



BURNS  MCDONNELL

ADA TRANSITION PLAN

CITY OF ROLLING MEADOWS

2015

ADA TRANSITION PLAN

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Contents on CD

Copy of ADA Transition Plan (pdf)

GIS Files

- Base files
- CRM ADA Inventory 2015
- CRM Capital Improvement Plan ADA Improvements
- CRM ADA Map Document

Grievance Procedure Documents

- RM ADA Grievance Form
- Grievance Notification

City Building Review Documents

- Inspection Checklists
- Photos

ADA Training Materials

- Quick Reference Guide
- Field Inspection Form

Self-Evaluation Results

- Full Inventory Results
- ADA Improvement Schedule

ADA TRANSITION PLAN

Introduction

Transition Purpose and Need

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

- I. Employment
- II. State and local government services
- III. Public accommodations
- IV. Telecommunications
- V. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services provided by public entities. As a provider of public transportation services and programs, The City of Rolling Meadows must comply with Title II as it specifically applies to public service agencies. Title II provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." (42 USC. Sec. 12132; 28 CFR. Sec. 35.130)

As required by Title II (ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150), Rolling Meadows has conducted a self-evaluation of its facilities within public rights of way and public access areas within select City owned buildings. The City has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals.

ADA and its Relationship to Other Laws

Title II is companion legislation to two previous federal statutes and regulations: the Architectural Barriers Acts of 1968 and Section 504 of the Rehabilitation Act of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

Agency Requirements

Under Title II, Rolling Meadows must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities ([28 C.F.R. Sec. 35.150](#)).

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- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability ([28 C.F.R. Sec. 35.130 \(a\)](#)).
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result ([28 C.F.R. Sec. 35.130\(b\) \(7\)](#)).
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective ([28 C.F.R. Sec. 35.130\(b\)\(iv\) & \(d\)](#)).
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others ([29 C.F.R. Sec. 35.160\(a\)](#)).
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35.106](#)]. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

This transition plan has been created to specifically cover accessibility within the public rights of way and public access areas within select City owned buildings.

ADA Coordinator

In accordance with 28 CFR 35.107(a), Rolling Meadows has identified an ADA Title II Coordinator to oversee the City policies and procedures. Contact information for this individual is located in Appendix E. The duties of the ADA coordinator include the following:

- Point of contact for the public regarding ADA issues
- Keep current with changes in ADA policy
- Administer the grievance process

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- Ensure the City follows the improvement implementation plan
- Update the ADA transition plan periodically

Public Outreach

Rolling Meadows recognizes that public participation is a vital component in the development of the transition plan. Input was requested from the community to help define priority areas for improvements within the jurisdiction of Rolling Meadows. A public comment period was open from September 11, 2015 to October 27, 2015.

Public outreach for the creation of this document consisted of the following activities:

- Posting a request for Comments on the City Website
- Posting a request for comments on the City’s Public Message board outside City Hall
- The request for comment was announced during the October 13th City Council Meeting

Figure 1. Online form

Please refer to Appendix C for additional outreach information. No comments were received during the public comment period.

ADA Training

Rolling Meadows permitting and inspection staff help ensure that new developments share the City’s vision of a fully accessible community. Trained permitting staff can identify deficiencies correctly, and trained inspection staff can determine compliance is met before the City adopts the facility. Staff training was held as a part of the ADA transition plan development. Topics covered were basic curb ramp design standards and field inspection best practices. Staff

| MEASUREMENT | VALUE |
|---|-------|
| A LANDING AREA (4'x4' MIN) | |
| B LANDING SLOPE IN ANY DIRECTION (2% MAX) | |
| C DETECTABLE WARNING FULL WIDTH | Y / N |
| D DETECTABLE WARNING DEPTH (2' MIN) | |
| E DETECTABLE WARNING PLACEMENT CORRECT? | Y / N |
| F FLARE SLOPE (10% MAX) | |
| G RAMP SLOPE (8.3% MAX) | |
| H RAMP WIDTH (6' MIN) | |
| I RAMP CROSS SLOPE (2% MAX) | |

| MEASUREMENT | VALUE |
|---|-------|
| A LANDING AREA (4'x4' MIN) | |
| B LANDING SLOPE IN ANY DIRECTION (2% MAX) | |
| C DETECTABLE WARNING FULL WIDTH | Y / N |
| D DETECTABLE WARNING DEPTH (2' MIN) | |
| E DETECTABLE WARNING PLACEMENT CORRECT? | Y / N |
| F FLARE SLOPE (10% MAX) | |
| G RAMP SLOPE (8.3% MAX) | |
| H RAMP WIDTH (6' MIN) | |
| I RAMP CROSS SLOPE (2% MAX) | |
| J MAX DISTANCE TO BACK OF GUTTER (5' MAX) | |

Figure 2. Field Inspection Checklist

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ADA training will be held periodically as ADA policy and best practices evolve over time.

Grievance Procedure

Rolling Meadows is required to publish its ADA responsibilities. A draft of this public notice is provided in Appendix D. Facility users have the right to file a grievance.

In accordance with 28 CFR 35.107(b), the City has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances. This grievance procedure is outlined in Appendix D. A portion of the City's website will be designated as a source of ADA resources. The City ADA Transition plan, grievance procedure instructions, ADA Coordinator contact information, and other City related ADA resources will be made available on the webpage.

The City will consider and respond to all accessibility improvement requests. All improvements deemed reasonable will be scheduled consistent with transportation priorities. The City will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the City jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public right of way will continue to follow best practices set forth by the State and Federal guidelines to ensure continued compliance. Requests for accessibility improvements can be submitted to the City ADA Coordinator following the established grievance procedure protocol. Contact information for the City ADA Coordinator is located in Appendix E.

The form is titled "ADA Complaint / Grievance Form" and features the City of Rolling Meadows logo (60th Anniversary 1955-2015). It contains several sections for user input:

- Complainant:** A blank line for the name of the person filing the complaint.
- Person Preparing Complaint (if different from Complainant):** A blank line for the name of the preparer.
- Relationship to Complainant (if different from Complainant):** A blank line for the relationship.
- Street Address & Apt. No.:** A blank line for the address.
- City:** A blank line for the city.
- State:** A blank line for the state.
- Zip:** A blank line for the zip code.
- Phone:** A blank line for the phone number.
- E-mail:** A blank line for the email address.
- Please provide a complete description of the specific complaint or grievance:** A large text area with horizontal lines for describing the issue.
- Please specify any location(s) related to the complaint or grievance (if applicable):** A text area for specifying locations.
- Please state what you think should be done to resolve the complaint or grievance:** A text area for suggesting resolutions.
- Please attach additional pages as needed.** A section for additional information.
- Signature:** A line for the complainant's signature.
- Date:** A line for the date.
- Return to:** City of Rolling Meadows, Attn: Barry Krumstok, ADA Coordinator, 3600 Kirchoff Rd., Rolling Meadows, IL 60008.
- Footnote:** Upon request, reasonable accommodation will be provided in completing this form, or copies of the form will be provided in alternative formats. Contact the ADA Coordinator at the address listed above via telephone (847) 394-8500.

Figure 3. Grievance Procedure Form

Self-Evaluation

Overview

Under Title II, Rolling Meadows is required to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the City implements these policies. The goal of the self-evaluation is to verify that, in implementing the City's policies and practices, the City is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

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The self-evaluation also examines the condition of the City's Pedestrian Access Route (PAR) and identifies potential need for PAR infrastructure improvements. This will include the sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and transit facilities that are located within the City rights of way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

ADA Related City Code

The City's goal is to continue to provide accessible pedestrian design features as part of the City capital improvement projects. The City has aligned with State and Federal ADA design standards and procedures as listed in Appendix F.

As a part of the ADA Transition plan effort City Code was reviewed for applicability to today's ADA standards. The municipal code can be found online at:

https://www.municode.com/library/il/rolling_meadows/codes/code_of_ordinances?nodeId=COOR_ROMEIL

The review resulted in the following recommendations:

- No ADA related codes were found in the ROW management Section 82.
 - Consider adding language about utilities shall not obstruct pedestrian access route, detectable warnings, ADA compliant lids, handhole location, telecommunications ped pole, etc.
 - Consider adding language about surface repair after trenching shall meet slopes in PROWAG
- No ADA related codes were found in the Subdivision section 98-3 Rules of Construction
- Section 98-162 (Streets)
 - Section h – Consider adding comment about maximum 2% maximum cross slope requirements for pedestrian access route (PAR) in intersection grading
 - General Comment – Consider adding language about sidewalk and curb ramp requirements to adhere to current national/state standard.
- Section 98-267 (Sidewalks and bicycle paths and bikeways)
 - Consider adding requirement to conform to Illinois Accessibility Code and Federal Accessibility Guidelines for Public Right-of-Way (PROWAG)

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- Section 98-269 (Water supply, fire hydrants, sanitary sewers)
 - Consider adding requirement prohibiting the placement of water valves or access covers within 2 feet of the back of gutter in the pedestrian access route.
 - Also, Fire hydrants are not to be installed in the pedestrian access route.
- Section 98-270 (Storm Sewer Drainage Facilities)
 - Consider adding requirement prohibiting storm inlets placed in the pedestrian access route, or alternatively that an ADA compliant grate be installed conforming to current Accessibility Standards where placing an inlet in the PAR is unavoidable.
 - Consider adding a requirement prohibiting the placement of storm access lids or similar covers within 2 feet of the back of gutter in the pedestrian access route.
- Section 98-272 (Street Lighting)
 - Consider adding the requirement prohibiting the placement of street light poles and controls in the PAR.
- Section 98-274 (Public Utilities)
 - Consider adding requirement prohibiting the placement of utility access lids or similar covers within 2 feet of the back of gutter in the pedestrian access route.
 - Also, utility boxes, poles, or similar items are not to be installed in the PAR.



Figure 4. Storm drainage grate in PAR

Zoning Ordinance:

- Article I (General) Section 122-36.c.5 (pedestrian and bicycle facilities)
 - c.5 (pedestrian and bicycle facilities)
 - Consider adding requirement to conform to current Illinois Accessibility Code and Federal Accessibility Guidelines (PROWAG).
- Article III
 - Consider adding ADA parking regulations for each zone type
 - Consider adding requirement to conform to current Illinois Accessibility Code and Federal Accessibility Guidelines for ADA parking regulations.

Review of Public Areas in Key public Buildings

Accessibility to programs and services extend beyond facilities in the public ROW. To being, the City reviewed the public circulation areas in four key City buildings for barriers to accessibility. The buildings included are:

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- Public Works Building
- City Hall/Police Station
- Fire Station 16
- City Museum Education Center

A checklist was used to assess accessibility in public circulation areas including the parking lot, entrance, lobby, public service counters, and restrooms for public access, and other public areas as applicable. The checklists are found in Appendix G. Several deficiencies were identified at each building. Common problems included:

- Improper handicap signage in the parking lot
- Door closers swing closed too fast
- Lip at the entrance doorway threshold too high
- Restroom grab bars and dispensers are at improper vertical heights
- Excessive force needed to open entrance door



Figure 5. Accessible parking signage

The City plans to improve or rehabilitate the fire station 15 at 3111 Meadow Drive in the coming years. As with all new construction, the facility will be built to new construction ADA standards. A complete list of the deficiencies are found in Appendix G. The City will create an action plan to address facility issues over the next several years as budget and resources allow.

Self-Evaluation Summary

In October 2015, Rolling Meadows conducted an inventory of pedestrian facilities within its public right of way consisting of the evaluation of the following facilities:

- 365 total intersections
- 616 segments of sidewalks
- 803 curb ramps
- 22 signalized intersections
- 8 signalized intersection corners missing pedestrian buttons

The inventory was limited to curb ramps, sidewalk and pedestrian buttons at traffic signals. Grades, cross slope, concrete condition, street slope, sidewalk width, detectable warning condition, and other factors were not considered. However, each curb ramp and sidewalk will be fully

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evaluated at the time of improvement. A detailed summary of the results are shown in Appendix A. A summary of the barriers encountered as shown in the table below:

Table 1 Typical Barriers to Accessibility

| Facility Type | Typical Barriers Encountered |
|-----------------|--|
| Curb Ramps | No detectable warning present Current detectable warning is substandard Storm grate in pedestrian access route Access lid within 2' of back of gutter |
| Sidewalks | Gaps in sidewalk Excessive foliage |
| Traffic Signals | No pedestrian push buttons present |

The most common problem across all curb ramps is either missing or improperly installed detectable warnings. Installing or replacing the detectable warnings can be as simple as replacing the segment of sidewalk containing the detectable warning. However slopes and geometry need to be considered as well to attain full compliance.

Improvement Schedule

Priority Areas

The City CIP plan has identified a street resurfacing and reconstruction program through 2021. ADA ramps adjacent to the streets will be scheduled for improvement in conjunction with the street rehabilitation. A location of concern, where a grievance is filed or where the City deems high priority can be added as individual improvements separate from the capital improvements schedule based on budget and need.

Program Cost

A cost estimate for improving ADA facilities in the Public ROW was developed for each program year.

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| Program Year | Estimated Cost |
|--------------|------------------|
| 2016 | \$58,500 |
| 2017 | \$33,000 |
| 2018 | \$33,000 |
| 2019 | \$70,500 |
| 2020 | \$24,000 |
| 2021 | \$129,000 |
| TOTAL | \$348,000 |

Not all locations across the City are included on the CIP program through 2021. It is the responsibility of the ADA coordinator to include all outstanding locations in parallel with future capital improvement program developments.

External Agency Coordination

Many other agencies are responsible for pedestrian facilities within the jurisdiction of Rolling Meadows. The City will coordinate with those agencies to track and assist in the facilitation of the elimination of accessibility barriers along their routes.

Monitor the Progress

This document will continue to be updated as conditions within the City evolve. The appendices in this document will be updated yearly, while the main body of the document will be updated in 3-5 years with a future update schedule to be developed at that time. With each main body update, a public comment period will be established to continue the public outreach.

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Appendix A – Self-Evaluation Results

This self-evaluation of pedestrian facilities yielded the following results:

- 4% of curb ramps met accessibility criteria
- 99% of sidewalks did not have barriers
- 8 signalized intersection corners need pedestrian push buttons

Table of Self-Evaluation Results

The full table of results is found on the CD.

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Appendix B – Schedule / Budget Information

Cost Information

Unit Prices

Construction costs for upgrading facilities can vary depending on each individual improvement and conditions of each site. Costs can also vary on the type and size of project the improvements are associated with. Listed below are representative 2011 costs for some typical accessibility improvements based on if the improvements are included as part of a retrofit type project, or as part of a larger comprehensive capital improvement project.

- Intersection corner ADA improvement retrofit: +/- \$4,000 per corner
- Intersection corner ADA improvement as part of adjacent capital project: +/- \$1,500 per corner
- Traffic control signal APS upgrade retrofit: +/- \$ 15,000
- Traffic control signal APS upgrade as part of full traffic control signal installation: +/- \$10,000
- Sidewalk / Trail ADA improvement retrofit: +/- \$5.00 per SF
- Sidewalk / Trail ADA improvement as part of adjacent capital project: +/- \$3.50 per SF

Priority Areas

Based on the results of the self-evaluation, the estimate costs associated with eliminating accessibility barriers within the targeted priority areas is as follows: (All costs based on pricing above when completed as a part of an adjacent capital improvement project)

- Citizen request/complaint
- Locations adjacent to proposed projects in the City Capital Improvement Plan

Entire Jurisdiction

Based on the results of the self-evaluation, the estimate costs associated with providing ADA accessibility within the entire jurisdiction is \$1.2M for curb ramps. This amount represents a significant investment that Rolling Meadows is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken in order to absorb the cost into the Rolling Meadows budget for improvements to the public right of way. This plan includes a cost estimate of improvements in the public ROW. The cost estimate per program year is included in this Appendix.



**Rolling Meadows ADA Improvement Plan
Year 2018**

| Street Name 1 | Street Name 2 | NE Curb Ramp Present | SE Curb Ramp Present | SW Curb Ramp Present | NW Curb Ramp Present | Intersection Signalized? | NE Compliance | SE Compliance | SW Compliance | NW Compliance | RM INT ID | Curb Ramps Approx Cost | Year Scheduled |
|----------------|---------------|----------------------|----------------------|----------------------|----------------------|--------------------------|---------------|---------------|---------------|---------------|-----------|------------------------|----------------|
| BROCKWAY ST | ALEXANDRA CT | Yes | Yes | No | No | No | Not Compliant | Not Compliant | | | 7 | \$ 3,000 | 2018 |
| LINCOLN AVE | HOOVER ST | No | Yes | Yes | No | No | Not Compliant | Not Compliant | Not Compliant | | 697 | \$ 3,000 | 2018 |
| HOOVER ST | HOOVER CT | Yes | No | No | Yes | No | Not Compliant | | | Not Compliant | 695 | \$ 3,000 | 2018 |
| VERMONT ST | HOOVER ST | No | Yes | Yes | Yes | No | | Not Compliant | Not Compliant | Not Compliant | 699 | \$ 4,500 | 2018 |
| W ALGONQUIN RD | ALGONQUIN RD | No | No | No | Yes | Yes | | | | Not Compliant | 1019 | \$ 1,500 | 2018 |
| WEBER DR | BIRCH LN | No | No | Yes | Yes | No | | | Not Compliant | Not Compliant | 163 | \$ 3,000 | 2018 |
| WEBER DR | CEDAR ST | No | No | Yes | Yes | No | | | Not Compliant | Not Compliant | 307 | \$ 3,000 | 2018 |
| WEBER DR | OAK LN | No | No | Yes | Yes | No | | | Not Compliant | Not Compliant | 885 | \$ 3,000 | 2018 |
| W CENTRAL RD | CENTRAL RD | Yes | No | Yes | No | No | Not Compliant | | Not Compliant | Not Compliant | 1049 | \$ 3,000 | 2018 |
| WEBER DR | W WHITE OAK | No | No | Yes | Yes | No | | | Not Compliant | Not Compliant | 0 | \$ 3,000 | 2018 |
| | | | | | | SW | | | | | 0 | \$ - | 2018 |
| | | | | | | SW | | | | | 0 | \$ - | 2018 |
| | | | | | | SW | | | | | 0 | \$ - | 2018 |
| | | | | | | SW | | | | | 0 | \$ - | 2018 |
| | | | | | | SW | | | | | 0 | \$ - | 2018 |
| | | | | | | SW | | | | | 0 | \$ - | 2018 |
| DEEPWOOD LN | DAWNGATE LN | No | No | Yes | Yes | No | | | Not Compliant | Not Compliant | 1055 | \$ 3,000 | 2018 |
| | | | | | | SW | | | | | 0 | \$ - | 2018 |

Approximate Curb Ramp Reconstruction Cost \$ 33,000



**Rolling Meadows ADA Improvement Plan
Year 2020**

| Street Name | Street Name 2 | NE Curb Ramp Present | SE Curb Ramp Present | SW Curb Ramp Present | NW Curb Ramp Present | Intersection Signalized? | NE Compliance | SE Compliance | SW Compliance | NW Compliance | RM INT ID | Curb Ramps Approx Cost | Year Scheduled |
|--------------|---------------|----------------------|----------------------|----------------------|----------------------|--------------------------|---------------|---------------|---------------|---------------|-----------|------------------------|----------------|
| JOSEPHINE CT | EMERSON AVE | Yes | No | No | Yes | No | Not Compliant | Not Compliant | | Not Compliant | 507 | \$ 3,000 | 2020 |
| JAY LN | CENTRAL RD | Yes | Yes | Yes | Yes | No | Not Compliant | Not Compliant | Not Compliant | Not Compliant | 311 | \$ 6,000 | 2020 |
| JAY LN | FULLE ST | Yes | Yes | No | No | No | Not Compliant | Not Compliant | | | 587 | \$ 3,000 | 2020 |
| JAY LN | GROUSE LN | Yes | Yes | Yes | Yes | No | Not Compliant | Not Compliant | Not Compliant | Not Compliant | 631 | \$ 6,000 | 2020 |
| JAY LN | HAWK LN | Yes | Yes | Yes | Yes | No | Not Compliant | Not Compliant | Not Compliant | Not Compliant | 661 | \$ 6,000 | 2020 |
| | | | | | | SW | | | | | 0 | \$ - | 2020 |
| | | | | | | SW | | | | | 0 | \$ - | 2020 |
| | | | | | | SW | | | | | 0 | \$ - | 2020 |
| | | | | | | SW | | | | | 0 | \$ - | 2020 |

Approximate Curb Ramp Reconstruction Cost \$ 24,000

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Appendix C – Public Outreach

The City of Rolling Meadows is dedicated to providing equal access to public programs, activities and services to all members of the community and is developing an ADA transition plan in accordance with Title II of the Americans with Disabilities Act (2010). As a component of the development of the ADA Transition Plan, the City of Rolling Meadows solicited a request for “Public Comments” as related to challenges that pedestrians may be experiencing in Rolling Meadows. In an effort to make providing public comment as easy as possible, the City has developed a “ADA Transition Plan” page on the City’s web site where residents can complete the brief on-line survey. Public Comments will be received until October 27, 2015 and will be considered in the development of the plan. The public was invited to comment by the following methods:

1. Posting a request for Comments on the City Website

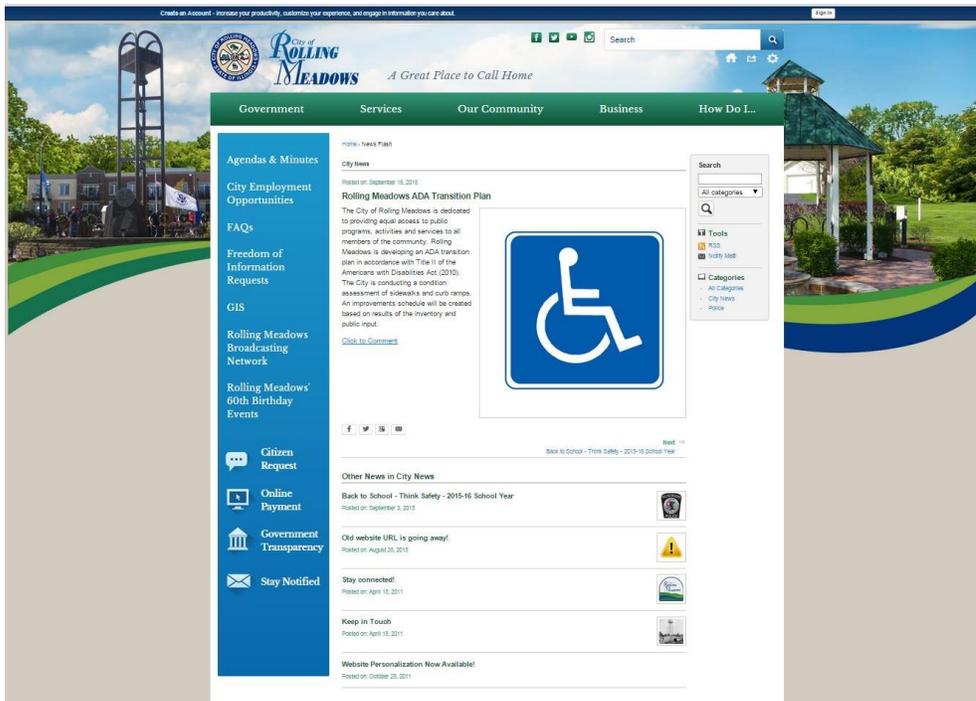


Figure 6. Rolling Meadows Website Screenshot.

2. The request for comment was announced on the City’s Public Message board outside City Hall
3. The request for comment was announced during the October 13th City Council Meeting. Meeting Minutes with the announcement is shown below.

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City Council Meeting
October 13, 2015
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City Staff Reports:

1) Community Items of Interest

- 1) Saturday, October 31st – Halloween Trick or Treat hours in the City are from 3:00 pm to 8:00 pm.
- 2) With leaves falling, just a friendly reminder to residents to not dump or blow them into the street or down the sewers.
- 3) Monday, November 3rd – Early refuse setout begins. Place refuse at the curb no earlier than 3:00 pm the day prior to pick up.
- 4) Thank you to everyone who attended the Public Works Document Destruction and Electronic Recycling Event on Saturday, October 3rd and the Fire Department Open House on Saturday, October 10th.

- 5) As part of the City's ADA Transition Plan, the following comments are being made to the Public:

The City of Rolling Meadows is dedicated to providing equal access to public programs, activities and services to all members of the community and is developing an ADA transition plan in accordance with Title II of the Americans with Disabilities Act (2010).

As a component of the development of the ADA Transition Plan, the City of Rolling Meadows is soliciting "Public Comments" as related to challenges that pedestrians may be experiencing in Rolling Meadows. In an effort to make providing public comment as easy as possible, the City has developed an "ADA Transition Plan" page on the City's web site where residents can complete the brief on-line survey. Public Comments will be received until October 27, 2015 and will be considered in the development of the plan.

Figure 7. Excerpt of October 13th City Council Meeting Minutes

4. The request for comment was posted on the local public access television channel



Figure 8. Public Access Channel Screenshot

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The residents were directed to the City website where the following form was available for online submission.

The screenshot shows the City of Rolling Meadows website interface. At the top, there is a navigation bar with links for Government, Services, Our Community, Business, and How Do I... The main content area is titled "Form Center" and features a search bar and a category dropdown. A yellow banner states: "By signing in or creating an account, some fields will auto-populate with your information and your submitted forms will be saved and accessible to you." Below this, the form is titled "Rolling Meadows ADA Transition Plan" with a "Sign in to Save Progress" link. The form contains several text input fields: "What is the biggest challenge you experience as a pedestrian along Rolling Meadows pedestrian facilities?", "Are you aware of specific locations with barriers to accessibility (i.e. obstacle in pedestrian path, narrow walkway or steep sidewalk)?", "Please identify the location(s) and barrier description", "Additional Comments?", "First Name", "Last Name", "Address1", "Address2", "City", "State", and "Zip". There is also a checkbox for "Receive email copy" and an "Email address" field. A "Submit" button is located at the bottom of the form. The footer of the page includes contact information for the City of Rolling Meadows and links for Home, Site Map, Accessibility, Copyright Notices, and Government Websites by CivicPlus.

Figure 9. Online Public Comment Form.

No comments were received during the public comment period.

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Appendix D – Grievance Procedure

As part of the ADA requirements the City has posted the following notice outlining its ADA requirements:

Public Notice

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, Rolling Meadows will not discriminate against qualified individuals with disabilities on the basis of disability in City's services, programs, or activities.

Employment: The City 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 Americans with Disabilities Act (ADA).

Effective Communication: The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's 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: The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. For example, individuals with service animals are welcomed in City 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 City program, service, or activity, should contact the office of ADA Coordinator, as soon as possible but no later than 48 hours before the scheduled event.

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

The City 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.

The following document will be posted on the ADA page on the City website to serve as Public Notice:

ADA TRANSITION PLAN**City of Rolling Meadows
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 City of Rolling Meadows. The City's 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:

Barry Krumstok
City Manager
3600 Kirchhoff Road
Rolling Meadows, IL 60008

Within 15 calendar days after receipt of the complaint, Mr. Krumstok or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Mr. Krumstok 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 or Rolling Meadows and offer options for substantive resolution of the complaint.

If the response by Mr. Krumstok 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 Mayor or his designee.

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Within 15 calendar days after receipt of the appeal, the Mayor or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the 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.

All written complaints received by Mr. Krumstok or his designee, appeals to the Mayor or his designee, and responses from these two offices will be retained by the City for at least three years.

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Explanation of Grievance Protocol

Those wishing to file a formal written grievance with Rolling Meadows may do so by one of the following methods:

1. Internet: Visit the Rolling Meadows website (www.cityrm.org) and click the “ADA” link to the ADA Grievance Form. Fill in the form online and click “submit.” A copy of The ADA Grievance Form is included in this Appendix.
2. Telephone: Contact the pertinent ADA Coordinator listed in the Contact Information section of Appendix E to submit an oral grievance. The staff person will utilize the paper submittal method below to submit the grievance on behalf of the person filing the grievance.
3. Paper Submittal: Contact the pertinent City staff person listed in the Contact Information section of Appendix E to request a paper copy of the county’s grievance form, complete the form, and submit it to the Responsible Party. A staff person will submit the grievance to the ADA coordinator on behalf of the person filing the grievance.

The ADA Grievance Form will ask for the following information:

- Name, address, telephone number, and email address for the person filing the grievance
- Name, address, telephone number, and email address for the person alleging an ADA violation (if different than the person filing the grievance),
- Description and location of the alleged violation and the nature of a remedy sought, if known by the complainant.

If the complainant has filed the same complaint or grievance with the United States Department of Justice (DOJ), another federal or state civil rights agency, a court, or others, the name of the agency or court where the complainant filed it and the filing date is to be listed.

The City will acknowledge receipt of the grievance to the complainant within 15 calendar days of its submittal. The City will also provide to the complainant within 15 calendar days of its submittal:

- 1) Response or resolution to the grievance or
- 2) Information on when the complainant can expect a response or resolution to the grievance.

If the grievance filed does not concern a Rolling Meadows facility, the City will work with the complainant to contact the agency that has jurisdiction.

Within 60 calendar days of receipt, Rolling Meadows staff will conduct an investigation necessary to determine the validity of the alleged violation. As a part of the investigation, the staff person would conduct an engineering study to help determine the City's response. The staff person will take advantage of department resources and use engineering judgment, data collected, and any information submitted by the resident to develop a conclusion. A staff person will be available to meet with the complainant to discuss the matter as a part of the investigation and resolution of the

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matter. The City will document each resolution of a filed grievance and retain such documentation in the department's ADA Grievance File for a period of three years.

The City will consider all specific grievances within its particular context or setting. Furthermore, the City will consider many varying circumstances including:

- 1) The nature of the access to services, programs, or facilities at issue;
- 2) The specific nature of the disability;
- 3) The essential eligibility requirements for participation;
- 4) The health and safety of others: and
- 5) The degree to which an accommodation would constitute a fundamental alteration to the program, service, or facility, or cause an undue hardship to Rolling Meadows.

Accordingly, the resolution by Rolling Meadows of any one grievance does not constitute a precedent upon which the City is bound or upon which other complaining parties may rely.

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ADA Complaint / Grievance Form

Complainant: _____

Person Preparing Complaint (if different from Complainant): _____

Relationship to Complainant (if different from Complainant): _____

Street Address & Apt. No.: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ E-mail: _____

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

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

Please state what you think should be done to resolve the complaint or grievance:

Please attach additional pages as needed.

Signature: _____ **Date:** _____

Return to:

**City of Rolling Meadows
Attn: Barry Krumstok
ADA Coordinator
3600 Kirchoff Rd.
Rolling Meadows, IL 60008**

Upon request, reasonable accommodation will be provided in completing this form, or copies of the form will be provided in alternative formats. Contact the ADA Coordinator at the address listed above via telephone (847) 394-8500.

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Appendix E – Contact Information

ADA Title II Coordinator

Barry Krumstok

3600 Kirchoff Road

Rolling Meadows, IL 60008

Phone: 847-394-8500

Fax: 847-483-0364

E-mail: ADMIN@cityrm.org

City Hall Hours of Operation: 8 AM to 4 PM Monday through Friday

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Appendix F – Agency ADA Design Standards and Procedures

Design Procedures

Intersection Corners

Curb ramps or blended transitions will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of any project. Those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each intersection corner shall be made as compliant as possible in accordance with the judgment of City staff.

Sidewalks

Sidewalks will attempt to be rehabilitated or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or multi use paths to achieve full accessibility within the scope of any project. Those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, every sidewalk or trail shall be made as compliant as possible in accordance with the judgment of City staff.

Traffic Control Signals

Traffic control signals will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of City staff.

City Buildings

Building ADA standards follow the Illinois Accessibility Code (IAC). The code document can be found at the following link:

<https://www.illinois.gov/cdb/business/codes/Documents/WebVersionIAC.pdf>

Design Standards

Rolling Meadows has adopted the Federal Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) along with the Illinois Department of Transportation (IDOT), as its design standard as well as the Illinois Accessibility Code (IAC). An internet link to the documents are shown below. The most current version should be used unless otherwise noted.

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Link to the Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG):

<http://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/proposed-rights-of-way-guidelines>

Link to Illinois Accessibility Code (IAC):

<https://www.illinois.gov/cdb/business/codes/Documents/WebVersionIAC.pdf>

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Appendix G – Public Circulation Areas in Key City Buildings

Table of Results and Photos

The selected City buildings were reviewed as a part of this plan were reviewed because these buildings contain an area where the public may access for varying functions. The “ADA Checklist” was used to assess the current level of ADA compliance of the public access areas of the building only. The checklists are included in this Appendix. Photos were taken of each type of non-compliance. The full findings of the review are found in the following table.

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Figure 10. Handicap spaces at Public Works Complex



Figure 11. Handicap space sign at Public Works

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Figure 12. Entrance area at Public Works Building



Figure 13. Restroom Sink at Public Works Building

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Figure 14. Restroom Sink at Public Works Building



Figure 15. Paper dispenser in stall at Public Works Building

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Figure 16. Toilet Flush handle at City Hall



Figure 17. Entrance Ramp Outside of Fire House 16

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Figure 18. Entrance Threshold at Fire House 16



Figure 19. Paper Dispenser at Fire House 16

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Figure 20. Entrance area threshold at Museum Learning Center



Figure 21. Entrance Door threshold at Museum Learning Center

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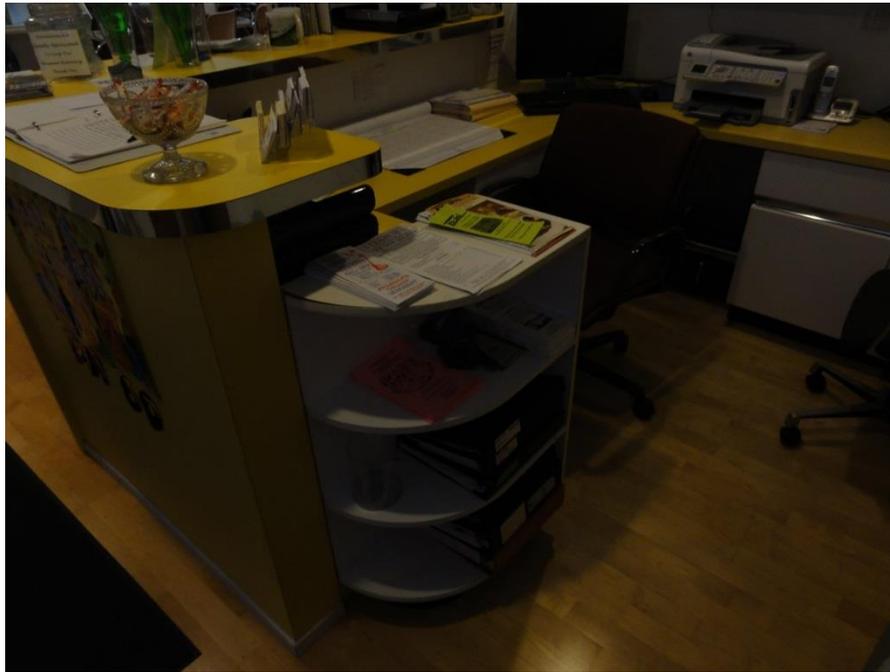


Figure 22. Service Counter at Museum Learning Center



Figure 23. Restroom Entrance area at Museum Learning Center

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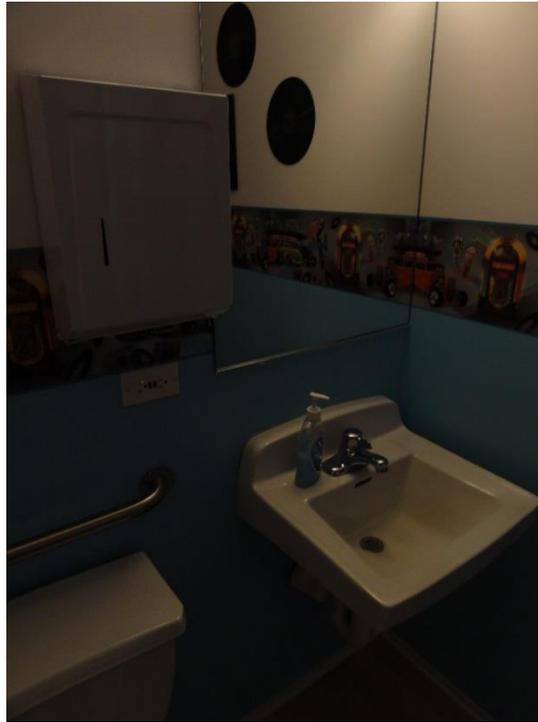


Figure 24. Restroom at Museum Learning Center

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Appendix H – Glossary of Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: Mn/DOT's transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements into the Statewide Transportation Improvement Program (STIP), and ensures all transportation facilities, services, programs, and activities are accessible to all individuals.

ADAAG: See Americans with Disabilities Act Accessibility Guidelines.

Accessible: A facility that provides access to people with disabilities using the design requirements of the ADA.

Accessible Pedestrian Signal (APS): A device that communicates information about the WALK phase in audible and vibrotactile formats.

Alteration: A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

Americans with Disabilities Act (ADA): The Americans with Disabilities Act; Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

Americans with Disabilities Act Accessibility Guidelines (ADAAG): contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990. Also, commonly referred to as PROWAG.

APS: See Accessible Pedestrian Signal.

Architectural Barriers Act (ABA): Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Capital Improvement Program (CIP): The CIP for the Transportation Department includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the county's transportation system.

Detectable Warning: A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

DOJ: See United States Department of Justice

Federal Highway Administration (FHWA): A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

FHWA: See Federal Highway Administration

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Pedestrian Access Route (PAR): A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

Pedestrian Circulation Route (PCR): A prepared exterior or interior way of passage provided for pedestrian travel.

PROWAG: An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U. S. Access Board. This guidance addresses roadway design practices, slope, and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking, and other components of public rights-of-way.

Right of Way: A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks, and trails creating public pedestrian access within a public entity's jurisdictional limits.

Section 504: The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

Uniform Accessibility Standards (UFAS): Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

United States Access Board: An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally funded facilities.

United States Department of Justice (DOJ): The United States Department of Justice (often referred to as the Justice Department or DOJ), is the United States federal executive department responsible for the enforcement of the law and administration of justice.