

Americans with Disabilities Act (ADA) Transition Plan

City of Tiffin, Ohio

May 31, 2023



51 East Market Street

Tiffin, Ohio 44883

www.tiffinohio.gov

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Introduction

Transition Plan Need and Purpose

The [Americans with Disabilities Act \(ADA\)](#) is a civil rights law prohibiting discrimination against individuals on the basis of disability. It was enacted on July 26, 1990, and was amended in 2008 with the ADA Amendments Act. The 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. The City of Tiffin must comply with this section of the Act, as it specifically applies to public service agencies. Title II of ADA states 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 of ADA ([28 CFR Part 35 Sec. 35.105 and Sec. 35.150](#)), The City of Tiffin has conducted a self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way; and has developed this Transition Plan detailing the methods to be used to ensure compliance with ADA accessibility requirements.

ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Act \(ABA\) 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 of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

Agency Requirements

Under Title II, The City of Tiffin 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 CFR Sec. 35.150](#)].
- 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 CFR 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 CFR 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 CFR 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 CFR Sec. 35.160\(a\)](#)].
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is typically 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.

Designation of Responsibility & Contact Information

In accordance with [28 CFR 35.107\(a\)](#), the City of Tiffin has designated the following person to serve as **ADA Title II Coordinator**, to oversee the City's policies and procedures:

ADA Title II Coordinator

Job Title: City Administrator

Office Address: 51 East Market Street, Tiffin, Ohio 44883

Phone: (419) 448-5402

E-mail: cityadministrator@tiffinohio.gov

In accordance with [28 CFR 35.150\(d\)\(3\)](#), the City of Tiffin has designated the following persons to serve as **ADA Transition Plan Implementation Coordinators**, to monitor the City's progress and manage review and updates of this document:

ADA Transition Plan Implementation Coordinator

Right of Way

Job Title: City Engineer

Office Address: 51 East Market Street, Tiffin, Ohio 44883

Phone: (419) 448-5425

E-mail: engineer@tiffinohio.gov

Facilities

Job Title: City Administrator

Office Address: 51 East Market Street, Tiffin, Ohio 44883

Phone: (419) 448-5402

E-mail: cityadministrator@tiffinohio.gov

Training is an important tool for ensuring compliance with ADA requirements. The ADA Coordinators will identify resources and opportunities for agency employees at various levels to receive ADA-related training appropriate to their job functions.

Self-Evaluation

Overview

Under Title II of the ADA ([28 CFR Sec. 35.105](#)), public entities are required to perform a self-evaluation of their current services, policies and practices with regard to accessibility. The goal of the self-evaluation is to verify that, in managing its programs and facilities, the agency is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The intent of the ADA self-evaluation is to review the agency's entire public program, including all facilities on public property and within public rights-of-way, in order to identify any obstacles or barriers to accessibility that need to be addressed. The general categories of items to be evaluated include:

- Communications, Information & Facility Signage.
- Building Facilities – these include offices, garages and other types of buildings.
- Pedestrian Facilities (Pedestrian Circulation Routes / Pedestrian Access Routes) – these include sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and bus stops (and/or other transit facilities) that are located within the City rights-of-way.

Public entities are required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments [[28 CFR Sec. 35.105\(b\)](#)].

Furthermore, a public entity that employs 50 or more persons is required, for at least three years following the completion of the self-evaluation, to maintain on file and make available for public inspection:

- A list of the interested persons consulted;
- A description of areas examined and any problems identified; and,
- A description of any modifications made.

Process & Findings

From 2020 - 2022, the City of Tiffin completed a self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way with regard to accessibility. Detailed inventories and findings from this review are documented within the **City of Tiffin's ADA Transition Plan Google File Shared Drive**.

An important component of the self-evaluation process is the identification of obstacles or barriers to accessibility, and the corresponding modifications that will be needed to remedy these items. The following sections provide a summary of improvements that have already been made, and obstacles that the City plans to address as part of this Transition Plan.

Communications, Information & Facility Signage

Title II of ADA includes the following requirements regarding Communications.

General ([28 CFR Sec. 35.160](#))

- A public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.
- A public entity shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity.
- In determining what type of auxiliary aid and service is necessary, a public entity shall give primary consideration to the requests of the individual with disabilities.

Information and Signage ([28 CFR Sec. 35.163](#))

- A public entity shall ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities.
- A public entity shall provide signage at all inaccessible entrances to each of its facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. The international symbol for accessibility shall be used at each accessible entrance of a facility.

Other examples of important communication items/devices include [Accessible Pedestrian Signals \(APS\)](#) used at intersections, and signs, pavement markings and other traffic control devices used to provide advance warning and positive guidance in the vicinity of construction, maintenance or utility work areas/zones that impact sidewalks, crosswalks or other pedestrian access routes. The [Pedestrian Checklist and Considerations for Temporary Traffic Control Zones](#) provides an overview of pedestrian-related considerations to enhance safety and accessibility for these types of situations.

ADA Transition Plan for City of Tiffin

In recent years, the City has implemented the following accessibility improvements with regard to communications, information and facility signage:

- Audio/Visual Capabilities implemented into the City Council Chamber
- Installed ADA compliant signage with Braille throughout City Hall

The City has conducted a detailed evaluation of its communications, information and facility signage with regard to the ADA Title II requirements. The findings from this evaluation are documented within the ***Master Communications, Information and Signage – Self Evaluation Spreadsheet within the City of Tiffin’s ADA Transition Plan Google File Shared Drive.***

Improvement Schedule

Moving forward, the City of Tiffin plans to implement a strategized improvement plan in order to obtain compliance and promote accessibility as it pertains to Communications, Information and Facility Signage. This plan is documented within the ***Master Communications, Information and Signage – Self Evaluation Spreadsheet within the City of Tiffin’s ADA Transition Plan Google File Shared Drive.***

Building Facilities and Related Parking Lots/Facilities

The City of Tiffin is responsible for the following buildings:

- City of Tiffin Municipal Building – 51 East Market Street, Tiffin, Ohio 44883
- City of Tiffin Annex Building – 53 East Market Street, Tiffin, Ohio 44883
- (*) City of Tiffin Parks & Recreation Department – 621 East Market Street, Tiffin, Ohio 44883
- City of Tiffin Public Works Department – 601 Miami Street, Tiffin, Ohio 44883
- (*) City of Tiffin Water Pollution Control Center – 961 North Water Street, Tiffin, Ohio 44883
- City of Tiffin Main Fire Station – 51 South Monroe Street, Tiffin, Ohio 44883
- City of Tiffin Fire Station #2 – 401 North Washington Street, Tiffin, Ohio 44883

(*) Non Public Use Facilities

The City of Tiffin is responsible for the following parks:

- Applejack Park – 200 Noble Street, Tiffin, Ohio 44883
- Beechwood Park – 22-24 Beechwood Drive, Tiffin, Ohio 44883
- Hedges-Boyer Park – 491 Coe Street, Tiffin, Ohio 44883
- Highland Park – 606 North Washington Street, Tiffin, Ohio 44883
- Josiah Hedges Park – 30 Park Place, Tiffin, Ohio 44883
- Junior Home Park – Huss Street, Tiffin, Ohio 44883
- Kernan Park – 340 Industrial Avenue, Tiffin, Ohio 44883
- Louisa K. Fast Park – 132 Portland Road, Tiffin, Ohio 44883
- Nature Trails Park – 217 East Davis Street, Tiffin, Ohio 44883
- Oakley Park – 70 6th Avenue, Tiffin, Ohio 44883
- Riverview Park – Glenwood Drive, Tiffin, Ohio 44883
- Schekelhoff Park – 621 East Market Street, Tiffin, Ohio 44883
- Stalter Park – 8 Ohio Avenue, Tiffin, Ohio 44883

The City of Tiffin is responsible for the following public parking lots:

- City Parking Lot #1 – 95 South Monroe Street, Tiffin, Ohio 44883
- City Parking Lot #2 – 190 Jefferson Street, Tiffin, Ohio 44883
- City Parking Lot #3 – 77 Jefferson Street, Tiffin, Ohio 44883
- City Parking Lot #4 – 25 East Market Street, Tiffin, Ohio 44883
- City Parking Lot #5 – 190-206 South Washington Street, Tiffin, Ohio 44883
- City Parking Lot #6 – 96-124 South Monroe Street, Tiffin, Ohio 44883
- City Parking Lot #7 – 76 South Washington Street, Tiffin, Ohio 44883

ADA Transition Plan for City of Tiffin

In recent years, the City has implemented the following accessibility improvements to its building facilities:

- ADA compliant signage with Braille added throughout City Hall
- ADA accessibility for buildings (elevators, ramps, doorways, etc.) updated as necessary.
- Audio/Visual Capabilities implemented into City Council Chambers

The City has conducted a detailed accessibility evaluation of each of its building facilities, and related parking lots/areas, based on the [ADA Checklist for Existing Facilities](#) publication. The findings from these evaluations are documented within the **Master Buildings, Master Parking Lot and Master Parks – Self Evaluation Spreadsheets and the Site Accessibility Evaluations within the City of Tiffin’s ADA Transition Plan Google File Shared Drive**. The accessibility barriers/issues identified as currently existing have been ranked in order of priority for improvement.

Improvement Schedule

Moving forward, the City of Tiffin plans to implement a strategized improvement plan in order to obtain compliance and promote accessibility within its buildings, parks and public parking lots. This plan can be found within the **Master Buildings, Master Parking Lot and Master Parks – Self Evaluation Spreadsheets within the City of Tiffin’s ADA Transition Plan Google File Shared Drive**.

Pedestrian Facilities / Public Rights-of-Way

As part of the self-evaluation process, City of Tiffin has conducted an inventory and evaluation of pedestrian facilities within its public rights-of-way, which consist of the following:

- 87.8 miles of sidewalks
- 1381 curb ramps
- 122 marked crosswalks
- 5.89 miles of bicycle/pedestrian trails
- 48 traffic control signals
- 0 bus stops (and/or other transit facilities)

A detailed evaluation of these facilities with regard to accessibility compliance is documented within the ***Master Right of Way – Self Evaluation Spreadsheet within the City of Tiffin’s ADA Transition Plan Google File Shared Drive***. This spreadsheet will continue to be updated annually. Furthermore, an executive summary of the findings from the City of Tiffin’s Right of Way Self Evaluation along a detailed summary of the current policies and procedures in place to obtain compliance through projects and maintenance can be found within **Appendix B**.

Previous Practices

Since the adoption of the ADA, the City of Tiffin has striven to provide accessible pedestrian features as part of the City’s capital improvement projects. As additional information was made available regarding the methods of providing accessible pedestrian features, the City updated its procedures to accommodate these methods.

In recent years, the City has implemented the following accessibility improvements to its pedestrian facilities:

- Annual Sidewalk Replacement Projects
- Annual Curb Ramp Replacement Projects in conjunction with our Annual Street Resurfacing Program
- Installation of Rapid Flashing and Flashing Beacons at various high pedestrian crosswalks
- Installation of countdown pedestrian signals and automated pedestrian signal push buttons throughout the City
- Installation of more highly visible crosswalks at various high pedestrian crosswalks primarily in the vicinity of schools
- Installation of more highly visible retroreflective crosswalk signage
- Installation of ADA compliant trails

Methodology

City of Tiffin will utilize the following methods for upgrading pedestrian facilities to current ADA standards. The first and most comprehensive method is through scheduled street, sidewalk and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. A current listing of these scheduled projects can be obtained from the City of Tiffin Engineer's Office.

Policy

The City of Tiffin's goal is to continue to provide accessible pedestrian design features as part of its capital improvement projects. The City has adopted ADA design standards and procedures as listed in **Appendix E**. These standards and procedures will be kept up-to-date with nationwide and local best management practices. More defined design guidelines can also be found within the City of Tiffin's Public Works Design Manual.

The City will consider and respond to all accessibility improvement requests. All accessibility improvements that are 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 rights-of-way will continue to follow the policies set forth by the City. Examples of typical maintenance items relating to accessibility include: snow removal and ice control for sidewalks and trails, sidewalk repair policy, renewal of crosswalk markings, and signal hardware. Detailed information is provided in **Appendix B**.

Requests for accessibility improvements can be submitted to the ADA Title II Coordinator or the Right-of-Way Transition Plan Implementation Coordinator. Their contact information is provided within the *Designation of Responsibility & Contact Information* section of this plan.

Priority Areas

City of Tiffin has identified specific locations as priority areas for planned accessibility improvement projects. These areas have been selected due to their proximity to specific land uses such as schools, government offices and medical facilities, as well as from the receipt of public comments. The priority areas as identified in the self-evaluation are as follows:

- Local schools
- Downtown business areas/high trafficked intersections

Additional priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991, and accessibility features were omitted.

External Agency Coordination

Many other agencies are responsible for pedestrian facilities within the jurisdiction of the City of Tiffin. The City will coordinate with those agencies to assist with identifying and facilitating elimination of accessibility barriers along their routes.

Improvement Schedule

City of Tiffin has established the following schedule of goals for improving the accessibility of its pedestrian facilities within the City jurisdiction:

- Within 20 years (2023 to 2042), 75% of existing non-compliant sidewalks are to be ADA compliant.
- Within 10 years (2023 to 2032), 100% of existing curb ramps are to be ADA compliant.
- Within 25 years (2023 to 2047), 100% of traffic signals to be upgraded to be ADA compliant.

Public Outreach

City of Tiffin recognizes that public participation is an important component in the development of this transition plan. Input from the community has been gathered and used to help define priority areas for improvements within the jurisdiction of City of Tiffin.

Public outreach for preparation of this document has consisted of the following activities:

- The plan was publicly presented to and formerly adopted by City Council. This process allowed for public input at four separate public City Council meetings.
- Public meetings of the City of Tiffin's ADA Advisory Committee are conducted to discuss issues, project updates, and implementation of the City's ADA Transition Plan.
- The City website is to be updated to allow for submittal of formal complaints as well as view all public ADA documents.

This document was also made available for public comment. A list of interested persons consulted along with all comments received during the Public Outreach component of the development of this plan is documented within the *City of Tiffin's ADA Transition Plan Google File Shared Drive*.

Public Notice of ADA Requirements and Grievance Procedure

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities with regard to ADA compliance. A draft of this public notice is provided in **Appendix D**.

If users of City of Tiffin's facilities and services believe the City has not provided a reasonable accommodation, they have the right to file a grievance. In accordance with [28 CFR Sec. 35.107\(b\)](#), the City has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints or concerns. This grievance procedure is outlined in **Appendix D**.

Progress Monitoring and Transition Plan Management

This Transition Plan is considered to be a living document that will continue to be updated as conditions within the City evolve. The initial schedule is to formally review the complete document (main body and appendices) at least once per year, to identify any need for updates. Updates to the appendices or attachments may be made more frequently as needed. Any substantive updates to the main body of this document will include a public comment period to continue the City's public outreach efforts.

ADA Transition Plan for City of Tiffin

The City of Tiffin recognizes that ADA compliance is an ongoing responsibility which will require monitoring to identify future accessibility issues that may be encountered. For example, facilities that currently meet ADA requirements could fall out of compliance in the future due to factors such as damage, disrepair, or changes within public rights-of-way that could create new accessibility obstacles. Therefore, the ADA Title II Coordinator and Transition Plan Implementation Coordinators will establish an on-going monitoring/inspection program to ensure that facilities continue to comply with ADA requirements. Agency employees will also be encouraged to report any accessibility concerns or deficiencies that are identified.

Formal Adoption of ADA Transition Plan

This ADA Transition Plan is hereby adopted by the City of Tiffin, effective May 31, 2023. (See Appendix G for Copy of City Legislation)

Signed:



ADA Title II Coordinator

5-31-23
Date

Matthew R. Watson
ADA Transition Plan Implementation Coordinator
(Right of Way)

5.31.2023
Date



ADA Transition Plan Implementation Coordinator
(Public Facilities)

5-31-23
Date

Appendix A – Executive Summary – On-Site Facility Inspections

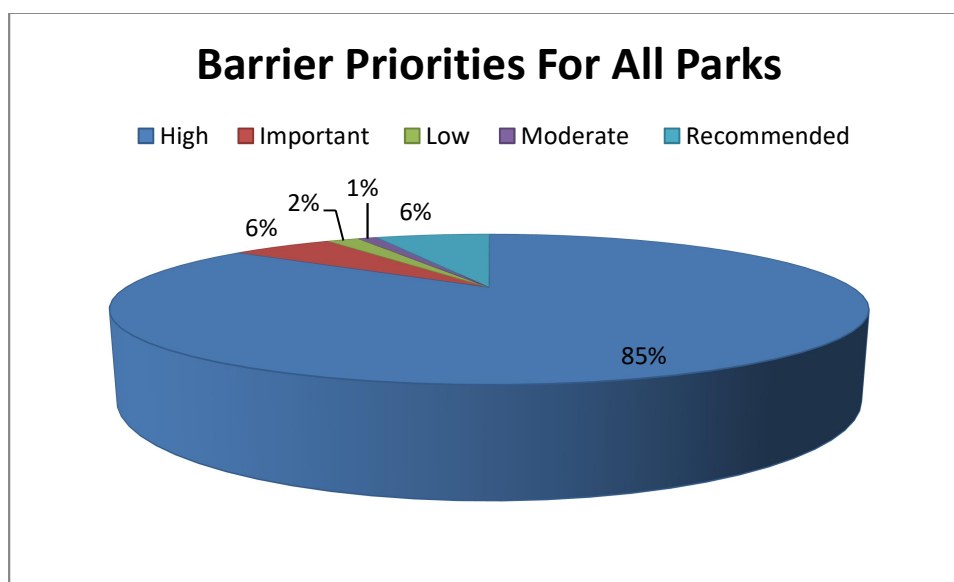
NARRATIVE

On April 5th through 9th, 2021, Advanced Access performed accessibility audits at all city buildings, parks and parking lots. The findings, recommendations, priorities and budget ranges to correct barriers to access for persons with disabilities are found in the individual report for each specific property or location. Two reports were generated for each location. The first report is a PDF document with photos to help identify the area at each property where the barrier is located. Photos in the PDF document will also show the measurement a barrier is out compliance.

The second report is an Excel document to use as an inventory list of the barriers at each property. This document contains high and low budget ranges to correct each barrier as well as the total range for correction of all barriers at each property. Each of the reports also identifies the applicable section of the 2010 ADA Standards, the type of barrier and area of the facility where it is located.

OVERALL PICTURE

Advanced Access subdivided the City properties by Parks, Parking Lots and Buildings. A chart of findings for each of those categories follows and includes all properties per category. For example, all 13 City Parks are summarized in the Parks category. Following are the Barrier Priority Charts for each subcategory and a summarization of the findings. After each summary, a budget narrative and chart follows.



PARKS SUMMARY

Eighty-five percent of the barriers in parks are high, 6% Important, 1% Moderate, 2% Low and 6% Recommendations. Sixty-seven barriers in parks relate to accessible routes, especially accessible routes to play areas and picnic areas. Guidance documents on Play Areas and Areas of Sport Activity from the U.S. Access Board have been included in the individual park report where applicable.

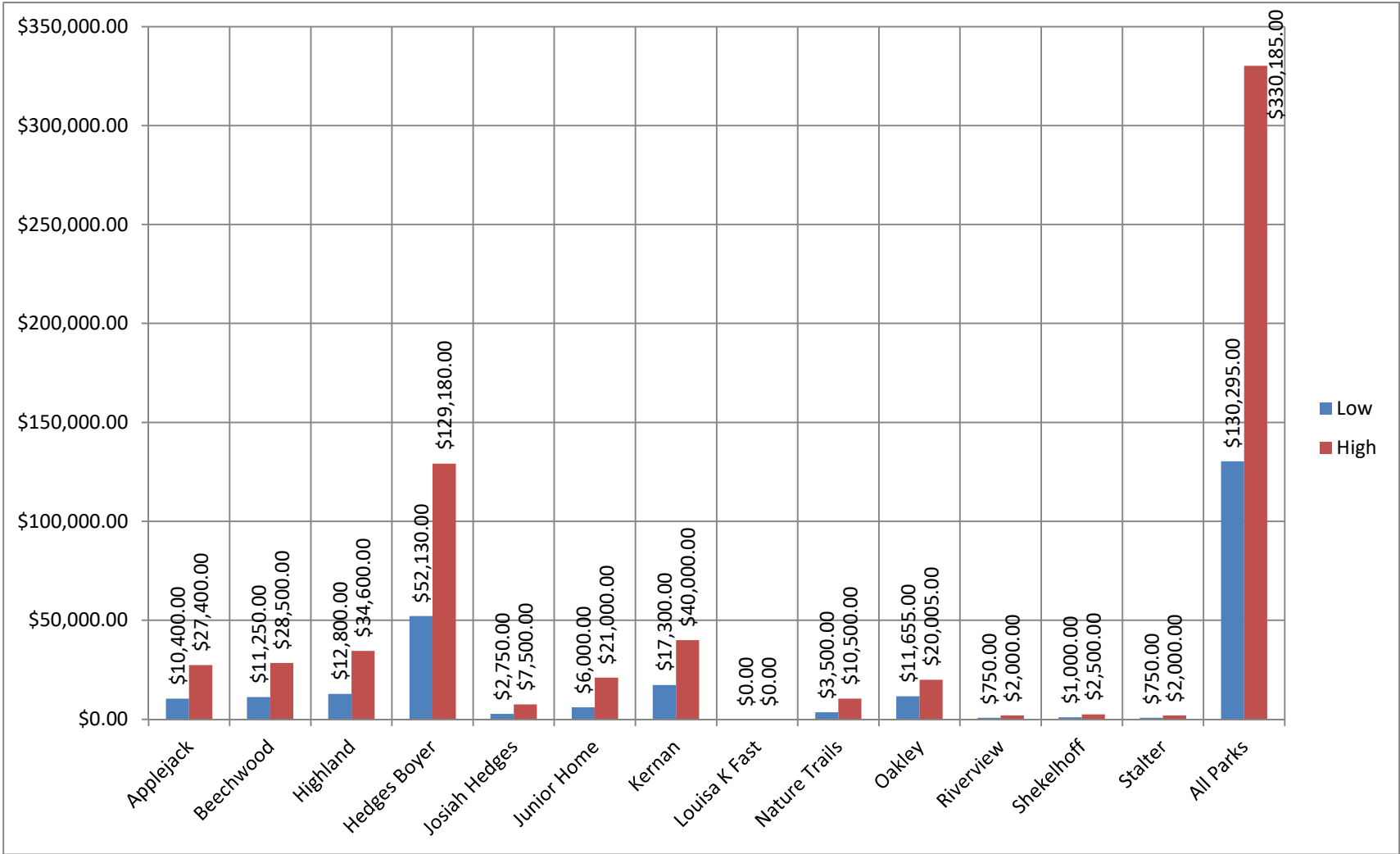
Another common issue in all parks is the picnic tables at shelters. In 35 findings a picnic table was not accessible because it lacked the required knee clearance depth or was not on an accessible route. There should be at least one accessible picnic table per shelter connected to an accessible route.

Parking was another common finding with 41 barriers related to parking. Some parking issues will be easy to correct by restriping a portion of a lot to provide the required parking stall(s), access aisle(s) and signage. Other parking issues will be more difficult to correct and involved regarding parking areas to correct slope issues or completely paving a gravel lot.

The highest numbers of barriers were found in restrooms. A majority of these are attributable to the restrooms in Hedges-Boyer Park in the Pool Building and the other restroom building by the baseball field. This is why this park has the highest budget amount to remedy its barriers. Most other parks had portable restrooms. Some of these parks did not have an accessible portable toilet, others that did may have had barriers obstructing an accessible route to the toilet.

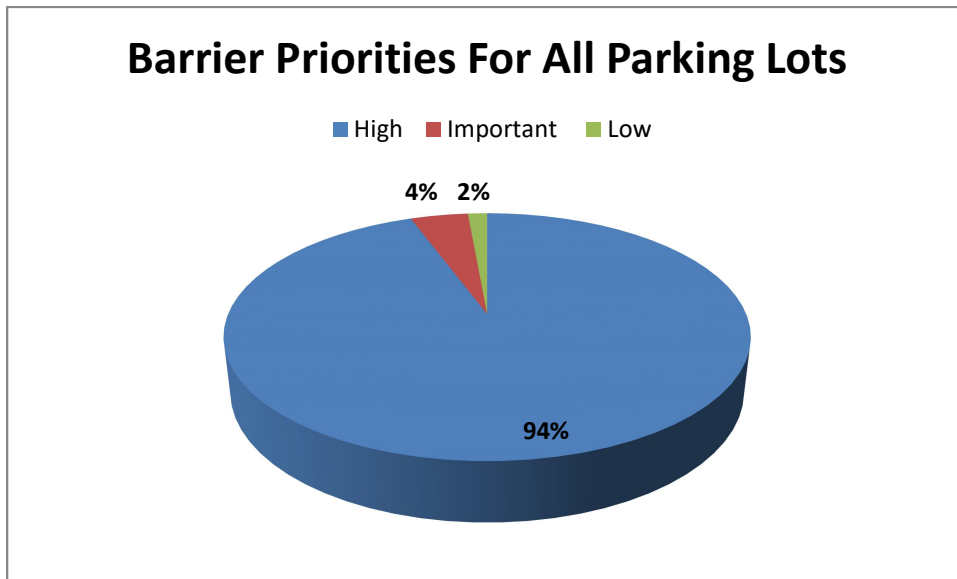
Following is a chart of budget ranges for corrections per park and the overall range for the total parks. The low budget range is \$130,295.00 and the high range is \$330,185.00. These numbers may seem alarming and create sticker shock, however the City is just now inventorying its barriers to access for people with disabilities 31 years after the ADA was signed in to law and 29 years after its effective date. If we average the budget totals over a 30 year timeframe, the cost would be just \$4,300.00 per year to correct all barriers on the low end of the range and \$11,000.00 per year on the high end.

Obviously, it is not advisable to take the next 30 years to remedy all barriers to access, but it may be feasible to work out a 2-3 year plan to address the majority of barriers. Most barriers are structurally feasible to correct in that time period or sooner. As we are not aware of the City's financial situation and budgets, it is not possible to comment on financial practicality. However, the Title II ADA obligation for the City is to be in compliance with the ADA when all programs are considered in their entirety.



Tiffin Parks Budgeting

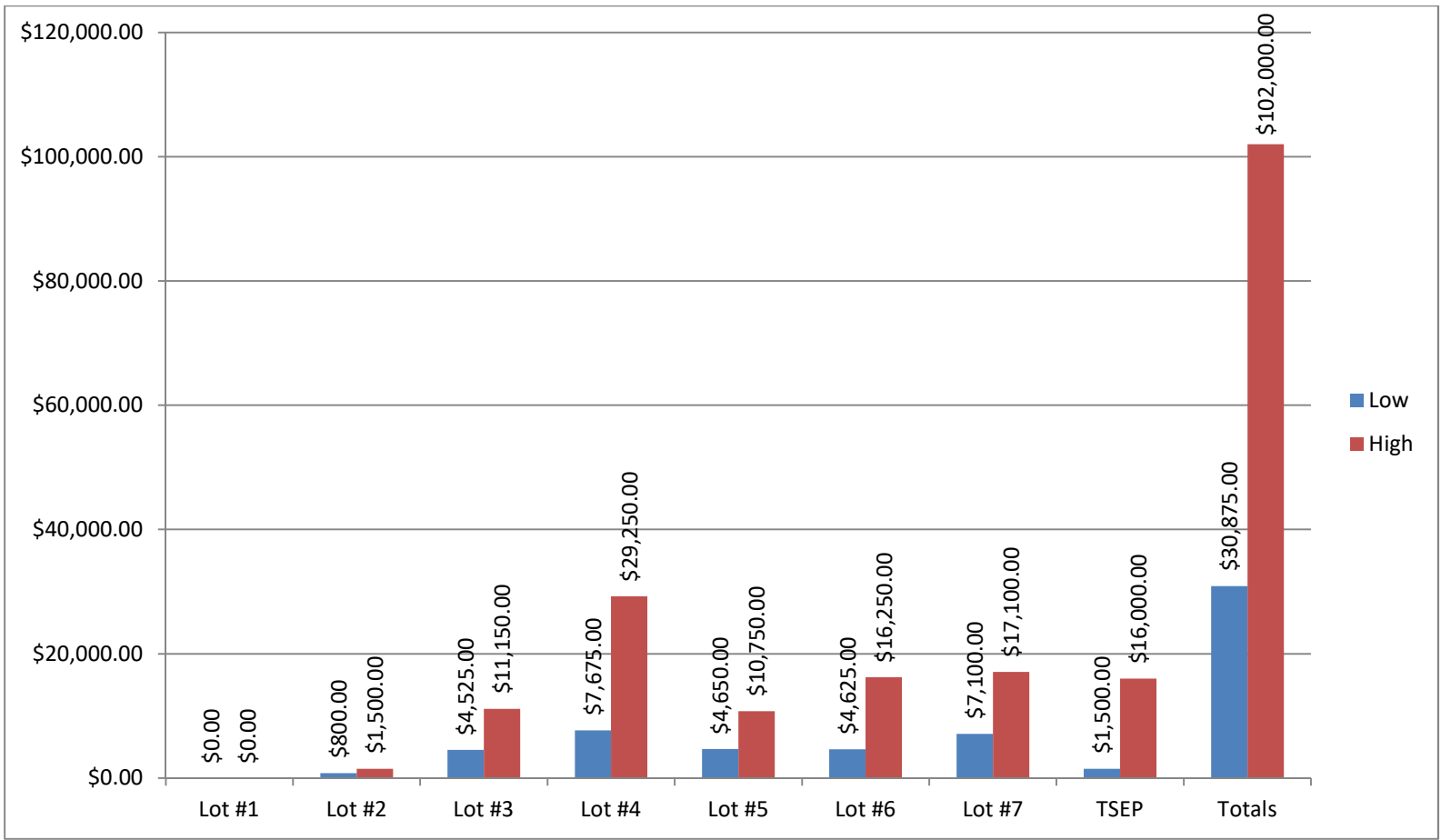
Barrier Priorities For All Parking Lots



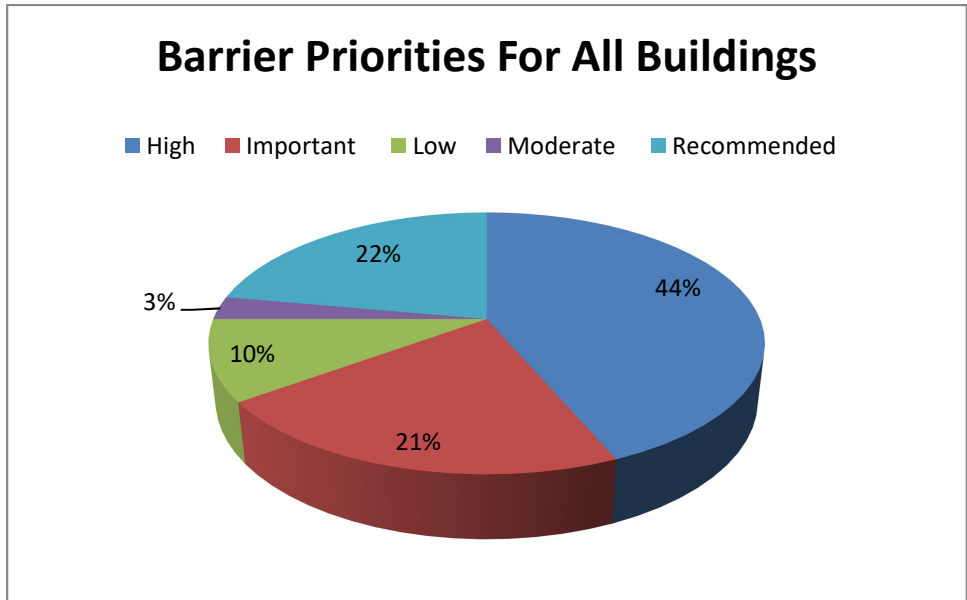
PARKING LOTS SUMMARY

Common barriers in parking lots included missing access aisles or van accessible access aisles. Compliant access aisles allow a person with a disability to exit their vehicle using a mobility aid such as a wheelchair or scooter. There were 21 barriers related to access aisles. There were 10 instances where parking lots were not allocated the required number of accessible or van accessible stalls. 21 barriers related to compliant signage at parking stalls and 11 barriers were found where an excessive slope was an issue. Ninety-four percent of the barriers in parking lots are high and should be corrected as soon as possible.

Each parking lot was issued its own individual reports which include recommendations and budgets to correct the barriers. Following is the budget chart for parking lots. The low range for all corrections is \$30,870.00 and the high range is \$102,000.00. We anticipate the City may be able to correct a majority of the barriers in the lots at the low end of the range if not under, should the Public Works Dept undertake the necessary work.



Tiffin Parking Lots Budgeting



BUILDINGS SUMMARY

Buildings included in this summary are City Hall which includes Police Headquarters, the Annex Building, both Fire Stations, the Parks and Rec Building, the Public Works Building and the Water Pollution Control Center. 63% of the barriers are either High or Important and should be corrected as soon as possible. 22% of the findings are issues we find important enough to make a recommendation on. The specific issues discovered in buildings as to the type of barrier are numerous. Additional comments are made on the bigger issues to access at each building.

The Water Pollution Control Center appears to be mostly for employees only with limited public access. The Fire Stations are not frequented by the public except for limited school tours of the Engine House, which is accessible through the garage doors. Currently, the Parks and Recreation and Public Works buildings are mostly for employee use only and see limited visits or use by the public.

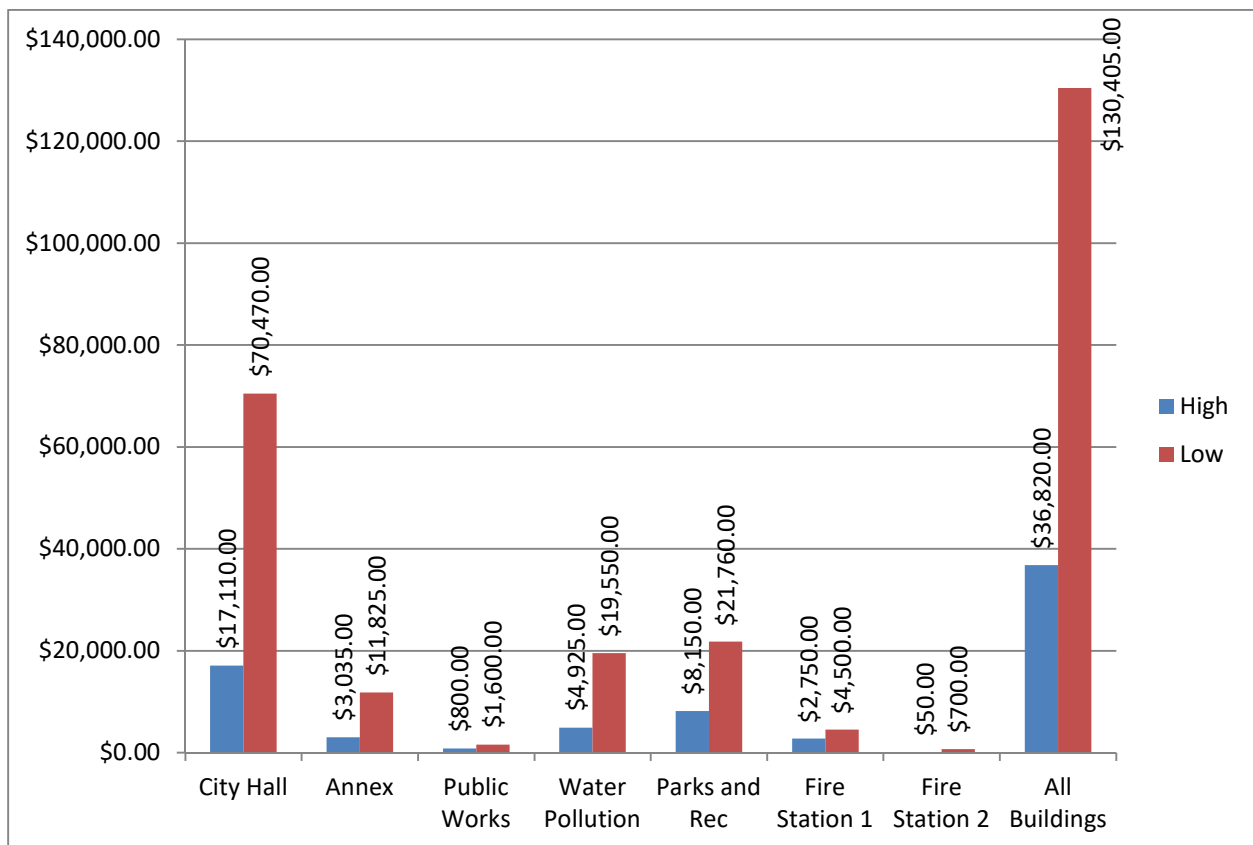
Given these factors, highest priority should be made to correct the barriers in City Hall, the Police Station and the Annex Building. One major barrier that limits access to these buildings is lack of accessible parking. There are two accessible parking spaces on the street in front of City Hall but they are on a steep slope and lack access aisles and do not connect to an accessible route. Creating an accessible parking area behind the building and an accessible route from the parking to the nearest building entrance to the buildings would be beneficial in improving access.

Similarly the main entrance to the Police Station off of Monroe is not accessible because of stairs. The emergency call button is also not accessible because of the stairs. At a minimum the call button / intercom should be in an accessible location by the sidewalk so that someone may call to be let in through the nearest accessible entrance.

The Annex Building has a significant slope at the entrance doors which is not structurally practical to correct because of the fall from the building to the street. Other measures such as installing a power door opener to provide greater access should be undertaken.

The chart for the budget amounts is included next. \$36,820.00 is the low budget amount and \$130,405.00 is the high end. As mentioned under the summary, it is very likely the Water Pollution Control Center will not be used for any public programs or activities. If it remains employee only use accessible improvements will not be necessary, unless there is an employee with a disability who needs a reasonable accommodation.

Likewise, any other buildings not regularly accessed by the public or used for City programs may have minimal obligations to be fully accessible at this time. Again, the Title II ADA obligation is to provide program access, when all programs are considered in their entirety. Take a look ahead to see what programs the City may be offering in the future and plan accessible renovations to the buildings where the programs will take place. Potentially the low and high budget amounts could be reduced by \$15,845.00 and \$46,510.00 respectively if the Water Pollution, Parks and Rec and Fire Station Buildings are exempted from accessible improvements for the time being.

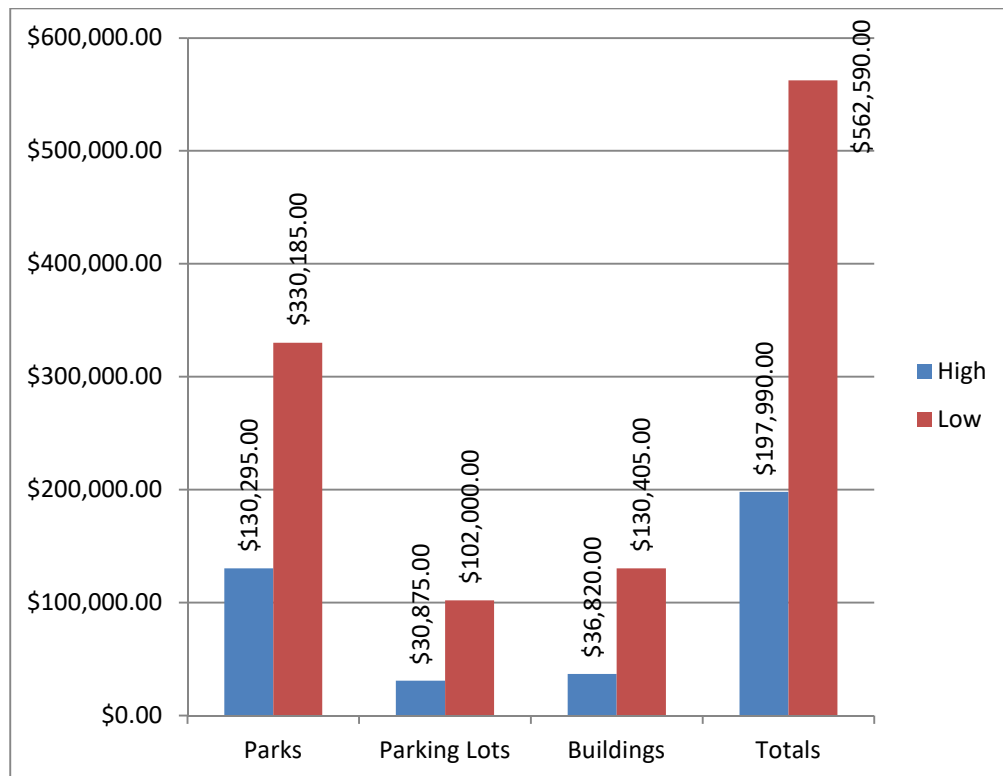


Tiffin Buildings Budgeting

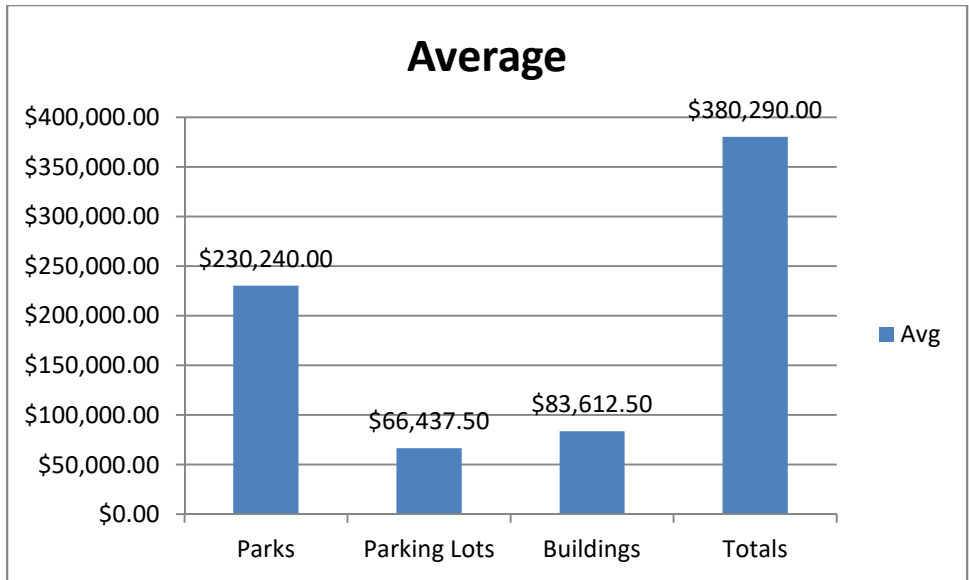
CONCLUSIONS

The City of Tiffin has opportunity to improve in regard to providing greater access to persons with disabilities. However, in most cases the barriers to access are fairly low hanging fruit that can be remedied with minimal difficulty. The City staff and heads of the respective departments are excellent communicators and highly proficient at their jobs. This is an asset the City should hold in high regard. If given the budget resources to make the accessible improvements the heads of the respective departments appear to be ready, willing and more than capable of implementing the recommended corrections and remedies in the access report findings.

As mentioned briefly in the Parking Lots Summary, some budget costs may be able to be reduced if City staff and departments perform some of the work necessary to provide the accessible remedies. The same may hold true for the Parks and Buildings Summaries. However, if the work is to be performed by outside contractors, budgets will likely come in as an average of the low and high ranges. Following are two charts summarizing the budgets for the three subcategories.



Subcategory Budgets



Subcategory Averages

Regardless of the department or contractor performing the work, significant budgets will need to be provided to correct all barriers found. As mentioned previously in the Parks Summary, the barriers identified have unfortunately been the proverbial can kicked down the road for close to 30 years. If these barriers can be removed and access improved, Tiffin will be well on its way to becoming a very welcoming and accessible City for people with disabilities.

Please don't hesitate to call or email if there are any questions regarding the reports or this summary. We are more than happy to assist in any way possible.

Sincerely,

Derek Mortland, President
Advanced Access, LLC

**Appendix B – Pedestrian Facilities & Public Rights-of-Way
(Self Evaluation)**

Inventory & Findings

In 2020, the City of Tiffin Engineer's Office conducted a self-evaluation of the City of Tiffin's sidewalks, intersections, and trails in regard to their compliance with ADA regulations. The information obtained during the self-evaluations of the aforementioned infrastructure is documented within the ***Master Right of Way – Self Evaluation Spreadsheet within the City of Tiffin's ADA Transition Plan Google File Shared Drive***. Furthermore, a map identifying the location of all handicap parking spaces within the public right of way of the city's downtown can be viewed within this appendix. This information will be updated annually upon the completion of each construction season.

Problematic areas of issue or concern that are identified by either City of Tiffin personal or the general public are recorded and logged within the ***City of Tiffin Sidewalk Log***. Information such as the date the concern was received, the location of the issue, and the date the issue was resolved is logged within this document. This document is a working document and a public record, thus, can be requested by the public at any time.

Curb ramp compliance is obtained in conjunction with the City of Tiffin and private utility companies' infrastructure projects. The City of Tiffin performs an annual street resurfacing program. The proposed future schedule for street resurfacing is managed within the ***City of Tiffin Street Paving Log***. Information such as street paving limits and number of curb ramps being proposed for replacement is logged within this document. This document is a working document and a public record, thus, can be requested by the public at any time.

In addition to curb ramp construction, sidewalks are also analyzed annually in conjunction with the City of Tiffin's annual street resurfacing projects. A large amount of the non-compliant sidewalks within the City of Tiffin are a result of oversized tree growth within the city's rights-of-way. The City of Tiffin's Public Works Department has established a prioritized approach for addressing these issues. This approach consists of the removal and/or replacement of the problematic trees within the boulevard in conjunction with the replacement of the non-compliant sidewalk slab. The City of Tiffin's Public Works Department Superintendent and City Forester are active members of the City of Tiffin's Shade Tree Commission and are strategically developing a tree planting plan that balances promoting tree growth while also being cognizant of future ADA compliant issues as a result of improper tree planting. The City of Tiffin has also promoted ADA compliance via an annual sidewalk repair program. Previously, the sidewalk repair program alternated annually between sidewalk repair and sidewalk installation. This program began in the early 2000's and the repair and replacement target areas were heavily focused on obtaining compliance in high pedestrian volume areas, such as near the proximity of schools. Although effective, the non-compliance of the existing sidewalks continued to increase

at a rate greater than the resources for the program. Thus, due to budgetary concerns, the City of Tiffin amended the program approach to be focused towards obtaining compliance with existing sidewalks in lieu of installing additional sidewalks. Although this program has not recently been annually implemented, the City of Tiffin has all the appropriate policies and procedures in place to implement an annual sidewalk repair project. A city map showing the location of all previous Sidewalk Repair Program Projects can be viewed within this appendix.

The City of Tiffin has also begun the process of strategizing and implementing a plan to promote pedestrian safety and ADA compliance in regard to its crosswalks, signage and pedestrian and traffic signals.

In addition to installing curb ramps compliant to ADA slope requirements, the City of Tiffin has also implemented an approach to ensure that the asphalt pavement surface within the crosswalk is also installed compliant to ADA slope requirements. Many roadway cross slope related issues within the community have been identified, thus, the City of Tiffin Engineer's Office has created a detailed drawing within the bidding specifications for all paving projects managed by the City of Tiffin that requires a maximum 2% cross slope through the limits of a crosswalk. Furthermore, the City of Tiffin Engineer's Office and the Public Works Department have begun strategizing a crosswalk marking plan. The plan promotes high visibility crosswalks, such as ladder style crosswalks, in areas with higher pedestrian volumes, such as near schools, along trails and along high traffic volume roads such as state highways. In addition to the marking plan, pavement markings are analyzed on an annual basis and repaired as needed in order to ensure the proper visibility and safety measures are being met. The details of the pavement marking plan can be referenced in the ***City of Tiffin's Public Works Design Manual***.

The City of Tiffin Engineer's Office and Public Works Department have also begun strategizing a plan to improve pedestrian signage within the community. The intention of this plan is to coordinate sign removal and replacement in conjunction with the City of Tiffin's annual street resurfacing projects. Essentially, anytime a road is resurfaced, that road will also be analyzed in regard to sign placement and compliance. If a sign does not meet the current requirements of the ***Ohio Manual of Uniform Traffic Control Devices (OMUTCD)***, it will be replaced and compliant upon completion of the project.

The City of Tiffin is also promoting ADA compliance via pedestrian and traffic signal improvements. Most of the pedestrian signal heads within the high pedestrian volume areas have been converted to countdown timers. Pedestrian signals such as flashing and rapid flashing beacons have been installed at a few of the midblock high pedestrian volume crosswalks. Furthermore, push button accessibility and signal automation are also being analyzed at each signal at the time of the most recent roadway or traffic signal improvement

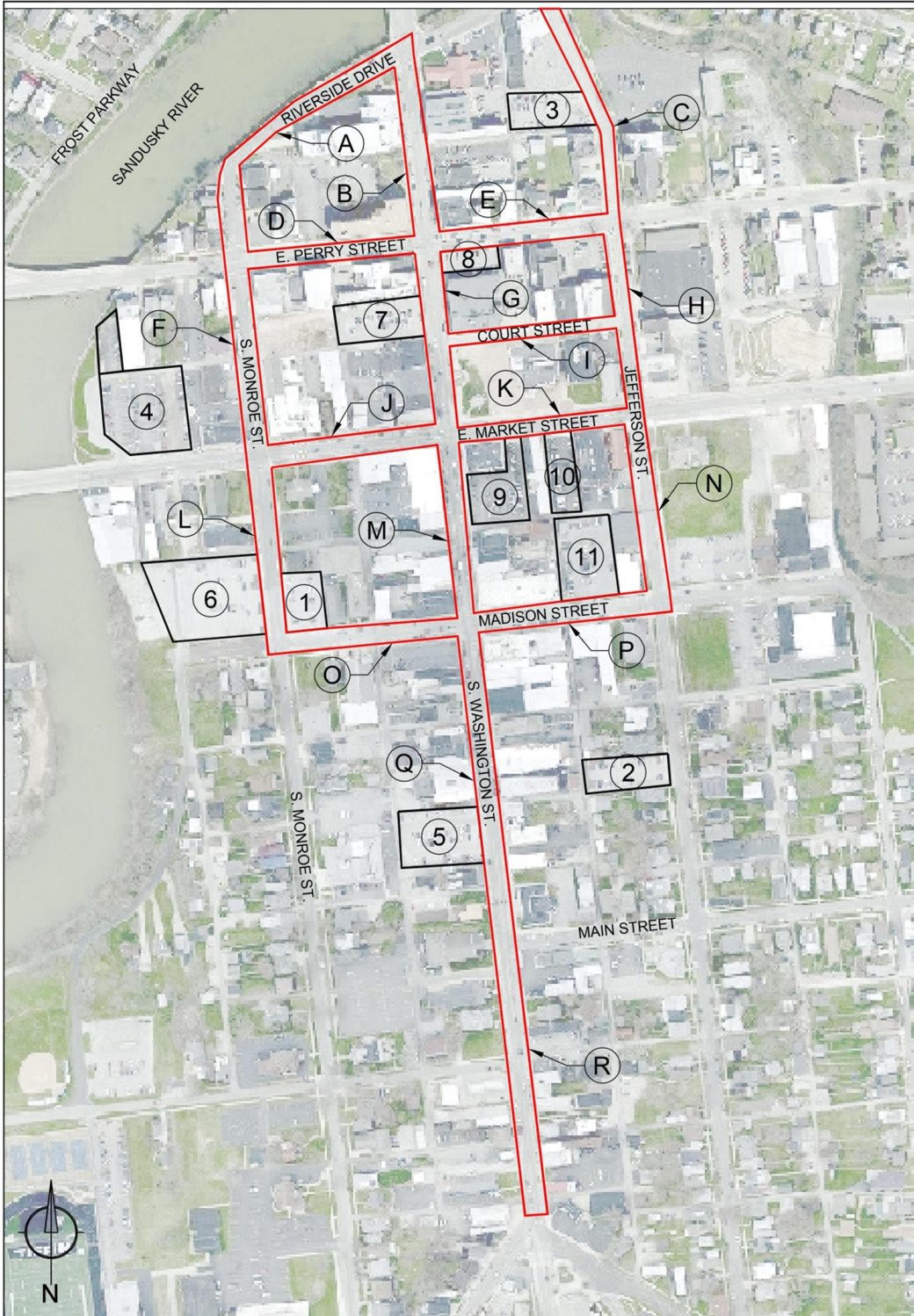
project. If the budget allows for either of these improvements, they are updated in conjunction with the infrastructure project.

The City of Tiffin's Multi-Use Trails were also analyzed for ADA compliance. No major issues in regard to cross slope were observed, however, it was noted that some of the trails intersect roadways and these portions of the trail will need the incorporation of an ADA compliant curb ramp at the time the intersecting street is resurfaced. This improvement plan will be incorporated into the City of Tiffin's street resurfacing projects. Some of the city's trails were also analyzed as part of the facility self-evaluation that was performed by Derek Mortland of Advanced Access, LLC in 2021. Therefore, the findings that were noted as part of the facility self-evaluation can be referenced within that particular facility's **"Site Evaluation Report"** found within the ***City of Tiffin's ADA Transition Plan Google File Shared Drive***

In order to regulate ADA compliance for any project taking place within the rights-of-way or public property owned by the City of Tiffin, the City of Tiffin has incorporated design standards pertaining to sidewalks, curb ramps, and pavement markings into the ***City of Tiffin's Public Works Design Manual***. Furthermore, the City of Tiffin evaluates the accessibility impacts associated with every infrastructure project within public rights-of-way and ensures that each project is properly planned to maintain an ADA compliant public access route. If an alternative route is necessary as a result of a public or private construction project, the City of Tiffin requires the implementation of appropriate sidewalk closure and detour signage both in advance and at the limits of the project. These measures must comply with regulations of both the Pedestrian Checklist and Considerations for Temporary Traffic Control Zones and the OMUTCD.

Maintenance Activities and Additional Items

Within the City of Tiffin, maintenance of the public sidewalks is the responsibility of the adjacent property owner. This maintenance responsibility includes not only the costs associated to the repair and replacement of the public sidewalk adjacent to their property but also ice control and the removal of snow. The City of Tiffin has established Codified Ordinances to regulate and enforce these necessary maintenance measures. In addition to their facilities and the public sidewalks adjacent to their facilities, the City of Tiffin is responsible for also maintaining accessibility in regard to ice control and snow removal along the public sidewalks on the city's bridges and along the city's trail system.



CITY OF TIFFIN DOWNTOWN HANDICAP PARKING MAP

CITY OF TIFFIN
 ENGINEERING DEPARTMENT
 51 E. MARKET STREET
 TIFFIN, OHIO 44883

DRAWN BY: Jason Morter
 DATE: 1/4/2021

1 - City Lot 1
Parking Total - 24 Spaces
Handicap Spaces - 1 Space

2 - City Lot 2
Parking Total - 40 Spaces
Handicap Spaces - 1 Space

3 - City Lot 3
Parking Total - 52 Spaces
Handicap Spaces - 2 Spaces

4 - City Lot 4
Parking Total - 93 Spaces
Handicap Spaces - 3 Spaces

5 - City Lot 5
Parking Total - 64 Spaces
Handicap Spaces - 4 Spaces

6 - City Lot 6
Parking Total - 92 Spaces
Handicap Spaces - 5 Spaces

7 - City Lot 7
Parking Total - 65 Spaces
Handicap Spaces - 4 Spaces

8 - County Lot
Parking Total - 21 Spaces
Handicap Spaces - 2 Spaces

9 - County Lot
Parking Total - 48 Spaces
Handicap Spaces - 2 Spaces

10 - County Lot
Parking Total - 34 Spaces
Handicap Spaces - 2 Spaces

11 - County Lot
Parking Total - 56 Spaces
Handicap Spaces - 4 Space

A - Riverside Drive
Perry St. - Washington St.
Parking Total - 19 Spaces
Handicap Spaces - 0 Spaces

B - Washington Street
Perry St. - Riverside Dr.
Parking Total - 22 Spaces
Handicap Spaces - 3 Spaces

C - Jefferson Street
Perry St. - Riverside Dr.
Parking Total - 16 Spaces
Handicap Spaces - 1 Space

D - Perry Street
Monroe St. - Washington St.
Parking Total - 22 Spaces
Handicap Spaces - 0 Spaces

E - Perry Street
Washington St. - Jefferson St.
Parking Total - 18 Spaces
Handicap Spaces - 1 Space

F - Monroe Street
Market St. - Perry St.
Parking Total - 14 Spaces
Handicap Spaces - 0 Spaces

G - Washington Street
Market St. - Perry St.
Parking Total - 9 Spaces
Handicap Spaces - 0 Spaces

H - Jefferson Street
Market St. - Perry St.
Parking Total - 11 Spaces
Handicap Spaces - 1 Space

I - Court Street
Parking Total - 13 Spaces
Handicap Spaces - 1 Space

J - Market Street
Monroe St. - Washington St.
Parking Total - 22 Spaces
Handicap Spaces - 3 Spaces

K - Market Street
Washington St. - Jefferson St.
Parking Total - 24 Spaces
Handicap Spaces - 1 Space

L - Monroe Street
Madison St. - Market St.
Parking Total - 10 Spaces
Handicap Spaces - 0 Spaces

M - Washington Street
Madison St. - Market St.
Parking Total - 17 Spaces
Handicap Spaces - 1 Space

N - Jefferson Street
Madison St. - Market St.
Parking Total - 12 Spaces
Handicap Spaces - 0 Spaces

O - Madison Street
Monroe St. - Washington St.
Parking Total - 21 Spaces
Handicap Spaces - 2 Spaces

P - Madison Street
Washington St. - Jefferson St.
Parking Total - 18 Spaces
Handicap Spaces - 2 Spaces

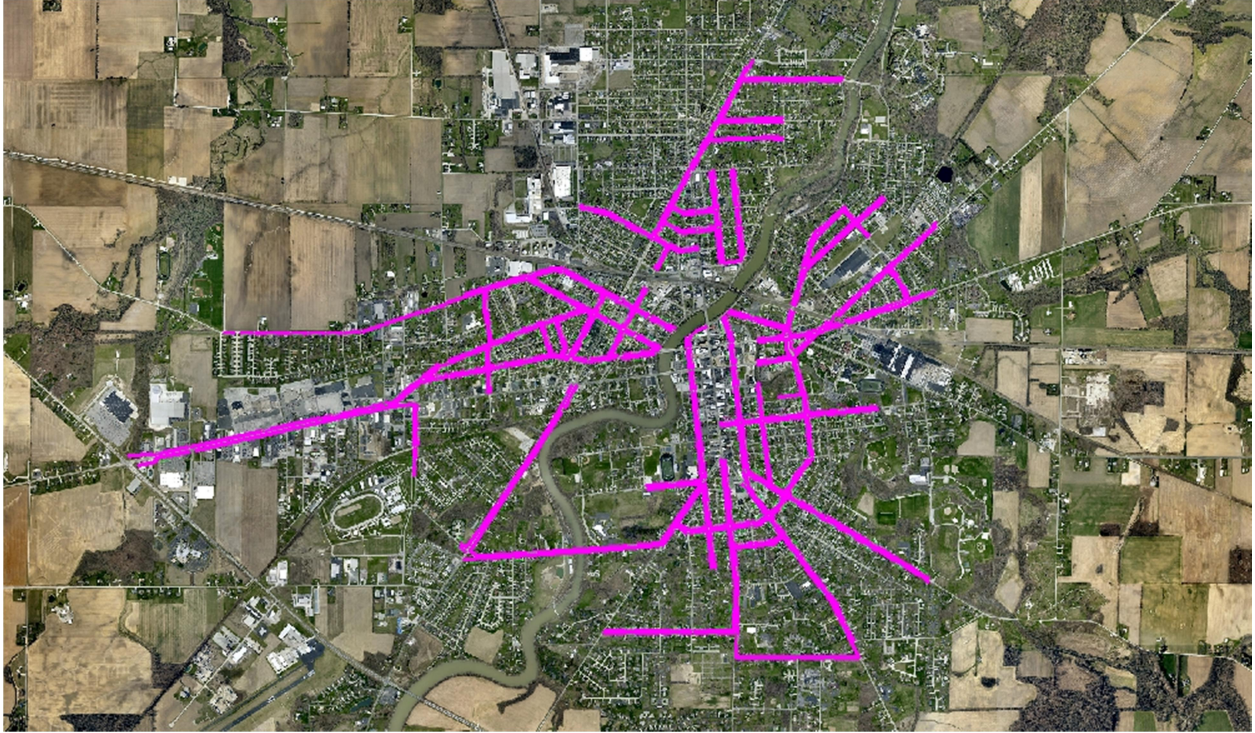
Q - Washington Street
Main St. - Madison St.
Parking Total - 34 Spaces
Handicap Spaces - 2 Spaces

R - Washington Street
Sycamore St. - Main St.
Parking Total - 23 Spaces
Handicap Spaces - 0 Spaces

**CITY OF TIFFIN DOWNTOWN
HANDICAP PARKING COUNT**

**CITY OF TIFFIN
ENGINEERING DEPARTMENT
51 E. MARKET STREET
TIFFIN, OHIO 44883**

**DRAWN BY: Jason Morter
DATE: 01/04/2021**



City of Tiffin – Annual Sidewalk Projects (Completed)

Appendix C – Budget Information

Overview

Based on the accessibility obstacles/issues identified through the self-evaluation process, and the need to implement improvements in order to comply with ADA accessibility standards, the City of Tiffin has prepared the following budget estimates.

Category	Estimated Cost to Obtain ADA Compliance
Buildings	\$83,610
Parks	\$230,000
Parking Lots	\$4,427,297
Sidewalks	\$18,530,000
Curb Ramps	\$648,000
Total Estimated Cost	\$5,407,437

Discussion & Improvement Project Information

As indicated in the table on the previous page, the Estimated Total Cost associated with providing ADA accessibility within the categories of Communications, Building Facilities and Pedestrian Facilities is \$5,407,437. This amount represents a significant investment that the City of Tiffin is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken in order to accommodate this cost within the City of Tiffin's budget for accessibility improvements.

Appendix D – Public Notice of ADA Requirements and Grievance Procedure

As required by the Americans with Disabilities Act, the City has posted the following notice outlining its responsibilities with regard to ADA compliance.

Public Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, City of Tiffin will not discriminate against qualified individuals 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 procedures 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 the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event: City Administrator, 51 East Market Street, Tiffin, Ohio 44883 Phone: (419) 448-5402; Email:cityadministrator@tiffinohio.gov.

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.

Grievance Procedure (Source: www.ada.gov)

City of Tiffin

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

City Administrator
51 East Market Street
Tiffin, Ohio 44883
(419) 448-5402
cityadministrator@tiffinohio.gov

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

If the response by **The City Administrator** or their 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 their designee.

Within 15 calendar days after receipt of the appeal, the **Mayor** or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **Mayor** or their 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 ***City Administrator*** or their designee, appeals to the **Mayor** or their designee, and responses from these two offices will be retained by the **City of Tiffin** for at least three years.

Appendix E – Agency ADA Design Standards and Improvement/ Compliance Procedures

ADA Resources and Design Standards

The City uses PROWAG guidelines to ensure that all curb ramps, parking spaces and drive/alley isles are all within acceptable standards. All City maintained buildings have also been modified to allow for proper access and maneuvering through the buildings.

[Federal Highway Administration \(FHWA\) - Civil Rights - ADA/Section 504](#)

[Americans with Disabilities Act Accessibility Guidelines \(ADAAG\)](#)

[Public Rights-of-Way \(PROWAG\) Notice of Proposed Rule Making, July 26, 2011](#)

[Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way \(PROWAG\)](#)

[2010 ADA Standards for Accessible Design](#)

[ADA Checklist for Existing Facilities](#)

[ADA Best Practices Tool Kit for State and Local Governments](#)

[ADA Update: A Primer for State and Local Governments](#)

[Ohio Manual of Uniform Traffic Control Devices](#)

[Americans with Disabilities Act of 1990, as Amended \(2008\)](#)

[Title 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services](#)

Improvement/Compliance Procedures

The challenge of dealing with physical or site constraints in alteration projects has been recognized by the authors of ADA accessibility standards for years. The Civil Rights Division of the U.S. Department of Justice has recognized that there could be instances where it might be technically infeasible to construct an alteration in full and strict compliance with ADA accessibility standards, because of physical or site constraints. In such circumstances, state and local agencies must provide accessibility to the maximum extent feasible. Before reaching a conclusion about technical infeasibility, state and local agencies need to consider the extent to which physical or site constraints could be addressed by alternative designs. The burden of

proving technical infeasibility rests with the agency/owner that is responsible for the facility, element or feature.

Intersection Corners

The City will work in good faith to have curb ramps or blended transitions constructed or upgraded to achieve ADA 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 a project. If so, 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 of whether full compliance can be achieved in all cases, each intersection corner shall be made as compliant as possible in accordance with the judgment of City staff.

Sidewalks / Trails

The City will work in good faith to have sidewalks and bicycle/pedestrian trails constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of a project. If so, 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 of whether full compliance can be achieved in all cases, each sidewalk or trail shall be made as compliant as possible in accordance with the judgment of City staff.

Traffic Control Signals

The City will work in good faith to have traffic control signals constructed or upgraded to achieve ADA 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 a project. If so, 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 of whether full compliance can be achieved in all cases, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of City staff.

Bus Stops

The City will work in good faith to have bus stops constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual bus stop locations to achieve full accessibility within the scope of a project. If so, 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 of whether full compliance can be achieved in all

cases, each bus stop location shall be made as compliant as possible in accordance with the judgment of City staff.

Other Transit Facilities

Additional transit facilities are present within the limits of City of Tiffin. Those facilities fall under the jurisdiction of Seneca County Agency Transportation (SCAT). The City of Tiffin will work with Seneca County Agency Transportation (SCAT) to address compliance with the applicable accessibility standards.

Other policies, practices and programs

The City's other policies, practices and programs not identified in this document will follow the applicable ADA standards.

Appendix F – Glossary of Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: Transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements, and aims to ensure that 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): 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.

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 a public agency typically includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the agency'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 U.S. 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.

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 Federal 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: Federal executive department responsible for enforcement of the law and administration of justice (also referred to as the Justice Department or DOJ).

Appendix G - Legislation

INTRODUCED BY: [Signature] DATE: April 3, 2023

RESOLUTION APPROVING AND ADOPTING THE CITY OF TIFFIN'S AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN.

The Council of the City of Tiffin, Ohio, finds:

- 1. The Americans with Disabilities Act (the "ADA"), adopted in 1990, required that the City of Tiffin develop and approve an ADA Transition Plan (the "Plan").
- 2. The City Engineer and City Administrator using an on-site facility inspection performed by Advanced Access, LLC conducted a self-evaluation and created the Plan, a copy of which is on file at the Clerk of Council's office.
- 3. The Plan was reviewed and approved by the City's ADA Advisory Committee.

THE COUNCIL OF THE CITY OF TIFFIN, OHIO THEREFORE RESOLVES:

Section 1: The City of Tiffin Americans with Disabilities Act (ADA) Transition Plan on file with the Clerk of Council's office is hereby approved and adopted. Council authorizes the City Administrator to make revisions to the Plan as needed for compliance with the ADA and any amendments thereto.

Section 2: The Clerk is directed to send a certified copy of this Resolution to the City's Americans with Disabilities Act (ADA) Advisory Committee.

Section 3: This Resolution shall take effect and be in full force from and after the earliest date allowed by law.

Authenticated:

<u>[Signature]</u>	and	<u>[Signature]</u>
President of Council		Clerk of Council
<u>5-1-2023</u>		<u>5/1/2023</u>
Date		Date

Approved by:

<u>[Signature]</u>	<u>5-1-23</u>
Mayor	Date

Effective date: 5-31-2023

Appendix H – Legislation

ADA Compliance

205.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for equal access to local government services, programs, and activities for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA).

This policy also includes guidelines to provide effective communication with persons with disabilities and to protect the rights of individuals who use service animals in accordance with the ADA.

205.1.1 DEFINITIONS

Definitions related to this policy include (28 CFR 35.104):

ADA coordinator - The employee designated by the City Administrator to coordinate the City's efforts to comply with the ADA (28 CFR 35.107).

Assistive devices, auxiliary aids, and services - Tools used to communicate with people who have a disability or impairment. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the person uses assistive devices, auxiliary aids, and services. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102; 28 CFR 35.108).

Facility - All aspects of buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walkways, parking areas, and other real or personal property (28 CFR 35.108).

Modification - Any change, adjustment, alteration, adaptation, or accommodation that renders a city service, program, or activity suitable for use, enjoyment, or participation by a person with a disability. This may include alteration of existing buildings and facilities.

A modification includes any change or exception to a policy, practice, or procedure that allows a person with a disability to have equal access to programs, services, and activities. It also includes the provision or use of assistive devices, auxiliary aids, and services.

Power-driven mobility device - Any mobility device powered by batteries, fuel, or other engine type used by persons with disabilities for mobility assistance, regardless of whether the device was primarily designed for that purpose (e.g., golf carts, Segway® PT, mobility scooters). For purposes of this policy, it does not include wheelchairs.

ADA Compliance

Qualified interpreter - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters.

Service animal - A dog that is trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability.

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for persons with disabilities, provided the horse is housebroken, is under the handler's control, the building or facility can accommodate the horse's type, size, and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

205.2 POLICY

It is the policy of the City that persons with disabilities have equal access to city services, programs, and activities.

The City will not discriminate against or deny any individual access to services, programs, or activities based upon disabilities.

205.3 AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR

The responsibilities of the ADA coordinator include but are not limited to (28 CFR 35.130):

- (a) Coordinating efforts among each city department to provide equal access to services, programs, and activities including:
 - 1. Establishing procedures to provide for the performance of routine maintenance on buildings, facilities, or equipment that provide access to persons with disabilities (28 CFR 35.133).
- (b) Recommending amendments to this policy, as needed.
- (c) Coordinating a process of periodic self-evaluation. The process should include:
 - 1. Inspection of current city buildings and facilities to identify access issues.
 - 2. Review of current city services, activities, and programs for access issues.
 - 3. Assessment and update of current compliance measures.
 - 4. Identification of recurring areas of complaint for which new methods of modification should be considered.
 - 5. Review of the city's emergency programs, services, and activities as they apply to persons with disabilities.
 - 6. Recommendation of a schedule to implement needed improvements.
- (d) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to city services, programs, and activities.

ADA Compliance

- (e) Developing procedures for the review and processing of requests for assistance or modifications that will help employees provide persons with disabilities access to city services, programs, and activities, as appropriate.
- (f) Providing notice to the public regarding the rights and protections afforded by the ADA (e.g., posters, published notices, handbooks, manuals, and pamphlets describing city services, programs, and activities and the availability of assistive devices, auxiliary aids, and services, as well as modifications) (28 CFR 35.106).
- (g) Developing procedures for employees to access assistive devices, auxiliary aids, and services, including qualified interpreters, and making the procedures available, as appropriate.
 - 1. A list of qualified interpreter services with contact and availability information should be maintained and easily accessible to employees.
- (h) Developing, implementing, and publishing appropriate procedures to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to services, programs, and activities (28 CFR 35.107). The complaint procedures should include an appeal process.
- (i) Requiring third parties providing city services, programs, or activities through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prevent discrimination against and denial of access to persons with disabilities.
- (j) Developing and implementing procedures to provide that new construction and any alteration to an existing building or facility are undertaken in compliance with the ADA (28 CFR 35.151).
- (k) Developing and implementing procedures to provide that new construction and alteration of city-maintained roadways, highways, and streets include curb ramps or other sloped areas to make pedestrian-level walkways accessible as required by law (28 CFR 35.150(d)(2); 28 CFR 35.151(i)).
- (l) Coordinating with appropriate city staff to address the needs of persons with disabilities in the City's emergency disaster preparedness planning, including consideration of shelters and care facilities, transportation, means of evacuation, communication methods (e.g., warning and emergency notification systems), and post-disaster canvassing.

205.4 REQUESTS

The goal of any modification should be to allow the person to participate in the service, program, or activity the same as a person who does not have a disability.

Upon receiving a request for a modification, employees should make reasonable efforts to accommodate the request based on the preference of the person with the disability. Employees should not ask about the nature and extent of a person's disability, but should limit questions to information necessary to determine the need for a modification and the type of modification that is appropriate.

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If the requested modification, or an alternative modification, can reasonably be made at the time of the request, the employee should make the modification. An employee who is unable to accommodate a request or unsure about whether a request should be accommodated, should contact a supervisor.

The supervisor should review and approve the request, if practicable and appropriate. Otherwise, the supervisor should document the requesting person's contact information and the modification being requested and forward the request to the ADA coordinator for processing as soon as reasonably practicable.

205.4.1 DENIAL OF A REQUEST

The following should be considered before denying a request for modification:

- (a) Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):
 1. A substantial alteration of the service, program, or activity.
 2. An undue financial or administrative burden on the City.
 3. All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.
 4. A threat to or the destruction of the historic significance of an historic property.
 5. A direct threat to the health or safety of others (28 CFR 35.139).
- (b) If any of these circumstances are present, the ADA coordinator should work with department staff and the person requesting the modification to determine if an alternative modification is available.
- (c) Where physical modification of an existing building or facility, or new construction, would be unfeasible or unduly burdensome, the ADA coordinator should work with department staff to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):
 1. Reassigning services, programs, or activities to accessible buildings or facilities.
 2. Utilizing technology, equipment, rolling stock, or other conveyances.
 3. Delivering the services, programs, or activities directly to a person with a disability by way of home visits or meeting the person at an accessible location.
 4. Any other means or methods that would make services, programs, or activities readily accessible.
- (d) If no alternative modification is appropriate, the ADA coordinator shall issue a written statement explaining why a modification of the public service, program, or activity will not be made (28 CFR 35.150).

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205.4.2 PERSONAL DEVICES AND ASSISTANCE

Although employees should make every effort to comply with requests, the provision of personal devices or assistance (e.g., wheelchairs, eyeglasses, hearing aids, personal assistance in eating or using the restroom) to persons with disabilities is not required (28 CFR 35.135).

205.4.3 SURCHARGES

Surcharges shall not be imposed upon persons with disabilities to cover the costs of providing modifications to public services, programs, and activities (28 CFR 35.130(f)).

205.5 MOBILITY DEVICES

Wheelchairs and manually powered mobility devices such as walkers, crutches, canes, and braces are permitted in any areas open to pedestrians.

Power-driven mobility devices other than wheelchairs may be restricted only if a legitimate safety interest is identified that warrants the restriction (28 CFR 35.130(h); 28 CFR 35.137).

An employee should not ask a person using a power-driven mobility device to terminate the use of the device or leave the area unless an imminent and legitimate safety issue is present. If an employee is concerned about the use of a power-driven mobility device by a person with a disability, the employee should contact a supervisor.

The determination of whether a reasonable modification should be made for the use of a power-driven mobility device within a public building or facility should be based on whether the device, given its size and speed, can be safely used within the particular building or facility taking into account the layout and design of the building or facility, the amount of pedestrian traffic present in the building or facility, and whether there is any risk of damage to the building or facility or its immediate environment as set forth in 28 CFR 35.137.

205.5.1 INQUIRIES REGARDING MOBILITY DEVICES

If an individual is using a power-driven mobility device other than a wheelchair, the employee may seek credible assurance from the individual that the device is needed because of a disability. Credible assurance of the device's necessity may be provided in one of the following ways (28 CFR 35.137):

- (a) Presentation of a valid, state-issued disability placard or card
- (b) Presentation of any other state-issued proof of disability
- (c) A verbal statement, not contradicted by observable fact, that use of the device is necessary for mobility purposes

205.6 COMMUNICATIONS WITH PERSONS WITH DISABILITIES

Employees should remain alert to the possibility of communication problems when engaging with persons with disabilities. When an employee knows or suspects an individual requires assistance to effectively communicate, the employee should identify the individual's choice of assistive device, auxiliary aid, and service.

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The individual's preferred communication method should be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length, and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, employees may use whatever assistive device, auxiliary aid and service reasonably appears effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate assistive device, auxiliary aid, and service. Once the emergency has ended, the continued method of communication should be reconsidered. The employee should inquire as to the individual's preference and give primary consideration to that preference.

205.6.1 TYPES OF ASSISTANCE AVAILABLE

Employees shall not refuse an available type of assistive device, auxiliary aid, and service to a person with a disability who is requesting assistance. The City will not require persons with disabilities to furnish their own assistive device, auxiliary aid, and service as a condition for receiving assistance. The City will make every reasonable effort to provide equal access and timely assistance to persons with disabilities through a variety of assistive devices, auxiliary aids, and services.

Persons with disabilities may choose to accept city-provided assistive devices, auxiliary aids, and services, or they may choose to provide their own.

City-provided assistive devices, auxiliary aids, and services may include but are not limited to the assistance methods described in this policy.

205.6.2 AUDIO RECORDINGS AND ENLARGED PRINT

The City may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, employees may read aloud from the appropriate form or provide forms with enlarged print.

205.6.3 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex interactions (e.g., public meetings or hearings, special or emergency meetings, plan reviews) for individuals who normally rely on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the exchange. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a local government or legal proceeding.

Qualified interpreters should be:

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- (a) Available within a reasonable amount of time.
- (b) Experienced in providing interpretation services.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Employees should use city-approved procedures to request a qualified interpreter at the earliest reasonable opportunity or when it is reasonably apparent that an interpreter is needed. Persons with disabilities shall not be required to provide their own interpreters (28 CFR 35.160).

205.6.4 TTY AND RELAY SERVICES

The City will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service.

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

205.6.5 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the City to provide interpreter services.

When qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, city employees must carefully consider the nature of the interaction and the relationship between the person with the disability and the volunteer to be reasonably satisfied that the volunteer can provide neutral and unbiased assistance.

205.6.6 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, employees should carefully consider the circumstances before relying on such individuals. The nature of the interaction and relationship between the person with the disability and the person offering services must be carefully considered to determine whether the family member or friend can provide neutral and unbiased assistance.

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

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- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

205.6.7 FIELD ENFORCEMENT CONSIDERATIONS

It is important that employees are able to effectively communicate with persons with disabilities even though the location of the communication may hinder the employee's ability to provide assistive devices, auxiliary aids, and other services in a prompt manner.

Employees involved in interactions with persons with disabilities that occur in the field and that could result in any type of civil or criminal enforcement action (e.g., issuing code enforcement citations, shutting off a utility service) should assess each situation to determine if communication assistance is necessary. The length, complexity, and importance of the communication, as well as the individual's preferred method of communication, should be considered when determining what, if any, resources should be used and whether a qualified interpreter or other service is needed.

205.7 SERVICE ANIMALS

Service animals that are assisting persons with disabilities are permitted in all city buildings and facilities and other areas where the general public is allowed. City employees are expected to treat people with service animals with the same courtesy and respect that the City affords to all members of the public (28 CFR 35.136).

205.7.1 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness, or collar.

Service animals may be used in a number of ways to provide assistance, including:

- (a) Guiding people who are blind or have low vision.
- (b) Alerting people who are blind or have low vision.
- (c) Retrieving or picking up items, opening doors, or flipping switches for people who have limited use of their hands, arms, or legs.
- (d) Pulling wheelchairs.
- (e) Providing physical support and assisting with stability and balance.
- (f) Doing work or performing tasks for people with traumatic brain injury, intellectual disabilities, or psychiatric disabilities, such as reminding a person with depression to take medication.
- (g) Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

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205.7.2 INQUIRIES REGARDING SERVICE ANIMALS

If it is apparent or if an employee is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the employee should ask the individual only the following questions (28 CFR 35.136(f)):

- (a) Is the animal required because of a disability?
- (b) What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. Employees should not question individuals about their disabilities nor should employees ask any individual to provide a license, certification, or identification card for a service animal.

205.7.3 CONTACT WITH SERVICE ANIMALS

Service animals are not pets. City employees should not interfere with the important work performed by a service animal by talking to, petting, or otherwise initiating contact with a service animal.

205.7.4 REMOVAL OF SERVICE ANIMALS

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an employee should notify an appropriate supervisor who may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse access to services, programs, or activities to a person with a disability. Employees are expected to provide all services that are reasonably available to a person with a disability, with or without a service animal.

205.8 WEBSITE ACCESS

The ADA coordinator should work with appropriate city employees to develop online content that is readily accessible to persons with disabilities. City web content should be developed in conformance with the most current guidelines issued by the U.S. Department of Justice.

Website content should also be made available to persons with disabilities in an alternative format upon request, if reasonably practicable.

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205.9 DOCUMENTATION

Whenever any modification, assistive device, auxiliary aid, and service has been provided, the employee involved should document:

- (a) The type of modification, aid, or service provided.
- (b) Whether the individual elected to use an assistive device, auxiliary aid, and service provided by the City or some other identified source, if applicable.
- (c) Whether the individual's express preference for the modification, assistive device, auxiliary aid, and service was not honored, and the reason why an alternative method was used.

The documentation and any written communications exchanged should be maintained consistent with the Records Maintenance and Release Policy.

205.10 COMPLAINTS

An employee who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or a person's inability to access a city program, service, or activity should document the complaint and refer the matter to the ADA coordinator (28 CFR 35.107).

205.11 TRAINING

Employees who may have contact with persons with disabilities should receive periodic training on ADA compliance, to include:

- (a) Awareness and understanding of this policy and related procedures, related forms, and available resources.
- (b) Procedures for handling requests for modifications.
- (c) Accessing assistive devices, auxiliary aids, and services needed to communicate with persons with disabilities.
- (d) General requirements of the ADA, including modifying policies and practices, communicating with and assisting customers, accepting calls placed through alternative systems, and identifying alternate ways to provide access to programs, services, and activities as appropriate to the employee's job duties.

Training records should be maintained in each employee's personnel file in accordance with the established records retention schedule.