

APPENDIX

- A. Crossville Transition Plan Self-Evaluations
- B. GIS – Crossville Streets and Sidewalks
- C. ADA Coordinator Contact Information
- D. Public Notices
- E. Grievance Procedure
- F. ADA Self Certification

APPENDIX
A

City of Crossville Transition Plan

CITY HALL - 392 NORTH MAIN STREET

Reference #	Location		Deficiency		Correction				Criteria			Finalized Actions	
	Facility Name	Area	Description	Barrier	Recommended Correction	Priority (High, Med, Low)	Public Access (High, Med, Low)	Frequency of Use (High, Med, Low)	Approximate Cost to Correct	Approximated Date of Correction	Final Correction	Date of Correction	Final Cost
1.8	City Hall	Parking	HC parking spaces on the East and South side of building do not meet minimum slope requirements		Add one additional parking space on the North side and eliminate the one on the East and South parking areas.	L	L	L	\$ 1,000.00	12/31/2020			
1.39	City Hall	Parking	Signage		Place and "arrow" on the sign indicating direction to accessible entrance or replace with new signage	L	L	L	\$ 200.00	12/31/2020			
2.8	City Hall	Level 2	Vertical clearance	Stairs to level 3 open slope does not have 80 inch clearance	Extend planter barrier to point where vertical clearance will be attained	M	M	M	\$ 1,200.00	12/31/2020			
2.3	City Hall	Elevator	Elevator audible Signals	No audible signals indicating when car passes a floor or when stopping	Install Audible signals	M	M	M	\$ 1,500.00	12/31/2020			
2.31	City Hall	Elevator	Tactile Star	Tactile Star indicates Level 1 as the main entry, level 2 is the main accessible entry.	Remove the Tactile Star from Level 1 button and door jams and place at Level 2	H	H	H	\$ 250.00	12/31/2020			
2.38	City Hall	Interior	Signs	Finance and IT department signs are not located correctly. Council Chambers do not have a sign. In the stairwell the area of refuge "Push for Help" signs are blocked by stand pipe hose connection. Level 3, conference rm. 317 sign is on door needs moved to wall. Level 4 conference rm. 424 signs are on door need moved to wall. Engineering dept. sign to high.	Place signs in correct locations.	M	M	M	\$ 500.00	12/31/2020			
2.52	City Hall	Seating in Assembly Areas	Seating	No designated handicap seating spaces in Council Chambers and conference rooms where public meetings are held	Designate seating	M	M	M	\$ 200.00	12/31/2020			
2.75	City Hall	Service	Signs	No sign indicating handicap accessible at payment counter	Add sign	L	L	L	\$ 100.00	12/31/2020			
3.12	City Hall	Toilet Rooms	Entrance	Men's & women's rooms on level 1 door closes to fast. Women's room on level 2 door closes to fast	Adjust closer	M	M	M	\$ 100.00	12/31/2020			

City of Crossville Transition Plan

MEADOW PARK LAKE - 1437 CITY LAKE ROAD

Reference #	Location		Deficiency		Correction		Criteria			Finalized Actions			
	Facility Name	Area	Description	Barrier	Recommended Correction	Priority (High, Med, Low)	Public Access (High, Med, Low)	Frequency of Use (High, Med, Low)	Approximate Cost to Correct	Approximated Date of Correction	Final Correction	Date of Correction	Final Cost
MPL-1	MPL Office Bldg.	Entrance	Prior to 1998 the existing office, marine, concession that was constructed somewhere in the late 40's early 50' was originally a managers private quarters with a store/office in the front. There is a steep grade from parking to the covered porch that is lower than the main entrance door. The second facility entrance has a steep down to a small stoop with 4 more steps onto concrete then grass slope.	There is no ramp into the office from the porch entrance. Once inside maneuverability is almost non-existent for a wheelchair if there are other customers. Counters are higher than 3inches. All but one interior doorway is 36" wide however there is little to no maneuverability between furniture and doorways or around corners. Bathroom is unaccessible.	<p>Temporary (1) Install a ramp from porch entrance to inner office. Provide curbside service.</p> <p>Permanent (2) Relocate Park Office site and build an ADA accessible park office with restroom facilities for the public.</p>	High	High	High	(1) 500,000 (2) 80,000	February 2019 2025			
MPL-2	MPL Office/Marina	Parking	Parking for boat launching, boat slip rental dock, fishing dock, small shelter, rental boats, bait shop/concession & park office	Accessible parking does not exist due to the sites steep grade and lot size. Not enough parking spaces for the number of activities in this small area.	(1) Install two parking spaces off the side of the boat ramp for ADA access to boat slip docks. (2) Redesign the parking lot to make accessible parking for the boat launch, boat slip and marina/park office. Must include one accessible space each for van, vehicle and boat trailer parking. (3) Recycle the small lake side shelter into a marina kiosk for bait shop and boat rentals.	High	High	High	\$ 20,000.00	2020			
MPL-3	Picnic Area	Parking Entrance	Open Area with picnic tables.	Accessible parking or accessible walkway does not exist.	More parking and accessible routes to tables need to be established. Additional picnic sites with grills.	Med.	High	Med. Due to access	\$ 5,000.00	2020			
MPL-4	Shelter # 1 (Original)	Parking Entrance	Original Shelter	Not easily accessible and parking to far away. No ADA parking or entrance to shelter. Cooking area to close to shelter. Water not located next to the cooking area.	Add parking (ADA) Area needs some leveling and walkway added for easy and clean access.	High	High	High	\$ 2,500.00	2019			
MPL-5	Play Area	Entrance	Children's play area 5-12 yrs. of age	Entrance to play area	Install sidewalk to play area from shelter and parking area.	High	High	High	\$ 2,000.00	2019			

City of Crossville Transition Plan

Reference #	Location		Deficiency		Correction		Criteria				Finalized Actions		
	Facility Name	Area	Description	Barrier	Recommended Correction	Priority (High, Med, Low)	Public Access (High, Med, Low)	Frequency of Use (High, Med, Low)	Approximate Cost to Correct	Approximated Date of Correction	Final Correction	Date of Correction	Final Cost
	Catoosa Office	Parking	All accessible Parking	No lines.	Paint lines.	M	H	H	\$ 500.00	12/1/2020			
	Catoosa Office	Parking	All accessible Parking	No Signs	Purchase Signs	M	H	H	\$200.00	12/1/2020			
	Catoosa Office	Entry	Main Entrance	Door is hard to open.	Install automatic opener	M	H	M	\$1,500.00	12/1/2020			
	Catoosa Office	Entry	Main Entrance	Threshold is to high	Install new threshold	M	H	M	\$200.00	12/1/2020			
	Catoosa Office	Office	Access to services	No signs marking accessible office.	Install signs	M	M	H	\$200.00	12/1/2020			
	Catoosa Office	Restroom	Access to restrooms	No signs	Install signs	M	M	M	\$100.00	12/1/2020			
	Catoosa Office	Restroom	Access to sink and toilet	Not enough space between the toilet and sink	Remodel restroom	M	M	M	\$10,000.00	12/1/2020			
	Catoosa Office	Restroom	Access to restrooms	Door knob	Change to door handle	M	M	M	\$50.00	12/1/2020			
	Catoosa Office	All	Everything	ADA Compliance	Build a new facility	M	M	M	\$250,000.00	12/1/2020			

* BUILDING NOT OWNED BY CITY OF CROSSVILLE; BUILDING IS LEASED

City of Crossville Transition Plan

CENTENNIAL RECREATION PARK - INDUSTRIAL BLVD

Reference #	Location		Deficiency		Barrier	Correction		Criteria				Finalized Actions	
	Facility Name	Area	Description	Barrier		Recommended Correction	Priority (High, Med, Low)	Public Access (High, Med, Low)	Frequency of Use (High, Med, Low)	Approximate Cost to Correct	Approximated Date of Correction	Final Correction	Date of Correction
1.80	Park office	parking	slope to steep	none			L	H	M	unknown	unknown		
1.10	Park office	parking	sign low	post length			L	H	L	unknown	unknown		
1.42	Park office	entrance	clearance deficiency	boot cleaner & porch post			L	H	L	\$0.00	unknown		
1.44	Park office	entrance	door knob not compliant	round knob			M	H	H	\$100.00	1.11.2019		
1.46	Park office	entrance	door closer to fast	door closer			M	H	H	\$0.00	2/1/2019		
1.49	Park office	entrance	mat not secured	none			M	H	H	\$5.00	2/1/2019		
2.38	Park office	door signs	signage	none			L	H	L	\$25.00	unknown		
2.50	Park office	controls	light switch 1.5" high	none			L	H	L	\$100.00	none		
2.67	Park office	reception	depth	desk depth 4"			L	H	L	\$1,000.00	unknown		
2.80	Park office	reception	depth	desk depth 4"			L	H	L	\$1,000.00	unknown		
3.50	Park office	restrooms	signage	none			L	L	L	\$25.00	unknown		
3.70	Park office	restrooms	hall width	wall			L	L	L	\$10,000.00	unknown		
3.20	Park office	restrooms	coat hook	height			L	L	L	\$0.00	unknown		
3.22	Park office	restrooms	no access under sink	cabinet			L	L	L	\$300.00	unknown		
3.24	Park office	restrooms	sink height & depth	cabinet			L	L	L	\$300.00	unknown		
3.25	Park office	restrooms	sink height & depth	cabinet			L	L	L	\$300.00	unknown		
3.26	Park office	restrooms	pipes insulated	none			L	L	L	\$50.00	2/1/2019		
3.28	Park office	restrooms	soap dispensers	none			L	L	L	\$0.00	unknown		
3.29	Park office	restrooms	towel dispenser	none			L	L	L	\$0.00	unknown		
3.30	Park office	restrooms	toilet to far from wall	no wall			L	L	L	\$500.00	unknown		
3.31	Park office	restrooms	no hand bars	no wall			L	L	L	\$500.00	unknown		
3.32	Park office	restrooms	toilet height	toilet height			L	L	L	\$300.00	unknown		
3.33	Park office	restrooms	grab bars	none present			L	L	L	\$500.00	unknown		
3.37	Park office	restrooms	flush control	wrong side of toilet			L	L	L	\$150.00	unknown		
3.4	Tiny Turner	restrooms	accessible route	none			M	H	H	\$10,000.00	unknown		
3.5	Tiny Turner	restrooms	signage	none			M	H	H	\$25.00	unknown		
3.7	Tiny Turner	restrooms	entrance	approach clearance			M	H	H	\$10,000.00	unknown		
3.11	Tiny Turner	restrooms	door pressure	high pressure to open			M	H	H	\$0.00	2/1/2019		
3.12	Tiny Turner	restrooms	door pressure	closer time			M	H	H	\$0.00	2/1/2019		
3.19	Tiny Turner	restrooms	mirror height	none			L	H	H	\$0.00	unknown		
3.23	Tiny Turner	restrooms	sink height 1/2" over	none			L	H	H	\$0.00	unknown		
3.28	Tiny Turner	restrooms	soap dispensers	none			L	H	H	\$0.00	unknown		
3.33	Tiny Turner	restrooms	grab bar short	none			L	H	H	\$50.00	unknown		
3.34	Tiny Turner	restrooms	grab bar high	none			L	H	H	\$0.00	unknown		
3.37	Tiny Turner	restrooms	flush control	wrong side of toilet			L	L	L	\$150.00	unknown		
3.42	Tiny Turner	restrooms	18" clearance beside door latch	partition			L	H	H	\$750.00	unknown		

City of Crossville Transition Plan

STREET DEPARTMENT - PUBLIC WORKS FACILITY - 376 SPARTA HWY

Reference #	Location		Deficiency		Correction	Criteria					Finalized Actions			
	Facility Name	Area	Description	Barrier		Recommended Correction	Priority (High, Med, Low)	Public Access (High, Med, Low)	Frequency of Use (High, Med, Low)	Approximate Cost to Correct	Approximated Date of Correction	Final Correction	Date of Correction	Final Cost
1.70	STREET BLDG	PARKING	ACCESS AISLES	ACCESS AISLES ARE NOT MARKED	MARK ACCESS AISLES	L	L	L		12/31/2020				
1.10	STREET BLDG	PARKING	SIGNAGE	NO ACCESSIBILITY SIGNAGE	INSTALL SIGNAGE	L	L	L	\$ 25.00	12/31/2020				
1.46	STREET BLDG	ENTRANCE	DOOR CLOSER		ADJUST CLOSER	L	L	L	\$ -	12/1/2019	ADJUST CLOSER	10/1/2019	\$ -	
3.1-3.6	STREET BLDG	RESTROOM	ACCESSIBILITY	NO ACCESSIBILITY/SIGNAGE		L	L	L			RESTROOM NOT OPEN TO PUBLIC; RESTROOM WOULD HAVE TO BE RECONSTRUCTED TO BE COMPLIANT			

*STREET DEPARTMENT BUILDING IS NOT OPEN TO PUBLIC

*MAINTENANCE BUILDING IS NOT A PUBLIC BUILDING

City of Crossville Transition Plan

UTILITY MAINTENANCE BUILDING (UMB) - PUBLIC WORKS FACILITY - 376 SPARTA HWY

Reference #	Location		Description	Deficiency	Barrier	Correction		Criteria				Finalized Actions	
	Facility Name	Area				Recommended Correction	Priority (High, Med, Low)	Public Access (High, Med, Low)	Frequency of Use (High, Med, Low)	Approximate Cost to Correct	Approximated Date of Correction	Final Correction	Date of Correction
1.2-1.5	UMB # 1	Parking	Accessible Parking	Accessible parking isn't marked		Provide one parking space by painting accessible lines	Low	Low	Low	\$150.00	7/1/2023		
1.10, 1.11	UMB # 1	Parking	Accessible Parking	No parking		Install accessible parking sign	Low	Low	Low	\$200.00	7/1/2023		
2.43	UMB # 1	Interior	Door Knob	Twisting or the wrist to open		Change door knobs to lever handle	Low	Low	Low	\$90.00	7/1/2023		
2.69	UMB # 1	Benches	Bench	No bench		Install bench	Low	Low	Low	\$100.00	7/1/2023		
3.5	UMB # 1	Toilet Room	Toilet room Symbol of accessibility	No sign		Install unisex signs with tactile	Low	Low	Low	\$25.00	7/1/2023		
3.26	UMB # 1	Lavatories	Lavatory protection against contact	No protection for pipes		Install cover panel	Low	Low	Low	\$100.00	7/1/2023		
3.30, 3.31	UMB # 1	Water Closet	Water closet clearances	No possible way to change size		None	Low	Low	Low	N/A	N/A		
3.24	UMB # 1	Lavatories	Lavatory	Lavatory is 1/2" above max from floor		Lower lavatories	Low	Low	Low	\$75.00	7/1/2023		
3.19	UMB # 1	Toilet Room	Mirrors	Mirrors to high from floor		Lower mirror or replace	Low	Low	Low	\$40.00	7/1/2023		
3.20	UMB # 1	Toilet Room	Coat hooks	Coat hooks are to high		Lower hooks	Low	Low	Low	\$10.00	7/1/2023		
3.33	UMB # 1	Toilet Room	Grab bars	No grab bars		Install grab bars	Low	Low	Low	\$300.00	7/1/2023		
3.32	UMB # 1	Water closet	Water closet height	Water closet to low		Replace water closets	Low	Low	Low	\$350.00	7/1/2023		
3.33, 3.34	UMB # 1	Water closet	Grab bars	No grab bars		Install grab bars	Low	Low	Low	\$300.00	7/1/2023		
3.38	UMB # 1	Water closet	Toilet paper dispensers	Wrong area		Install/move to ADA specs.	Low	Low	Low	\$30.00	7/1/2023		
3.47, 3.49, 4.2, 4.6, 4.7, 4.9	UMB # 1	Toilet Stalls	Toilet stall area	No possible way to change size		None	Low	Low	Low	N/A	N/A		
1.2 thru 1.5	UMB # 2	Parking	Accessible parking	Old stule fountain want work to ADA specs.		Replace fountain	Low	Low	Low	\$400.00	7/1/2023		
1.10, 1.11	UMB # 2	Parking	Accessible parking	Accessible parking isn't marked		Provide one parking space by painting accessible lines	Low	Low	Low	\$150.00	7/1/2023		
2.43, 3.9	UMB # 2	Restroom door	Door knob	No sign		Install accessible parking sign	Low	Low	Low	\$200.00	7/1/2023		
3.26	UMB # 2	Lavatories	Lavatory protection against contact	Twisting of the wrist to open		Change door knobs to lever handles	Low	Low	Low	\$45.00	7/1/2023		
3.27	UMB # 2	Lavatories	Lavatory faucet	No protection for pipes		Install cover handle	Low	Low	Low	\$100.00	7/1/2023		
3.29	UMB # 2	Hand dryers	Hand toilet dispenser	Have to twist handle to turn on		Replace knobs with lever handles	Low	Low	Low	\$100.00	7/1/2023		
3.30	UMB # 2	Water closet	Water closet	To high from floor		Lower to ADA specs.	Low	Low	Low	\$20.00	7/1/2023		
				Not close enough to partition		Move partition wall or add to	Low	Low	Low	\$200.00	7/1/2023		

3.32	UMB # 2	Water closet	Water closet	Water closet to low	Replace water closet	Low	Low	Low	\$300.00	7/1/2023		
3.33, 3.34	UMB # 2	Water closet	Grab bars	No grab bar	Install grab bars	Low	Low	Low	\$300.00	7/1/2023		
3.19	UMB # 2	Toilet room	Mirrors	Mirrors to high from floor	Lower mirrors	Low	Low	Low	\$40.00	7/1/2023		
3.2, 3.5	UMB # 2	Toilet room	Unisex restroom signs	No tactile sign	Install tactile sign	Low	Low	Low	\$50.00	7/1/2023		
3.31, 3.47, 3.49	UMB # 2	Toilet rooms	Water closet clearances	Stalls are to small for area	Would have to restructure room	Low	Low	Low	\$2,500.00	7/1/2023		

*UTILITY MAINTENANCE ARE NOT PUBLIC BUILDINGS

City of Crossville Transition Plan

HOLIDAY HILLS WATER TREATMENT PLANT - 105 HOLIDAY DRIVE

Reference #	Location		Deficiency		Correction	Criteria					Finalized Actions		
	Facility Name	Area	Description	Barrier		Recommended Correction	Priority (High, Med, Low)	Public Access (High, Med, Low)	Frequency of Use (High, Med, Low)	Approximate Cost to Correct	Approximated Date of Correction	Final Correction	Date of Correction
1.4	HOLIDAY HILLS WTP	PARKING	ACCESSIBLE PARKING	NO ACCESS LINES	INSTALL ACCESS LINES/STRIPED	M	L	L	\$ 600.00	12/31/2019	STREET DEPT PAINTED ACCESS LINES	10/21/2019	\$ -
1.39	HOLIDAY HILLS WTP	PARKING	ACCESSIBLE PARKING	NO SIGNAGE	INSTALL SIGNS FOR ACCESSIBILITY/ASSISTANCE	M	L	L	\$ 100.00	12/31/2019	INSTALLED ACCESSIBILITY SIGNAGE	10/21/2019	\$ 170.00

*HOLIDAY HILLS TREATMENT PLANT IS NOT OPEN TO PUBLIC

City of Crossville Transition Plan

MEADOW PARK WATER TREATMENT PLANT - 963 CITY LAKE ROAD

Location			Deficiency		Correction			Criteria				Finalized Actions	
Reference #	Facility Name	Area	Description	Barrier	Recommended Correction	Priority (High, Med, Low)	Public Access (High, Med, Low)	Frequency of Use (High, Med, Low)	Approximate Cost to Correct	Approximated Date of Correction	Final Correction	Date of Correction	Final Cost
1.2	MEADOW PARK WTP	PARKING	ACCESSIBLE PARKING	NO ACCESS LINES	INSTALL ACCESS LINES/STRIPED	M	L	L	\$ 600.00	12/31/2019	STREET DEPT PAINTED ACCESS LINES	10/21/2019	\$ -
1.10	MEADOW PARK WTP	PARKING	ACCESSIBLE PARKING	NO SIGNAGE	INSTALL SIGNS FOR ACCESSIBILITY/ASSISTANCE	M	L	L	\$ 100.00	12/31/2019	INSTALLED ACCESSIBILITY SIGNAGE	10/21/2019	\$ 135.00

*MEADOW PARK TREATMENT PLANT IS NOT OPEN TO PUBLIC

**City of Crossville Transition Plan
City Sidewalks and Intersections**

Reference #	Street/Intersection Name	Sidewalk Location	Width (ft)	Length (ft)	Approximated % Non-Compliant	Estimated footage to Rebuild	HC Ramps	Tactile Surface	Score Lines	Approximate Date to Correct
100-A	Riverview Drive	West Side	4	2,323	5%	110	N	N	Y	
100-B	Riverview Drive	East Side	4	2,323						
101-A	Pinewood Drive	South	4	861			N	N	Y	
102-A	Livingston Road	North	4	823			N	N	Y	
102-B	Livingston Road	South	5	173			N	N	Y	
103-A	Oak Grove	North	4' 6"				N	N	Y	
103-B	Oak Grove	South	4' 6"	308			N	N	Y	
104-A	Obed Street									
105-A	Livingston @ Elmore	South	5	88			N	N	Y	
106-A	Old Jamestown next to 127 South		4	812			Y	Y	Y	
107-A	Goodwin Circle	North		367			N	N	Y	
107-B	Goodwin Circle	South	5	1,591			N	N	Y	
108-A	Magnolia Street		5	215						
109-A	Elmore Lane		N/A	N/A						
110-A	Underwood Court		5	700						
111-A	Heather Ridge Circle		N/A	N/A						
112-A	Kates Korner		4' 8"	815			Y	N	Y	
113-A	Mitchell Blvd.		N/A	N/A			Y	Y	Y	
114-A	Ledford Drive		N/A	N/A			Y	Y	Y	
115-A	Cother Street	South Side	4	267	10%		N	N	Y	
116-A	Burnett Street	South	12' 6"	40			N	N	Y	
116-B	Burnett Street		6	45			N	N	Y	
117-A	Webb Avenue	West Side	5	2,675	2%		Y	Y	Y	
118-A	Braun Street		5	100	50%	75	N	N	Y	
118-B	Braun Street		5	30			N	N	Y	
119-A	Neecham Street		4	439			N	N	Y	
120-A	Taylor Street	South	5	391						

166-B	Sparta Drive	South	5	84							Y	Y	Y	
167-A	Main Street	West	5	7,077							Y	Y	Y	
167-B	Main Street	East	5	7,206							N	Y	Y	
168-A	Genesis Road		3	1,489							N	Y	Y	
169-A	Peavine Road	East	5	1,694							Y	Y	Y	
169-B	Peavine Road	West	5	1,977							Y	Y	Y	
170-A	Miller By-Pass	North	5	481							N	N	Y	
170-B	Miller By-Pass	South	3	489							N	N	Y	
171-A	Walker		5	103							N	N	Y	
172-A	Primrose		5	183							N	N	Y	
173-A	Violet		5	130							N	N	Y	
174-A	Ester		5	113							N	N	Y	
175-A	East Fifth	North	8	86							N	N	N	
175-B	East Fifth	South	5	176							N	N	Y	

**Building/Property
ADA Compliance Evaluation**

Maintenance Hanger	2409 Sparta Highway	Crossville Memorial Airport	
Terminal Building	2409 Sparta Highway	Crossville Memorial Airport	
T Hangers	2409 Sparta Highway	Crossville Memorial Airport	

Catoosa Utility Office Building	5581 Plateau Road	Catoosa	Johnson
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City Hall	392 N Main Street	Codes Dept	Thurman
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Depot	169 N Main Street	Leisure Services	Medley
Caboose	169 N Main Street	Leisure Services	Medley
Amphitheater	29 Division Street	Leisure Services	Medley

Fire Station 1	141 Henry Street	Fire Department	Turner/South
Fire Station 2	540 Industrial Blvd	Fire Department	Turner/South

Meadow Park Lake facilities	City Lake Road	Meadow Park	Potter
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Palace Theatre	72 S Main Street	Palace	Hill
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Centennial Park	837 Industrial Blvd	Leisure Services/Parks and R	Medley
Garrison Splash Pad/Park		Leisure Services/Parks and R	Medley
Duer Soccer Complex		Leisure Services/Parks and R	Medley

Police Department	115 Henry Street	Police Department	Kendrick
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Public Works Office Building	376 Sparta Highway	Public Works	Powell
Snodgrass Building	308 Thurman Avenue		Powell

Treatment Plant Building/Offices	Holiday Drive	Veolia/Wastewater	Kerley
	City Lake Road		Kerley

APPENDIX
B

APPENDIX
C

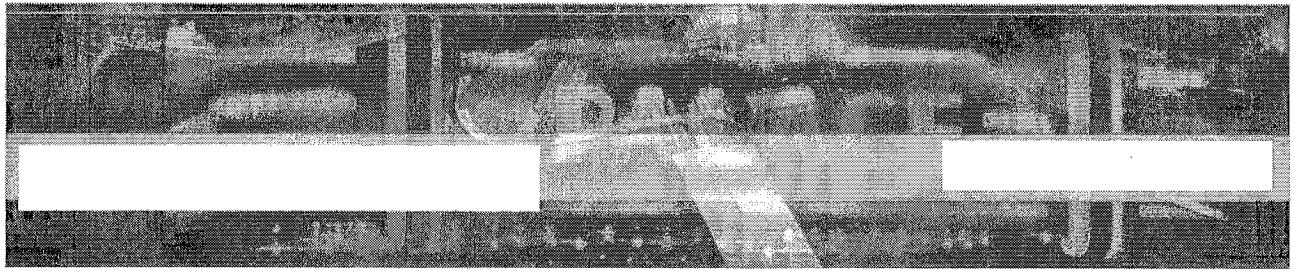
The City of Crossville Human Resources Manager is assigned as the Crossville ADA Coordinator. The office of the Human Resources Manager will be located inside Crossville City Hall.

Crossville City Hall
392 North Main Street
Crossville, TN 38555
PH. (931) 484-5113

Current Human Resources Manager designated as ADA Coordinator:

Leah Crockett
392 North Main Street
Crossville, TN 38555
PH. (931) 456-5681
FAX (931) 456-1343

APPENDIX
D



Live

- [Meeting Calendar](#)
- [Cemetery Search](#)
- [Utility Billing](#)
- [Horizon Initiative](#)
- [Applications and Permits](#)
-

Work

- [City Manager Reports](#)
- [City Clerk](#)
- [Bids](#)
- [Engineering and Planning](#)
- [Codes Enforcement](#)

Play

- [Walking-Hiking Trails](#)
- [Parks and Recreation](#)
- [Calendar of Events](#)
- [Area Golf Courses](#)
- [Palace Theatre](#)

Events

The Events Calendar is updated regularly with meetings for each department. Check out what is going on within the Crossville Government.

Human Resources

The Department of Human Resources is responsible for the development, interpretation and coordination of policies and procedures for Human Resources and administrative functions of the City. This includes but is not limited to: administrative tasks, pay practices, training and development, employee benefits; staffing employment, discipline, compliance, legal issues and other related functions and activities. The Human Resources Director ensures the maintenance and legal management of all city employment records and other records as necessary. This department is responsible for providing professional advice to management on city policies and procedures, state and Federal Law and regulations, and any other areas that relate to Human Resources activities including but not limited to: EEO, Family Medical Leave, and HIPPA. Ensures that all local, state and federal laws, regulations and guidelines are complied with and keeps abreast of developments in the Human Resources field and employment law.

All applications for employment with the City of Crossville are taken through the Department of Labor Career Center and only when there is a position open. All open positions are advertised on the City's website, the Crossville Chronicle and posted with the Department of Labor.

The City of Crossville is an EEO/Affirmative action employer and does not discriminate on the basis of race, age, sex, religion, color, disability or national origin.

Leah Crockett
Human Resources Director

ADA Coordinator

Title VI Coordinator

Office - 931-456-5681
Fax - 931-456-1343
info@crossvilletn.gov

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CITY OF CROSSVILLE TITLE VI POLICY STATEMENT

The City of Crossville assures that no person shall on the grounds of race, color, national origin, sex or creed as provided by TITLE VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), and the Section 520 of the Airport and Airway Improvement Act of 1982 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. Any time communities may be impacted by programs or activities, every effort will be made to involve their leaders and the general public in the decision making process. Awards of contracting, concessionaires, and leases are made without regard to race, color, national origin, sex or creed.

The City of Crossville requires Title VI assurances from each tenant, contractor and concessionaire providing an activity, service or facility under lease; contract or franchise through the City. The City of Crossville also requires that such tenants, contractors and concessionaires require Title VI assurances of their subcontractors.

The Human Resources Administrator is designated as the Title VI Coordinator and, as such, is responsible for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by 49 CFR 21.

Any individual(s) who believe they have been discriminated against under Title VI of the Civil Rights Act should contact Leah Crockett, Human Resources Administrator, who serves as the Title VI Coordinator, at (931) 456-5681 or 392 North Main Street, Crossville, Tennessee.

ADA (Americans with Disabilities Act) GRIEVANCE PROCEDURE

The Americans with Disabilities Act is a comprehensive piece of Federal legislation that provides disabled individuals legal protection from discrimination in a broad range of public sector activities.

a) This grievance procedure provides adequate and fair means by which disabled individuals may convey concerns to City of Crossville officials regarding encountered barriers.

b) This grievance procedure applies to all disabled individuals who are: participants in City of Crossville programs and services; City of Crossville employees; and/or prospective City of Crossville employees. A grievance is defined as any matter of concern or dissatisfaction arising from a condition which limits a disabled individual's participation in City of Crossville activities, programs, services and/or employment.

c) Every disabled individual shall have the right to present a grievance in accordance with these procedures, with or without a representative, free from interference, coercion, restraint, discrimination, penalty or reprisal.

d) Any and all grievances and/or complaints shall be submitted to the office of the ADA Coordinator. The documentation shall include:

1. The name, address and telephone number of the complainant
2. The names, addresses and telephone numbers of associated witnesses;
3. A narrative and/or statement, in sufficient detail including date and time of the incident to fully define and explain the alleged violation of the ADA regulations;
4. A narrative and/or statement, in sufficient detail, identifying proposed recommendations, from the complainant's viewpoint, to adequately resolve the alleged violation; and
5. Any other written information or documentation to more fully explain or identify the alleged violation.

(i) If the grievance is not covered under ADA, the Coordinator shall document the reason(s) why it is not covered and will notify the individual presenting the grievance. Notification shall be made not later than thirty (30) workdays following the filing date of the grievance. This thirty (30) day period may be extended upon the approval of the complainant and the ADA Coordinator in instances where investigation or research requires additional time for proper grievance or complaint consideration.

(ii) If the grievance is covered under ADA, the Coordinator shall notify the appropriate department and plan remedial action, if any. The plan of action shall include components required by ADA including a timetable and the name of the individual in charge of the action. The individual who presented the grievance shall be notified of the plan. Notification shall be made no later than thirty (30) workdays following the filing date of the grievance. This thirty (30) day period may be extended upon the approval of the complainant and the ADA Coordinator in instances where investigation or research requires additional time for proper grievance or complaint consideration.

e) All documentation, records and reports will be retained for a minimum of three (3) years and shall be held by the ADA Coordinator. The records will be subject to review by the grievant, the City Manager and open to the public.

f) The existence of the grievance procedure does not preclude any individual from pursuing any other remedies available under the law.

The ADA Coordinator is: Leah Crockett 392 N. Main Street Crossville, TN 38555 Phone: (931) 456-5681 leah.crockett@crossvilletn.gov



Quick Search:

ADA

Search

TOC

ADA Compatible View

Document

Search

Results

Print

- Tennessee
 - Crossville, TN Code of Ordinances
 - CITY OF CROSSVILLE, TENNESSEE CODE O
 - CITY OFFICIALS OF CROSSVILLE, TENNESS
 - ADOPTING ORDINANCES
 - CHARTER OF THE CITY OF CROSSVILLE, TE
 - TITLE 1: GENERAL ADMINISTRATION
 - TITLE 2: BOARDS, COMMISSIONS AND THE
 - TITLE 3: MUNICIPAL COURT
 - TITLE 4: MUNICIPAL PERSONNEL
 - TITLE 5: MUNICIPAL FINANCE AND TAXATI
 - TITLE 6: LAW ENFORCEMENT
 - TITLE 7: FIRE PROTECTION AND FIREWOR
 - TITLE 8: ALCOHOLIC BEVERAGES
 - TITLE 9: BUSINESS, PEDDLERS, SOLICITOF
 - TITLE 10: ANIMAL CONTROL
 - TITLE 11: MUNICIPAL OFFENSES
 - TITLE 12: BUILDING, UTILITY CODES AND
 - CHAPTER 1: BUILDING CODE
 - CHAPTER 2: RESIDENTIAL CODE
 - CHAPTER 3: EXISTING BUILDING CODE
 - CHAPTER 4: PROPERTY MAINTENANCE (
 - CHAPTER 5: ACCESSIBILITY CODE
 - CHAPTER 6: PLUMBING CODE
 - CHAPTER 7: ENERGY CONSERVATION C
 - CHAPTER 8: MOVING BUILDINGS
 - CHAPTER 9: FUEL GAS CODE
 - CHAPTER 10: MECHANICAL CODE
 - CHAPTER 11: MUNICIPAL ADMINISTRAT
 - TITLE 13: PROPERTY MAINTENANCE REGU
 - TITLE 14: ZONING AND LAND USE CONTRC
 - TITLE 15: MOTOR VEHICLES, TRAFFIC AND
 - TITLE 16: STREETS AND SIDEWALKS
 - TITLE 17: REFUSE AND TRASH DISPOSAL
 - TITLE 18: WATER AND SEWERS
 - TITLE 19: ELECTRICITY AND GAS
 - TITLE 20: MISCELLANEOUS
 - PARALLEL REFERENCES

Start Over Prev Doc Next Doc Prev Match Ne

Crossville, TN Code of Ordinances

TITLE 12: BUILDING, UTILITY CODES AND THE LIKE

CHAPTER 5: ACCESSIBILITY CODE

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Section

12-501 Accessibility Code adopted

12-502 Available in Clerk's office

Editor's note:

Copies of this code (and any amendments) may be purchased from the North Carolina Building Code Council and North Carolina Department of Insurance, Post Office Box 26387, Raleigh, NC 27611.

Statutory reference:

Tennessee Public Buildings Accessibility Act, see T.C.A. §§ 68-120-201 et seq.

§ 12-501 ACCESSIBILITY CODE ADOPTED.

Pursuant to authority granted by T.C.A. §§ 6-54-501 through 6-54-506, and for the purpose of regulating the design and construction of public buildings to make them usable and accessible to persons with disabilities, the 2010 ADA Standards for Accessible Design is hereby adopted and incorporated by reference as a part of this code, and is hereinafter referred to as the "Accessibility Code".

(Ord. 1490, passed 9-24-2015)

APPENDIX
E

ADA Grievance Procedure – City of Crossville

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- c) Every disabled individual shall have the right to present a grievance in accordance with these procedures, with or without a representative, free from interference, coercion, restraint, discrimination, penalty or reprisal.
- d) Any and all grievances and/or complaints shall be submitted to the office of the ADA Coordinator. The documentation shall include:
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The ADA Coordinator is:

Leah Crockett

392 N. Main Street

Crossville, TN 38555

Phone: (931) 456-5681

leah.crockett@crossvilletn.gov

APPENDIX F



ADA Self Certification

This is to certify that I am an official authorized to act behalf of the Agency shown below. It is to further certify that our agency met all requirements of ADA Self-Evaluation and Transition Plan attributes to ensure compliance with Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

***Certified by
Mayor***

Name	Title	Signature	Date
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Agency Name

Street

City	County	Zip Code
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Official in charge of implementing Transition Plan

Name	Title
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Phone Number	E-mail Address
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ADA Coordinator

Name	Title
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Phone Number	E-mail Address
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ADA Grievance Procedure

The ADA Grievance Procedure is published at (web address, public notices, etc.)

Please provide a digital file, web link or hard copy of your agencies completed ADA Transition plan to TDOT, Long Range Planning Division, Office of Community Transportation James K. Polk Building, Suite 900, 505 Deaderick Street, Nashville TN 37243

Tennessee Department of Transportation, Roadway Design Division, ADA Office 615-741-4984