

Americans with Disabilities Act (ADA) Transition Plan

City of Oxford, Ohio



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Introduction

Transition Plan Need and Purpose

The Americans with Disabilities Act (ADA) is a civil rights law prohibiting discrimination against individuals on the basis of disability. It was enacted on July 26, 1990, and was amended in 2008 with the ADA Amendments Act. The ADA consists of five titles outlining protections in the following areas:

- I. Employment
- II. State and local government services
- III. Public accommodations
- IV. Telecommunications
- V. Miscellaneous Provisions

Title II of the ADA pertains to the programs, activities, and services provided by public entities. The City of Oxford (the City) must comply with this section of the ADA, as it specifically applies to public service agencies. Title II of the ADA states that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” (42 USC Sec. 12132; 28 CFR Sec. 35.130)

As required by Title II of the ADA (28 CFR Part 35 Sec. 35.105 and Sec. 35.150), the City of Oxford conducts regular self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way. With the information gathered by this evaluation, a Transition Plan is then developed detailing the methods to be used to ensure compliance with ADA accessibility requirements.

The ADA and its Relationship to Other Laws

Title II of the ADA is companion legislation to two previous federal statutes and regulations: the Architectural Barriers Act (ABA) of 1968 and Section 504 of the Rehabilitation Act of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered, or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of the ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

Agency Requirements

Under Title II, the City of Oxford must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and usable by individuals with disabilities [28 CFR Sec. 35.150].
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability [28 CFR Sec. 35.130 (a)].
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result [28 CFR Sec. 35.130(b)(7)].
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective [28 CFR Sec. 35.130(b)(iv) & (d)].
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others [29 CFR Sec. 35.160(a)].
- Must designate at least one responsible employee to coordinate ADA compliance [28 CFR Sec. 35.107(a)]. This person is typically referred to as the ADA Coordinator. The public entity must provide the ADA Coordinator's name, office address, and telephone number to all interested individuals [28 CFR Sec. 35.107(a)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [28 CFR Sec.35.106]. The notice must include the identification of the employee serving as the ADA Coordinator and must provide this information on an ongoing basis [28 CFR Sec.104.8(a)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [28 CFR Sec. 35.107(b)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

Designation of Responsibility

In accordance with 28 CFR 35.107(a), the City of Oxford has designated the following person to serve as ADA Title II Coordinator, to oversee the City’s policies and procedures:

Jessica Greene

Assistant City Manager

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

Jessica Greene

Assistant City Manager

Self-Evaluation

Overview

Under Title II of the ADA (28 CFR Sec. 35.105), public entities are required to perform a self-evaluation of their current services, policies and practices with regard to accessibility. The goal of the self-evaluation is to verify that, in managing its programs and facilities, Oxford is providing accessibility and not adversely affecting the full participation of individuals with disabilities. The intent of the ADA self-evaluation is to review Oxford’s entire public program, including all facilities on public property and within public rights-of-way, in order to identify any obstacles or barriers to accessibility that need to be addressed.

Facility Standards and Procedures

Improvement Schedule

The City of Oxford is in the process of evaluating all remaining facilities and will address the deficiencies listed above along with any additional deficiencies found after evaluation of the remaining facilities.

Previous Practices

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

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

- With all resurfacing programs, the City marks all deficient concrete walkways and driveway aprons for replacement and then oversees the replacement work.
- The City ensures that all roadway reconstruction projects address ADA accessibility in terms of curb ramps and sidewalk grades to the maximum extent possible.

Methodology

The City of Oxford will utilize two methods for upgrading pedestrian facilities to current ADA standards.

The first and most comprehensive method is through scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. The second method is through specific sidewalk and ADA accessibility improvement projects that are identified individually. These projects will be incorporated on a case-by-case basis as determined by City staff.

Policy

The City's goal is to continue to provide accessible pedestrian design features as part of its capital improvement projects. The City has adopted ADA design standards and procedures that will be kept up-to-date with nationwide and local best-management practices. The City will consider and respond to all accessibility improvement requests. All accessibility improvements that are deemed reasonable will be scheduled consistent with transportation priorities. The City will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the City jurisdiction are ADA compliant to the maximum extent feasible. Requests for accessibility improvements can be submitted to the ADA Coordinator.

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

Public Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the City of Oxford will not discriminate against qualified individuals on the basis of disability in city's services, programs or activities.

Employment: The City of Oxford does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA).

Effective Communication: The City of Oxford will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the city's programs, services and activities.

Modifications to Policies and Procedures: The City of Oxford will make all reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy all city programs, services and activities. For example, individuals with service animals are welcomed in city offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a city program, service or activity, should contact the office of the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the city to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The City of Oxford will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

City of Oxford Grievance Procedure

The City of Oxford Grievance Procedure under the Americans with Disabilities Act

The City of Oxford Civil Rights Commission will review and address any concerns regarding ADA compliance in the City of Oxford.

Grievances may be made [online](#) on the Civil Rights Commission page or by writing the City Manager.

City of Oxford
C/O Douglas R. Elliott, Jr.
15 S. College Ave.
Oxford, OH 45056

2021 Review of Public Facilities

Building Facilities and Related Parking Lots (BFRP)

For each facility an ADA Checklist for Existing Facilities was completed. The checklist follows four priority areas that were identified in the Department of Justice ADA Title II regulations:

- Priority 1 – Accessible approach and entrance
- Priority 2 – Access to goods and services
- Priority 3 – Access to public toilet rooms
- Priority 4 – Access to other items such as water fountains and public telephones

Under Priority 1, an accessible route from site arrival points and an accessible entrance to the facility was reviewed. This included evaluation of parking lots and other parking facilities (such as parking garages) with regard to ADA requirements for provision of accessible parking spaces.

City of Oxford Owned Properties

Parks:

Northside Bark Dog Park, 5160 Morning Sun Rd

Leonard G. Howell Park, 5200 Bonham Rd*

Memorial Park, 2 E High St

Inloes Park, 5901 Contreras Rd

Robert M. Artz Park, S Main St

South Locust Park, Sandra Dr

Merry Day Park, 55 Reaghs way

Community Park, 6801 Fairfield Rd Oxford, OH*

Public Buildings:

Police Department, 101 E High St

Courthouse, 18 W High St*

Municipal Building, 15 S College Ave

Tri-Community Center, 6025 Fairfield Rd

Fire Department, 217 S Elm St

City Garage, 945 S Main St

Water Treatment plant, 4935 Trenton Oxford Rd

WasteWater Treatment Plant, 501 Mckee Ave

Parking Facilities:

Uptown Parking lot, 21 N Main St*

Parking Garage, 6 W Walnut St *

Other:

Western Knolls Sec. 8 Oxford Reily Rd

Water Tower Contreras Rd

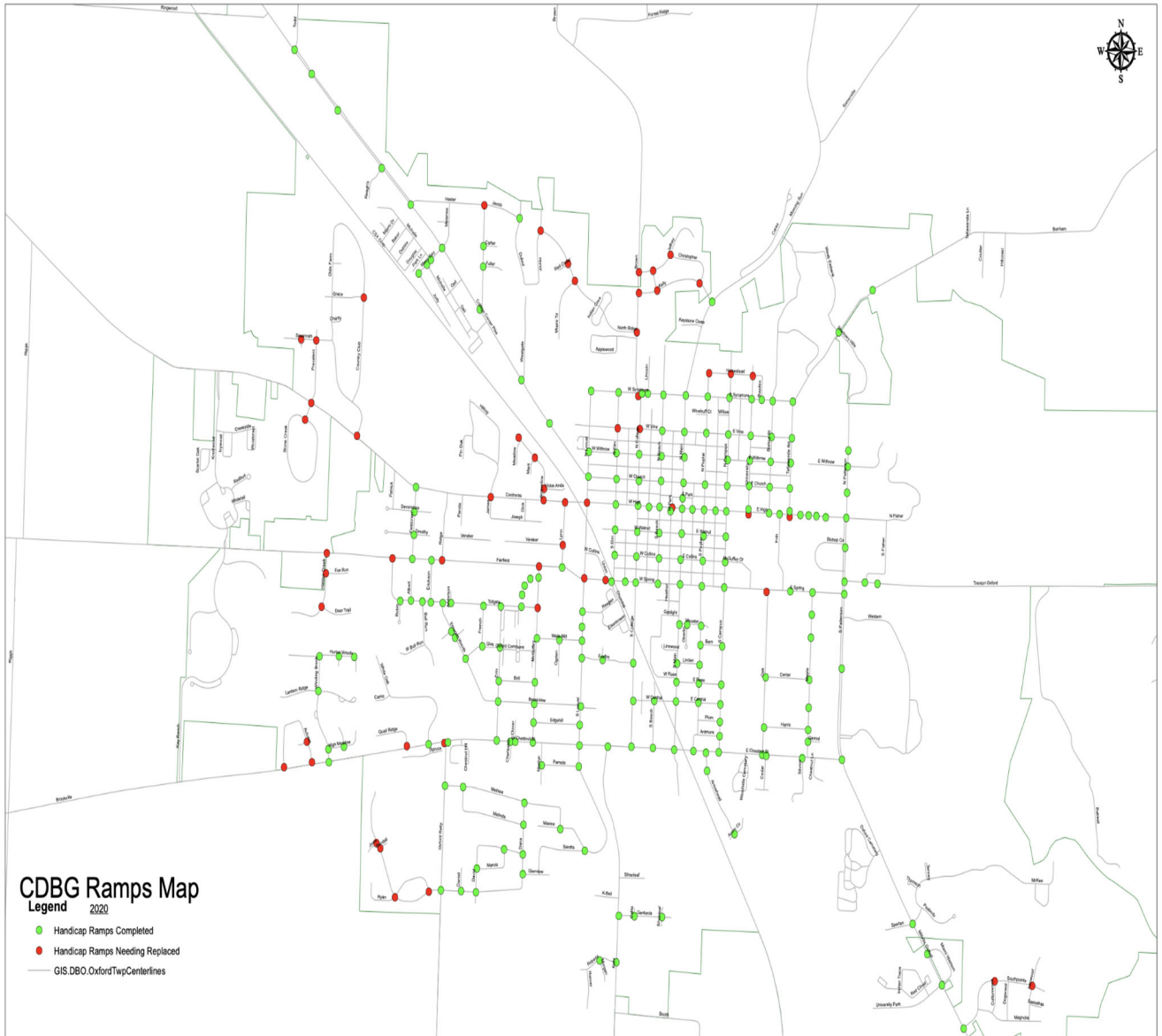
Woodside Cemetery, 235 E Chestnut St

***Denotes properties that have been evaluated in 2021.**

Recommendations for Improvements:

PEDESTRIAN FACILITIES

The following map displays the most recent assessment of the handicap ramps throughout the City of Oxford. The points marked in red are areas where repair/replacement is required to achieve ADA compliance standards.



PARKS

The following public park facilities have been assessed and will serve as a template for planned property assessments of remaining park facilities. The same standards of fulfilling all ADA requirements will always apply to all other public parks.

Leonard G. Howell Park, 5200 Bonham Rd Oxford, OH

- Priority 1 - Paint accessible parking space lines
 - Priority 1 - Mark access aisles
- Priority 1 - Add 1 van accessible space
- Priority 2 - Add an accessible entrance to the elevated play area.
- Priority 4 - Add an accessible route (concrete walkway) from existing walkway to the picnic shelter
 - Add an accessible route (concrete walkway) from the picnic shelter to the nearest drinking fountain

Community Park, 6801 Fairfield Rd Oxford, OH

- Priority 1-Add additional accessible parking spots and signage in each parking location in the park. For every 25 spots, one additional spot must be accessible. They should also be placed in different locations allowing all visitors to the park access to all locations.
- Priority 1-Create one playscape that has an accessible entrance.
- Priority 2 - Add an accessible entrance to the elevated play area.
- Priority 2 - Add an accessible park table in all areas designated for tables and eating.
- Priority 2 - Add at least one accessible service counter to the ticket/snack sales structure since there are (2). Should also have designated signage.
 - Accessible counters must be no higher than 36 inches and at least 36 inches wide. The current counters are 42 inches in height.
- Priority 4-Add accessible route (concrete walkway) to all water fountains.

Recommendation: Add an accessible swing to at least one of the two play areas.

PARKING FACILITIES

The following parking facilities have been assessed and will serve as a template for planned property assessments of remaining parking facilities. The same standards of fulfilling all ADA requirements will always apply to all other public parking structures.

Parking Garage, 6 W Walnut St

- Priority 1 - Add at least one more accessible parking space.
 - There 60 public spaces total, only two are accessible. There must be one accessible spot for every 25 spots.
- Priority 1 - Add an access aisle for accessible van parking and unloading. This aisle must include markings to discourage others from parking in it (such as stripes).
 - In addition, once there is a van accessible space, there must be proper signage installed stating so.
- Priority 1 - Extend the width of the outside ramp approaching the second level door.
 - There is a required 12" minimum space between the handrail and the edge of the ramp. The width of this space is only 6".
- Priority 1 - Include accessibility signage at the ramp entrance of the garage.

Recommendation: Add an automatic door to the accessible entrance.

Uptown Parking Lot, 21 N Main Street Oxford, OH

- Priority 1 - Add at least one accessible van parking space.
 - Once there is a van accessible space, there must be proper signage installed stating so
- Priority 1 - Accessible parking spaces should be located on the closest accessible route to the accessible entrances.
 - Reconfigure accessible parking space (one of the accessible parking spaces is in accordance with this requirement)

Recommendation: Reconfigure accessible parking space to not use the brick paved path as the closest accessible route to increase accessibility.

PUBLIC BUILDINGS

The following public building facility has been assessed and will serve as a template for further property assessments of remaining public buildings. The same standards of fulfilling all ADA requirements will always apply to all other public buildings.

Courthouse, 18 W High St Oxford, OH

- Priority 1 - Add an accessible entrance at the front of the building
- Priority 1 - Adjust ramp handrail height at the rear accessible entrance to meet the ADA standard of between 34" to 38"
- Priority 2 - Add an interior accessible ramp to the judge's bench/counsel seats
- Priority 2 - Install an accessible podium in the courtroom
- Priority 2 - Install an elevator for accessible access to the basement and third floor
- Priority 2 - Lower the at least one help desk window as there are (3) to meet the ADA standard of having a maximum height of 36".
- Priority 4 - Install ADA compliant fire alarm systems with both flashing lights and audible signals

Recommendation: Replace signage and code access pads to include braille

CITY OF OXFORD ADA ADDITIONAL RECOMMENDATIONS

The following recommendations are not necessary in order to achieve ADA standards. Still, the points below identify further areas where improvements can be made to increase accessibility and ease beyond the bare minimum level of ADA compliance. We strongly urge the City of Oxford to take these points into consideration and make the improvements as outlined below.

Leonard G. Howell Park, 5200 Bonham Rd Oxford, OH

- Add an accessible swing to the play area.

Community Park, 6801 Fairfield Rd Oxford, OH

- Add an accessible swing to at least one of the two play areas.

Parking Garage, 6 W Walnut St

- Add an automatic door to the accessible entrance.
- Add accessible parking spot on the first floor of the Garage near the main entrance

Uptown Parking Lot, 21 N Main Street Oxford, OH

- To increase accessibility, reposition existing accessible parking space so that the brick paved path does not need to be used as the closest accessible route.

ADA Transition Plan for The City of Oxford, Ohio

Courthouse, 18 W High St Oxford, OH

- Replace signage and code access pads to include braille
- Build a ramp in the front of the Courthouse where the main entrance is located