

Attachment A

**CITY OF CHAMPAIGN**

**Americans with Disabilities Act (ADA)**

**Compliance Plan**

**July 7, 1992**

## Introduction:

This document constitutes the City of Champaign's Americans with Disabilities Act (ADA) Compliance Plan. This Compliance Plan outlines the City's plans to comply with the provisions of the Americans with Disabilities Act of 1991 and also fulfills the requirement of developing a Transition Plan for removal of structural barriers in city buildings and facilities, including City parking lots and curb ramps.

The ADA Compliance Plan has been prepared by the City of Champaign ADA Compliance Task Force. The members of the ADA Compliance Task Force are:

Paul Berg,	Assistant City Manager and ADA Compliance Coordinator, Chairperson
Rita Boettcher,	Personnel Services Director
Jeff Smith,	City Engineer
Matt Flynn,	Senior Planner
Larry Happ,	Plan Reviewer
Fred Stavins,	City Attorney

Any member of the public, interested and/or affected individuals or organizations, are encouraged to provide comments or suggestions regarding the City's ADA Compliance Plan to: Paul Berg, ADA Compliance Coordinator, City Manager's Office, 102 N. Neil Street, Champaign, Illinois 61820 or by calling (217) 351-4422 voice or (217) 351-4420 TDD.

A public hearing will be held on the City's ADA Compliance Plan at 7:00 p.m. in the City Council Chambers on June 2, 1992. A copy of the Notice of Public Hearing is attached.

Also attached is a copy of the City's checklist of structural barriers which need correction in each of the City's buildings. Cost estimates for each of the items are being prepared as are estimated completion dates. It is anticipated that many of the structural barriers identified can be corrected by Building Services employees at relatively small cost. Any remaining items will have to be budgeted accordingly.

## TITLE I

### Employment Provisions

"No employer covered under the ADA shall discriminate against a qualified individual with a disability because of the disability...in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment."

The main focus of Title I is to prohibit discrimination against "qualified" individuals with disabilities. A "qualified individual with a disability" is "an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires."

Essential functions are those tasks that must be performed on the job, even if the manner in which they are performed is different for an employee with a disability than for an employee without a disability.

The key affirmative action obligation of Title I is that an employer must make reasonable accommodations for the known limitations of a qualified individual with a disability, unless the employer can show that the accommodation would impose an "undue hardship" on the operation of the business. Typical accommodations envisioned by the law are making physical or structural changes to the workplace; job restructuring; schedule modification; or the provision of devices or helpers to assist the employee. An undue hardship is "an action requiring significant difficulty or expense", taking into consideration the nature and cost of the accommodation; the overall financial resources of employer (its own facility and its parent organization); the number of persons who may benefit from the accommodation; and the existence of any outside funding.

Title I prohibits numerous types of discrimination against individuals with disabilities. The prohibitions of Title I include limiting, segregating, or classifying individuals with disabilities in an adverse fashion; participating in contractual relationships that effectuate discrimination; using business practices or employment tests that have an adverse impact on individuals with disabilities; and excluding or denying jobs or benefits because an employee has a relationship with an individual with a disability.

Title I will be enforced by the Equal Employment Opportunity Commission (EEOC). Entities found to have violated the provisions of Title I will be subject to all of the remedies available under Title VII of the Civil Rights Act of 1964 and the Civil Rights Act of 1991. These penalties include reinstatement, backpay, injunctive relief, compensatory damages, and punitive damages.

## TITLE I - EMPLOYMENT PROVISIONS

### CITY OF CHAMPAIGN COMPLIANCE ACTIONS:

#### Review/revise all job descriptions:

- \* All job descriptions will be reviewed with special attention focused on positions in METCAD, Police Front Desk, and certain positions in Public Works. These positions will be examined to determine which tasks are essential to the job. Job descriptions that are vague, broad, or general will be updated and clarified. The following will be administered by the personnel Services Department.
  - Essential function evaluation surveys will be sent out to all employees and their supervisors in the above positions. Target date is August 30, 1992.
  - On-site visits will be made to follow up on the data received from the surveys. Target date is September 30, 1992.
  - Essential functions will be established for positions in the Public Works Department. Target date is October 1, 1992.
  - Essential functions will be established for positions in the Fire Department. Target date is December 30, 1992.

#### Review job application form:

- \* Job application forms in the Personnel Services Department have been revised to accommodate ADA issues. An opportunity for applicants to request reasonable accommodation in employment testing has been provided. This was completed on March 1, 1992.

#### Revise non-discrimination statements to include statement of non-discrimination on the basis of disability/disseminate in a manner which is capable of reaching disabled community:

- \* Non-discrimination statements need to be reviewed/revise accordingly and made available in a variety of formats.

#### Pension policies and practices need to be reviewed and researched:

This needs to be reviewed and discussed with the appropriate pension books for Police and Fire Pension Funds. Target date for completion is October 31, 1992.

Pre-employment medical examinations for non-police and fire positions:

- \* The City policy regarding pre-employment medical exams for employees in positions other than Police, Fire, and in certain positions in Public Works has been reviewed for practicality. Recommendations were made by the Personnel Services Department to the City Manager in early April of 1992 and were approved. Pre-employment medical examinations for all positions except for commissioned police, fire, and certain public works positions have been discontinued.

Review medical examination practices:

- \* The Police and Fire Department's medical/physical fitness program will be examined by a joint committee from Personnel Services, Legal, Police, and Fire to determine what can be tested for and for what an employee can be disqualified from duty.
  - The medical standards for officer fitness for duty will be reviewed and revised. Target date is August 30, 1992.
  - A meeting with Carle physicians will be held to ensure that they conduct fitness for duty examinations based on the revised standards. Target date is September 30, 1992.
  - Standards for reasonable accommodation requests will be considered and determined. Target date is September 30, 1992.

Review drug testing procedures:

- \* These procedures need to be reviewed by Personnel/Legal for compliance.

Review leave policies and employee benefit packages:

- \* This is part of Personnel Department's review of all Personnel Policies.

Conduct training for employees on interviewing, sensitivity with public, and with applicants and public contact:

- \* Management training for all department heads and supervisors will be given by the Personnel Services Department regarding the employment issues of the ADA. Topics included in this training will be: interview etiquette for applicants with disabilities; testing applicants and employees under the ADA; selection of applicants; and the reasonable accommodation of applicants and current employees. Target date is December 30, 1992.

- \* All employees are being trained on cultural diversity issues and this should also touch on disability issues as well. The Community Relations Office has cultural diversity training sessions scheduled for all employees.

Review pre-post employment tests including tests conducted by contractors for the City:

- \* The Board of Fire and Police Commission Rules and Regulations will be amended by the end of April 1992 with regard to pre-employment selection procedures. This will entail:
  - The job offer letter will be revised. Target date is June 15, 1992.
  - The appointment procedure has been revised.
    - The psychological evaluation will be a part of the selection process. Completed in May, 1992.
    - The results of the applicant's physical evaluation will no longer be reviewed by the Board. Completed in May, 1992.
    - The results of the applicant's psychological evaluation will no longer be reviewed by the Board. Completed in May, 1992.
    - The Board will thus no longer approve appointments based on the results of the physical and psychological evaluations. The Board will approve appointment recommendations made by the Chiefs. Then a job offer letter will be issued offering employment to the applicant contingent upon successful completion of the applicant's medical examination. Completed in May, 1992.
  - The medical standards and the psychological evaluation process for police officers and firefighters will be reviewed and revised. Target date is August 30, 1992.
    - Will meet with the physicians conducting the medical evaluations and the psychologists conducting the psychological evaluations to ensure that they conduct the evaluations on the basis of the revised medical standards. Target date is September 30, 1992.
- \* The above will be reviewed, revised, and administered by a joint committee from Personnel Services, Legal, Police, and Fire.

Develop guidelines for making reasonable accommodations/remain flexible on accommodation issues:

- \* A request for reasonable accommodation process will be created by the Personnel Services Department. Target date is December 30, 1992.
  - A procedure report will be circulated to all supervisors outlining how to handle an applicant's request for reasonable accommodation.
  - Resources to utilize for an applicant's testing accommodations have been identified by the Personnel Services Department.
  - A process for requests for reasonable accommodation from current employees will also be created.
  - Reasonable accommodation guidelines need to be available in a variety of accessible formats.

Review contracts with private sector/non-profit organizations to ensure City requires their compliance with ADA:

- \* Contracting requirements need to include ADA compliance certification where appropriate.

Review all social/recreational activities sponsored by City to be sure they are accessible:

- \* Location of vending machines in City Building is being reviewed.
- \* Few, if any, social/recreational activities are sponsored by the City.

## TITLE II

### City Services, Programs, Activities

Title II protects individuals with disabilities against discrimination by public entities and extends prohibition of discrimination of section 504 of Rehabilitation Act of 1973 to all local government services, programs, or activities.

"...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."

An individual with a disability is any person who:

- \* has a physical or mental impairment that substantially limits one or more of his or her major life activities; or
- \* has a record of such impairment; or
- \* is regarded as having such an impairment.

## TITLE II CITY SERVICES, PROGRAMS, ACTIVITIES

### CITY OF CHAMPAIGN COMPLIANCE ACTIONS:

#### Designate an ADA Compliance Coordinator:

- \* City ADA Compliance Coordinator has been designated: Paul Berg, Assistant City Manager.
- \* City ADA Compliance Task Force has been created to determine and implement compliance efforts:

Paul Berg, Assistant City Manager, Chairperson  
Rita Boettcher, Personnel Services Director  
Jeff Smith, City Engineer  
Matt Flynn, Senior Planner  
Larry Happ, Plan Reviewer  
Fred Stavins, City Attorney

#### Provide public notice to interested parties of ADA Coordinator and anticipated compliance steps:

- \* City needs to prepare/distribute notice regarding the application of non-discrimination rules.
- \* City needs to publish ADA Compliance Coordinator name, address, and phone number.
- \* City needs to publish ADA Compliance steps anticipated.
- \* City needs to clearly designate ADA Compliance contact persons in each City facility and TDD communication points in a variety of accessible formats.

#### City needs to conduct a comprehensive self-evaluation and identify changes needed for program accessibility and identify changes needed for structural modifications:

- \* Braille markings on elevators, floor markings, room numbers, as well as raised letter markings in public areas.
- \* Make provisions for wheelchair seating in Council Chambers - both in front and in back.
- \* Availability of table microphones in Council Chambers needs to be consistently made available.
- \* Conduct a self-evaluation process which covers all possible issues.

City needs to conduct a comprehensive self-evaluation and identify changes needed for program accessibility and identify changes needed for structural modifications: (Continued)

- \* Prepare a plan for structural changes needed.
- \* Compile ADA Inspection Records for all City facilities and prepare compliance/correction plan based on priorities, costs, and feedback from PACE and affected parties and individuals.
- \* Identify/map all curb ramps - evaluate adequateness - develop financial needs to upgrade. (See Appendix A).
  - collect input from interested/affected parties
  - establish priorities based upon need and cost as well as impact on affected population
  - incorporate priorities established in law
- \* Review/evaluate City owned parking lots for accessibility and prepare plan for bringing them into compliance with ADA. (See Appendix B).
- \* Prepare summary of all structural/architectural findings with priorities and cost estimates.

Identify equipment needs/access concerns for programs, meetings, etc.:

- \* TDD communication devices
  - METCAD has installed 9-1-1 TDD devices for all emergency lines
  - what type
  - pay phone in City Building lobby
  - City Information Desk
  - Police Department front desk (non-emergency)
  - Public Works
  - Fire Department (non-emergency)
- \* Policy preparation of alternate formats for City Council meetings and other public meetings need to be developed.
- \* Install equipment needed and train individuals in their use.
- \* Develop/publish pamphlets on ADA Compliance and accessibility information.
  - prepare in various formats
  - publish in various means
- \* Check for fully accessible restrooms in City Building.

Identify equipment needs/access concerns for programs, meetings, etc.:  
**(Continued)**

- \* Check for poor lighting over ramps for visually impaired.
- \* ADA Compliance on alarm plans and evacuation plans; also consider wheelchair bound individuals above 1st floor.
- \* Prepare transition plan describing structural change, how structural change will be made - time frame - responsible official(s).

Ensure that disabled people can readily communicate with City programs and services:

- \* Purchase TDD devices for Information Desk and Police Desk plus wherever else is determined necessary.
- \* Investigate installation of TDD equipped pay phone in City Building.
- \* Identify all times, locations of City meetings, and review their accessibility.
- \* Identify key City points of contact and ensure they can communicate with anyone/establish communication capability on several fronts.
- \* Establish process/means of communicating at various City meetings and educate meeting holders on how to communicate with disabled persons.
- \* Develop a standard City policy for communications with disabled persons for public meetings, daily contacts, etc.

Develop grievance procedure for handling complaints:

- \* Grievance procedure is completed and is attached as Appendix C in the ADA Compliance Plan.

Ensure new facilities/remodeled facilities meet UFAS or ADA-AG standards:

- \* New/remodeled facilities are reviewed for compliance with UFAS or ADA-AG standards.

Provide City services in "most integrated setting possible":

- \* This is part of overall ADA Compliance Plan.

Use representatives/advocates from disabled organizations wherever possible to advise on program access in "most integrated setting possible":

- \* Requesting public input during planning process.
- \* Meeting with PACE and persons they have suggested on ADA compliance issues.
- \* PACE provided mailing list information to contact/solicit input from "interested parties."

Use representatives/advocates from disabled organizations wherever possible to advise on program access in "most integrated setting possible":  
**(Continued)**

- \* Maintaining on-going list of interested persons for future contact/solicitation for input.
- \* Develop a formal public input process related to ADA compliance efforts.

Provide written notice to labor organizations representing City employees of City's non-discrimination policy:

City shall develop procedure to insure all public meetings are as accessible as possible:

- \* City shall notify individuals with disabilities of the procedure for requesting alternate formats for public meetings.
  - Utilize ADA mailing list and Cable TV to inform persons with disabilities the procedures to follow regarding notification of public meetings held by the City.
  - ADA Compliance Coordinator will be responsible for responding to individuals requesting alternate formats.
- \* Alternate formats which will be available on request will be:
  - Audio tape
  - Large-type document (18-point or larger)
  - Braille
  - Sign language interpreter at public meeting.
- \* Notice requirements need to be developed for each format and publicized to potential users.
- \* All public meetings shall be held in the Council Chambers or Library Auditorium whenever possible. Meetings held outside these two rooms should be accessible and be capable of accommodating disabilities.
- \* Deadline for compliance with this Section is September 30, 1992.

## TITLE III

### Implications for Building Code Officials

Intended to prohibit discrimination on the basis of disability in public accommodations and commercial facilities.

All newly constructed or remodeled places of public accommodation and commercial facilities must be accessible to individuals with disabilities. Existing buildings should remove physical barriers to entering and using the facility when it is "readily achievable." "Readily achievable" means easily accomplished and able to be carried out without much difficulty or expense.

## TITLE III IMPLICATIONS FOR BUILDING CODE OFFICIALS

### CITY OF CHAMPAIGN COMPLIANCE ACTIONS:

#### Review Building permit process for compliance with ADA:

- \* Code Department ensures that the design professional/developer is informed of their responsibility for compliance with the ADA.

#### Review degree of variance between state accessibility codes and new federal standards set by ADA:

- \* Check for inconsistencies, omissions, etc.

#### All new construction/major remodeling needs to comply with ADA:

- \* Code Department currently provides information handout to all interested persons.
- \* As best as can be determined, this is being done.
- \* Advise buildings of ADA compliance requirements.

#### Review accessibility standards designed to assist all types of disabilities, not just physically challenged:

- \* ADA-AG and UFAS guidelines should address this concern.

ADA Compliance Plan Timetable

- May 6, 1992                    Public Input Meetings/Comments on Preliminary Outline of ADA Compliance Efforts
- May 26, 1992                    City Council Study Session Regarding ADA Requirements and ADA Compliance Plan Draft #1
- June 2, 1992                    Public Hearing on Draft #1 of ADA Compliance Plan
- June 29, 1992                    Final Draft of ADA Compliance Plan Completed and Available for Public Review
- July 7, 1992                    City Council Approval of ADA Compliance Plan with any amendments, additions, or deletions as directed by the City Council

All meetings will allow public comment and/or input.

APPENDIX A

City of Champaign  
ADA Compliance Plan

Plan for Installing, Correcting,  
and Financing Curb Ramp and  
Sidewalk Accessibility Improvements

## CURB RAMPS

1. **Introduction:** This section of the transition plan deals with the important parts of the federal regulations which apply to the design and construction of curb ramps and sidewalks, the identity of physical obstacles that limit the accessibility along City's sidewalks, describe the methods that will be used to make the sidewalks accessible, and specify the steps and schedule to achieve compliance in each year of the transition plan.
2. **Regulations:** The Department of Justice has issued regulations implementing the Americans with Disabilities Act. Part 35 - Subpart D - Program Accessibility applies to the sidewalk ramps. The important parts of this subpart are:

### Section 35.150 Existing Facilities --

(a) General. A public entity shall operate each service, program, or activity so that the services, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. This paragraph does not -

(3) Require a public entity to take any action that it can demonstrate would result in . . . undue financial burdens. In those circumstances when personnel of the public entity believe that the proposed action would . . . result in undue financial . . . burdens, a public entity has the burden of providing that compliance with Section 35.150(a) of this part would result in such . . . burden.

(c) Time period for compliance. Where structural changes in facilities are undertaken to comply with the obligations established under this section, such changes shall be made within three years of January 26, 1992, but in any event as expeditiously as possible.

(d) Transition plan.

(2) If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.

(3) The plan shall:

- (i) Identify physical obstacles . . .
- (ii) Describe in detail the methods that will be used to make the facilities accessible.
- (III) Specify the schedule for taking the steps necessary to achieve compliance . . .

Section 35.151 New Construction and Alternatives --

(c) "Design, construction, or alteration of facilities in conformance with the Uniform Federal Accessibility Standards (UFAS) (Appendix A to 41 CFR part 101-19.6) or with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) (Appendix A to 28 CFR part 36) shall be deemed to comply with the requirements of this section with respect to those facilities . . ." Departures from particular requirements of either standard by the use of other methods shall be permitted when it is clearly evident that equivalent access to the facility or part of the facility is thereby provided.

(e) Curb ramps.

(1) Newly constructed or altered streets, roads, and highways must contain curb ramps . . .

(2) Newly constructed or altered street level pedestrian walkways must contain curb ramps . . .

**Interpretation:** The intent of the regulation is to provide accessible routes. While the emphasis is placed on curbs being the significant barrier in most cases, the availability and condition of sidewalks is also important. The regulation intends to have all ramps placed within three years or by January 26, 1995, but recognizes that an extended time period may be necessary if the City could demonstrate that this would be an undue financial burden. The regulation allows the City to choose either UFAS or ADAAG guidelines as the standards. It also requires ramps to be included in new street and sidewalk installations and in alternatives to existing streets and sidewalks.

3. **Standards:** As referenced above, either ADAAG or UFAS standards are acceptable so it is necessary to choose which one to use. Both are identical with the one exception that ADAAG requires a detectable warning surface and UFAS has "removed and reserved" the section on this requirement. The ADAAG requirement (Figure 1) can be described as a surface consisting of raised truncated cones having a diameter of nominal 0.9 in., height of nominal 0.2 in., and center to center spacing of nominal 2.35 in. and visually contrasting with adjoining surfaces, either light-on-dark or dark-on-light.

The current City standard (Figure 2) which would comply with UFAS does not provide for any visual contrast and has a detectable warning consisting of parallel scores in the surface.

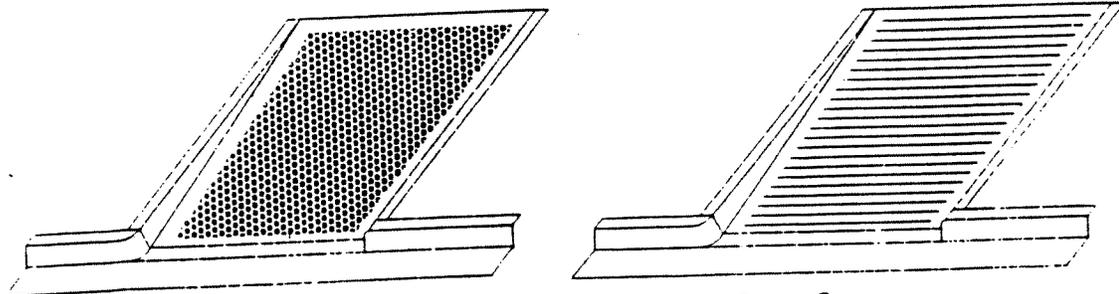


Fig. 2

**Interpretation:** Since either ADAAG or UFAS standards are acceptable the City chooses to use UFAS and maintain the current transverse groove surface. The reasons for this are:

1. The grooves are constructed perpendicular to the line of travel and can provide assistance to blind pedestrians in determining the proper orientation for safety crossing the street.
  2. There are many ramps already in place with this design standard and building new ones with a different standard would lead to confusion.
  3. To achieve total consistency existing ramps without the grooves could be easily and economically (probably less than \$50/ramp) be retrofitted with the groove pattern. To retrofit ramps with the truncated cone surface would require placing a sheet material on the ramp that has the pattern in the surface. One product on the market cost \$7.00/SF which equates to a cost of approximately \$210 per ramp. This is deemed to be an undue burden. Since it would cost over \$536,000 to retrofit the 2,554 existing ramps.
  4. The raise cones would make it more difficult to remove snow from the ramp.
  5. The contrasting color requirement of ADAAG would also be difficult and expensive to implement. This would require that colored concrete be mixed at the plant and delivered for each ramp while plain concrete is used for the majority of the work. Existing ramps would be stained a contrasting color but this would be a solution with significant upfront cost and requiring costly periodic maintenance.
4. **Priorities:** Section 35.151(d)(2) ". . . requires that the transition plan include a schedule for providing curb ramps or other sloped areas at existing pedestrian walkways, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, public accommodations, and employers, followed by walkways serving other areas."

**Interpretation:** Priority should be given in the following order:

1. Commercial areas where State and local government offices would be located.
2. Areas specifically identified as a priority by handicap persons or organizations.
3. Areas which would improve the access to mass transportation.
4. Areas serving and in close proximity to institutions such as the U of I.
5. Areas of general high pedestrian volume.

6. School access routes.
7. Arterial streets.
8. Other commercial areas without government offices
9. Collector streets.
10. Bicycle routes.
11. Local streets.

5. **Inventory:** A preliminary inventory was done for all locations where sidewalks intersected streets. The purpose was to identify whether curb ramps were installed and met standards, installed but did not meet standards, or were in poor repair, had a mountable curb with no ramp, or had a barrier. The information was gathered fairly quickly to gain a sense of the effort that would be necessary to comply with the Act. Additional work will be necessary to verify the exact conditions and solution at each location prior to formulating a final plan or construction contract. The results of the inventory are:

Ramps in good condition . . . . .	2,393
Ramps in bad condition . . . . .	228
Ramp needed . . . . .	1,502
Mountable curb . . . . .	824
Total Ramps . . . . .	4,947
Total Ramps Needed . . . . .	2,554

In general the locations where ramps are needed and those where ramps are in bad condition would be treated together though preference may be made to locations of no ramps first. The locations of areas with mountable curbs generally are found on local streets which would fall lower on the priority list.

The cost to install a new ramp or to repair one in bad condition is approximately \$500. With a need to install 2,554 ramps the total cost to comply with the Act is approximately \$1,277,000.

The City has maps showing the location and status of the ramps that are to be included in the phased construction plan. These maps are available from the City upon request.

6. **Implementation Plan:** Funding for the curb ramp program would be allocated through the Capital Improvement Planning Process. Either the Capital Improvements Fund and/or the Urban Renewal Funds would provide the source of funds. The Capital Improvements Fund has a series of projects for brick and special street rehabilitations. Each annual project has approximately \$100,000 allotted. This would be one possible source for funding the ramp project. The Urban Renewal Fund has an unallocated balance that is being held until the Neighborhood Services Department develops a neighborhood redevelopment plan that would be supported by these funds. This is a second possible area where curb ramps could be

funded. It appears that two projects in the range of \$100,000 each could be programmed so that construction could be complete before January 26, 1995. Any greater allocation would have to come at the expense of other important street or redevelopment programs and the City contends that this would constitute an undue financial burden.

The City has a concrete section which can replace ramps. They are currently working on a sidewalk replacement program in the older parts of the City. As this work is done ramps should be installed at priority locations. There is the opportunity to use this resource for curb ramp construction in the late fall and early spring and also to continue the ramp construction in low priority areas after the bulk of the sidewalk replacement is done. The work program for this crew should be reviewed and incorporated into a more definitive program to complete ramps. This review and reprogramming should be accomplished by September 30, 1992.

The first Phase of the implementation would be ramps which meet the first three criteria for prioritization. Locations within the Central Business District would constitute areas fitting the priority 1 category. The City has received a list of priority ramps from P.A.C.E. which was completed in 1988. The City has also requested a list for MTD and this should be received in the next month. This would constitute the needs for criteria # 2. P.A.C.E. is in the process of updating this list which will constitute Criteria # 3. The City will refine the program to accomplish this phase by September 30 and present projects for review in the Capital Improvement Planning process in the Fall of 1992. It is anticipated that all deficient ramps meeting these criteria will be completed by January 26, 1995.

Areas meeting the criteria for serving the University of Illinois, high pedestrian volume, school routes, and arterial street and business areas without offices (criteria 4-8) will be addressed in a Phase II. The accomplishment of this will be a function of the Capital Improvements Planning Process and review of the concrete section work plan. It is anticipated that all ramps meeting these criteria would be complete by January 1998.

The remaining ramps along collector streets, bicycle routes, and local streets would be done in Phase III which should be complete by January 2003.

The City would intend to accept requests for specific ramp requests where there was a demonstrable need. These would be moved up and installed as soon as possible. The City also intends to coordinate the ramp construction with repairs that are needed for existing sidewalks and the construction of new sidewalks. The sidewalk plan is currently being developed and should be complete in the Summer of 1992. The intent is to develop the sidewalk plan, the concrete work plan and the capital improvements so that they can represent a coordinated effort to install ramps in the phases according to the previously stated criteria and time frame. A plan reflecting this effort is scheduled for completion by September 30, 1992.



APPENDIX B

City of Champaign  
ADA Compliance Plan

Plan for Installing, Correcting, and  
Signing Accessible Parking  
Spaces in City Owned Parking Lots

PARKING LOTS

1. **Introduction:** This section of the transition plan deals with the important parts of the federal and State regulations which apply to handicap spaces and accessible routes in parking lots, the design of the handicap spaces, identify physical obstacles that limit the accessibility in and around the parking lots, describe the methods that will be used to comply with the regulations, and specify the steps and schedule to achieve compliance each year of the transition plan.
2. **Regulations:** The Department of Justice has issued regulations implementing the Americans with Disabilities Act. Part 35 - Subpart D - Program Accessibility applies to the parking lots. The important parts of this subpart are:

Section 35.150 Existing Facilities --

(a) General. A public entity shall operate each service, program, or activity so that the services, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.

The Federal Register Vol. 56, No. 144, Friday, July 26, 1991, p35710 states that " . . . a public entity should provide an adequate number of accessible spaces in existing parking lots or garages over which it has jurisdiction.

The State of Illinois adopted the "Environmental Barriers Act" in 1985 and mandated the Capital Development Board to adopt new standards. This was done and is called the Illinois Accessibility Code. It sets forth standards for numbers, location, size, configuration and signage of handicap parking spaces. This is more restrictive in the number of required parking spaces and in providing spaces for vans at all locations instead of just a portion as is required by the ADA.

**Interpretation:** The City must provide the handicap parking spaces in its public lots which comply in number, location, and design to the Illinois Accessibility Code. The City should also review the accessibility to and from the spaces and provide accessible routes accordingly.

3. **Standards:** The Illinois Accessibility Code states that the following number of spaces are required:

TOTAL OFF-STREET PARKING SPACES REQUIRED	REQUIRED MINIMUM NUMBER OF ACCESSIBLE PARKING SPACES
1 to 20	1
21 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total number
over 1000	20 plus 1 for each 100 over 1000

Each space must consist of an 8' parking space and a 8' aisle for a total of 16' per space. Aisles can't be shared nor is there any accommodation for reducing the number of these van accessible spaces as a portion of the total number of handicap spaces.

The total number of spaces can be redistributed among parking lots if greater accessibility is achieved in consideration of such factors as anticipated usage, number and location of entrances, level of parking areas.

Each space must be equipped with a sign at the center of the space and a minimum of 4' from the ground. Figure 3 shows the layout and signage requirements for a typical space.

At least one accessible route within the lot shall be provided from public transportation stops, accessible parking, and public streets and sidewalks.

The route shall have a minimum clear width of 36", a slope no greater than 1:20 and a cross slope no greater than 1:50.

4. **Priorities:** Section 35.151(d)(2) ". . . requires that the transition plan include a schedule for providing curb ramps or other sloped areas at existing pedestrian walkways, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, public accommodations, and employers, followed by walkways serving other areas."

**Interpretation:** Priority should be given in the following order:

1. Commercial areas where State and local government offices would be located.
  2. Areas which would improve the access to mass transportation.
  3. Areas specifically identified as a priority by handicap persons or organizations.
  4. Areas serving and in close proximity to institutions such as the U of I.
5. **Inventory:** An inventory was done for all of the City parking lots. The purpose was to check the number, location, and configuration of spaces, and the accessible routes to sidewalks and transportation facilities. Maps showing the proposed location of spaces and work to make the spaces accessible are available from the City upon request. Additional work will be necessary in a final design phase to verify the exact conditions and solutions at each location in order to prepare final plans and specifications for a construction contract.

6. Implementation Plan:  
December 31, 1992

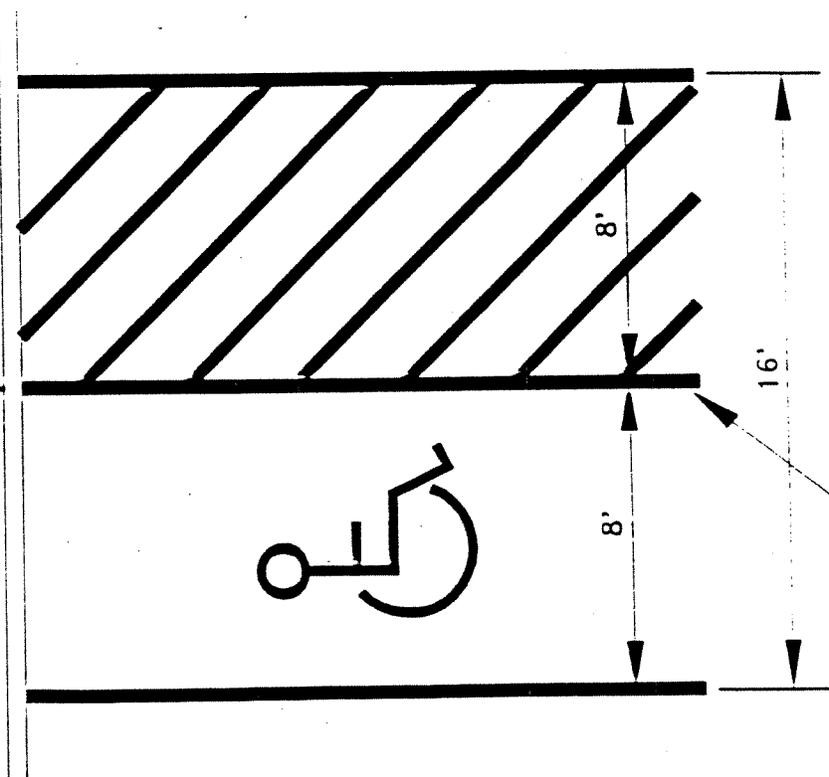
Complete all signage and  
striping work with City  
staff.

December 31, 1993

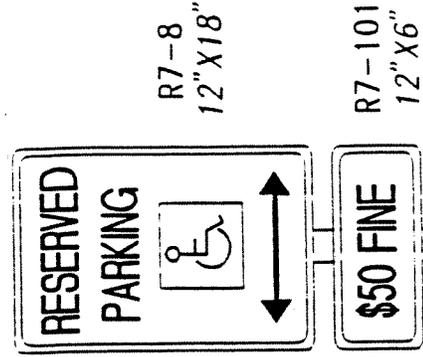
Complete all concrete  
work with City staff.

SIGN

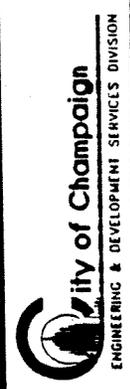
5' MAX



ALL LINES TO BE 4" WIDE & WHITE



4' MIN



DRAWN BY:

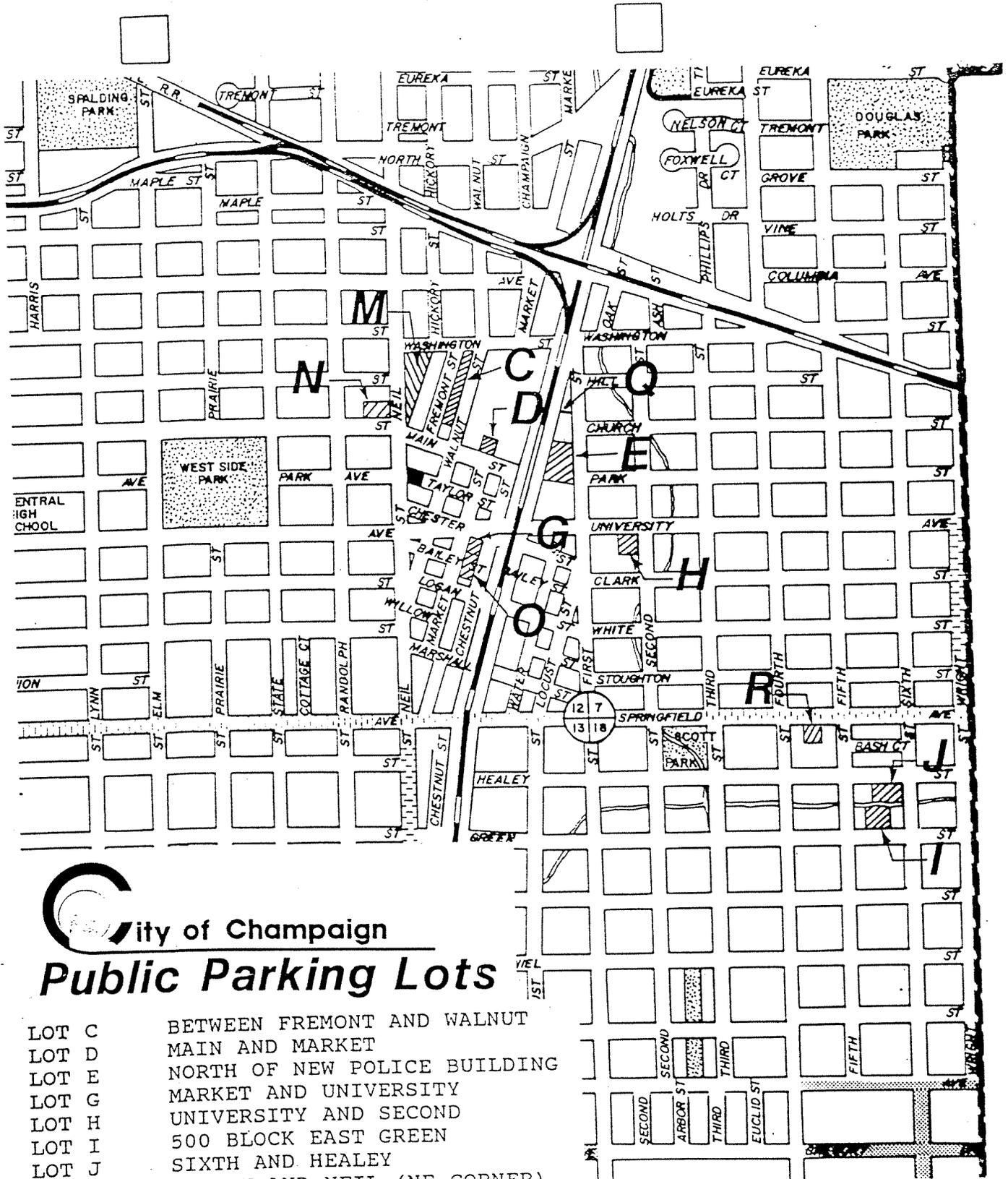
APPROVED BY:

DATE:

SCALE:

FILE NAME:  
HANDICAP.DWG

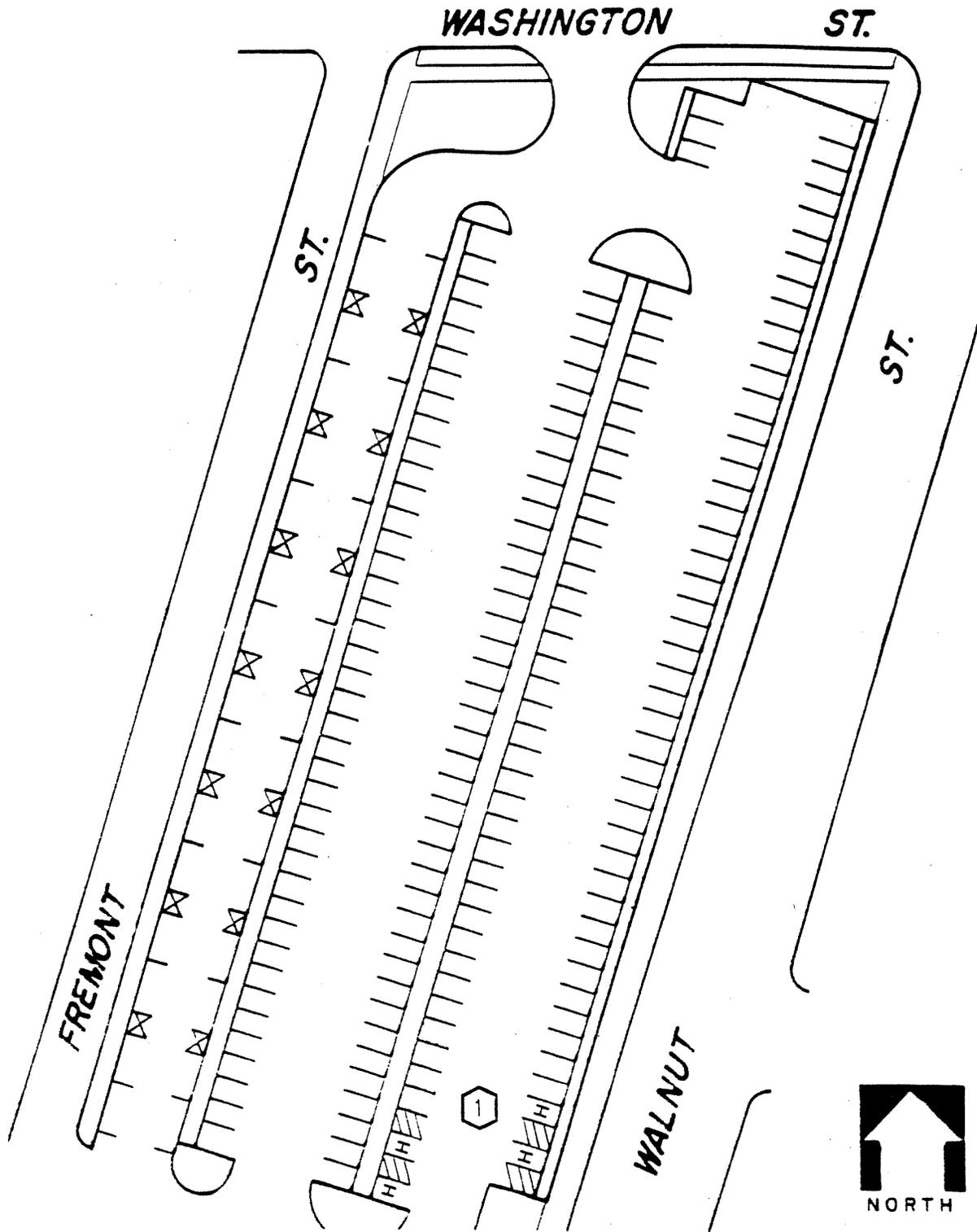
TITLE: TYPICAL ACCESSIBLE  
PARKING SPACE



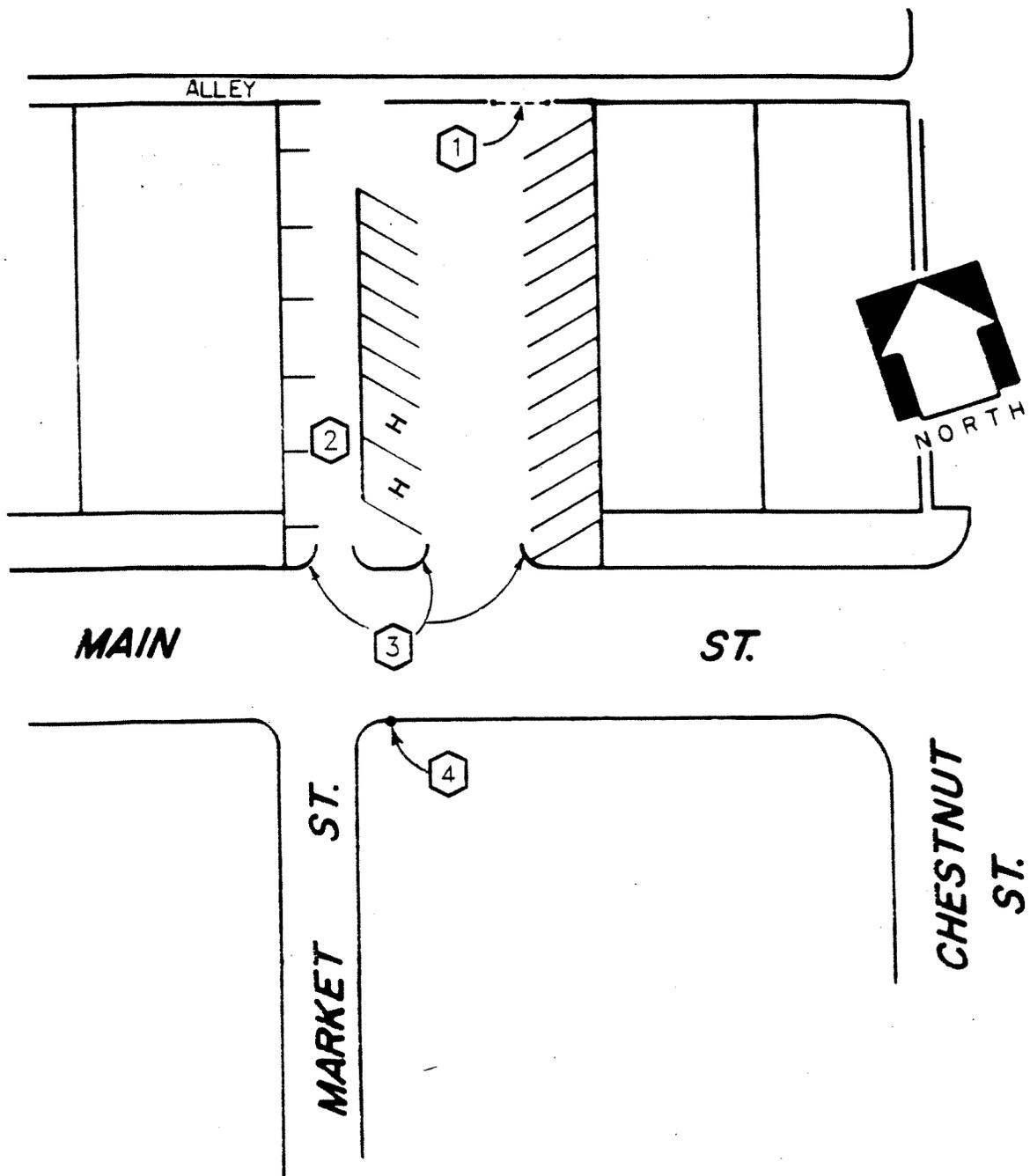
**City of Champaign**  
**Public Parking Lots**

- LOT C BETWEEN FREMONT AND WALNUT
- LOT D MAIN AND MARKET
- LOT E NORTH OF NEW POLICE BUILDING
- LOT G MARKET AND UNIVERSITY
- LOT H UNIVERSITY AND SECOND
- LOT I 500 BLOCK EAST GREEN
- LOT J SIXTH AND HEALEY
- LOT M CHURCH AND NEIL (NE CORNER)
- LOT N CHURCH AND NEIL (NW CORNER)
- LOT O MARKET AND BAILEY
- LOT R SPRINGFIELD AND FOURTH

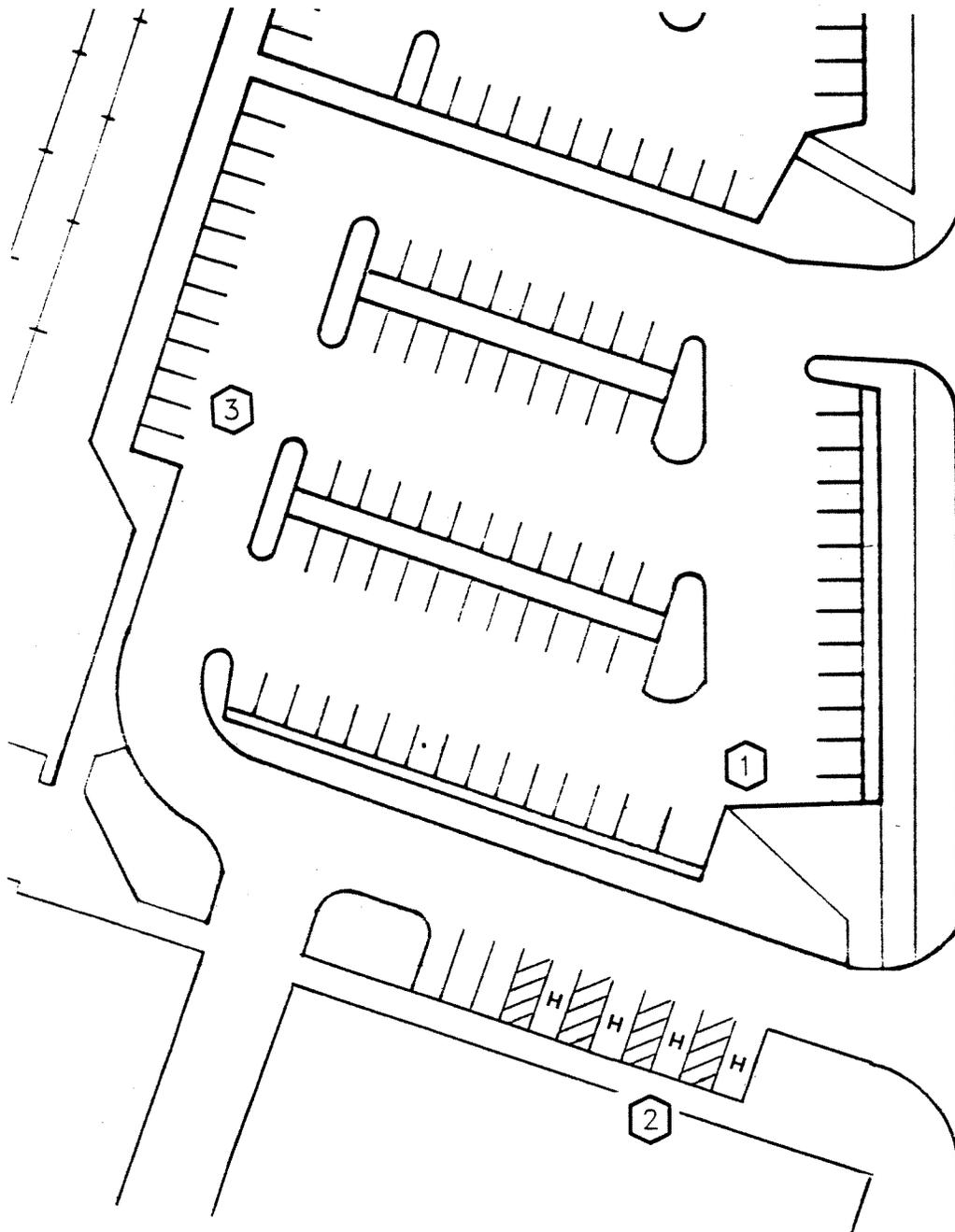
LOT	WORK	ESTIMATED COST	DATE COMP.
C	1. Install Handicap spaces including signs and striping.	4 @ \$100 ea = \$400	



LOT	WORK	ESTIMATED COST	DATE COMPLETED
D	1. Remove chain and post.	1 @ \$25 ea = \$25	
D	2. Raise sign height to 4'.	2 @ \$25 ea = \$50	
D	3. Flatten curb returns to 1:10.	3 @ \$250 ea = \$750	
D	4. Install ramps on south side of Main Street.	1 @ \$500 ea = \$500	



LOT	WORK	ESTIMATED COST		DATE COMP.
E	1. Remove existing handicap spaces and restripe as regular parking spaces.	Remove signs and Restripe @ \$100		
E	2. Need to restripe and resign two existing spaces to conform to standards, add 2 new spaces and move other spaces accordingly.	4 @ \$100 ea = \$400 Move signs @ \$100		
E	3. Delete handicap space and place leased space number(s).	1 @ \$50 ea = \$50		

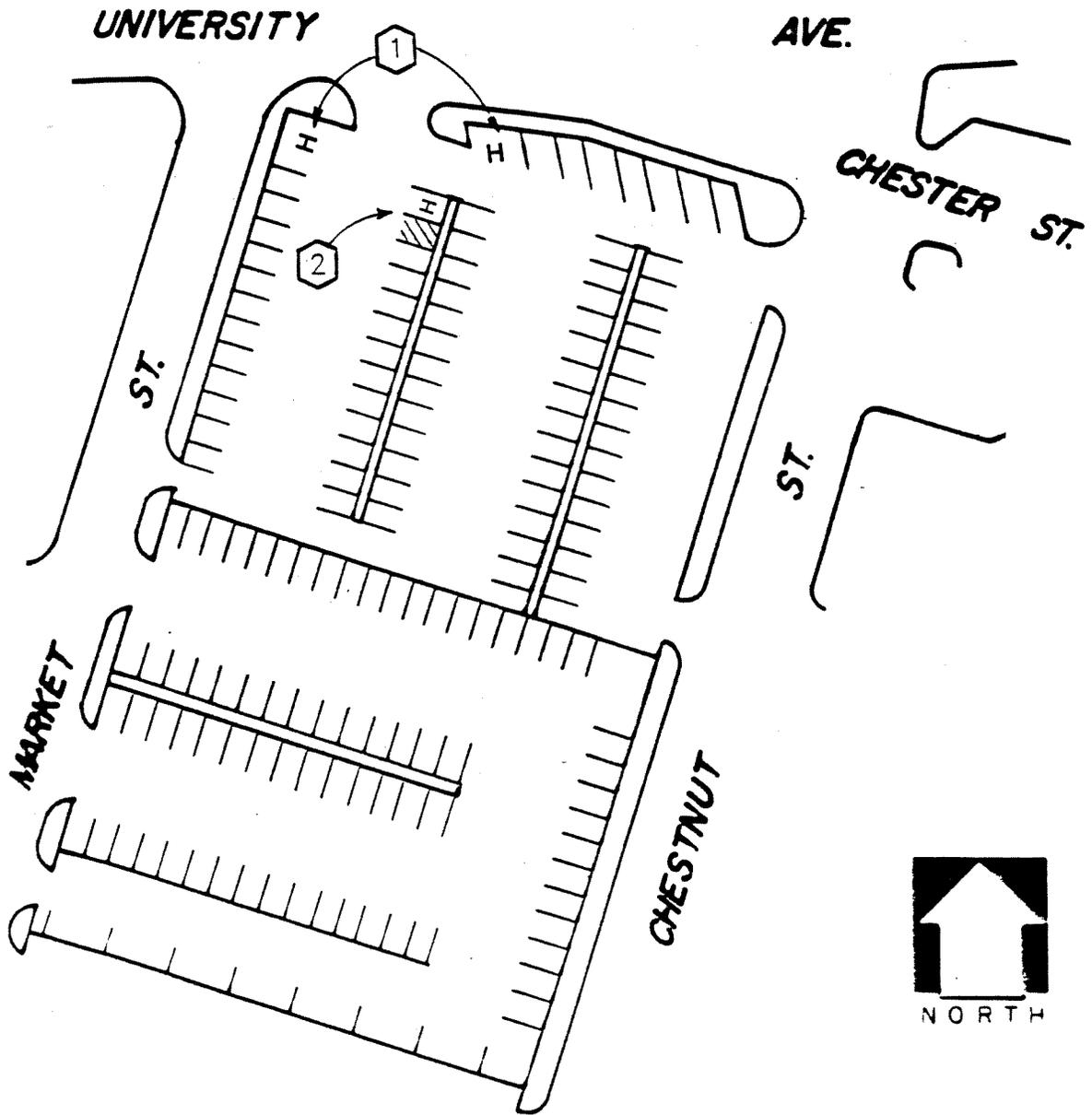


ST.

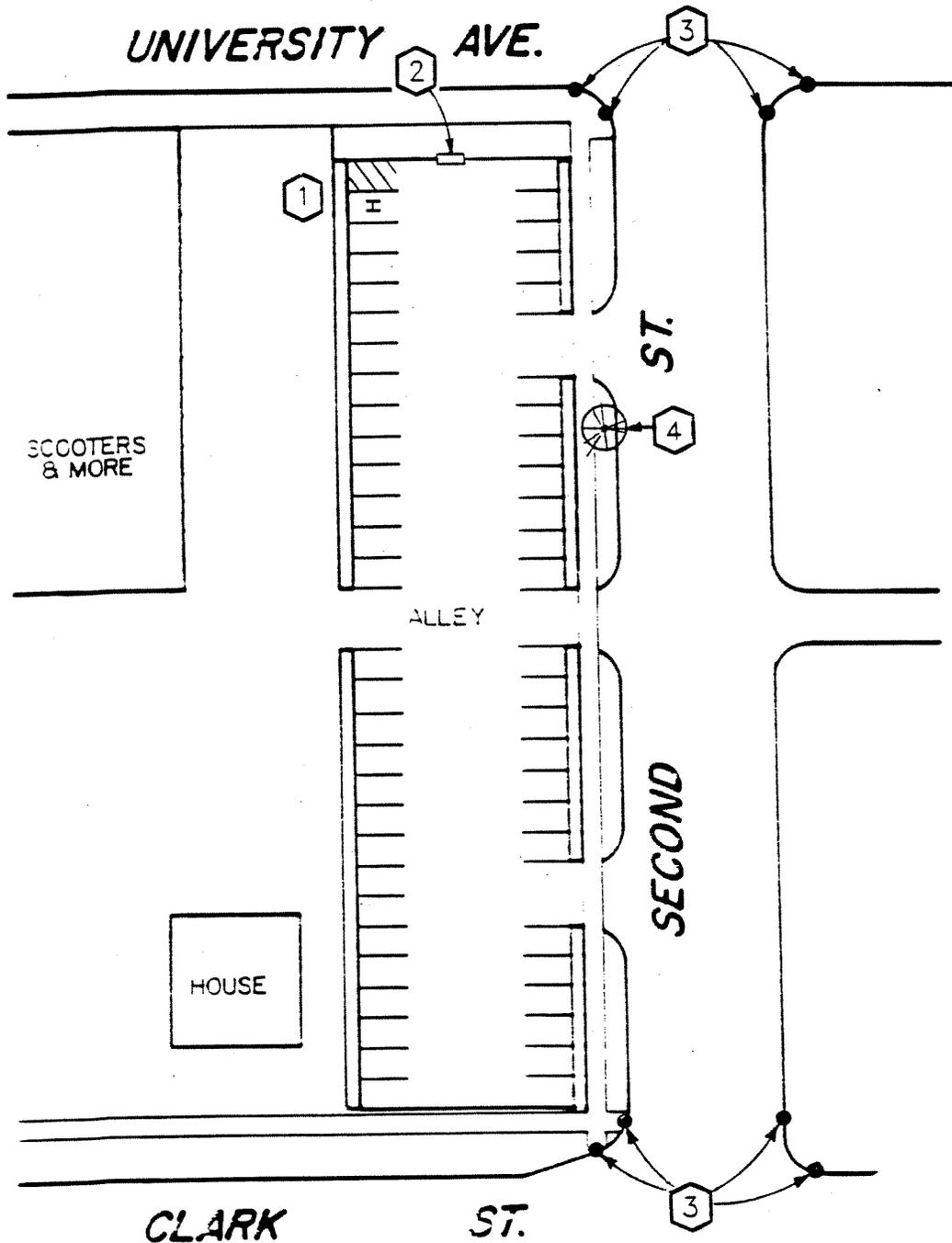
FIRST



LOT	WORK	ESTIMATED COST		DATE COMP.
G	1. Resign and restripe handicap space to conform to standards.	2 @ \$200 ea = \$400		
G	2. Remove two meters and install handicap space according to standard.	1 @ \$100 ea = \$100		

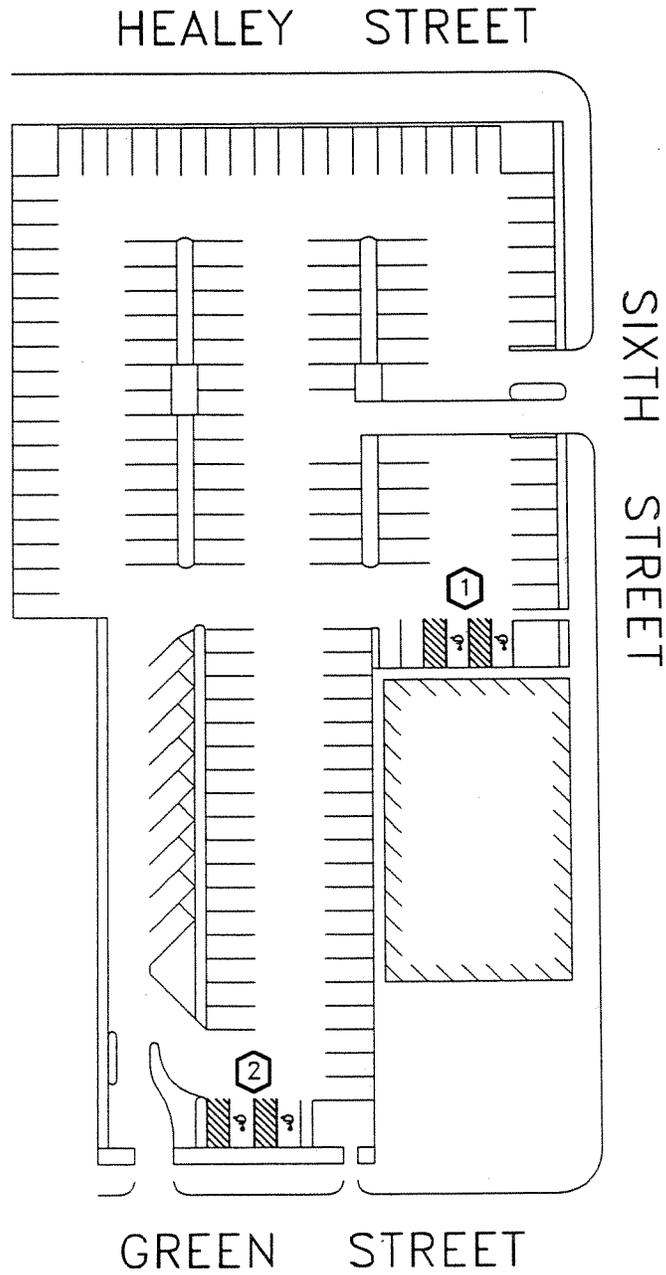


LOT	WORK	ESTIMATED COST	DATE COMPLETED
H	1. Install one handicap space per standard.	1 @ \$100 ea = \$100	
H	2. Fill small dirt area with concrete.	1 @ \$100 ea = \$100	
H	3. Install four curb ramps.	8 @ \$500 ea = \$4,000	
H	4. Trim tree overhanging the sidewalk.	1 @ \$50 ea = \$50	

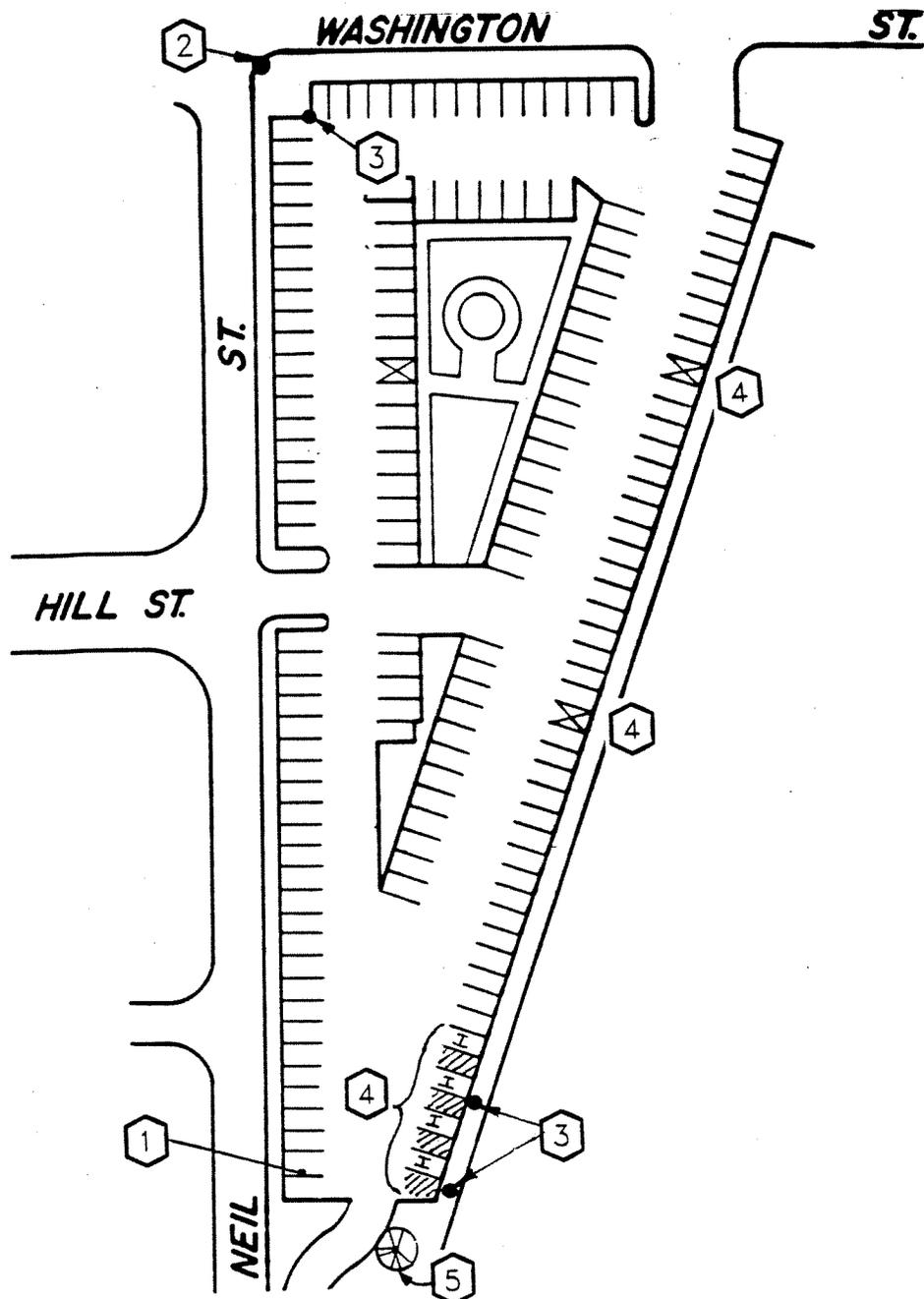


LOT	WORK	ESTIMATED COST		DATE COMP.
J	1. Check sign height/style and striping for conformance with standards and correct if necessary.	2 @ 100 ea = \$200		
J	2. Install 2 handicap spaces per standards.	2 @ 100 ea = \$200		

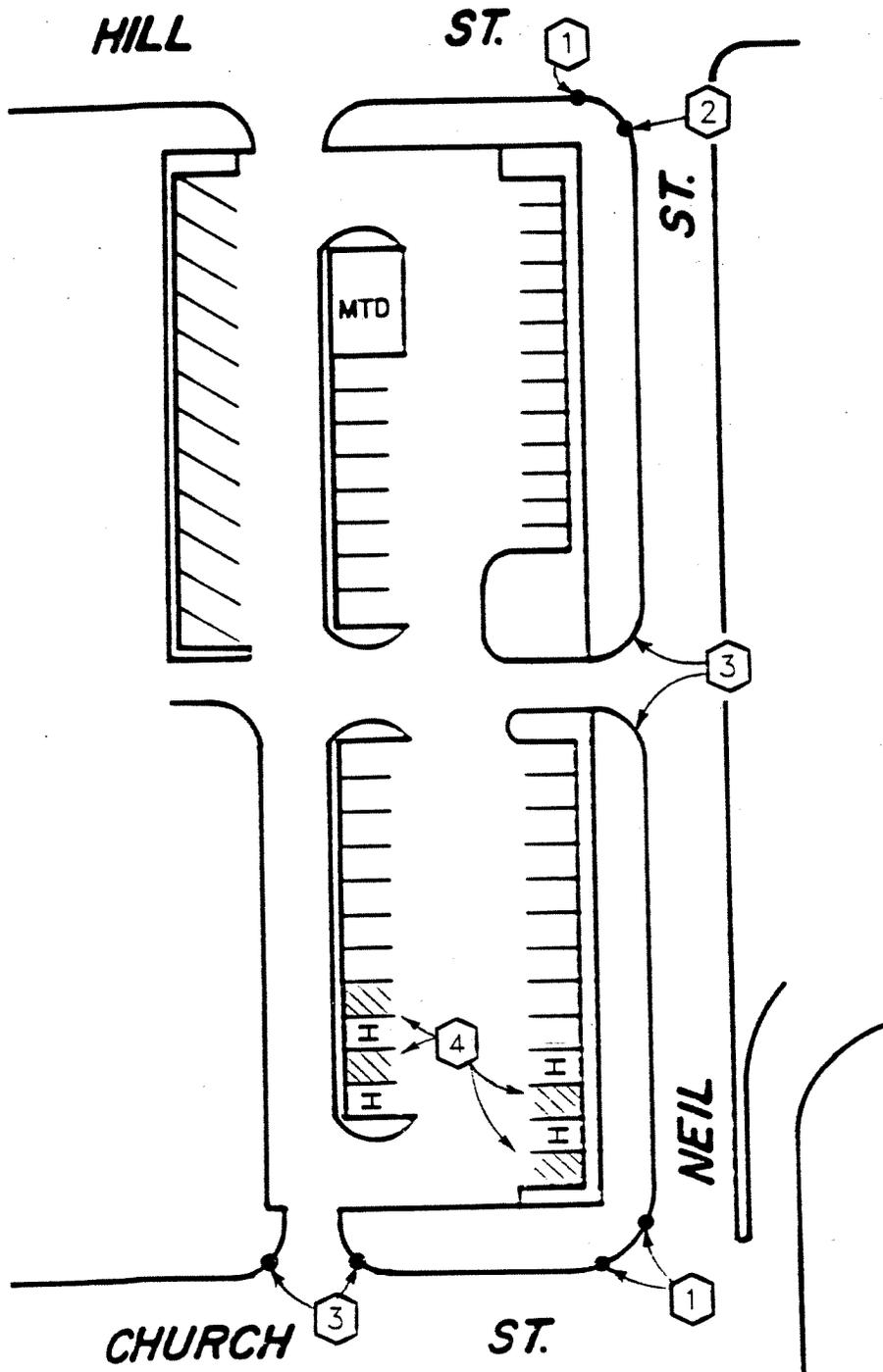
NOTE: Illinois accessibility code requires 6 spaces except in attended lots. Experience has shown that two spaces are adequate for this attended lot but two more will be added at the request of P.A.C.E.



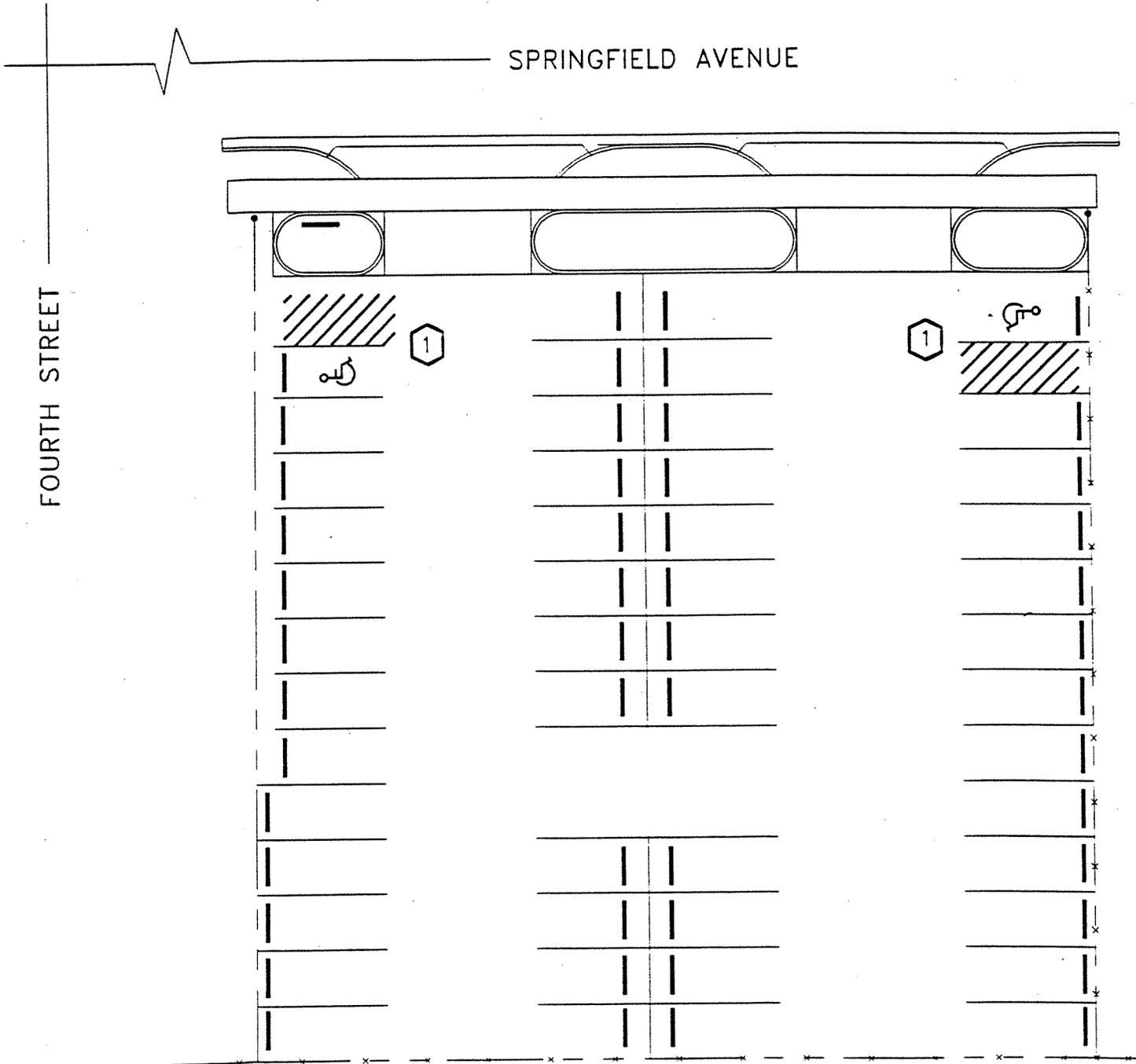
LOT	WORK	ESTIMATED COST	DATE COMPLETED
M	1. Remove existing handicap space and install meters.	1 @ \$50 ea = \$50	
M	2. Flatten ramp sides to 1:12.	1 @ \$500 ea = \$500	
M	3. Install curb ramp.	3 @ \$400 ea = \$1,200	
M	4. Install handicap spaces per standards.	6 @ \$100 ea = \$600	
M	5. Trim tree overhanging sidewalk.	\$50	



LOT	WORK	ESTIMATED COST		DATE COMP.
N	1. Reconstruct curb ramp to provide 1:10 side slopes.	3 @ \$500 ea = \$1,500		
N	2. Install curb ramp.	1 @ \$500 ea = \$500		
N	3. Reconstruct curb returns to provide 1:10 side slopes.	4 @ \$400 ea = \$1,600		
N	4. Install handicap spaces per standards.	4 @ \$100 ea = \$400		



LOT	WORK	ESTIMATED COST	DATE COMPLETED
R	1. Install handicap space per standards.	2 @ \$100 ea = \$200	





APPENDIX C

City of Champaign  
ADA Compliance Plan

Plan for Handling  
Grievance Complaints

## GRIEVANCE PROCEDURE -- AMERICANS WITH DISABILITIES ACT

### Purpose:

- A. To comply with Title II (Nondiscrimination on the Basis of Disability in State and Local Governmental Services) of the Americans with Disabilities Act of 1990 ("ADA") and regulations thereunder [285 CFR Part 35 Sec. 35.107(b)].
- B. To state the City's commitment to providing an environment in all its services, programs and activities free from discrimination based on disabilities.
- C. To provide a procedure for prompt reporting and investigation of complaints that the City's services, programs, or activities fail to meet ADA requirements.
- D. To provide for corrective action to ensure that the City's services, programs and activities meet ADA requirements.

### Scope:

This policy provides a procedure to process complaints that services, programs, and activities of the City of Champaign do not meet the requirements of the ADA.

### Responsibility:

- A. The Assistant to the City Manager for Community Relations and all Department Heads are responsible for complaint intake and information gathering.
- B. The Assistant City Manager and Assistant to the City Manager for Community Relations are responsible for dispositions of the complaints.
- C. The City Manager is responsible to review dispositions of complaints at the request of complainants.

### Procedure:

1. Person Making Complaint: Any person, including employees of the City, may make a complaint that the City has failed in a program, activity or service to fulfill a requirement of the ADA ("complaint").
2. To Whom Complaint Made:
  - a) Complaints may be made verbally or in writing to a Department Head or to the Assistant to the City Manager for Community Relations. If the complaint is made verbally, the Department Head or the Assistant to the City Manager for Community Relations shall reduce the complaint to writing.
  - b) The complaint, reduced to writing shall, at a minimum contain the information contained on the form attached hereto entitled "ADA Complaint Form".
3. Information Gathering:

- a) If the complaint is made to Department Head, such Department Head shall gather all information relative to the complaint and forward the information gathered to the Assistant to the City Manager for Community Relations.
- b) If the complaint is made to the Assistant to the City Manager for Community Relations, the Assistant to the City Manager for Community Relations shall within one working day after receipt send a copy of the complaint to the appropriate Department Head for information gathering. If the complaint refers to a personnel matter, a copy of the complaint shall also be sent to the Director of Personnel Services.
- c) The Department Head shall gather all information from either a direct complaint or a complaint referred to the Department Head by the Assistant to the City Manager for Community Relations within seven (7) calendar days after the receipt of the complaint or receipt of the referral from the Assistant to the City Manager for Community Relations. If the complaint refers to a personnel matter, a copy of such information shall be sent to the Director of Personnel Services. The Director of Personnel Services shall, when there are issues concerning matters of personnel, supplement the information provided by the Department Head if necessary.

4. Further Investigation:

- a) Upon receipt of the information, the Assistant to the City Manager for Community Relations shall review the information and determine whether further information is required from City Staff or the complainant. If further information is required, the Assistant to the City Manager for Community Relations shall request the information within a period of time, not to exceed fourteen (14) calendar days.

5. Recommended Disposition:

- a) The Assistant to the City Manager for Community Relations shall review the information gathered with the Assistant City Manager and jointly arrive at a written disposition of the complaint. The dispositions may, but are not limited to, the following types of actions:
  - (a) Factual information available does not support a determination that ADA requirements have not been met;
  - (b) Conciliation meeting requested to establish appropriate resolution of the complaint;
  - (c) Factual information indicates that the City should undertake remedial action to fulfill ADA requirements (List proposed City actions along with timetable).
- b) If necessary, the Assistant City Manager and Assistant to the City Manager for Community Relations shall request the Department Head and/or the Director of Personnel Services and/or the complainant to assist them in arriving at an appropriate disposition or conciliation of the complaint.

- c) A copy of the disposition of the complaint shall be sent to the complainant (see 6 below) and the Department Head responsible for implementation of the dispositions, and the Director of Personnel Services if the disposition involves a personnel matter.

6. Communications with Complainant:

- a) The Assistant to the City Manager for Community Relations shall communicate either by phone or in writing to the complainant at least once every two (2) weeks while the complaint is pending to advise the complainant as to the status of the complaint.
- b) The disposition of the complaint shall be reduced to writing and communicated at a meeting between the complainant and the Assistant to the City Manager for Community Relations. The disposition shall additionally inform the complainant that the City Manager will review the disposition if requested to do so within fourteen (14) calendar days after the disposition has been sent or given to the complainant.
- c) If the disposition refers to activities that will take place in the future, the Assistant to the City Manager for Community Relations will inform the complainant at the time the corrective measures have been fully implemented.

7. Time Frames:

The time frames in this complaint procedure shall be adhered to unless the Assistant City Manager allows an extension of the times due to unusual or unforeseen circumstances. Whenever the times have been extended, the Assistant City Manager shall notify the Assistant to the City Manager for Community Relations who in turn shall notify the complainant.

8. Review by City Manager:

The City Manager will review the disposition of the complaint if requested to do so by the complainant. Any such request to review shall be made within fourteen (14) calendar days after the disposition was sent or was given to the complainant.

**AMERICANS WITH DISABILITIES ACT COMPLAINT FORM**

Name of Complainant: \_\_\_\_\_

Address of Complainant: \_\_\_\_\_

Phone No. of Complainant: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relief Requested or Suggested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Complaint: \_\_\_\_\_



## **AMERICANS WITH DISABILITIES ACT**

### **TITLE II**

#### **Architectural Barrier Removal**

Title II of the Americans with Disabilities Act covers programs, activities, and services of local governments. It's purpose is to ensure that individuals with disabilities are allowed full participation and access by performing a self-evaluation of all activities. The following Title II list is of all City of Champaign facilities and where programs and/or services under the Title II description occur. The inspections identify physical barriers and are listed in priority order for correction. It is estimated that all work should be completed by January 26, 1993.

**ADA INSPECTION LIST**  
Title II

<u>Location</u>	<u>Use</u>	<u>Inspection</u>
Municipal Building 102 N. Neil	Business/Assembly City Programs, Services	Yes
Police Station 802 E. University	Business City Programs, Services	Yes
Fire Dept. Headqtrs 307 S. Randolph	Business/Assembly City Programs, Services	Yes
Fire Dept. #2 1901 S. Prospect	Business No Public Access	No
Fire Dept. #3 702 W. Bradley	Business No Public Access	No
Fire Dept. #4 2315 W. John	Business City Programs (tours)	Yes
Public Works 702 Edgebrook	Business/Storage City Programs, Services	Yes
Public Works 2315 W. John	Leased Storage No Public Access	No
Metcad 1905 E. Main Urbana	Business City Programs (tours)	Yes
Champaign Library 505 S. Randolph	Library	Yes
Douglas Library 310 E. Bradley	Library	Yes

**ADA INSPECTION LIST**  
Title II

<u>Location</u>	<u>Use</u>	<u>Estimated Cost</u>
Municipal Building 102 N. Neil	Business/Assembly City Programs, Services	\$ 7,365.00
Police Station 802 E. University	Business City Programs, Services	\$ 950.00
Fire Dept. Headqtrs 307 S. Randolph	Business/Assembly City Programs, Services	\$ 465.00
Public Works 702 Edgebrook	Business/Storage City Programs, Services	\$ 450.00
Champaign Library 505 S. Randolph	Library	\$ 3,310.00
Douglas Library 310 E. Bradley	Library	\$ 980.00
TOTAL		\$13,520.00

ADA INSPECTION

Municipal Building  
102 N. Neil

Lower Level:

1. Adjust closers on all accessible doors to meet minimum criteria.  
Section 4.13

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: 03-26-92

2. Men and Women Restrooms:
  - A. Move signage to wall adjacent to latch side of door, 60" height.  
Section 4.30
  - B. Provide 36" long rear and 42" long side grab bars at 33" to 36"  
height. Section 4.17
  - C. Insulate water and drain pipes below lavatories. Section 4.19
  - D. Lower coat hook to 54" maximum height. Section 4.2
  - E. Remove locks to provide public access. Section 4.30

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$400.00                      DATE COMPLETED: 05-04-92

3. Provide Braille signage at all permanent rooms, room numbers,  
restrooms, exits, etc. Section 4.30

COMMENTS: Addressed in item 8.  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_ ----                      DATE COMPLETED: \_\_\_\_\_ ----

4. Move vending machines to accessible room or provide auxiliary machines  
in accessible room. Section 4.3

COMMENTS: Moved one pop machine to accessible area.  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: 04-01-92

5. Provide accessible counter or auxiliary table in Neighborhood Services Department. Section 7.2 and Section 4.30.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$200.00                      DATE COMPLETED: \_\_\_\_\_

First Floor:

1. Provide 16' wide accessible parking space with right 8' diagonally striped and left 8' with universal symbol. Section 4.6

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$40.00                      DATE COMPLETED: \_\_\_\_\_

2. Raise parking space sign to 4' minimum height above grade to bottom of sign. Section 4.6

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$60.00                      DATE COMPLETED: \_\_\_\_\_

3. Provide directional signage at west building entrance to indicate location of accessible entrance (north entrance). Section 4.30

COMMENTS: Addressed in item 8.  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_                      DATE COMPLETED: \_\_\_\_\_

4. Adjust closers on all accessible doors to meet minimum criteria. Section 4.13

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: 03-27-92

5. Provide four (4) wheelchair locations in Council Chambers. Section 4.1.3 (19) and Section 4.2.4

COMMENTS: Wheelchair areas located at front and back of Council Chambers. Microphone provided.

ESTIMATED COST: None

DATE COMPLETED: 05-04-92

6. Men and Women Restrooms:

- A. Move restroom signage to wall adjacent to door at 60" height. Section 4.30
- B. Remove stalls both restrooms. Section 4.22
- C. Provide 36" long rear and 42" long side grab bars at 33" to 36" height. Section 4.17
- D. Insulate water and drain pipes below lavatory. Section 4.19
- E. Provide lever action privacy lock at Men's restroom.
- F. Shorten counter length in Women's restroom (south end) by 6" minimum. Section 4.22
- G. Lower dispensing machine in Women's restroom to 48" maximum height at controls. Section 4.23

COMMENTS: Counter needs to be modified. Remainder completed.

ESTIMATED COST: \$500.00

DATE COMPLETED: 05-04-92

7. Provide 6 (4%) Assistive Listening System receivers in Council Chambers and appropriate signage indicating availability of system. Section 4.33 and Section 4.30

COMMENTS: \_\_\_\_\_

ESTIMATED COST: \$1,125.00

DATE COMPLETED: \_\_\_\_\_

8. Provide Braille signage at all permanent rooms. Section 4.30

COMMENTS: \_\_\_\_\_

ESTIMATED COST: \$3,315.00

DATE COMPLETED: \_\_\_\_\_

9. Provide public telephone that is hearing aid compatible and equipped with volume control, also provide appropriate signage to indicate such. Section 4.30 and Section 4.31.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None

DATE COMPLETED: 6-2-92

10. Provide accessible counter or auxiliary table in Neighborhood Services Department. Section 7.2 and Section 4.32

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$200.00

DATE COMPLETED: \_\_\_\_\_

11. Provide raised letter and Braille floor designation signs at 60" height, both elevators, all floors. Section 4.10

COMMENTS: Ordered 04/15/92.  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None

DATE COMPLETED: \_\_\_\_\_

12. Provide Braille car control buttons in Atrium elevator. Section 4.10

COMMENTS: Ordered 04/15/92.  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None

DATE COMPLETED: \_\_\_\_\_

Second Floor:

1. Provide accessible counter or auxiliary table at Finance Department public window. Section 7.2 and Section 4.32

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$200.00

DATE COMPLETED: \_\_\_\_\_

2. Adjust closers on all accessible doors to meet minimum criteria.  
Section 4.13

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None

DATE COMPLETED: 03-27-92

3. Provide accessible door to City Manager's Office (32" clear width) or directional signage to accessible entrance (north door). Section 4.13

COMMENTS: Addressed in item 8.  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

4. Provide Braille signage at all permanent rooms, restrooms, etc.  
Section 4.30

COMMENTS: Addressed in item 8.  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

5. Alter southeast restroom to provide unisex accessible restroom.

- A. Provide accessible water closet. Section 4.16
- B. Provide accessible lavatory. Section 4.19
- C. Provide 36" long rear grab bar and 42" long side grab bar at 33" to 36" height. Section 4.17
- D. Alter heating unit to provide 5' diameter turning space. Section 4.22
- E. Provide signage to indicate unisex accessible restroom. Section 4.30
- F. Provide directional signage at west restrooms to indicate location of accessible restroom. Section 4.30

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$725.00

DATE COMPLETED: \_\_\_\_\_

Third Floor:

1. Provide accessible counter or auxiliary table. Section 7.2 and Section 4.32

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$200.00                      DATE COMPLETED: \_\_\_\_\_

Fourth Floor:

1. Provide accessible table. Section 4.32

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$200.00                      DATE COMPLETED: \_\_\_\_\_

2. Provide signage designating employee restroom. Section 4.30

COMMENTS: Addressed in item 8.  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_ ----                      DATE COMPLETED: \_\_\_\_\_ ----

Fifth Floor:

1. Provide accessible counter or auxiliary table. Section 7.2 and Section 4.32

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$200.00                      DATE COMPLETED: \_\_\_\_\_

2. Provide signage designating employee restroom. Section 4.30

COMMENTS: Addressed in item 8.  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_ ----                      DATE COMPLETED: \_\_\_\_\_ ----

Sixth Floor:

Employee access only.

ADA INSPECTION

Fire Department Headquarters  
307 S. Randolph

1. Provide 16' wide accessible parking space with right 8' diagonally striped and left 8' with universal symbol. Section 4.6

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$40.00                      DATE COMPLETED: \_\_\_\_\_

2. Provide raised letter and Braille floor designation signs at 60" height on all floors of elevator door jambs. Section 4.10

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: \_\_\_\_\_

3. Adjust closers on all accessible doors to meet minimum criteria. Section 4.13

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: 03-27-92

4. First floor restroom:

- A. Provide accessible water closet. Section 4.16
- B. Lower rear grab bar to 36" maximum height. Section 4.16
- C. relocate toilet paper dispenser. Section 4.16

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$225.00                      DATE COMPLETED: \_\_\_\_\_

5. Provide accessible counter or auxiliary table. Section 7.2 and Section 4.30.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED COST: \$200.00                      DATE COMPLETED: \_\_\_\_\_

**Fire Department #2**  
**1901 S. Prospect**

1. Provide information regarding accessible public tours at Fire Department Headquarters, 307 S. Randolph

COMMENTS: Addressed at staff meeting.

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: 05-21-92

**Fire Department #3**  
**702 W. Bradley**

1. Provide information regarding accessible public tours at Fire Department Headquarters, 307 S. Randolph.

COMMENTS: Addressed at staff meeting.

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: 05-21-92

**Fire Department #4**  
**2315 W. John**

1. Provide information regarding accessible public tours at Fire Department Headquarters, 307 S. Randolph.

COMMENTS: Addressed at staff meeting.

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: 05-21-92

ADA INSPECTION

Public Works  
702 Edgebrook

1. Raise accessible parking space sign to 4' minimum height above grade to bottom of sign. Section 4.6

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: \_\_\_\_\_

2. Provide accessible service counter or auxiliary table. Section 7.2 and 4.32

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$200.00                      DATE COMPLETED: \_\_\_\_\_

3. Provide lever action hardware on doors to all conference rooms. Section 4.13

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$50.00                      DATE COMPLETED: \_\_\_\_\_

4. Adjust closers on all accessible doors to meet minimum criteria. Section 4.13

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: 03-27-92

5. Move water closet partition and door 4" to the north in Men's Restroom only. Section 4.17

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: \_\_\_\_\_

6. Men and Women restrooms.

- A. Provide raised letter, contrasting color, Braille and pictorial signage on wall adjacent to doors. Section 4.30
- B. Provide lever type faucets at lavatories. Section 4.19
- C. Insulate pipes under lavatories. Section 4.19
- D. Lower dispensers to 48" maximum height. Section 4.23

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED COST: \$200.00                      DATE COMPLETED: \_\_\_\_\_

ADA INSPECTION

Police Station  
802 E. University

1. Provide two (2) 16' wide accessible parking space with right 8' diagonally striped and left 8' with universal symbol. Section 4.6

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$80.00                      DATE COMPLETED: \_\_\_\_\_

2. Provide two (2) standard type signage centered at 16' wide accessible parking space with \$50 fine sign at 4' above grade. Section 4.6

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$120.00                      DATE COMPLETED: \_\_\_\_\_

3. Adjust closers on all accessible doors to meet minimum criteria. Section 4.13

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: 04-02-92

4. Men and Women Restrooms at Lobby, Training Room and second floor Investigations.

- A. Provide 36" long rear grab bars.
- B. Provide raised letter, contrasting color, Braille and pictorial signage on wall adjacent to doors. Section 4.30

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$750.00                      DATE COMPLETED: \_\_\_\_\_

ADA INSPECTION

Champaign Library  
505 S. Randolph

1. Center parking signs in 16' wide accessible parking spaces.  
Section 4.6

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: \_\_\_\_\_

2. Adjust closers on all doors to meet minimum criteria. Section 4.13

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: \_\_\_\_\_

3. Men and Women Restroom

- A. Provide 36" rear grab bar. Section 4.16
- B. Insulate pipes under lavatories. Section 4.19

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$75.00                      DATE COMPLETED: \_\_\_\_\_

4. Provide 4% Assistive Listening System (ALS) receivers in Auditorium and appropriate signage indicating availability of system. Section 4.33 and Section 4.30

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$860.00                      DATE COMPLETED: \_\_\_\_\_

5. Provide lever action type hardware on all doors to accessible rooms on both floors. Section 4.13

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED COST: \$1,600.00                      DATE COMPLETED: \_\_\_\_\_

6. Provide raised letter, Braille floor designation signs at elevator door jambs, on all floors. Section 4.10

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED COST: \$100.00                      DATE COMPLETED: \_\_\_\_\_

7. Provide raised letter car control buttons. Section 4.10

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED COST: \$100.00                      DATE COMPLETED: \_\_\_\_\_

8. Provide public telephone that is hearing and compatible and equipped with volume control and appropriate signage to indicate such. Section 4.30 and Section 4.31

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: 6-2-92

9. Provide appropriate signage at all permanent rooms, restrooms, etc. Section 4.30

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED COST: \$575.00                      DATE COMPLETED: \_\_\_\_\_

10. Provide signage at children's restrooms to indicate location of accessible restrooms in lobby. Section 4.30

COMMENTS: Addressed in item 9.

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED COST: ----      DATE COMPLETED: ----

ADA INSPECTION

Douglas Branch Library  
310 E. Bradley

1. Provide 16' wide accessible parking space with right 8' diagonally striped and left 8' with universal symbol. Section 4.6

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$40.00                      DATE COMPLETED: \_\_\_\_\_

2. Provide standard type signage centered at 16' wide accessible parking space with \$50 fine sign at 4' above grade. Section 4.6

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$60.00                      DATE COMPLETED: \_\_\_\_\_

3. Provide signage at south entrance to indicate accessible entrance at North side of building. Section 4.30

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$400.00                      DATE COMPLETED: \_\_\_\_\_

4. Provide sign indicating doorbell at north entrance. Section 4.30

COMMENTS: Addressed in item 3.  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_                      DATE COMPLETED: \_\_\_\_\_

5. Adjust closers on all accessible doors to meet minimum criteria.  
Section 4.13

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: \_\_\_\_\_

6. Provide lever action type hardware on all doors to accessible spaces.  
Section 4.13

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$100.00                      DATE COMPLETED: \_\_\_\_\_

7. Widen door to restroom or install offset hinges to provide 32" clear  
width. Section 4.13

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$50.00                      DATE COMPLETED: \_\_\_\_\_

8. Restroom

- A. Provide accessible water closet. Section 4.16
- B. Provide 36" rear and 42" side grab bars. Section 4.16
- C. Insulate pipes under lavatory. Section 4.19

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$330.00                      DATE COMPLETED: \_\_\_\_\_

9. Lower dispensing units to 48" maximum. Section 4.23

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: None                      DATE COMPLETED: \_\_\_\_\_

ADA INSPECTION

Metcad  
1905 E. Main, Urbana, Illinois

COMMENTS: Champaign County owned building. Champaign County has  
contracted architect to evaluate all County buildings for ADA  
compliance.

ESTIMATED COST: None

DATE COMPLETED: 03-27-92

ADA INSPECTION

Recycle Center  
716 N. Market

COMMENTS: Drop off area is presently accessible.

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ESTIMATED COST: None

DATE COMPLETED: 05-12-92

Office Building  
15 W. Washington

1. Provide 16' wide accessible parking space with right 8' diagonally striped and left 8' with universal symbol. Section 4.6

COMMENTS: \_\_\_\_\_

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ESTIMATED COST: \$40.00

DATE COMPLETED: 05-10-92

2. Provide standard signage centered at 16' wide accessible parking space with \$50 fine sign at 4' above grade. Section 4.6

COMMENTS: \_\_\_\_\_

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ESTIMATED COST: \$60.00

DATE COMPLETED: \_\_\_\_\_

3. Provide 4" height ramp to west entrance door. Section 4.8

COMMENTS: \_\_\_\_\_

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ESTIMATED COST: \$50.00

DATE COMPLETED: \_\_\_\_\_

Office Building  
401 E. Springfield

1. Provide 16' wide accessible parking space with right 8' diagonally striped and left 8' with universal symbol. Section 4.6

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$40.00                      DATE COMPLETED: \_\_\_\_\_

2. Provide standard signage centered at 16' wide accessible parking space with \$50 fine sign at 4' above grade. Section 4.6

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$60.00                      DATE COMPLETED: \_\_\_\_\_

3. Provide 2" height ramp to East entrance door. Section 4.8

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$50.00                      DATE COMPLETED: \_\_\_\_\_

4. Provide lever action door hardware to one conference room. Section 4.13

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$30.00                      DATE COMPLETED: \_\_\_\_\_

5. Install offset hinges or widen door (minimum 32" clear) to one conference room. Section 4.13

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$50.00                      DATE COMPLETED: \_\_\_\_\_

6. Provide signage designating employee restroom. Section 4.30

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COST: \$10.00

DATE COMPLETED: \_\_\_\_\_

## **AMERICANS WITH DISABILITIES ACT**

### **TITLE III**

#### **Architectural Barrier Removal**

Title III of the Americans with Disabilities Act covers public accommodations, commercial facilities, and private entities. Its purpose is to ensure individuals with disabilities access to all businesses, retail stores, restaurants, etc. The following Title III list is of all City of Champaign owned buildings that are currently leased to private entities. The inspections identify physical barriers and are listed in priority order for correction. It is estimated that all work should be completed by January 26, 1993.

**ADA INSPECTION LIST**  
Title III

<u>Location</u>	<u>Use</u>	<u>Inspection</u>
Recycle Center 716 N. Market	Drop-off Center	Yes
Recycle Center 720 N. Market	Storage No Public Access	No
Recycle Center 736 N. Market	Storage No Public Access	No
Office Bldg. 15 W. Washington	Payday Motors Car Sales	Yes
Office Bldg. 401 E. Springfield	Century 21 Real Estate	Yes
Office Bldg. 408 E. Springfield	No Occupancy	No
Office Bldg. 410 E. Springfield	No Occupancy	No
Office Bldg. 612 E. University	No Buildings	No
Office Bldg. 226 E. Lincoln St. Joseph	No Occupancy	No
Orpheum Bldg. 342 N. Neil	No Occupancy	No
Americana Health 301 E. Springfield	Private Institutional	No
Commercial Bldg. 132 S. Market	No Occupancy	No
Commercial Bldg. #1 Main	No Occupancy	No
Storage Bldg. 2.5 mi W of Champ on Rt.150	Storage No Public Access	No

ADA INSPECTION LIST  
Title III

Cost Analysis

<u>Location</u>	<u>Use</u>	<u>Estimated cost</u>
Office Bldg. 15 W. Washington	Payday Motors Car Sales	\$150.00
Office Bldg. 401 E. Springfield	Century 21 Real Estate	\$240.00
TOTAL		<u>\$390.00</u>