

March 11, 2013

I, Ron Smith, Town Council President am designating Mr. Russ Luthy as the ADA Coordinator for the Town of Santa Claus. Mr. Luthy will coordinate the Town's efforts to comply with Title II of the Americans Disabilities Act for public Right-of-Way.

You can contact Mr. Luthy at 812-544-3329, 90 N. Holiday Blvd., Santa Claus, IN 47579, or via email: Russ.Luthy@townofsantaclaus.com.

If you have any questions, don't hesitate to contact me.

Sincerely,

Ron Smith
Town Council President

RS/ah



Mission Statement
“Citizen Service”

To provide quality service on a consistent basis
with economy and efficiency in mind.

Americans with Disabilities Act
ADA Transition Plan for Public Rights-of Way

Russ Luthy ADA Coordinator
for the Town of Santa Claus

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INTRODUCTION

The Americans with Disabilities Act (ADA) was enacted on July 26, 1990, and later amended effective January 1, 2009. As written and implemented, 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 telecommunication. The ADA is a companion civil rights legislation to the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. In order to be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment. The ADA, however, does not specifically name all of the impairments that are covered.

The ADA is divided into five sections covering following topics:

Title I: Employment

Title II: Public Services (and Transportation)

Title III: Public Accommodations (and Commercial Facilities)

Title IV: Telecommunications

Title V: Miscellaneous Provisions

Title II, specifically prohibits state and local governments from discriminating against persons with disabilities or from excluding participation in or denying benefits of programs, services, or activities to person with disabilities. It is under this title that this transition plan has been prepared. This transition plan is intended to outline the methods by which physical changes will be made to give effect to the non-discrimination policies described in Title II.

TRANSITION PLAN DEVELOPMENT

To ensure program accessibility for people with disability in the community, the Town of Santa Claus has developed a Transition Plan, which is to be considered good practice.

This Transition Plan for Public Rights-of-Way considers the following:

A. ADA COORDINATOR:

Effective communication is essential to address all the complaints or concerns of all individuals. In order to keep maintaining the lines of communication open, and thereby ensuring effective communication between all parties, the Town of Santa Claus has designated the Utility Superintendent as the ADA Coordinator. The ADA Coordinator shall coordinate the Town's efforts to comply with and carry out its responsibilities under Title II of the ADA, including any investigation of any complaint communicated to the ADA coordinator. Such complaints may take the form of alleging noncompliance with ADA mandates or alleging any actions that would be prohibited under the ADA. The Town shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints. Every complaint must be directed in writing to the ADA Coordinator.

B. GRIEVANCE PROCEDURE:

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

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complaint and location, date, and description of the problem.

Grievance Forms must be used to lodge a complaint, please

make reference to Appendix A. Alternative means of filing complaints, such as personal interviews or recording of the complaint will be made available for persons with disabilities upon request. The complaint should be submitted by the grievant and/ or his/her designee as soon as possible but no later than 180 calendar days after the alleged violation to:

**ADA Coordinator
90 N. Holiday Blvd
Santa Claus, IN 47579**

Within 15 calendar days after receipt of the complaint, ADA Coordinator or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, ADA Coordinator or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of Santa Claus and offer options for substantive resolution of the complaint.

If the response by ADA Coordinator or his designee does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the ADA Coordinator or his designee. Within 15 calendar days after receipt of the appeal, the ADA Coordinator or his designee will meet again with the complainant to discuss the appeal and possible resolutions. Within 15 calendar days after the meeting, the ADA Coordinator or his designee will respond in writing, and, where appropriate, in a format described above that is accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his designee, appeals to the ADA Coordinator or his designee, and responses from ADA office will be retained by the Town of Santa Claus for at least three years.

C. SELF EVALUATION/COMMITMENT

The Town of Santa Claus has conducted an inventory of evaluations of curbs ramps and sidewalks using aerial views. The majority of these do not meet ADA requirement. The Town is committed to making all sidewalk and curb ramp areas accessible to all pedestrians including those with disabilities. This will be accomplished through the following programs:

- All new construction, reconstruction, roadwork construction or alterations, including federal projects under the control and/or inspection of the Department of Public Works will be in compliance with the ADA;
- The Town will appropriate funds for remediation of deficient facilities as monies become available.

D. ADA STANDARDS/GUIDELINES:

The standards are intended to apply to all construction undertaken within the Town Rights-of-Way. The Indiana Department of Transportation design guidelines and standard drawing will serve as the primary standards and guidelines for this plan. Other standards, if necessary will be applied at the discretion of the ADA Coordinator.

IMPLEMENTATION

The Town intends to implement this Transition Plan effective the date of this document. Not only does the Town commit to following the guidelines set forth in this Transition Plan but it also commits to actively revising and amending this document as new information is discovered. Further, as a matter of policy, this document will be updated at least every five years. Finally, a copy of this document will be placed on the Town's website: <https://www.townofsantaclaus.com>.

Appendix A: Complaint/Grievance Form

Grievant Information:

Grievant Name:			
Address:	City:	State: IN	Zip Code:
Phone: () -	Email:		
Alternative Phone: () -			

Person Preparing Complaint Relationship to Grievant (if different from Grievant):

Name:			
Address:	City:	State:	Zip Code:
Phone: () -	Email:		
Alternative Phone: () -			

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

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