

TOWN
OF
CALICO ROCK

ADA
Transition Plan

September 17, 2012

Table of Contents

<u>Statement/Mission</u>	<u>1</u>
<u>Non-Discrimination Notice</u>	<u>1</u>
<u>Designation of an ADA Coordinator</u>	<u>2</u>
<u>Grievance Procedure</u>	<u>3</u>
<u>Design Standards for Sidewalks</u>	<u>4</u>
<u>Public Involvement Opportunities</u>	<u>4</u>
<u>Inventory</u>	<u>5</u>
<u>Assessment Procedures</u>	<u>11</u>
<u>Funding & Schedule</u>	<u>13</u>
<u>Review & Evaluation</u>	<u>13</u>
Appendix A	
Appendix B	
Appendix C	
Appendix D	

Statement/Mission

In 1990, the Federal Government enacted the Americans with Disabilities Act ("ADA"). The Town of Calico Rock recognizes its legal obligation to comply with Title II of the ADA and hereby establishes a transition plan to ensure compliance of this federal law, rules and regulations. Therefore Town of Calico Rock will identify barriers that exist and state how and when the barriers are to be removed by providing a means to address complaints of discrimination, by encouraging public input to assess, address and meet access needs, and by establishing periodic reviews of the plan to monitor progress and compliance. The purpose of the Plan is to ensure that the citizens of Town of Calico Rock are provided full access to the Town of Calico Rock programs, services and activities in a timely manner. The Town of Calico Rock elected officials and staff believe the ability to accommodate disabled persons is essential to good customer service, the quality of life Town of Calico Rock residents seek to enjoy and to effective governance. Title II of the ADA requires that each of the Town of Calico Rock services, programs and activities, when viewed in their entirety, be readily accessible and usable by individuals with disabilities.

Non-Discrimination Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Calico Rock will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Town of Calico Rock does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: Town of Calico Rock will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Town of Calico Rock programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Town of Calico Rock will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. For example, individuals with service animals are welcome in Town of Calico Rock offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Calico Rock, should contact Michael O'Malley (at 260-555-1234 or michaelomalley@calicorock.tp) as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Town of Calico Rock to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Town of Calico Rock is not accessible to persons with disabilities should be directed to Michael O'Malley (at 260-555-1234 or michaelomalley@calicorock.tp).

Town of Calico Rock will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Designation of an ADA Coordinator

Pursuant to Resolution 12-15 adopted on the (date)day of (month), 2012, by the Town of Calico Rock the position of ADA Coordinator for the Town of Calico Rock was created. The following individual was appointed to serve in such capacity:

Michael O'Malley
ADA Coordinator

Michael O'Malley holds such position concurrently with his position as the personnel director in the Clerk's Office and is responsible for overseeing compliance with the ADA.

Michael O'Malley
123 Main Street, Room 102
Calico Rock, IN 44444
260-555-1234
michaelomalley@calicorock.tp

**Town of Calico Rock, Indiana
Grievance Procedure under
The Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of Calico Rock. The Town of Calico Rock Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Michael O'Malley
123 Main Street, Room 102
Calico Rock, IN 44444
260-555-1234
michaelomalley@calicorock.tp

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

If the response by Michael O'Malley or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Town Council or designee.

Within 15 calendar days after receipt of the appeal, the Town Council or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Town Council or designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Michael O'Malley or his designee, appeals to the Town Council or designee, and responses from these two offices will be retained by the Town of Calico Rock for at least three years.

Design Standards-Sidewalks

Sidewalks: Sidewalk and curbs constructed as part of planned development, sidewalk and curbs replaced by or for DeKalb County, or sidewalk and curbs replaced by or for a property owner through a DeKalb County match funding program shall be constructed in accordance with the most current PROWAG (Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way) regulations and standards.

Buildings: Any DeKalb County owned buildings that are constructed, remodeled or updated shall be constructed in accordance with the most current ADAAG (Accessibility Guidelines for Buildings and Facilities) regulations and standards.

Public Involvement Opportunities

The general public is encouraged to participate in identifying needs or barriers to accessibility. This may be done by contacting the ADA Coordinator.

Michael O'Malley
123 Main Street, Room 102

Calico Rock, IN 44444
260-555-1234
michaelomalley@calicorock.tp

A draft of the Town of Calico Rock Transition Plan will be available on the website from October 1st to October 31st, 2012 for the public comment period. The Transition Plan will also be available in the following Town of Calico Rock offices for viewing:

Calico Rock Public Library, 527 Maple Street
Calico Rock Town Square Office, 123 Main Street, Room 102
Calico Rock YMCA, 2538 Park Street
Calico Rock Council on Aging, 918 Kentucky Avenue
Calico Rock Elementary, Middle School & High School, Principal's Office

Anyone that would like to comment on the Transition Plan can submit their comments in these offices or can contact the ADA Coordinator.

After the Town of Calico Rock Transition Plan has been adopted it will be posted on the Town of Calico Rock website. It will also be available in the following Town of Calico Rock offices for viewing:

Calico Rock Public Library, 527 Maple Street
Calico Rock Town Square Office, 123 Main Street, Room 102

Inventory

Sidewalks: In an effort to remove barriers to streets and sidewalks, the Town of Calico Rock has inventoried all curbs and sidewalks within the Town of Calico Rock's jurisdiction. The inventory procedure is intended to identify a comprehensive list or inventory of all curbs and sidewalks in the Town of Calico Rock jurisdiction that are not ADA compliant. This is composed of an effort to both fully inventory all of the infrastructure that is present and then to identify those items in the system which are not compliant with ADA requirements.

The Town of Calico Rock has developed its inventory of the existing system in five steps:

Step 1: Aerial Maps

Aerial maps of Town of Calico Rock were used to map the locations on the system that include sidewalks and/or curbs. In addition, Town of Calico Rock staff assisted in this process to assure sidewalks and curbs were not missed.

Step 2: Field Evaluation and Inventory

Once the system of sidewalks and curbs had been mapped, a field investigation of each was completed to measure and/or evaluate the following characteristics of each segment of sidewalk and curb.

The following attributes were to be collected for sidewalks and ramps.

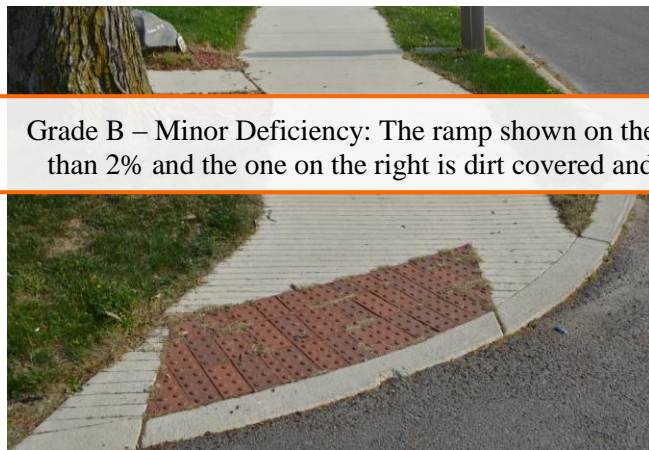
- Measured width
- Cross slope observation (2% maximum)
- Heaving
- Continuity
- Joint condition
- Ramp width
- Ramp slope
- Ramp turning space
- Ramp clear space
- Detectable warnings

The above items were considered and a summary “Condition Rating” was given as follows:

- A – ADA Compliant, no concerns (green)
- B – Minor problem noted, but no immediate needs (orange)
- C – One major problem or multiple minor problems, needs some attention (yellow)
- D – Multiple major problems, possibly impassible for wheelchairs (pink)
- F – Broken, impassable by wheelchairs, difficult for pedestrians (red)

Examples of sidewalk and ramp ratings are provided on the following pages.

Examples of Curb Ramp Grade Ratings



Grade B – Minor Deficiency: The ramp shown on the left has a cross slope greater than 2% and the one on the right is dirt covered and has no detectable warning.

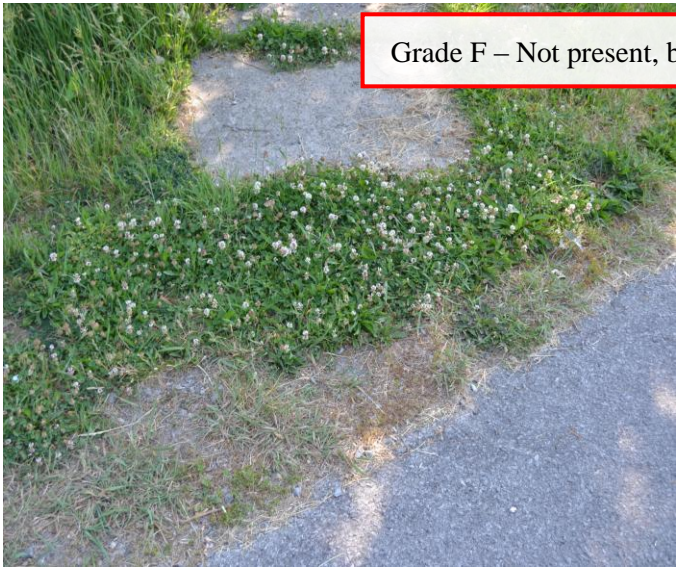


Grade C – Major Deficiency: The ramp shown here is too narrow, doesn't have a detectable warning, and has a joint displacement.

Grade D – Multiple Major Deficiencies: The ramps shown here are too narrow, they have joint displacements, bad cross slopes, and no detectable warnings.



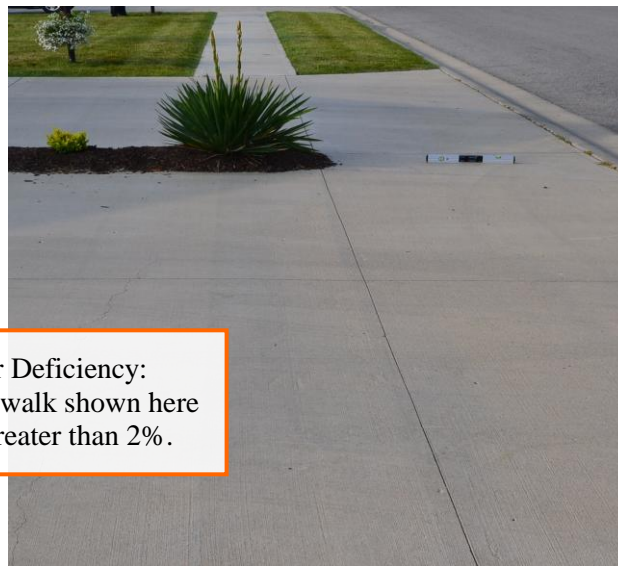
Grade F – Not present, broken, and/or impassable.



Examples of Sidewalk Grade Ratings



Grade A – Complies with all standards.



Grade B – Minor Deficiency:
For instance, the sidewalk shown here
has a cross slope greater than 2%.



Grade C – Major Deficiency: For instance, the sidewalk shown here is too narrow and has joint displacements making it complicated to navigate by wheelchair, though still passable for someone walking.



Grade D – Multiple Major Deficiencies: For instance, the sidewalks shown here are too narrow, they have joint displacements, rough/cracked surfaces, and gaps making it likely impassable by wheelchair, though a fit walker could still navigate the sidewalk.



Grade F – Not present, broken, and/or impassable.

Currently there are 17 ramps in Town of Calico Rock. The number of non-compliant ramps is 17. Of the 17 non-compliant ramps, 2 are rated a B, 2 are rated a C, 1 is rated a D, and 12 are rated a F.

Currently there are 8 sidewalks in Town of Calico Rock. The number of non-compliant sidewalks is 6. Of the 6 non-compliant sidewalks, 1 is rated a B, 2 are rated a C, 2 are rated a D, and 1 is rated a F.

Step 3: Preparation of a Map of Compliant and Non-Compliant features

A map has been produced that identifies all the sidewalks and ramps and their rating. The map can sort by sidewalks or ramps.

Step 4: Request for Review and Public Input

As part of the Transition Planning process, the map prepared in Step 3 will be made available for comment. The map will be posted on the Town of Calico Rock website and on display at the following locations Calico Rock:

Public Library, 527 Maple Street

Calico Rock Town Square Office, 123 Main Street, Room 102

The comment period will be from October 1st to October 31st , 2012.

Step 5: Update of the Inventory

After receiving input from the public review and staff the inventory will be updated as needed. This will provide a comprehensive list of the needs that exist in the system.

Appendix A contains the data collected at the sidewalks and ramps. The appendix also has the maps of the sidewalks and ramps.

Assessment Procedures

The assessment procedure is intended to establish the relative importance or priority of the various obstacles that are identified in the Inventory Phase.

This procedure will use four different evaluation factors. Each factor will have a score, with higher values indicating greater importance. Scores are

then to be totaled to assist in the identification of which facilities are highest in priority.

Condition of Sidewalk or Ramp

- 1 point = Rating of B
- 2 points = Rating of C
- 3 points = Rating of D or F

Vicinity of Pedestrian Destinations

Pedestrian Destination includes commercial businesses, schools, parks, government buildings/offices, libraries, churches

- 0 point = nothing nearby
- 1 point = within 1 block of pedestrian destination
- 2 points = within 1 block of multiple pedestrian destination
- 3 points = adjacent to a park, school, government building or library

Public Interest

- 0 point = no comments
- 1 point = multiple public comments received
- 2 points = subject of a formal ADA grievance filing

Local Priority

This is intended to be a local decision-makers tool to provide emphasis to a specific need based on a special concern, especially one of public safety, anticipated heavy pedestrian traffic, or special site condition.

- 0 point = no special concerns noted at or near location
- 1 point = some special concern exists at or near location
- 2 points = special local emphasis exists at or near location

By totaling these factors, the highest score achievable would be 10, with the lowest being at least a 1. Each obstacle identified in the Inventory phase will be evaluated under this procedure. A total score for each need can thus be provided, with higher scores revealing higher priority repairs and improvements.

Appendix B contains the results of the evaluation of the sidewalks and ramps.

Inventory

Buildings: Calico Rock owns a limited number of properties. These facilities are as follows:

- 1) **Calico Rock Town Hall**, 123 Main Street
- 2) **Calico Rock Jail**, 215 5th Street
- 3) **Calico Rock Annex Building**, 331 Union Street
- 4) **Calico Rock Street Department Building**, 406 Monroe Street

A self-evaluation/assessment of each of the Calico Rock's physical facilities will be conducted by June 30, 2013, if not sooner. The ADAAG standards will be used to evaluate and collect the data on the buildings. The data that is collected will be included in the update of the Transition Plan.

Funding & Scheduling

Town of Calico Rock will use the following funding sources, Capital Improvements fund, to repair, modify or reconstruct sidewalk and ramps. Town of Calico Rock intends to spend \$10,000 annually to repair, modify or reconstruct sidewalk and ramps to meet current ADA standards.

Review & Evaluation

In January of each year the Town Council will meet with the ADA Coordinator to review the Town of Calico Rock efforts put forth the previous year to comply with the ADA and the implementation of the Transition Plan. At this time an update to the Transition Plan will be done. This shall include any adjustment to the number of sidewalks and ramps that are non-compliant, any changes to funding sources and changes to the schedule, if needed. The Town Council and ADA Coordinator shall review the prioritization of repairs, modifications or replacement of sidewalks and curbs for the upcoming year. At this time they will also determine the

number of sidewalks and curbs that can be brought into compliance with ADA standards (if different than previously stated in Transition Plan).

The review and evaluation will continue each January until all sidewalks and ramps are ADA compliant and the Transition Plan is completed.

Appendix A

Ramps			
Calico Rock	Grade	Location	Description
1 H	F	Maple St & East St	No ramp
2 A	F	Maple St & East St	No ramp
2 H	F	Maple St & East St	No ramp
3 A	F	Main St & Cherry St	No ramp
3 H	F	Main St & Cherry St	No ramp
4 A	F	Main St & 3rd St	No ramp
4 H	F	Main St & 3rd St	No ramp
5 A	C	Maple St & Market St	level change
5 B	C	Maple St & Market St	level change
5 H	F	Maple St & Market St	No ramp
6 B	B	Market St & Plank St	Good, no DW
6 C	B	Market St & Plank St	Good, no DW
7 B	F	Market St & Walnut St	No ramp
7 C	D	Market St & Walnut St	slope 10%, no DW, water collects at base of ramp
8 C	F	Market St & West St	No ramp
9 B	F	Cherry St & Kentucky Ave	No ramp
9 C	F	Cherry St & Kentucky Ave	No ramp

Poneto Ramps

Ramp Grade Other Map Features

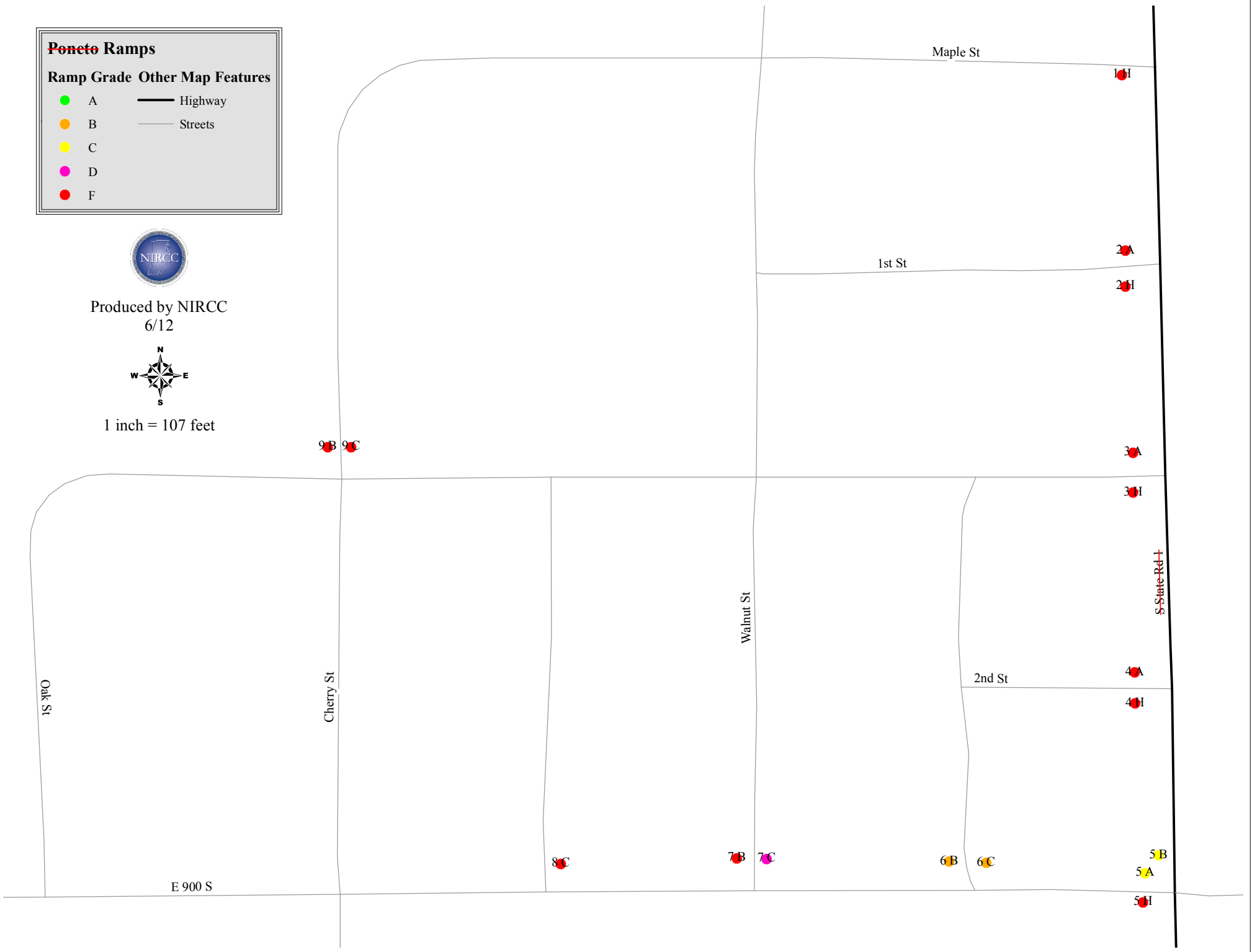
- A
 - B
 - C
 - D
 - F
- Highway
— Streets



Produced by NIRCC
6/12



1 inch = 107 feet



Oak St

Cherry St

Walnut St

Maple St

1st St

2nd St

E 900 S

S State Rd +

10I

2A

2H

3A

3H

4A

4H

5B

5A

5H

6B

6C

7B

7C








8C

9B

9C

Sidewalks			
Calico Rock	Grade	Location	Description
1 W	A	West side of Main St South of Market St	New sidewalk still taped off
2 N	C	North side of Market St from Main St to West St	width, minor heaving
2 S	C	South side of Market St from Main St to West St	width, cross slope, minor bump
3 S	B	South side of Market St from West St to End of Sidewalk	width
4 N	A	North side of Cherry St from End of Sidewalk to West St	Good
5 N	F	North side of Cherry St from West St to Main St	Heaving
6 W	D	West side of Main St from End of Sidewalk to Cherry St	width, cross slope, minor heaving
7 W	D	West side of West St from Market St to Cherry St	some heaving, level changes

Liberty City Sidewalks

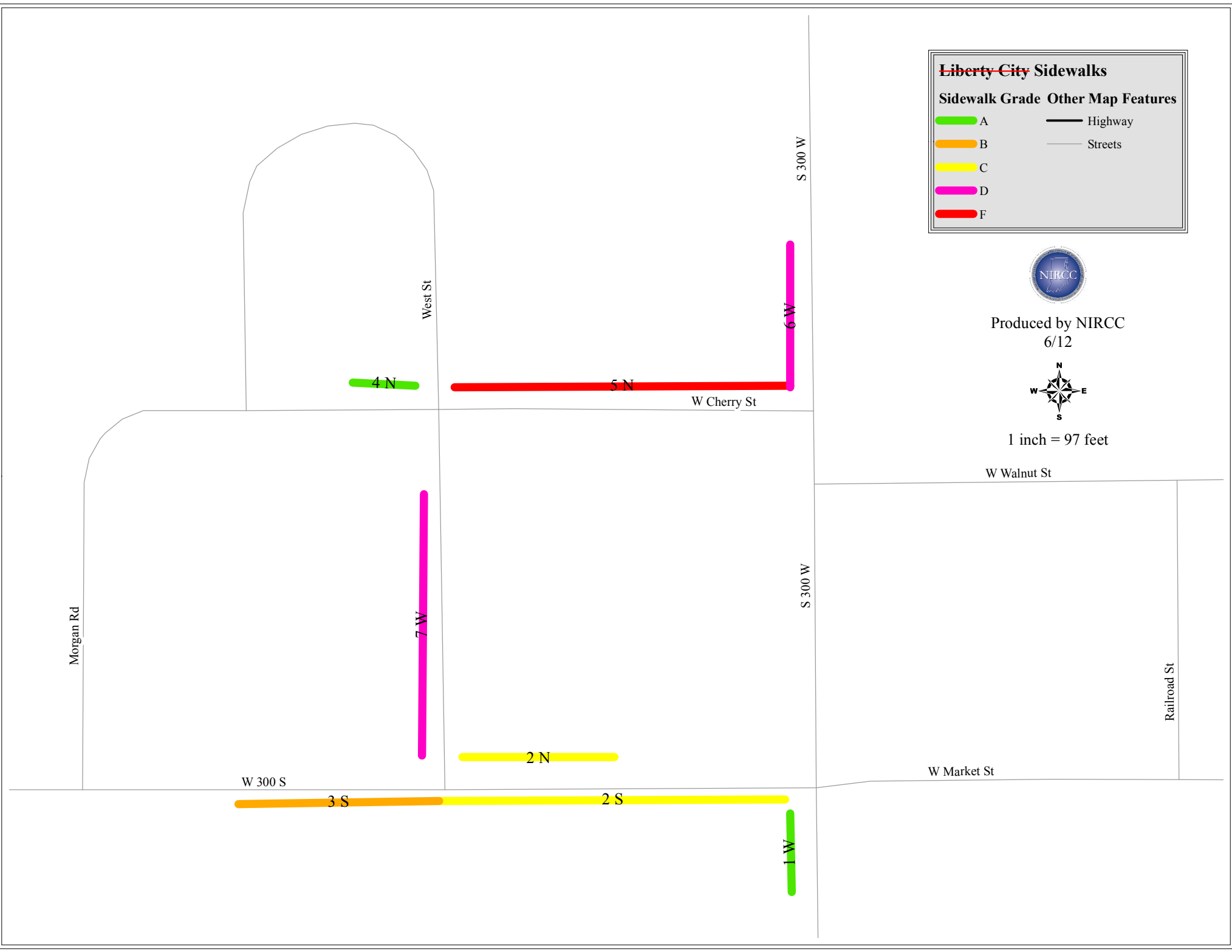
Sidewalk Grade	Other Map Features
 A	 Highway
 B	 Streets
 C	
 D	
 F	



Produced by NIRCC
6/12



1 inch = 97 feet



Appendix B

Calico Rock

Ramps		Assessment							Compliance Date
Calico Rock	Grade	Location	Description	Pts for Rating	Ped Destinations	Public Interest	Local Priority	Total	
1 H	F	Maple St & East St	No ramp	3	0			3	
2 A	F	Maple St & East St	No ramp	3	0			3	
2 H	F	Maple St & East St	No ramp	3	0			3	
3 A	F	Maple St & East St	No ramp	3	0			3	
3 H	F	Main St & Maple St	No ramp	3	0			3	
4 A	F	Main St & Alley	No ramp	3	0			3	
4 H	F	Main St & Alley	No ramp	3	0			3	
5 A	C	Main St & Alley	level change	2	3			5	
5 B	C	Main St & Alley	level change	2	3			5	
5 H	F	West St & Market St	No ramp	3	0			3	
6 B	B	Market St & Alley E/o Walnut St	Good, no DW	1	3			4	
6 C	B	Market St & Alley E/o Walnut St	Good, no DW	1	3			4	
7 B	F	Market St & Walnut St	No ramp	3	0			3	
7 C	D	Market St & Walnut St	No ramp	3	0			3	
8 C	F	Market St & Alley W/o Walnut St	No ramp	1	0			1	
9 B	F	Cherry St & Cherry St	No ramp	1	0			1	
9 C	F	Cherry St & Cherry St	No ramp	1	0			1	

Calico Rock

Sidewalks		Assessment							Compliance Date
Calico Rock	Grade	Location	Description	Pts for Rating	Ped Destinations	Public Interest	Local Priority	Total	
1 W	A	West side of Main St South of Market St	New sidewalk still taped off	0	3			3	
2 N	C	North side of Market St from Main St to West St	width, minor heaving	2	3			5	
2 S	C	South side of Market St from Main St to West St	width, cross slope, minor bump	2	3			5	
3 S	B	South side of Market St from West St to End of Sidewalk	width	1	0			1	
4 N	A	North side of Cherry St from End of Sidewalk to West St	Good	0	1			1	
5 N	F	North side of Cherry St from West St to Main St	Heaving	3	1			4	
6 W	D	West side of Main St from End of Sidewalk to Cherry St	width, cross slope, minor heaving	1	1			2	
7 W	D	West side of West St from Market St to Cherry St	some heaving, level changes	1	0			1	

Appendix C

ADA GRIEVANCE PROCEDURE - TOWN OF CALICO ROCK

GRIEVANCE FORM

COMPLAINANT INFORMATION:	
Name:	
Address:	
Daytime Phone:	
Email:	
LOCATION INFORMATION	
Address (If Known):	
Location Description:	
NATURE OF GRIEVANCE	
Sidewalk, Ramp:	
Crosswalk, Pedestrian Signal:	
Building Access:	
Programming:	
Other:	
Describe the Grievance/Complaint/Problem:	
Date of Incident, If Applicable:	
FOR LOCAL/ADA COORDINATOR USE ONLY	
Town Representative Preparing the Form if not by Complainant and Date Complaint Received:	
Date Received by Department Head, If Appl.:	
Date Received by ADA Coordinator:	
Date of Initial Contact:	
Date of Meeting or Site Visit:	
Date Assigned to Department Head/Who:	
Date Returned from Department:	
Date ADA Coordinator's Decision Mailed:	
Date Appeal Received by Council:	
Date First on Town Council Agenda:	
Date Town Council Decision:	
Date Council Decision Mailed:	

Appendix D

RESOLUTION 2012-xx

**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF CALICO ROCK, INDIANA
ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA)
ACCESSIBILITY GUIDELINES FOR STANDARDS FOR ACCESSIBLE DESIGN
AND
GUIDELINES FOR PEDESTRIAN FACILITIES IN THE PUBLIC RIGHT-OF-WAY**

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, Title II of the ADA requires that municipalities adopt the Americans with Disabilities Standards for Accessible Design (ADAAG) that provide accessibility, through proposed structural modifications to remove accessibility barriers; and

WHEREAS, Title II of the ADA recommends that municipalities adopt the Americans with Disabilities Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) that provide accessibility, through proposed structural modifications to remove accessibility barriers; and

WHEREAS, the United States Department of Justice recently modified the ADA Standards for Accessible Design (ADAAG) and the Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) in 2010 and 2011, respectively; and

WHEREAS, the Town of Calico Rock remains committed to the ADA and the elimination of barriers to public facilities; and

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Calico Rock hereby adopts the 2010 Americans with Disabilities (ADA) Standards for Accessible Design (ADAAG) and the 2011 Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) and will adhere to any future revisions.

PASSED and ADOPTED by the Town Council of Calico Rock, Indiana on the 18th day of September, 2012,

Calico Rock Town Council:

XXXX XXXXX, President

XXXX XXXXX

XXXX XXXXX

XXXX XXXXX

XXXX XXXXX