

## MEMO

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FROM: Peter Parker

SUBJECT: Council Policy No. 17 – November 22, 1993 “Transition Plan and Self Evaluation For The City of Alpena – October, 1993”

DATE: November 26, 1993

Please include the attached Transition Plan and Self Evaluation in your Council Policy Statements file.

*PERSONAL AND  
CONFIDENTIAL*

TRANSITION PLAN AND SELF EVALUATION

FOR

THE CITY OF ALPENA

OCTOBER 1993

Prepared by:

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Mid-Michigan Industries, Inc.  
2374 Parkway Drive  
Mt. Pleasant, Michigan 48858

“Effective December 1, 1993”

## INTRODUCTION

Title II requirements of the Americans With Disabilities Act (ADA) apply to state and local government. Under these provisions, special steps are to be taken to insure that services and policies are not discriminatory.

Under Title II, local units of government are to undergo a thorough analysis of their structural facilities. Parking areas, entrances, hallways, restrooms and other areas are measured to assess the ease of use by individuals with disabilities. Local units of government are then required to outline steps to remedy these problem areas, either through physical restructuring or by alternative means. This structural analysis is called a Transition Plan. A Transition Plan also requires that a plan be developed, so that specific barriers can be removed. The physical modifications are to be complete by January 26, 1995.

Existing facilities do not necessarily have to meet the barrier free standards for new construction. Structural limitations may prohibit modification of a facility. The ADA requirements allow for equivalency of access where it is not technically feasible to fully meet the standards. Local units of government can take steps to maximize physical accessibility to the extent possible.

Title II of the ADA also requires local units of government to undergo a self-analysis of their programs and services. The purpose of this evaluation is to determine instances where individuals with disabilities may be discriminated against. Services, eligibility requirements, and personnel practices are subject to this analysis. Units of government are also to review their communication process, and to take measures to insure access for individuals with visual and hearing impairments. This is called a Self Evaluation.

Under the personnel components, interview sites must be accessible. Questions relating to health or disability are not allowable. The main thrust of the personnel requirements of the act insure access to the employment process for individuals with disabilities. By meeting specific guidelines, and eliminating disability related questions from application forms and the interview process, units of government can protect themselves from questions of discrimination.

This project includes a physical audit of all structural facilities where service is provided to the public. Buildings and facilities were inspected and assessed to identify major areas of concern. The project will also provide a review of policies, and the development of recommendations to improve facilities and program accessibility. Information was obtained during interviews with department heads and personnel from the City of Alpena. A statement of non-discrimination, and a grievance procedure. The City of Alpena policy for using contractors will also be reviewed. Together, these elements will form the Transition Plan and Self Evaluation for the City of Alpena.

Consult with the City Attorney for specific questions of legal rights and responsibilities of ADA matters. The information and technical assistance provided in this report is intended solely as informal guidance and is neither a determination of your legal rights or responsibilities under the act, nor binding on any agency with enforcement responsibility under the ADA.

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## TRANSITION PLAN

### CITY HALL

#### Parking

There is one barrier free parking space located in the island area, between City Hall and the large parking lot to the east. This space is identified with a steel sign, posted at an appropriate height.

The standards of the ADA call for a barrier free space to be 96 inches wide with an accompanying 60-inch access aisle. This is a standard barrier free space.

A van accessible space must be 96 inches wide, with an accompanying access aisle of 96 inches. A sign which denotes "Van Accessible" would indicate this.

To improve accessibility, the City should add two barrier free spaces next to the island area. These spaces should be lined at 96 inches wide, and two spaces could share an access aisle of 96 inches.

In the main parking lot, two spaces should be incorporated on the southernmost row. Each space should be 96 inches wide, and should share a 60-inch access aisle.

Barrier free parking signs should be mounted with the bottom edge at a height of 80 inches. Where a space is van accessible, a van accessible sign should be placed below the main sign. All signs denoting barrier free parking should be at least 12 inches wide by 18 inches in height.

#### Accessible Entrance

There is one entrance to City Hall, which has been designated as barrier free. In order to improve accessibility, directional signage should be improved. All non-accessible entrances should have a sign providing direction to the west entrance.

"Barrier Free Entrance Located at West End of Building".

The universal barrier free symbol should be incorporated into the signage. These signs should be hung with the bottom end at a height of 60 inches from the ground, or foundation.

At the barrier free entrance, a sign should be hung on the latch side of the door, with the bottom edge at a height of 60 inches.

The exterior door threshold may pose a problem for a person using a wheelchair. The ADA accessibility guidelines call for a maximum vertical threshold height of ¼ inch, and a sloped height of ½ inch. To increase accessibility at this doorway, a threshold plate could be installed to lengthen the slope. The slope of a door riser cannot exceed a ratio of 1:2.

The door meets barrier free requirements, as the handle passes the closed fist test. There is also an automatic opener, which greatly increases accessibility.

## Elevator

The elevator doors are of a sufficient width to allow access to a person in a wheelchair. The doors are equipped with door sensors which re-open door upon contact.

Panel controls are mounted at an acceptable height, and controls include braille.

The emergency phone is at a sufficient height, and the panel controls include an alarm and an emergency stop.

Floor indicators at all floors should include braille or raised characters, at a height of 54 inches from a side approach, or 48 inches for a frontal approach.

## Restrooms

The most accessible restroom is located in the basement. The restroom should be marked with a sign on the latch side of the door, at a height of 60 inches. The sign should indicate this is a unisex facility. These signs should include braille or raised characters.

The door meets the basic width requirement of 32 inches. The handles; however, do not pass the closed fist test. A handle which does not require grabbing, twisting or intricate handling should be installed. In addition, an automatic closer and privacy latch which meets the closed fist standard should be installed.

There has been a conflict in the Michigan Barrier Free Construction Codes and the ADA Accessibility Guidelines relating to toilet height. Under the ADA, toilet seats are to be mounted at 17 to 19 inches, and Michigan code allowed for a seat height of 16 inches. As this detail is minor, removal and renovation is not required.

The Michigan Barrier Free Construction Code calls for a toilet to be mounted 21 inches from a sidewall. The ADA Accessibility Guidelines call for 18 inches. The variation is small, and; therefore, relocation of the toilet may be deemed too costly.

Under the ADA, grab bars are required to be mounted at a height of 33 to 36 inches at the sides and behind the toilet. Grab bars are currently mounted at a height of 32 inches. The existence of these bars promotes accessibility, and the one-inch variation in height should not be problematic.

Soap and paper towel dispensers meet the ADA standard calling for a maximum height of operating controls not to exceed 40 inches from the floor.

The sink meets basic requirements for clear floor space; however, the faucet knobs do not promote accessibility to use. Knobs should be paddles, push knobs or automatic sensors, which can be operated by using a closed fist.

### Clerk Treasurer's Office

The doorway to the Clerk-Treasurer's Office's office meets basic width requirements. The knobs do not meet basic requirements; however, the door remains propped open during business hours.

The counter exceeds height requirements of a 36-inch maximum. The ADA requires an area where materials can be exchanged without obstruction. There is an area where the counter can be bypassed.

### Building Inspector/Assessor's Office

The doorway meets the basic width requirement, and there is sufficient clear floor space.

The counter is 43 inches high, yet there is sufficient space to work around on the end.

### City Manager's Office

The doorway to the City Manager's office meets basic width requirements. There is no service counter.

### Police Department

The counter in the Police Department exceeds basic height requirements; however, the Police Department will be moving to the new Emergency Services Building. The new facility will be evaluated later in this report.

### Department of Engineering

The doorway meets basic width requirements. The path throughout is clear, level and free of obstructions. There are no counters which would limit accessibility.

### City Council Chambers

The City Council Chambers room has a door of sufficient width. Seats are adequately spaced, and the path between rows is sufficient to allow access to a person in a wheelchair.

The room is equipped with an audio/visual emergency alarm system. City personnel should take measures to insure a 36-inch path between rows, throughout the room. Maintenance personnel should be aware that 36 inches is needed between rows.

## WASTE WATER TREATMENT FACILITY – UTILITY BILLING OFFICE

### Parking

There are no barrier free parking spaces at the waste water treatment facility. One space 96 inches wide should be added, with a 96 in access aisle. This would provide a van accessible space. Appropriate signage should be mounted at a height of 80 inches.

### Accessible Entrance

Currently, there is not a ramp to the entrance. As planned, a ramp will be installed in order to provide barrier free access.

The front door meets the closed fist test; however, the second door has a knob. This should be modified to meet the closed fist test.

The service counter exceeds 36 inches in height. Personnel should be prepared to work with customers at the end of the counter, where the height does not pose a problem.

## WARMING HOUSE

### Parking

In order to adhere with the parking requirements of the ADA, two more barrier free parking spaces should be added. The ADA requires at least one of eight spaces to be van accessible, and no fewer than one space. A van accessible space should be 96 inches wide, and adjoin a 96-inch access aisle. Signs should be mounted with the bottom edge at 80 inches.

### Accessible Entrance

The front entrance to the building is level, and the doors meet the basic width requirements. Door handles also pass the closed fist test.

### Ramps

There is a connector ramp between the Warming House and the Ice Arena. The ramp meets basic slope requirements, and there is a level landing area at the top and at the base of the ramp.

Hand rails are mounted at an acceptable height, and they are secure in their fittings.

Carpet has been placed on the ramp to prevent persons from slipping while wearing ice skates. The carpet may pose a problem for a person using a wheelchair. The carpet should be removed.

## Restrooms

The entrance to the restrooms meet the basic width requirement of 36 inches. There are no doors.

The ADA requires that accessible restrooms be clearly marked with the international symbol of accessibility. These signs should be added to the site, and should be mounted at a height of 60 inches. Raised lettering and/or braille should be included on these signs. Signs should be mounted on the latch side of the doors; however; in this case signs should be mounted from the approach side.

Toilets in both the men's and women's room fall short of the height requirement of 17-19 inches. The toilet is also built to the Michigan Barrier Free Code specifications. These are minor variations, and they do not pose any serious accessibility problems.

There are specific requirements for restroom stalls under the ADA. The basic accessible stall requires clear floor space of 60 inches by 60 inches. Given space limitations, alternative stall sizes are acceptable. At least one stall in each restroom should be barrier free.

Grab bars should be mounted on the wall nearest the toilet as well as behind. These bars should be mounted at a height of 33 to 36 inches.

The sinks meet basic clear floor space requirements. The knobs are operable with a closed fist.

The ADA calls for 29 inches of knee clearance between the sink skirting and the floor. Both restroom sinks have only 28 inches of clearance.

## Miscellaneous

Audiovisual alarms are needed in the warming house. These alarms should be mounted at a height of 80 inches or 6 inches from the ceiling whichever is lower. Industry standards require manufacturers to make alarms conforming to ADA standards.

## Drinking Fountain

Under the ADA, drinking fountains are to have a spout height at a maximum of 34 inches. The spout is actually at 36 inches. There are two options to increase accessibility, re-mounting the drinking fountain or supplying paper cups within the reach range.

## ICE ARENA

## Parking

The gravel lot to the south does not provide for barrier free parking. Paving and painting the lines would be a large expense, particularly with the size of the lot. A sign should be mounted at the

entrance of the lot indicating the location of barrier free parking at the front of the building, near the entrance.

### Seating

A barrier free section has been added to allow individuals using wheelchairs to see above the boards. The ramped section lacks grab bars on each side. These bars should be 34-38 inches.

The barrier free section should be moved so that bleacher seats are on both sides. This would increase the level of integration, and would not have barrier free seating isolated. A sign indicating the location of the barrier free seating should be placed at a height of 60 inches.

Folding chairs should be made available so that persons accompanying individuals in a wheelchair can sit together.

## PARK FACILITIES

Under the ADA, all existing buildings are not required to be accessible. Access to services and programs is the priority under Title II.

### Mich-e-ke-wis Park

#### Parking

There is currently one barrier free parking space. The space is 96 inches wide; however, an access aisle of 96 inches should be added. This would allow for van accessibility. Appropriate signage should be added.

### Starlite Beach

#### Parking

The parking lot at starlight beach is gravel. No barrier free parking is available. An area for barrier free parking should be provided, as this would require pavement and lined spaces.

The beach itself is sandy, paving or modification to the beach would alter the nature of the facility.

#### Restrooms

Sinks meet clearance and height requirements.

The doors to the men's and women's restrooms are only 29 ½ inches wide. This does not meet the width requirements of the ADA. As these walls are concrete, additional width could be obtained by flush mount hinges or altering the door frame.

Stall doors in each restroom should be a minimum of 32 inches wide. Alternative stall dimensions call for a 36-inch width stall, or a stall 48 inches in width. Approaches or entrances must be either 42 inches or 48 inches in width, dependent on the swing and location of the door. Stall doors should swing outward, as to not interfere with clear floor space inside of the stall.

Grab bars should be located at the side as well as behind the toilet, at a height of 33 to 36 inches.

The dressing room area in each restroom should include at least one stall of 60 inches by 60 inches. The door should be a minimum of 32 inches in width, and should have a privacy latch meeting the closed fist standards, which could be utilized from the inside.

Paper towel dispensers, soap dispensers and similar units should be mounted with operating controls not exceeding a height of 40 inches. There are currently no dispensers in these restrooms.

Once modifications are made, appropriate signage should indicate the restrooms are accessible, and stalls should be marked.

#### Thomson Park

##### Parking

There is no parking lot at Thomson Park. Cars park on the street, and there are no curb cuts in the immediate area. Parking on the street could not insure access aisles, as required.

There are no restrooms, or buildings at this particular park. Park and beach facilities at Starlight Beach are easier to modify in order to improve accessibility to individuals with disabilities.

#### Avery Park

There is no designated parking area for Clock park; however, on street parking provides ample access. The sidewalks are consistent throughout the park.

#### North Riverfront Park

##### Parking

There are two barrier free parking spaces at Riverfront Park, which are 96 inches wide. These spaces should share an adjoining access aisle of 96 inches, thus allowing van accessibility. Signs are properly mounted; however, a sign denoting van accessibility should be added.

## Sportmans Island – Duck Park

### Parking

There are two barrier free parking spaces at this park. This meets the requirement of a 1 to 25 ratio.

Each space should be re-lined to a width of 96 inches, and a shared access aisle of 96 inches would make provide van accessibility. Sign should be mounted, with the bottom edge at a height of 80 inches.

## McRae Park

### Parking

Parking at McRae Park does not adhere to the 1 to 25 parking ratio. There are currently 28 parking spaces, and only 1 space is designated as barrier free.

One additional space should be added, and this space should be 96 inches wide. At least one space should have an access aisle of 96 inches in width. Signs of the appropriate dimensions should be mounted at a height of 80 inches, and one sign should denote van accessibility.

### Accessible Entrance

The door threshold into the pavilion does not meet the height and slope requirements of the ADA. The threshold exceeds ½ inch in height. Sloping the threshold up to a 1:2 ratio would improve accessibility.

### Restrooms

The restrooms in the Pavilion do not provide ample clearance, door width, stall width, acceptable door handles, water faucets. The restrooms in the pavilion do not provide grab bars as required. The stalls lack clear floor space.

Renovation necessary to make the Pavilion accessible may in fact be cost prohibitive.

## PUBLIC SAFETY BUILDING

The Public Safety Building is scheduled for opening in the fall of 1993. As designed, this building will meet the latest physical provisions of the ADA.

## Parking

The parking lot has not been lined at the time of the review. Barrier free parking should adhere to a 1/25 ratio. At least one space should conform to the van accessibility standards, with a 96-inch space and a 96-inch access aisle. Appropriate signs will be placed at a height of 80 inches, once the lot lines have been painted.

## Accessible Entrance

Both the front door and the rear entrance doors meet the basic width requirements. Door handles pass the close fist test. Individual office doors throughout the facility pass accessibility standards.

There is sufficient clearance between the doors in the entrance foyer. The door swing is sufficient to allow someone in a wheelchair to travel through the area.

## Restrooms

As new facilities, the restrooms are very accessible. The doors are of sufficient width and the handles pass the closed fist test.

Since the restrooms are accessible, signs need to be mounted on the latch side of the door at 60 inches. These signs should include braille or raised lettering.

## Elevators

The elevator doors pass standards for accessibility in width. The doors are equipped with sensitivity indicators, which open the door should the path be obstructed.

The control panel is mounted at an acceptable height; the buttons are of sufficient size and include braille. The emergency phone meets height standards.

The doorjamb has lettering and braille, which is raised. This lettering indicates floor location. Visual indicators indicate which floor the elevator is on, as do audio signals.

## Miscellaneous

The counter is 42 inches high, which exceeds the maximum height requirement of 36 inches. A table will be provided in the lobby at an accessible height.

## BANDSHELL

## Parking

Given the location of the Yacht Club to the Bandshell, barrier free parking could be shared at the location.

There is a curb cut near the parking area, which would provide an accessible path to the bandshell.

The restrooms and inside storage facility are not for use by the general public.

There are ramps to the stage; however, they exceed the slope requirements for new construction. A wheelchair user would probably be unable to maneuver up or down the ramp unassisted.

## MARINA

### Parking

Near the Information Center, there are five spaces which are designated for barrier free parking. These spaces are 96 inches in width. In order to meet the requirements of the ADA, four of the five spaces should have an access aisle of 60 inches. The remaining space should have an access aisle of 96 inches, which would make this space van accessible. Under the ADA 1 of 8 barrier free spaces, but no less than one space should be van accessible.

Signs at the five spaces have been properly mounted, with the bottom edge at 80 inches. If a space is modified to meet the van requirements, a "Van Accessible" sign should be added.

### Accessible Entrance

The Tourist Information Center door meets the width standards, and the doors pass the closed fist test. There is ample space inside, meeting the clear floor space requirements.

The payphone provides adequate height and floor clearance.

## Fish Cleaning Station

### Accessible Entrance

The threshold of the doorway exceeds the ½ inch height limitation. The door is of sufficient height, and there is ample clear floor space throughout the area.

### Restrooms

The doors to the men's and ladies room have knobs, which do not pass the closed fist test. The doors are of sufficient width and the threshold meets height specifications.

Hand dryers, soap dispensers and similar dispensing units should be mounted at a maximum height of 40 inches.

Stall latches in stalls designated as barrier free should have latches, which are operable using a closed fist.

The shower provides ample clear floor space, and the controls are mounted at a reasonable height. The stall door entering the shower should be a minimum of 32 inches in width. In order to improve accessibility, the door should be removed and a curtain installed. This would provide sufficient width to a person using a wheelchair. The clothes hook should be lowered to a height of 54 inches. This would allow someone in a wheelchair to use the hook from a side approach.

### Marina Store

Since the Marina Store facility is owned by the City, the facility itself falls under Title II of the ADA. As such, the facility must comply with the physical requirements of the ADA to the extent feasible.

The ramps entering the facility are at a slope, which poses a risk to a person in a wheelchair. The required slope for new construction is 1:20; however, a 1:12 or 1:10 slope is acceptable on a ramp. Grab bars should be mounted on both sides of the ramp at a height of 33-36 inches if the ramp exceeds 6 ft. in length.

Throughout the marina area, curb cuts are lacking. Access to the dock area could be tremendously improved if more curb cuts were added. As curb repair is done and routine replacement of curbs takes place, additional curb cuts should be installed.

## CIVIC CENTER

### Parking

There are currently 5 parking spaces, which are designated as barrier free. For every 25 parking space in a parking lot, there should be one barrier free space. In order to meet barrier free requirements, the spaces should be a minimum of 96 inches wide, and have an access aisle of 60 inches. At least 1 space should be van accessible with an access aisle of 96 inches.

There are sufficient curb cuts, and the pathway to the doors are level and stable.

### Restrooms

The doors do not pass the width standard of 32 inches, and the door handles do not pass the closed fist test.

The stalls meet basic clear floor space requirements; however, the door handles do not pass the closed fist test.

Grab bars are properly mounted at the sides of the toilet; however, there are no bars mounted behind the toilet. Grab bars should be mounted with the top at a height of 33 to 36 inches.

Soap dispensers, paper towel dispensers and similar units need to adhere to a height of 30 inches. The paper towel dispenser exceeds the 40-inch height requirement.

The faucet handles do not pass the closed fist test. Knobs should be replaced by paddle type faucets, knobs or automatic sensors.

Signs, which denote barrier free restrooms, should be mounted at a height of 60 inches on the latch side of the door. These signs should include braille or raised lettering.

The drinking fountain meets height and clear floor space requirements.

## ALPENA CIVIC THEATER

### Parking

The Civic Theater does not have barrier free parking, and the lot is unpaved.

### Accessible Entrance

There are steps leading into the facility, and there is not a ramped entrance.

### Stairs

Once inside the building, it is necessary to go up a series of stairs to reach the performing area.

The restrooms are located downstairs, and would not be accessible to a person in a wheelchair.

Renovation of this facility would be tremendously expensive. Parking, an access ramp and an elevator would be needed modifications. The restrooms would need additional work to meet barrier free requirements.

This facility is owned by the City of Alpena, and services are provided through public volunteers. Under this arrangement, public performances are not accessible to the public. The civic volunteers could continue to hold rehearsal in the facility, but access to public performances is not possible given current physical barriers of the building.

## STREETS AND SIDEWALKS

Sidewalks adjacent to City buildings and facilities have been reviewed in terms of their accessibility. Specific concerns were noted earlier in this report.

The City of Alpena should adopt a specific policy, committing to barrier free compliance in construction and replacement of existing sidewalks and curbs.

TRANSITION PLAN CHECKLIST

Based on the preceding information and analysis, the following recommendations have been developed.

CITY HALL

DATE TO BE COMPLETED

- Parking Space Modification \_\_\_\_\_
- Signage at Entrances \_\_\_\_\_
- Restroom Signs \_\_\_\_\_
- Door Handle Replacement \_\_\_\_\_
- Restroom Grab Bars \_\_\_\_\_
- Height of Dispensers \_\_\_\_\_
- Sink Knob Replacement \_\_\_\_\_

WATER TREATMENT FACILITY

- Parking Space Modification \_\_\_\_\_
- Entrance Ramp Addition \_\_\_\_\_
- Door Knob Replacement \_\_\_\_\_

WARMING HOUSE

- Parking Space Modification \_\_\_\_\_
- Carpet Removal on Ramp \_\_\_\_\_
- Restroom Signs \_\_\_\_\_
- Restroom Grab Bars \_\_\_\_\_
- Addition of Audio-Visual Alarms \_\_\_\_\_
- Drinking Fountain Modification \_\_\_\_\_

ICE ARENA

- Directional Parking Signs \_\_\_\_\_
- Barrier Free Seating Modifications \_\_\_\_\_

MICH-E-KE-WIS PARK

- Parking Space Modification \_\_\_\_\_

STARLIGHT BEACH

- Parking Space Modification \_\_\_\_\_
- Restroom Door Width Modification \_\_\_\_\_
- Stall Width Modification \_\_\_\_\_
- Restroom Grab Bars \_\_\_\_\_
- Dressing Room Door \_\_\_\_\_
- Height of Dispensers \_\_\_\_\_

## CITY OF ALPENA SELF EVALUATION

The purpose of this report is to evaluate the services and programs of the City of Alpena, and to determine areas where accessibility can be improved. To accomplish this, notices and policies will be developed outlining steps to improve program accessibility.

### INPUT OF PERSONS WITH DISABILITIES

This report was developed with the assistance of Mid-Michigan Industries, Inc. (MMI). MMI is a non-profit organization, which provides vocational training and assessment to individuals with physical and developmental disabilities. MMI has a primary purpose of promoting employment opportunities for people with disabilities.

In addition, the City of Alpena will conduct a public hearing to obtain comment on the Transition Plan and Self Evaluation. A notice of this public hearing will be widely distributed.

### PROMOTING ACCESS IN COMMUNICATIONS

The City of Alpena should publish a TDD accessible number. There are TTD relay services available, including a service through Michigan Bell, at 1-800-482-8254. Should the relay be used extensively, a TDD should be purchased and installed.

This number should be included in all publications, notices and newsletters put forth by the City of Alpena.

In addition, the City of Alpena should publish a statement of non-discrimination, as well as a notice that the City is willing to provide auxiliary aids and services to persons with disabilities. This statement should be posted in all buildings owned by the City, and should be included in all newsletters, brochures, maps and other items which are published and distributed.

### VOTING

The City conducts elections at six polling sites. These sites are considered to be barrier free.

Notices are published in the paper, providing instructions on how to obtain an absentee ballot. Also contained in this notice, is a statement that the City of Alpena is willing to provide auxiliary aids and personal assistance to individuals upon request.

### SERVICES AT CITY HALL

City Personnel should be aware that persons with disabilities may request assistance in filling out forms, or obtaining a reader or person to provide sign language.

Within the Building Inspector's Office, personnel have accommodated special requests for service in the past.

Where counters exceed 36 inches in height, as outlined in the Transition Plan, staff should meet individuals on the other side of the counter. This will allow for the unobstructed passage of documents.

### WATER TREATMENT FACILITY TOURS

Periodically, tours are conducted of the Water Treatment Facility. Within the area, many areas are considered hazardous and kept off limits to tour groups.

Certain areas of the facility are not barrier free. In order to provide information regarding these areas, a videotape should be made of the facility. This should be made available upon request. Currently, an audiotape exists.

### ELIGIBILITY AND TESTING

The City of Alpena provides services solely on the basis of residency. Persons request services either in person, by mail, or by phone. In all instances, persons shall be allowed to take forms home, or to receive assistance in completing application procedures upon request.

### TRANSPORTATION

Transportation within the City of Alpena is provided through Alpena Dial-A-Ride. This organization has taken measures to insure accessible service and barrier free access to the vehicles.

### PERSONNEL/APPLICATION AND INTERVIEWING

The City of Alpena has received legal assistance from the Fishman Group, a Law Firm from Birmingham, Michigan. Through this process, the application form, personnel procedures and application process has been reviewed. The City of Alpena has taken steps to insure applicants with disabilities have access to employment opportunities, and that employees receive equal provision of benefits, rights and terms of employment.

NOTICE

CITY OF ALPENA

AMERICANS WITH DISABILITIES ACT PUBLIC HEARING

The City of Alpena will hold a public hearing on \_\_\_\_\_, in the City Commission Chambers, at City Hall, 208 N. First Avenue.

The purpose of this public hearing is to hear testimony from any interested persons on how City services and facilities comply with the Americans With Disabilities Act. The Transition Plan and Self Evaluation will be available for inspection prior to this hearing.

Individuals with disabilities requiring auxiliary aids or services should contact the City of Alpena by writing or calling the following:

Richard Sullenger, City Engineer  
City Hall  
208 North First Avenue  
Alpena, Michigan 49707  
(989) 356-9203

CITY OF ALPENA

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Alpena does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

## CITY OF ALPENA

### POLICY OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY

The City of Alpena does not discriminate on the basis of disability in the admission or access to, or treatment of employment in, its programs or activities. Richard Sullenger, City Engineer, City Hall, 208 North First Avenue, Alpena, Michigan 49707, (989) 354-2196, has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans With Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

CITY OF ALPENA

NOTICE OF COMPLIANCE WITH ADA

AT PUBLIC MEETINGS

The City of Alpena will provide reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at meetings, to individuals with disabilities at meetings/hearings upon fifteen (15) days notice to the City of Alpena. Individuals with disabilities requiring auxiliary aids or services should contact the City of Alpena by writing or calling the following:

Richard Sullenger, City Engineer  
City Hall  
208 North First Avenue  
Alpena, Michigan 49707  
(989) 354-2196

CITY OF ALPENA  
AMERICANS WITH DISABILITIES ACT  
GRIEVANCE PROCEDURE

The City of Alpena has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice Regulations implementing Title II of the Americans With Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the specific benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaints should be addressed to Richard Sullenger, City Engineer, who is appointed as the ADA Compliance Coordinator. Contact can be made as follows:

Richard Sullenger  
208 North First Avenue  
Alpena, Michigan 49707  
(989) 354-2196

- 1) A complaint should be filed in writing or verbally, containing the name and address of the person filing it, and briefly describe the alleged violation or discriminatory activity.
- 2) A complaint should be filed within one hundred and eighty days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
- 3) An investigation, as may be appropriate, shall follow a filing of the complaint. The investigation will be conducted by David Nordquist, Public Works Administrative Officer. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under the Department of Justice regulations, the City of Alpena need not process complaints for employment or from applicants for admission to post-secondary educational institutions.
- 4) A written determination as to the validity of the complaint and a description of the resolution, if any shall be issued by David Nordquist, Public Works Administrative Officer, and a copy forwarded to the complainant no later than fifteen (15) working days after its filing.
- 5) The ADA Coordinator shall maintain the files and records of the City of Alpena relating to the complaints filed.

- 6) The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within fifteen (15) days to Richard Sullenger, City Engineer.
- 7) The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to other remedies.
- 8) These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the City of Alpena complies with the ADA and implementing regulations.

## POLICY FOR USING CONTRACTORS

The City of Alpena utilizes a blanket process for contractors, which protects the City from a broad range of risks and liabilities. Under this clause, the City shall be held harmless from any actions of a contractor, and by signing the contractor agrees to these terms. This clause can also be used to promote non-discrimination on the part of contractors.

A clause could be added which states the following:

“The contractor agrees to adhere to Title IV of the Civil Rights Act of 1964, as well as the Americans With Disabilities Act, and not to discriminate on the basis of age, race, sex, marital status, or disability.”