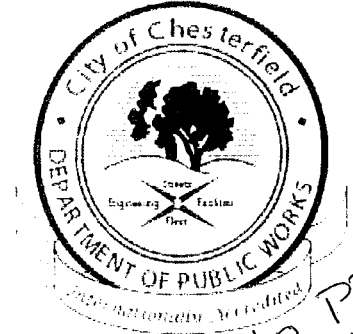


Memorandum

Department of Public Works



TO: Michael O. Geisel, P.E.
City Administrator

FROM: James A. Eckrich, P.E. *JAE*
Public Works Dir. / City Engineer

DATE: August 14, 2018

RE: ADA Transition Plan

The Americans with Disabilities Act (ADA) was passed in 1990. It prohibits discrimination based upon a disability. Title II of the ADA requires that state and local governments make their programs and services accessible to persons with disabilities, including pedestrian facilities within public right of way. Title II of the ADA also requires that public agencies with more than fifty employees create a Transition Plan.

In 2012 the City of Chesterfield passed Resolution Number 388 adopting the City of Chesterfield ADA Transition Plan (Plan). Public Works Staff recently performed a detailed review of the Plan and recommends several updates to ensure the Plan meets all Title II requirements. Specific updates to the Plan include a detailed self-evaluation and prioritization program for pedestrian facilities. Civil Engineer Steve Merk updated the Plan and created a program the City will use to analyze, rate, and prioritize future sidewalk work. The proposed ADA Transition Plan was sent to disability advocacy groups and posted on the City's website for review and comment. Additionally, an open house was held at City Hall on July 31, 2018. No substantive comments were received on the Plan, and City Staff recommends approval of the new ADA Transition Plan (attached).

Civil Engineer Steve Merk will provide a brief presentation and be available to answer questions at the Planning and Public Works Committee meeting.

Action Recommended

This matter should be forwarded to the Planning and Public Works Committee of City Council. If recommended for approval, the attached Resolution should be forwarded to the full City Council for adoption.

RESOLUTION NO. XXX

**A RESOLUTION OF THE CITY COUNCIL OF CHESTERFIELD, MISSOURI
ADOPTING THE CITY OF CHESTERFIELD ADA TRANSITION PLAN.**

WHEREAS, Title II of the Americans with Disabilities Act (ADA) requires that all public agencies with more than fifty employees create an ADA Transition Plan; and

WHEREAS, the City of Chesterfield previously adopted an ADA Transition Plan via Resolution Number 388; and

WHEREAS, the Public Works Department has updated the City's ADA Transition Plan to ensure it complies with all Title II requirements.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF CHESTERFIELD, MISSOURI AS FOLLOWS:**

Section 1. City Council hereby approves and adopts the City of Chesterfield ADA Transition Plan attached hereto as Exhibit A.

Section 2. City Council authorizes the City Administrator to approve updates to the ADA Transition Plan as needed to maintain the accuracy of the information contained therein.

Section 3. This Resolution shall be in full force and effect from and after its passage and approval.

Passed and approved this _____ day of _____, 2018.

Presiding Officer

Bob Nation, Mayor

ATTEST:

Vickie Hass, City Clerk

Memorandum

Department of Public Works

TO: James A. Eckrich, PE – PW Director

FROM: Steven J. Merk, PE – Civil Engineer

DATE: August 7, 2018

RE: Final ADA Transition Plan



The City of Chesterfield held an open house on July 31, 2018 from 4:00 to 6:00 pm for the updated ADA Transition Plan. The draft plan was posted, and the open house was advertised, on the City website 30 days in advance. Comments and suggestions regarding the draft Transition Plan were requested to be submitted via email or through the City website.

The informal open house was offered as an additional method to allow the public to ask questions and offer suggestions for the draft plan. Three disability advocacy groups were contacted and directly invited to attend – Paraquad, Delta Center for Independent Living, and Starkloff Disability Institute.

The open house was lightly attended, but the feedback provided was very favorable to the plan. Attendees felt the plan was detailed and thorough. One public comment related to how the repair contracts would be awarded, and explanatory verbiage was added to the plan to address that.

Therefore, attached is the Final version of ADA Transition Plan for the City of Chesterfield. This is intended to be a living document which will be updated as circumstances may require.

ADA Transition Plan

City of Chesterfield, Missouri



Updated: August 2018

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I - Introduction

The City of Chesterfield, Missouri (City) strives to provide equal access for all residents, including those physically challenged, to all programs and public facilities.

The Americans with Disabilities Act (ADA) was signed into federal law in 1990. This law provides a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities. It also addresses major areas of discrimination faced by people with disabilities, including the accessible use of public rights-of-way.

Title II is a subsection of the overall ADA which is directed toward state and local governments. Title II requires that state and local governments provide people with disabilities an equal opportunity to benefit from municipal programs, services, and activities. Title II also requires all public entities with more than 50 employees to develop a formal Transition Plan for addressing areas that the municipality finds which may provide a "barrier" for accessibility to public infrastructure.

Note that the word barrier is used specifically in the ADA verbiage to describe any physical deficiency in a sidewalk or curb ramp that exceeds the limits set forth in the ADA requirements.

The Transition Plan must adhere to the following requirements:

- Identify physical obstacles in the City's facilities that limit the accessibility of its programs or activities to individuals with disabilities
- Describe in detail the methods that will be used to make the facilities accessible
- Specify the schedule for taking the steps necessary to upgrade pedestrian access to meet ADA requirements in each year following the Transition Plan
- Identify the official responsible for implementation of the Transition Plan

This document is the City of Chesterfield Transition Plan, and it complies with all of the requirements above.

II - City Compliance Overview

Since the passage of the ADA in 1990, the City has been working to address accessibility issues and achieve compliance with ADA regulations. Beginning in 1991, the City has performed regular inspections of the pavement, sidewalks, and curb ramps owned by the City in order to plan and schedule necessary repairs. In addition, the City has performed regular inspections for accessibility barriers at City parks, playgrounds, public parking lots, and recreational trails.

This has not been an easy endeavor. The City of Chesterfield Department of Public Works (DPW) is responsible for the operation and maintenance of 176 centerline miles of public streets, 252 miles of sidewalk, and 2,280 curb ramps.

The City does not own or maintain any traffic or pedestrian signals. All signals within City limits are owned and maintained by either St. Louis County or the Missouri Department of Transportation (MODOT).

From 1991 to present, the City has responded to more than 9,300 sidewalk repair work orders. The City has also installed more than 1,200 curb ramps at public street intersections and public facilities. A detailed list of City accessibility improvements (curb ramps, sidewalks, playgrounds, parking lots, and walking trails) completed since 1991 can be found in Appendix A.

It is critical for the City to have an objective methodology for prioritizing barriers to accessibility to schedule annual repair, replacement, and improvement projects. It is also critical for the City to incorporate deficiencies reported by residents into the Transition Plan. An explanation of the City's methodology for creating a prioritized improvement list is included in the Self-Evaluation section of this report.

City Facilities

In accordance with Title II, all City public meetings and City-sponsored events are accessible to persons with disabilities. The Chesterfield Government Center, located at 690 Chesterfield Parkway West, provides convenient accessible parking spaces with covered ramps leading to the main building entrance. There is ground floor access to the City Council Chambers, Police, City Clerk, conference rooms, and Municipal Courts services. An elevator is also provided for access to second floor offices and conference rooms.

Chesterfield Central Park is located in the heart of Downtown Chesterfield, on Veterans Place Drive. Central Park has an amphitheater, concession stands, restrooms, gazebo, picnic pavilions, and a nature walkway which are all ADA accessible. The amphitheater also provides an accessible viewing deck to accommodate guests who require wheelchair access.

The Chesterfield Family Aquatic Center, located at 16365 Lydia Hill Drive, provides ADA compliant recreation and enjoyment for visitors of all ages and abilities. The Chesterfield Valley Athletic Complex (CVAC) is home to the Catch 22 Miracle Field which provides specially designed dugouts, bleachers, and an ADA compliant playing surface for participants of all skill levels and ages. The Monarch-Chesterfield Levee Trail is a 12-mile paved asphalt recreational trail with ADA access at three locations. One access is located at the west end of the CVAC, one to the east of Chesterfield Outlets (former Taubman Prestige Outlets), and one near the intersection of Edison Road and Long Road.

The following is a list of City accessible buildings and facilities. Links to the corresponding facility websites can be found on the City of Chesterfield homepage.

Facility (click for website)	Location
<u>Catch 22 Miracle Field</u>	17925 North Outer 40 Road
<u>Central Park and Amphitheater</u>	16462 Burkhardt Place
<u>Chesterfield Valley Athletic Complex</u>	17925 North Outer 40 Road
<u>Chesterfield Family Aquatic Center</u>	16365 Lydia Hill Drive
<u>Eberwein Dog Park</u>	1627 Old Baxter Road
<u>City Hall – Municipal Courts</u>	690 Chesterfield Parkway W
<u>City Hall – Police Department</u>	690 Chesterfield Parkway W
<u>Monarch Chesterfield Levee Trail</u>	17925 North Outer 40 Road
<u>Parks Maintenance Facility</u>	17891 North Outer 40 Road
<u>Public Works Maintenance Facility</u>	165 Public Works Drive

Snow Removal

City personnel and equipment are utilized for removing snow and ice from City streets and facilities. For individual disabled residents, the City has a program for removing snow windrows from a qualifying resident's residential driveway apron within the public right-of-way. A snow windrow is residual snow that is left at the end of a driveway after a snow plow has cleared the road. Residents can apply for the program by providing a medical certificate describing their medical need or disability which limits their ability to remove the windrow.

New Construction

The City inspects and confirms that new sidewalks and curb ramps are constructed in accordance with the ADA requirements prior to final project acceptance. ADA requirements must be met whether the facilities are privately owned or publicly maintained.

City inspectors use the City ADA Checklist to ensure the compliance of new construction. This checklist can be found in Appendix B of this report. This checklist is also provided to contractors at Pre-Construction Meetings to reinforce the importance of the new construction meeting these criteria. When a newly constructed sidewalk or curb ramp does not meet the ADA criteria, it is the responsibility of the contractor to remove and reconstruct the facility at his expense.

III - Self-Evaluation Process

Overview

The foundation of the City's Transition Plan is an in-depth self-evaluation of City facilities. In February 2012, the City began the self-evaluation process of inspecting sidewalks and curb ramps to determine where existing conditions do not meet ADA requirements.

Evaluation Standards

The City uses the ADA design requirements for new construction, and the same criteria is used for evaluating existing sidewalks and curb ramps.

The self-evaluation process is intended to document every physical defect in the City sidewalks and curb ramps that does not meet ADA requirements. In addition, the self-evaluation process involves rating the severity of these defects for planning and scheduling the most critical repairs. The Scoring System section below details the specific criteria that are evaluated in each inspection and explains the scoring system for rating each noted defect.

Schedule

One-third of the City's sidewalks and curb ramps are inspected each calendar year on a three-year cycle. To schedule these inspections in an orderly manner, the City uses the already-established Snow Map routes that cover all of the City maintained streets.

The City is divided into nine snow maps, labeled from "A" through "I". In 2017, all of the sidewalks and curb ramps located within Maps A, B, and C were inspected. In 2018, the sidewalks and curb ramps within Maps D, E, and F were inspected. In 2019, the inspections for the remainder of the City within Maps G, H, and I will be completed. A depiction of the City Snow Maps can be found in Appendix C.

Beginning in 2020, the self-evaluation inspections will re-evaluate Maps A, B, and C and continue on the same three-year rotation going forward. This will allow the City to keep a relatively current rating inventory of all sidewalks and curb ramps.

Scoring System

The City scoring system for evaluating each of the sidewalk and curb ramp defects is based on the severity and the geographic location of the defect. The two scores are known as the Deficiency Score and the Location Score. These two scores are then combined to get a weighted Barrier Score, which is the overall rating for that particular defect. The Barrier Score is the number

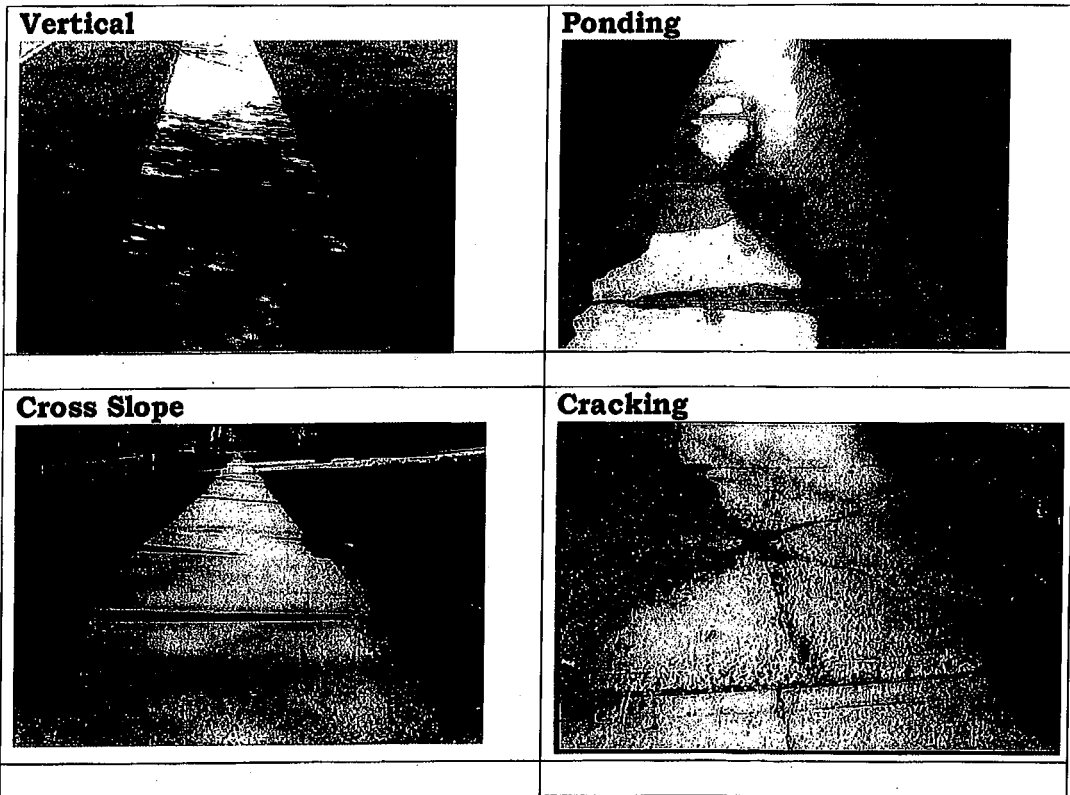
referenced when prioritizing and scheduling future repair, improvement, or replacement projects.

Deficiency Score (also known as Impedance Score)

The Deficiency Score is a critical piece of the evaluation process. When a deficiency, or “fault”, is identified, that fault is evaluated based on the criteria listed in Table 1 and Table 2 in Appendix D. One fault could fall into multiple categories, so the final Deficiency Score for each fault is the total of the weighted values for all categories.

The Deficiency Score is intended to differentiate between minor faults and significant physical obstructions to accessible travel by weighting each defect.

The following are photo examples of each of the sidewalk deficiencies that the City is evaluating:




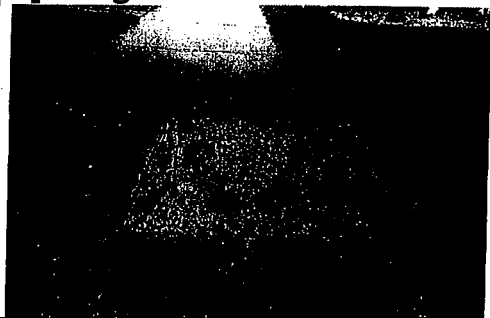

<p>Obstruction</p> 	<p>Spalling</p> 
<p>Vegetative</p> 	

Table 1, in Appendix D, details the weighted values for each sidewalk inspection item.

Table 2, in Appendix D, details the weighted values for each curb ramp inspection item. It also lists the ADA requirements for each item. A graphical representation of a typical curb ramp is provided in Appendix E.

Location Factor (also known as Activity Factor)

The Location Factor acts as a weighting bonus to give higher priority scores for defects located in the vicinity of high pedestrian traffic areas. The Location Factor is the same for both sidewalks and curb ramps.

Table 3 in Appendix D details the various types of pedestrian traffic generators and the weighted values for the specific location of each defect. Note that one defect could fall into more than one location category. For example, one defect could be near a bus stop, adjacent to a senior living facility, and in the vicinity of a park. Therefore, the weighting formulas for the Location Factor provides a cumulative value for each defect across that spectrum.

Barrier Score

The Barrier Score is the product of the Deficiency Score and the Location Factor. It gives an overall weighted value to prioritize that defect based on its hindrance to accessible travel and its level of pedestrian traffic.

Note that the word "barrier" is used specifically in the ADA verbiage to describe any physical deficiency in a sidewalk or curb ramp that exceeds the limits set forth in the ADA requirements. For consistency, that word is used to describe the overall score for prioritizing areas needing repair, improvement, or replacement.

Resident Report Adjustment

There will be times when a resident calls to report a deficiency in a sidewalk or curb ramp and requests that the problem be remedied. These problems will be documented as Requests for Action (RFA) and forwarded to an Engineer in the Department of Public Works. Upon receipt of the RFA, the assigned Engineer will coordinate with field inspectors or personally evaluate the reported location in the field.

The Engineer will enter the RFA number, date, and a priority bonus of up to 20 Barrier Score points to that deficiency in the GIS database. The Engineer will review the Barrier Score and Percentile in the self-evaluation database to determine future action for this RFA. If the location ranks high enough on the inventory priority list in his/her judgement, then the RFA will be recommended to the Project Manager for repair or replacement. If the location is not determined to be high enough priority on the inventory list, including the extra bonus points, then the location will remain in the database for future action. Note that extra bonus points added to the Barrier Score will remain, so it will maintain a higher priority for the next regular round of scheduling repairs.

Incident Report Adjustment

When a resident reports to the City a physical incident caused by a sidewalk or curb ramp deficiency, this issue will also be documented as an RFA. The Incident Report procedure will be the same as the Resident Reporting Adjustment. The one difference is that the Incident Report location shall be given a 100 point bonus to the Barrier Score. This will automatically bump that location to the top of the priority list.

Data Consolidation

The self-evaluation scoring data is consolidated in the City's Geographic Information System (GIS) database. At the end of the year, the raw Barrier Scores from the three most-recent years are grouped into percentiles. The percentiles are then used to determine the areas in most need of repair or replacement and to prioritize future work.

IV - Transition Plan

The Self-Evaluation Scoring System helps to focus limited City resources on the areas that most limit accessibility to public facilities and City sidewalks. At the same time, the system will also prioritize problems reported by City residents while not taking resources away from the most critical needs.

Budgeting

The City typically funds the repair, replacement, improvement or extension of existing pedestrian facilities from the following sources:

1. Community Development Block Grant Program:
 - The City receives approximately \$40,000 per year in Department of Housing and Urban Development grants, distributed by St. Louis County. The full amount of this grant is used for curb ramp replacements.
2. Miscellaneous Grants:
 - Other grant programs are available through the Federal Highway Administration, Missouri Department of Transportation, and East-West Gateway Council of Governments. The City applies for grants through these programs when funds are made available for pedestrian facility projects.
3. Capital Projects:
 - The City Council budgets \$200,000-\$500,000 annually for pedestrian facility projects from the General Fund and/or the Capital Projects Fund.
4. Tree Trimming Program:
 - The annual Public Works maintenance budget includes funding for trimming vegetation that encroaches on pedestrian facilities.

Private development is another source of pedestrian facility improvements. City Code requires the installation, extension, or upgrade of pedestrian facilities in the public right-of-way corresponding to adjacent site development projects.

Scheduling

The self-evaluation inspections for sidewalks and curb ramps generally take place from January through May of each year. The total data collected annually for the three snow maps that year is consolidated with the existing data from the two years prior. Then, the most-recent three years of data for all sidewalks and curb ramps in the City is processed and prioritized for end-of-year reports.

These reports will be utilized by the Sidewalk Program Project Manager to schedule which sidewalk areas and which curb ramps will be improved, repaired, or replaced in the upcoming year.

When the scope of work for the upcoming year is finalized, the project will be publicly advertised and awarded in conformance with the City's purchasing policy.

Limitations

The 2018 budget for repair, replacement, or extension of pedestrian facilities is \$500,000. Due to the high cost to repair any existing deficiency, it is not feasible to perform all repairs immediately. Accordingly, the City will use the data from the self-evaluation inspections to prioritize work each year. Through this process, the City is working to address all of its deficiencies in a systematic manner.

There may also be occasions where it is not possible to repair an identified barrier due to existing conditions. ADA Title II recognizes that some barriers cannot be removed for this reason. ADA classifies these instances where full compliance with the requirements is not possible due to the unique characteristics of terrain as "structurally impractical".

In a situation where removing a barrier is determined to be "structurally impractical" as described above, the City will improve the existing deficiency to the maximum extent possible and the action taken will be documented.

ADA Coordinator

The Department of Public Works is responsible for administering the ADA compliance program for accessible pedestrian facilities. As such, the Director of Public Works, James Eckrich, P.E., is the designated person responsible for ensuring ADA compliance and investigating complaints. Mr. Eckrich can be contacted at:

690 Chesterfield Parkway West

Chesterfield, MO 63017

Phone: 636-537-4764

Fax: 636-537-4798

Email: adacoordinator@chesterfield.mo.us

V - Public Involvement

Public Comment

An open house was held on July 31, 2018 at Chesterfield City Hall. Copies of the City's Transition Plan were available for review, graphics describing the process of the City's self-evaluation were displayed, and City staff was on hand to discuss the process and answer questions. Public comment cards were also available and collected.

Three disability advocacy groups - Paraquad, Starkloff Disability Institute, and Delta Center for Independent Living - were invited to attend the open house and give feedback on the Transition Plan.

For those unable to attend the open house, the draft version of the Transition Plan was posted on the City website with the Open House announcement on 6/29/2018. The public was invited to review the plan and provide comments or suggestions via email at adacoordinator@chesterfield.mo.us or via the ADA Suggestion Form which is available on the City website at <https://www.chesterfield.mo.us/ada-suggestion-form.html>. The City will continue to refine the Transition Plan, as necessary, based on feedback from the public.

ADA Grievance Procedure

The City's grievance procedure can be found in Appendix F of this report and on the City's website at <https://www.chesterfield.mo.us/ada-grievance-procedure.html>. The City's grievance procedure complies with the model grievance procedure provided by the Department of Justice, in that it includes: (i) a description of how and where a complaint under Title II may be filed with the government entity; (ii) if a written complaint is required, a statement notifying potential grievants that alternative means of filing will be available to people with disabilities who require such an alternative; (iii) a description of the time frames and processes to be followed by the grievant and the government entity; (iv) information on how to appeal an adverse decision; and, (v) a statement of how long complaint files will be retained. Appendix F provides the form to file a formal grievance.

Notice of ADA Compliance

Regardless of size, all public entities 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 non-discrimination notice, which complies with the requirements of ADA, is posted on the City's website at <https://www.chesterfield.mo.us/ada-compliance.html>. Additionally, the City has

posted the notice at the City Hall's front desk and is incorporated into new employee orientation packets.

VI - APPENDICES

Appendix A - ADA Accessibility Improvement Projects

Planned ADA Accessibility Improvements

<u>File Number</u>	<u>Project Description</u>	<u>Status</u>
2018-PW-04A	2018 Sidewalk Replacement A	Construction
2018-PW-04B	2018 Sidewalk Replacement B	Construction
2018-PW-06	Riparian Trail – August Hill Dr. to Old Chesterfield Rd.	Design
2018-PW-02	CDBG Curb Ramp Improvements	Design
2017 TAP	Schoettler Road Sidewalk	Planning
2015-PW-15	Pathway on the Parkway Sidewalk	Planning
2013-PW-08	Monarch-Chesterfield Levee Trail Phase VI	Planning
2011-PW-06	Monarch-Chesterfield Levee Trail Phase V	Planning

Completed ADA Accessibility Improvements

<u>File Number</u>	<u>Project Description</u>
2017-PW-04	Sidewalk Replacement/Extension
2017-PW-02	CDBG Curb Ramp Improvements
2013-PW-06	Greentrails Drive South Improvements
2016-PW-04	Sidewalk Replacement
2016-PW-02	CDBG Curb Ramp Improvements
2015-PW-04	Sidewalk Replacement
2015-PW-02	CDBG Curb Ramp Improvements
2014-PW-04	Sidewalk Replacement/Extension
2014-PW-02	CDBG Curb Ramp Improvements
2013-PW-11	Appalachian Trail Ph. 2 – Beaver Creek Rd to White Rd
2013-PW-05	Ladue Road Improvements
2013-PW-04	Sidewalk Replacement/Extension
2013-PW-02	CDBG Curb Ramp Improvements
2012-PW-04	Sidewalk Replacement/Extension
2012-PW-02	CDBG Curb Ramps
2011-PW-12	Timberlake Bridge Repair
2011-PW-05	Monarch-Chesterfield Levee Trail Phase IV
2011-PW-04	Sidewalk Replacement/Extension
2011-PW-02	CDBG Curb Ramps
2010-PW-11	Appalachian Trail Phase I – Olive Blvd to Beaver Creek Road
2010-PW-04	Sidewalk Replacement/Extension
2010-PW-02	CDBG Curb Ramps
2010-PW-04	Sidewalk Replacement/Extension
2009-PW-02	CDBG Curb Ramps
2009-PW-04	Sidewalk Replacement/Extension
2009-PW-05	Monarch-Chesterfield Levee Trail Phase III
2009-PW-06A	Central Park Amphitheatre
2009-PW-06D	Central Park Bridges and Gazebo
2009-PW-06E	Central Park Streamwalks

Completed ADA Accessibility Improvements (Continued)

<u>File Number</u>	<u>Project Description</u>
2009-PW-06F	Central Park Linear Park
2009-PW-18	Eberwein Dog Park with Walking Trail
2008-CP-01	Central Park Road (Veteran's Place)
2008-PW-01	Stablestone Drive/Greentrails - STP
2008-PW-02	CDBG Curb Ramps
2008-PW-04	Sidewalk Replacement/Extension
2008-PW-05	Monarch-Chesterfield Levee Trail Phase II
2008-PW-11	Lydia Hill Drive Extension
2007-PW-02	CDBG Curb Ramps
2007-PW-04	Sidewalk Replacement/Extension
2007-CVAC-05	Parks Maintenance Facility
2006-PW-02	CDBG Curb Ramps
2006-PW-04	Sidewalk Replacement/Extension
2005-PW-02	CDBG Curb Ramps
2005-PW-04	Sidewalk Replacement/Extension
2005-PW-05	Monarch-Chesterfield Levee Trail
2004-PW-01	Splash Playground
2004-PW-02	CDBG Curb Ramps
2004-PW-04	Sidewalk Replacement/Extension
2004-PW-05A	River Valley Phase III
2004-PW-05	Old Baxter Road Phase II
2004-PW-14	Miracle Field
2003-PW-02	CDBG Curb Ramps
2003-PW-04	Sidewalk Replacement/Extension
2003-PW-05A	River Valley Phase II
2003-PW-05B	Old Baxter Road Phase I
2003-PW-15	Curb Ramp Installation - Stablestone/Greentrails
2002-PW-02	CDBG Curb Ramps
2002-PW-04	Sidewalk Replacement/Extension
2002-PW-06	Parks Playground Surfacing
2001-PW-02	CDBG CVAC Curb Ramps
2001-PW-04	Sidewalk Replacement/Extension
2001-PW-05	River Valley Street Reconstruction Phase I
2000-PW-02	CDBG CVAC Curb Ramps
2000-PW-05	Old Baxter Road
2000-PW-26	Parks Playground Surfacing
1999-PW-02	CDBG Curb Ramps
1999-PW-04	Sidewalk Replacement/Extension
1999-PW-07	Pathway on the Parkway
1999-PW-11	Government Center Construction - City Hall
1999-PW-12	Central City Park Pavilion
1998-PW-02	CDBG Curb Ramps
1998-PW-19	Clarkson Road Sidewalk
1997-PW-02	CDBG Curb Ramps
1997-PW-04	Sidewalk Replacement/Extension
1997-PW-12	Municipal Pool - Family Aquatic Center
1996-PW-02	CDBG Curb Ramps

Completed ADA Accessibility Improvements (Continued)

<u>File Number</u>	<u>Project Description</u>
1996-PW-11	Sidewalk Replacement
1995-PW-01	Public Works Facility
1995-PW-02	CDBG Curb Ramps
1995-PW-13	Sidewalk Construction – Justus Post
1994-PW-02	CDBG Curb Ramps
1994-PW-10	Sidewalk Reconstruction – Deerhorn and River Valley
1993-PW-02	CDBG Curb Ramps
1993-PW-13	Sidewalk Construction – Ridge Trail and River Valley
1992-PW-02	CDBG Curb Ramps
1992-PW-11	Sidewalk Project – Greentrails Drive South
1991-PW-02	CDBG Curb Ramps

CURB RAMP INSPECTION FORM

Project Name: _____
 Curb Ramp Intersection: _____
 Intersection Quadrant: _____

Inspection Item	Design Criteria	Meets / Exceeds	Deficient	Not Applicable	Notes / Explanation
Does Curb Ramp Exist	Yes				
Truncated Domes Provided	Yes				
Ramp Running Slope	< 8.33%				
Ramp Width	> 48"				
Ramp Cross Slope	< 2%				
Ramp Flare Slope	< 10%				
Top of Ramp Lip	< 1/4"				
Top Landing Length	> 48"				
Top Landing Width	> 48"				
Top Landing Slope	< 2%				
Top Landing Cross Slope	< 2%				
Gutter Slope	< 5%				
Gutter Lip	< 1/4"				
For Marked Crosswalks: Bottom of Ramp to Marked Crosswalk	> 48"				

Inspector Name: _____
 Inspector Signature: _____
 Date: _____

SIDEWALK INSPECTION FORM

Project Name: _____

Sidewalk Street Name / Direction: _____

From / To: _____

Inspection Item	Design Criteria	Meets / Exceeds	Deficient	Not Applicable	Notes / Explanation
Vertical Faults / Heaving	< 1/4"				
Cross Slope	< 2.08%				
Physical Obstruction *	None				
Vegetative Obstruction *	None				
Ponding	None				
Cracking	None				
Spalling	None				

* Minimum accessible path = 48"

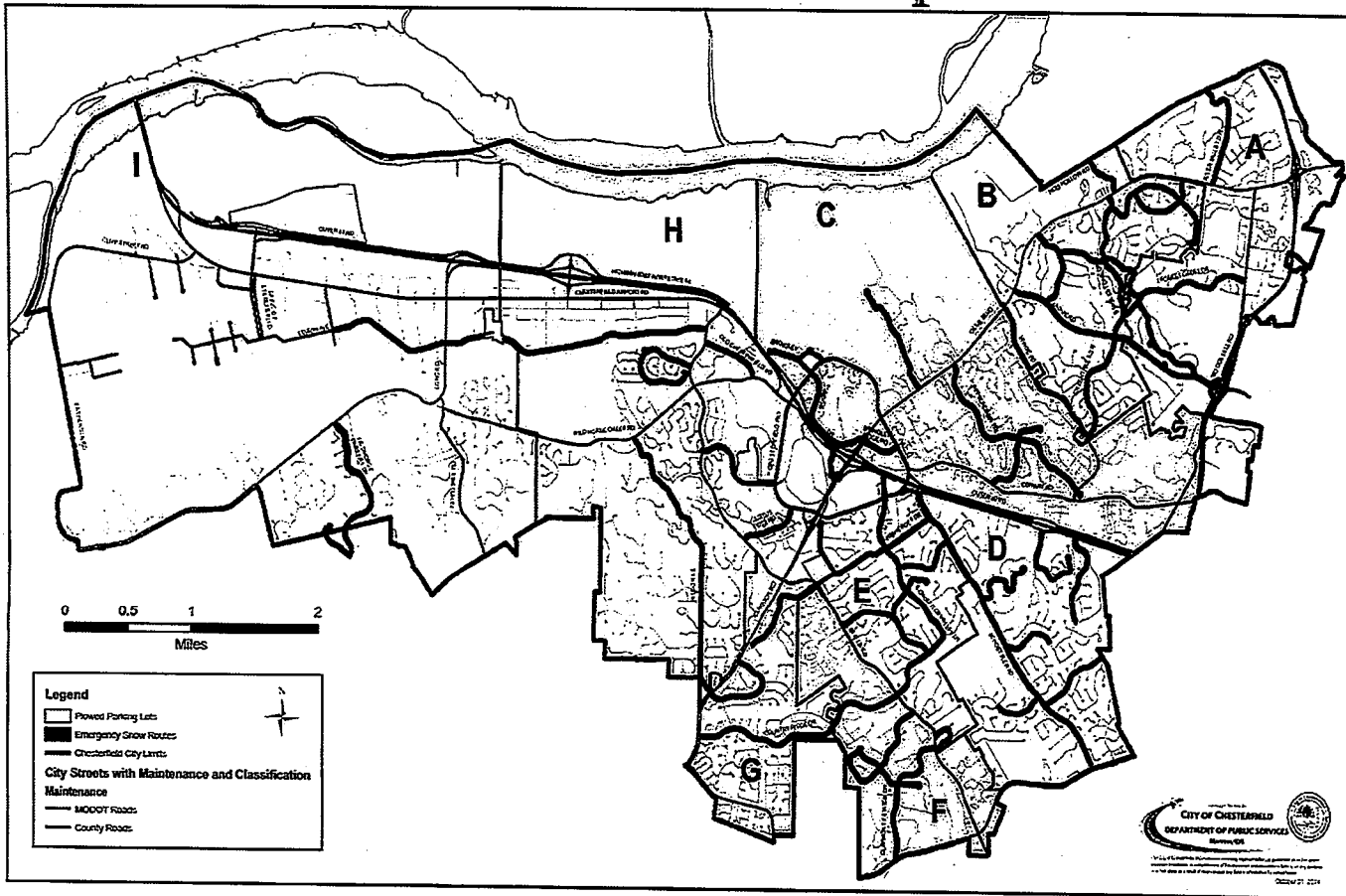
Inspector Name: _____

Inspector Signature: _____

Date: _____



Snow Route Map



Appendix C - Snow Maps

Appendix D – Scoring Tables

Table 1 – Sidewalk Deficiency Scoring

Fault type	Fault	Value	Weight
Vertical	No Fault or Fault < 1/4"	0	30%
	>= 1/4" but < 1/2"	5	
	>= 1/2" but < 1"	25	
	>= 1" but < 2"	80	
	>= 2"	100	
Physical Obstruction	No Obstructions	0	30%
	Accessible Path < 4'	100	
Cross Slope	<= 2% - Compliant	0	10%
	> 2% but <= 4%	5	
	> 4% but <= 6%	25	
	> 6% but <= 8%	50	
	> 8%	100	
Vegetative	No Obstructions	0	5%
	Accessible Path < 4'	100	
Ponding	N/A	Length	15%
Cracking	N/A	Length	5%
Spalling	N/A	Length	5%

Table 2 – Curb Ramp Deficiency Scoring

Category	Condition	Value	Weight
<i>Does Curb Ramp Exist?</i>	<i>Yes</i>	0	100%
	<i>No</i>	100	
Running Slope	<8.33%	0	20%
	8.34%-10.99%	75	
	> 11%	100	
Ramp Width	>48"	0	15%
	0-48"	100	
Truncated Domes Provided	Yes	0	15%
Ramp Cross Slope	<2%	0	5%
	2% - 4%	75	
	>4%	100	
	No	100	
Ramp Flares Slope	<8.33%	0	5%
	>8.33%	100	
Gutter Slope	<5%	0	5%
	>5%	100	
Gutter Lip	<1/4"	0	5%
	1/4"-1/2"	75	
	>1/2"	100	
Top of Ramp Lip	<1/4"	0	5%
	1/4"-1/2"	75	
	>1/2"	100	
Top Landing Length	>48"	0	5%
	48" - 36"	75	
	<36"	100	

Table 2 (continued) – Curb Ramp Deficiency Scoring

Category	Condition	Value	Weight
Top Landing Width	>48"	0	5%
	48" – 36"	75	
	<36"	100	
Top Landing Slope	<2%	0	5%
	2% - 4%	75	
	>4%	100	
Top Landing Cross Slope	<2%	0	5%
	2% - 4%	75	
	>4%	100	
Length from Bottom ramp to Marked Crosswalk	>48"	0	5%
	<48"	100	

Table 3 – Location Factor Scoring

Pedestrian Generators	Proximity	Value	Weight	Description
Transit	2000'+	0	25%	Metro Bus Stops
	500'-2000'	50		
	0'-500'	100		
Senior Living Facilities	2000'+	0	15%	Senior Living Centers
	500'-2000'	50		
	0'-500'	100		
Schools	2000'+	0	15%	Schools
	500'-2000'	50		
	0'-500'	100		
Places of Public Accommodation	2000'+	0	15%	Public Facilities (government centers, libraries, hospitals, etc.)
	500'-2000'	50		
	0'-500'	100		
Park Facilities	2000'+	0	15%	Park Facilities
	500'-2000'	50		
	0'-500'	100		
Business Districts	outside limits	0	5%	Chesterfield Valley, Chesterfield Parkway Loop, and northeast Olive Blvd.
	within limits	100		
Housing Density	LLR, E-2AC, E-1AC, E-1/2AC	0	5%	Zoning Districts
	R-2, R-3, R-4	10		
	R-5, R-6, R-6A, R-6AA	40		
	R-7, R-8	70		
	UCD, MXD, PC&R	100		
Retail	outside limits	0	5%	Zoned Commercial
	within limits (zoned commercial)	100		

Appendix F - ADA Grievance Procedure and Grievance Form

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

1. ADA related issues should first be reported to the City by contacting City Hall and requesting action be taken to resolve an accessibility barrier.
2. The City will attempt to resolve complaints by using informal resolution procedures at the appropriate staff level. A staff representative and/or the ADA Coordinator will communicate with the grievant to discuss possible solutions to the reported concerns.
3. Should informal complaint resolution attempts fail, a formal written grievance may be filed by the grievant in one of two ways. First, the grievant may complete the online form on the City website, at <https://www.chesterfield.mo.us/ada-grievance-form.html>. Or, the grievant may complete an ADA Grievance Form which is included in this report. The grievant may also obtain a form from the Office of the City Clerk. A formal written grievance must be filed within 180 calendar days of an alleged violation and must contain the following:
 - The name, mailing address, telephone number, and e-mail address of the person filing the grievance.
 - The name, mailing address, telephone number, and e-mail address of the person alleging ADA violation, if other than the person filing the grievance.
 - A description, date, and location of the alleged violation and the remedy or relief which is requested.
 - Information regarding whether a complaint has been filed with the Department of Justice or other federal or state civil rights agency or court.
4. The ADA Coordinator will review and provide a written response to a formal written grievance by certified mail within fourteen (14) calendar days of the grievance filing date. The written response will include any proposed resolutions and notice of the grievant's right to appeal. If the grievance does not concern a Chesterfield facility, it will be forwarded to the appropriate agency and the grievant will be notified.
5. If the grievant is not satisfied with the written response from the ADA Coordinator, the grievant may request an appeal. Such request must be in writing and filed with the Office of the City Clerk within fourteen (14) calendar days of the mailing date of the ADA Coordinator's written response.
6. Appeals will be considered by the City Administrator who will issue a formal response within 30 days of receipt of the appeal.
7. Grievance files will be retained for ten years.

**City of Chesterfield
ADA Grievance Form**

Instructions:

1. Fill out both pages of this form. Print clearly in blue or black ink.
 2. Sign the form at the bottom of the second page.
- OR-
3. This form may also be completed online from the City website at:
<https://www.chesterfield.mo.us/ada-grievance-form.html>

Grievant's Name: _____

Street Address: _____

City, State, Zip Code _____

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

E-mail: _____

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

Full Name: _____

Mailing Address: _____

Phone Number: () _____ - _____

E-mail: _____

Location of Alleged Violation: _____

Date of Alleged Violation: _____

Description of Alleged Violation: _____

Grievant Name: _____

Remedy or Relief which is requested:

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:

Grievant Signature: _____ Date: _____

Return this form to:

City of Chesterfield
Office of the City Clerk
690 Chesterfield Pkwy West
Chesterfield, MO 63017

-OR-

E-mail: cityclerk@chesterfield.mo.us

Resolution Number 388

**A RESOLUTION OF THE CITY COUNCIL OF CHESTERFIELD, MISSOURI ADOPTING
THE CITY OF CHESTERFIELD ADA INFORMATION AND TRANSITION PLAN.**

WHEREAS, the City Council approved adoption of revised ADA Title II Regulations by Ordinance Number 2670, on October 3, 2011;

WHEREAS, the ADA Title II Regulations, Subpart D, requires an ADA Transition Plan to identify a schedule for future projects to achieve program accessibility;

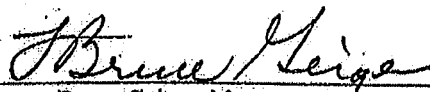
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, AS FOLLOWS:

Section 1. The City Council hereby approves and adopts the City of Chesterfield ADA Information and Transition Plan attached hereto as Exhibit A.

Section 2. The City Council authorizes the City Administrator to delegate the authority to update the links embedded within the document and to update the document content and Appendices as needed to maintain accuracy of the information contained therein.

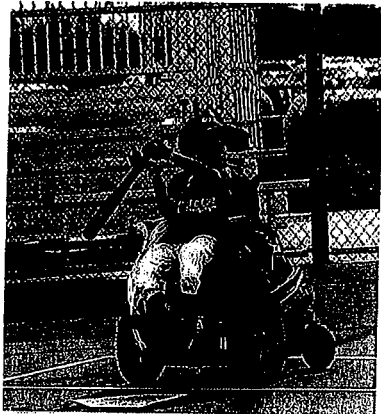
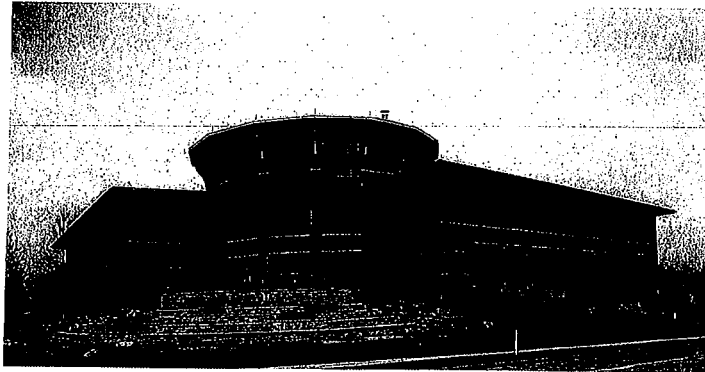
Section 3. This resolution shall be in full force and effect from and after its passage and approval.

Passed and approved this 6th day of February, 2012.


Bruce Geiger, Mayor

ATTEST:


Judith A. Naggiar, City Clerk



City of Chesterfield
**ADA Information
and Transition Plan**

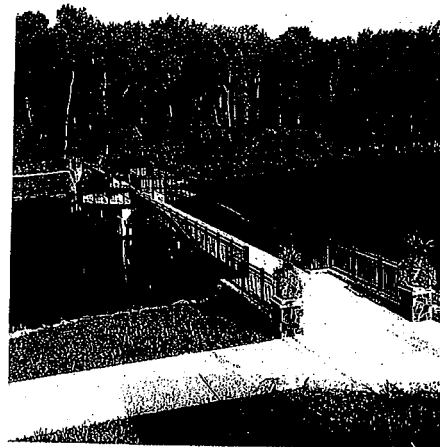
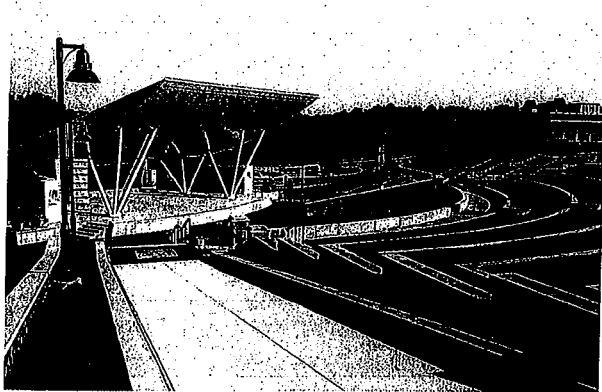


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Introduction

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 Title II Part 35 is the section of the Act that specifically applies to local agencies, and it was most recently amended by a final rule published on September 15, 2010 (2010 Standards).

ADA Self Evaluation

As required by Title II (Part 35, Section 35.105) the City of Chesterfield has conducted self-evaluation of its facilities and maintains an ADA Transition Plan listing accessible facilities and tracking projects that are completed and planned to enhance accessibility within the community. Chesterfield maintains ADA accessibility for all City properties, parks, and right of way containing buildings, parking lots, sidewalks and curb ramps. The City welcomes participation from interested persons regarding our ADA self-evaluation process. An electronic Suggestion form is available on the website www.chesterfield.mo.us to facilitate input from the public. Additionally a Suggestion may be submitted in person, by telephone, fax, regular mail, or e-mail. Please refer to Appendix A for ADA Coordinator contact information and refer to Appendix B for the Suggestion form.

ADA Notice

Website

As required by (Part 35, 35.106) the City of Chesterfield has a web page that includes ADA information about Chesterfield facilities. It includes this Transition Plan, an ADA Suggestion form and a formal ADA Grievance form. To enhance accessibility to City related information, the public may subscribe to e-mail notifications for public hearings, meetings, and other news on the Chesterfield website at http://www.chesterfield.mo.us/webmail.html

ADA Responsible Employee and Complaint Procedure

As required by (Part 35 35.107), a public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its ADA responsibilities and shall adopt and publish grievance procedures providing for resolution of complaints. The ADA Coordinator is that designated representative for Chesterfield. The duties of this position include tracking and responding to all submitted ADA suggestions and formal grievances as they are received. See Appendix A for ADA Coordinator contact information, or send an e-mail to adacoordinator@chesterfield.mo.us.

The City of Chesterfield strives to accommodate all users of our facilities and services, and we make every attempt to respond to concerns and complaints at the appropriate staff level. A City representative and/or the ADA Coordinator is ready to meet with users to discuss suggestions for improvements and possible solutions to accessibility concerns.

Users do have the right to file a formal grievance if they believe the City of Chesterfield has not provided reasonable accommodation or response to their concerns. The grievance procedure is located in Appendix D of this report and the website at www.chesterfield.mo.us contains details. Under the grievance procedure, a formal grievance may be filed with the City Clerk within 180 calendar days of the alleged occurrence.

File Maintenance

The ADA Coordinator maintains an ADA Grievance File and copies of formal written grievances and resolution documentation are maintained for a period of (3) years.

ADA Transition Plan

As required by Subpart D of ADA Title II, Part 35, (Part 35, 35.150) Chesterfield maintains an ADA Transition Plan for our facilities and right of way. To streamline updates and keep our records current and relevant, appendices are updated annually or as new information is available. The ADA Transition Plan is available for public inspection at City Hall and is published on the City website at www.chesterfield.mo.us

Pedestrian surfaces

Chesterfield recognizes that management of pedestrian surfaces is key to a successful ADA Transition Plan. Annual inspection of pavement and sidewalks within City right of way has been in place since 1991. During the 20 years from 1991 to 2011, the City responded to more than 7,000 sidewalk repair work orders, and allocated funding to install over 1,200 curb ramps at public street intersections within Chesterfield. City construction projects completed since 1991 that include accessible improvements to curb ramps, sidewalks, playgrounds, parking lots or walking trails are listed in Appendix C.

Regular inspections are performed on our parks, parking lots, and public streets to monitor the condition of ADA signs, parking spaces, curb ramps, sidewalks, playgrounds, and recreational trails. Our inspections and suggestions from the public are important tools to assist us in ADA project planning and development and to track ongoing progress on barrier removal. Our field asset data is continually updated as improvements or repairs are made. Sidewalk and curb ramp projects on City streets and on City property are prioritized and funded annually to maintain pedestrian safety and accessibility in our community.

Facilities

Chesterfield owns and operates ADA compliant buildings and facilities throughout the community. The Chesterfield Government Center located at 690 Chesterfield Parkway West, provides convenient accessible parking spaces with covered ramps leading to the main building entrance. There is ground floor access to the City Council Chambers, Conference Rooms, City Clerk, Police and Municipal Courts services. The Chesterfield Family Aquatic Center located at 16365 Lydia Hill Drive, provides ADA compliant recreation and enjoyment for visitors of all ages and abilities. Chesterfield is very proud of Central Park located on Veterans Place Drive, which has an ADA accessible amphitheater, pavilion, concession stand, restrooms, gazebo, and nature walkway. The amphitheater seating area contains an accessible viewing deck for guests who require wheelchair seating. The Chesterfield Athletic Complex is home to the Catch 22 Miracle Field providing specially designed dugouts, bleachers, and playing surface for participants of all skill levels and ages. The Chesterfield-Monarch Levee Trail is a paved asphalt recreational trail with ADA compliant access along North Outer 40 behind the Hardee's Ice Skating Rink east of Boone's Crossing and east from Spirit Boulevard, at the west entrance to the Chesterfield Valley Athletic Complex. A list of all City accessible buildings and facilities along with website information may be found in Appendix A.

APPENDIX A

City of Chesterfield Accessible Facilities

FACILITY	LOCATION	WEBSITE
Catch 22 Miracle Field	17925 North Outer 40 Rd	catch22miracleleague
Central Park and Amphitheater	16462 Burkhardt Place	chesterfield-amphitheater
Chesterfield Athletic Complex	17925 North Outer 40 Rd	chesterfield-valley-athletic-complex
Chesterfield Family Aquatic Center	16365 Lydia Hill Drive	chesterfield-family-aquatic-center
Eberwein Dog Park and Walking Trail	1627 Old Baxter Road	eberwein_dogpark
Government Center - Municipal Court	690 Chesterfield Pkwy W	chesterfield-cityhall-municipal court
Government Center - Police Dept	690 Chesterfield Pkwy W	chesterfield-police
Monarch Chesterfield Levee Trail	17925 North Outer 40 Rd	monarch-chesterfield-levee-trail
Parks Maintenance Facility	17891 North Outer 40 Rd	chesterfield-parks-recreation
Public Works Maintenance Facility	165 Public Works Drive	chesterfield-street-fleet-maintenance

ADA Coordinator – Suggestions and Informal Complaints

James A. Eckrich
690 Chesterfield Pkwy W
Chesterfield, MO 63017

Ph: 636-537-4764
Fax: 636-537-4798
E-mail: adacoordinator@chesterfield.mo.us

City Clerk – Formal Grievances

Vickie Hass
Office of the City Clerk
690 Chesterfield Pkwy W
Chesterfield, MO 63017

Ph: 636-537-6716
Fax: 636-537-4798
E-mail: cityclerk@chesterfield.mo.us

Appendix B
City of Chesterfield
ADA Suggestion Form

Name: _____

Street Address: _____

City, State, Zip Code _____

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

E-mail: _____

Suggestion: _____

Submit electronically or print and mail to:

City of Chesterfield
ATTN: ADA Coordinator
690 Chesterfield Pkwy West
Chesterfield, MO 63017
E-mail: adacoordinator@chesterfield.mo.us

Appendix C

Planned ADA Accessibility Improvements 2013 – 2017

<u>File Number</u>	<u>Project Description</u>	<u>Status</u>
2016-PW-04	Sidewalk Replacement/Extension	Planned
2016-PW-02	CDBG Curb Ramp Improvements	Planned
2015-PW-04	Sidewalk Replacement/Extension	Planned
2015-PW-02	CDBG Curb Ramp Improvements	Planned
2014-PW-04	Sidewalk Replacement/Extension	Planned
2014-PW-02	CDBG Curb Ramp Improvements	Planned
2013-PW-11	Appalachian Trl Ph 2 – Beaver Creek Rd to White Rd	Design
2013-PW-06	South Greentrails Drive Improvements	Design
2013-PW-05	Ladue Road Improvements	Design
2013-PW-04	Sidewalk Replacement/Extension	Design
2013-PW-02	CDBG Curb Ramp Improvements	Design
2011-PW-12	Timberlake Bridge Repair	Design
2011-PW-06	Monarch-Chesterfield Levee Trail Phase V	Design

Completed ADA Accessibility Improvements

<u>File Number</u>	<u>Project Description</u>
2012-PW-04	Sidewalk Replacement/Extension
2012-PW-02	CDBG Curb Ramps
2011-PW-05	Monarch-Chesterfield Levee Trail Phase IV
2011-PW-04	Sidewalk Replacement/Extension
2011-PW-02	CDBG Curb Ramps
2010-PW-11	Appalachian Trail Phase I – Olive Blvd to Beaver Creek Road
2010-PW-04	Sidewalk Replacement/Extension
2010-PW-02	CDBG Curb Ramps
2010-PW-04	Sidewalk Replacement/Extension
2009-PW-02	CDBG Curb Ramps
2009-PW-04	Sidewalk Replacement/Extension
2009-PW-05	Monarch-Chesterfield Levee Trail Phase III
2009-PW-06A	Central Park Amphitheatre
2009-PW-06D	Central Park Bridges and Gazebo
2009-PW-06E	Central Park Streamwalks
2009-PW-06F	Central Park Linear Park
2009-PW-18	Eberwein Dogpark with Walking Trail
2008-CP-01	Central Park Road (Veteran's Place)
2008-PW-01	Stablestone Drive/Greentrails – STP
2008-PW-02	CDBG Curb Ramps
2008-PW-04	Sidewalk Replacement/Extension
2008-PW-05	Monarch-Chesterfield Levee Trail Phase II
2008-PW-11	Lydia Hill Drive Extension

Completed ADA Accessibility Improvements (Continued)

<u>File Number</u>	<u>Project Description</u>
2007-PW-02	CDBG Curb Ramps
2007-PW-04	Sidewalk Replacement/Extension
2007-CVAC-05	Parks Maintenance Facility
2006-PW-02	CDBG Curb Ramps
2006-PW-04	Sidewalk Replacement/Extension
2005-PW-02	CDBG Curb Ramps
2005-PW-04	Sidewalk Replacement/Extension
2005-PW-05	Monarch-Chesterfield Levee Trail
2004-PW-01	Splash Playground
2004-PW-02	CDBG Curb Ramps
2004-PW-04	Sidewalk Replacement/Extension
2004-PW-05A	River Valley Phase III
2004-PW-05	Old Baxter Road Phase II
2004-PW-14	Miracle Field
2003-PW-02	CDBG Curb Ramps
2003-PW-04	Sidewalk Replacement/Extension
2003-PW-05A	River Valley Phase II
2003-PW-05B	Old Baxter Road Phase I
2003-PW-15	Curb Ramp Installation – Stablestone/Greentrail
2002-PW-02	CDBG Curb Ramps
2002-PW-04	Sidewalk Replacement/Extension
2002-PW-06	Parks Playground Surfacing
2001-PW-02	CDBG CVAC Curb Ramps
2001-PW-04	Sidewalk Replacement/Extension
2001-PW-05	River Valley Street Reconstruction Phase I
2000-PW-02	CDBG CVAC Curb Ramps
2000-PW-05	Old Baxter Road
2000-PW-26	Parks Playground Surfacing
1999-PW-02	CDBG Curb Ramps
1999-PW-04	Sidewalk Replacement/Extension
1999-PW-07	Pathway on the Parkway
1999-PW-11	Government Center Construction – City Hall
1999-PW-12	Central City Park Pavilion
1998-PW-02	CDBG Curb Ramps
1998-PW-19	Clarkson Road Sidewalk
1997-PW-02	CDBG Curb Ramps
1997-PW-04	Sidewalk Replacement/Extension
1997-PW-12	Municipal Pool – Family Aquatic Center
1996-PW-02	CDBG Curb Ramps
1996-PW-11	Sidewalk Replacement
1995-PW-01	Public Works Facility
1995-PW-02	CDBG Curb Ramps

Completed ADA Accessibility Improvements (Continued)

<u>File Number</u>	<u>Project Description</u>
1995-PW-13	Sidewalk Construction – Justus Post
1994-PW-02	CDBG Curb Ramps
1994-PW-10	Sidewalk Reconstruction – Deerhorn and River Valley
1993-PW-02	CDBG Curb Ramps
1993-PW-13	Sidewalk Construction – Ridgetrail and River Valley
1992-PW-02	CDBG Curb Ramps
1992-PW-11	Sidewalk Project – Greentrails Drive South
1991-PW-02	CDBG Curb Ramps

Appendix D

ADA Grievance Procedure and Grievance Form

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

1. The City will attempt to resolve complaints by using informal resolution procedures at the appropriate staff level. A staff representative and/or the ADA Coordinator will meet with the grievant to discuss possible solutions to concerns.

2. Should informal complaint resolution attempts fail, a formal written grievance may be filed by the grievant at the Office of the City Clerk, using an ADA Grievance form. A formal written grievance must be filed within (180) calendar days of an alleged violation, and must contain the following:
 - The name, mailing address, telephone number, and e-mail address of the person filing the grievance.
 - The name, mailing address, telephone number, and e-mail address of the person alleging ADA violation, if other than the person filing the grievance.
 - A description, date and location of the alleged violation and the remedy or relief which is requested.
 - 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 ADA Coordinator will return a written response to a formal written grievance by certified mail within (14) calendar days of the grievance filing date. The written response will include any proposed resolutions and notice of the complainant's right to appeal. If the grievance does not concern a Chesterfield facility, it will be forwarded to the appropriate agency and the complainant will be notified.

4. If the grievant is not satisfied with the written response from the ADA Coordinator, the grievant may request an appeal. Such request must be in writing and filed with the Office of the City Clerk within (14) calendar days of certified mailing date on the ADA Coordinator written response.

**City of Chesterfield
ADA 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: _____

Complainant Name: _____

Remedy or Relief which is requested:

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:

City of Chesterfield
Office of the City Clerk
690 Chesterfield Pkwy West
Chesterfield, MO 63017
E-mail: cityclerk@chesterfield.mo.us