

AMERICANS WITH
DISABILITIES ACT (ADA)
TRANSITION PLAN



City of Alton, Illinois
Fall 2013 Update

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ADA Coordinator
Mayor’s Office
City Clerk’s Office
City Treasurer’s Office
Public Works Department
Building and Zoning
Parks and Recreation
Police Department
Fire Department
Personnel/Civil Service
City Comptroller’s Office
IMPACT CIL Representatives

<http://www.alton-il.com/ada>

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Introduction

In accordance with the Americans with Disabilities Act (ADA), this document shall serve as the City of Alton's Transition Plan. Included are results of a self-evaluation that addresses barriers within City programs and facilities.

The development of this Plan has occurred with the assistance of several individuals and organizations throughout the community. The City of Alton's ADA Coordinator will coordinate all aspects of ADA compliance. Any comments, additions, or suggestions about this plan may be directed to the ADA Coordinator:

Matthew H. Asselmeier, MPA, AICP
Mayor's Office
101 E Third ST
Alton, Illinois 62002
618-463-3500, Extension 3
618-463-0025 (TDD)

This Transition Plan will continuously be updated. A public hearing regarding the contents of the plan will be held on a yearly basis. Notice of the public hearing will be given at least two (2) weeks in advance of the hearing. Any comments, suggestions or additions to the plan may be addressed to the City's ADA Coordinator throughout the year.

Grievance Procedure

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, employment, or benefits by the City of Alton, Illinois.

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 designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Matthew H. Asselmeier
ADA Coordinator
101 E Third Street
Alton, Illinois 62002

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

If the response by the ADA Coordinator or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within fifteen (15) calendar days after receipt of the response to the Mayor or his designee.

Within fifteen (15) calendar days after receipt of the appeal, the Mayor or his designee shall schedule a time to meet with the complainant to discuss the complaint and possible resolutions. Within (15) calendar days after the scheduled meeting, the Mayor or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

A copy of this Grievance Procedure can be obtained at Alton City Hall or by visiting the ADA page of the City's website at <http://www.alton-il.com/ada>.

Public Meetings

The ADA Committee of the City of Alton met on February 7, 2013, March 5, 2013, and August 8, 2013. The approved minutes of these meetings are on file in the City Clerk's Office.

In addition to these meetings, a thirty (30) day public comment period was held between August 14, 2013, and September 13, 2013. Open houses occurred at the offices of IMPACT CIL on August 20, 2013, and Alton City Hall on September 4, 2013. A public hearing before the Alton City Council occurred September 25, 2013. Comments received during the comment period, open houses, and public hearing are on file in the City Clerk's Office.

In addition to these comments, the City of Alton is constantly reviewing this Transition Plan. Please contact the City's ADA coordinator to offer suggested changes to this Transition Plan.

Acknowledgments

In preparing the 2013 Transition Plan, the City of Alton modeled its Plan using the October 2011 Transition Plan of the City of Springfield, Illinois, the ADA Transition Plan 2013 Update of the City of Urbana, Illinois, the City of Naperville (Illinois) ADA Transition Plan 2012 Update, the City of Emeryville, California 2008-2010 ADA Transition Plan, and checklists provided by the Institute for Human Centered Design, <http://www.adachecklist.org>.

ADA Recommendations – Self Evaluation

City Policies

The City of Alton shall work with IMPACT to create a list of interpreters for public meetings held by the City of Alton. The City Clerk's Office shall be the keeper of the master list. Copies of the list shall be distributed to every commission and committee chair and secretary for reference. The City Clerk's Office shall prepare the initial list within one (1) month of adopting this Transition Plan and shall update the list at least once per year.

The standing agendas and notices for all public meetings of the City of Alton shall be amended to add the phrase, "If prospective attendees require an interpreter or other accommodations, please contact the Alton City Clerk's Office at 618-463-3522 no later than 48 hours prior to the commencement of the meeting to arrange the accommodations." This amendment shall be made immediately.

The City of Alton shall create policies for responding to requests for interpreters and for generating documents in alternative formats (i.e. Braille). This policy shall include instructions for City staff on how to process such requests and the reasons denial may be given. In the event that the City of Alton must deny a request for an interpreter, the reasons for this denial shall be stated in writing. This policy shall be adopted within one (1) month of the adoption of this Transition Plan.

Personnel

Employees of the City of Alton that deal with the public as part of the normal duties of their job shall be trained on how to process requests for interpreters, including requests for documents in alternative formats, and how to work any equipment associated with the such requests. The ADA Coordinator, working with the Personnel Director, shall be responsible for creating this training. Due to the range of duties performed by employees of the City of Alton, the research and preparation for the training shall start immediately after the adoption of this Transition Plan. Each employee that is subject to the training requirements shall be trained initially within one (1) year of the adoption of this Transition Plan. Training shall be held annually for all employees subject to this requirement on an annual basis.

The Police and Fire Departments already receive training on as it relates to their respective fields and ADA. Therefore, this training shall continue and be held annually after the adoption of this Transition Plan.

All certificates of completion by employees required to complete training shall be on file in the Personnel Office.

The Personnel Director shall create accommodation criteria for current employees, prospective employees, and applicants for employment with the City of Alton. This criteria shall be adopted within one (1) year of the adoption of this Transition Plan.

City Buildings

In researching for this Transition Plan, the City identified forty-five (45) publicly owned buildings, parks, and parking lots. These properties are as follows:

1. City Hall
2. Police Department
3. Fire Station 1
4. Fire Station 2
5. Public Works Building
6. Foresters Shed
7. Police Department Training Building
8. Sewer Treatment Plant
9. Barth Memorial Park
10. Dormann Square
11. Muensterman Pavilion at Gordon Moore
12. Shelters at Gordon Moore
13. Three Concession Stands at Gordon Moore
14. Bath House at Gordon Moore
15. Bath House at Tennis Courts at Gordon Moore
16. Rose Garden at Gordon Moore
17. Baseball/Soccer Fields at Gordon Moore
18. Pump House at Gordon Moore
19. Heartland Prairie at Gordon Moore
20. Oriental Garden Moore
21. Haskell House
22. Hellrung Park
23. James H. Killion Park at Salu
24. Lincoln-Douglas Square
25. Milton Park
26. North Side Park
27. Olin Park
28. Piasa Park
29. Riverfront Park
30. Amphitheater
31. Riverview Park
32. Alton Marina
33. Rock Springs Park
34. New Building at Rock Springs Park
35. Russell Commons
36. Club House at Rock Springs Golf Course
37. Club House at Spencer T.
38. Building at the Landfill

39. Walkway Between Buildings at Saint Clare's
40. Catholic Charities Building at 3512 McArthur
41. Alton CVB at 200 Piasa
42. Bill Simon's Building at 459A E Broadway
43. Greater Alton CDC at the Former Bank Building on Ridge
44. Parking Lots Downtown
45. Parking Lot at Arboretum

In addition to the above listed properties, the City also owns several vacant structures and undeveloped lots that are not open to the public. Evaluations of these properties for compliance shall occur when development or rehabilitation occurs.

The ADA Coordinator, working with appropriate department heads, shall evaluate all of the properties listed previously and outline any defects that exist in these facilities. All properties shall be evaluated within three (3) years of the adoption of this Transition Plan, with priority given to those buildings that are open to the public for City business on a daily basis. For information on Parks, please see the Parks Section of this Transition Plan.

The Alton Fire Department shall create emergency evacuation plans for all City-owned facilities. These plans shall include evacuation information for persons with disabilities. A diagram for escape routes shall be prominently displayed in each facility and made available in alternative formats upon request. These plans shall be in place within one (1) of the adoption of this Transition Plan.

Any public facilities created after the adoption of this Transition Plan shall be compliant with all aspects of the Americans With Disabilities Act and will be inspected for compliance prior to opening to the general public.

City Hall Evaluation

City Hall was evaluated by City Staff and representatives from IMPACT in 2013 and identified the following items for correction:

Outside Approach and Entrance Barriers:

The front entrance stairs should have a yellow stripe at the top for the visually impaired

There should be a directional sign for location of the outside ramp to City Hall

The accessible spaces in the parking lot should be striped with yellow paint and include the appropriate fine signage

Access to Goods & Services:

Lower the counter in the Mayor's Office

The City Clerk and Treasurer counters are too high and are remedied by use of a clip board. It is recommended that a small table also be used for more workspace.

All accessible toilet rooms must be marked with the international sign for accessibility.

The doors to the Comptroller's Office are singularly too narrow. It is recommended that a call button be used because an opener button cannot be used for architectural reasons.

The above recommendations shall be implemented within one (1) year of the adoption of the Transition Plan. The City Clerk, working with the Public Works Department on the parking lot, shall be responsible for implementing the above recommendations.

Donald E. Sandidage Law Enforcement Center Evaluation

The Donald E. Sandidage Law Enforcement Center was evaluated by City Staff and representatives from IMPACT also evaluated in 2013 and identified the following items for correction:

Outside Approach and Entrance Barriers:

It was noted that the sidewalk entrance used for jail visitors does not include a curb ramp. A curb ramp is available by the front entrance to the Police Department and there is a continuous sidewalk from the ramp to the visitors' entrance.

The rear parking lot on the upper level is primarily used for employee entrance. This lot does not include disabled parking. Possible remedy would include adding two accessible parking spaces. Because this parking lot is used for employees only and because there are no handicapped employees presently at the Police Department, the Police Department will change the necessary parking spaces to handicapped spaces as the need arises.

The main entrance to Police Station Lobby door is too heavy. All exterior doors should require only eight pound five pounds (8.5 lbs) of pressure to open. The Police Department shall adjust the door within six (6) months of the adoption of this Transition Plan.

Lobby Barriers:

Public seating for individuals who use wheelchairs was not available. Removing one to two current benches would provide adequate space for wheelchair seating. The Police Department shall implement this recommendation within one (1) month of the adoption of this Transition Plan.

A computer table and computer provided for general public use. Since the intended use is for the general public, this table must be available to individuals in wheelchairs. The installation of a desk or the lowering of the computer table shall occur within six (6) months of the adoption of this Transition Plan.

The lobby lacked appropriate signage for services. The Police Department shall install appropriate signage within six (6) months of the adoption of this Transition Plan.

Circuit Court Room:

The approach to the Judge's Bench is not accessible. This is remedied by program access changes, bringing the Judge's Bench to the front where it was explained the witnesses also sit. However this is a readily achievable barrier that could be remedied in the future with the provision of a ramp. A ramp shall be installed when the need arises.

Toilet Rooms:

Some toilet rooms had signage hidden from view due to architectural design. The Police Department shall install appropriate signage within six (6) months of the adoption of this Transition Plan.

All toilet room entrance doors appeared heavy. The Police Department shall adjust the door within six (6) months of the adoption of this Transition Plan.

All soap dispensers appeared out of reach for persons using a wheelchair. The soap dispensers shall be moved to the front of the sink area within six (6) months of the adoption of this Transition Plan.

Toilet rooms in the community room area need the pipes under the sink wrapped and covered. All pipes under sinks will be wrapped within one (1) year of the adoption of this Transition Plan.

Be mindful of the free space requirement in the accessible toilet rooms in the locker room areas on the upper floor.

The locker room accessible shower uses an accessible shower pan. Given this area has the available free space to create a roll in shower, it is recommended, when changes are made to this locker room area, a roll in shower should be considered.

Parks and Recreation General

The Alton Parks and Recreation Department shall work with IMPACT to create a list of interpreters for public events held within the parks of the City of Alton. The Alton Parks and Recreation Department shall be the keeper of the master list. Copies of the list shall be distributed to the Alton City Clerk's Office and any individuals or companies organizing public events within the parks of the City of Alton. The Parks and Recreation Department shall prepare the initial list within one (1) month of adopting this Transition Plan and shall update the list at least once per year.

The Alton Parks and Recreation Department shall adopt a policy that, when a public event is held in the parks of the City of Alton, the Parks and Recreation Department shall publicize that prospective attendees requiring an interpreter or other accommodations should contact the Parks and Recreation Department within 48 hours of the public event to arrange accommodations. The policy shall state explicitly that the cost of the interpreter(s) shall not be borne by the requesting party. If a denial of a request for an interpreter occurs, the reasons for denial shall be stated in writing. This policy shall be adopted within one (1) month of the adoption of this Transition Plan.

Parks Evaluation

The following parks and park facilities were evaluated for compliance with ADA. Any defects discovered are also noted. The Parks and Recreation Department is responsible resolving any defects:

The Foresters Shed was evaluated in 2007. The following defects were identified. Unless otherwise noted, the defects shall be remedied within two (2) years of the adoption of this Transition Plan:

Bathroom:

Door knob should be accessible

Mirror should be lowered

Doorways:

Threshold for doorways should be accessible

Garage Door Button:

Button should be lowered

Barth Memorial Park, Hellrung Park, Lincoln-Douglas Square, Olin Park, Piasa Park, Riverfront Park, the Alton Amphitheater, and Russell Commons Park were evaluated in 2013 and are in compliance with ADA.

Dormann Square was evaluated in 2013. Accessible parking, with appropriate signage, and a handicapped accessible ramp shall be installed within five (5) years of the adoption of this Transition Plan.

Haskell House was evaluated in 2013. A ramp and van accessible parking shall be installed within five (5) years of the adoption of this Transition Plan.

James H. Killion Park at Salu was evaluated in 2013. Sidewalks issues and accessibility issues at the shelter shall be resolved within five (5) years of the adoption of this Transition Plan.

Milton Park was evaluated in 2013. The play areas and parking lots shall be brought into compliance with ADA within five (5) years of the adoption of this Transition Plan.

North Side Park was evaluated in 2013. The play areas and parking lots shall be brought into compliance with ADA within five (5) years of the adoption of this Transition Plan.

The Eunice Smith Arboretum was evaluated in 2013. The parking lot and appropriate signage shall be brought into compliance and installed within five (5) years of the adoption of this Transition Plan.

Riverview Park was evaluated in 2013. The sidewalk, restrooms, and parking issues shall be resolved within five (5) years of the adoption of this Transition Plan. In addition, pictures of the bandstand shall also be installed during the same time frame.

Rock Spring Park was evaluated in 2007. The following defects were identified. Unless otherwise noted, the defects shall be remedied within four (4) years of the adoption of this Transition Plan. Ownership issues involving the Tennis Area shall be remedied as soon as possible:

Golf Course and Club House:

- Bench should be accessible

- Bench should be on accessible route

- Ball washer should be on accessible route

- Trash can should be on accessible route

Throughout Park:

50% of picnic tables in each location should be accessible

Grills should be on accessible route

Trash cans should be on an accessible route

Accessible path should be free of large cracks and accessible

Parking lot surfaces should be accessible

Parking lots should have accessible spots (This recommendation shall be implemented within five (5) years of the adoption of this Transition Plan.)

Parking lots should have accessible signage

Pavilions should be on an accessible route

Playground should be on an accessible route

Tennis Area:

Parking lot should be striped for accessible spots

Parking lot should have accessible signage

Parking lot should have accessible route to sidewalk

Benches should be accessible

Benches should be on accessible route

Ball Fields:

Team benches should be accessible

Team benches should be on accessible route

Trash cans should be on an accessible route

Picnic Areas:

Picnic areas should be on an accessible route

Golf course building:

Picnic area should be accessible

Water fountain should be accessible

Coffee area should be lowered for accessible purposes

Counter should be lowered for accessible purposes

Suggestion box should be lowered for accessible purposes

Tables should be accessible

Bathrooms in building:

Bathroom doorways should be wider for accessible purposes

Accessible stall toilet should be lowered

Accessible stalls should have handrails that are accessible

Soap dispenser should be lowered

Light switch should be lowered

Door knobs should be accessible

Mirrors should be lowered for accessible purposes

Accessible urinal should be lowered

Concessions in Building:

Kitchen counter should be lowered for accessible purposes

Sink faucet in kitchen should be accessible

New Cell Tower Building:

This building is off limits to everyone except City staff. This building shall be made compliant with ADA when the need arises.

Gordon Moore Park was evaluated in 2007. Unless otherwise noted, the defects listed shall be remedied within five (5) years of the adoption of this Transition Plan.

General:

Parking lot should have van spot (This will be resolved within one (1) year of the adoption of this Transition Plan.)

Sidewalks should be smooth and accessible

Concession 1:

Benches should be accessible

Lip on concrete pad should be accessible; it is too big

Serving window should be lowered for accessible purposes (Because this is a brick building, staff shall make appropriate accommodations when serving customers with special needs. This recommendation shall be effective immediately upon the adoption of this Transition Plan.)

Bathrooms at Concession 1:

Threshold into bathrooms should be accessible; there is a one inch (1") lip

Door handle should be accessible

Accessible stall toilet should be higher for accessible purposes

Accessible urinal should be lowered for accessible purposes

Pipes under sink should be covered

Accessible stall door should be self-closing

Accessible stall door should be wider

Accessible stall should have handrail along the back wall of the toilet

Concession 2:

Serving window should be lowered for accessible purposes

Water fountain should be lowered for accessible purposes

South Picnic Area:

Pavilion 4, 5, and 6 should be on an accessible route

Playground should be on accessible route

Benches should be on accessible route

Handrails are highly advised on route to walkway over lake

Playground area:

Toddler park/Animal park should be on an accessible route

Benches should be accessible

Benches should be on an accessible route

Parking lot should have 1 van accessible spot

Parking lot should have 1 van accessible signage (This will be resolved within one (1) year of the adoption of this Transition Plan.)

Bathrooms:

Accessible stall should have self-closing door

Pipes under accessible sink should be covered

Accessible stall door width should be wider

Door handle should be accessible

Accessible urinal should be lowered for accessible purposes

Playground:

Bench should be accessible

Bench should be on an accessible route

Water fountains should be accessible

Ball Fields:

Team benches should be accessible

Team benches should be on an accessible route

Route to fields should be accessible

Water fountains should be accessible

Hosta Garden:

Bench should be accessible

Bench should be on accessible route

Diamond 5 Hopkins:

Concession serving window should be lowered for accessible purposes (Because this is a brick building, staff shall make appropriate accommodations when

serving customers with special needs. This recommendation shall be effective immediately upon the adoption of this Transition Plan.)

Water fountain should be accessible

Bronze sculpture should be on accessible route (This shall be removed within three (3) years of the adoption of this Transition Plan.)

Swing should be on accessible route

An accessible swing should be offered at location of gifted swing

Bathrooms at Diamond 5:

Pipes under accessible sink should be covered

Door handle should be accessible

Accessible stall coat hook should be lowered

Press box should be on accessible route

Simpson Tennis Complex Courts 1 and 2:

50% of picnic tables should be accessible

Benches should be accessible

Memorial benches should be accessible

Muenstermann:

Parking lot should have 1 van accessible parking sign (This will be resolved within one (1) year of the adoption of this Transition Plan.)

Benches should be accessible

Benches should be on an accessible route

Oriental Garden:

Benches should be accessible

Benches should be on accessible route

Nelson Miller Bridge and approach

Bathrooms:

- Door handles should be accessible
- Pipes under accessible sink should be covered
- Accessible stall should have self-closing door
- Accessible urinals should be lowered

Bath House:

- Door handle to umpire/locker room should be accessible

Pavilion 2:

- 50% of picnic tables should be accessible
- Water fountain should be accessible
- Route to pavilion should be accessible
- Benches should be accessible
- Benches should be on an accessible route
- Railing on pedestrian bridge should be accessible
- Gazebo seating should be accessible
- Grill should be on accessible route
- Benches should be accessible around flag

Golf Course Garage:

- Bathroom should be accessible
- Water fountain should be accessible
- Dry Erase board should be lowered for accessible purposes
- Phone should be accessible
- Time card machine and files should be lowered for accessible purposes
- Bulletin board should be lowered for accessible purposes

Rose Garden:

Staff of the Parks and Recreation Department shall assist any individual with special needs for viewing the Rose Garden. This recommendation shall be instituted immediately upon the adoption of this Transition Plan.

Pump House:

This facility is off limits to everyone except Parks and Recreation Department staff. If the need arises to bring the facility into compliance, the City will make all necessary alterations at that time.

Heartland Prairie:

An informational kiosk, with appropriate photos, shall be installed within one (1) year of the adoption of this Transition Plan.

Oriental Garden:

The Oriental Garden is in compliance with ADA.

Emergency Responders

A TTY shall be placed at each 911 Station and one for backup. A policy shall be prepared for the maintenance of TTYs and TTY-compatible equipment. This policy shall also include procedures for test calls. A policy shall also be prepared regarding training procedures for employees that use TTYs and TTY-compatible equipment. Training shall be mandatory for all employees that use TTYs and shall occur at least every six (6) months. The Police Department shall be responsible for implementing this recommendation and shall implement this recommendation within six (6) months of the adoption of this Transition Plan.

The Alton Fire Department shall establish written procedures to ensure that the input from persons with a variety of disabilities and organizations with expertise in disability issues are included in all phases of emergency planning. These plans shall include provisions for dealing with individuals that use wheelchairs or scooters, people who use medical equipment, and people with service animals. This recommendation shall be completed within six (6) months of the adoption of this Transition Plan.

The Alton Fire Department shall work with local service organizations and organizations that provide shelter and assistance in the event of an emergency to ensure that their facilities follow ADA Guidelines and that their staff is appropriately trained. This recommendation includes the creation of supply materials in alternative formats (i.e. Braille). This recommendation shall also apply to mass care shelters. This

recommendation shall be completed within six (6) months of the adoption of this Transition Plan.

The Alton Fire Department, working with the Alton Police Department, shall create voluntary, confidential registries of persons with disabilities who may need individualized notification, evacuation assistance, and/or transportation. These registries may follow the procedures of the Premise Alert Program. They shall establish procedures to ensure that the registries are voluntary, guarantee confidentiality to those who register, and include a process to periodically update the information contained in the registry. Outreach should explain the purpose of the registries, provide assurances of confidentiality, explain procedures for registering, and include procedures for people who, because of their disabilities, need assistance in registering. This recommendation shall be initiated within one (1) month of the adoption of this Transition Plan. A copy of the enrollment form is included with this Transition Plan as Attachment A.

The Alton Fire Department shall develop training instructions for staff, volunteers, and organizations that perform duties related to emergency notification, evacuation, transportation, the routing of people with disabilities and their families to shelters, and the shelters themselves. This recommendation shall be initiated within one (1) month of the adoption of this Transition Plan.

The Alton Fire Department has created and reviews emergency evacuation plans and strategies for all City-owned buildings that are open to the public. These plans shall have provisions for dealing with persons with disabilities. These plans will be reviewed on an annual basis.

Websites

Currently, six (6) websites are operated by the City of Alton. William Richard, of the Illinois Assistive Technology Program, evaluated the City's existing websites and presented the following recommendations:

<http://www.alton-il.com>

Header that shows a collage of pictures should be tagged.

Improve link access under the Departments and Media Pages

Clear templates of original links

Caption videos if possible

<http://www.altonpolice.com>

Fix the Facebook frame to read sub text after headings

Headings tags should be in content so blind can skip to content of page

All images should have an alt tag

Magnify text or allow text to be magnified

<http://www.riverfrontamphitheater.com>

Draft a paragraph that states basic instructions from main highway/interstates

Fix the event booking form

<http://www.altonmarina.com>

Tag the header image

Tag the slideshow images

Tag all images

<http://altonmunyband.org>

Fix the html code that appears on page

Add directions from main highway or interstate

<http://spencertolingolf.com>

Add a heading in the content area to allow visitors to skip navigation and go to main content

Make sure that all pages are accessible via keyboard

The ADA Coordinator shall create a committee represented by all parties that update City-owned and operated websites. This committee shall create policies and procedures governing the updating and layouts of City websites. This committee shall be created within three (3) months of the adoption of this Transition Plan. This committee shall also address the deficiencies listed previously within six (6) months of the adoption of this Transition Plan.

The ADA Coordinator will work with IMPACT and other organizations to periodically enlist people with a variety of disabilities to test City websites for accessibility and ease of use. This will be done on annual basis following the adoption of this Transition Plan.

Public Works

The Public Works Department shall survey the curbs, sidewalks, and rights-of-way in the City of Alton using the checklist in Attachment B. The Public Works Department shall be trained in GIS software to appropriately log the information collected. The Public Works Department shall initiate their surveys in Downtown Alton, Upper Alton, and North Alton. The Public Works Department shall complete their GIS training and survey of the above mentioned areas within one (1) year of the adoption of this Transition Plan.

The Public Works Department shall note any defects discovered in their survey and plans to remedy these defects will be incorporated in the 2014 update to this Transition Plan.

The Public Works Department shall ensure that all work done as part of the College Avenue Street Project, improvements completed at 12th and Alby Streets, patching completed on State Street between Cliff Street and Belleview Street, the North Rodgers Bridge Project, all patching projects in the right of way, and all repairs and alterations that occur to streets and sidewalks are brought into compliance. This recommendation shall be completed as each project is undertaken.

The City of Alton has received a complaint of ADA violations regarding the sidewalk and curb ramps located on Piasa Street near its intersection with 3rd Street. The City is working with its engineers to develop a remedy to bring the area into compliance. The Public Works Department, working with the Illinois Department of Transportation, shall bring this area into compliance with ADA within one (1) year of the adoption of this Transition Plan.

The Public Works Department shall implement written policies and procedures to ensure that newly constructed and altered pedestrian crossings are accessible from this point forward. This recommendation shall be completed within six (6) months of the adoption of this Transition Plan.

The Public Works Department shall implement written policies and procedures to ensure that, whenever streets, roads, and highways are altered or resurfaced, curb ramps are installed at pedestrian crossings. This recommendation shall be completed within six (6) months of the adoption of this Transition Plan.

The Public Works Department, working with the ADA Committee, shall obtain input from people with disabilities on the City's long-range plans for improving accessibility at pedestrian crossings. This recommendation shall be ongoing and will be evaluated on an annual basis.

The Public Works Department, working with the ADA Committee, shall ensure that requests by people with disabilities for the installation and repair of curb ramps are

incorporated into the City's long-range plans for improving accessibility. This recommendation shall be ongoing and will be evaluated on an annual basis.

Updates and Revisions to the Plan

In order to appropriately track the recommendations contained within this Transition Plan and to make necessary revisions to this document, every year the ADA Coordinator shall convene the ADA Committee to prepare proposed updates to this Transition Plan. A public hearing on the Transition Plan shall be held on an annual basis.

ADA Resource References

- U.S. Department of Justice, Civil Rights Division -
<http://www.ada.gov>
- U.S. Department of Justice, ADA Best Practices Tool Kit for State and Local Governments - <http://www.ada.gov/pcatoolkit/toolkitmain.htm>
- Illinois Department of Transportation **Accessible Public Rights-of-Way Design Guide, US Architectural and Transportation Barriers Compliance Board, 2001-**
<http://www.dot.state.il.us/blr/p039.pdf>
- PROWAG Guidelines
Public Rights of Way Accessibility Guidelines (PRO WAG) is posted at
<http://www.access-board.gov/prowac/draft.htm>
- Illinois Attorney General's Office -
www.illinoisattorneygeneral.gov
- United States Access Board -
www.access-board.gov/
- Federal Highway Administration -
www.fhwa.dot.gov

Attachment A – Premise Alert Notification Form

City of Alton Fire Department

The Illinois Premise Alert Program (Public Act 96-0788) provides for Public Safety Agencies in the State of Illinois to allow people with special needs to provide information to police, fire and EMS personnel to be kept in a database. The information can then be provided to Police/Fire/EMS units responding to the specified locations in dealing with situations involving the Special Needs individuals.

The information provided by you will be kept confidential and used only to provide Police, Fire and EMS personnel responding to specified locations with the information needed to deal with situations or emergencies involving a Special Needs person.

The notification expires and the information will be deleted from the database 2 (two) years after the date it is submitted. You may update or renew it at any time by submitting a new form.

Please return the completed form by Fax to 618-463-3539 or mail to:

**Alton Fire Department
333 E. 20th St.
Alton, IL 62002**

The data is provided by the individual or other person in order to provide responding Police, Fire or EMS personnel information to assist them in providing emergency services. The information will be entered into a database maintained by the Police and Fire Departments and may be shared with other police, fire or EMS agencies as needed to provide services to the individual. The information on the special needs person will be associated with the address provided and will be provided to police, fire or EMS units responding to the address.

The individuals must understand that the information provided here will not result in any type of preferential treatment to the individual and that the City of Alton, its police and fire departments nor any other responding agencies will not be held liable for duties relating to the reporting of special needs individuals.

I also understand that if any of the attached information changes, I must notify the Alton Fire Department by filing an amended request form. The information will self-expire 2 (two) years from the date received by the Fire Department and will be deleted from the database. I must renew the form if I want the information kept in the Police and Fire database.

I understand and agree to these terms:

Signature

Print Name

Date

Special Needs Person Information:			<input type="radio"/> New <input type="radio"/> Update		<input type="radio"/> Renewal	
_____			_____			
Name			Employer			
_____			_____			
Home Address			Work Address			
_____			_____			
City	State	ZIP	City	State	ZIP	
_____	_____	_____	_____	_____	_____	_____
Home Phone	Cell Phone		Work Phone			
_____	_____		_____			
	M	F				
_____			_____			
Date of Birth	Sex		Height	Weight	Eyes	Hair
_____	_____		_____	_____	_____	_____

Special Needs Information:	Please advise nature of Special Needs for this Individual:

Please advise what types of precautions Emergency Service Personnel should be aware of:	

Emergency Contact Person(s)			
Name		Relationship to the Special Needs Person	
_____		_____	
Address		City	State ZIP
_____		_____	_____
Home Phone		Alternate Phone	
_____		_____	

Attachment B – Sidewalk and Curb Ramp Survey Forms

Sidewalk Accessibility Survey

Area: Construction/Alteration Date (Circle Choice): Before 1/26/92 After 1/26/92 Unsure	
Location:	Date:
Record measurements as inches where “ is present. A circled “N” signifies a violation – please identify address nearest area	

Sidewalk

1	Is sidewalk width 60” or more?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			“		“		“		“		“		“		“

2	Is sidewalk width at least 48”?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			“		“		“		“		“		“		“

3	Is sidewalk stable, firm, and slip-resistant?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

4	If route has less than 60” clear width, is there passing space of at minimum 60 x 60” at least every 200’?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

5	Is the running slope of the sidewalk no steeper than 5%?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

6	Does cross slope exceed 2%	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		%		%		%		%		%		%		%	

7	Driveway crosses is thee a 36" or greater wide passage way?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	
8	Is there DW at car crossing 36" wide and full length of the sidewalk? (only required if no curb, railing or other element b/w cars and peds.)	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

9	For doors that open directly onto a public sidewalk, is the main entrance accessible? If not, does an alternative, accessible entrance exist	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

Ramps (Other Than Curb Ramps)

10	If there is a ramp, is it at least 36" wide? If there are handrails, measure between the handrails.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

11	Is the ramp surface stable, firm, and slip resistant	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

12	For each section of the ramp, is the running slope no greater than 8.333%?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		%		%		%		%		%		%		%	

13	Is there a level landing that is at least 60" long and at least as wide as the ramp at the top of the ramp?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

14	Is there a level landing that is at least 60" long and at least as wide as the ramp at the bottom of the ramp?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

15	Is there a level landing that is at least 60" x 60" where the ramp changes direction?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

16	If the ramp has a rise higher than 6", are there handrails on both sides?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

17	Is the top of the handrail gripping surface no less than 34" and no greater than 38" above the ramp surface	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

18	Is the handrail gripping surface continuous and not obstructed along the top or sides?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

19	Is the bottom of the handrail gripping surface obstructed for no more than 20% of its length?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			%		%		%		%		%		%		%

20	If the handrail gripping surface is circular, is it no less than 1 1/4" and no greater than 2" in diameter?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			"		"		"		"		"		"		"

21	If the handrail gripping surface is non-circular, is it no less than 4" and no greater than 6 1/2" in perimeter and no more than 2 1/4" in cross section?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			"		"		"		"		"		"		"

22	Does the handrail extend at least 12” horizontally beyond the top and bottom of the ramp?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			“		“		“		“		“		“		“

23	Does the handrail return to a wall, guard, or landing surface?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

24	Does the surface of the ramp extend at least 12” beyond the inside face of the handrail or is there a curb or barrier that prevents the passage of a 4” diameter sphere?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			“		“		“		“		“		“

Street Crossings

25	Crossing time at minimum 3.5 feet per second?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

26	Is push button located between 35 and 54" from ground?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

27	Does push button have 24-48" of reach unobstructed?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

28	Is the force required to activate control exceed 5lbf/22.2 N?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

Protruding Objects/ Barriers/Poles

29	Any street furniture barriers? Type. No protruding into travel route (Any objects should be 27" above sidewalk; items mounted above 27" should not protrude more than 4" into travel route.	Y	N/A	Y	N/A	Y	N/A	Y	N/A	Y	N/A	Y	N/A	Y	N/A

30	Any items protruding into 48 – 68” travel route? An object should be 27” above the sidewalk and not protrude more than 4” into travel route. Explain	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

Street Trees/Landscape

31	Any street trees or landscaping? Type.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

32	Any branches etc. protruding into or low limbs in route?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

33	Tree well depth?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		“	“	“	“	“	“	“	“	“	“	“	“	“	“

34	If there is grating, does grid surface have openings a maximum of ½” wide in one direction?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

35	If there is grating, is the long dimension perpendicular to the dominant direction of travel?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

36	Note areas without grating that create risk of trip/barrier hazard												
----	--	--	--	--	--	--	--	--	--	--	--	--	--

Parking

37	If parking is provided, are an adequate number of accessible spaces provided? 1-25 1 space 26-50 2 space 51-75 3 space	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

38	If ADA parking, is space located on the shortest accessible route?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

39	Signage? International Disabled Parking, Van Accessible at 80" or 36" on wall.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

40	Is the bottom of the sign at least 60" above the ground	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		"		"		"		"		"		"		"	

41	Are there signs reading "Van Accessible" at van accessible spaces?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

42	Is there at least one van accessible parking space? For every 6 or fraction of 6 spaces required, at least 1 should be for a van if constructed after 3/5/12.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

43	Is the van accessible space at least 11' wide with an access aisle at least 5' wide or at least 8' wide with an access aisle at least 8' wide?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

44	Are the access aisles marked so as to discourage parking in them?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

45	Is the slope of the accessible parking spaces and access aisles no steeper than 2% in all directions?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			%		%		%		%		%		%		%

Curb Ramps Survey

Area:	
Construction/Alteration Date (Circle Choice): Before 1/26/92 After 1/26/92 Unsure	
Location:	Date:
Record measurements as inches in the blank area. A circled "N" signifies a violation.	
Describe each ramp's location:	Curb Ramp D:
Curb Ramp A:	Curb Ramp E:
Curb Ramp B:	Curb Ramp F:
Curb Ramp C:	Curb Ramp G:

Refer #	Curb Ramp (CR) Questions	Curb Ramp A		Curb Ramp B		Curb Ramp C		Curb Ramp D		Curb Ramp E		Curb Ramp F		Curb Ramp G	
		Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
1	If the accessible route crosses a curb, is there a curb ramp?														

2	Is ramp at least 36" wide (not including flared sides)?														
			"		"		"		"		"		"		"

3	Does CR have a running slope of 8.333% or less?														
			%		%		%		%		%		%		%

4	Does CR have a cross slope of 2% or less?														
			%		%		%		%		%		%		%

5	Does CR have a gutter slope of 5% or less?														
			%		%		%		%		%		%		%

6	Are transitions on and off CR flush and free of abrupt level changes? Record the height of any level changes.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			“		“		“		“		“		“		“

7	Does CR have detectable warnings (DW)?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
7a	Does DW run full length and width of CR? If not, include measurement W x L.	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			“		“		“		“		“		“

8	Can CR be blocked by legally parked cars?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

9	Is the sidewalk at the “top” of CR at least 36” wide?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			“		“		“		“		“		“

10	Does CR have flared sides? If yes, answer the next two questions If not, skip to 11.	Y	N/A	Y	N/A	Y	N/A	Y	N/A	Y	N/A	Y	N/A

10a	If the sidewalk at the “top” of CR is 48” wide or more, is the slope of the flared sides 10% or less?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		%		%		%		%		%		%		%	

10b	If the sidewalk at the “top” of CR is less than 48”, is the slope of the flared sides 8.333% or less?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
		%		%		%		%		%		%		%	

11	If no flared sides , is there an obstruction or grass on each side of CR that discourages peds from walking across the ramp?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
----	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

12	If CR is built-up to curb, is it outside the path of cars?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

12a	If built-up, are flared sides slope 10% or less? If not, are edge protectors and handrails present	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

Answer the last two questions only if the CR is located at the marked crossing:

13	Is ramp of CR contained in ped markings?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

14	If corner-type CR, is bottom of landing at least 48" long and contained in crosswalk?	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
			“	“	“	“	“	“	“	“	“	“	“