



SAGINAW
TEXAS

City of Saginaw

ADA Self-Evaluation & Transition Plan

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 **ACCESSOLOGY**





The City of Saginaw has prepared this transition plan with the assistance of the consultant team led by Kimley-Horn and Associates, Inc along with its partner team member Accessology Too, LLC. The Consultant Team, the ADA Coordinator, and the contributing departments of the City of Saginaw are responsible for developing the ADA Self-Evaluation and Transition Plan report and program.

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Abbreviations

ABA – Architectural Barriers Act

ADA – Americans with Disabilities Act

CFR – Code of Federal Regulations

CIP – Capital Improvement Program

DOJ – United States Department of Justice

FHWA – Federal Highway Administration

MUTCD – Manual on Uniform Traffic Control Devices

PROWAG – 2023 Public Rights-of-Way Accessibility Guidelines

PSA – Programs, Services, and Activities

TAC – Texas Administrative Code

TDLR – Texas Department of Licensing and Regulation

TMUTCD – Texas Manual on Uniform Traffic Control Device

1.0 Introduction

1.1 Purpose

The purpose of this Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan is to summarize the activities completed to-date related to ADA compliance, identify physical and programmatic barriers to access, and create a roadmap for the City of Saginaw to update their ADA Transition Plan over time. Prioritization methodology for evaluating and implementing improvements was developed based on the applicable ADA Standards and 2023 Public Rights-of-Way Accessibility Guidelines Final Rule (PROWAG), and the details are provided in this document.

This document includes an overview of the ADA and provides possible solutions for removal of accessibility barriers in the City of Saginaw based on guidance from the Federal Highway Administration (FHWA) and U.S. Department of Justice (DOJ) to improve accessibility for the public.

1.2 Legislative Mandate

The Americans with Disabilities Act (ADA) is a civil rights law that mandates equal opportunity for individuals with disabilities. The ADA prohibits discrimination in access to jobs, public accommodations, government services, public transportation, and telecommunications. Title II of the ADA also requires that all Programs, Services, and Activities (PSAs) of public entities provide equal access for individuals with disabilities.

The City of Saginaw has undertaken a comprehensive evaluation of its PSAs to determine the extent to which individuals with disabilities may be restricted in their access.

1.3 ADA Self-Evaluation and Transition Plan Development Requirements and Process

The City of Saginaw is obligated to observe all requirements of Title I in its employment practices; Title II in its policies, programs, and services; any parts of Titles IV and V that apply to the City and its programs, services, or facilities; and all requirements specified in the 2010 ADA Standards and PROWAG that apply to facilities and other physical holdings.

Title II has the broadest impact on the City. Included in Title II are administrative requirements for all government entities employing more than 50 people. These administrative requirements are:

- Completion of a Self-Evaluation;
- Development of an ADA complaint procedure;
- Designation of at least one person who is responsible for overseeing Title II compliance; and
- Development of a Transition Plan to schedule the removal of the barriers uncovered by the Self-Evaluation process. The Transition Plan will become a working document until all barriers have been addressed.

This document describes the process developed to complete the evaluation of the City of Saginaw's PSAs and facilities, provides recommendations to remove programmatic barriers, and presents a Transition Plan for the modification of facilities and public rights-of way to improve accessibility, which will guide the planning and implementation of necessary program and facility modifications over the next several years. The ADA Self-Evaluation and Transition Plan is significant in that it establishes the City's ongoing commitment to the development and maintenance of PSAs and facilities that accommodate all of its citizenry.

1.4 Discrimination and Accessibility

Program accessibility means that, when viewed in its entirety, each program is readily accessible to and usable by individuals with disabilities. Program accessibility is necessary not only for individuals with mobility needs, but also to individuals with sensory and cognitive disabilities.

Accessibility applies to all aspects of a program or service, including but not limited to physical access, advertisement, orientation, eligibility, participation, testing or evaluation, provision of auxiliary aids, transportation, policies, and communication.

The following are examples of elements that should be evaluated for barriers to accessibility:

1.4.1 Physical Barriers

- Parking
- Path of travel to, throughout and between buildings and amenities
- Doors
- Service counters
- Restrooms
- Drinking fountains
- Public telephones
- Path of travel along sidewalk corridors within the public rights-of-way
- Access to pedestrian equipment at signalized intersections

1.4.2 Programmatic Barriers

- Building signage
- Customer communication and interaction
- Non-compliant sidewalks or curb ramps
- Emergency notifications, alarms, and visible signals
- Participation opportunities for City sponsored events

1.4.3 Ongoing Accessibility Improvements

City PSAs and facilities evaluated as part of the Self-Evaluation will continue to be evaluated on an ongoing basis, and the ADA Transition Plan should be revised to account for changes since the initial Self-Evaluation. All City PSAs and facilities have been evaluated for ADA compliance, and the City has established a plan to remove all identified barriers as described in [Chapter 4](#). This Plan will be posted to the City's website for review and consideration by the general public. In addition, notice will be provided of the Plan's existence in any official and unofficial City publications.

1.4.4 City of Saginaw Approach

The purpose of the Transition Plan is to provide the framework for achieving equal access to the City of Saginaw's programs, services, activities, and facilities within a reasonable timeframe. The City's elected officials and staff believe accommodating persons with disabilities is essential to good customer service, the quality of life City of Saginaw residents seek to enjoy, and to provide effective governance. This Plan has been prepared after careful study of the City's programs, services, activities, and facilities.

The City of Saginaw shall make reasonable modifications in PSAs when the modifications are necessary to avoid discrimination on the basis of disability, unless the City can demonstrate that making the modifications would

fundamentally alter the nature of the program, service, or activity. The City of Saginaw will not place surcharges on individuals with disabilities to cover the cost involved in making PSAs accessible.

1.5 New Construction and Alterations

If the start date for construction is on or after March 15, 2012, all newly constructed or altered state and local government facilities must comply with the 2010 ADA Standards. Before that date, the 1991 Standards (without the elevator exemption), the Uniform Federal Accessibility Guidelines, or the 2010 ADA Standards may be used for such projects when the start of construction commences on or after September 15, 2010.

The most recent standard is the 2010 ADA Standards, which sets the minimum requirements – both scoping and technical – for newly designed and constructed or altered state and local government facilities, public accommodations, and commercial facilities to be readily accessible to and usable by individuals with disabilities. It is effectuated from 28 Code of Federal Regulations (CFR) 35.151 and the 2004 Americans with Disabilities Act Accessibility Guidelines (ADAAG). However, the FHWA and DOJ recommend using PROWAG for designing facilities within the public rights-of-way as a best practice until it is adopted at the federal level. Additionally, the Texas Department of Transportation (TxDOT) has adopted PROWAG and incorporated the guidelines into design standards for pedestrian facilities. The City of Saginaw has incorporated PROWAG into their standards and design process making it an enforceable document for all City projects within the public rights-of-way, regardless of its adoption status at the state and federal level.

2010 ADA Standards

The Department of Justice's revised regulations for **Titles II** and **III** of the Americans with Disabilities Act of 1990 (ADA) were published in the Federal Register on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the 2010 ADA Standards. On March 15, 2012, compliance with the 2010 ADA Standards was required for new construction and alterations under **Titles II** and **III**. March 15, 2012 is also the compliance date for using the 2010 ADA Standards for program accessibility and barrier removal.

PROWAG

The U.S. Access Board recently published new guidelines under the ADA and the Architectural Barriers Act (ABA) that address access to sidewalks and streets, crosswalks, curb ramps, pedestrian signals, on-street parking, and other components of public rights-of-way. These guidelines also review shared use paths, which are designed primarily for use by bicyclists and pedestrians for transportation and recreation purposes. The Accessibility Guidelines for Pedestrian Facilities in the Public Rights-of-Way (PROWAG) provide minimum guidelines for the accessibility of pedestrian facilities in the public rights-of-way. When these guidelines are adopted, with or without modifications, as accessibility standards in regulations issued by other federal agencies implementing the ADA, Section 504 of the Rehabilitation Act, and the ABA, compliance with those enforceable accessibility standards is mandatory. The final rule was published on August 8, 2023, and became effective on September 7, 2023. PROWAG is the recommended best practice and can be considered the state of the practice that could be followed for areas not fully addressed by the 2010 ADA Standards.

In the state of Texas, the Texas Administrative Code (TAC) Chapter 68 (Elimination of Architectural Barriers), Rule §68.102 (Public Right-of-Ways Projects) references compliance with the latest version of PROWAG for elimination of barriers for public rights-of-way projects. The Texas Department of Licensing and Regulation (TDLR) adopted Rule §68.102, effective May 15, 2017. The applicable section of the rule states:

- (a) *For public right-of-way projects, in addition to accepting compliance with applicable TAS requirements, the department will also accept compliance with the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way, published by the Architectural*

and Transportation Compliance Board (Access Board) on July 26, 2011, 36 CFR Part 1190 or its final adopted guidelines.

MUTCD

Traffic control devices shall be defined as all signs, signals, markings, and other devices used to regulate, warn, or guide traffic, placed on, over, or adjacent to a street, highway, pedestrian facility, bikeway, or private road open to public travel by authority of a public agency or official having jurisdiction, or, in the case of a private road, by authority of the private owner or private official having jurisdiction. The Manual on Uniform Traffic Control Devices is incorporated by reference in 23 CFR, Part 655, Subpart F and shall be recognized as the national standard for all traffic control devices installed on any street, highway, bikeway, or private road open to public travel in accordance with 23 U.S.C. 109(d) and 402(a). The policies and procedures of the FHWA to obtain basic uniformity of traffic control devices shall be as described in 23 CFR 655, Subpart F.

It should be noted that the Texas Manual on Uniform Traffic Control Devices (TMUTCD) is incorporated by reference in the TAC and shall be recognized as the Texas standard for all traffic control devices installed on any public street, highway, bikeway, or private road open to public travel.

1.6 Maintenance Versus Alterations

The United States Department of Justice (DOJ) has issued a briefing memorandum on clarification of maintenance versus projects. Information contained in the briefing memorandum is below. We recommend this clarification with regard to when curb ramp installation is required as part of a project be disseminated to the appropriate City of Saginaw staff.

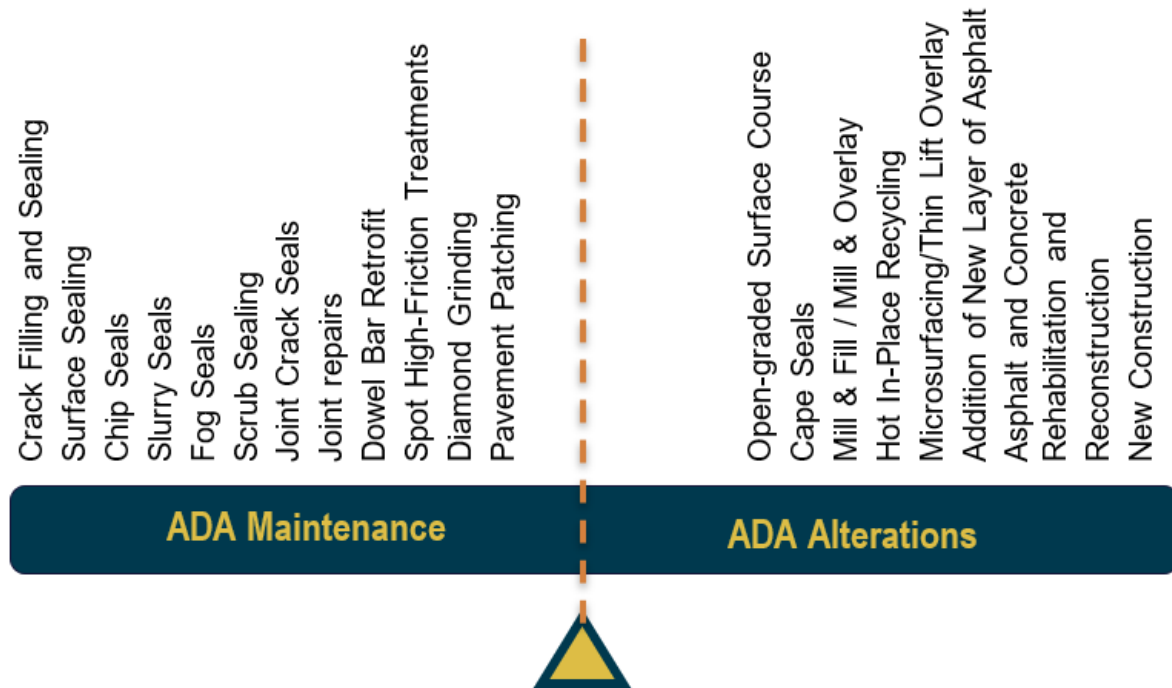
The Americans with Disabilities Act of 1990 (ADA) is a civil rights statute prohibiting discrimination against persons with disabilities in all aspects of life, including transportation, based on regulations promulgated by the United States Department of Justice (DOJ). DOJ's regulations require accessible planning, design, and construction to integrate people with disabilities into mainstream society. Further, these laws require that public entities responsible for operating and maintaining the public rights-of-way do not discriminate in their programs and activities against persons with disabilities. FHWA's ADA program implements the DOJ regulations through delegated authority to ensure that pedestrians with disabilities have the opportunity to use the transportation system's pedestrian facilities in an accessible and safe manner.

FHWA and DOJ met in March 2012 and March 2013 to clarify guidance on the ADA's requirements for constructing curb ramps on resurfacing projects. Projects deemed to be alterations must include curb ramps within the scope of the project.

*This clarification provides a single Federal policy that identifies specific asphalt and concrete-pavement repair treatments that are considered to be alterations – requiring installation of curb ramps within the scope of the project – and those that are considered to be maintenance, which do not require curb ramps at the time of the improvement. **Figure 1** provides a summary of the types of projects that fall within maintenance versus alterations.*

This approach clearly identifies the types of structural treatments that both DOJ and FHWA agree require curb ramps (when there is a pedestrian walkway with a prepared surface for pedestrian use and a curb, elevation, or other barrier between the street and the walkway) and furthers the goal of the ADA to provide increased accessibility to the public right-of-way for persons with disabilities. This single Federal policy will provide for increased consistency and improved enforcement.

Figure 1. Maintenance versus Alteration Projects



Source: DOJ Briefing Memorandum on Maintenance versus Alteration Projects

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1.7 FHWA Guidance on Closing Pedestrian Crossings

The FHWA has provided guidance on closing pedestrian crossings. If an engineering study (performed by the City and not included in the scope of this Transition Plan) determines the crossing is not safe for any user, the crossing should be closed by doing the following:

- A physical barrier is required to close a crossing at an intersection. FHWA has determined that a strip of grass between the sidewalk and the curb IS acceptable as a physical barrier.
- A sign should be used to communicate the closure.

The agency wishing to close certain intersection crossings should have a reasonable and consistent policy on when to do so written in their Transition Plan or as a standalone document. If safety concerns are established by an engineering study, a pedestrian crossing should not be accommodated for any user. The City of Saginaw should also develop and implement a policy on how to close those crossings that are currently accommodated based on the existing conditions at the crossing location (e.g. existing sidewalk leading up to the curb in the direction of the crossing or existing curb ramp or crosswalk currently serving the crossing) but should not be due to safety concerns.

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2.0 Public Outreach

The City contacted local disability organizations as well as the general public to encourage participation in the ADA Transition Plan public engagement process. A public access survey and online mapping tool were prepared to allow members of the public to provide feedback on the Transition Plan and identify physical areas with accessibility challenges. The City will continue to solicit feedback from the public on the Transition Plan as improvements are implemented over time.

A summary of feedback received from the public engagement methods is provided in **Appendix A**.

2.1 Web Survey

The survey was designed to help the City locate areas of greatest concern to the public and help provide better access to the community. The survey can be accessed via the following link:

https://www.surveymonkey.com/r/ADA_Saginaw

The web survey was posted on the City's web page and sent out through social media. The survey was available online in June 2020 and served as a tool to solicit feedback from the public on the Transition Plan. The public access survey results are provided in **Appendix A**.

2.2 Web Map

The City also developed an online map to allow the public to identify specific locations where they experience issues related to accessibility, safety, connectivity, or suggestions for accessibility improvements that are needed in Saginaw. The map was made available in June 2020, via the following link:

<https://wikimapping.com/Saginaw-ADA-Transition-Plan-Update.html>

The web survey and map were posted on the City's web page, sent out through social media, and emailed to local disability organizations for redistribution.

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3.0 Self-Evaluation and Summary of Findings

The City of Saginaw ADA Transition Plan reflects the results of a comprehensive review of the programs, services, and activities provided to employees and to the public. The review identified programmatic barriers to individuals with disabilities interested in accessing the programs, services, and activities offered by the City.

3.1 Programs, Procedures, and Policies Review

Under the ADA, the City of Saginaw is required to complete a Self-Evaluation of the City's facilities, programs, policies, and practices. The Self-Evaluation identifies and provides possible solutions to those policies and practices that are inconsistent with Title II's requirements. The Self-Evaluation should consider all of the City's programs, services, and activities, as well as the policies and practices the City uses to implement its various programs and services.

The City must take corrective measures to achieve program accessibility through a number of methods, including, but not limited to:

- (1) Relocation of programs to accessible facilities;
- (2) Modifications to existing programs so they are offered in an accessible manner;
- (3) Structural methods such as altering an existing facility;
- (4) Policy modifications to ensure nondiscrimination; and
- (5) Auxiliary aids needed to provide effective communication.

When choosing a method of providing program access, the City should attempt to give priority to the method that would promote inclusion among all users, including individuals with disabilities.

Programs, Services, and Activities offered by the City to the general public must be accessible. Accessibility applies to all aspects of a program, services, or activity, including advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, transportation, policies, and communication.

The City does not have to take any action that would result in a fundamental alteration in the nature of a program or activity, create a hazardous condition for other people, or result in an undue financial and/or administrative burden. This determination can only be made by the ADA/504 Coordinator and/or a designee by the City and must be accompanied by a written statement detailing the reasons for reaching the determination.

The determination of undue burden must be based on an evaluation of all resources available for use. If a barrier removal action is judged unduly burdensome, the City must consider all other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity. This process must be fully documented.

3.1.1 Departmental Surveys and Interviews

The interactive survey process was conducted following the completion of research using the City's website. Program, Services, and Activities Questionnaires were submitted to the City regarding specific queries concerning City departments. The questionnaires were used to assist in analyzing the research data so that a conformance determination could be made. After receiving the City's responses to the questionnaires, all responses were compiled and integrated throughout the ADA Transition Plan document. See the [Appendix B](#) for copies of the completed Departmental Survey and Interview Findings Summaries in their entirety.

Self-Evaluation Findings:

- Most department contacts were not aware of the city-specific ADA obligations.
- No department contacts were aware of a city-wide ADA Grievance Policy and Procedure.
- Most department contacts were unsure if the City has a reasonable accommodation policy and procedure. However, almost every department contact has provided some type of reasonable accommodation without a written policy.
- Most department contacts were unsure if the City has a process on how to obtain alternate formats of City documents.
- Some department contacts were unsure if alternate formats of documents and forms are available.
- Most department contacts were unsure if the City has a public notice under the ADA.
- All departments currently have an ADA Liaison. However, training has not been conducted.
- No department was found to have separate programs, services, or activities for persons with disabilities.
- Most departments perform regular routine maintenance on ADA elements. However, most maintenance is performed by a contracted service provider or vendor.
- Most department contacts were unsure if the City has an out of order policy and procedure. However, almost every contact has placed an out of order sign on some type of equipment or placed a work order for repair with no written policy in place.
- All department agreements and contracts do not appear to have sufficient ADA language included to ensure each agreement and contract clearly states ADA obligations and responsibilities.
- Most department contacts consider their department's programs, services, and activities to be accessible and in compliance with the ADA.
- All department contacts stated that they are not aware of any ADA complaints in the last five (5) years.
- Most department contacts indicated they have not attended any type of ADA training.
- No departments were aware of any type of policy and procedure or guidelines in place regarding ADA compliant purchasing and procurement.
- Most department contacts indicated they do not utilize ADA checklists to ensure ADA compliance.
- Most department contacts were not aware of specific physical or mental requirements for City programs, services, and activities.
- Most department contacts were not aware of any type of city-wide non-discrimination statement that would be included on documents disseminated by the City.
- All department contacts affirm that all department meetings are not videotaped, and no closed captioning policy and procedure exists.

Possible Solutions:

All possible solutions associated with the departmental surveys and interviews have been incorporated into Section 3.1.2 – 3.1.25, as applicable for all City programs, policies, and procedures.

3.1.2 Miscellaneous Information Discovered

Following the departmental survey and interview process, additional information within each department was uncovered through the research and evaluation process. See below for a discussion of additional programmatic elements found during the research and evaluation process.

Administration Department

Self-Evaluation Findings:

- The City Manager's Office coordinates the daily operations of the City, which includes, but is not limited to, coordinating, directing and reviewing departmental functions. The City Manager's Office implements policy directives as provided by the Mayor and City Council and prepares the City budget for Council approval. To ensure efficient and effective delivery of municipal services, the City Manager's Office provides the overall management philosophy and direction for the organization. In addition, the office provides the Mayor and City Council with recommendations on current and future issues utilizing timely, complete and accurate information and reports.
- The City's annual budget does not provide expenditures for construction, maintenance and alterations regarding ADA elements. Currently, ADA elements are not planned in a project specific budget and are usually addressed from the General Fund.
- The City currently does not have a specific purchasing policy and procedure regarding purchasing ADA compliant equipment or goods for the City.

Possible Solutions:

Possible solutions are provided below. Possible solutions will be presented in a similar format for each section of the Transition Plan.

- The City should allocate expenditures within the annual budget to allow for construction, maintenance and alterations regarding ADA elements evaluated within the City's ADA Transition Plan, as well as day-to-day ADA Title I and Title II compliance issues that may arise.
- The City should develop a consistent city-wide purchasing policy and procedure regarding purchasing ADA compliant equipment or goods for the City.
- The Administration Department / City Manager's Office, in conjunction with the City's ADA/504 Coordinator, should review all City Ordinances based on the City's ADA Transition Plan's recommendations for policies, procedures and guidelines.

Finance Department

Self-Evaluation Findings:

- The Finance Department manages and accounts for the City's financial resources including preparing and monitoring the annual budget, investment of City funds, debt administration, and financial reporting.
- The Most Current Budget document designates a Street Maintenance Fund. This fund is used mainly for residential streets. The City contracts with the County for the asphalt work. City crews take care of all maintenance activities, and the City Inspector performs all inspections. However, the City does not have specific guidelines in place that provide information on what is considered to be maintenance versus alterations.
- The Most Current Budget document provides a project overview for capital improvements by project name. However, the overview descriptions do not provide details on whether or not ADA elements have been included in the project.

Possible Solutions:

- The City should allocate expenditures within the annual budget to allow for construction, maintenance and alterations regarding ADA elements evaluated within the City's ADA Transition Plan, as well as day-to-day ADA Title I and Title II compliance issues that may arise.
- The City should provide detailed descriptions for each project, including any ADA element details. Providing this information will allow the scope of the project to be recognized by the description alone and assist the ADA compliance process by ensuring all projects are adequately addressing ADA compliance issues.
- The City should develop specific guidelines that define what the City considers to be maintenance and what is considers to be an alteration. This guidance shall be in accordance with the US Department of Justice Joint Technical Assistance, which can be found by clicking the link below.
 - [Click Here for the Joint Technical Assistance](#)

Fire Department

Self-Evaluation Findings:

- The Fire Department is responsible for code application and enforcement, emergency management, emergency medical service, fire and explosion investigation, fire prevention, fire suppression, hazmat operations and rescue.
- The Fire Department provides various community activities, such as:
 - Annual Easter Egg Hunt
 - Fire Camp
 - Station Tours
 - Fire Safety Clown Program
 - School Handouts
 - CERT Team

- All Fire Department employees have been trained in dealing with individuals with disabilities. However, no supporting documentation on this training is available.
- When the Fire Department is performing site visits with fire trucks or ambulances, staff provide access and accommodations to the maximum extent feasible.
- The Fire Department's standard operating guidelines were reviewed, and no ADA language was found.

Possible Solutions:

- The Fire Department staff should attend annual ADA training. This training will assist in meeting the City's ADA obligations and assist staff when helping individuals with disabilities.
- The Fire Department should include all City ADA policies and procedures within the Fire Department's standard operating guidelines. This should also include guidance regarding special events and the city-wide non-discrimination statement.

Human Resources Department

Self-Evaluation Findings:

- The Human Resources Department's responsibilities include employee development and relations, payroll production, policy administration, compensation administration, pre-employment to new hire processing, and the management of benefits, workers' compensation, and unemployment programs.
- The Human Resources Department provides new employee orientation and department training. However, the training does not include any ADA policies and procedures, and the ADA/504 Coordinator is not included in the coordination of the trainings.
- The Personnel Manual was reviewed and comments are as follows:
 - The manual mentions application packets, however, these packets do not contain the city-wide ADA grievance policy and procedure.
The Illegal Discrimination and Harassment Policy states that the City shall provide mandatory training in discrimination and harassment matters for department heads and supervisors, however, this training has not been conducted.
- It does not appear that the City has a city-wide vendor database.

Possible Solutions:

- The Human Resources Department should coordinate with the ADA/504 Coordinator when conducting new employee orientation and employee training to ensure all participants are aware of their ADA obligations as an employee and their rights under the ADA as a member of the public. Additionally, the Human Resources Department, in conjunction with the ADA/504 Coordinator, should provide mandatory annual discrimination and harassment training to all employees.

- The Human Resources Department should coordinate with the ADA/504 Coordinator to provide annual ADA training to assist staff when helping individuals with disabilities.
- The Human Resources Department should include the city-wide ADA grievance policy and procedure in all employment application packets.
- The Human Resources Department should develop a consistent city-wide vendor database. This database shall provide vendor information to all departments for requested services.

Library Department

Self-Evaluation Findings:

- The John Ed Keeter Public Library offers numerous programs, services and activities to the public, such as:
 - Books
 - Books on CD
 - Downloadable Audio and E-books
 - DVDs
 - Magazines
 - Newspapers
 - Music CDs
 - Online Catalog
 - Adult Literacy, ESL & Citizenship Classes
 - Boosters
 - Meeting Facilities
 - Study Areas
 - Online Tutorials (Learn a New Language)
 - Printers
 - Programs for Adults
 - Avid Reader Book Club
 - Crafting with Yard and Thread
 - Night Writers' Workshop
 - Programs for Children
 - Morning Storytime
 - AWE Early Literacy Stations
 - Online Resources
 - Programs for Teens
 - Keeter Teen Writers
 - Teen Tech Hot Spot
 - Teen Art Classes
 - Teen Advisory Board Meetings
 - Nintendo, Wii & Rockband Gaming
 - Movies
 - Events

- The Library's ADA Policy was reviewed and was found to be inconsistent with the recommended Department of Justice policy and procedure. The grievance procedure and form has been developed as part of the completion of the City's ADA Transition Plan.
- The Library does not have a reasonable accommodation and modification policy and procedure in place.
- The Library does not have specific guidelines to assist staff when helping individuals with disabilities.
- The Library Policy Manual was reviewed and comments are as follows:
 - Page 14 states that trained service animals are allowed.
 - Pages 29-31 contains information about meeting rooms. However, there is no mention of a non-discrimination statement.
 - Page 32 is the use agreement for the meeting room. There is not any type of non-discrimination statement included in this agreement.
 - Page 34 contains information about volunteers, but it does not give specific information regarding physical or mental requirements to participate as a volunteer.
 - Page 35 contains information stating that the library is aware of the ADA and obligations, but it does not provide specifics for policies and procedures.

Possible Solutions:

- The policy manual should provide more guidance regarding service animals in accordance with city-wide policies and procedures.
- The Library should include the city-wide non-discrimination statement within the library policy manual, as well as in all documents disseminated by the Library.
- The Library volunteer program should include more detailed information regarding physical and mental eligibility requirements.
- The Library Policy Manual should provide more information on page 35 regarding ADA obligations. It is recommended the city-wide ADA grievance procedure and ADA non-discrimination statement be included in this section.
- The Library should develop standard guidelines to assist staff when assisting individuals with disabilities.

Municipal Court

Self-Evaluation Findings:

- The Municipal Court is located in the Council Chambers of City Hall. The Court has original and exclusive jurisdiction over violations of city ordinances within the city limits and has concurrent jurisdiction with justice of the peace courts over Class C misdemeanor criminal cases where the punishment, upon conviction, is a fine only (a maximum of \$500). By authorization of the governing body of the City, ordinances relating to fire safety, zoning, public health, and sanitation are subject to a fine only (a maximum of \$2,000). This court does not have jurisdiction in most civil cases, but it does have limited civil jurisdiction in cases that involve owners of dangerous dogs.

- The Municipal Court uses the juror summons and questionnaire mandated by Government Code Section 62.0132. Qualifications for jury service are covered under Section 62.102 and exemptions are covered in section 62.106. All jurors are required to complete this form for review by the Judge and the prosecuting attorney.
- The Texas State Law has specific eligibility requirements, which include that “you must be able to read and write” and “be of sound mind”. Per Vicki Vega, Court Clerk, questionnaires are mailed to every individual. These questionnaires cover state law requirements and help determine eligibility. Once these questionnaires are completed, each individual returns them to the Court for review. No testing for eligibility requirements are performed.
- Jurors do not have access to any ADA policy and procedure. However, the Court does provide reasonable accommodations on a case-by-case basis, when required. This accommodation process is not in writing.

Possible Solutions:

- The Municipal Court should develop an individual reasonable accommodation policy and procedure, separate from the city-wide policy and procedure.
- When possible, the court should accommodate jurors who may not be able to read and write. Despite the mentioned Texas State Law, it is possible for this qualification to be considered discriminatory. The Department of Justice has been contacted to obtain guidance on this issue, and additional information will be provided as soon as possible. It is also strongly recommended that all jurors have access to all city-wide ADA policies and procedures.

Police Department

Self-Evaluation Findings:

- The Police Department provides police services to the community. In addition to patrol and investigative functions, the department is one of the few contemporary police departments that provides basic services such as vacation house watches, burglar alarm responses, and private property accident investigations. The Saginaw Police Department is also proud to offer programs like the Citizens Police Academy, Neighborhood Watch, and home or business safety inspections.
- The Department does not have access to an ADA policy and procedure. However, the Department does provide reasonable accommodations on a case-by-case basis. This accommodation process is not in writing.
- All candidates for employment must pass a physical assessment conducted by Huguley Hospital in Fort Worth. A psychological exam is also conducted by a licensed psychologist.
- The Department does provide new employee orientation and employee training for up to 6 months. However, this orientation and training does not include any ADA information.
- There are no physical or mental eligibility requirements to participate in the Citizens Police Academy.
- The Body Worn Camera Program was reviewed by Ordinance 2017-01. No specific policy and procedure were found for body worn cameras, including the event of footage requested through the Freedom of Information Act.

Possible Solutions:

- The Police Department should coordinate with the Human Resources Department regarding new employee orientation and training to ensure that ADA information has been included.
- The Police Department should develop a policy and procedure regarding the Body Worn Camera Program. This policy and procedure should include the process for requesting body camera footage and what alternate formats are available. For example: If someone is granted permission to review body camera footage, will the footage be closed captioned or will the Department provide a transcript? In addition, this policy and procedure should also include the process for requesting footage and what alternate formats are available for other video types. (e.g., in-car video footage, footage for in-person interviews, and footage of interrogations).

Public Works and Community Development Department

Self-Evaluation Findings:

- The Public Works and Community Development Department consists of the Street, Drainage, Water/Sewer, Environmental, Building Maintenance, Parks, Economic Development, Community Development, and Fleet Maintenance Divisions.
- The department's responsibilities include maintenance of streets, parks and drainage areas, maintenance and installation of traffic signs and barricades, and providing support to other departments requiring the services of the department's equipment and personnel. Services also provided by this department include the maintenance and operation of all city-owned facilities and buildings, including minor remodeling and construction when needed.
- The City Inspector does not have a specific ADA checklist that is utilized when doing project inspections. The only tool that is routinely utilized is a Smart Level. All sidewalk and curb ramp slopes are checked for ADA compliance to ensure they meet ADA specifications.
- The City has not officially adopted the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG).

Possible Solutions:

- The City should develop ADA checklists to be utilized by the Public Works and Community Development Department. These checklists should cover the public rights-of-way and buildings.
- The City should officially adopt PROWAG. Furthermore, these guidelines should be integrated within the City's policies and procedures, noted within the ADA Transition Plan, and utilized to achieve routine ADA compliance.

Recreation and Community Services Department

The Recreation and Community Services Department is responsible for the promotion, organization, implementation, and evaluation of a wide variety of leisure programs for youth and adults within the community. The Department offers numerous leisure programs and services, such as:

Recreation Center

- Children's play area
- Fitness center
- Multipurpose activity rooms
- Gymnasium
- Performance area
- Racquetball court
- Restroom, locker and shower facilities

Aquatic Center

- Swim lessons and water aerobics
- Train-themed play structure with water slides
- Full-service concession stands
- Large water slide
- Leisure pool
- Seating including chairs, chaise lounge chairs, picnic tables, etc.
- Spray / splash features
- Showers, locker rooms, and restrooms
- Six-lane competition lap pool
- New train slide
- Two group pavilions

Senior Center

- Classes and Programs
 - Low Impact Aerobics
 - Bingo
 - Potluck Lunch
 - Exercise Class
 - Craft Days
 - Karaoke / Singing
 - AARP Smart Driver Course
 - Craft Fair
 - STAP Program
 - Card Making Class

Tarrant County Transportation Services

- The City of Saginaw partners with Tarrant County and the Fort Worth Transportation Authority. A copy of the Inter-Local Agreement was reviewed, and no ADA language was included in the agreement.

Community Center / Rental Facilities

- Copies of agreements were reviewed and, no ADA language was included in the agreements.

Adult Athletic Programs

- Softball
- Kickball
- Basketball
- Volleyball

Adult Recreation Classes

- Exercise / Health
- Martial Arts
- Quilting

Youth Recreation Classes

- Play School
- Julie's Gymnastics
- Martial Arts
- Wiggles & Tunes
- Super Tots Sports Academy
- Summer Kid Classes (Summer Fun, Summer Reading Fun)

Youth Summer Day Camp

Special Events

- Photo Contest
- Planet Kidz Saturday Night
- Veteran's Day Celebration
- Christmas Tree Lighting

Possible Solutions:

- The Recreation and Community Services Department staff should attend annual ADA training. This training will assist in meeting the City's ADA obligations, as well as assisting staff when helping individuals with disabilities.
- The Recreation and Community Services Department should include all adopted ADA policies and procedures within each program, service, and/or activity. These policies and procedures must be consistent City-wide, posted on the web and publicized in common areas that are accessible to all employees and areas open to the public. This also would include guidance regarding special events and the City-wide non-discrimination statement.
- The Recreation and Community Services Department should include non-discrimination language in all contracts and agreements. This language would need to be assessed by legal counsel on a case-by-case basis.

Water Accounts / Billing Department

Self-Evaluation Findings:

- The Utility Customer Service Department is responsible for setting up new accounts, reading meters and processing bills and payments. Customers have the option of managing their account online, which includes the ability to view the amount owed and monitor consumption usage. Customers can also go paperless by having their bill emailed or by signing up for auto pay with a bank or reoccurring credit card payment.
- The Utility Customer Service Department does not have specific guidelines to assist staff when helping individuals with disabilities.

Possible Solutions:

- The City should provide annual ADA training to all staff. ADA training will assist in meeting the City's ADA obligations, as well as assisting staff when helping individuals with disabilities.

3.1.3 ADA/504 Coordinator (Title I / Title II)

The ADA Title I prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The ADA Title I covers employers with 15 or more employees based on an entity-wide employee total count, including state and local governments.

Under the ADA Title II, when a public entity has 50 or more employees based on an entity-wide employee total count, the entity is required to designate at least one qualified responsible employee to coordinate compliance with ADA requirements. The name, office address, and telephone number of this individual must be available and advertised to employees and the public. This allows for someone to assist with questions and concerns regarding disability discrimination to be easily identified.

Below is a list of qualifications for ADA Coordinators that are recommended by U.S. Department of Justice:

- Familiarity with the entity's structures, activities, and employees;
- Knowledge of the ADA and other laws addressing the rights of people with disabilities, such as Section 504 of the Rehabilitation Act;
- Experience with people with a broad range of disabilities;
- Knowledge of various alternative formats and alternative technologies that enable people with disabilities to communicate, participate, and perform tasks;
- Ability to work cooperatively with local entities and people with disabilities;
- Familiarity with any local disability advocacy groups or other disability groups;
- Skills and training in negotiation and mediation; and
- Organizational and analytical skills.

[Remainder of this page intentionally left blank]

Self-Evaluation Findings:

The City of Saginaw had appointed Maria Hernandez as ADA/504 Coordinator for Title I and Title II. Below is the ADA Coordinator's contact information.

Maria Hernandez, ADA/504 Coordinator
205 Brenda Lane
Saginaw, TX 76179
Phone: 817-230-0444
mhernandez@saginawtx.org

Possible Solutions:

The ADA Coordinator's contact information should be publicized in common areas that are accessible to all employees and areas open to the public. Also, this information must be included in all information regarding Title II that is disseminated from the City. This information has been provided on the City's website at the following link: https://www.ci.saginaw.tx.us/departments/administration/ada_program.php.

3.1.4 Roles and Responsibilities of the ADA/504 Coordinator

Title I of the ADA prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees based on an entity wide employee total count, including State and local governments.

Under the ADA Title II, when a public entity has 50 or more employees based on an entity wide employee total count, it is required to designate at least one qualified responsible employee to coordinate compliance with ADA requirements.

Self-Evaluation Findings:

After a thorough search and review of the City's website and City provided documents, no information regarding the roles and responsibilities of the ADA/504 Coordinator was found. The guidelines have been developed as part of the completion of the City's ADA Transition Plan.

Possible Solutions:

The developed guidelines should be internally implemented and reviewed with the ADA/504 Coordinator and Executive Staff. See the [Appendix D](#) for a copy of the Roles and Responsibilities of the ADA/504 Coordinator guidelines.

3.1.5 ADA Grievance Procedure and Grievance Form with Appeal Process (Title I)

Title I of the ADA prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees based on an entity-wide employee total count, including State and local governments.

The purpose of the ADA grievance procedure is to provide a mechanism for the resolution of discrimination issues at the city level, rather than require the complainant resort to resolution at the federal level.

Self-Evaluation Findings:

After a thorough search and review of the City's website and City provided documents, an ADA grievance procedure and grievance form with appeal process was not found. The grievance procedure and form for Title I have been developed as part of the completion of the City's ADA Transition Plan.

Possible Solutions:

The developed ADA Grievance Procedure and Grievance Form with Appeal Process for Title I should be adopted consistently city-wide, posted on the web, and publicized in common areas that are accessible to all employees and areas open to the public. See the **Appendix C** for a copy of the procedure and form. This information has also been provided on the City's website at the following link:

https://www.ci.saginaw.tx.us/departments/administration/ada_program.php.

The City should also maintain an ADA complaint log. This log should include an internal complaint number, details about the complaint, and details regarding the resolution.

3.1.6 ADA Grievance Procedure and Grievance Form with Appeal Process (Title II)

Local governments with 50 or more employees are required to adopt and publish procedures for resolving grievances in a prompt and fair manner that may arise under Title II of the ADA.

The purpose of the ADA grievance procedure is to provide a mechanism for the resolution of discrimination issues at the city level, rather than require the complainant resort to resolution at the federal level.

Self-Evaluation Findings:

After a thorough search and review of the City's website and City provided documents, an ADA grievance procedure and grievance form with appeal process was not found. The grievance procedure and form for Title II have been developed as part of the completion of the City's ADA Transition Plan.

Possible Solutions:

The developed ADA Grievance Procedure and Grievance Form with Appeal Process for Title II should be adopted consistently city-wide, posted on the web, and publicized in common areas that are accessible to all employees and areas open to the public. See the **Appendix C** for a copy of the procedure and form. This information has also been provided on the City's website at the following link:

https://www.ci.saginaw.tx.us/departments/administration/ada_program.php.

The City should also maintain an ADA complaint log. This log should include an internal complaint number, details about the complaint, and details regarding the resolution.

3.1.7 Reasonable Accommodation Request Policy, Procedure, and Request Form

The reasonable accommodation request process plays a very important role when ensuring that the City of Saginaw does not discriminate based on a disability. A reasonable accommodation is any modification to a job, the work environment, or the way things are usually done that allows an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace.

Self-Evaluation Findings:

After a thorough search and review of the City's website and City provided documents, a reasonable accommodation policy and procedure was not found.

Possible Solutions:

The City should develop a reasonable accommodation request policy, procedure, and request form. This request policy and procedure should be adopted consistently city-wide and should be accessible to all employees and to the public.

The City should also maintain a reasonable accommodation request log. This log should include an internal request number, details about the request, and details regarding the resolution.

3.1.8 Service Animal Guidance for Reasonable Accommodations

A reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. A reasonable accommodation may also include the use of a service animal. Service animals are utilized for a variety of reasons, so each accommodation request and modification may be different.

Self-Evaluation Findings:

After a thorough search of the City's website, no service animal guidance for reasonable accommodations was found.

Possible Solutions:

The City should develop guidance for staff to reference when dealing with service animals as reasonable accommodations.

3.1.9 Reasonable Modification Request Policy, Procedure, and Request Form

The reasonable modification request process plays a very important role when ensuring that the City does not discriminate based on a disability. This process allows for an opportunity for an individual to request an accommodation that would provide equal access to any City program, service, and/or activity. A public entity must reasonably modify its policies, practices, or procedures to avoid discrimination, unless the modification would fundamentally alter the nature of its program, services, or activity.

Self-Evaluation Findings:

After a thorough search and review of the City's website and City provided documents, a reasonable modification request policy and procedure was not found.

Possible Solutions:

The City should develop a reasonable modification request policy, procedure, and request form. This request policy and procedure should be adopted consistently city-wide and should be accessible to all employees and to the public.

It is further recommended that the City maintain a reasonable modification request log. This log should include an internal request number, details about the request, and details regarding the resolution.

3.1.10 Service Animal Guidance for Reasonable Modifications in Public Places

A reasonable accommodation is any modification or adjustment to a provided program, service, and/or activity that the entity provides to ensure accessibility. A reasonable accommodation may also include the use of a service animal. Service animals are utilized for a variety of reasons, so each accommodation request and modification may be different.

Self-Evaluation Findings:

After a thorough search of the City's website, no service animal guidance for reasonable modifications was found.

Possible Solutions:

The City should develop guidance for staff to reference when dealing with service animals as reasonable accommodations.

3.1.11 ADA Grievance Procedure and Grievance Form with Appeals Process for Section 508 of the Rehabilitation Act

Section 508 of the Rehabilitation Act of 1973 requires that all electronic and information technologies developed and used by any federal government agency must be accessible to individuals with disabilities. This includes websites, video and audio tapes, electronic books, televised programs, and other such media. Individuals with disabilities may still have to use special hardware and/or software to access the resources. This law pertains to federal government. However, each state can adopt these regulations for state use.

Self-Evaluation Findings:

After a thorough search and review of the City's website and City provided documents, no Section 508 language was found, nor was any type of Section 508 policy, procedure, or form found.

Possible Solutions:

The City should develop an ADA grievance procedure and grievance form with appeals process for Section 508 of the Rehabilitation Act. This policy and procedure should be adopted consistently city-wide, posted on the web, and publicized in common areas that are accessible to all employees and areas open to the public.

The City should also maintain an ADA complaint log. This log should include an internal complaint number, details about the complaint, and details regarding the resolution.

3.1.12 Retaliation or Coercion Policy

Individuals who exercise their rights under the ADA, or assist others in exercising their rights, are protected from retaliation. The prohibition against retaliation or coercion applies broadly to any individual or entity that seeks to prevent an individual from exercising their rights or to retaliate against individuals for having exercised their rights.

Self-Evaluation Findings:

After a thorough search and review of the City's website and City provided documents, a Retaliation Policy was found in the Personnel Policies Manual on Page 55. This policy is retaliation only and does not include coercion.

Possible Solutions:

The City should develop and incorporate a coercion policy into the existing Retaliation Policy. This policy shall be adopted consistently city-wide and shall be accessible to all employees and to the public.

3.1.13 Non-Discrimination Statement Policy

All public entities must ensure that no qualified individuals with disabilities shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, service, or activity administered by that entity.

In doing so, public entities must provide a statement in any publication or document disseminated to employees or to the public that provides this information. The statement must also provide contact information for the ADA/504 Coordinator.

Self-Evaluation Findings:

After a thorough search and review of the City's website and City provided documents, the City appears to have several different variations of a non-discrimination statement. See below.

- *The following statement was found on the City's employment application. "The City of Saginaw does not discriminate on the basis of race, color, national origin, sex, religion, age, or disabled status in employment or the provision of services."*
- *Found on the HR Job Opportunities Page: "Equal Opportunity Employment, The City of Saginaw affords equal employment opportunity consideration to all individuals regardless of race, color, national origin, sex, religion, and age or disability status."*
- *Found on the ADA document <http://www.ci.saginaw.tx.us/DocumentCenter/View/416>, "In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the City of Saginaw will not and does not discriminate against qualified individuals with disabilities on the basis of disability in the City's services, programs, activities or employment practices."*
- *Found in the agenda for the Beautification Committee Meeting dated July 17, 2017, "The Saginaw City Hall is wheelchair accessible and special parking is available on the east side of the building. If special accommodations are required, please contact the City Secretary a minimum of 72 hours in advance at 817-232-4640."*

Possible Solutions:

The City should develop a consistent city-wide Non-Discrimination Statement Policy. This statement should be accessible to all employees and be utilized for departmental documents, forms, etc.

3.1.14 Non-Discrimination Clause Policy

All public entities must ensure that no qualified individual with disabilities be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, service, or activity administered by that entity.

In doing so, an ADA non-discrimination clause shall be applied to any and all City sub-recipients, if applicable. Thus, the assurance must be applied to all "funding agreements" that the City employs to pass federal funds to other agencies, entities, or municipalities. This would include any contract with federal funding and all joint use agreements.

Self-Evaluation Findings:

After a thorough search and review of the City's website and the City provided documents, no ADA non-discrimination clause policy was found.

Possible Solutions:

The City should develop a consistent city-wide non-discrimination clause policy. This policy should be accessible to applicable departments to utilize for all "funding agreements" that the City employs to pass federal funds to other agencies, entities, or municipalities but not contractors. This would include any contract with federal funding and all joint use agreements.

3.1.15 Public Notice Under the ADA

The ADA Public Notice requirement applies to all state and local governments covered by Title II, including entities with fewer than 50 employees. The target audience for the public notice includes applicants, beneficiaries, and other people interested in the entity's programs, services, and/or activities. This notice is required to include information regarding Title II of the ADA and how it applies to the programs, services, and activities of the public entity. Publishing and publicizing the ADA notice is not a one-time requirement. State and local government entities should provide the information on an ongoing basis, whenever necessary. The Department of Justice suggests including brief statements about:

- Employment;
- Effective communication;
- Making reasonable modifications to policies and programs;
- Not placing surcharges on modifications or auxiliary aids and services; and
- Filing complaints.

Self-Evaluation Findings:

After a thorough search and review of the City's website and City provided documents, a public notice under the ADA was not found.

Possible Solutions:

A City of Saginaw Public Notice Under the ADA was developed and most recently updated in September 2021. A copy of the City's Public Notice Under the ADA is provided in **Appendix C** and is available on the City's website at the following link: https://www.ci.saginaw.tx.us/departments/administration/ada_program.php.

Publicizing the ADA notice is not a one-time requirement, and the City will provide the information on an ongoing basis, whenever necessary.

The ADA/504 Coordinator should keep an updated list of where this public notice is posted. This public notice must be posted on the web and publicized in common areas that are accessible to all employees as well as areas open to the public.

3.1.16 ADA Assurances

As a recipient of federal funding, the City is required to provide a written assurance, as well as acquire assurances from sub-recipients. This assurance states that as a federal funding recipient, programs, services, and activities will be conducted in compliance with all requirements.

Per 49 CFR Part 27.9, "Each application for Federal financial assistance to which this part applies, and each application to provide a facility, shall, as a condition to approval or extension of any Federal financial assistance pursuant to the application, contain, or be accompanied by, written assurance that the program or activity will be conducted or the facility operated in compliance with all the requirements imposed by or pursuant to this part. An applicant may incorporate these assurances by reference in subsequent applications to the Department."

Self-Evaluation Findings:

After a thorough search and review of the City's website and City provided documents, no ADA assurances were found.

Possible Solutions:

The City should develop an ADA assurance in accordance with the Code of Federal Regulations. This can be developed by consulting the City's ADA Liaison through the Federal Highway Administration.

3.1.17 Alternate Format Policy, Procedure, and Request Form

Under the ADA, a public entity is responsible for providing ADA accessible communications. This would include any documents or information that is disseminated from an entity. In the event that a request for an alternate format is received, the City must have an action plan in place. The Department of Justice does not expect entities to have braille copies of all documents. However, they do expect braille copies to be readily available. Readily available means that once a request is received, a policy and procedure is in place to make a reasonable accommodation or modification to the document or information requested. This document must be provided to the requestor in a reasonable amount of time.

Self-Evaluation Findings:

After a thorough search and review of the City's website and City provided documents, no alternate format policy, procedure, and request form was found.

Possible Solutions:

The City should develop an alternate format policy, procedure, and request form. This policy and procedure should be adopted consistently city-wide and should be accessible to all employees and to the public.

3.1.18 Responsibility / Acceptance Policy for other Entities' Links, Forms, Documents, and Videos

Under the ADA, a public entity is responsible for providing ADA accessible communications. This would include any documents or information that is disseminated from an entity. In the event that a request for an alternate format is received, the City must have an action plan in place. The Department of Justice does not expect entities have braille copies of all documents. However, they do expect braille copies to be readily available. Readily available means that once a request is received, a policy and procedure is in place to make a reasonable accommodation or modification to

the document or information requested. This document must be provided to the requestor in a reasonable amount of time.

Self-Evaluation Findings:

After a thorough search and review of the City's website and City provided documents, no policy regarding accepting responsibility for other entities links, forms, documents, and videos was found.

Possible Solutions

The City should develop a disclaimer statement to express responsibility and/or acceptance for ADA compliance regarding content on another entity's site, links, forms, documents, videos, etc. that are represented on the City's website. This statement shall be posted on the web and publicized in common areas that are accessible to all employees and areas open to the public.

3.1.19 Policies and Procedures for ADA Transition Plan Updates and Corrections (Title I)

As a part of the ADA Transition Plan process, the ADA/504 Coordinator will be provided the evaluation findings, recommendations, and necessary funding sources to bring The City of Saginaw into ADA compliance. This information will be separated and summarized for the City to assist in establishing future policies and procedures for the ADA Transition Plan updates and corrections.

Self-Evaluation Findings:

After a thorough search and review of the City's website and City provided documents, the City does not currently have a policy and procedure for ADA Transition Plan updates and corrections to address all applicable programs, services, and activities.

Possible Solutions:

The City should develop customized policies and procedures for ADA Transition Plan updates and corrections (Title I).

3.1.20 ADA Liaison Committee

The City has established an ADA Liaison Committee comprised of representatives from each department. These individuals work closely with the ADA/504 Coordinator to resolve issues regarding the needs of their department and the programs under their management. The City's ADA/504 Coordinator works closely with the ADA Liaison Committee to coordinate the implementation of plans, programs, policies, and procedures. Below is a current list of the ADA Liaison Committee.

Melanie McManus, Human Resources
mmcmanus@saginawtx.gov

Doug Spears, Fire Chief
dougspears@saginawfire.us

Ellen Ritchie, John Ed Keeter Public Library
eritchie@saginawtx.org

Randy Newsom, Public Works Department and Parks Division
newsom@ci.saginaw.tx.us

Keith Rinehart, Recreation and Community Services Department
krinehart@saginawtx.org

Larry Little, Chief Building Official
llittle@saginawtx.org

Lee Howell, Police Chief
lhowell@saginawpolice.org

Self-Evaluation Findings:

After a thorough search and review of the City's website and City provided documents, the City does not appear to have the ADA Liaison Committee information available to employees or the public.

Possible Solutions:

The ADA Liaison Committee information should be publicized in common areas that are accessible to employees and areas open to the public. This includes posting this information on the website.

3.1.21 Employment Practices Review

All public entities must ensure that no qualified individual with disabilities be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, service, or activity administered by that entity, including employment. Public entities must provide an equal opportunity for employment.

The City of Saginaw provided copies of the Personnel Manual, employment forms, and documents. Additional information was obtained from the survey and interview process. This information was reviewed for consistency with current accessibility requirements and standards.

Self-Evaluation Findings:

- The City does provide new employee orientation. However, this orientation does not appear to include training on ADA, nor does it include the City's ADA/504 Coordinator information.
- The City does provide annual employee training. However, this training does not appear to include training on ADA, nor does it include the City's ADA/504 Coordinator information.
- Pages 1-2 Equal Opportunity Policy state "The City provides equal employment opportunities. Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations; because of membership in employee organizations; because that person reports a violation of law; or because of race, color, national origin, marital status, sex, age, religion or disability is prohibited. The City does not discriminate on the basis of genetic information."
- The Human Resources Department website provides information regarding conditions of employment. These conditions state "Persons selected for employment into any position must pass a drug and/or alcohol test. Previous employment and any additional qualifications will be subject to verification prior to employment processing. A driver's license and driving record check will be conducted annually if driving is a job requirement. A post offer employment medical examination will be conducted prior to job placement."

- Non-Tobacco Users Preferred
 - No Smoking Inside Any City Buildings or Vehicles”
- Discriminatory language was found in the Job Opportunity Announcement and the City of Saginaw Supplemental Work and Personal History Form.

Possible Solutions:

- The Human Resources Department should coordinate with the ADA/504 Coordinator when conducting new employee orientation and employee training to ensure that all participants are aware of their ADA obligations as an employee and their rights under the ADA as a member of the public. It is further recommended that the Human Resources Department, in conjunction with the ADA/504 Coordinator, provide mandatory discrimination and harassment training to all employees on an annual basis.
- All discriminatory language should be removed and amended.
 - Page 1 of the Job Opportunity Announcement: The statement “must be able to perform essential and non-essential job duties” needs to be revised to include with or without a reasonable accommodation.
 - City of Saginaw Supplemental Work and Personal History Form: Remove questions regarding discipline/termination due to absenteeism and tardiness. Attendance information can be obtained during the interview process versus an initial questionnaire that may discourage individuals with disabilities from applying for jobs, even if they can perform the essential job functions with a reasonable accommodation. Flex schedules and modified work hours are easy accommodations in most situations.
 - City of Saginaw Supplemental Work and Personal History Form: Remove questions regarding substance use or abuse. Such questions are deemed discriminatory and would discourage individuals who have successfully completed a rehabilitation program from applying for jobs. This information can be obtained through other methods such as the background check, which appears to be required for all employees.
- The City should update the Personnel Manual and the Human Resources Department website to include the ADA grievance policy and procedure that have been developed as part of the completion of the City’s ADA Transition Plan.

3.1.22 Job Description Review

The ADA does not require an employer to develop or maintain job descriptions. Nevertheless, employers can certainly benefit from having well-written job descriptions that spell out the “essential functions” for each employment position. When job descriptions are written, they must be non-discriminatory.

A written job description can help employers identify whether an applicant will be able to perform the essential tasks required for a particular position. During the interview process, employers are not allowed to ask whether a person has a disability that would prevent them from performing certain job tasks. However, employers may ask applicants whether they are able to perform the “essential functions” of a position, such as the ability to meet attendance expectations or to operate a particular machine. If an applicant notifies the employer that he or she is unable to perform an essential job function because of a disability, the employer must then consider whether it is possible to reasonably accommodate the disability.

Twenty (20) job descriptions were reviewed. Below is a brief summary of the findings and possible solutions. For a complete summary of the job description review, see the [Appendix D](#).

Self-Evaluation Findings:

- Most job descriptions have discriminatory language. When describing actual job duties, there are some physical demands. However, specific language must be used so that someone with a disability can disqualify themselves. ADA compliant equivalent language must be used. (e.g., instead of carry or lift, use move, transport, position, install, remove, hoist and/or transfer).
- Most job descriptions required a Texas Driver's License. This should only be required for positions that require the use of a government issued vehicle to perform the essential job duties such as facility workers.
- Most job descriptions, including the description for Administrative Assistants, had mandatory lifting requirements listed under essential job duties.
- Most job descriptions only had essential job functions listed, and non-essential job functions were not separated out from the essential job functions.
- Some job descriptions had a section for other job duties, which stated "Assists other departments as needed".
- The Police and Fire Department job descriptions required employees to meet physical standards, but the physical standards were not provided.
- The IT Manager's job description contained the statement, "Must be able to lift up to 75 pounds and have the use of hands and fingers to perform the essential functions of the job, i.e., typing, data entry, using calculator, and operating other office equipment." This was the only description that specifically mentioned the use of hands and fingers.
- Three position advertisements were found on the website. These advertisements contained a statement on drug testing requirements. However, no other positions contained information regarding drug testing.

Possible Solutions:

- All job descriptions should have separate specific headings for better clarification. Under these headings, as many sub-headings as necessary may be used to cover all aspects of the job description. These headings are: Job Title, Job Summary, Essential Functions, Non-Essential Functions, and Job Specifications.
- All job descriptions should be revised to exclude discriminatory language. When describing actual job duties, there are some physical demands, however, specific language must be used so that someone with a disability can disqualify themselves. ADA compliant equivalent language must be used. (e.g., instead of carry or lift, use move, transport, position, install, remove, hoist and/or transfer).
- Disclaimer language should be included in all job descriptions to remind employees and applicants that the description is subject to change.
- Physical requirements should be added to all descriptions to ensure clarity.
- The City should develop a consistent city-wide non-discrimination statement for Title I (employment) and include this statement in every job description and vacancy announcement. This statement ensures individuals that the City does not discriminate based on a disability and provides information on how to obtain a reasonable accommodation or modification.

- The City should revise all applicable job descriptions to include language requiring a form of government issued ID instead of a Texas driver's license. However, some job descriptions may require a Texas driver license. This should only be required for positions that require the use of a government issued vehicle to perform the essential job duties such as facility workers.
- The City should review all job description every three years or when the job is posted, whichever occurs first.

3.1.23 Emergency Management Plan Review

Emergency Planning and Management has become increasingly important in today's culture. All community Emergency Plans and Emergency Management teams must include the necessary information on how to properly handle citizens in their community who may have a disability. The City of Saginaw participates in the State of Texas Emergency Assistance Registry (STEAR) program to help identify the location of citizens with disabilities. See the [Appendix D](#) for a copy of the STEAR information.

Identifying the citizens with disabilities is paramount to rescuing them. The City of Saginaw needs to have an Emergency Plan in place that details how to help the citizens with disabilities in the event of a local emergency.

Self-Evaluation Findings:

The Emergency Management Plan that was reviewed is the Tarrant County Emergency Management Plan, which encompasses the City of Saginaw. This plan is comprised of twenty-three (23) separate documents and is comprehensive in nature. However, it does not contain specific information pertaining to the City of Saginaw.

Possible Solutions:

During a discussion with the City of Saginaw staff, it was determined that the City will be permanently utilizing the Tarrant County's Emergency Management Plan. The County is currently in the process of reviewing / revising the existing emergency management plan, with participation from the City of Saginaw.

3.1.24 Ordinance Review

Ten (10) City ordinances were reviewed for consistency with current accessibility requirements and standards.

Self-Evaluation Findings:

The 10 ordinances reviewed as a part of this ADA Transition Plan evaluation process were found to have no specific ADA information included with the exception of Chapter 86. See below for a list of City ordinances that were reviewed.

- Ordinance 2017-01 Amending Master Fee Schedule (Rental Attendants and Body Worn Camera Recordings)
- Chapter 2 – Administration
- Chapter 10 - Buildings and Building Regulations
- Chapter 22 - Emergency Management
- Chapter 26 - Emergency Services

- Chapter 34 - Fire Prevention and Protection
- Chapter 62 - Planning and Development
- Chapter 66 – Police
- Chapter 74 - Senior Citizens Center
- Chapter 86 - Streets, Sidewalks and Other Public Places
 - Section 86-31 states it is unlawful to block pedestrian traffic.
 - Section 86-81 states it is unlawful to construct a new residential building within the City without providing sidewalk. However, curb ramps are not mentioned.
 - There is no mention of definitions for ADA elements regarding alterations versus maintenance.
- Appendix A – Zoning
 - Section 8-9.5E, Off-Street Parking and Loading Requirements
This specific section was requested to be reviewed. This section states, “No public property or rights-of-way may be utilized or included in such parking areas except upon express, prior written permission by the city council.”

Possible Solutions:

- The City should update Chapter 66 – Police, to include information on the body worn camera recordings.

The City should also provide more detail regarding the process to request the body worn camera recordings, which would include guidelines for closed captioning or an alternate format.
- All City ordinances should be updated accordingly with applicable information from the approved Final ADA Transition Plan.
- The City should update Chapter 86 – Streets, Sidewalks and Other Public Places, to include the following:
 - Section 86-81 states it is unlawful to construct a new residential building within the City without providing sidewalk. This section need to be updated to include curb ramps. Barrier free ramps are covered in the subdivision ordinance, but in addition they need to be included within this section as well; and
 - Chapter 86 should also include specific guidelines developed by the City that provide information on what the City considers to be maintenance and what is considered to an alteration. This guidance shall be in accordance with the US Department of Justice Joint Technical Assistance, which can be found at the link below.
 - [Click Here for the Joint Technical Assistance](#)
- The City should revise Appendix A – Zoning Section 8-9.5E, to include similar information such as:
 - No public property or rights-of-way may be utilized or included in such parking areas except upon express, prior written permission by the city council. The applicant must provide the city council with the reason for the request, along with a plan that provides an alternate accessible route for pedestrian activity and/or an alternate location for accessible parking.

3.1.25 Previous ADA Complaints (Title I & II) Review

All public entities must ensure that no qualified individual with disabilities be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, service, or activity administered by that entity. The purpose of the ADA grievance procedure is to provide a mechanism for the resolution of discrimination issues at the city level, rather than require the complainant resort to resolution at the federal level. As a part of the ADA transition plan evaluation process, a review of previous ADA complaints from the past five (5) years is necessary to ensure that all complaints have been addressed and updated in the Transition Plan.

Self-Evaluation Findings:

As a part of the departmental survey and interview process, it was requested that the City provide information on all ADA complaints that were received in the past five (5) years. The City is not aware of any past or present ADA complaints for Title I or Title II.

Possible Solutions:

The City should maintain an ADA complaint log. This log shall include an internal complaint number, details about the complaint, and details regarding the resolution.

3.2 Programs, Services, and Activities Review

As a part of the ADA research and evaluation process, all programs, services, and activities were reviewed for ADA compliance. All areas mentioned in the previous Section 3.1 Programs, Policies, and Practices Review, were integrated into this section as well. This review was based on what is accessible to the public on the City of Saginaw's website, as well as departmental specific questions that were submitted to the City.

3.2.1 Boards and Committees Reviewed

The City's website provides various information regarding the City's Boards, Commissions, Committees, and Councils. These groups are listed below.

- Animal Shelter Advisory Committee
- Beautification Advisory Committee
- Building Board of Appeals
- Capital Improvement Projects Advisory Committee
- Crime Control and Prevention District Board
- Library Board
- Parks Advisory Board
- Planning and Zoning Committee
- Senior Citizens Advisory Board
- Zoning Board of Adjustment

Self-Evaluation Findings:

After a thorough review of the listed Boards, Commissions, Committees, and Councils, as well as the City provided survey responses, the following observations were made:

- The Animal Shelter Advisory Committee has three meetings per year in the Conference Room at the Public Works Facility. The purpose of the committee is to assist animal shelters located within the city limits regarding

compliance with Chapter 823 of the Health and Safety Code. Additionally, upon request of the City Council, the committee may:

- (i) Provide recommendations to the City regarding its compliance with the Texas Rabies Control Act; and
- (ii) Recommend ways to improve the efficiency and cost effectiveness of the City's animal control program.

The committee memberships are open to all Saginaw residents who have lived in Saginaw for at least one year immediately preceding their appointment, unless otherwise noted by an ordinance, bylaw, or regulatory provision of that board or committee. Regular attendance at all meetings of the board or committee in which one is appointed is required. Residents are appointed by the city council to serve. All potential members must complete an application.

- The Beautification Advisory Committee meetings are held at City Hall quarterly on the first Monday of the month or as needed. This committee is responsible for determining how funds received through voluntary beautification donations on the city utility bill are spent.

This committee also oversees the Adopt-A-Spot Program. This program enhances the overall appearance of the community by beautification through community involvement. However, participants do not have any specific guidelines to assist them in ensuring that their involvement does not contribute to any physical ADA barriers. Furthermore, participants are not provided with sufficient information to enable them to identify and report safety hazards.

For this committee, memberships are not required, as it is made up of volunteers. The Building Board of Appeals meets on an as-needed basis. The city council acts as the Building Board of Appeals. The board can take action by filing a lawsuit, assessing fines, implementing restrictions, issuing orders, issuing condemnation, assigning a violation, etc. and then following up with necessary steps to ensure resolution.

- The Capital Improvement Projects (CIP) Advisory Committee meets twice a year, in February and August. The CIP Advisory Committee assists the city in adopting or updating land use assumptions, capital improvements, and impact fees. This committee operates under the authority of section 395.058 of the local government code.

The committee memberships are open to all Saginaw residents who have lived in Saginaw for at least one year immediately preceding their appointment, unless otherwise noted by an ordinance, bylaw, or regulatory provision of that board or committee. Regular attendance at all meetings of the board or committee in which one is appointed is required. Residents are appointed by the city council to serve. All potential members must complete an application.

- The Crime Control and Prevention District Board (CCPD) meets as needed. The board provides supplemental funding to assist the Police Department in fighting crime. Funding for the district is generated from a 0.375 cent sales tax. The mission of the board is to recommend and approve the annual budget for the district. Under state law, funds collected in a crime control district may be used to fund salaries, equipment, and education.

The city council acts as the CCPD Board. The board specifies how the funding is spent and the city council approves or disapproves it. Funding is organized as follows:

- 95% personnel costs
- 5% other costs including training but not sure if ADA training is included.

- The Library Board meets the second Tuesday of each month. The Library Board of Trustees exercises advisory supervision over the library through cooperation with the library director. The board has the duty and power of making, adopting, and enforcing all bylaws, rules, and regulations governing the use of the library and library materials, and may exercise the authority to contract with county or other governmental authorities for the extension of library services. The board administers gifts and donations to the library; however, board decisions are subject to approval or veto by the City Manager or the city council.

Board memberships are open to all Saginaw residents who have lived in Saginaw for at least one year immediately preceding their appointment, unless otherwise noted by an ordinance, bylaw, or regulatory provision of that board or committee. Regular attendance at all meetings of the board or committee in which one is appointed is required. Residents are appointed by the city council to serve. All potential members must complete an application.

- The Parks Advisory Board meets on the third Monday of each month at 6:00 pm in City Hall. The board is responsible for determining how funds received through voluntary donation on the utility bill are spent.
- The Planning and Zoning Committee conducts preliminary reviews of all subdivision plats. Members of the public are invited to attend meetings. The deadline to place an item on the agenda is the second Tuesday of the month prior to the meeting. The committee meets on the second Tuesday of each month at 6:00 pm at City Hall Council Chambers.

Committee memberships are open to all Saginaw residents who have lived in Saginaw for at least one year immediately preceding their appointment, unless otherwise noted by an ordinance, bylaw, or regulatory provision of that board or committee. Regular attendance at all meetings of the board or committee in which one is appointed is required. Residents are appointed by the city council to serve. All potential members must complete an application.

- The Senior Citizens Advisory Board met as needed. The board provided guidance for the operation of the Senior Center. This board has been dissolved.
- The Zoning Board of Adjustment meets on the fourth Tuesday of each month at 6:00 pm at City Hall Council Chambers. The Zoning Board of Adjustment (ZBA) hears variances of zoning decisions. The deadline for placing an item on a ZBA agenda is the fourth Tuesday of the month prior to a meeting.

Board memberships are open to all Saginaw residents who have lived in Saginaw for at least one year immediately preceding their appointment, unless otherwise noted by an ordinance, bylaw, or regulatory provision of that board or committee. Regular attendance at all meetings of the board or committee in which one is appointed is required. Residents are appointed by the city council to serve. All potential members must complete an application.

- All meeting Agendas and Minutes are advertised by being place on the City's website and posted on the front window at City Hall.
- Currently, these meetings are not videotaped.

Possible Solutions:

- The City should develop specific guidelines to assist employees and board / committee members in identifying safety hazards and physical ADA barriers within City facilities and the community. These guidelines should also include instructions on how to report these issues.
- The CCPD should develop guidelines for determining how the remaining 5% sales tax funding can be spent to accomplish ADA compliance throughout the Police Department. Allocating funds towards ADA compliance (e.g., ADA training) not only helps the City in fighting crime, but also provides peace of mind to citizens of the City of Saginaw who may have disabilities.
- The City should develop guidelines for determining how voluntary donated funds can be spent to accomplish ADA compliance city-wide.

- All board, commission, committee, and council members should attend annual ADA training, along with all City staff.
- All meeting agendas and minutes should include a consistent city-wide non-discrimination statement that is posted on the web and publicized in common areas that are accessible to all employees and areas open to the public.
- All membership requirements should be publicized in common areas that are accessible to all employees and areas open to the public. This may also include advertising membership requirements within the community, as this provides an opportunity for a more diverse group of members.
- The City should provide a specific ADA Liaison for the Senior Center. This liaison would be the point of contact for the Senior Center to assist participants who may attend programs, services, and activities within the center. This liaison's contact information should be added to the ADA Liaison Committee listing, posted on the web, and publicized in common areas that are accessible to all employees and areas open to the public.

3.2.2 Documents, Forms, and Videos Reviewed

The City website provides various documents, forms, and videos that are available to the public. For a complete listing of documents, forms, and videos reviewed, see the [Appendix D](#).

Self-Evaluation Findings:

- The City does not have alternate formats on hand for every document, form, or video.
- The City does not have a policy on obtaining alternate formats.
- The City does not have a policy on placing responsibility and/or acceptance for ADA Compliance regarding another entity's links, documents, forms, videos, etc. that are represented on the City's website.
- The City does not have a policy and procedure on closed captioning.
- During the website evaluations, several versions of non-discriminations statements were found. However, none of these statements were consistent. The City does not have a consistent city-wide non-discrimination statement that is used in documents, forms, videos, etc. that are disseminated by the City.

Possible Solutions:

- Each department liaison should develop a list of all documents and forms for their department. This list should contain the document or form name, location(s) of where it can be found (office location, website link, etc.), what type of alternate formats are available, and where/how these formats can be obtained. This list should be updated continuously as documents and forms are created and revised.
- All City forms should be reviewed for ADA compliance. A cursory website review has been conducted, in which only one form was selected for a general form accessibility review. See [Section 3.2.5](#) for the cursory website review self-evaluation findings and recommendations.
- The City should develop an alternate format policy, procedure, and request form. This policy and procedure should be adopted consistently city-wide and should be accessible to all employees and to the public.
- The City should develop a disclaimer statement to express responsibility and/or acceptance for ADA compliance regarding another entity's content, site, links, forms, documents, videos, etc. that are represented on City's

website. This statement shall be posted on the web and publicized in common areas that are accessible to all employees and areas open to the public.

- The City should develop guidelines to assist staff in providing closed captioning for videos that are available to all employees and the public.
- The City should develop a consistent city-wide non-discrimination statement for Title I and Title II of the ADA. This statement ensures individuals that the City does not discriminate based on a disability and must also provide information on how to obtain a reasonable accommodation or modification.
- The City should develop internal policies and procedures that provide specific instructions on incorporating specific statements in all documents, forms, information, etc. that are disseminated by the City.

3.2.3 Links to Other Websites

The City website provides various links to other websites that are available to the public. For a complete listing of these links, see the [Appendix D](#).

Self-Evaluation Findings:

The City currently does not have a policy on placing responsibility and/or acceptance for ADA compliance regarding another entity's content, link, form, document, or video that is represented on the City's website.

Possible Solutions:

The City should develop a disclaimer statement to express responsibility and/or acceptance for ADA compliance regarding another entity's content, site, links, forms, documents, videos, etc. that are represented on City's website. This statement shall be posted on the web and publicized in common areas that are accessible to all employees and areas open to the public.

3.2.4 Databases, Directories, Online Purchases, Online Payments, Sign Ups, Registrations, File Reports, etc.

The City website provides various databases, directories, online purchases, online payments, sign ups, registrations, file reports, view and submit bids, etc. that are available to the public. For a complete listing of these items, see the [Appendix D](#).

Self-Evaluation Findings:

- Databases are not available in alternate formats, and the City does not have a current policy on obtaining alternate formats.
- Directories are not available in alternate formats, and the City does not have a current policy on obtaining alternate formats.
- Search Databases are not available in alternate formats, and the City does not have a current policy on obtaining alternate formats.
- Customers can make purchases and payments on the web, in person, and via mail.

- Customers can sign up for services on the web, in person, via mail, via fax, and via email.
- Customers can register for services on the web, in person, via email, via fax, and via email.
- Customers can file reports on the Web, in person, via mail, via fax, and via email.

Possible Solutions:

The City should develop an alternate format policy, procedure, and request form. This policy and procedure should be adopted consistently city-wide and should be accessible to all employees and to the public.

3.2.5 Cursory Website Review

A cursory website review of the City of Saginaw website was conducted. This review consisted of evaluating various links located on the City's website. See below for a listing of ten (10) key evaluation points that were reviewed. For a complete summary of the review, see the [Appendix D](#).

- Informational images for alternative text
- Decorative images for alternative text
- Video or audio content that does not have captioning
- Forms on website
- Text resizing
- Lynx Browser
- Navigating the website without the use of a mouse
- Site map
- Ensuring link text makes sense out of context
- Automated program

Self-Evaluation Findings:

When placing the cursor over the picture of the Fire Department in the center of the page of the below listed link, the description states "general31". This alternative text label does not provide an adequate description of the picture that is shown. For users whose browsers do not support images, this alternative text is the description that the user will see or hear in place of seeing the actual image.

Possible Solutions:

- The description of this picture should have more detail, such as "Station #1 Fire Fighter's Group Picture".
- The City should evaluate all pictures on the website to ensure each picture has an adequate picture description.

3.2.6 Non-Discrimination Language for Agreements / Contracts

All public entities must ensure that no qualified persons with disabilities be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, service, or activity administered by that entity. In doing so, public entities should provide a statement in all agreements and contracts with the City to ensure non-discrimination for both parties and to clarify accessibility obligations.

The City provided several agreements and contracts for review. For a complete list of documents reviewed, see the [Appendix D](#).

Self-Evaluation Findings:

The City of Saginaw provided several agreements and contracts for review. These contracts did not contain any ADA language that would clarify ADA responsibilities and obligations.

Possible Solutions:

The City should develop guidelines to assist the appropriate staff in writing non-discrimination language to include in all City contracts and agreements. This non-discrimination language would need to be assessed by legal counsel on a case-by-case basis.

3.3 Facilities Review

3.3.1 Buildings

Twelve (12) buildings within the City of Saginaw were evaluated. All buildings included in the evaluation are listed in **Table 1** and shown on the map in **Appendix E**.

Table 1. Summary of Buildings Reviewed

Buildings	
1. Community Center	620 Park Center
2. Animal Shelter	205 Brenda Lane
3. Public Works	205 Brenda Lane
4. Fire Station #2	801 Basswood Blvd.
5. Recreation Center	633 W. McLeroy
6. Aquatic Center	605 W. McLeroy
7. City Hall	333 W. McLeroy
8. Police Complex	505 W. McLeroy
9. Library	355 W. McLeroy
10. Senior Center	405 S. Belmont
11. Fire Station #1	400 S. Saginaw Blvd.
12. Old Depot Building	301 S. Saginaw Blvd.

Buildings: Self-Evaluation Findings

Areas that were evaluated for each building included parking lots, path of travel from the parking lot to the building, access into the building, signage, drinking fountains, telephones, bathrooms, and counter heights. A complete list of issues is provided in the building facility reports (see **Appendix F**). Common issues identified included:

- Non-compliant accessible parking
- Non-compliant transaction counters
- Non-compliant seating
- Non-compliant restroom elements

Buildings: Possible Solutions

A complete list of possible solutions is provided in the building facility reports (see [Appendix F](#)).

3.3.2 Parks

Seven (7) parks within the City of Saginaw were evaluated. All parks included in the evaluation are listed in **Table 2** and shown on the map in [Appendix E](#).

Table 2. Summary of Parks Reviewed

Parks	
1. Brian Schwengler Memorial Park	2. Highland Station Park
3. Kiwanis Park	4. Opal Jo Jennings Memorial Park
5. Sagewood Park	6. William Houston Memorial Park
7. Willow Creek Park	

Parks: Self-Evaluation Findings

Areas that were evaluated for each park included parking lots, path of travel from the parking lot to the park amenities, access into facilities, signage, drinking fountains and restrooms. A complete list of issues is provided in the park facility reports (see [Appendix F](#)). Common issues identified included:

- Non-compliant accessible parking
- Non-compliant accessible routes (changes in level)
- No accessible connecting route to park amenities (playgrounds, picnic tables, benches)

Parks: Possible Solutions

A complete list of possible solutions is provided in the park facility reports (see [Appendix F](#)).

3.3.3 Signalized Intersections

Thirteen (13) signalized intersections within the City of Saginaw were evaluated. Signalized intersection evaluations cataloged the conditions and measurements along the pedestrian path of travel, which includes street crossings, curb ramps, sidewalk adjacent to the curb ramps, and pedestrian signal equipment and adjacent clear spaces.

All signalized intersections included in the evaluation are listed on a map included in [Appendix E](#).

Signalized Intersections: Self-Evaluation Findings

Common curb ramp issues included excessive flare cross slopes, deficient detectable warning surfaces, ponding at the base of the curb ramps or in curb ramp landings or flares, and excessive curb ramp running slopes and cross slopes. **Table 3** provides a summary of the curb ramp issues at signalized intersections.

About ninety-three (93) percent of pedestrian crossings at signalized intersections did not have pedestrian signal heads or pedestrian push buttons. Pedestrian push buttons and signal heads were recommended to be installed at all signalized intersection pedestrian crossings where they did not exist. Common issues associated with the existing pedestrian push buttons included non-existent or inaccessible push button clear spaces, excessive push button clear

cross slopes, push buttons installed at locations inconsistent with the current *Texas Manual on Uniform Traffic Control Devices (Texas MUTCD)* guidance, and excessive push button heights. **Table 4** provides a summary of the push button issues.

Signalized Intersections: Possible Solutions

A complete list of possible solutions can be found in the signalized intersection reports provided in **Appendix F**.

Table 3. Summary of Curb Ramp Issues at Signalized Intersections

Curb Ramp Element	Number Evaluated	Number Compliant	Percent Compliant
Curb ramp lands in crosswalk	71	71	100%
Cut-thru ramp running slope $\leq 5\%$	3	3	100%
Cut-thru ramp cross slope $\leq 2\%$	3	3	100%
Curb ramp present where curb ramp is needed	74	71	95.9%
Curb ramp does not have traversable sides	69	66	95.7%
Curb ramp turning space (landing) exists	68	65	95.6%
Detectable warning surface exists	71	67	94.4%
48" crosswalk extension exists	15	14	93.3%
Curb ramp counter slope $\leq 5\%$	71	66	93.0%
Curbed sides are 90°	69	62	89.9%
Flush transition to roadway exists	71	62	87.3%
Curb ramp width $\geq 48"$	68	58	85.3%
Curb ramp turning space (landing) cross slope $\leq 2\%$	65	53	81.5%
Curb ramp cross slope $\leq 2\%$	63	51	81.0%
Curb ramp turning space (landing) running slope $\leq 2\%$	65	50	76.9%
No obstruction in curb ramp, turning space (landing), or flares	71	53	74.6%
Curb ramp running slope $\leq 8.3\%$	63	47	74.6%
No ponding in curb ramp, turning space (landing), or flares	71	50	70.4%
Detectable warning surface is compliant	67	42	62.7%
Blended transition running slope $\leq 5\%$	5	3	60.0%
Flare cross slope $\leq 10\%$	2	1	50.0%
Cut-thru ramp width $\geq 60"$	3	1	33.3%

Table 4. Summary of Push Button Issues

Push Button Element	Number Evaluated	Number Compliant	Percent Compliant
Push button diameter 2"	78	78	100%
Push button offset from crosswalk $\leq 5'$	78	76	97.4%
Push button orientation parallel to crossing	78	76	97.4%
Push button height $\leq 48"$	78	75	96.2%
Push button present where needed	83	78	94.0%
Pedestrian head present where needed	69	64	92.8%
Pedestrian push button sign in MUTCD approved	62	57	91.9%
Clear space is $\geq 30" \times 48"$	49	45	91.8%
Clear space cross slope $\leq 2\%$	49	41	83.7%
Push button offset from curb $\leq 10'$	78	64	82.1%
Pedestrian push button sign exists	83	62	74.7%

3.3.4 Sidewalk Corridors

The sidewalk corridor evaluations documented conditions and measurements along the pedestrian path of travel, which includes the sidewalk, railroad crossings, curb ramps, pedestrian crossings at driveway openings, and pedestrian crossings at unsignalized intersections with cross streets. Approximately 135 miles of sidewalk, which represents all City-owned or maintained public sidewalk as of early 2024, were evaluated. The included sidewalk corridors were selected due to their high level of pedestrian activity as well as their proximity to pedestrian traffic generators. A map of the evaluated sidewalk corridors is provided in [Appendix E](#).

Sidewalk Corridors: Self-Evaluation Findings

Common issues along the sidewalk corridors were excessive sidewalk cross slopes, vertical surface discontinuities that caused excessive level changes, excessive driveway and cross street cross slopes, permanent obstructions in the sidewalk such as power poles or utilities, and temporary obstructions in the sidewalk or path of travel such as weeds and low hanging branches. Where excessive vegetation was present, field crews attempted to assess the condition of the underlying sidewalk. Where possible, the condition of the underlying sidewalk was recorded; however, the City of Saginaw may find additional issues with the sidewalk once the temporary obstruction is removed.

Common curb ramp issues at unsignalized intersections along the sidewalk corridors included missing or non-compliant detectable warning surfaces, excessive ramp running slopes, and excessive flare cross slopes. A summary of the unsignalized intersection curb ramp issues is provided in **Table 5**. Non-compliant curb ramps, sidewalk, and pedestrian paths of travel along driveways and street crossings at unsignalized interactions were recommended to be removed and replaced.

The ADA of 1990, Section 35.150, Existing Facilities, requires that the Transition Plan include a schedule for providing curb ramps or other sloped area at existing pedestrian walkways, which applies to all facilities constructed prior to 1992. For any sidewalk installations constructed from 1992 to March 15, 2012, the curb ramps should have been installed as part of the sidewalk construction project per the 1991 Standards for Accessible Design, Section 4.7

Curb Ramp, which states, “curb ramps complying with 4.7 shall be provided wherever an accessible route crosses a curb.” For sidewalk installations constructed on or after March 15, 2012, similar guidance is provided in the 2010 Standards for Accessible Design, Section 35.151 of 28 Code of Federal Regulations (CFR) Part 35, New Construction and Alterations, which states, “newly constructed or altered street level pedestrian walkways must contain curb ramps or other sloped area at any intersection having curb or other sloped area at intersections to streets, roads, or highways.”

Sidewalk Corridors: Possible Solutions

To meet the federal requirements for curb ramp installations, the following recommendations were made:

- Where sidewalk leads up to the curb at an intersection, both parallel and perpendicular to the project corridor, two (2) directional curb ramps were recommended to be installed where geometry permitted. PROWAG requires two (2) directional curb ramps be installed during modifications unless there are existing physical constraints.
- Where sidewalk parallel to the project corridor leads up to the curb at a driveway, directional curbs ramps were recommended to be installed to serve the driveway crossing.
- Where diagonal curb ramps were installed with the intent to serve a side-street crossing only, receiving curb ramps are still required to be installed on the opposite side of the major street. However, an engineering study should be performed prior to the installation of the receiving curb ramps to determine if the major street crossing is safe to accommodate. If the engineering study determines the major street crossing is unsafe to accommodate, the existing diagonal curb ramps should be removed and replaced with directional curb ramps in addition to the other requirements noted in [Section 1.7 Federal Highway Administration \(FHWA\) Guidance on Closing Pedestrian Crossings](#).

The following possible solutions were made to improve pedestrian safety and are incorporated into the unsignalized intersection and driveway reports. These improvements are based on engineering judgement but are not required by federal accessibility standards.

- For all existing, unmarked pedestrian street crossings at unsignalized intersections, the installation of crosswalk markings is recommended. Pedestrian street crossings are defined by the curb ramp installation recommendations described in the previous few paragraphs. The 2009 MUTCD states that on approaches controlled by STOP or YIELD signs, crosswalk markings should be installed where engineering judgement dictates markings are needed to provide guidance for pedestrians who are crossing roadways by defining and delineating paths on approaches where traffic stops. Additionally, in conjunction with signs and other measures, crosswalk markings help to alert road users of a designated pedestrian crossing point across roadways at locations that are not controlled by traffic control signals or STOP or YIELD signs.
- For pedestrian crossings across commercial driveways, detectable warning surfaces are recommended to be installed on curb ramps or sidewalk approaches on either side of the driveway. PROWAG states that detectable warning surfaces should not be provided at crossings of residential driveways since the pedestrian right-of-way continues across residential driveway aprons. However, where commercial driveways are provided with yield or stop control, detectable warning surfaces should be provided at the junction between the pedestrian route and the vehicular route.

A complete list of possible solutions can be found in the sidewalk and unsignalized intersection reports provided in [Appendix F](#).

Table 5. Summary of Curb Ramp Issues at Unsignalized Intersections

Curb Ramp Element	Number Evaluated	Number Compliant	Percent Compliant
Cut-thru ramp running slope $\leq 5\%$	4	4	100%
Curb ramp lands in crosswalk	1,128	1,117	99.0%
48" crosswalk extension exists	691	684	99.0%
Curb ramp does not have traversable sides	556	545	98.0%
Curbed sides are 90°	556	521	93.7%
Curb ramp counter slope $\leq 5\%$	1,128	1,038	92.0%
No ponding in curb ramp, turning space (landing), or flares	1,128	850	75.4%
Cut-thru ramp cross slope $\leq 2\%$	4	3	75.0%
Flush transition to roadway exists	1,128	844	74.8%
Curb ramp turning space (landing) exists	1,128	834	73.9%
Curb ramp turning space (landing) cross slope $\leq 2\%$	833	611	73.3%
Curb ramp width $\geq 48"$	1,124	783	69.7%
Curb ramp present where curb ramp is needed	1,647	1,128	68.5%
Curb ramp cross slope $\leq 2\%$	1,119	732	65.4%
Curb ramp turning space (landing) running slope $\leq 2\%$	833	503	60.4%
No obstruction in curb ramp, turning space (landing), or flares	1,128	674	59.8%
Flare cross slope $\leq 10\%$	571	334	58.5%
Curb ramp running slope $\leq 8.3\%$	1,119	615	55.0%
Detectable warning surface is compliant	418	219	52.4%
Cut-thru ramp width $\geq 60"$	4	2	50.0%
Detectable warning surface exists	1,168	418	35.8%
Blended transition running slope $\leq 5\%$	4	1	25.0%

3.3.5 Railroad Crossings with Pedestrian Accommodations

BNSF Railway (BNSF) is responsible for the maintenance of pedestrian crossings at facilities within the railroad right-of-way. The City of Saginaw is not responsible to maintain the pedestrian rail crossings within the City, however, an evaluation of the crossing has been provided so that the City can coordinate with BNSF as needed to ensure ADA compliance. For improvements required to the sidewalk leading up to the sidewalk, the responsibility is dependent on any agreement between the City and BNSF.

Railroad Crossings with Pedestrian Accommodations: Self-Evaluation Findings

One (1) at-grade railroad crossing along the evaluated sidewalk corridors was evaluated for compliance with PROWAG to understand how the railroad crossing affect the pedestrian path of travel along sidewalks within Saginaw. Elements evaluated included transitions to and from adjacent sidewalk, flangeway gap width, and detectable warning surfaces. The rail type (freight or non-freight) affects the compliance threshold for flangeway gaps. The Federal Railroad Administration (FRA) lists this crossing's rail type as freight.

Table 6. Summary of Issues at Railroad Crossings

Railroad Crossing Issue	Number Evaluated	Number Compliant	Percent Compliant
Flangeway gap $\leq$ 3 inches (freight) or flangeway gap $\leq$ 2.5 inches (non-freight)	4	4	100%
Concrete panel present at rail crossing	1	1	100%
Transition to/from adjacent sidewalk is flush	1	0	0%
Detectable warning surface present in advance of track crossing	1	0	0%

Railroad Crossings with Pedestrian Accommodations: Possible Solutions

Railroad crossing issues and possible solutions are provided in [Appendix F](#). **Table 6** provides a summary of the issues identified for the evaluated railroad crossings.

Where there are multiple tracks at a single location, the detectable warning surfaces should only be installed on the sidewalk leading up to the outside edge of each track. PROWAG Figure R305.2.5 Pedestrian At-Grade Rail Crossings shows a minimum of 6 feet between the detectable warning surface and the outer track. Therefore, the minimum distance between rails of two (2) different tracks would need to be at least 18 feet for additional detectable warning surfaces to be installed between tracks. Detectable warning surfaces should be 2 feet in depth in the direction of pedestrian travel and extend the full width of the sidewalk.

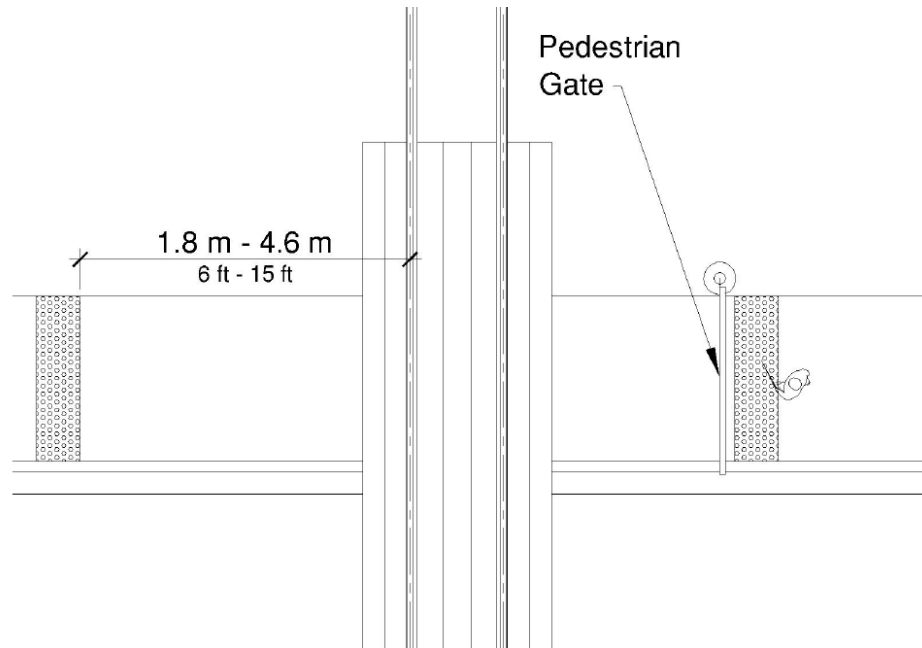


Figure R305.2.5
Pedestrian At-Grade Rail Crossings

3.4 Prioritization

The following sections outline the prioritization factors and results of the prioritization for the evaluated buildings and parks. Each facility type has a different set of parameters to establish the prioritization for improvements. These prioritization factors were taken into consideration when developing the implementation plan for the proposed improvements.

3.4.1 Prioritization Factors for Facilities

Buildings and parks were prioritized on a 12-point scale, which is defined in **Table 7**. This prioritization methodology was developed by the Consultant Team to aid the City in determining how the buildings should be prioritized for improvements based on the severity of non-compliance with ADA.

Signalized and unsignalized intersections were prioritized on a 13-point scale. The 13-point scale, which is used to prioritize both signalized and unsignalized intersections, is defined in **Table 8**. This prioritization methodology was developed by the Consultant Team to aid the City in determining which signalized intersections should be prioritized for improvements over other signalized intersections based on the severity of non-compliance with ADA.

Sidewalk corridors were prioritized on a 3-point scale and were given a priority of “High”, “Medium”, or “Low” based on the severity of non-compliance, which is defined in **Table 9**. Compliant segments of the sidewalk corridor were given a priority label of “Compliant”.

Table 7. Prioritization Factors for Parks/Buildings

Priority	Criteria
1 (high)	Complaint known or safety concern
2 (high)	• Element is more than twice the allowable requirement. No known complaint. • AND (for exterior conditions) location is near a hospital, school, transit stop, government building, or other pedestrian attractor.
3 (high)	• Element is more than twice the allowable requirement. No known complaint. • AND (for exterior conditions) location is not near a hospital, school, transit stop, government building, or other pedestrian attractor.
4 (high)	Issues with parking or exterior conditions (DOJ level 1) – moderately out of compliance
5 (medium)	Issues with access to goods and services (DOJ level 2) – severely out of compliance
6 (medium)	Issues with: • Access to goods and services (DOJ level 2) – moderately out of compliance; • Parking or exterior conditions (DOJ level 1) – minimally out of compliance; OR • Restrooms (DOJ level 3) – severely out of compliance
7 (medium)	Issues with: • Access to goods and services (DOJ level 2) – minimally out of compliance; • Restrooms (DOJ level 3) – moderately out of compliance; OR • Drinking fountains or public phones (DOJ level 4 & 5) – severely out of compliance
8 (medium)	Issues with drinking fountains or public phones (DOJ level 4 & 5) - moderately out of compliance
9 (low)	Issues with restrooms (DOJ level 3) – minimally out of compliance
10 (low)	Issues with drinking fountains or public phones (DOJ level 4 & 5) - minimally out of compliance
11 (low)	• Client is a Title II agency; AND • Elements out of compliance but may be able to be handled programmatically or do not need to be handled unless or until the agency hires a person with a disability
12 (low)	Element is fully compliant with an older standard (safe-harbored) but will need to be brought into compliance with current standards if altered

Table 8. Prioritization Factors for Signalized and Unsignalized Intersections

Priority	Criteria
1 (high)	Complaint filed on curb ramp or intersection
2 (high)	Existing curb ramp with any of the following conditions: - Running slope > 12% - Cross slope > 7% - Obstruction to or in the curb ramp or landing - Level change > ¼ inch at the bottom of the curb ramp - No detectable warnings AND within a couple of blocks of a hospital, retirement facility, medical facility, parking garage, major employer, disability service provider, event facility, bus/transit stop, school, government facility, public facility, park, library, or church, based on field observations.
3 (high)	No curb ramp where sidewalk or pedestrian path exists AND within a couple of blocks of a hospital, retirement facility, medical facility, parking garage, major employer, disability service provider, event facility, bus/transit stop, school, government facility, public facility, park, library, or church, based on field observations.
4 (high)	No curb ramps, but striped crosswalk exists
5 (medium)	Existing curb ramp with any of the following conditions: - Running slope > 12% - Cross slope > 7% - Obstruction to or in the curb ramp or landing - Level change > ¼ inch at the bottom of the curb ramp - No detectable warnings AND NOT within a couple of blocks of a hospital, retirement facility, medical facility, parking garage, major employer, disability service provider, event facility, bus/transit stop, school, government facility, public facility, park, library, or church, based on field observations.
6 (medium)	No curb ramp where sidewalk or pedestrian path exists AND NOT within a couple of blocks of a hospital, retirement facility, medical facility, parking garage, major employer, disability service provider, event facility, bus/transit stop, school, government facility, public facility, park, library, or church, based on field observations.
7 (medium)	Existing diagonal curb ramp (serving both crossing directions on the corner) is non-compliant and should be replaced with two curb ramps, one serving each crossing direction on the corner.
8 (medium)	Existing curb ramp with any of the following conditions: - Cross slope > 5% - Width < 36 inches - Median/island crossings that are inaccessible
9 (low)	Existing curb ramp with either running slope between 8.3% and 11.9% or insufficient turning space
10 (low)	Existing diagonal curb ramp without a 48-inch extension into the crosswalk
11 (low)	Existing pedestrian push button is not accessible from the sidewalk and/or curb ramp
12 (low)	Existing curb ramp with returned curbs where pedestrian travel across the curb is not protected
13 (low)	All other intersections not prioritized above

Table 9. Prioritization Factors for Sidewalk Corridors

Criteria	Priority		
	1 (high)	2 (medium)	3 (low)
Cross slope of sidewalk is greater than 2%	Value > 3.5%	3.5% ≥ Value > 2.0%	
Width of sidewalk is less than 48 inches	Value ≤ 36.0"	36.0" < Value < 42.0"	42.0" < Value < 48.0"
Obstruction present along sidewalk	Obstruction - Permanent	Obstruction - Temporary	
Heaving, sinking, or cracking present on sidewalk	Heaving Sinking Cracking		
Ponding on sidewalk		Ponding	
Missing sidewalk			Missing Sidewalk
Signalized cross street cross slope is greater than 5%	Value > 9.0%	9.0% ≥ Value ≥ 7.0%	7.0% > Value > 5.0%
Unsignalized cross street cross slope is greater than 2%	Value > 6.0%	6.0% ≥ Value ≥ 4.0%	4.0% > Value > 2.0%
Cross street running slope is greater than 5%	Value > 7.0%	7.0% ≥ Value ≥ 6.0%	6.0% > Value > 5.0%
Driveway sidewalk width is less than 48 inches	Value ≤ 36.0"	36.0" < Value < 42.0"	42.0" < Value < 48.0"
Driveway (or sidewalk if applicable) cross slope is greater than 2%	Value > 6.0%	6.0% ≥ Value ≥ 4.0%	4.0% > Value > 2.0%
Driveway (or sidewalk if applicable) condition is poor or safety concern	Elevation change greater than 1/2 inch or gaps greater than 1 inch	Elevation change between 1/4 inch and 1/2 inch or gaps between 1/2 inch and 1 inch	
Railroad crossing excessive sidewalk vertical discontinuity	Elevation change greater than 1/4 inch or gaps greater than 1 inch)		
Railroad crossing pre-fabricated plate is plastic or does not exist	Yes – Plastic or No		
Railroad crossing flangeway gap > 3 inches (freight) or flangeway gap > 2.5 inches (non-fright)	Value > 3.0" (freight) or 2.5" (non-freight)		
Railroad crossing is missing detectable warning surface(s)	No – Neither Side or Yes – 1 Side Only		

Table 10, Table 11, and Table 12 provide summaries of the prioritization classifications for signalized intersections, sidewalks, and unsignalized intersections respectively.

Table 10. Prioritization Summary Signalized Intersections

Priority	Number of Intersections
0 (compliant)	0
1 (high)	0
2 (high)	4
3 (high)	1
4 (high)	0
5 (medium)	5
6 (medium)	0
7 (medium)	1
8 (medium)	0
9 (low)	2
10 (low)	0
11 (low)	0
12 (low)	0
13 (low)	0
Total	13

Table 11. Prioritization Summary for Sidewalk Corridors

Line type	Length (miles) by Priority				
	1 (high)	2 (medium)	3 (low)	Compliant	Total
Sidewalks	33.68	25.12	1.06	39.12	98.97
Driveways	1.75	5.03	8.56	11.69	27.03
Cross Streets	0.14	0.38	1.90	6.51	8.93
Total	35.56	30.53	11.52	57.31	134.93

Table 12. Prioritization Summary for Unsignalized Intersections

Priority	Number of Intersections
0 (compliant)	1
1 (high)	0
2 (high)	62
3 (high)	14
4 (high)	1
5 (medium)	236
6 (medium)	80
7 (medium)	10
8 (medium)	1
9 (low)	33
10 (low)	0
11 (low)	0
12 (low)	1
13 (low)	41
Total	480

3.5 Conclusion

This document serves as the Americans with Disabilities Act (ADA) Transition Plan within the City of Saginaw. In developing the Transition Plan, PSAs were reviewed for compliance with ADA guidelines and a Self-Evaluation was conducted on the following comprehensive list of the City's public facilities:

- 12 buildings;
- 7 parks;
- 13 signalized intersections;
- 135 miles of sidewalk and all unsignalized intersections and driveways along the sidewalk corridors.

The recommended improvements will be prioritized, and an implementation plan will be developed to provide guidance for the City's improvement projects in the coming years. Public outreach was also conducted to aid in the development of the plan.

The City is taking actions to remove accessibility barriers and will continue to look for and remedy barriers to access in an effort to ensure that the disabled citizens of the City of Saginaw are given access to the City's programs, services and activities.

To confirm follow-up on corrective actions required under the Transition Plan, the City will institute an ADA Action Log, documenting its efforts at compliance with the ADA. At a minimum, the Action Log will identify items that are not ADA compliant and will include anticipated completion dates. After the adoption of the Transition Plan by the Governing Body of the City, the ADA Action Log will be updated on an annual basis. The ADA Action Log shall be available upon request. See the ADA Action Log provided in [Appendix G](#).

4.0 Facility Costs

4.1 Facilities Cost Projection Overview

To identify funding sources and develop a reasonable implementation schedule, cost projection summaries for only the facilities evaluated were developed for each facility type. To develop these summaries, recent bid tabulations from Texas Department of Transportation (TxDOT) construction projects, along with the Means ADA Compliance Pricing Guide and Consultant Team experience with similar types of projects, were the basis for the unit prices used to calculate the improvement costs. A contingency percentage (20%) was added to the subtotal to account for increases in unit prices in the future in addition to an engineering design percentage (15%). All costs except those for building and park improvements are in 2024 dollars. **Table 13** provides a summary of the estimated costs to bring each facility into compliance.

Table 13. Summary of Facility Costs

Facility Type	Priority			
	High	Medium	Low	Total
Buildings*	\$57,375	\$658,766	\$92,745	\$808,886
Parks**	566,463	\$182,351	\$405	\$749,219
Signalized Intersections	\$215,700	\$334,500	\$49,400	\$599,600
Public Rights-of-Way Sidewalk Corridors	\$23,437,000	\$18,283,000	\$5,651,000	\$47,371,000
Public Rights-of-Way Unsignalized Intersections	\$1,951,400	\$13,535,100	\$721,900	\$16,208,400
Railroad Crossings	\$6,800	\$0	\$0	\$6,800
City Totals	\$26,234,738	\$32,993,717	\$6,515,450	\$65,743,905

*Building costs are in 2018 dollars.

**Park costs are in 2019 dollars.

4.2 Implementation Schedule

Table 14 details the barrier removal costs and proposed implementation schedule by facility type for all City-owned facilities evaluated. This 10-year plan will serve as the implementation schedule for the Transition Plan. The City of Saginaw reserves the right to change the barrier removal priorities on an ongoing basis to allow flexibility in accommodating community requests, petitions for reasonable modifications from persons with disabilities, and changes in City programs.

It is the intent of the City to have its ADA Coordinator work together with department heads and budget staff to determine the funding sources for barrier removal projects. Once funding is identified, the ADA Coordinator will coordinate the placement of the projects in the Capital Improvement Program to be addressed on a fiscal year basis.

Table 14. Implementation Schedule

Facility Type	Estimated Cost	Implementation Schedule (years)	Approximate Annual Budget*
Buildings	\$808,886	10	\$80,900
Parks	\$749,219	10	\$75,000
Signalized Intersections	\$599,600	10	\$60,000
Public Rights-of-Way Sidewalk Corridors	\$47,371,000	10	\$4,737,100
Public Rights-of-Way Unsignalized Intersections	\$16,208,400	10	\$1,620,900
Railroad Crossings	\$6,800	10	\$700
City Totals	\$65,743,905		
Total Annual Budget			\$6,574,600

*Table values rounded for simplification

4.3 Funding Opportunities

Several alternative funding sources are available to the City to complete the improvements in this Transition Plan. The funding opportunities include applying for resources at the federal and state level, consideration of local options, and leveraging private resources. The following sections detail some different funding source options.

4.3.1 Federal and State Funding

There is federal and state funding available for the City of Saginaw to apply for through numerous agencies for various improvements. A summary of the available funding opportunities is available on the FHWA website: https://www.fhwa.dot.gov/environment/bicycle_pedestrian/funding/.

Most of these programs are competitive type grants; therefore, the City of Saginaw is not guaranteed to receive these funds. It will be important for the City to track these programs to apply for the funds. Federal-aid funding programs have specific requirements that projects must meet, and eligibility must be determined on a case-by-case basis.

4.3.2 Local Funding

There are several local funding options for the City to consider, including:

- Community Development Block Grants (CDBG)
- Community Improvement District (CID) – A geographically defined district in which commercial property owners vote to impose a self-tax. Funds are then collected by the taxing authority and given to a board of directors elected by the property owners.
- General fund (sales tax and bond issue)
- Scheduled/funded CIP projects that are funded through bonds
- Sidewalk or Access Improvement Fee
- Special tax districts – A district with the power to provide some governmental or quasi-governmental service and to raise revenue by taxation, special assessment, or charges for services.
- Tax Allocation District (TAD) – A defined area where real estate property tax monies gathered above a certain threshold for a certain period of time (typically 25 years) to be used for a specified improvement. The funds raised from a TAD are placed in a tax-free bond (finance) where the money can continue to grow. These improvements are typically for revitalization and especially to complete redevelopment efforts.

- Tax Increment Financing District (TIF) – A TIF allows cities to create special districts and to make public improvements within those districts that will generate private-sector development. During the development period, the tax base is frozen at the predevelopment level. Property taxes continue to be paid, but taxes derived from increases in assessed values (the tax increment) resulting from new development either go into a special fund created to retire bonds issued to originate the development or leverage future growth in the district.
- Transportation Reinvestment Zone
- Transportation User Fee / Street Maintenance Fee

4.3.3 Private Funding

Private funding may include local and national foundations, endowments, private development, and private individuals. While obtaining private funding to provide improvements along entire corridors might be difficult, it is important for the City to require private developers to improve pedestrian facilities to current ADA requirements, whether it by new development or redevelopment of an existing property.

4.4 Next Steps

The City will begin internal coordination to address the programmatic barriers identified in the Transition Plan.

The City will develop a budget to include the next 10 fiscal years. Projects identified in the ADA Transition Plan will be programmed within the 10-year budget-based prioritization provided (see [Section 3.6 Prioritization](#)) and other factors determined by the City, such as how barrier removal can be incorporated into existing City projects identified for capital improvements.

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Appendix

Appendix A: Public Outreach

ADA Public Outreach Feedback Summary

Appendix B: Departmental Survey and Interview Findings Summaries

Administration Department
Boards, Commission, Committees, and Councils
Building / Code Enforcement / Animal Services
Documents, Forms, and Videos
Fire Department
General Questions
Human Resources Department
Library Department
Police Department
Public Works and Community Development Department
Recreation and Community Services Department
Website
Additional Information Survey

Appendix C: ADA Grievance Policy and Procedure

ADA Public Notice
ADA Grievance Procedure with Appeal Process (Title I)
ADA Grievance Form (Title I)
ADA Grievance Procedure with Appeal Process (Title II)
ADA Grievance Form (Title II)

Appendix D: Programs, Services, and Activities Review

Roles and Responsibilities of the ADA/504 Coordinator Guidelines
Documents, Forms, and Videos Review
Cursory Website Review
Databases, Directories, Search, Purchase and Payments, Sign-Ups, Registration, and File Reports Review
Job Descriptions Review
Links to Other Websites Review
State of Texas Emergency Assistance Registry (STEAR)

Appendix E: Facility Maps

- Buildings
- Parks
- Signalized Intersections
- Public Rights-of-Way Sidewalk Corridors

Appendix F: Facility Reports

- Buildings
- Parks
- Signalized Intersections
- Public Rights-of-Way Sidewalk Corridors
- Public Rights-of-Way Railroad Crossings
- Public Rights-of-Way Unsignalized Intersections

Appendix G: ADA Action Log

- PSA Action Log
- Facilities Action Log