

CITY OF MINNEAPOLIS
Draft
ADA TRANSITION PLAN
FOR
PUBLIC WORKS
PROGRAMS;
POLICIES/PROCEDURES;
MAINTENANCE PRACTICES; AND
INFRASTRUCTURE

Table of Contents

Executive Summary	3
Introduction	4
Transition Plan Need and Purpose	4
Transition Plan Management	4
ADA Laws and Guidelines.....	4
Background	4
Under Title II, the City of Minneapolis must meet these general requirements:.....	5
Other Agency Guidance/Activities	6
Minnesota Department of Transportation	6
Hennepin County.....	6
Minneapolis’s ADA Compliance History	7
Public Works Department:	7
City of Minneapolis:	7
Grievance Procedure	8
Minneapolis ADA Program Location and Staffing	8
Transition Plan Communications/Public Involvement.....	9
Self - Evaluation	9
Appendix A.....	11
How to file a Grievance.....	11
Appendix B.....	15
ADA Program Contacts	15
Appendix C.....	16
Glossary of Terms	16
Appendix D.....	19
Self – Evaluation Summary/Status	19
Public Works Programs, Policies, Procedures, Training and Maintenance Practices.....	19
Communication/Public Involvement.....	19
Access Minneapolis	22
Sidewalk Inspection and Maintenance Program:	23
Enhanced Snow Enforcement Guidelines	24
Department ADA Training	25
Additional Areas Identified To Look At.....	25
Appendix E.....	26
Self – Evaluation Summary/Status Facilities within the ROW.....	26
Pedestrian (PED) Ramps	26
Appendix F	28
Self – Evaluation Summary/Status Facilities within the ROW.....	28
Traffic Signals & APS Systems	28

Executive Summary

All local Governments are required to meet the general requirements of Title II of the American Disabilities Act (ADA). To accomplish this they are required to conduct a Self-Evaluation of all programs; policies/procedures; maintenance practices; and infrastructure; and identify those that are inconsistent with current ADA Standards. In addition, local governments are required to develop a Transition Plan which:

- Summarizes the Self-Evaluations results,
- Identifies items that are not in compliance with current ADA Standards; and
- Details how the organization will bring inconsistent items into compliance with current ADA Standards and ensure that they are accessible to all individuals.

The City of Minneapolis ADA Title II Coordinator is responsible for City ADA compliance and works for the Neighborhood and Community Relations Department. However, due to the complexity and differences of each of the City Departments, a network of City Department Liaisons has been created to assist the ADA Title II Coordinator efforts to comply.

Public Works designated a Department Liaison and an ADA Technical Transition Team who have been tasked to conduct the Self-Evaluation and Transition Plan for the Department. This document is a result of their efforts.

Introduction

This document is intended to serve as guide to further the City of Minneapolis commitment to making City of Minneapolis services and information about those services accessible to everyone, regardless of disability barriers.

If needed, please refer to the Glossary of Terms in Appendix C.

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.

Title II of ADA pertains to the programs, activities and services that public entities provide. As a provider of public transportation services and programs, the City of Minneapolis must comply with this section of the Act as it specifically applies to local governments. 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 Minneapolis Public Works Department has initiated a self-evaluation of all Public Works programs; policies/procedures; maintenance practices; and infrastructure; and is identifying those items that are inconsistent with current ADA Standards. This Public Works Transition Plan summarizes the Self-Evaluations completed and details how the organization will bring the inconsistent items into compliance with current ADA Standards and ensure that they are accessible to all individuals.

Transition Plan Management

This Transition Plan is a living document that will be updated on a routine basis to incorporate any new Self-Evaluations and document the scheduling and compliance of inconsistent items to current ADA Standards. To streamline plan updates and keep the document current and relevant, the Self-Evaluation Appendices will be updated annually if new information is available and does not alter the intent of the transition plan. The Transition Plan will be presented annually to the City of Minneapolis Advisory Committee on People with Disabilities (MACOPD). When a Self-Evaluation Appendix update is found to alter the intent of this Transition Plan the Self-Evaluation Appendix and affected plan section(s) will be opened for public review and comment. The update schedule may be altered at the discretion of the City of Minneapolis based on changes in guidance from the United States Access Board, Federal policy, and City policy. This Transition Plan is available for continual public inspection through the City website.

ADA Laws and Guidelines

Background

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 that any facilities that are designed, built, altered or leased with Federal funds are 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.

Title 28 of the Code of Federal Regulations Part 35 (28 C.F.R. Sec 35) is a portion of the Federal Rules that is to bring about Subtitle A of Title II of the ADA of 1990. It provides guidance to local governments on complying with ADA.

In 2001 ADA became a point of focus with the Access Board's issuance of the draft rules for public rights of way and the expiration of the moratorium on detectable warning surfaces.

The Americans with Disabilities Act Accessibility Guidelines (ADAAG) contains scoping and technical requirements for accessibility to buildings and facilities by individuals with disabilities under ADA. These scoping and technical requirements are to be applied during design, construction and alteration of buildings and facilities covered by Title II of ADA.

In 2005 the Access Board issued a revision of the draft rules, titled Public Rights of Way Accessibility Guidance (PROWAG), to be utilized as best practices. The lifting of the detectable warning surfaces moratorium and the publication of PROWAG was the first new guidance affecting public rights of way since the initial passage of ADA in 1990.

The Public Right-of-Way Accessibility Guidelines (PROWAG), which address accessibility within the public ROW were developed by the Access Board based on recommendations from the Public Right-of-Way Access Advisory Committee (PROWAAC). The PROWAAC is comprised of representatives from disability organizations, as well as public works departments, civil engineering, transportation engineering and traffic engineering organizations, government agencies, and standards setting bodies. On July 26, 2011, the Access Board proposed draft guidelines for the design, construction, and alteration of pedestrian facilities in the public ROW. The guidelines comment period ended on February 2, 2012.

When addressing accessibility needs and requirements, it is important to note that ADA and Title II do not supersede or preempt state or local laws that may offer equivalent or greater protections, such as the Minnesota Human Rights Act.

Under Title II, the City of Minneapolis 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 C.F.R. 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 C.F.R. 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 C.F.R. 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 C.F.R. 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 ([29 C.F.R. Sec. 35.160\(a\)](#)).
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR § 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 § 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 § 35.106](#)]. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [[28 CFR § 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR § 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.

Other Agency Guidance/Activities

Minnesota Department of Transportation (MnDOT) www.dot.state.mn.us/ada/resources.html

- “Technical Memorandum No. 03-19-TS-02 ADA Requirements for the use of Truncated Domes/Detectable Warning Systems on Pedestrian (PED) Ramps” was issued in 2003 and provides guidance for construction of Pedestrian Ramps to meet 2003 ADAAG standards.
- “Technical Memorandum 08-13-TM-05 Pedestrian (PED) Ramp Guidelines” was issued in 2008 to provide guidance for the installation or updating of pedestrian PED ramps. Local governments were encouraged to adopt this or similar guidance.
- “Technical Memorandum 10-02-TR-01 Adoption of Public Right-of-Way Accessibility Guidance” was issued in 2010 to make the 2010 PROWAG the primary guidance to MnDOT and local governments.
- “PED Ramp Guidelines” were released in 2010 that are consistent with PROWAG requirements and emphasizes the accessibility and usability of PED ramp designs in addition to compliance.

Hennepin County www.hennepin.us

Hennepin County has prepared a draft Program Access and Transition Plan. The City of Minneapolis Public Works Department will work closely with Hennepin County to coordinate ADA compliance between City and County facilities located within our City limits.

Minneapolis's ADA Compliance History

Public Works Department:

The City of Minneapolis Public Works Department started installing PED Ramps as part of the 1970 Residential and Municipal State Aid (MSA) route reconstruction programs. The City used standard plates developed by MnDOT and released via Transmittal Letter No. 5-296 (704) on January 28, 1970.

In 1994 and 1995 the Public Works Department focused on installing PED Ramps on our Municipal State Aid Routes. During this period just over 2,500 PED Ramps were installed.

The City Public Works Department has continued the practice of installing PED Ramps as part of our Street Construction Projects and our annual Sidewalk Maintenance Program ever since. This has resulted in an estimated 15,600 (approximately 97%) of the corners, that have sidewalks connected to them, have a PED Ramp. However, even though the PED Ramps installed by the City over the last 41 years complied with existing standards at the time they were installed; frequent changing of the ADA Standards has resulted in a large number of them that do not comply with the current 2010 Standards.

The City Public Works Department started installing Accessible Pedestrian Signal (APS) in 2004. In 2007, an APS self-evaluation was initiated. The self-evaluation began with a literature review that was conducted to determine if there were any engineering guidelines or criteria to determine the best locations to install the devices and the actual methods of installing the devices. Guidelines were found that used the "Prioritization Tool for Installation of APS from the National Cooperative Highway Research Program (NCHRP) Project 3-62: Guidelines for APS". The Prioritization Tool was developed under NCHRP at the University of North Carolina, Chapel Hill.

The APS Installation Guidelines dated October 10, 2007 were finalized and brought before the Transportation and Public Works Committee and the full City Council on the November 27 and December 7, 2007, respectively.

Between 2007 and 2011 the City completed evaluation of the crosswalks at 350 intersections. In 2012 the City is contracting with an engineering consulting firm to complete the evaluations at the remaining 450 intersections during 2012.

On October 16, 2009, the Minneapolis City Council adopted "[The Minneapolis Pedestrian Master Plan](#)" as part of the ten-year transportation action plan "Access Minneapolis". The purpose of the plan is to provide guidance on making Minneapolis a great walking city where people choose to walk for transportation, recreation, and health. The plan contains objectives and detailed implementation strategies, including those which are directly related to accessibility for people with disabilities and can viewed at "[The Minneapolis Pedestrian Master Plan](#)" link.

City of Minneapolis:

The City of Minneapolis is committed to making City services and information about those services accessible to everyone, regardless of disability barriers. This commitment stems not only from the legal requirement under the American with Disabilities Act of 1990, but also from the City's goal of responsive government, community engagement, and customer service. The City's Neighborhood

and Community Relations (NCR) Department has identified its Access and Outreach Manager as the City Title II ADA Coordinator. To expand disabilities awareness, NCR has been working with the City Coordinator's office since April 2010 to incorporate ADA Awareness into all City Department 5 year business plans.

The City of Minneapolis has established the Minneapolis Advisory Committee on People with Disabilities (MACOPD). MACOPD was created in January 1976 to expand opportunities for all children and adults with disabilities throughout Minneapolis, without regard to disability or other protected class status, work to improve life's opportunities by resolving conflicts involving persons with disabilities and protect their right to fully participate in society. The committee meets monthly and is comprised of 15 members appointed by the Mayor with confirmation by the City Council.

In 1993, the City performed a self-evaluation that focused on accessibility to buildings that provide services to the public. The self-evaluation is based on 1993 State Building Code, Chapter 1340, and the American with Disability Act Accessibility Guidelines (ADAAG). The plan identified and prioritized projects which were to be completed in 1993 and made recommendations for projects to be done in 1994.

Grievance Procedure

Complaints that a program, service, or activity of the City of Minneapolis is not accessible to persons with disabilities should be directed to the ADA Title II Coordinator. The City of Minneapolis is a leader in civil rights and is committed to make all City programs, services and activities accessible to everyone. Most complaints can be resolved without resorting to lengthy and costly procedures. If however, you reach at a point where it is necessary to file a formal complaint, complete this [Grievance Form](#) and return it to the ADA Title II Coordinator. If you want to know more about the City of Minneapolis' grievance process, read this draft [Grievance Procedure](#). The Grievance form and procedure can be found in Appendix A.

The public may desire to discuss ADA issues without filing a formal grievance. Informal discussion of an ADA issue does not limit a person's ability to file a formal grievance at a later time. In this case please contact the City Title II ADA Coordinator directly (refer to contact information in Appendix B) to ensure you are directed to the appropriate staff member.

Minneapolis ADA Program Location and Staffing

The City of Minneapolis Neighborhood and Community Relations Department (NCR) is responsible for all City of Minneapolis ADA Title II Compliance Plan. The NCR Department has identified its Access and Outreach Manager as the City Title II ADA Coordinator. This ADA Title II Coordinator is working through a network of City Department Liaisons to develop a plan to build a strong network for disability awareness and ADA compliance.

In cooperation and support, the City of Minneapolis Public Works Department identified a Department Liaison to lead a ADA Technical Transition Team that will manage a Public Works Transition Plan to bring all Public Works programs; policies/procedures; maintenance practices; and infrastructure into compliance with ADA Standards. The ADA Technical Transition Team is made up of representatives from the following Public Works Divisions:

- Transportation Planning & Engineering

- Transportation Maintenance & Repair – Sidewalks Section
- Traffic & Parking Systems

Please refer to Appendix B for contact information.

Transition Plan Communications/Public Involvement

According to [Section 35.160\(a\)](#) of ADA, "...A public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others."

Transition Plan communication and public input, particularly from individuals with disabilities, is indispensable for this transition plan to move forward and achieve its goals and objectives. The Minneapolis Advisory Committee on People with Disabilities (MACOPD) provides the excellent network of experienced and passionate individuals that can help in this regard. They already appointed a task force whose job it is to work with PW Department ADA Technical Transition Team in this initiative.

In addition to the above, ADA related activities and information can be found on the City of Minneapolis [Neighborhood and Community Relations Department Website](#) or on the City of Minneapolis Department of Public Works Website.

The goal of the Public Works website is to communicate the current summary/status on the Self-Evaluations and this Transition Plan. In addition, the City will provide links to federal, state and local agencies that will provide a variety of information about ADA.

Self - Evaluation

The Minneapolis Public Works Department as required by Title II of ADA must conduct a self-evaluation of all Public Works programs; policies/procedures; maintenance practices; and infrastructure and identify any inconsistencies/barriers that do not meet current ADA Standards.

The following is a list of major areas that have been or are currently being evaluated. A summary/status of the evaluation is presented in each Appendix.

- Public Works Programs, Policies, Procedures, Training, and Maintenance Practices (Appendix D)
- Public Works Facilities within the ROW
 - PED Ramps (Appendix E)
 - Traffic Signals & APS Systems (Appendix F)

Once a Self-Evaluation is completed, a brief statement if any inconsistencies /barriers will be stated followed by a summary of the programs; policies/procedures; maintenance practices; or infrastructure evaluated.

If any inconsistencies/barriers are identified during the Self-Evaluation, each Appendix will also include a table listing in priority order the identified inconsistencies/barriers and if applicable a cost estimate to bring it into compliance. The priority will be based on:

1. Inconsistencies/barriers that do not meet current ADA Standards and do not function thus create inaccessible barriers.
2. Inconsistencies/barriers that do not meet current ADA Standards but function.

DRAFT

Appendix A

How to file a Grievance

This Grievance Procedure is established to meet the requirements of Title II of the Americans with Disabilities Act (ADA). Enacted on July 26, 1990, the ADA provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, access to public accommodations, transportation, and telecommunications. The ADA has five titles. Title II covers state and local government and any of its departments, agencies, or other instrumentalities. This grievance procedure describes the City of Minneapolis ADA Title II grievance procedure.

The ADA Act mandates that qualified disabled individuals shall not be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity. The Act also provides disabled employees with certain protections and requires employers to make reasonable accommodation for disabled applicants and employees. Minneapolis Human Resources Department is responsible for employment-related requests for reasonable accommodation and or complaints. If you would like to request employment-related accommodation or would like to file employment-related complaint, please contact ADA Title I Coordinator Hassan Salami at (612) 673 – 3426.

This grievance procedure can be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Minneapolis, its departments or other instrumentalities including officially recognized neighborhood organizations that receive city funding.

Many disability-related concerns can be resolved internally without resorting to lengthy and costly grievance procedures. Before filing your complaint, contact the City's ADA Title II Coordinator to discuss your concerns. The ADA Title II Coordinator can look into the issue and try to develop an acceptable resolution. See the ADA Title II Coordinator's contact info below:

Ahmed Muhumud
ADA Title II Coordinator
Neighborhood and Community Relations Department
331 2nd Ave S, Suite 220
Minneapolis, MN 55401

Tel: 612-673-2162 (Voice) or 612-673-2626 (TTY)

The official City complaint form is as follows and can also be found on the Cities website at [Grievance Form](#).

Today's Date: _____

Complainant Name: _____

Address: _____

City, State, Zip: _____

Telephone and E-mail: _____

Individual Discriminated Against (if other than complainant):

Address: _____

City, State, Zip: _____

Telephone and E-mail: _____

Alleged Violation: Date(s) of Occurrence: _____

Description of Violation and City Department or Neighborhood Organization Involved:

Have efforts been made to resolve this complaint through the internal grievance procedure of the department, or neighborhood organization? _____

Has Complaint been Filed with State or Federal Agency: _____ Yes _____ No

Name of Agency: _____ Date Filed: _____

Contact Person: _____

Signature: _____ **Date:** _____

You can file a complaint against the City or any of its departments, agencies, or other instrumentalities, including publicly funded neighborhood organizations, by using one or both of the following grievance procedures:

1. File a written complaint using the official City complaint form or similar document with the City of Minneapolis' ADA Title II Coordinator as soon as possible, but no later than **90** calendar days after the alleged violation. There must be compelling reasons (good cause) for extending the **90** day time limit for filing a complaint.

- The written complaint should be submitted by the complainant and/or authorized representative
- Alternative means of filing complaints - such as a personal interview or a tape recording - will be made available upon request by individuals with disabilities
- The written complaint should contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem
- The name, address and contact information of the individual allegedly discriminated against if different than the complainant
- Within 30 calendar days after receiving the complaint, the ADA Title II Coordinator will meet with the complainant and/or authorized representative to discuss the complaint and possible resolutions
- Within 30 calendar days of the meeting, the ADA Title II Coordinator will respond in writing or by other appropriate accessible format. The response will explain the position of the City and offer options for resolving the complaint
- If the response by the ADA Title II Coordinator does not satisfy the complainant and/or authorized representative, the complainant and/or authorized representative may appeal the decision within 15 calendar days after receiving the response to the Directors of the Minneapolis Neighborhood and Community Relations (NCR) and the Civil Rights (CR) departments
- Within 15 calendar days after receipt of the appeal, the Directors of NCR and CR will meet with the complainant and/or authorized representative to discuss the complaint and possible resolutions
- Within 15 calendar days after the meeting, the Directors of NCR and CR will respond in writing or by other appropriate accessible format with a final resolution of the complaint
- All written documents in the process will be retained by the City for at least three years

2. File a complaint directly with the U.S. Department of Justice through the ADA Information Line: 1-800-514-0301 (TTY 1-800-514-0383). You also can submit a written complaint to:

U.S. Department of Justice, Civil Rights Division
950 Pennsylvania Avenue, NW, Disability Rights Section - NYAV
Washington, DC 20530

Alternative formats and language translations for this document are available upon request.

DRAFT

Appendix B

ADA Program Contacts

Title II ADA Coordinator

Ahmed Muhumud
Room 220, Tri Tech Center
331 2nd Avenue South
Minneapolis, MN 55401
Phone: 612-673-2162
E-mail: ahmed.muhumud@minneapolismn.gov

Public Works ADA Technical Transition Team

Public Works Liaison

Gregory Schroeder
Room 201, City of Lakes Building
309 2nd Ave South
Minneapolis, MN 55401-2268
Phone: 612-673-3718
E-mail: greg.schroeder@minneapolismn.gov

Public Works ADA Technical Transition Team Members

Dan Bauer
1901 East 26th Street
Minneapolis, MN 55404
Phone: 612-673-2420
E-mail: dan.bauer@minneapolismn.gov

Bill Fellows
Room 301, City of Lakes Building
309 2nd Avenue South
Minneapolis, MN 55401
Phone: 612-673-5661
E-mail: bill.fellows@minneapolismn.gov

Nick Van Gunst
300 Border Avenue North
Minneapolis, MN 55405
Phone: 612-673-2172
E-mail: nickolas.vangunst@minneapolismn.gov

Tim Drew
Room 100, Hawthorne Transportation Center
33 North 9th Street
Minneapolis, MN 55403
Phone: 612-673-2152
E-mail: tim.drew@minneapolismn.gov

Appendix C

Glossary of Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: Mn/DOT's transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements into the Statewide Transportation Improvement Program (STIP), 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: A device that communicates information about the WALK phase in audible and vibrotactile formats. Also known as APS.

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: 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. Also known as ADA.

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: Also known as ABA.

Blended Transition. A raised pedestrian street crossing, depressed corner, or similar connection between the pedestrian access route at the level of the sidewalk and the level of the pedestrian street crossing that has a grade of 5 percent or less.

Cross Slope. The grade that is perpendicular to the direction of pedestrian travel.

Curb Line. A line at the face of the curb that marks the transition between the curb and the gutter, street, or highway.

Curb Ramp. Also referred to as a Pedestrian (PED) Ramp. It is a ramp that cuts through or is built

up to the curb. Curb ramps can be perpendicular or parallel, or a combination of parallel and perpendicular ramps.

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

Element. An architectural or mechanical component of a building, facility, space, site, or public right-of-way.

Facility. All or any portion of buildings, structures, improvements, elements, and pedestrian or vehicular routes located in the public right-of-way.

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

Grade Break. The line where two surface planes with different grades meet.

Marked Crossing. A crosswalk or other identified path intended for pedestrian use in crossing a vehicular way.

Operable Part. A component of an element used to insert or withdraw objects, or to activate, deactivate, or adjust the element.

Pedestrian Access Route. A continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path.

Pedestrian Circulation Path. A prepared exterior or interior surface provided for pedestrian travel in the public right-of-way.

PED Ramp. Also referred to as a Curb Ramp. It is a ramp that cuts through or is built up to the curb. PED ramps can be perpendicular or parallel, or a combination of parallel and perpendicular ramps.

PROWAG: An acronym for the *Guidelines for Accessible Public Rights-of-Way* 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.

Public Right-of-Way. Public land or property, usually in interconnected corridors, that is acquired for or dedicated to transportation purposes.

Right of Way: A general term denoting land, property, or interest therein, usually in a strip, acquired for or devoted to transportation purposes. "Right of way" also may

mean the privilege of the immediate use of the highway. (MN 169.01 Subd. 45)

Ramp. A walking surface that has a running slope steeper than 1:20.

Running Slope. The grade that is parallel to the direction of pedestrian travel.

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: 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.

Vertical Surface Discontinuities. Vertical differences in level between two adjacent surfaces.

Vehicular Way. A route provided for vehicular traffic, such as in a street, driveway, or parking facility.

Walk. An exterior prepared surface for pedestrian use, including pedestrian areas such as plazas and courts.

Wheelchair Space. Space for a single wheelchair and its occupant.

Appendix D

Self – Evaluation Summary/Status

Public Works Programs, Policies, Procedures, Training and Maintenance Practices

The City of Minneapolis Public Works Department functions through many written and unwritten programs, policies, procedures, training, and maintenance practices. The ADA Technical Transition Team is identifying and performing Self-Evaluations on these items. The following Self-Evaluations are the results of the ADA Technical Transition Teams efforts.

Communication/Public Involvement

No ADA inconsistencies/barriers were identified during the Self-Evaluation of the communication/public involvement policies and procedures used by Public Works to communicate equally with and obtain information from all individuals. The following is a summary of the information found during the Self-Evaluation.

Communications

The City of Minneapolis is required to provide equally effective communication to individuals with or without disabilities. Equally effective communication can be provided by offering alternative formats, auxiliary aid(s) and/or services upon request. Public meetings should be held in a wheelchair accessible facilities when possible and include your notices information about requesting reasonable accommodation. For example, interpreters are hired as requested for the hearing impaired and text materials that are accessible by screen readers are made available to users.

The City of Minneapolis Public Works Department uses the Cities website and public meetings to inform the public of the projects we are working on and to also receive their input. In addition Public Works Department use the tools developed by the Neighborhood and Community Relations Department (listed below under “Public Input”) to provide communications equally to all effected individuals.

Public Involvement

The City of Minneapolis Public Works Department recognizes that broad public participation is essential to the development of Minneapolis transportation system. As required by the ADA, any public meeting, hearing, or comment period held by the City of Minneapolis is accessible. The City of Minneapolis provides qualified interpreters upon request and will provide documents in an accessible electronic format or other alternative formats, such as large print. All public notices shall contain contact information for accommodation requests.

Public meetings, trainings, programs and other events must be in an accessible location and indicated on the meeting notice. City staff is directed to use the information and tools provided by the Neighborhood and Community Relations Department to assist in public meetings. This information can be accessed through the City’s internal intranet “CityTalk”. A summary of the tools on CityTalk are:

[Community Engagement Tips & Reminders](#)

How to avoid saying

'Had I known, it would have made all the difference!'

The tips below have been put together to help smoothen your community engagement process.

Clearly Communicate the Role of Community Input

Community members want to know how their input will be used. Consider gathering all input into an electronic document and making it available with the report of your community engagement activity and/or posting it online for the public to access. (*Be sure not to include specific information about community members.*)

Design for Early Involvement

Develop project plans and timelines that allow for early public involvement. Considering [contacting neighborhood organizations](#) as a method of reaching community members.

Address Cultural & Language Barriers

Suggestions on how to approach this:

Place the [language block](#) on all written material

[Translating documents or providing interpreting services](#)

Ensure you are meeting the [City's Equal Access to City Services policy](#)

Contact [Multicultural Services](#) for further assistance

Track Your Community Engagement Efforts

Suggestions on how to approach this:

Keep copies of...

Public meeting agendas

Meeting minutes/notes

Written materials sent to the community

Project timeline

[Contacting Neighborhood Organizations](#)

The contact information below is subject to change. Check back frequently to make sure you have the most up-to-date information. [Neighborhood Directory](#)

[Core Principles of Community Engagement](#)

The formal adoption in Dec. 2007 of the core principles listed below reflects the shared beliefs of the Mayor and City Council on how the City should engage the community and how the community can be part of the City's decision-making processes.

The core principles, recommended by the Community Engagement Task Force, will guide efforts to improve how the City engages its residents.

The core principles are:

Right to be involved – Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.

Contribution will be thoughtfully considered – Public participation includes the promise that the public's contribution will be thoughtfully considered.

Recognize the needs of all – Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision-makers.

Seek out involvement – Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.

Participants design participation – Public participation seeks input from participants in designing how they participate.

Adequate information – Public participation provides participants with the information they need to participate in a meaningful way.

Known effect of participation – Public participation communicates to participants how their input affected the decision.

Meeting Tools

Dates! Space! Refreshments! Publicity! Where do I start?

Planning a meeting can be a simple or complex task depending on your experience. Whether you are expecting eight or 100 people to show up and whether it is a public or internal meeting, the tools below have been gathered to help make coordinating a meeting more manageable.

You may modify tools to meet your specific needs.

Meeting guides

[Setting Meeting Goals and Objectives](#)

[Planning a Public Meeting \(All-in-one checklist\)](#)

[Booking a Facility](#)

[Search for Meeting Location Ideas to Hold a Community Event](#)

[Light Refreshment Planning Worksheet](#)

Role Preparation

[Facilitating at a Meeting](#) (Tenant.net)

[Meeting Ice Breakers](#) (Sideroad.com)

[Tips for Note Taking](#) (Meetingwizard.org)

[Tips for Managing Disruptive Behavior](#) (Working Dynamics)

[Providing child care at public meetings](#)

Pre-made tools/templates

[Sign-in Sheet](#)

[Public Meeting Agenda Example](#)

[Self-Performance Feedback](#)

[Comment Form](#)

Resources

Communication Tools

[Communications Department Toolbox](#)

[Jargon Free Writing](#) – (From [Manchester Toolkit](#)) (PDF)

[Techniques to Share Information](#) – (IAP2) (PDF)

Community Engagement Guides

[Engagement Planning Key](#) – (From [The Engagement Planning Workbook](#) Victoria, Australia) (PDF)

[Identifying Issues and Program Planning](#) – (Queensland Government)

[Spectrum of Public Participation](#) (IAP2) (PDF)

Others

[E-subscribe/GovDelivery](#)

[Minneapolis Maps](#)

[Strategies for Working with Members of the Community](#) (Queensland Government) [Word document]

[Survey Tools](#) (Word document)

 [Sign up to receive e-mail updates on Community Engagement](#)

In addition the [Department of Justice Guide to Conducting Accessible Meetings](#) has additional information that may be helpful in planning public meetings.

Access Minneapolis

No ADA inconsistencies/barriers were identified during the Self-Evaluation of the Access Minneapolis documents.

Access Minneapolis is the city's Ten-Year Transportation Action Plan that identifies *specific* actions that the City and its partner agencies (Metro Transit, Metropolitan Council, Hennepin County, Minnesota Department of Transportation) need to take within the next ten years to implement the transportation policies articulated in *The Minneapolis Plan for Sustainable Growth*. *The Minneapolis Plan for Sustainable Growth can be found at the following website:* http://www.minneapolismn.gov/cped/planning/plans/cped_comp_plan_2030

The Access Minneapolis Ten Year Transportation Action Plan is comprised of four documents:

1. A Citywide Action Plan;
2. Design Guidelines for Streets and Sidewalks;
3. Streetcar Feasibility Study;
4. Downtown Action Plan.

Access Minneapolis supports compliance with ADA Standards through all of the four documents and is reinforced via its vision that:

- *Access Minneapolis* will result in a citywide transportation system that is multi-modal (pedestrian, bicycle, transit, automobile, freight), providing good transportation choices to people, including people with disabilities.

The following are links to Access Minneapolis Documents:

A Citywide Action Plan

http://www.minneapolismn.gov/publicworks/transplan/comp/public-works_trans-plan_citywideactionplan

Design Guidelines for Streets and Sidewalks

http://www.minneapolismn.gov/publicworks/transplan/comp/public-works_trans-plan_designguidelines

Streetcar Feasibility Study

http://www.minneapolismn.gov/publicworks/transplan/comp/public-works_trans-plan_streetcarstudy

Downtown Action Plan

http://www.minneapolismn.gov/www/groups/public/@publicworks/documents/webcontent/convert_269667.pdf

Minneapolis Pedestrian Master Plan

http://www.minneapolismn.gov/pedestrian/plan/pedestrian_pedestrian-masterplan

Sidewalk Inspection and Maintenance Program:

No ADA inconsistencies/barriers were identified during the Self-Evaluation of the Sidewalk Inspection and Maintenance Program.

The City of Minneapolis Public Works Department, Sidewalk Inspections Office operates an annual program, known as the Defective and Hazardous Sidewalks Capital Program, in order to maintain public sidewalks existing within the City of Minneapolis Public Right of Way. Details pertaining to this program can be found on the City of Minneapolis public website at:

<http://www.minneapolismn.gov/publicworks/sidewalks/index.htm>

The Sidewalk Inspections Office of the City of Minneapolis Public Works Department has implemented policies pertaining to both temporary and permanent repair of the public sidewalk system, including ADA pedestrian ramps, in order to keep the system in a serviceable condition for pedestrians. Temporary repairs would be made in response to a complaint being received from the public about a public sidewalk structural defect. The complaint is inspected immediately, and if found to be valid, a work order would be made to the City of Minneapolis Public Works Street Department. A temporary asphalt patch would be placed on the defect. Permanent repairs would be done at a later time as part of the annual Sidewalk Maintenance Program, or at any time the adjacent property owner chooses to hire a private contractor to make the necessary permanent repairs.

The Sidewalk Inspections Office has created a computer based data management system to handle all aspects of managing the public sidewalk system, including inspections, complaints, billing, assessments, and contractor payments. Programming and databases have been developed to manage both the “summer” sidewalk repair program and the “winter” sidewalk snow and ice control program.

The City of Minneapolis has implemented a 311 system, and the Sidewalk Inspections Office has integrated their processes and procedures into the 311 system in order to achieve quicker response times to sidewalk related questions and complaints from the public. Information about the City of Minneapolis 311 System can be found at: <http://www.minneapolismn.gov/311/index.htm>

The Sidewalk Inspections Office has developed an Administrative Hearing process that makes Sidewalk Assessment Hearings both easier and more accessible for all property owners who wish to contest any charges for summer repairs and winter snow and ice control work performed by the City.

The Sidewalk Inspections Office has also implemented an internet based Sidewalk Construction Permitting System. Contractors seeking a Sidewalk Construction Permit can access the system at: www.sidewalk.mpls.mn.roway.net

The Supervisor, Sidewalk Inspections, serves on the Public Works Site Plan Review Committee. When development plans for commercial and other properties are reviewed by this committee, the Sidewalk Inspections Supervisor offers comments on the submitted plans in order that the plans conform to all City of Minneapolis specifications and policies, and also to all ADA requirements.

The Sidewalk Inspections Office is tasked with the inspection and permitting of all private contractors working within the City Right of Way who are constructing sidewalks, pedestrian ramps, and other concrete infrastructure.

In the winter months, the Sidewalk Inspections Office also inspects public sidewalks within the City of Minneapolis Public Right of Way to assure compliance to the City of Minneapolis Ordinance 445.20 pertaining to removal of snow and ice from the public sidewalks:

(<http://library.municode.com/index.aspx?clientId=11490&stateId=23&stateName=minnesota>).

Property owners are responsible by this ordinance to remove all snow and ice from the public sidewalks adjacent to their properties. The Sidewalk Inspections Office has the authority to write citations and order public sidewalk snow removal, and then assess the adjacent property owner for these costs if they do not pay the invoice sent to them for the work. Currently, the Sidewalk Inspections Office is working on several initiatives to improve public compliance with the winter sidewalk shoveling ordinance.

Via the 311 system and any other means of notice, the Sidewalk Inspections office responds to complaints pertaining to the sidewalk infrastructure within the City of Minneapolis Public Right of Way. Any notice of public sidewalk defect is responded to immediately, and the Sidewalk Inspections Office will order temporary repairs of any defects. Permanent repairs are accomplished as part of the annual Sidewalk Maintenance Program, or, sooner if the adjacent property owner hires a private contractor to make the necessary repairs.

The Sidewalk Inspections Office also works with citizen groups, citizen committees, the City of Minneapolis Senior Ombudsman, elected officials, City staff working for other City Departments, private contractors, developers, property owners, utility companies, local governments and Federal government agencies; and others, in order to coordinate their activities with these groups, and also to inform these groups concerning their policies and procedures.

For questions or further information concerning the Sidewalk Inspections Office, please contact the City of Minneapolis by calling 311 (if calling from within the City of Minneapolis), or, call the 311 information number at (612) 673-3000, or, contact the Sidewalk Inspections office directly by calling (612) 673-2420.

Enhanced Snow Enforcement Guidelines

No ADA inconsistencies/barriers were identified during the Self-Evaluation of enhanced snow enforcement guidelines that are currently in draft form.

The Sidewalk Inspections Office, in cooperation with the Disability Committee, the Pedestrian Advisory Committee, and elected officials, is in the process of implementing an “Enhanced Public Sidewalk Snow Removal” Program. Some of the elements of this program are proposed to include: 1) shorten the length of time, from seven days to four days, between the sending of a Sidewalk Snow Removal Warning letter and the re-inspection of the public sidewalk, 2) issuing of sidewalk snow removal work orders to a private contractor, 3) issuing of “administrative citations” to offending property owners, 5) the use of additional City staff to perform inspections as soon as possible after a snowfall to increase sidewalk snow inspection activities, and 6) coordinating with other City Departments in order to accomplish increased sidewalk snow inspections.

Department ADA Training

No ADA inconsistencies/barriers were identified during the Self-Evaluation of Public Works Department ADA Training.

The Public Works Department currently does not offer or provide ADA Training because they use MnDOT ADA Training. MnDOT offers ADA training to state, county, and city agencies. Below is an overview of MnDOT's commitment to training these agencies.

MnDOT (from MnDOT ADA Transition Plan www.dot.state.mn.us/ada)

As part the adoption of Public Rights of Way Accessibility Guidelines and the Transition Plan, MnDOT will conduct agency-wide ADA training on both design and policy. In addition, MnDOT is providing initial training to cities and counties, and external partners on ADA and Title II. Classes will be offered at both introductory and advanced levels. The training will be developed as modules that can be taught independently or integrated into existing training as appropriate.

The training will be topically based on policy, mobility needs and design. Modules identified for development and deployment in 2010 include:

- ADA and Title II overview and requirements
- Inventory Collection
- Technical Training
 - PROWAG (Public Right OF Way Accessibility Guidelines)
 - PED Ramps
 - APS (Accessible Pedestrian Signals)
 - Intersection Geometrics
 - Pedestrian Design & Planning
 - Maintenance, e.g., Inventory, Snow & Ice, Faulting, Maintenance Agreements
- Project Development
 - Project Scoping
 - Bicycle & Pedestrian Planning
 - Inventories
- Accessible Communications
 - Document Development
 - Website Development
 - Public Meetings
- Policy & Procedure
 - Public Involvement
 - Complaint Procedures

As appropriate, MnDOT will work with educational institutions and advocacy groups to identify needs and develop curriculum.

Additional Areas Identified To Look At

Some additional areas the ADA Technical Transition Team identified to look at are:

Project Development Review	City Permits in ROW
Access during Construction	ROW
City Standard Specifications	Standard Design Plates
Designated On-Street Parking	

Appendix E

Self – Evaluation Summary/Status Facilities within the ROW

Pedestrian (PED) Ramps

This Self-Evaluation is currently underway and is scheduled to be completed in late fall of 2012. *At that time ADA inconsistencies/barriers will be identified and addressed.*

Background:

There are several government agencies and private entities that own Right-of-Way (ROW) within the City of Minneapolis. The City of Minneapolis Public Works Department is only responsible for Public Works infrastructure (facilities) within the City of Minneapolis ROW. As a result this excludes private streets, curbs and sidewalks as well as any infrastructure (facilities) within MnDOT, Metropolitan Council, Hennepin County, and University of Minnesota ROW.

Since the City of Minneapolis Public Works Department has been installing PED Ramps since 1970, approximately 97% of the corners within City ROW have a PED Ramp that complied with existing standards at the time they were installed; however, constant changing of the ADA Standards has resulted in a large number of them that do not comply with the current 2010 Standards. Therefore the condition of the existing PED Ramps also needs to be captured and evaluated to understand the functionality of the facility. We are proposing to use a tool developed for the Florida Department of Transportation to collect the existing facilities inventory. This tool has been modified slightly to enable us to also capture the functionality of existing PED Ramps.

Field Inspections:

It is estimated that there are over 16,000 corners within the city ROW. In 2012 we are performing field inspections of all city owned corners and collecting and documenting the following facilities within our ROW:

PED Ramps and Adjoining Sidewalks at the Corner
Traffic Signals and APS systems

All data collected will be shown as part of this Appendix in table format once the inspections are completed.

Correction of Non Compliance Facilities:

The Public Works ADA Technical Team is working with the Minneapolis Advisory Committee on People with Disabilities (MACOPD) to develop a process which will enable us to prioritize which PED ramps, which do not comply with current ADA Standards, should be brought into compliance. The basic curb ramp categories determined to date (highest to lowest priority) are:

1. No PED Ramp.
2. Doesn't Meet Current ADA Standard and Doesn't Function.
3. Doesn't Meet Current ADA Standard but Functions.
4. Meets Current ADA Standard (do nothing).

The prioritization will also be based the location of PED crossing accidents; transit routes; Public Works proposed sidewalk, street resurfacing and street reconstruction programs as well as work by other government agencies will also be considered.

Based on the above information the table will be reformatted in order of priority and will include the estimated cost to bring the PED ramp up to current ADA Standards

DRAFT

Appendix F

Self – Evaluation Summary/Status Facilities within the ROW

Traffic Signals & APS Systems

The final phase of this Self-Evaluation is currently underway and is scheduled to be completed in 2012. *At that time ADA inconsistencies/barriers will be identified and addressed.*

Background:

The City Public Works Department started installing Accessible Pedestrian Signal (APS) in 2004. In 2007, an APS self-evaluation was initiated. The self-evaluation began with a literature review that was conducted to determine if there were any engineering guidelines or criteria to determine the best locations to install the devices and the actual methods of installing the devices. Guidelines were found that used the “Prioritization Tool for Installation of APS from the National Cooperative Highway Research Program (NCHRP) Project 3-62: Guidelines for APS”. The Prioritization Tool was developed under NCHRP at the University of North Carolina, Chapel Hill.

The self-evaluation included input from various potential users and the public of these APS devices. A committee was formed that included: potential ADA users, city staff, and other public agency staffs (MnDOT, City of St. Paul and State Services for the Blind). This committee was convened and received input on the best course of action to take for APS installation in the city. The committee provided a variety of viewpoints on the use of these APS devices. This input was used to develop the City’s subsequent APS Installation Guidelines.

The APS Installation Guidelines dated October 10, 2007 were finalized and brought before the Transportation and Public Works Committee and the full City Council on the November 27 and December 7, 2007, respectively.

- The guidelines are used to determine the APS need for three different conditions: new, modified, or existing signals.
- The guidelines utilize the Prioritizing Tool from the NCHRP Project and evaluates both the intersection and each individual crosswalk and assigns point values based on configuration, signal phasing and pedestrian signal control, location of the intersection in reference to facilities for visually impaired and major pedestrian attractions, distance to alternative APS crosswalks, and requests for APS at the intersection. The points are summed up for each crosswalk and measured against a set threshold. There are different levels of thresholds depending on new construction, modifications, or existing signals.
 - For new traffic signal construction, APS will be installed if the evaluation of a crosswalk results in a score of 30 points or above. If the score is less than 30 points, then the signal will be designed to accommodate APS in the future.
 - For major traffic signal modifications or signal phasing change, APS will be installed if the evaluation of a crosswalk results in a score of 40 points or above. If the evaluation scores between 30 to 40 points, the modification design will include infrastructure for future APS installations.
 - For existing signals, APS will be installed if the evaluation of a crosswalk results in a score of 40 points or above.

- The City's plan was to evaluate all crosswalks at existing signalized intersections on a 10 year cycle, approximately 80 per year. Evaluations that result in a score of 40 points or above will be programmed for addition of APS.
- Between 2007 and 2011 the City completed evaluation of the crosswalks at 350 intersections. In 2012 the City is contracting with an engineering consulting firm to complete the evaluations at the remaining 450 intersections during 2012.

The following table lists the 805 signaled intersections within the City and those analyzed for APS.

DRAFT

