assessment in the summer of 2019 or later (this task is planned for a summer intern, and will be performed the next time the department has an intern). All identified ADA deficiencies shall be addressed with any contracted slab replacement project, Asphalt Overlay or other major roadway improvement (major alteration) with the exception that sidewalk cross slope at driveways will be corrected with driveway reconstruction by driveway owner. Prior to commencing any major alteration the sidewalks within the corridor will be reevaluated to identify any additional deficiencies.

Along with the City’s self-evaluation, the City welcomes resident participation in the ADA transition process. An ADA Suggestion form is included.

Sidewalk Evaluation – Procedure

Sidewalk evaluations will take place approximately every three years to assess new damages and to ensure previous repairs are still in working condition.

For sidewalk repairs and upgrades that are part of a capital improvement plan, the following procedure applies.

1. Sidewalks shall be included on all new roads in compliance with the Departments design standards.

2. Sidewalks shall be evaluated for all reconstructed roads, and shall be included unless deemed impractical by the Board of Alderman.
3. Known sidewalk projects shall be submitted to the BOA for consideration with other projects during the budget process.
4. Existing sidewalks shall be brought into ADA compliance anytime a CIP project is planned on a roadway that includes sidewalks.

For sidewalks that are not part of a capital improvement plan, the following procedure applies.

1. Reports of hazardous sidewalks are considered a priority. Staff will be assigned to immediately assess a hazardous sidewalk and mark or close the sidewalk to mitigate the hazard (one business day response time target).
2. Repairs to hazardous sidewalks will take priority over other non-hazard repairs. Hazards to vehicular traffic shall take precedence over sidewalk repairs.
3. Sidewalks out of compliance with ADA standards, where a request is made by an individual requiring an accessibility upgrade, shall take precedence over non hazard repairs.
 - a. Upgrades that can be readily repaired by maintenance staff to obtain ADA compliance shall be done as soon as practicable.
 - b. Upgrades that require skill or equipment not currently available to maintenance staff will be referred to engineering to be included in the next CIP budget request.
4. When street repairs are being performed, maintenance staff shall review the sidewalk condition for that location. Any sidewalks in the area with moderate to severe deficiencies, that can be repaired using the same crews, shall be included as part of the repair project to reduce mobilization efforts.

Planned Sidewalk Repair

Based on the prior sidewalk evaluation, the following table outlines remaining repairs planned to be completed in the next year:

Street	Defect	Severity	Notes
Autumnwood Forest Dr.	Durability	High	Across 610
Autumnwood Forest Dr.	Gaps	High	Arrow Wood Ct.
Autumnwood Forest Dr.	Gaps	High	751
Autumnwood Forest Dr.	Gaps	High	750
Hawk Ridge Tr.	Durability Cracking	High	Lowes entrance
Henke Rd.	Linear Cracking	High	Hope Montessori
Henke Rd.	Linear Cracking	High	Waterways at LSL
Henke Rd.	Linear Cracking	High	Waterways at LSL
Henke Rd.	Linear Cracking	High	Waterways at LSL
Locksley Manor	Durability Cracking	High	913
LSL Blvd	Durability Cracking	High	Phillips 66
LSL Blvd	Durability Cracking	High	Bridle Spur Ln.
LSL Blvd	Linear Cracking	High	Civic Center Dr.
LSL Blvd	Surface Defect	High	Civic Center Dr.
Marine Terr.	Gaps	High	408
Orf Rd.	Faulting	High	1009

Technology Dr.	Gap	High	NISC Entrance
Airfield Crossing Ct.	Gaps	Low	Landing Place Dr.
Autumnwood Forest Dr.	Linear Cracking	Low	Across from 705
Feise Rd.	Linear Cracking	Low	Stonewall Creek Dr.
Feise Rd.	Linear Cracking	Low	Andrews Academy
Feise Rd.	Linear Cracking	Low	Andrews Academy
Feise Rd.	Linear Cracking	Low	Feise Rd.
Hawk Ridge Tr.	Faulting	Low	Ronald Reagan Dr.
Hawk Ridge Tr.	Gap	Low	Lowes entrance
Hawk Ridge Tr.	Linear Cracking	Low	S. Robert Raymond
Hawk Ridge Tr.	Linear Cracking	Low	Sports Authority
Hawk Ridge Tr.	Linear Cracking	Low	Ronald Reagan Dr.
Henke Rd.	Faulting	Low	Across from Tower
Henke Rd.	Linear Cracking	Low	Feise Rd.
Henke Rd.	Linear Cracking	Low	Henke Rd.
Henke Rd.	Linear Cracking	Low	Hope Montessori
Henke Rd.	Linear Cracking	Low	Hope Montessori
Henke Rd.	Linear Cracking	Low	Henke Rd.
Henke Rd.	Linear Cracking	Low	Waterways at LSL
Henke Rd.	Linear Cracking	Low	Waterways at LSL
Henke Rd.	Linear Cracking	Low	Waterways at LSL
Henke Rd.	Surface Defects	Low	Feise Rd.
Lila Ln.	Faulting	Low	Ronald Reagan Dr.
Lila Ln.	Linear Cracking	Low	Pet Land
Lila Ln.	Linear Cracking	Low	Ronald Reagan Dr.
Lila Ln.	Linear Cracking	Low	TJ Max
LSL Blvd.	Faulting	Low	Corner of Bank
LSL Blvd.	Faulting	Low	Shell Gas
LSL Blvd.	Faulting	Low	Shell Gas
LSL Blvd.	Faulting	Low	Chase Dr.
LSL Blvd.	Faulting	Low	Founders Park
LSL Blvd.	Faulting	Low	Past Ronald Reagan Dr.
LSL Blvd.	Gaps	Low	Entrance at Shell
LSL Blvd.	Gaps	Low	1st State Bank
LSL Blvd.	Surface Defect	Low	LSL Blvd
LSL Blvd.	Surface Defect	Low	LSL Blvd
Marine Terr.	Faulting	Low	416
Mason Glen Dr.	Faulting	Low	Home 8
Mason Glen Dr.	Faulting	Low	27
Mason Glen Dr.	Faulting	Low	21
Mason Glen Dr.	Linear Cracking	Low	29
Northshire Ln.	Faulting	Low	1409
Northshire Ln.	Faulting	Low	1401
Northshire Ln.	Faulting	Low	1343
Northshire Ln.	Faulting	Low	1353
Oakley Ln.	Faulting	Low	1129
Oakley Ln.	Faulting	Low	1127
Oakley Ln.	Linear Cracking	Low	1137

Orf Rd.	Linear Cracking	Low	1023
Orf Rd.	Linear Cracking	Low	1015
Shorewood Ct.	Gap	Low	Nautica
Spring Day	Faulting	Low	306
Spring Day	Gap	Low	Summer Fair Ct.
Spring Day	Joint Spalling	Low	308
Tech Dr. Loop	Faulting	Low	Tech Dr. Loop
Tech Dr. Loop	Gap	Low	Tech Dr.
Technology Dr.	Faulting	Low	Meadow Cir/Tech Dr.
Technology Dr.	Faulting	Low	Hatcher Burying
Technology Dr.	Faulting	Low	Coldwell Bank Entrance
Technology Dr.	Faulting	Low	Meadows Circle
Technology Dr.	Faulting	Low	NISC Entrance
Technology Dr.	Gap	Low	LSL Blvd/Tech Dr.
Technology Dr.	Linear Cracking	Low	Across from Walgreens
Feise Rd.	Linear Cracking	Medium	Andrews Academy
Hawk Ridge Tr.	Faulting	Medium	Sports Authority
Hawk Ridge Tr.	Linear Cracking	Medium	Ridgeway Dr.
Henke Rd.	Faulting	Medium	Across from Tower
Henke Rd.	Faulting	Medium	Big River Dr.
Henke Rd.	Linear Cracking	Medium	Waterways at LSL
Henke Rd.	Linear Cracking	Medium	Waterways at LSL
Henke Rd.	Linear Cracking	Medium	Waterways at LSL
Henke Rd.	Linear Cracking	Medium	Waterways at LSL
Lila Ln.	Faulting	Medium	Walmart
Lila Ln.	Linear Cracking	Medium	Walmart
Lila Ln.	Linear Cracking	Medium	TJ Max
LSL Blvd	Gaps	Medium	Across Boulevard Park
LSL Blvd	Gaps	Medium	Key Harbour Dr.
LSL Blvd	Linear Cracking	Medium	Phillips 66
LSL Blvd	Linear Cracking	Medium	Phillips 66
LSL Blvd	Linear Cracking	Medium	Chase Dr.
LSL Blvd	Linear Cracking	Medium	Across from 2481
LSL Blvd	Linear Cracking	Medium	Across from 2489
LSL Blvd	Linear Cracking	Medium	2507
LSL Blvd	Linear Cracking	Medium	LSL Blvd
LSL Blvd	Linear Cracking	Medium	Across Braemar Pkwy.
LSL Blvd	Linear Cracking	Medium	Across Braemar Pkwy.
LSL Blvd	Linear Cracking	Medium	LSL Blvd
LSL Blvd	Linear Cracking	Medium	LSL Blvd
LSL Blvd	Linear Cracking	Medium	Fairway Oaks
LSL Blvd	Linear Cracking	Medium	LSL Blvd
LSL Blvd	Linear Cracking	Medium	Key Harbour Dr.
LSL Blvd	Linear Cracking	Medium	LSL Blvd
LSL Blvd	Linear Cracking	Medium	Hawk Ridge Tr.
LSL Blvd	Linear Cracking	Medium	4684
LSL Blvd	Linear Cracking	Medium	LSL Blvd.
LSL Blvd	Linear Cracking	Medium	LSL Blvd.

Oceanis Ln.	Faulting	Medium	201
Prominence Ln.	Durability	Medium	206
Shorewood Ct.	Durability Cracking	Medium	Across 505

City Facilities Evaluation - Procedure

The Public Works department conducted a facilities self-assessment to identify ADA compliance issues in and around city facilities. Using the Institute for Human Centered Design's, *ADA Checklist for Existing Facilities* both the Civic Center and the Public Works facilities were evaluated to find improvements required by ADA Standards for Accessible Design. The following is an excerpt from the ADA Checklist for Existing Facilities explaining state and local governments' responsibilities and prioritization:

Requirements for State and Local Governments:

State and local governments are required to ensure that services, programs & activities are accessible to people with disabilities. This is part of public entities' program accessibility obligations. Alterations to older buildings may be needed to ensure program accessibility. Generally this is a greater obligation than "readily achievable barrier removal" the standard that applies to public accommodations. State and local governments are not required to take any action that would result in undue financial and administrative burdens.

Priorities for Accessibility:

The checklist follows four priorities that are listed in the Department of Justice ADA Title III regulations. These priorities are equally applicable to state and local government facilities

Priority 1 – Accessible approach and entrance

Priority 2 – Access to goods and services

Priority 3 – Access to public toilet rooms

Priority 4 – Access to other items such as water fountains and public telephones.

The ADA standards apply to older facilities because they are a civil rights law and not a building code. Both the Civic Center and the Public Works buildings fall under the Safe Harbor rule as they were both built before March 15, 2012. This means that the 1991 ADA Standard applies to both facilities and any alterations to the building before that date are not required to be modified to the 2010 ADA Standards. Both facilities are to comply with the 1991 ADA Standards and any new alteration, repair, modification or installation after March 15, 2012 must comply with the 2010 ADA Standards.

Maintaining ADA compliance for facilities involves three aspects of facilities care:

1. Preventative Maintenance (e.g. speed and pull adjustment of door closers)
2. Repair Maintenance (e.g. repairing floor threshold, replacing towel dispenser)
3. Capital Repairs or Improvements (e.g. restriping disabled spaces, repairing sidewalks)

These are funded through both general repair & maintenance and capital expense funding; depending on the type of improvement and total cost. Identified improvements for ADA compliance are addressed through a prioritized, year-over-year basis. The following table is a listing of improvements planned for the upcoming years.

As with Sidewalk self-assessment, the City welcomes resident participation in the ADA transition process. An ADA Suggestion form is included.

ADA Planned Facilities Improvements

Based on the prior facilities assessment the following table outlines improvements to be made over the next two years.

Location	Description of Improvement	Issue	Projected Cost
2017-2018			
Civic Center	Install writing surfaces at Police, Courts & Parks service windows.	Departmental service windows have writing surfaces installed above 1991 ADA maximum.	\$4,500.00
Civic Center	Update disabled parking signage.	MO State Statute requires sign to indicate fine.	\$50.00
Civic Center	Add coat hooks in Police lobby restroom.	Coat hooks installed above 1991 ADA maximum.	\$60.00
Civic Center	Adjust counter top knee clearance in Administration restrooms.	Knee clearance is below the 1991 ADA minimum.	\$300.00
Public Works	Replace Restroom Faucets	Faucets required to have levered knobs with less than 5 lbs. force to operate per 1991 ADA maximum.	\$120.00
2018-2019			
Civic Center	Repair sidewalk flatwork.	Multiple areas of damage, cross slop greater than 2%. Per 1991 ADA Maximum.	\$30,000.00

ADA Grievance Procedure and Form

The procedure to file a complaint or grievances under the Americans with Disabilities Act is as follows:

1. The City will first attempt to resolve the complaint using informal resolution procedures at the appropriate staff level. The ADA Coordinator or his designated staff member will meet with the grievant to discuss possible solutions to the complaint.
2. If informal complaint procedures do not resolve the issue, a formal written grievance may be filed using an ADA Grievance Form. The formal grievance form must be submitted within (180) days of an alleged violation, to the ADA Coordinator and must contain:
 - a. The name, mailing address, telephone number, and email address of the person filing the grievance.
 - b. The name, mailing address, telephone number, and email address of the person alleging the ADA violation, if other than the person filing the grievance.
 - c. A description, date, and location of the alleged violation and the remedy or solution that is requested.
 - d. Information regarding whether a complaint has been filed with the Department of Justice or other federal or state civil rights agency or court.
3. The complaint should be submitted by the grievant or their designee to:

ADA Coordinator
Office of the City Administrator
200 Civic Center Drive
Lake Saint Louis, MO 63367
4. The ADA Coordinator will issue a written response to the formal grievance by mail within (14) calendar days of the grievance filing date. The written response should include any proposed resolutions and notice of the complainant's right to appeal.
5. If the grievant is not satisfied with the ADA Coordinator's response, the grievant may request an appeal. The request to appeal must be in writing and filed with the City Administrator within (14) calendar days of the mailing date on the ADA Coordinator's written response.

ADA Coordinator

The Assistant City Administrator serves as the ADA Coordinator for the City of Lake Saint Louis.

George Ertle

Assistant City Administrator

City of Lake Saint Louis

200 Civic Center Drive

Lake Saint Louis, MO 63367

Phone: (636) 625-1200

Fax: (636) 625-4229

Email: gertle@lakesaintlouis.com

ADA Official Grievance Form

Instructions:

1. Please fill out both pages of this form, print clearly in black or blue ink.
2. Sign the form at the bottom of the second page.

Complainant Name: _____

Street Address: _____

City, State, Zip Code _____

Phone Numbers: Home () _____ - _____ Cell: () _____ - _____

E-mail: _____

Person or persons affected by the violation allegation, if different from Complainant:

Full Name: _____

Mailing Address: _____

Phone Number: () _____ - _____

E-mail: _____

Location of Alleged Violation: _____

Date of Alleged Violation: _____

Description of Alleged Violation: _____

Remedy or Relief which is requested:

Continue on next page.

ADA Official Grievance Form (page 2)

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?

No _____ Yes _____

If yes:

Agency or Court: _____

Contact Person: _____

Address: _____

City, State, and Zip Code: _____

Telephone Number: () _____ - _____

Date Filed: _____

Complainant Signature: _____ Date: _____

Submit electronically or print and mail to:

George Ertle, Assistant City Administrator

Office of the City Administrator

200 Civic Center Drive

Lake Saint Louis, MO 63367

Telephone: 636-625-1200

E-mail: gertle@lakesaintlouis.com

