



CITY OF ONTARIO AMERICANS WITH DISABILITIES ACT SELF-EVALUATION AND TRANSITION PLAN



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1. INTRODUCTION/PURPOSE

The City of Ontario's Self-Evaluation and Transition Plan was developed to provide a study of the City's programs, services and facilities and to identify barriers that may prevent persons with disabilities from accessing programs, services and activities. Mayor Randy Hutchinson, City Council Members and the employees of the City of Ontario believe willingness to accommodate persons with disabilities is essential to good customer service, to the quality of life Ontario residents seek to enjoy, and to effective governance.

As evidenced by this study, the City of Ontario is committed to complying with the tenets of Title II of the Americans with Disabilities Act (ADA), and other federal and state statutes and regulations to provide public programs, services and activities accessible to persons with disabilities. (42 USC.Sec.I2132:28 CFR.Sec. 35.130)

Prior to Mayor Randy Hutchinson taking office on January 1, 2014, the City of Ontario had updated many areas of the City to make our City compliant with the Americans with Disabilities Act (ADA). Under Mayor Hutchinson's supervision the City has continued to make the City more compliant. Some of the improvements have been upgraded intersections, repaired sidewalks, and added sidewalks in our parks and other areas of the City.

The Americans with Disabilities Act (ADA) of 1990 is a civil rights statute enacted by the U.S. Congress signed into law on July 26, 1990, and later amended with changes effective January 1, 2009. The ADA is a wide-ranging civil rights law that prohibits discrimination against persons with disabilities. Title II of the Act specifically addresses the subject of making public services and public transportation accessible to those with disabilities. With the advent of the Act, designing and constructing facilities for public use that are not accessible by people with disabilities constitutes discrimination.

The City of Ontario is covered under the ADA, Title I (employment) and Title II (programs, activities and services). This study addresses the provisions governing Title II of the ADA which requires the City to make all of its programs, activities and services readily accessible and usable by persons with a disability when the programs, activities, and services are viewed in their entirety. (42 USC.Sec.I2132:28 CFR.Sec. 35.130)

This ADA Self-Evaluation and Transition Plan was conducted to reaffirm the City of Ontario's on-going commitment to provide equal access to all of its public programs, services and activities for persons with disabilities.

This study will be used to help guide future planning and implementation of necessary accessibility improvements. The ADA Transition Plan will be updated as required by law or as improvements are needed.

AMERICANS WITH DISABILITIES ACT (“ADA”) - TITLE I & II

The U.S. Congress signed the ADA in 1990, and it went into effect in 1992. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in access to jobs, public accommodations, government services and programs, public transportation and telecommunications.

Title I of the ADA - prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions and privileges of employment. The City of Ontario is an equal employment opportunity (EEO) employer and adheres to the requirements of Title 1.

The City of Ontario does not discriminate on the basis of a disability with respect to recruitment, job application procedures, hiring, training, promotion, demotion, layoff, recall, employee compensation, discipline, termination and other terms, conditions and privileges of employment, provided the individual is qualified to do the work and/or qualified to participate.

Title II of the ADA - adopts the general prohibitions against discrimination contained in Section 504 of the Rehabilitation Act of 1973 and applies to all state and local governments, regardless of whether or not they receive federal funding. It prohibits the city from denying persons with disabilities the equal opportunity to participate in its services, programs or activities, either directly or indirectly.

Accessibility is not only for individuals with needs related to mobility disabilities, but also for individuals with needs related to speech, cognitive, vision and hearing disabilities.

Section 504 of the Rehabilitation Act of 1973

Often referred to as the civil rights act for people with disabilities, the Rehabilitation Act requires that all organizations receiving any federal funding make their programs available to people of all abilities. It states in part:

No otherwise qualified (disabled) individual in the United States shall, solely by reason of (disability), be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

City departments or divisions that receive federal funding must identify a Section 504 Coordinator on its staff who will ensure that the program, service or activity receiving the funding meets the requirements of the law, and respond to any complaints from citizens or requests for information from funding agencies. The City complies with all provisions related to Section 504 of the Rehabilitation Act of 1973.

2. STATEMENT OF ACCESSIBILITY

The City of Ontario will make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the City can determine that making the modifications would fundamentally alter the nature of the service, program or activity. The City will not place surcharges on individuals with disabilities to cover the cost involved in making programs accessible.

3. CITY OF ONTARIO - STRUCTURE/BACKGROUND

Ontario was first settled in 1834 in Richland County, Ohio. Ontario was incorporated as a Village in 1958, due in part when General Motors decided to build a stamping plant here. After the 2000 Census, due to continued growth, Ontario became a City. Current population is approximately 6,100. Due to Ontario being a retail/restaurant destination, the City draws people from a 7-9 County area. Daytime populations can range from 35,000 to over 60,000 during the Christmas season. The City consists of approximately 17 neighborhood districts including:

- Chambers Meadows
- Westwood
- Shangri La
- Zimmerman Acres
- Autumn Ridge
- Bosko Subdivision
- Woodland Park
- Oaktree
- Red Maple
- Ponderosa Pines
- Sunset Woods
- Deerfield
- Spring Village
- Stone Landings
- Scott's Farm
- The Villas
- Westfield Square

The City of Ontario is governed by a strong Mayor-Council government and consists of eight (8) Councilpersons, four (4) of whom serve as Ward Councilpersons, three (3) serving as at-large Councilpersons, along with the President of Council. There are twelve (12) City Departments that include:

- Auditor
- Treasurer
- Law Director
- Police
- Water
- Sewer/Traffic
- Streets/Parks
- Zoning/Planning Commission
- Service Safety
- Recreation

4. METHODOLOGY

The City of Ontario has been conducting a self-evaluation from January 2014 to present and began development of its Transition Plan on or about October 1, 2017, with a focus on provisions governing Title II as the City of Ontario is considered an ADA Title II public entity. Under the provisions of Title II's administrative requirements, public entities with 50 or more employees are required to perform a self-evaluation (an assessment of a public entity's current policies and practices). This self-evaluation identifies findings and outlines ways and means to correct those policies and practices that are inconsistent with Title II's requirements. In addition, public entities with 50 or more employees are required to comply with the following administrative requirements:

- > Develop a grievance procedure;
- > Designate an individual to oversee Title II compliance;
- > Develop a Transition Plan if structural changes are necessary for achieving program accessibility; and;
- > Retain the self-evaluation for three (3) years.

As part of the City's requirements under the ADA, a comprehensive self-evaluation was completed; a grievance procedure was implemented; an ADA Coordinator was designated and the elements of a Transition Plan were put in place. This Transition Plan addresses barriers which may limit the accessibility of the City's programs, activities and services to individuals with disabilities. The minimum elements of an acceptable Transition Plan include:

- > Identifying barriers (structural and nonstructural) that may deny or limit accessibility of City services to individuals with disabilities;
- > Describing the methods to be used to make the services accessible;
- > Providing a schedule for making the access modifications; and
- > Identifying the public officials responsible for implementation of the Transition Plan.

The City, in preparing this document, received input from all City Departments and Divisions. Responsibility for the implementation of the Plan resides with the City's Service Safety Director. City facilities, programs, services, policies, practices and procedures will continue to be surveyed on an on-going basis and the ADA Transition Plan may be revised to account for changes to City functions. The completed Transition Plan will be posted to the City's website for review by the general public. In addition, notice will be provided of its existence in an official City publication.

The City has conducted a public hearing to review and receive comments related to the ADA Self-Evaluation and Transition Plan.

5. FEDERAL REQUIREMENTS

A. ADA NOTICE

The City of Ontario has updated the Notice of ADA Compliance in an effort to provide more in-depth information and direction to the community and can be found on the City's website at: www.ontarioohio.org. The ADA Notice is also posted in all City-owned/leased buildings and on all posting boards in all City offices.

B. OFFICIALS RESPONSIBLE

The City of Ontario has designated the ADA Coordinator as the official responsible to oversee the implementation of the ADA Transition Plan, and ensuring that all programs, services and activities of the City of Ontario are accessible to and usable by individuals with disabilities. He/she reports to the Mayor's Office.

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C. ADA GRIEVANCE PROCEDURE

The City of Ontario has a grievance procedure (Appendix C) that meets ADA requirements. It includes a description of how and where a complaint is filed and a statement notifying potential complainant that alternative means of filing are available. The procedure also includes time frames and processes to be followed, information on how to appeal an adverse decision, and a statement of how long the filed complaint will be retained. The City of Ontario has updated the Notice of ADA Compliance in an effort to provide more in-depth information and direction to the community. The ADA grievance procedure is available in all City departments.

D. FILING A GRIEVANCE

The City of Ontario has a formal grievance procedure (Appendix C) and grievance form (Appendix D) to provide citizens a means to file complaints regarding:

- > City of Ontario policies or its provision of services, activities and programs to persons with disabilities;
- > Alleged violations of Title II of the ADA or Section 504 of the Rehabilitation Act of 1973 by the City of Ontario, its departments or employees.

The City is limited in funding available for capital improvement projects when responding to grievances that request barrier removal or structural modifications. In the event that available funds are insufficient or already expended on other projects, improvements will be prioritized and scheduled in subsequent fiscal years. The availability and use of this grievance procedure does not preclude filing a complaint of discrimination with any appropriate state or federal agency. Use of this grievance procedure is not a prerequisite in the pursuit of other remedies.

Step 1: To file a grievance, the complainant can use the City's ADA Grievance Form (Appendix D), by email, or by other written means. The grievance shall be submitted to the ADA Coordinator. The complaint should contain information about the alleged discrimination and should include:

- > Name, address and telephone number of complainant;
- > A description of the incident, the date(s) it occurred and the name(s) of any City employees involved (if any);
- > Name and address of the program, service, activity or facility where the incident took place;
- > Any other information that they believe necessary to support their complaint. Please send copies of any relevant documents, but keep the originals for their own records.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to the ADA Coordinator. The ADA Coordinator will notify the complainant, in writing, if any additional information is needed.

Step 2: The ADA Coordinator or a designee will meet with or contact the complainant within 15 days of receipt of the grievance to discuss possible solutions.

Step 3: Within 15 calendar days of that meeting or discussion, the ADA Coordinator will respond in writing or in a format acceptable to the complainant, explaining the position of the City of Ontario and offering options for resolution of the complaint. If the response does not satisfactorily resolve the issue, the complainant may appeal the decision to the Mayor within 15 calendar days after receiving the response. Steps 1-3 will begin again, this time with the Mayor as the primary contact. Complainants should also provide an explanation as to why the City's initial response was not satisfactory.

All formal grievances received by the ADA Coordinator, appeals to the Mayor and responses from the ADA Coordinator will be kept on file for at least three years.

E. REQUESTS FOR ACCOMMODATION

Requesting Accommodation or Alternate Formats

Instructions on how to request accommodations or documents/materials in alternate formats are posted on the City's Website at www.ontarioohio.org and at all City buildings. If this information is not provided, the City's ADA Coordinator should be contacted to make a request (see contact information above). Requests for accommodation at meetings or events need to be made at least 10 working days in advance.

Requests for accommodation at a city meeting or event should include:

- > The requestor's name, address, email and telephone number (if any);
- > A description of the program, service or activity where the accommodation is required;
- > The location of the program, service, or activity; and
- > A brief description of why the accommodation is needed.

Requests for materials in alternate formats should include:

- > The requestor's name address, email, and telephone number (if any);
- > The name or description of the City document or materials to be reformatted;
- > What type of format is desired (e.g. Braille, audio recording, computer disk, etc.); and
- > A brief description of why the alternate format is needed.

The City ADA Coordinator will respond to a request for materials in alternate formats. The Clerk of Council will respond to the request within 10 working days in advance of a scheduled meeting or event. If the response does not satisfactorily resolve the issue, the requestor may file a formal grievance with the City. All requests for accommodations and alternate formats will be kept on file for at least three years.

6. SELF-EVALUATION

The City of Ontario Service Safety Director and Mayor were designated to provide oversight representation and direction regarding the study of City programs, services and activities.

Several methods were used to provide comprehensive input regarding the public's accessibility to programs, services and activities offered by the City, including:

- Staff interviews
- Review of policies, procedures and other documents
- Survey of individuals with disabilities (Appendix B) surveys were made available on the City's website and at City Hall for organizations/individuals to provide input
- Review of the previous efforts by the City
- Visits to and inspection of all facilities where programs, services and activities are accessible to the public
- A Public Hearing was conducted at a City Council Meeting for organizations and individuals to provide input

Relevant policies, procedures and documents were reviewed. Data was collected regarding programs, services and activities for compliance with the requirements of Title II of the ADA.

A. SELF-EVALUATION FINDINGS/ACTIONS

Program Access: The City of Ontario assessed all programs, services and activities to identify any program eligibility requirements that would limit or exclude or tend to limit the participation of qualified persons with disabilities. The City of Ontario will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, activities and services (i.e. 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 program, activity or service of the City of Ontario, should contact the Department directly with the request. Requests may also be sent to the City's Service Safety Director/ADA Coordinator.

Communication with Persons with Disabilities: Under Title II of the ADA, all state and local governments are required to take steps to ensure that their communications with individuals with disabilities are as effective as communications with others. The City of Ontario has assessed its communication services and will begin utilizing Ohio Relay during the first quarter of 2018. Ohio Relay (7-1-1) is a service that provides full telephone accessibility (24/7) to people who are deaf, hard-of-hearing, deaf-blind, and speech disabled. The service allows text-telephone (TTY) users to communicate with standard telephone users through specially trained relay operators. Each call will be handled in strict confidence.

For emergency services (9-1-1), Richland County Central Dispatch is compliant with Title II as it provides “direct access” to individuals who rely on a TDD or computer modem for telephone communication.

Website Accessibility: It is the responsibility of the City to ensure that its website is accessible to individuals with disabilities. An ADA Compliance tab was added to the home page. An ADA notice, ADA Survey, ADA Grievance Procedure, and a ADA Grievance Form were added to the website.

Auxiliary Aids and Services: This includes a wide range of services and devices that promote effective communication or allows access to goods and services. Examples of auxiliary aides and services for individuals who are deaf or hard-of-hearing include qualified interpreters, computer-aided transcription services, written materials and telephone handset amplifiers. Open and closed captioning, telecommunications devices for deaf persons and individuals with vision impairments (i.e. qualified readers, taped texts, audio recording, brailled materials, large print, computer terminals, speech synthesizers and communication boards).

Emergency Preparedness: One of the most important roles of local government is to protect their citizenry from harm, including helping people prepare for and respond to emergencies. Making local government emergency preparedness and response programs accessible to individuals with disabilities is a critical part of the City of Ontario’s responsibility (28 C.F.R. Sec. 35.130 (V)(1V)).

The City of Ontario drafted an Emergency Preparedness Plan which will be effective March 2018. All employees received training on the plan, which includes evacuation plans for every City owned building and is inclusive for individuals with disabilities.

Language Sensitivity: The USDOJ suggests an examination of the manner in which persons with disabilities are portrayed in City publications. “People-first language” should be utilized, and the City should avoid using words that reduce individuals to a series of labels, symptoms, or medical terms. Additionally, the City should avoid terms that may be offensive to some persons with disabilities, such as “mental retardation,” “victim of,” “wheelchair bound,” “handicapped,” or “cripple.” These concepts should be reinforced with training. The City of Ontario has begun the process of reviewing and modifying its publications to ensure they comply with USDOJ recommendations.

Historic Preservation: Historic preservation is an endeavor that seeks to preserve, conserve, and protect buildings, objects, landscapes, or other artifacts of historical significance. Alterations to a qualified historic building or facility must comply with ADAAG unless it is determined in accordance with procedures described in ADAAG 4.1.7(2) that compliance with certain requirements. The City of Ontario presently adheres to all requirements established by the ADAAG.

Access to Public Meetings: The City of Ontario is responsible for ensuring that individuals with disabilities have access to any and all public meetings. On or about August 24, 2017, following the creation of two (2) additional parking spaces for the disabled, the City of Ontario, which serves as “City Hall”, are compliant with ADAAG guidelines.

Employment Practices: The ADA prohibits discrimination in all employment practices, including job-application procedures, hiring, firing, advancement, compensation, training and other terms, conditions and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits and all other employment-related activities.

The City of Ontario has enacted an Americans with Disabilities Act Policy and Procedure, (Appendix E) that stipulates that the City shall not discriminate on the basis of a disability with respect to recruitment, application procedures, hiring, training, promotion, demotion, layoff, recall, employee compensation, discipline, termination and other terms, conditions and privileges of employment, provided the person is qualified to do the work.

Construction and Renovation Projects: After January 26, 1992, all construction and renovation projects were to be compliant with federal access requirements. The City conducts planned checks of new construction projects to identify compliance issues before permits are issued and any construction begins. The City of Ontario conforms to the ADAAG and public right-of-way accessibility guidelines (PROWAG), which will assist and provide means to meet the requirements of the ADA.

ADA Training for Staff: ADA training provides City staff with a better approach to interacting, guiding, and assisting individuals with disabilities. Training can benefit managers, supervisors, and all employees, especially those that have direct contact with the public and teach them skills such as disability etiquette, how to be more comfortable around people with disabilities, and awareness about issues faced by people with disabilities.

Modifications to Policies and Procedures: The City of Ontario has made reasonable modifications to its policies, practices and programs in the past and periodically reviews current policies, practices, procedures, and programs to ensure that individuals with disabilities have an equal opportunity to enjoy all City programs, services and activities.

The City of Ontario does not and 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 and services or reasonable modifications of policy.

Employee Policies Regarding Former Alcohol and Drug Users: The ADA requires that persons who formerly engaged in the use of illegal drugs or the illegal use of legal drugs be protected from discrimination if they have been rehabilitated and are no longer using drugs illegally. The City of Ontario adheres to all federal and state requirements.

B. FACILITIES, PROGRAMS, SERVICES, ACTIVITIES ASSESSMENT

The City of Ontario is covered under the ADA, Title II (programs, activities and services). The ADA requires the City to make its programs, activities, and services readily accessible and usable by qualified persons with a disability.

This Transition Plan qualifies the City's effort to create and maintain inclusion as mandated by the ADA. This Transition Plan pertains only to public assessable City-owned or administered facilities, programs, services and activities. This study will guide the planning and implementation of necessary programs, facilities, and public rights-of-way modifications over the next three (3) years. The Transition Plan establishes the City of Ontario's on-going commitment to the development and maintenance of policies, programs, and facilities that included all citizens.

A comprehensive evaluation assessing the City's compliance with 2010 ADA Requirements 8c Guidelines and Section 504 of the Rehabilitation Act of 1973 will span over the next several years. The City of Ontario will use both of these requirements to continue to assess facilities, programs and services, as the City buys or sells properties.

It should be noted that in the 2010 ADA Standards for Accessible Design (Department of Justice, Section 35.151 of 28 C.F.R. Part 35), there is the inclusion of a **safe harbor** clause.

It states, in part that, ***"if a public entity has constructed or altered required elements of a path of travel in accordance with the specifications in either the 1991 Standards or the Uniform Federal Accessibility Standards before March 15, 2012, the public entity is not required to retrofit such elements to reflect incremental changes in the 2010 Standards solely because of an alteration to a primary function area served by that path of travel. "***

In other words, if elements in existing facilities already comply with corresponding elements in the 1991 Standards and are not being altered, then entities are not required to make changes to those elements to bring them into compliance with the 2010 Standards.

It also states that a "path of travel" includes a continuous, unobstructed way of pedestrian passage by means of which the altered area may be approached, entered and exited and which connects the altered area with an exterior approach (including sidewalks, streets, and parking areas), an entrance to the facility, and other parts of the facility.

C. PHYSICAL BARRIERS

A public entity must ensure that individuals with disabilities are not excluded from services, programs, and activities because existing buildings are inaccessible. A public entity's services, programs, or activities, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. This standard known as "program accessibility" applies to all facilities of a public entity that existed on January 26, 1992. Public entities do not necessarily

have to make each of their existing facilities accessible. They may provide program accessibility by a number of methods, including alteration of existing facilities, acquisition of additional facilities, relocation of a service or program to an accessible facility, or provision of services at alternate accessible sites. (42 U.S.C. Sec. 12131 - 12164)

A self-evaluation/assessment of each of the City's public accessible facilities has been completed. (Appendix A)

D. UNDUE BURDEN

According to the ADA, the City does not have to take any action that it can demonstrate would result in a fundamental alteration in the nature of a program or activity, would create a hazardous condition for other people, or would represent an undue financial and administrative burden.

The determination that an undue financial burden would result must be based on an evaluation of all resources available for use in a program, e.g. if a barrier removal action is judged unduly burdensome, the City must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity.

E. FACILITIES ASSESSMENT

Based upon the guidelines regarding ADA accessibility, a public facility and/or City building is any building or other facility owned and/or operated by the City of Ontario, that is open to the public or houses City Departments or private businesses that meet with or conduct business with the public from that location, exclusive of parks, trails and sports fields.

City Buildings; Defined as a structure that accommodates local governmental offices owned and/or operated by the City of Ontario and offers programs, activities, and services to the public.

All buildings/facilities currently owned or leased by the City of Ontario that are accessible to the public were assessed to determine compliance with the ADA. Facilities were inspected by the City of Ontario ADA Coordinator and Mayor according to prevailing code and/or Americans with Disabilities Act Guidelines for Building and Facilities (ADAAG) and the ADA Standards for Accessible Design.

Identified as Appendix F is a report that presents findings/recommendations related to a review of all City of Ontario Departments/Divisions conducting business at various sites/locations within the City. The page indicates those components that are compliant or non-compliant. If a component is non-compliant, an action plan has been noted and included.

Public Facilities: Adhering to the provisions governing the ADA (1990 42 U.S.C. Sections 12131 - 12164), the City of Ontario conducted a survey of its public facilities in 2017 and 2018. Since then, the City has maintained its properties in a manner consistent with applicable local, state and federal standards. The City utilizes the Americans with Disabilities Act Guidelines for Building and Facilities (ADAAG) and the ADA Standards for Accessible Design in the design and construction of its facility improvements and construction projects. The City has made improvements to several of its buildings.

The majority of the City's public facilities are ADA compliant and it continues to make progress installing curb cuts and sidewalks along its roadways, and providing increased access to its outdoor parks and recreation facilities.

Parks, Trails and Sports Fields

The City Division of Parks is responsible for daily maintenance of the parks, trails, sports fields, picnic shelters, etc.

While parks, trails and sports fields are generally not considered facilities (Section 504) (29 U.S.C. Sec 794) and (42 U.S.C. Section 12131 - 12164), all parks and recreational facilities owned by the City of Ontario were assessed. A list of the parks and recreational facilities is included as Appendix G. There were no reported ADA deficiencies at any of the locations inspected. As most City parks and the recreational activities associated with them are seasonal, the City will continually monitor the programs and services associated with each.

The following steps are necessary when a customer requests special accommodations:

- Determine which activity(ies) you wish to participate in;
- Contact the ADA Coordinator by emailing servicesafetydirector@ontarioohio.org or by calling (419) 529-2495;
- Note: In order to qualify for assistance under ADA guidelines an individual must meet the essential eligibility requirements for participation in recreation services with or without reasonable accommodation.

If accommodations and/or alternative information formats are needed in accordance with the ADA, please call the City of Ontario's ADA Coordinator at (419) 529-2495 within ten (10) working days in advance of the registration deadline or event (whichever comes first).

The City of Ontario will make every attempt to provide reasonable accommodations. However, failure to request an accommodation within the specified time frame may limit our ability to complete the request.

The City of Ontario Division of Parks reserves the right to adopt legitimate safety requirements necessary for safe operation of programs, services or activities if they are based on real risks, not on stereotypes or generalizations about individuals with disabilities. (42 U.S.C. Sec. 121021) There is no charge for accommodations. Customers requiring personal care must bring their own caregiver. The only exception to this policy is summer camps (if any) where funding has been acquired specifically for personal care.

F. SIDEWALK ASSESSMENT

A field inventory was conducted of sidewalks and curb cuts to assess the overall condition of those features throughout the city and to determine the level of accessibility and physical locations of any barriers. By conducting a condition assessment, the City was able to identify sidewalk maintenance needs and necessary improvements. The goal was for the City to identify any physical barriers and provide better accessibility to residents through improved connectivity between neighborhoods, commercial corridors, and other community resources. City representatives conduct sidewalk and curb-cut inventory on an on-going basis and formulate an action plan to improve and/or replace when necessary. All pedestrian ramps that are constructed are measured and recorded to ADA standards.

Sidewalk and ramp projects are prioritized based on the sidewalks level of use, project cost, and potential to improve overall city connectivity. Sidewalk improvement projects will be implemented as funding is identified, or in association with other City projects that necessitate construction in the City street right-of-way or on City property.

Important items of note are:

- The City has 61 centerline miles of total roadways of which 19 are curbed streets. The City of Ontario continues to conduct sidewalk and pedestrian ramp repairs (i.e., structural damage which is defined as significant damage to the sidewalk material hindering the movement for wheelchairs or people with other disabilities; erosion, specifically instances where erosion has created an unsafe and potential dangerous situation along a given sidewalk section; and, obstructions that may have occurred when natural elements or manmade features impede the flow of movement along a sidewalk segment.)
- In association with other roadway and utility capital improvement projects, the City typically replaces sidewalks as needed to comply with ADA Standards.

- Generally, the City's primary focus is given to intersections on arterial roadways without existing curb ramps. Subsequently, the following criteria are used to help determine which intersections are completed first:

Proximity to government facilities
 Streets with higher traffic volumes
 Streets with public transit service
 Streets with pedestrian attractors like schools, parks and shopping
 Proximity to medical facilities
 To improve system connectivity

G. CURB RAMPS

The City of Ontario did a survey of all existing curb ramps, and whether or not existing curb ramps met ADA standards, including slope, lip, and ramp width and landing area. An inventory was conducted of all ramps City wide and by location. (Appendix K)

The City may have exceptions to the criteria if it helps to ensure public safety, which is more efficient or maximizes the overall benefit.

H. OTHER PROGRAMS/SERVICES

Public Meetings/Hearings & Events

The City of Ontario works to ensure that all of its Departments/Divisions that host public meetings, hearings and events are open and accessible to all citizens, regardless of disability. This may include:

- > Providing sign language interpreters (as requested)
- > Additional wheelchair seating (if needed)
- > Providing documents and other printed materials in alternate formats, as requested. This may include Braille, audio recordings, enlarged print and computer disks
- > Ensuring doorways and paths of travel at a meeting or event are clear of obstructions/barriers

Printed Materials

The City produces a variety of informational and promotional materials for public use, including brochures, forms, newsletters, fact sheets, reports, plans, etc.

Listed below are recommendations to improve accessibility:

- All Departments must be able to provide documents and other printed materials in alternate formats, as requested. This includes Braille, audio recordings, enlarged print and computer disks at no cost to the individual making the request.

GLOSSARY OF TERMS/DEFINITIONS

- **Accessible:** A facility that provides access to individuals with disabilities using the design requirements of the ADA.
- **Americans with Disabilities Act:** A comprehensive federal civil rights law that prohibits discrimination on the basis of disabilities in employment, state, and local government programs, activities, services, public accommodations, transportation, and telecommunications. (42 U.S.C. Sec. 12102)
- **Americans with Disabilities Act Accessibility Guidelines (ADAAG):** The ADAAG contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the ADA.
- **Baseline Conditions** - City facilities were reviewed using several “baseline” conditions, including:
 - Access to parking and entry into the facilities themselves;
 - Access to a clear and distinct path of travel;
 - Access to programs and services themselves;
 - Access to public areas and restrooms; and
 - Access to related amenities.
- **City of Ontario Capital Improvement Plan (CIP):** The CIP allocates funding for maintenance, rehabilitation, and expansion projects from funds designated as capital projects over a 5 year period.
- **Disability:** (With respect to an individual) A physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment, or being regarded as having such an impairment.
- **Program, Activity, or Service:** The programs, activities, and services offered by the City in fulfillment of its mission. It spans all offerings open to any of the audiences served by the City.
- **Public Rights-of-Way:** ADA related facilities in the public rights-of-way are defined as a network of streets, sidewalks, and trails creating public pedestrian access within the limits of the City of Ontario. Some examples of public rights-of-way include: curb ramps, sidewalks, crosswalks, pedestrian signals and parking.
- **Self-Evaluation:** An assessment of the City’s current policies and practices to identify which ones are inconsistent with Title II requirements.
- **Transition Plan:** Addresses physical barriers which can limit the accessibility of a City’s programs, activities, and services to individuals with disabilities. **U.S. Department of Justice (USDOJ):** Federal agency that is responsible for enforcing Titles II and III of the ADA.

ADA Site Survey Checklist

Survey Address: _____

Person(s) Completing Survey: _____

Date: _____

I. Parking Lot and Entry

Accessible Parking Stall

Has at least one (1) parking stall that is ADA Compliant. (The number of ADA parking required spaces is determined by the number of parking spaces at the facility.) ☐ Yes ☐ No

Stall must be near level (2%) in ALL directions. ☐ Yes ☐ No

Has at least 44" wide curb ramp with "brushed" concrete finish (non-slip) ☐ Yes ☐ No

Has signage posted. ☐ Yes ☐ No

Has an access aisle adjacent to accessible space. ☐ Yes ☐ No

Has an accessible route from the accessible space to facility. ☐ Yes ☐ No

II. Doors and Thresholds

Has a minimum 32" clear opening when the door is opened at 90%. ☐ Yes ☐ No

Has an automatic door or a handle that can be operated with a closed fist. ☐ Yes ☐ No

Has a level entry landing with maneuvering clearance. ☐ Yes ☐ No

Has a threshold NO greater than a ¼" vertical rise. ☐ Yes ☐ No

Has a door that requires less than 5 pound of pressure to operate. ☐ Yes ☐ No

III. Restrooms

Has a minimum 32" clear opening when door is opened to 90%. ☐ Yes ☐ No

Has at least 60" unobstructed turning radius in toilet area. ☐ Yes ☐ No

Has a minimum 36" long grab bar behind toilet area. ☐ Yes ☐ No

Has a minimum 42" grab bar adjacent to toilet or stall. ☐ Yes ☐ No

Has a 19" minimum height from floor to toilet paper dispenser. ☐ Yes ☐ No

Has a 34" maximum height from floor to sink top. ☐ Yes ☐ No

VOLUNTARY ADA PUBLIC INVOLVEMENT SURVEY

The City of Ontario is required to develop a comprehensive ADA Compliance Plan for infrastructure within the City owned right-of-way, which includes sidewalks, curb ramps, street crossings, driveways, median crossings, and City owned buildings and properties.

The City of Ontario is in the process of developing a comprehensive ADA Compliance Plan and public input is an important part of the development of this plan. We want to know where you feel there are areas of concern. Submittal of this information is voluntary.

This form is a public document that the City of Ontario will use to monitor and make changes to City facilities and infrastructure, its programs and activities for compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Vocation Act of 1973 (Section 504)

If you have any questions please contact the ADA Coordinator/Service-Safety Director at 419-529-2495, or servicesafetydirector@ontarioohio.org.

What is the location of the improvement(s) you feel are most needed? (Example: southwest corner of West Fourth Street and Stumbo Road, or an address, or location of a building or facility).

What are the specifics of the improvement(s) needed? (Example: sidewalk, ramp, driveway, etc.)

How does this needed improvement impact your travel? (Example: access to a City facility is blocked).

Please provide us with a little bit of information about you: (Optional)

Name: _____

Zip/Postal Code: _____

Email Address: _____

Contact Number: _____

Please submit this form to ADA Coordinator/Service-Safety Director at 555 Stumbo Road
Ontario, Ohio 44906, or by fax 419-529-6132, or by email to
servicesafetydirector@ontarioohio.org

Upon request, reasonable accommodation will be provided in completing this form or copies of
the form will be provided in alternative formats. Contact the ADA Coordinator/Service-Safety
Director at the email address or street address listed above, or by calling 419-529-2495.

Appendix C

THE CITY OF ONTARIO, OHIO 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 Ontario. The City of Ontario's Administrative Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing, using the attached ADA Grievance form (Appendix D), by email, or by other written means. The complaint shall contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**ADA Coordinator, Jeff Wilson
555 Stumbo Road
Ontario, OH 44906
Phone: (419)529-2495**

Email: Servicesafetydirector@ontarioohio.org

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her 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 Ontario and offer options for substantive resolution of the complaint.

If the response by ADA Coordinator his/or her 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 of Ontario at 555 Stumbo Road Ontario, Ohio 44906, telephone: 419-529-6333.

Within 15 calendar days after receipt of the appeal, the Mayor his/her designee will meet with the Complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor or his/her 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 the ADA Coordinator or his/her designee, appeals to the Mayor or his/her designee, and responses from these two offices will be retained by the City of Ontario for at least three years.

CITY OF ONTARIO ADA GRIEVANCE FORM

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Date Noticed: _____

Location of Problem, Service, or Activity: _____

Description of Problem: _____

***Please attach additional pages if needed**

Signature: _____

Date: _____

Please return to: ADA Coordinator/Service-Safety Director, 555 Stumbo Road Ontario, Ohio 44906, or by fax 419-529-6132, or email servicesafetydirector@ontarioohio.org.

Upon request, reasonable accommodation will be provided in completing this form or copies of the form will be provided in alternative formats. Contact the ADA Coordinator/Service-Safety Director at the email address or street address listed above, or by calling 419-529-2495.

AMERICANS WITH DISABILITIES ACT POLICY AND PROCEDURE

I. PURPOSE

- A. It is the policy of the City of Ontario to comply with the Americans with Disabilities Act (“ADA”) of 1990 (42 U.S.C. 12102 as amended by the Amendments Act of 2008 (“ADAAA”) and the Ohio Revised Code Chapter 4112.

II. POLICY

- A. The City of Ontario will not discriminate against qualified individuals with disabilities, with Respect to City sponsored activities, programs or services, provided individuals are qualified to participate.
- B. The City of Ontario will not discriminate against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment.
 - 1. Employment and accessibility practices relative to qualified individuals with disabilities will be made consistent with the provisions of the Americans with Disabilities Act of 1990 and the Americans with Disabilities Amendment Act of 2008.
 - 2. The Administration must ensure that employment-related actions, including but not limited to; compensation, benefits, transfers, layoff, etc., and all City sponsored programs, activities and services are administered in a non-discriminatory manner with respect to qualified individuals with disabilities.
 - 3. No City of Ontario employee shall, alone or with others, discriminate or encourage another to discriminate against a disabled person in the workplace or in City sponsored programs, activities, or services.
 - 4. Retaliation against any employee, applicant for employment, or individual who complains of a violation of this Policy is prohibited.

III. REASONABLE ACCOMMODATIONS IN EMPLOYMENT

- A. It is the policy of the City of Ontario to provide reasonable accommodations in employment to qualified individuals with disabilities, who can perform their essential job functions, with or without accommodation.
- B. It is the responsibility of a qualified individual with a disability to request a reasonable accommodation with the Service Safety Director's Office. Upon such a request, the Service Safety Director must:
 - 1. Initiate an interactive process between the City and the qualified employee with a disability in need of the accommodation.
 - 2. Identify, through the interactive process, the precise limitations resulting from the disability and potential reasonable accommodations that could overcome those limitations, relative to the essential job functions and without undue hardship to the City.
 - 3. All parties must participate in the interactive process in good faith.

IV. REASONABLE ACCOMMODATIONS IN CITY SPONSORED ACTIVITIES, PROGRAMS, AND SERVICES

- A. It is the policy of the City of Ontario to provide reasonable accommodations in City sponsored activities, programs, or services to qualified individuals with disabilities.
- B. It is the responsibility of a qualified applicant or participant with a disability to a City sponsored activity, program, or service, to request a reasonable accommodation with the office of the Service Safety Director. In the event a reasonable accommodation is made, the City of Ontario will make every effort to provide accessibility and reasonable accommodation to qualified applicants and/or participants with a disability to City sponsored activities, programs, or services.
- C. The City of Ontario will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in all the City of Ontario's programs, services, and activities.

V. PROCEDURES FOR ACCOMMODATIONS REQUESTS AND COMPLAINTS

- A. Requests for reasonable accommodation in employment and/or in City sponsored programs, activities, or services must be submitted to the City's ADA Coordinator at the office of the Service Safety Director 555 Stumbo Road Ontario, Ohio 44906, 419-529-2495.

- B. If a City of Ontario employee, applicant for employment, or a citizen participating in a City sponsored program or activity, or receiving the benefit of a City service, believes he/she is being subjected to discrimination based on a disability, he/she must contact the ADA Coordinator at the office of the Service Safety Director 555 Stumbo Road Ontario, Ohio 44906, 419-529-2495 to file a complaint.
- C. The City of Ontario's Grievance Procedure under the Americans with Disabilities Act is incorporated by reference here and is attached to the Administrative Policy accordingly.

VI. RESPONSIBILITIES

- A. It shall be the responsibility of the ADA Coordinator to provide interpretation, application, and enforcement recommendations regarding the City of Ontario's ADA Policy with respect to employment and City sponsored activities, programs, and services and to:
 - 1. Disseminate this Policy to every department, division, and agency head.
 - 2. Provide training to every department, division, and employee regarding compliance with this Policy.
 - 3. Conduct a formal investigation of any disability discrimination or retaliation complaint filed with the Service Safety Director's Office.
 - 4. Prepare a timely and written investigation report for the Mayor and the Law Director regarding each complaint alleging disability discrimination or retaliation filed with the Service Safety Director's Office.
 - 5. To the extent by law, protect the confidentiality of those who seek reasonable accommodations due to disabilities.
 - 6. Recommend remedies for any situation that may violate this Policy.
- B. All department, division and agency heads are responsible for complying with and adhering to this Administrative Policy and Procedure.
- C. All City of Ontario supervisors, foremen, and program administrators shall take actions to prohibit and to prevent disability discrimination in the work environment and in the administration of City sponsored programs, activities, and services.
- D. All City of Ontario employees shall comply with this Policy. Employees who violate this Policy may be subject to discipline, if and/or when the facts substantiate that a violation has occurred.

VII. EFFECTIVE DATE

This administrative Policy and Procedure shall take effect and be enforced upon the date of the Mayor's signature.

Randy E. Hutchinson, Mayor of Ontario

Date

Appendix F

CITY OF ONTARIO FACILITY REPORT

DEPARTMENT/DIVISION	ADDRESS/LOCATION	RESULTS
City Hall	555 Stumbo Road	
Police Department		Compliant
Community Room		Complaint
Clerk of Court		Compliant
Administrative Assistant		Compliant
Treasurer		Complaint
Mayor		Compliant
Service Safety Director		Compliant
Auditor		Compliant
Law Director		Compliant
Income Tax Clerk		Compliant
Water/Sewer Clerk		Compliant
Water Plant (No Public Access)	371 North Lexington Springmill Road	
Water Plant Office		Compliant

Appendix F

Service Building (Public) 3375 Milligan Road

Sewer Department	Compliant
Streets/Parks Department	Compliant
Zoning Department	Compliant
Engineer	Compliant
Recreation Department	Compliant
Cemetery Department	Compliant
Public Conference Room	Compliant

Service Department Storage Building 3375 Milligan Road

Posted No Public Access	Not Compliant
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Senior Center 3777 Park Avenue West

Community Room	Compliant
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Appendix G

CITY OF ONTARIO PARK AND RECREATIONAL FACILITY REPORT

FACILITY	PRIMARY FUNCTION	ADA
Marshall Park	Soccer Fields	Yes
Marshall Park	Baseball Field Complex	Yes
Marshall Park	Tennis Courts	Yes
Marshall Park	Softball Fields	Yes
Marshall Park	Disc Golf	No
Marshall Park	Maize Memorial Dog Park	Yes
Marshall Park	Open Air Shelters	Yes
Marshall Park	Play-scape	Yes
Marshall Park	Play-scape Restrooms	Yes
Marshall Park	Soccer Restrooms	Yes
Marshall Park	Baseball Complex Restrooms	Yes
Marshall Park	Basketball Courts	No
Marshall Park	Band-Shell	No
Sunset Park	Play Area	Yes
Doris Carr Park	Basketball Court	Yes
Doris Carr Park	Gazebo	No
Stowell Park	Softball Fields	Yes
Stowell Park	Restrooms	Yes

ADA Compliance

Upon request, reasonable accommodation will be provided in completing any form(s) used by the City of Ontario. If requested, the form will be provided in alternative formats. Contact the Employee who is helping you and we will ensure that a reasonable accommodation is provided for you in completing any forms that are required.

ADA Compliance

Upon request, reasonable accommodation will be provided to a citizen attending a City meeting, or in completing any form(s) used by the City of Ontario. Contact the ADA Coordinator at 419-529-2495 or servicesafetydirector@ontarioohio.org and we will ensure that a reasonable accommodation is provided for you at a City meeting and in completing any forms that are required. If requested, the form(s) will be provided in alternative formats.

CITY OF ONTARIO EMERGENCY PREPAREDNESS PLAN

I. Purpose

- A. This Emergency Preparedness Plan (EPP) addresses the City of Ontario planned response to extraordinary emergency situations associated with all hazards including natural disasters, technological emergencies and biological incidents. It is the principle guide for mitigating emergencies and incidents; ensuring protection of life, health, safety and property and aiding in the recovery operations to ensure that City Facilities return to pre-emergency operation. This plan is intended to facilitate coordination with local first responders and establish a framework for an effective system of comprehensive emergency management.

The purpose of the Emergency Preparedness Plan (EPP) is to provide information on how to respond to emergency incidents by outlining the responsibilities and duties of the City and its employees. Customization of this plan to meet the City's needs and circumstances is important. Developing, maintaining, and exercising the plan empowers employees to act quickly and knowledgeably. The plan educates the employees on their roles and responsibilities before, during, and after an incident. This plan provides members of the community with assurances that the City has established guidelines and procedures to respond to incidents/hazards in an effective way.

In order to execute this plan effectively and mobilize available resources, all City Personnel must have knowledge of the procedures set forth in this plan and be trained in its use. Personnel having roles and responsibilities established by this plan are expected to be familiar with their roles based on the provisions of this plan.

Modifications to this plan may be made under the direction of the ADA Coordinator and Mayor.

This City's EPP conforms to the National Incident Management System (NIMS) and all applicable Homeland Security Presidential Directives.

II. Plan Activation

- A. In order to provide an effective response to an emergency or incident, this plan may be activated in part or in whole as necessary, by the Mayor, Service Safety Director, a Department Head or his/her designee.

III. Coordination with Emergency First Responders

- A. Various agencies and services are involved in responding to emergencies, including emergency responders from law enforcement, safety, fire, and emergency agencies.
- B. The City is exposed to many hazards which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. Understanding that the Richland County Emergency Management Agency maintains an Emergency Operations Plan (EOP) to address hazards and incidents, the City's Emergency Preparedness Plan (EPP) has been developed to fit into the larger Richland County EOP in the event of a large-scale incident.

IV. Functional Needs Population

- A. The City is committed to the safe evacuation and transport of staff and citizens with functional needs. The functional needs population includes, but is not limited to citizens and staff with:
 - 1. Limited English proficiency
 - 2. Blindness or visual disabilities
 - 3. Cognitive or emotional disabilities
 - 4. Deafness or hearing loss
 - 5. Mobility/physical disabilities (permanent and temporary)
 - 6. Medically fragile health (including asthma and severe allergies).

V. Panic Button

- A. Purpose

The purpose of this section is to inform the staff that the Administrative portion of City Hall is equipped with panic buttons and the proper procedures on activating the panic alarm.

B. Procedure

1. If a situation exists that requires emergency response, a staff member can initiate a panic alarm. An example would be for an intruder, active shooter, hostage or medical emergency.
2. The preferred course of action would be to call 9-1-1.
3. If the panic button is activated, follow up a 9-1-1 call as soon as possible.
4. The panic alarm facilitates getting the police department enroute as quickly as possible.
5. Panic alarms are available in the following locations:
 - a. In front office, next to the customer service window.
 - b. In the top center drawer in the Mayor's desk.
 - c. In the Auditor's office mounted under the center desk drawer.
 - d. In Council/Court Room at the center of the elevated seating, next to where the President of Council or Magistrate sits.
 - e. In the Service Safety Director's office mounted under the center desk drawer.

VI. Evacuation

A. Purpose

The purpose of this section is to provide guidance for an evacuation of a City building should it be determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff and citizens can safely reach the evacuation location without danger.

B. Procedure

1. Department Head or his/her designee shall call 9-1-1 (police, fire and emergency responders) to give notice the building is being evacuated or has been evacuated.
2. Notify other staff and citizens that the building is being evacuated.
3. Determine evacuation routes based on location of the incident and type of emergency.

4. Communicate changes in evacuation routes based on location and type of emergency.
 5. Monitor the situation and provide updates and additional instructions as needed.
- C. Maps and/or floor plans of the buildings, annotated with evacuation routes, shelter locations, fire extinguishers, and AED's are included at the end of this plan. (Exhibits A, B, C, D, E, F, and G)

VII. FIRE

A. Purpose

The purpose of this section is to ensure that there are procedures in place to protect staff, visitors, and City property in the event of a fire.

B. Procedure

1. Any staff discovering fire or smoke will call 9-1-1 and if possible activate the fire alarm.
2. Staff and visitors will immediately evacuate the building using prescribed routes or alternate routes to the assembly areas.
3. No one may re-enter building(s) until it is declared safe by the fire department.
4. Once an emergency Incident Commander arrives (fire department), it is critical to follow the instructions of, and cooperate with, the Incident Commander who has jurisdiction at the scene.

VIII. Bomb Threat

A. Purpose

1. The purpose of this section is to ensure that there are procedures in place to protect staff, visitors, and City property in the event of a communicated threat regarding the presence of destructive devices on City property. This may include any explosive device of an incendiary, chemical, biological, or radioactive nature. A bomb threat will result in law enforcement and other safety and emergency services responding to the scene.

2. Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with the law enforcement officer who will be the Incident Commander with jurisdiction over the scene. The building/property is a crime scene and will require a thorough search and processing.

B. Procedure

1. As soon as possible after receiving a bomb threat the employee shall call 9-1-1.
2. If the bomb threat was received by a phone or e-mail message the staff and visitors will immediately evacuate the building using predetermined routes or alternate routes to the assembly areas. Staff and visitors must be evacuated to a safe distance outside of building(s) MINIMUM 1000 Feet is the general rule. [Consult with Fire and Police officials.]
3. If the bomb threat was received by phone ask in a clear and calm voice:
 - a. Where the bomb is located;
 - b. What does it look like;
 - c. What materials are in the bomb (type of bomb);
 - d. How is it activated; When will the bomb explode;
 - e. Who is calling, name and address;
 - f. Did you place the bomb;
 - g. Why are you doing this.
 - h. Listen closely to caller's voice and speech patterns and to noises in background. Make a record of that information.
4. If the threat is made by phone and the caller hangs up, immediately review received calls on caller ID to trace the call.
5. Once an emergency Incident Commander arrives (police department), it is critical to inform the Incident Commander what is known of the threat and to follow the instructions of, and cooperate with, the Incident Commander who has jurisdiction of the scene.
6. No one may re-enter building(s) until it is declared safe by the police or fire department.

7. If a suspicious item is located, do not touch the item. Evacuate the building immediately using predetermined routes or alternate routes to the assembly areas. Do not activate the fire alarm. It is critical to inform the Incident Commander what is known of the suspicious item upon their arrival.

IX. Chemical or Hazardous Materials Spill

A. Purpose

Hazardous chemicals are used for a variety of purposes and are regularly transported through many areas in and around a City building. Chemical accidents may originate inside or outside the building. Examples include: toxic leaks or spills caused by tank, truck or railroad accident; water treatment/waste treatment plants; and industry or laboratory spills. The purpose of this section is to ensure that there are procedures in place to protect staff, visitors and City property in case of a chemical or hazardous materials spill.

B. Procedure

1. If there is an internal chemical or hazardous spill the department head or his/her designee shall call 9-1-1.
2. Have all staff and visitors evacuate the building if necessary.
3. Once an Incident Commander arrives (fire department), it is critical to inform the Incident Commander what is known of the spill and to follow the instructions of, and cooperate with, the Incident Commander who has jurisdiction at the scene.
4. If there is an external chemical or hazardous spill staff and visitors are required to follow the direction of any police or fire personnel.

X. Explosion

A. Purpose

An explosion can be the result of boiler explosion, gas leak, chemical or hazardous spill or some other man-made (bomb) or natural hazard. An explosion may require the activation of several included section(s) procedures.

B. Procedure

1. Any staff discovering an explosion or smoke shall call 9-1-1.
2. Staff and visitors will immediately evacuate the building using predetermined routes or alternate routes to the assembly areas.
3. Once an emergency Incident Commander arrives (fire department), it is critical to inform the Incident Commander what is known of the explosion and to follow the instructions of, and cooperate with, the Incident Commander who has jurisdiction at the scene.
4. No one may re-enter building(s) until it is declared safe by the fire department.

XI. Severe Weather and Natural Disasters

A. Purpose

The purpose of this section is to have procedures in place when a Severe Weather Watch or Warning has been issued in the area near a City building or property.

B. Procedure

1. When a Severe Weather Watch or Severe Weather Warning has been issued.
 - a. Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).
 - b. Bring all persons inside building(s).
 - c. Close windows and blinds.
 - d. Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
 - e. Avoid rooms with wide free-span roofs and large areas of glass windows.

XII. Severe Weather and Natural Disasters: Flood

A. Purpose

The purpose of this section is to ensure that there are procedures in place to protect staff, visitors and City property in case of a flood.

The Richland County Emergency Management Agency, the National Weather Service, and other Federal cooperative agencies have an extensive river and weather monitoring system and provide flood watch and warning information to the community via radio, television, internet, and telephone.

B. Procedure

1. Review circumstance and conditions and determine appropriate procedures to be activated.
2. Determine if EVACUATION is required and can be safely done.
Call or instruct staff to call 9-1-1 to notify local law enforcement, fire and emergency services of intent to evacuate, the location of the relocation site, the route and means to be taken to that site.
3. Designate staff to monitor radio, internet, and media for flood information and report any developments.
4. Update staff, administration, and emergency responders of any significant changes in operations or conditions.

XIII. Severe Weather and Natural Disasters: Earthquake

A. Purpose

The purpose of this section is to ensure that there are procedures in place to protect staff, visitors and City property in case of an earthquake.

B. Procedure

1. If indoors:

- a. Take cover under desks, tables, or other heavy furniture.
- b. Take cover in interior doorways or narrow halls.
- c. Stay away from windows and beware of falling objects.
- d. Move from under light fixtures or other suspended objects.
- e. Avoid rooms with large ceilings such as the community room.

2. If outdoors:

- a. Move away from building if possible.
- b. Avoid utility poles and overhead wires.

3. After quake is over:

- a. Evacuate the building.
- b. Take a count of employees and known visitors.
- c. Avoid touching, or walking on, electrical wires which may have fallen.
- d. If radio is available, turn it on for latest bulletins.
- e. Do not enter a building until it has been checked for possible damaged or dangerous areas.

XIV. Medical Emergency

A. Purpose.

The purpose of this section is to ensure that there are procedures in place to assist employees in the event of a medical emergency.

B. Procedure

- 1. Quickly assess the situation. Make sure the situation is safe for you to approach (i.e., live electric wires, gas leak, building damage, etc.).
- 2. Assess the seriousness of the injury or illness.
- 3. Call or have someone call 9-1-1 immediately. Be prepared to provide the address, exact location in the building, describe illness or type of injury; and age of the victim(s). If unable to get to a phone a panic button can be used.

4. Protect yourself against contact with body fluids (blood borne pathogens).
5. Administer appropriate first-aid according to your level of training, until help arrives.
6. Comfort and reassure the injured person. Do not move an injured person unless the scene is unsafe.
7. If the injured person is not breathing or there is no pulse, ask someone to retrieve the Automated External Defibrillator (AED) and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use, or call an employee trained in the use of the AED to respond to the scene and apply the device.
8. Once the first responder arrives, it is critical to follow the instructions of, and cooperate with the first responder.

XV. A.L.I.C.E.

A. Procedures

“ALICE” is an acronym for 5 steps you can utilize in order to increase your chances of surviving a surprise attack by an Active Shooter. It is important to remember that the “ALICE” response does not follow a set of actions you “shall, must, will” do when confronted with an Active Shooter. Your survival is paramount in this situation. Deal with known information and don’t worry about unknowns. You may use only 1 or 2 parts of the response plan or you may have to utilize all 5. In this type of incident, your perception is the reality and you will be deciding what the appropriate action for you to take is.

1. Alert- Can be anything.
 - a. Gunfire
 - b. Witness
 - c. Announcement
 - d. Phone alert
2. Lockdown- This is a semi-secure starting point from which to make survival decisions. If you decide to not evacuate, secure the room.
 - a. Lock the door.
 - b. Cover any windows in the door if possible.
 - c. Tie down the door, if possible, using belts, purse straps, shoe laces, etc.
 - d. Barricade the door with anything available (desks, chairs, etc.)
 - e. Look for alternate escape routes (windows, other doors)
 - f. Call 9-1-1.
 - g. Move out of the doorway in case gunfire comes through it.

- h. Silence or place cell phones on vibrate.
 - i. Once secured, do not open the door for anyone. Police will enter the room when the situation is over.
 - j. Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
 - k. Put yourself in position to surprise the active shooter should they enter the room.
3. Inform- Using any means necessary to pass on real time information.
- a. Given in plain language.
 - b. Can be derived from 9-1-1 calls, video surveillance, etc.
 - c. Who, what, where, when and how information.
 - e. Can be used by people in the area or who may come into it to make common sense decisions.
 - d. Can be given by “Flash Alerts”, Announcements or Police Radio speakers.
4. Counter- This is the use of simple, proactive techniques should you be confronted by the Active Shooter.
- a. Anything can be a weapon.
 - b. Throws things at the shooters head to disrupt their aim.
 - c. Create as much noise as possible.
 - d. Attack in a group (swarm).
 - e. Grab the shooters limbs and head and take them to the ground and hold them there.
 - f. Fight dirty-bite, kick, scratch, gouge eyes, etc.
 - g. Run around the room and create chaos.
 - h. If you have control of the shooter call 911 and tell the police where you are and listen to their commands when officers arrive on scene.
5. Evacuate- Remove yourself from the danger zone as quickly as possible.
- a. Decide if you can safely evacuate.
 - b. Run in a zigzag pattern as fast as you can.
 - c. Do not stop running until you are far away from the area.
 - d. Bring something to throw with you in case you would encounter the Active Shooter.
 - e. Consider if the fall from a window will kill you.
 - f. Break out windows and attempt to quickly clear glass from the frame.
 - g. Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall.

- h. Hang by your hands from the window ledge to shorten your drop.
- i. Attempt to drop into shrubs, mulch or grass to lessen the chance of injury.
- j. Do not attempt to drive from the area.

XVI. Active Shooter

A. Purpose

An active shooter or armed assailant on City property involves one or more individual's intent on causing physical harm and/or death to staff and visitors. Such intruders may also possess a gun, a knife, a bomb or other harmful device. An Active Shooter will result in law enforcement and other safety and emergency services responding to the scene.

B. Procedure

1. Call 9-1-1, give the name and exact location of the City building, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the building where last seen, and actions taken by an employee. If possible, caller will remain on the line to provide updates. If unable to get to a phone a panic button can be used.
2. Determine appropriate procedures following A.L.I.C.E. guidelines.
3. Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with, the law enforcement officer who will be the Incident Commander with jurisdiction over the scene. The building is a crime scene and will require a thorough search and processing.

XVII. Intruder

A. Purpose

The purpose of this section is to ensure that there are procedures in place to protect staff, visitors and City property in the event an unknown person (intruder) is found on City property or City building and in the event of a hostage situation. It is critical that all staff know how to handle coming into contact with an unknown person who may be an intruder with violent intent on City property, and what to do in a hostage situation.

B. Procedure

1. All staff should be trained to take action when an unauthorized person enters City property.
2. If a staff member approaches an unknown person/intruder, if possible ask another staff person to accompany and assist.
3. Politely greet person/intruder and identify yourself.
4. Ask person/intruder the purpose of his/her visit.
5. If person/intruder's purpose is not legitimate, ask him/her to leave.
6. Accompany person/intruder to exit.
7. If unknown person/intruder refuses to leave, Do not antagonize the person/intruder and explain consequences of staying on City property.
8. Walk away from person/intruder and call 9-1-1 for a police response and inform them of the situation. Be prepared to provide an exact location, description and if the person/intruder is armed or has a potential for violence. If unable to get to a phone a panic button can be used.
9. Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with, the law enforcement officer.

XVIII. Hostage Situation

A. Purpose

A Hostage Situation involves one or more persons being held against their will by one or more individuals. The goal is to ensure safety of staff and visitors at a City property and prevent the hostage(s) being moved away from the City property. All staff should be aware of what to do in the event of a Hostage Situation.

B. Procedure

1. If hostage taker is unaware of your presence, do not intervene.
2. Call 9-1-1 immediately for a police response and inform them of the situation. Be prepared to provide an exact location, description, how many people are being held hostage, and if the person/intruder is armed or has a potential for violence. If unable to get to a phone a panic button can be used.
3. If a staff member or visitor is taken hostage they should:
 - a. Follow instructions of hostage taker.
 - b. Try not to panic.
 - c. Treat the hostage taker as normally as possible.
 - d. Be respectful to hostage taker.
 - e. Ask permission to speak and do not argue or make suggestions.
4. Once law enforcement arrives it is critical to follow the instructions of, and cooperate with, the law enforcement official who will be the Incident Commander with jurisdiction at the scene.

XIX. Terrorism Acts

A. Purpose

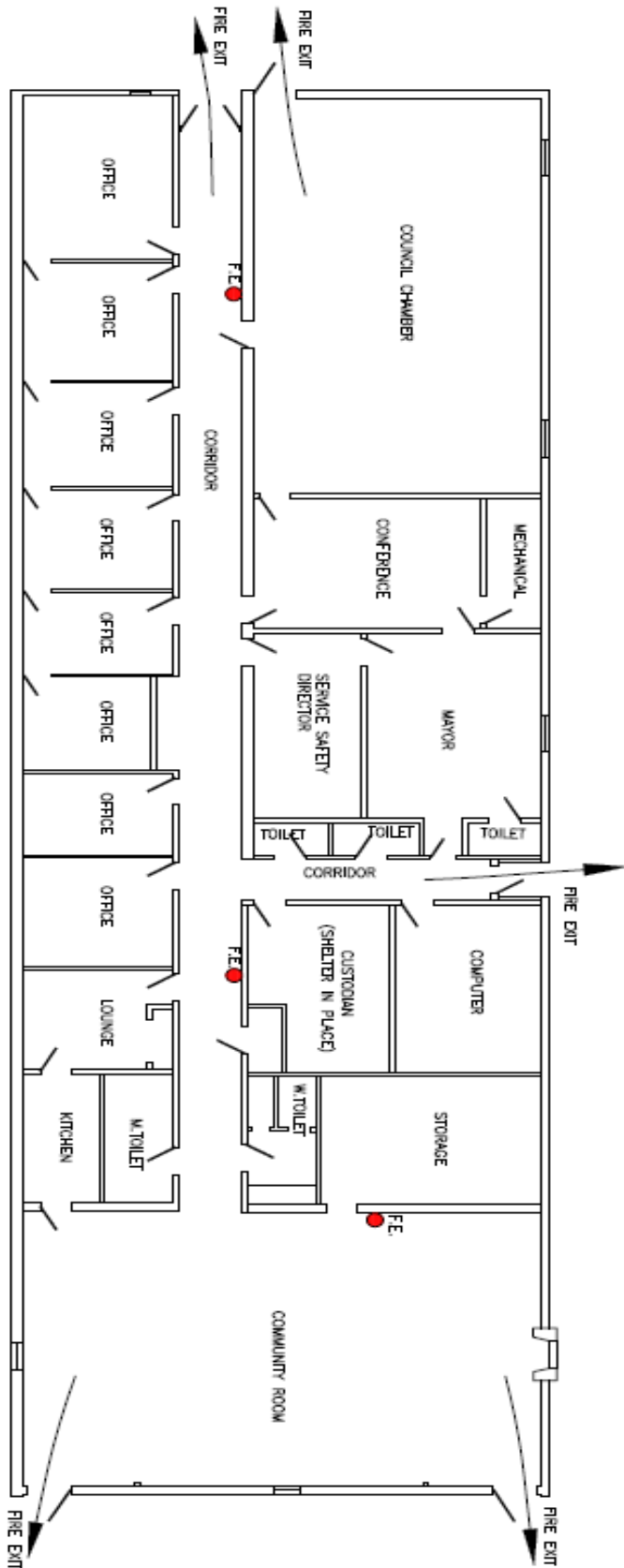
1. The purpose of this section is to ensure that there are procedures in place to protect staff, visitors and City property in the event of a terrorist threat. City administrators will be notified of terrorist threats through either of the following means:
 - a. A National Terrorism Advisory System (NTAS) alert from US Department of Homeland Security.
 - b. Directly by a law enforcement or Homeland Security official.
2. There are two terrorism threat levels in the United States: elevated and imminent. An “imminent threat” warns of a credible, specific, and impending terrorist threat against the United States. An “elevated threat” warns of a credible terrorist threat against the United States.
3. Terrorism threat examples include: chemical, biological, nuclear, radiological, and conventional weapon (explosives, small arms, etc.) attacks and hostage situations.

4. The City should expect a heavy law enforcement involvement at the local, state and federal levels following a terrorist attack due to the incident's criminal nature. The City should also expect that extensive media coverage, strong public fear and international implications and consequences to continue for a prolonged period.

B. Procedure

1. When there is an imminent threat against City property or its immediate area, the following actions should be taken:
 - a. The Service Safety Director and/or Mayor will coordinate with appropriate public safety/homeland security officials in the event of a terrorist threat.
 - b. In the event of an Imminent Threat the Service Safety Director and/or Mayor will coordinate with appropriate public safety officials to determine whether to open or close City Buildings/Departments.
 - c. The Service Safety Director and/or Mayor will coordinate with appropriate public safety officials to determine whether to shelter in place, evacuate City buildings or other procedures are appropriate for the situation.
2. In the event of an actual terrorist attack staff and visitors should follow appropriate procedures for HOSTAGE SITUATIONS, conventional weapons incidents (e.g. EXPLOSIONS, ACTIVE SHOOTING, BOMB THREAT, etc.), and CHEMICAL/ HAZARDOUS SPILLS (biological incidents, chemical incidents, and radiological/nuclear incidents.

EXHIBIT-A

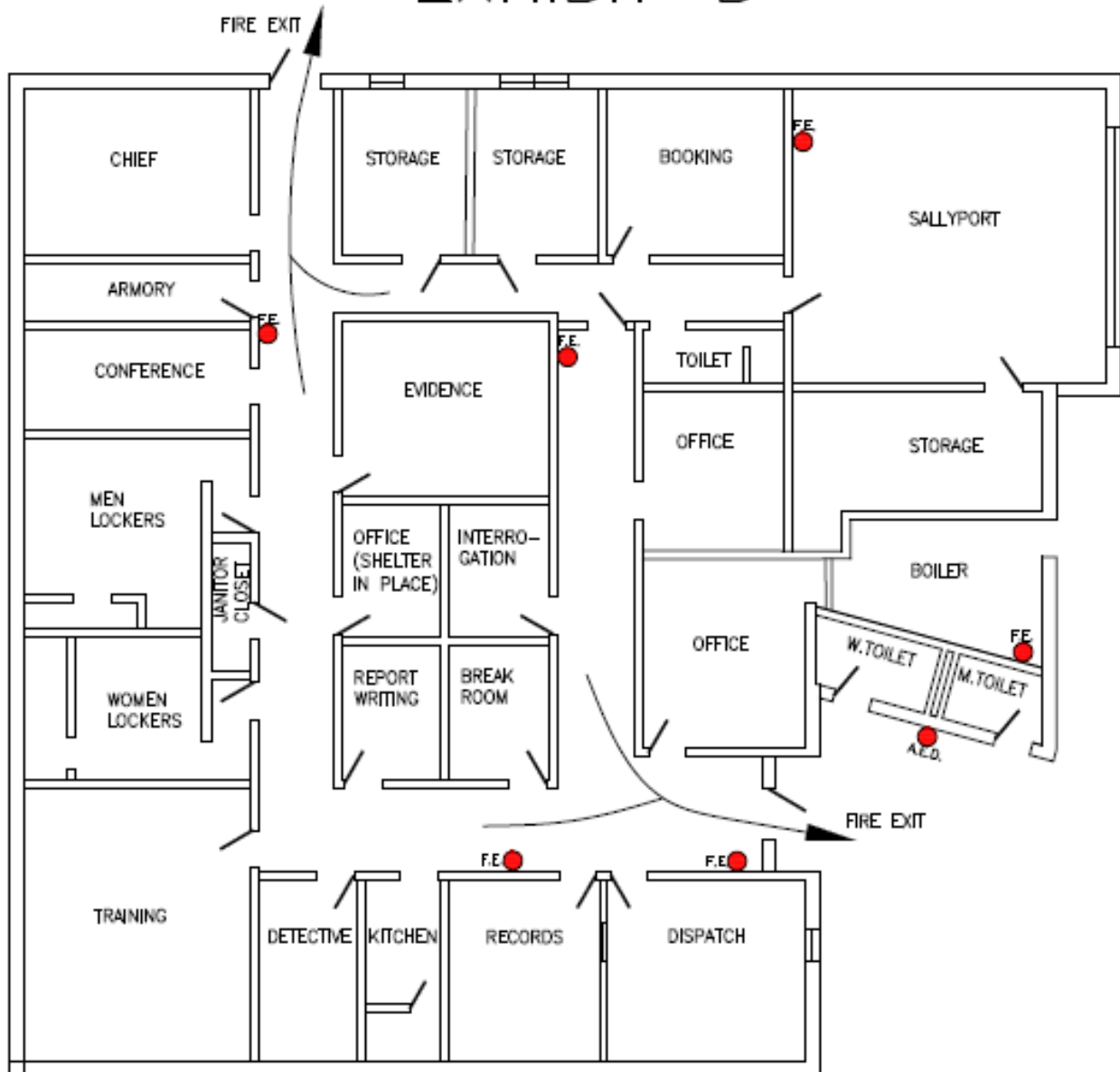


EMERGENCY/EVACUATION MAP

CITY ADMIN. BLDG. 

555 STUMBO RD.

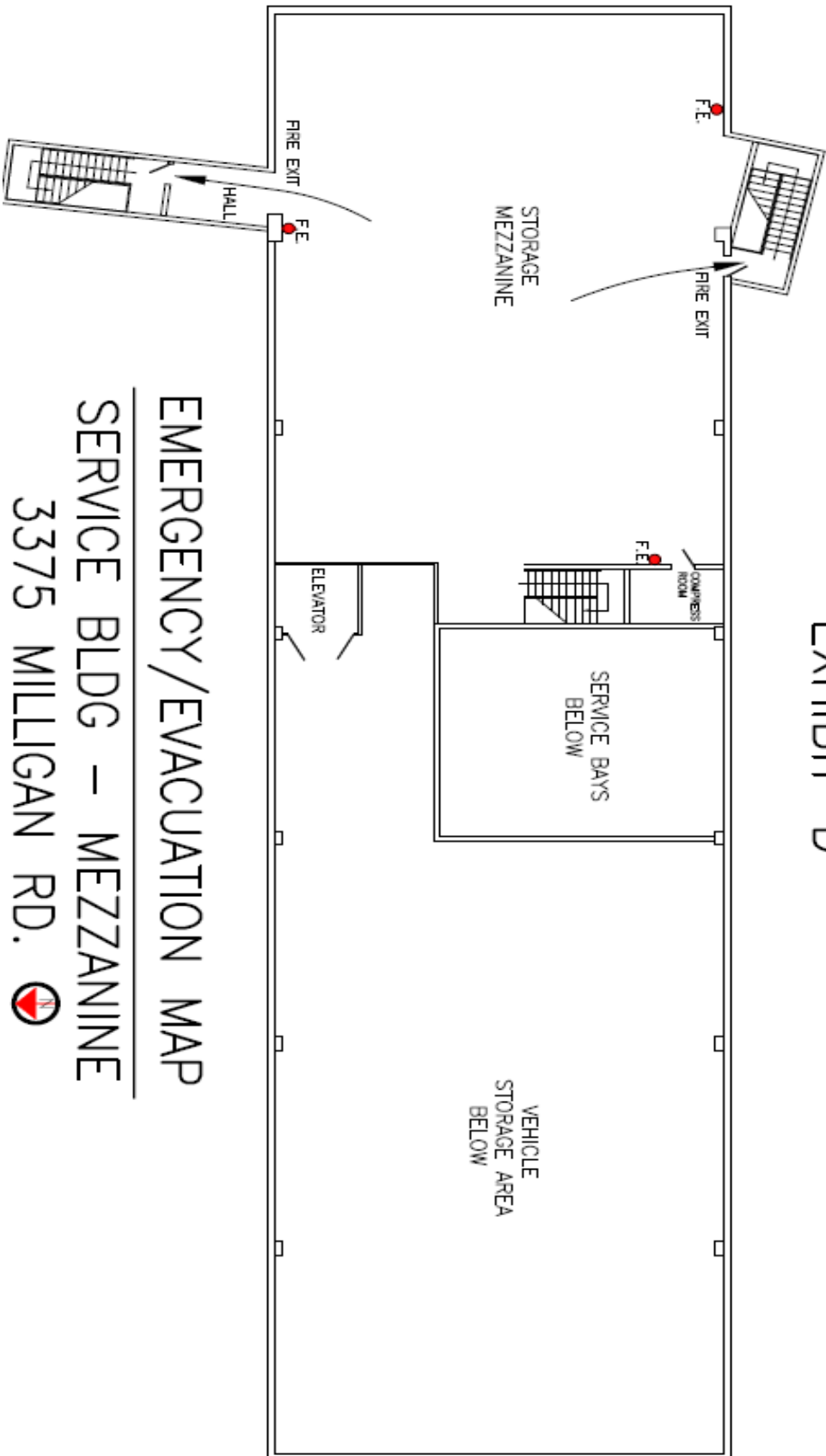
EXHIBIT-B



EMERGENCY/EVACUATION MAP
POLICE DEPARTMENT 
555 STUMBO RD

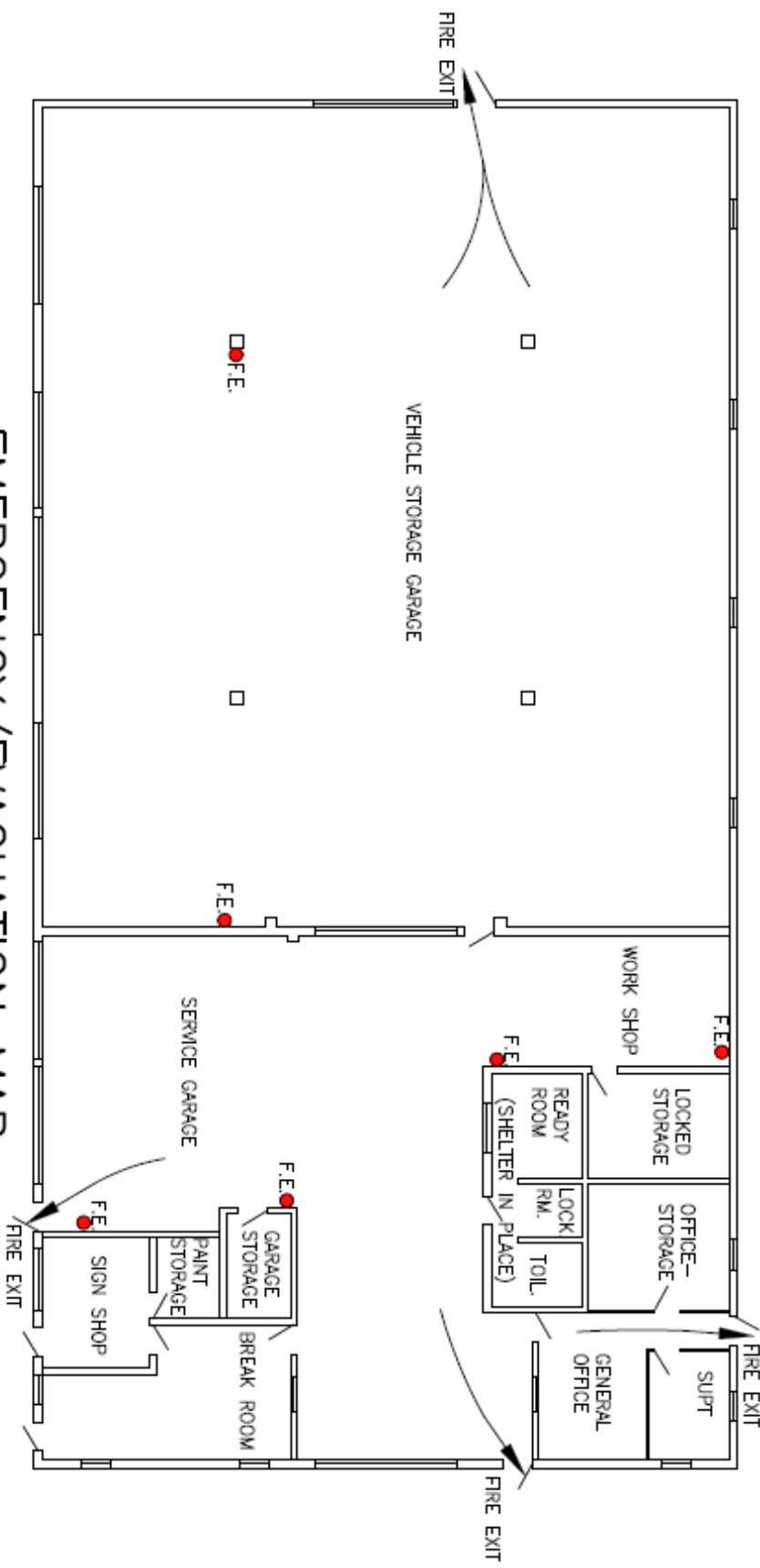


EXHIBIT-D



EMERGENCY/EVACUATION MAP
SERVICE BLDG - MEZZANINE
3375 MILLIGAN RD. 

EXHIBIT--E



EMERGENCY/EVACUATION MAP

SERVICE BLDG
3375 MILLIGAN RD



EXHIBIT -F

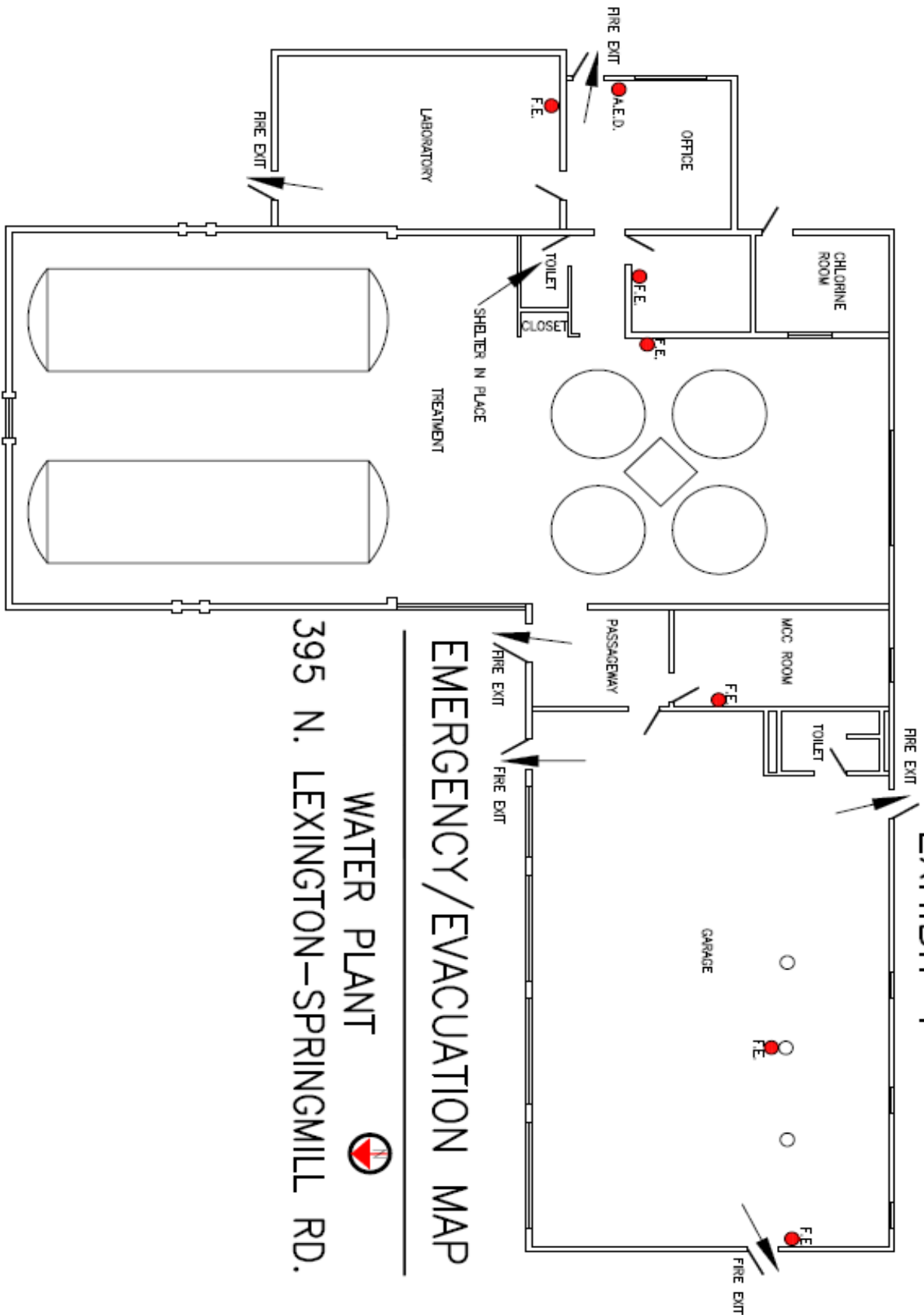
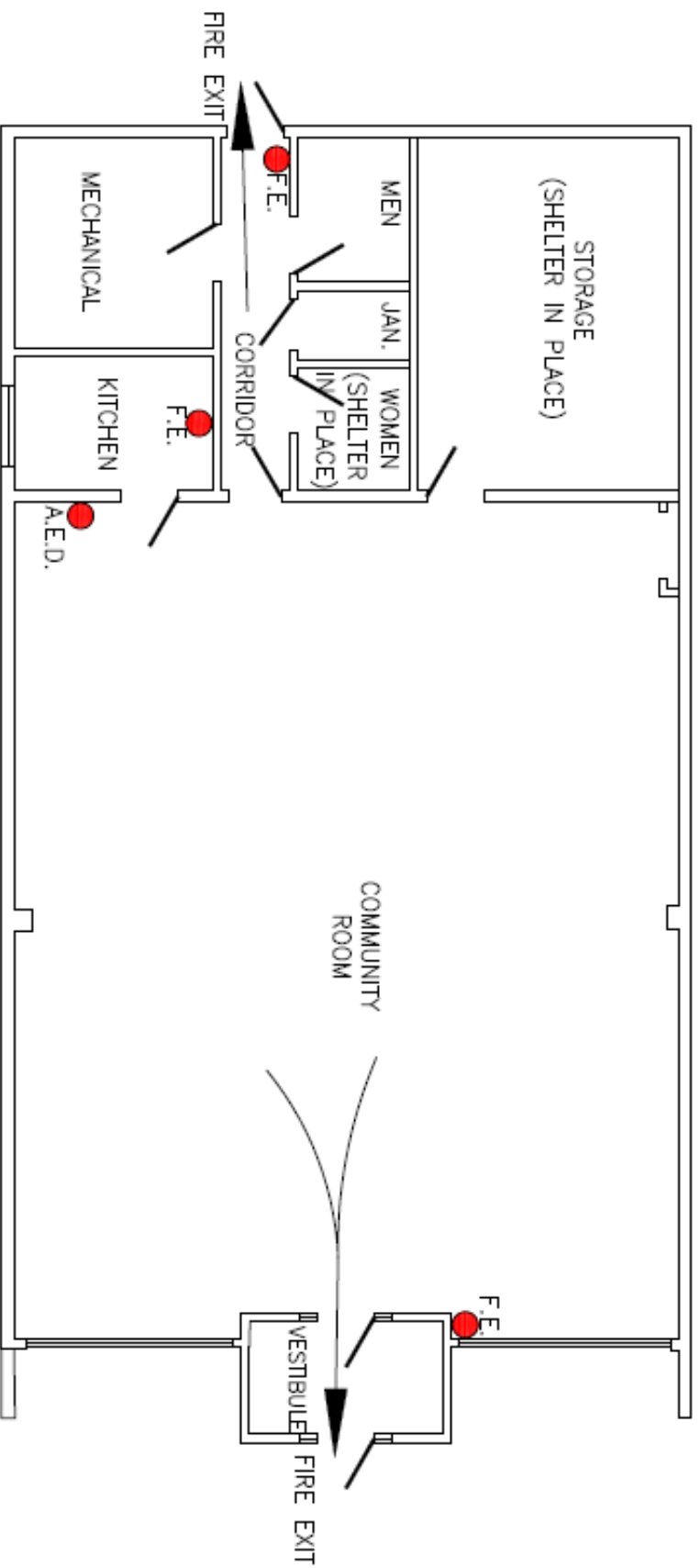


EXHIBIT--G



EMERGENCY/EVACUATION MAP

SENIOR CITIZEN CENTER
3777 PARK AVE. WEST



Appendix K

CURB RAMP INVENTORY

Shangri La - 4

Pearl Street - 2

Zimmerman Acres - 6

Autumn Ridge - 10

Lexington Springmill Road Corridor - 66

Park Avenue West Corridor - 4

Sunset Woods - 13

Guest Court - 4

Westfield Square - 18

Westwood - 6

Spring Village - 9

ADA IMPROVEMENT PLAN

All City facilities, programs, services, policies, practices and procedures will continue to be surveyed on an on-going basis and the ADA Transition Plan may be revised to account for changes to City functions. Upon conducting a self-evaluation in 2017 the following plan was drafted to address issues to make them ADA compliant.

2018:

1. Currently there isn't a crosswalk or pedestrian signals at the intersection of State Route 309 and North Lexington Springmill Road. In 2017 funding was approved through Richland County Regional Planning and ODOT utilizing ODOT safety funds. In the spring construction will be completed by ODOT and new crosswalks and pedestrian signals will be installed, making the intersection ADA compliant.
2. Install a sidewalk from the parking lot to the west gate of the basketball courts in Marshall Park.
3. Install a handrail at the ramp from the parking lot for Pavilion #1 to the softball fields in Marshall Park.
4. Install a handrail from the softball fields in Marshall Park on Milligan Road from the parking lot to the bleachers.
5. Install two handicapped spaces and signs in the tennis court lot in Marshall Park.
6. Install two handicapped spaces and signs in the baseball field lot, which is in the area of the tennis courts in Marshall Park.
7. Install a handrail at the ramp from the east parking lot to the softball fields at Stowell Park.
8. Install four handicapped parking spaces in the east parking lot for Stowell Park next to the ramp that leads to the softball fields.
9. Install a handicap accessibility sign at the ramp from the east lot at the softball fields at Stowell Park.
10. Install two additional handicapped parking spaces with signs in the east side of the front parking lot to City Hall allowing better access to the sidewalk leading to the community room.
11. Install a handicapped parking space and a sign at Sunset Park.
12. Install one handicapped parking space and a sign in the east parking lot at Doris Carr Park.
13. Repaint if needed all handicapped spaces on all City owned property.

2019:

1. Install a sidewalk that goes from the east parking lot next to the handicapped spaces to the Gazebo.

2020:

1. Install a sidewalk from the restroom area at the play-scape to the band-shell in Marshall Park.

Appendix M

2014 TO DATE ADA COMPLIANCE

2014:

We received a suggestion from a Citizen that there should be handicapped access to the concession area at the Marshall Park Baseball Park. Our handicapped parking was in the main parking lot with an asphalt sidewalk that stopped at the edge of the field area. From the sidewalk to the concession/restrooms the area was limestone gravel. We installed four new handicapped parking spots closer to the fields and installed a cement sidewalk from the existing asphalt sidewalk to the concession/restroom area. The concession stand apron allows for a handicapped viewing area for all four fields and access to the restrooms.



We installed a section of sidewalk that connected the sidewalk in front of Stingel School to the Marshall Park Drive.



2015:

We added new sidewalks to Ferguson Road and areas on Lexington Springmill Road. One section was added to the new student housing at Buckeye Village.



The sidewalk added to Ferguson Road connected existing sidewalks to allow access to the Lexington Springmill Road corridor.





Sections were added to existing sidewalks on Lexington Springmill Road to allow access along the corridor.

We added a sidewalk that connected the parking lot at the play scape to Pavilion #2. This allowed for a handicapped viewing area under the pavilion for the concerts at the band shell.



2016:

We received a suggestion from the Area Agency on Aging at Hawkin's Corner to modify the crossing at Park Avenue West and Lexington-Springmill Road. We added a pedestrian crossing signal to the existing crosswalk.



We added a section of sidewalk to the existing sidewalk at the Glenview Apartments, which connected to the existing sidewalk on August Drive. This allowed full access from August Drive to the Lexington Springmill Road corridor.



We added a payment drop box at front parking lot curb at the City Building. This allows people to drop off their payments without having to exit their vehicle.



2017:

On October 4, 2017 we conducted a Public Hearing for ADA Compliance. We advertised for 6 weeks prior to the hearing.

We updated our City website and added an ADA Compliance tab with an ADA survey and an ADA Grievance Procedure and Grievance Form.

We received a survey back that suggested better signage and marking for handicapped parking for our Community Room. The Community Room is used for rentals and voting. We added a sign at the main entrance which directs people to the handicap accessible entrance.



We also added a sign at the handicapped accessible sidewalk and two new handicapped parking spaces to the front parking lot, closer to the sidewalk.



We conducted a survey of all of our City buildings that have access to the public and made the following improvements:

We updated the City Hall lobby restrooms by removing the partitions, lowering the soap dispensers, installing lever style door handles, and installing signage that includes braille.

We installed a handicapped power door to the lobby door at the Main Service Building.

We installed signage at the Service Building lobby window and both the Administrative and Police lobby windows at the City Building.



The signage states:
ADA Compliance Upon request, reasonable accommodation will be provided in completing any form(s) used by the City of Ontario. If requested, the form will be provided in alternative formats. Contact the Employee who is helping you and we will ensure that a reasonable accommodation is provided for you in completing any forms that are required.

We installed a new sidewalk and a crosswalk that connects the soccer parking lot and the soccer concession stand and restroom.



We installed two new handicapped parking spaces in the south soccer parking lot, allowing easier access to the largest soccer field.



We installed a large concrete handicapped viewing area at pavilion #2 which is accessed by the sidewalk that we installed in 2015.



We received a complaint on the sidewalk at the corner of Park Avenue West and Briggs Drive. Part of the sidewalk on the Northwest corner sunk down, causing it be uneven. That part of the sidewalk was removed and leveled.



2017 Continued:

I had Custodian Jason Hriesk do an inspection of the City Hall and Service building restrooms. He changed all the door handles to lever type, took down partitions in the City Hall lobby restrooms with locking door knobs. He installed braille signs, installed safety railings, and lowered soap dispensers where needed.

On November 29th Director Jeff Wilson and Mayor Hutchinson conducted an informal survey of City Hall, the main Service Building, the auxiliary Service Building, Marshall Park facilities, Sunset Park, Doris Carr Park, and Stowell Park. It should be noted that the auxiliary service building doesn't have public access and was built prior to 1980. The following items were noted that need improvement to meet ADA Standards. We weren't able to inspect the restrooms at the Marshall Park playscape and Stowell Park, which we will do another day. All listed improvements will be completed in 2017, unless noted in Appendix L.

Main Service Building:

Install trap wraps under all sinks
Repair lip to sidewalk handicapped ramp

Marshall Park:

Repair sidewalk lip to Pavilion #1
Install two handicapped parking signs at the Tennis court lot
Install two handicapped parking signs at baseball parking lot
Install a sidewalk to the west side gate at the basketball courts
Install a handrail at the sidewalk from the parking lot at pavilion #1 to the softball fields
Repair sidewalk lip at the playscape men's restroom
Reconfigure the partitions in both the men's and women's playscape restrooms
Install additional handrails in both the men's and women's playscape restrooms
Install new sinks and trap wraps in both the men's and women's playscape restrooms

Stowell Park Softball Fields:

Install handrail to sidewalk from east parking lot to fields
Install four handicapped parking spaces and signage to east parking lot
Install a Handicapped Accessibility sign by sidewalk to complex

Doris Carr Park:

Install one handicap parking space and sign
Install a sidewalk to the gazebo from parking lot

Sunset Park:

Install a handicapped parking space and sign

On December 5th Streets/Parks Department Head Evan Hellinger, Parks Foreman Brett Felger and Mayor

Randy Hutchinson inspected the restrooms at the Marshall Park baseball complex and playscape. Brett Felger said that the Stowell Park restrooms are laid out the same as the playscape restrooms. The following improvements are needed.

Baseball Complex Restrooms:

Install trap wraps at all sinks in the men's and women's restroom

Playscape Restrooms:

Reconfigure the partitions in both the men's and women's restroom to meet ADA standards

Remove a toilet in the women's restroom to accommodate reconfigured partitions

Remove a urinal in the men's to accommodate reconfigured partitions

Install new sinks in both the men's and women's restrooms

Lower the soap dispenser in both men's and women's restrooms

Lower one of the urinals in the men's restroom

Stowel Park Restrooms

Re-configure the partitions in both the men's and women's restroom to meet ADA standards

Remove a toilet in the women's restroom to accommodate re-configured partitions

Remove a urinal in the men's to accommodate re-configured partitions

Install new sinks in both the men's and women's restrooms

Lower the soap dispenser in both men's and women's restrooms

All listed improvements are scheduled to be completed by the end of 2017.

12-28-17

A company was hired to level all the sidewalks at City Hall. A formal inspection will be conducted of all facilities in early 2018.

01-03-18

Mayor Randy Hutchinson met with Recreation Director Heather Hendrix and reviewed the accessibility of the programs that the recreation department sponsors. The open swim program, Stroke Clinic, and Summer Recreation are all held at the Ontario Middle/High Schools and the schools are ADA compliant. In Summer Recreation most of the classes are accessible for individuals with disabilities, such as the lego class, art class, and book making class. The Baby Sitting Certification Course and Art Classes are both held at the City Community Room, which is ADA compliant. The Easter Egg Event is held in the parking lot and area of the Marshall Park Playscape area and it is ADA accessible. The Honking and Hauling Trucks event is held in the baseball field parking lot and Pavilion 3 and they are both ADA compliant. The Geo Cashing event is held in all areas of Marshall Park, some areas are compliant and some aren't. The craft show is held at the Richland County Fairgrounds and is ADA compliant.

01-16-18

I conducted the inspection of the City Senior Center for the ADA Site Survey Checklist and the Senior Center is ADA compliant.

01-31-18

Director Wilson and I completed inspection of City Hall for the ADA Site Survey Checklist and City Hall is ADA compliant. Director Wilson, Evan Hellinger, Brett Felger and I conducted inspections at the City Service building, Marshall Park Play-Scape restrooms, Marshall Park Soccer restrooms, Marshall Park Baseball complex restrooms, and Stowell Park restrooms for the ADA Site Survey Checklist and all facilities are ADA compliant. There are still some needed updates at the Water Plant and an inspection will be conducted when the updates are completed. The City Service Storage is not open to the public and isn't compliant. The building has signage that it isn't open to the public. The building is strictly used for equipment storage.

02-13-18

Director Wilson and I conducted an inspection of the Water Treatment Plant restroom and building for the ADA Site Survey Checklist and both are ADA compliant.