

CITY OF COLUMBIA CITY, INDIANA

ADA TRANSITION PLAN

ADOPTED

NOVEMBER 27, 2012

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Mission Statement

The City of Columbia City, Indiana recognizes its legal obligation to comply with the federally enacted Americans with Disabilities Act of 1990, as amended, (“ADA”) and herein establishes a transition plan to ensure compliance with Title II of this federal law, and rules and regulations promulgated as a result thereof, to avoid discrimination against its citizens who have disabilities by identifying barriers to access both physical and non-physical, by identifying how and when barriers are to be removed, by providing a means to address complaints of discrimination, by encouraging public input to assess, address and meet access needs, and by establishing periodic reviews of the plan to monitor progress and compliance.

ADA Coordinator

Pursuant to Resolution 2012-36 adopted on the 27th day of November, 2012, by the Columbia City Board of Public Works and Safety, the position of ADA Coordinator for the City of Columbia City, Indiana was created. The following individual was appointed to serve in such capacity:

Beth Igney

Ms. Igney holds such position concurrently with her appointment as the Human Resource Director and is responsible for overseeing compliance with ADA.

Ms. Igney may be contacted in person or by mail at:

112 S Chauncey Street

Columbia City, IN 46725

Ms. Igney may be contacted by email at:

hr@columbiacity.net

Ms. Igney may also be reached by telephone at:

(260) 248-5109

Compliance/Grievance Process

Pursuant to Resolution 2012-36 adopted on the 27th day of November, 2012 by the City of Columbia City Board of Public Works and Safety, the following procedure was established to investigate complaints and address grievances filed with the City of Columbia City, Indiana:

The ADA Coordinator shall be responsible for coordinating the efforts of the City of Columbia City, Indiana to comply with Title II of the ADA and shall be responsible for investigating any complaints that the City has violated Title II. In the event such a grievance is lodged, the complaining party shall be obligated to give the City of Columbia City, Indiana written notice of the alleged discrimination by delivering such written complaint in person, or by first class US mail, to the City of Columbia City, Attention Beth Igney, ADA Coordinator, 112 S Chauncey Street, Indiana, 46725. Alternative means of filing, such as personal interviews or a tape recording of the complaint, will be made available, upon request, to people with disabilities who require such an alternative.

The complaint should contain information about the alleged discrimination such as the name, address, phone number of the complainant and the location, date, and description of the problem. A complaint should be filed by the complainant or

his/her designee as soon as possible but no later than sixty (60) calendar days after the alleged violation.

Thereupon, the ADA Coordinator shall be obligated to investigate such alleged discrimination and, within fifteen (15) calendar days, meet with the complainant to discuss the complaint and the possible resolutions.

Within fifteen (15) calendar days thereafter, the ADA Coordinator shall respond in writing to the complainant, or by such other format accessible to complainant, explaining the position of the City of Columbia City and offering options for substantive resolution of the complaint.

If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision within fifteen (15) calendar days after receipt of the ADA Coordinator's response to the City of Columbia City Board of Public Works and Safety, City Hall, 112 S Chauncey Street, Columbia City, Indiana 46725. Within fifteen (15) calendar days after receipt of the appeal, the City of Columbia City Board of Public Works and Safety or its designee will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the City of Columbia City Board of Public Works and Safety shall respond in writing, or, where needed, in a format

accessible to the complainant, with a formal resolution of the complaint.

All written complaints received by the ADA Coordinator, appeals to the Board of Public Works and Safety, and their responses, shall be retained by the City of Columbia City, Indiana, for three (3) years.

Design Standards-Buildings/Sidewalks

Buildings.

Newly constructed municipal buildings or municipal buildings which are renovated shall meet the standards of handicap accessibility in accordance with the Indiana Building Code. This may include the use of street level entrances or graded sidewalks in lieu of steps to reach an entrance; shall require sufficiently wide doorways, hallways and bathrooms to accommodate individuals in wheel chairs; shall require automatic doors or electronic means of requesting assistance, if needed; shall require an elevator which allows the transportation of a person in a wheel chair from one floor level to another in a multi-story building; and shall require the use of a tactile message to assist those who are sight impaired. Reasonable accommodations shall also be made, as needed, to assist the hearing impaired or to assist citizens with other disabilities to ensure access to municipal offices and services.

The City Building Code requires private developers and contractors to comply with the Indiana Building Code handicap accessibility standards, unless newly constructed or renovated structures are exempted under the Indiana Building Code.

Sidewalks.

Sidewalk curbs constructed as part of planned development, sidewalk curbs replaced by or for the City, or sidewalk curbs replaced by or for a property owner through a City match funding program shall at street intersections be constructed in accordance with INDOT regulations and standards to ensure color warning of an approach to a street, tactile warning of an approach to a street and contouring of the curb to a flush level with the street pavement.

Public Involvement Opportunities

The general public is encouraged to participate in identifying needs or barriers to accessibility. This may be done by contacting the ADA Coordinator, by contacting the Mayor at (260) 248-5111, Clerk Treasurer (260) 248-5112, or the Building and Planning Departments at (260) 248-3112. Notice of a need or barrier may be communicated in person or by mail at City Hall, 112 S Chauncey Street, Columbia City, Indiana 46725. In addition, the general public is invited to attend any City of Columbia City Board of Public Works and Safety meetings or any City of Columbia City Common Council Meetings to request a need to be addressed or to seek relief from a barrier to access. Regular meetings are held on the 2nd and 4th Tuesdays of each month, with the Board of Public Words and Safety meeting at 5:15 pm and the Common Council meeting at 7:00 pm.

Notice of this Plan and the Notice under the Americans with Disabilities Act created by the US Department of Justice shall be published on the City's website. Such notices shall also be provided to local news media. Copies shall be delivered to the Columbia City Public Library, Parks and Recreation at Morsches Park, the Columbia City Post Office, the Whitley County Chamber of Commerce, the local Welfare Department Office, the Columbia City Housing Authority, local financial

institutions, realtors, churches and schools with a request that such Notices be posted and/or delivered to individuals who make use of services offered at such locations.

Identification of Barriers to Access

Barriers to access may be physical and include barriers to:

Access to Buildings

Access to Office or Personnel within Buildings

Access to Streets and Sidewalks

Barriers to access may be non-physical and include barriers to:

Access to Services

Access to Employment Opportunities

Access to Housing

Plan to Remove Barriers

In an effort to remove barriers to buildings, or barriers within buildings, the City shall rely upon its Building Code and the Indiana Building Code to remove barriers in the construction or renovation of buildings. In addition, the City encourages property owners who are not required to comply with ADA standards to voluntarily do so or make reasonable accommodations for individuals with handicaps.

Regarding barriers to streets and sidewalks, the City has inventoried all curb ramps at local streets and highways within its municipal limits. Utilizing a color code system, as shown on the map attached hereto, the City has identified curb ramps which comply with ADA standards, shown in blue; and curb ramps which do not comply and are in need of reconstruction, shown in red. Currently the City has 77 curb ramps which comply, and 415 which require some repair or modification or reconstruction. For those curb ramps which partially comply and are in need of reconstruction, the City has identified them on the attached map that is divided into ten sections. The City will start replacement in one of the ten sections and continue replacement until all curb ramps are replaced in that section. Requests of Citizens to remove barriers on minor streets shall also be taken into account in prioritizing which curbs are

repaired and modified or reconstructed. The City intends to utilize Local Road and Street Funds, Street Cumulative Bridge Funds, MVH funds, and Cap Improvement Funds, to the extent available, to finance the repair, modification or replacement of approximately 10 curb ramps annually. In the event a property owner participates in the City's match funding program which includes a curb, if the curb or ramp is identified as red on the inventory map, such curb shall be modified or replaced to meet ADA standards as part of the construction project.

Concerning non-physical barriers, the City shall make reasonable efforts to educate the public regarding rights under the ADA and shall encourage various local institutions and agencies to implement rules and regulations designed to prevent discrimination when performing services, when offering job opportunities or when offering housing.

Review and Evaluation

In January of each year, commencing in 2013, the Board of Public Works and Safety shall meet with the ADA Coordinator to review the City's efforts to comply with the ADA and to implement the foregoing Plan. Progress shall be noted and the Plan shall be evaluated for the purpose of determining its effectiveness. Modifications to the Plan may be recommended by the Board to the City Common Council, if deemed necessary or appropriate. The Board and ADA Coordinator shall also review prioritization of repairs, modifications or replacements of curbs for the upcoming year and shall review with Council sources and availability of funding to determine the number of curbs which can be brought into compliance with ADA standards.