



# The Village of Bartlett's ADA Transition Plan for Municipal Facilities and Public Right of Ways



Village of Bartlett, Illinois  
Updated: May 2016



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## **DEMOGRAPHICS AND HISTORY**

The Village of Bartlett is a northwest suburb of Chicago. The town sits approximately 30 miles from Downtown Chicago and 20 miles from O'Hare International Airport. The current population of Bartlett is 41,208 as of the 2010 census.

Luther Bartlett started a woodlot for lumber in the area that would become Bartlett in 1843. He donated some acres to create a train depot going through from Elgin to Chicago in the 1870's. Bartlett was officially incorporated on February 28, 1891. The Village of Bartlett now has relied on some light industrial and retail along the Route 59 corridor within the Village for the majority of its economy. The village is divided into three counties; Cook, DuPage, and a little bit of Kane Counties. The municipality currently covers roughly 16 square miles.

The municipal complex contains the Village Hall and Police Department. Village Hall is where the Administration, Finance, Building, and Community Development Departments are located. Public Works is located on the southern end of the village in a different location and was built in 1997. The municipal complex was built in 2006, and the construction of a new Police Department has been approved. The Village also owns and operates an 18-hole municipal golf course.

## **PURPOSE**

The purpose of the Transition Plan is to ensure that the citizens of Bartlett are provided full access to Village programs, services and activities as reasonably possible. The Village has received input from individuals and organizations at public meetings.

Title II of the ADA requires that each of the Village's services, programs and activities, when viewed in their entirety, be readily accessible and usable by individuals with disabilities. The Village Board adopted a resolution dated July 21, 1992 titled "Resolution of Compliance with the Americans with Disabilities Act" in accordance with the requirements of ADA.

This Plan identifies two forms of barriers: physical and programmatic barriers

Physical barriers include the following:

1. Parking
2. Paths of entry/travel
3. Doorways
4. Restrooms
5. Service counters
6. Stairways
7. Curb Ramps
8. Sidewalks

Programmatic barriers include the following:

1. Building signage
2. Customer communications and interaction
3. Access to public telephones
4. Emergency notifications, alarms, visible signals
5. Communications (via Internet, public meetings, telephone)

Village facilities, programs, services, policies, practices and procedures will continue to be surveyed on an ongoing basis, and the Plan may be revised from time to time to account for changes to Village activities. An accessibility inventory of sidewalks, curb ramps, marked crosswalks and government buildings have been completed, and an approach has been put in place to ensure that Village programs, activities and services are handicap accessible.

The Plan will be posted on the Village website for review and consideration by the general public. Individuals may submit comments on the accessibility of Village programs and facilities by contacting the Village's ADA Coordinator, the Village Clerk, or the designee at 630-837-0800 or by e-mail at [pschumacher@vbartlett.org](mailto:pschumacher@vbartlett.org).

## **PHYSICAL BARRIERS**

The Village owns the following properties:

1. Village Hall, including Administrative offices and Police Department.
2. Public Works Administration Building
3. Bartlett Hills Golf Course
4. Public Works Garages (x3)

5. Salt Storage Building
6. Village of Bartlett Wastewater Treatment Plant
7. Lake Street Elgin Pumping Station
8. City Public Parking Lots with Metra
9. Glen Koehler Field
10. Ruzicka Field
11. Bartlett Park
12. Surface Improvements to Public Streets and Sidewalks Within the Municipal Limits of the Village

A self-evaluation and inventory of the Village's accessibility to sidewalks, curb ramps, government buildings and programs has been conducted for public input as referenced in attached Exhibit "A". Sidewalk evaluation has been completed and additional criteria may be added. A GIS map of existing sidewalks, curb ramps, and crossings within the Village of Bartlett including a GIS map and access to State/local government facilities is attached as Exhibit "B".

## **BASELINE CONDITIONS**

Each of the Village's facilities were reviewed for several "baseline" conditions, including:

1. Access to parking and entry into the facilities;
2. Access to a clear and distinct path of travel;
3. Access to programs and services;
4. Access to public areas and restrooms; and
5. Access to related amenities

## **CRITERIA FOR DETERMINING EXISTENCE OF IMPEDIMENT**

Criteria were established to determine whether corrective action needs to be taken at a particular facility. The criteria include, but are not limited to:

1. The nature of unique programs or services. Some facilities and sites are the only location that a particular program or service may be provided.

2. Facilities already in compliance with ADA Accessibility Guidelines. Most of the Village's facilities were constructed or underwent major renovations after the effective date of the ADA.
3. Ability to relocate programs from one facility to another accessible facility. Because the Village offers special programs and services at more than one location, consideration was given to distribution of special programs and services when viewed in their entirety.
4. Community/staff input. Input from members of the disabled community has been included in the process whenever complaints or new federal regulations have been implemented.
5. Current state of accessibility. The current condition of each facility in terms of barriers already removed or planned for removal, as identified by Village administration.
6. Cost. The cost of alternatives to physical barrier removal versus the cost of an alternative corrective action plan.
7. Public use. The population served by a particular program or service and whether the public can obtain service from an alternative Village location.
8. Maintenance. The maintenance of current facilities is ongoing. Sidewalks will be addressed when there is review of complaints and will be brought to ADA standards. Curb ramps will be prioritized by MFT Road-work funds or by the specific subdivision in line with money left over.

## **PROGRAMMATIC BARRIERS**

The Village recognizes not all barriers to the Village's programs, services and activities are physical in nature. Other administrative barriers exist that must be overcome to provide complete government services to those who are disabled.

### **Communications**

The Village's Plan incorporates steps to ensure that communications with people with disabilities are as effective as communications with others to provide direct and equal access to persons with disabilities. The 9-1-1 calls and police within the Village are dispatched through DUCOMM.

As to communications the Village does handle, including website communications, communications relating to Village administration and open public meetings, and other communications regarding the Village's programs, services and activities, the Village currently:

- Produces documents in Braille, and
- Has interpreter services and other providers so that interpreters and other aides may be available on short notice.

The Village also takes the following additional specific actions to improve communications:

1. Agenda text. At request, the Village will print certain portions of meeting agendas in large-font type so that the content of agendas of public meetings can be more easily reviewed. Minutes and agendas may also be read for those who are blind at request.
2. Website communication. The Village has also posted, and will continue to post, agendas on the Village website, which, when used with the free Adobe Acrobat Reader function, allows for enlargement so that the contents of agendas may be viewed from one's personal computer. The Village will continue to ensure that the website is held up to ADA standards.
3. Accommodations for hearing impaired persons/use of auxiliary aids. The Village has equipment, upon request, specifically designed to assist hearing impaired persons to fully participate in Village meetings in the Council Chambers, including the use of sign language interpreters.
4. Participation in/accessibility to public meetings. The Village has already taken substantial efforts ensuring public meetings are held in ADA accessible facilities. The Village conducts all public meetings in ADA accessible facilities and will make specific accommodations, where necessary, to ensure that meetings among residents and Village staff can be held within ADA accessible facilities.
5. The Village ensures to comply with Title VI to ensure that no minority or low income population suffers disproportionately high and adverse human health or environmental effect due to any programs, policies and activities undertaken by any agency receiving federal funds.

#### **ADA Grievance Coordination/Administration**

The Village has established an ADA Grievance Policy and Procedures, including a grievance form, attached as Exhibit “C”. The Village has posted the ADA Grievance Policy at Village Hall and on the Village Website, with reporting directly to the Assistant Village Administrator, who is the ADA Coordinator. It is the Village’s hope that good communication will ensure that the Village provides a forum in which individuals can raise issues related to access.

### **Accommodation of Disabled Persons in Municipally-Sponsored Programs**

The Village is committed to enabling persons with disabilities to participate in municipally-sponsored programs. This includes recreation activities sponsored by the Village, community forums and other events hosted or sponsored by the Village. The Village will achieve this goal by integrating all of the steps outlined above into these programs, including providing for effective communications and ensuring meeting and events are, to the extent possible, held in ADA accessible facilities.

### **Employment**

The Village open job positions through the local newspaper, the Village Website, and other job position advertisement sources. Each department has their own criteria and specifications based on specific job descriptions. If requested by the applicant, the Village would make reasonable modifications or adjustments to the application process that would enable a qualified individual with a disability to be considered for the position he or she desires. Applicants are chosen for interviews based on the qualifications reflected on their applications.

According to the Village’s Employee Work Policy, a written job description within the Village organizational structure is on file with the Human Resource Manager. Such description sets out the general duties of each position, including, but not limited to, the following: department, division, job title, general statement of job duties, distinguishing characteristics of the class, supervision received, supervision exercised, examples of duties, required skills, knowledge and abilities, acceptable education and experience, responsibility and impact, decision making, communication and customer service, problem solving and innovation, supervision, working conditions and necessary special requirements.

The Village is to ensure that there is no discrimination 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 ADA. The Village Board adopted a resolution dated January 19, 1993 titled “Resolution of Compliance with the Americans with Disabilities Act” in accordance to ADA requirements.

## **CONCLUSION / ACTION LOG**

The Village is taking actions referenced above and will continue to look for and timely remedy barriers to access in an effort to ensure that the disabled residents of the Village of Bartlett are given access to the Village’s programs, services, and activities.

To confirm follow-up on corrective actions under the Plan, the Village will institute an ADA Action Log, as attached on Exhibit “D”, based on review of deficiencies and sidewalk conditions with efforts of documenting compliance with the ADA. At a minimum, the Action Log will identify items that are not ADA compliant and will include anticipated completion dates. From and after the adoption of this Plan, the ADA Action Log will be updated on an annual basis. The ADA Action Log shall be available upon request.

The criteria measure for accessibility within the transition plan is based on safety, volume of use by the general public and a first step approach to solving accessibility issues (e.g. access to parking solved as a first step approach to solving accessibility problems). Priorities are based on each fiscal year for planning purposes.

Funding is based on the Department of Justice’s regulations, which provide that elements of facilities that were built or altered in compliance with the previous standards are not required to be in compliance with the 2010 guidelines until the elements are subject to a planned alteration. The sidewalks are based off of Motor Fuel Tax Funds and done in conjunction with the current roads being remedied. Any remaining funds left over allotted for each year will be used according to which subdivision is on the list next until all intersection curbs are ADA compliant.

Deficiencies in the physical features of facilities that diminish the ability of disabled persons to benefit from the Village’s programs, services and activities are identified. A correction plan or other course of action is noted for each deficiency, along with a schedule of completion for each correction.

## **EXHIBIT “A”**

# **SELF EVALUATION AND INVENTORY FOR PUBLIC INVOLVEMENT SIDEWALKS AND CURB RAMPS ACCESSIBILITY**

The Village of Bartlett utilizes a GIS program to track existing sidewalks and curb ramps within the Village, and has collected data on the condition and type of curb that is at the intersection. The different curb cuts were labeled as being either perpendicular or diagonal towards the street intersection; being a ramp or raised curb; and having any detectable warning (e.g. truncated domes, diamond cuts, etc.). The current ADA compliance requires curb ramps to have a slope, truncated domes and for the intersections to be perpendicular as opposed to diagonal. Sidewalks and curb cuts not in this condition may have significant barriers to people with disabilities. Newer sidewalks and curb cuts have been put into place using several mechanisms, including Village ordinances, annual sidewalk improvement plans, and outside funding such as the Motor Fuel Tax.

Village Code 7-1-3 provides that any repairs done to the sidewalks, either by the Village or the abutting owner, must be done in accordance with the current compliance of the ADA and requirements set forth by the Director of Public Works.

Village Code 9-8-9 gives the exact specifications for materials needed for public sidewalks.

Village Code 7-6-19 states that if a building is reconstructed the outside of the building must be brought up to current code including all abutting sidewalks and public right of ways and side streets damaged by the construction.

The Village installs curbs as part of street and sidewalk projects. Since the ADA requires that funding priority be given to walkways serving local and state government offices and facilities, these conditions have received the highest priority in the Village's self-evaluation process. High priority is given to curb ramps that will allow for safe crossings at controlled or marked intersections within the MFT road resurfacing and then the subdivisions beyond that.

Most of the Village sidewalks were built within early compliances. Most of the sidewalks that have been built have been consistently maintained throughout the Village. As the guidelines for the ADA grew, the Village had to take into account these new requirements in an attempt to become compliant with the current laws. Most curb ramps within the Village are not to the current ADA standards. Most are cut, but there is a strong mix between diagonal toward the intersection and the appropriate perpendicular cut. Fortunately, most curbs are cut at the current ADA compliant slopes within the Village. Since the start of the new requirements, the Village has required all curb ramps being replaced to coincide with the new truncated dome panels, perpendicular sloped ramps.

The Village plows do their best to ensure that the curb ramps are accessible after snowfalls. Although not done on every intersection, smaller trucks will come to remove the snow at busy intersections and around schools in order to maintain safety for school children and other residents along with employees. Per Village code, it is the responsibility of the abutting property owner to maintain the sidewalk in front of their home or business to keep the sidewalk clear of snow and ice. The Village maintains education on the responsibility of the homeowners through the newsletter during the cold months and the Village Website. It is the duty of the homeowner to refrain from having obstructions on the sidewalk and curb ramps. Sidewalks are to be free of any obstructions including trees, shrubs, bicycles, trash cans, parked cars or other objects that may

deter people from travelling safely on sidewalks. The Village's Public Works Department organizes a scheduled leaf, branch and other yard waste items pick-up to assist in disposing these items that may be obstructing the right of ways.

## **GOVERNMENT BUILDING ACCESSIBILITY**

The Village of Bartlett government buildings are moderately new structures. The oldest of buildings were not necessarily built for accessibility and may have multiple deficiencies limiting their accessibility. Newer facilities have fewer accessibility deficiencies. Accessibility solutions include capital improvements, such as remodeling or replacement, corrective maintenance to include repair, replacement and addition of asphalt and concrete surfaces to meet accessible route and clear space requirements, and scheduled maintenance, such as adjustments to door closures or drinking faucet control adjustments. Other accessibility solutions include Braille signage on restroom facilities and elevator.

### **VILLAGE HALL**

The current Village Hall was constructed through 2004 and ended in 2006. The Village Hall is the current spot where the Administration, Building, Community Development, Finance and Police Department are all located. The Village Hall also hosts a Museum area as well as the Council Chambers. Village Hall is also attached to the Police Department. Because most of the Police Department is not accessible to the public, holds a high degree of physical ability in the job, and is soon to be renovated, the building was not evaluated under these criteria.

The current Village Hall Municipal Complex is mostly compliant with the ADA requirements. The complex is accessible via the front doors with automated door openers for

disabled persons to be able to gain access. There is also an elevator that would allow them to get to the upstairs area. All signs within the Village Hall also include Braille underneath for those that have a hard time seeing or are blind. The restrooms and entry points throughout the entire Village Hall were evaluated for compliance.

**Parking:** The Village Hall has two asphalt surfaced parking lots with a total of 110 spaces. The employee parking lot has 60 spaces and the public parking lot has 50 spaces. For the public lot, there is a space that is van accessible. The spaces are mostly, if not, entirely compliant with current guidelines.

**Accessible Routes:** A level paver surface connects the parking lot to the entrances of the Village Municipal Complex and doors. Circulation paths inside the building are accessible. Floor coverings, hallway spaces and turning areas are compliant and adequate as well.

**Building Entrances:** There are three public entrances and four restricted entrances provided to the building. Each public entrance and one restricted entrance should be accessible. Doors to the public entrances are automatic and accessible. The restricted entrances have key-card entrances for employees so they would not be fully accessible. The employee entrances do not have automatic openers in case an employee would need help opening the door so they are not accessible. The Southern employee entrance also has an excessive closing speed. Employee entrances can be operated by one hand which does help accessibility.

Consider adding automatic openers to an employee entrance so it could be fully accessible.

**Interior Doors:** Interior doors to public areas and restrooms were specifically evaluated. Restroom and toilet room doors are discussed below with the toilet facilities. The doors to the public areas

open with an acceptable speed and provide the appropriate space for egress maneuvering clearances. Braille signs to permanent public rooms are attached and affixed in the proper location.

Doors to employee rooms were not specifically evaluated, but they all appear to be wide enough as well with adequate hardware and maneuvering clearance.

**Elevator:** An elevator provides an accessible route to the second floor. It is accessible and with Braille on the buttons for the emergency controls.

**Toilet Facilities:** Public and employee restrooms are provided on both floors in several locations. All toilet rooms should be accessible. If public use of it is to be allowed, directional signage to it is needed.

The toilet structures are largely compliant with the current ADA standard having been recently built. Adequate maneuvering clearance and proper space is there.

**Drinking Fountains:** If drinking fountains are provided, two are required, one for standing persons (38" to 43") and one for seated persons (36" max). The drinking fountains provided on the first and second floor are both adequate and installed with enough space for maneuvering around.

**Service Counters:** Service counters are provided on the first floor in the main office, the Finance/Water Billing department, and the Building Department. On the second floor, they are provided at the Community Development Department and the Administration Department. All current service counters are in compliance with enough toe and leg room for a forward approach as well as low enough for a resident in a wheelchair to have access.

**Vending Machines:** One vending machine is provided on the first floor and is not typically used by residents but is largely accessible. The other Vending Machine is in the Employee Break Room so is intentionally inaccessible to residents.

**Employee Break Room:** The employee break room is on the second floor and is largely accessible. There are two doors leading to the break room that are not automated which may impede access by an employee with a disability. The break room does include a sink and counter space which is of an appropriate height and provides access to all of the items available to employees.

## PUBLIC WORKS ADMINISTRATION BUILDING

The Bartlett Public Works Administration building was constructed in 1997. It is located at 1150 Bittersweet Drive adjacent to Hawk Hollow Forest Preserve. The other facilities that are also adjacent to the building like the Wastewater Treatment Plant, the Garage and Sign Shops, Salt Dome, and other buildings are generally not accessible to the public due to the hazards associated with the area.

The Administration Building is a one story building with no basement so there are no stairs or elevator issues. The public entrance doors are automated and due to security reasons, there is a key-code for entry otherwise a door bell should be pushed. There is no Braille sign alerting the public of that doorbell just a sticker on the door. There is a handicap space available as well and the restrooms are handicap accessible. All doorways are also accessible and wide enough for entry.

## WASTEWATER TREATMENT PLANT

The Wastewater Treatment Plant was originally constructed in the 1970s. The plant contains many different areas used in the process of removal of contaminants from waste water. The buildings' contents include valves, piping, chemical storage, dewatering equipment, etc. The main building includes a lab and a break room on the main floor and offices on the second floor. The only part of this building that could be accessible would be the break room and lab area, but generally the public is not permitted access due to the chemicals and sensitive nature of the lab equipment.

There is a handicap space available but there is no automatic door for access for people that have difficulty with manually opening a door. The employees, due to the type of job and the job description should all have no problem with this fact but a public resident may have an issue. There is no drinking fountain.

## WATER DEPARTMENT BUILDINGS AND TANKS

The Lake Street Water Treatment Plant and the other water towers and ground storage tanks are not intended to be accessible to the public and the rigorous nature of the job for these areas, including the necessity to climb ladders and reach tall valves, allow for different accessibility issues compared to most publically owned places. So while most of these areas are not compliant, they are justified in their noncompliance.

## PARKS AND GOLF COURSE ACCESSIBILITY

Title II of the Americans with Disabilities Act (ADA) applies to local governments. It prohibits discrimination on the basis of disability. Among the requirements, it sets facility



construction and alteration standards. While facilities existing prior to January 26, 1992, don't have to be modified, accommodations must be made to allow program accessibility. Often, the easiest way to do this is by retrofitting for accessibility. Facilities constructed after January 26, 1992, need to meet ADA standards. Old ADA standards adopted the Americans with Disabilities Act Accessibility Guidelines (ADAAG) or optionally the Uniform Federal Accessibility Standards (UFAS). Recently established new standards adopt the ADA-ABA Accessibility Guidelines that were used for this inventory project.

## COMPLIANCE FINDINGS

Bartlett has a variety of attractive and well-maintained parks. For the most part, the Bartlett Park District, a different taxing district, maintains and owns all park space within the Village. The Village of Bartlett does own two baseball field areas: Ruzicka and Glen A. Koehler Fields. The Village does own Bartlett Park, which is located in between Oak Avenue and Eastern Avenue. The Village also owns and operates the Bartlett Hills Golf Course that is in the Village. Two of these areas are open fields with baseball diamonds so they largely fall into compliance. All areas do have some similarities. Bartlett Park is leased to the Park District to operate and maintain so it was not evaluated, but a recent project is underway to make the Park fully handicap accessible in a "Free to be Me" Initiative that the Village is contributing \$40,000 to help in creating the park.

**Parking:** All three sites have paved parking lots and provide the proper number of accessible spaces. However, some of these parking lots are in disrepair and will be mended within the next couple years.

**Accessible Routes:** Bartlett Hills does have a compliance issue because the building is an older building, the front door is not automated and is not handicap accessible mostly currently. It will

be planned out to make the doors more accessible and fall into compliance. All facilities have accessible routes to the facilities, although some are more open than others. The sidewalks at the fields are wide enough to accommodate people of all needs and the paths at the Golf Course are accessible for Golf Carts so accessibility issues are not a major issue.

**Toilet Facilities:** All sites have toilet facilities. All of the different facilities vary in style and design, but are mostly accessible to all persons. The minimum accessibility for compliance (5% or 1 minimum toilet) in a cluster are met by the different areas.

**Drinking Fountains:** If drinking fountains are provided, two are required, one for standing persons (38” to 43” high) and one for seated persons (36” high max). This requirement is met at the Golf Course. There are no drinking fountains at Ruzicka Field. At Glen Koehler Field there is only one drinking fountain. A recommendation would be to install a second drinking fountain at the appropriate height required.

**Trails:** Within the Village, there is an extensive system of bike paths and trails for residents and nonresidents to enjoy. These trails are owned and operated by different taxing bodies, but all bike paths appear to be nearly in compliance and fully accessible. New bike paths are being installed with truncated domes at intersections to ensure safety of all users.

## **PROGRAM ACCESSIBILITY**

The Village has begun an evaluation of its policies, programs and procedures to determine current levels of service and the extent to which its policies and programs create barriers to accessibility for persons with disabilities during the public involvement process. Opportunities for further improvement of Village programs will arise as technology advances. Additionally, as the Village acquires new facilities and develops new programs, it will be necessary to review each of

them for access compliance. It is the intent of the Village to keep its programs up-to-date through increased community involvement and partnerships with organizations that offer services to persons with disabilities.

It's the Village's intent to make reasonable accommodations for inclusion of members of the public who have disabilities in public meetings and programs. Programs are made available and inclusive to all populations within our community through a variety of media types; some are defined by Illinois Law, others by local ordinance. Educational packets are provided for an overview and summary of commonly asked questions, ordinances, important facts, local land-use law and application process and hearing procedures. The Village maintains a comprehensive and informative website that communicates agendas, schedules, staff reports, and links to code, programs, activities, elections, job positions and contact information. The Village is reviewing compliance to website accessibility under Title II of the ADA. In accordance with Illinois Law, Notices of Public Hearing are put up on the website and printed in the local newspaper of record, the Examiner. The public is provided the opportunity to testify at meetings. Participants may speak during the Town Hall meeting or send in comments to the Trustees and/or Village President. Testimony at meetings may be limited to three minutes. The Council Chambers on the first floor is utilized for meetings. All equipment and resources for Village Board meetings are provided. Village departments welcome feedback, suggestions and input from participants and the community as a whole.

Braille is not provided for those who are sight impaired, but recordings of meetings are available upon request or staff may read an agenda to a resident who is sight impaired. Standard print is usually 10-12 point font. Large print can be produced upon request. Interpreters and telecommunication devices are also available if needed. Pen and paper will be provided for those

who have difficulty with communication. Auxiliary hearing aids or sign interpreters will be provided for those who are hearing impaired.

## **EXHIBIT “B”**

### **CURB RAMP, CROSSWALK, AND SIDEWALK INVENTORY**

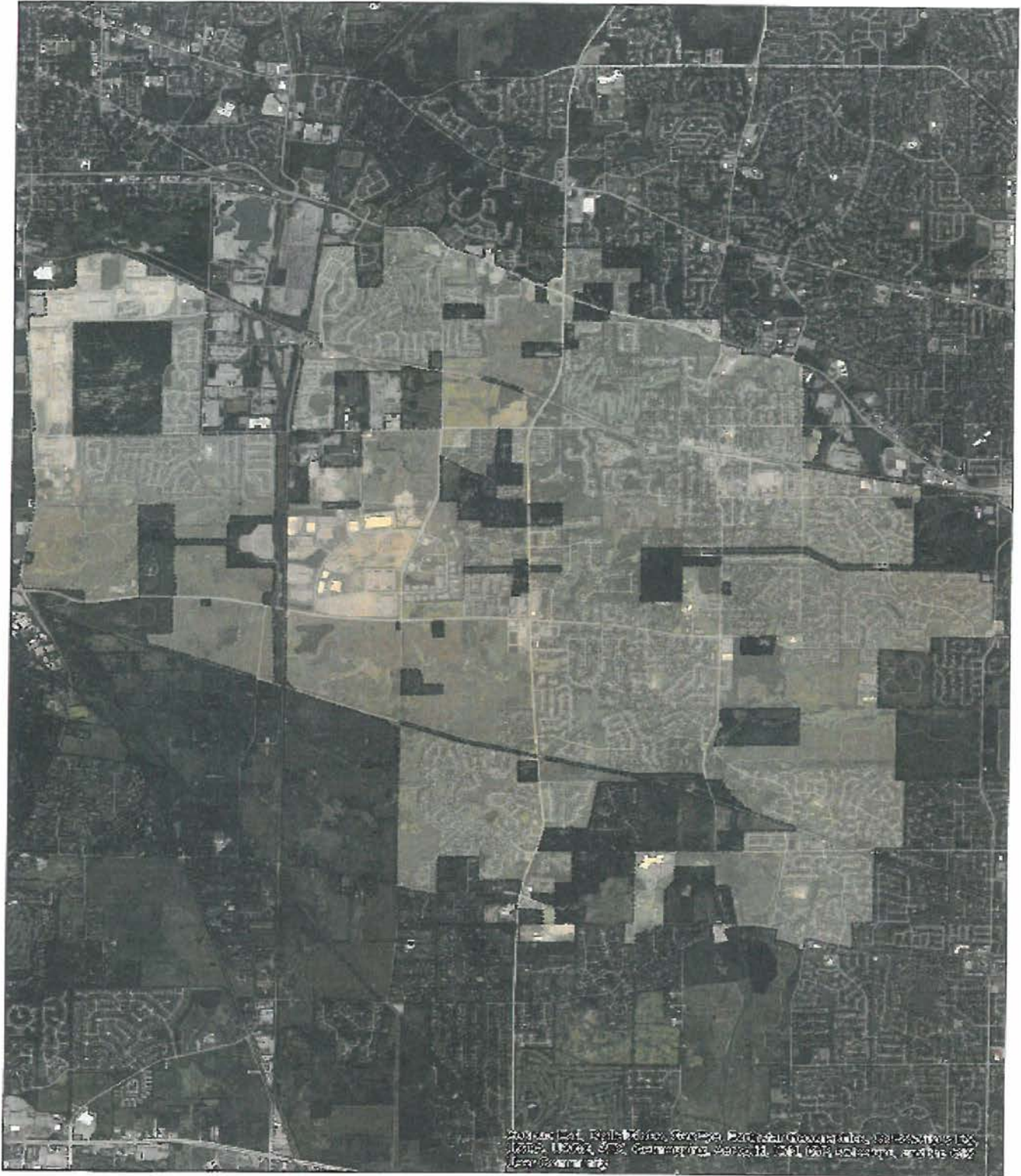
Attached is a GIS Map of the Village of Bartlett with each subdivision highlighted. In another map Curb Ramp and crosswalk locations are noted. The curb and crosswalks are all described as either perpendicular or diagonal towards the intersection, if they are raised or ramped and if they have any detectable warning such as the ADA compliant truncated domes or the diamond cuts into the concrete or none.

This is the first representation of pedestrian facility condition for Bartlett as a layer in the Village’s Geographic Information Systems (GIS) software. There are many advantages to this approach, including: the ability to develop a database of information about the facilities, the ability to project or print the information as a layer over orthographic photographs, and the ability to access the information quickly for referencing, sharing and keeping it updated.

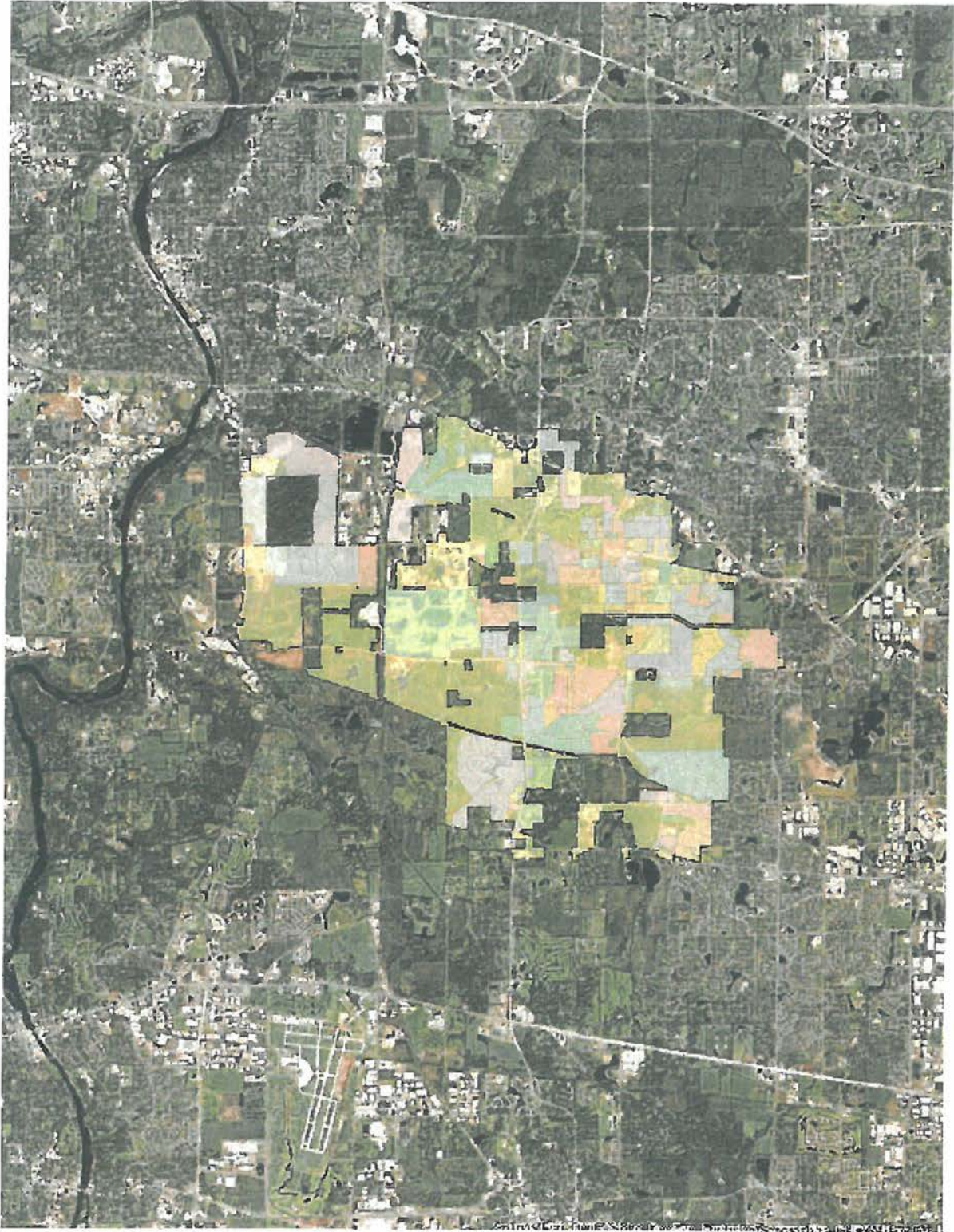
The data was gathered based on field observations and measurements and past data. The observations were collected and inputted around a similar time. The sidewalks are already on a set schedule and rotation as set by the Public Works Department, but the compliance of the curb ramps and intersections had to be updated and budgeted out for, as most of the curb ramps were non-compliant with the current ADA guidelines.

A more detailed sidewalk and ramp assessment and subdivision chart is also attached which was developed to show the priority year, the number of domes needed, the number of intersection

types changed and the cost of all the changes. The priority for curb ramps and intersections depends on the MFT funding for the year, as those streets that are being resurfaced will have top priority for the sidewalks being changed at the same time. Any money left over in the budget, these subdivisions will become the next priority until all areas are compliant. This is a working list and is not set in stone, if an emergency area arises or the MFT is covering a different area, that area will be completed first before the current years listed on the attached table. The municipal boundaries map and the subdivision map are attached as well as the subdivision chart labeling each chart.



**VILLAGE OF BARTLETT MUNICIPAL BOUNDARY**



**BARTLETT SUBDIVISION BOUNDARIES**

# CURB CUTS BY SUBDIVISION

SUBDIVISION NAME	Budget Years Transitioned	No. of Truncated Domes Installed	No. of Intersections Transitioning Diagonal to Perpendicular	TOTAL COST (\$)
Riding's East	1	26	0	3,900
Heron's Landing	1 - 2	48	0	7,200
Bartlett Estates	2	22	0	3,300
Bartlett Pointe	2 - 3	22	0	3,300
Westridge	3 - 6	171	22	31,575
Lakewood Mills	6	38	0	5,700
Castle Creek	6	6	1	1,050
Bartlett on the Greens	6	5	0	750
Villa Olivia	7	6	0	900
Four Seasons	7	2	0	300
Timberline	7	18	0	2,700
Amber Grove	7 - 9	111	21	24,525
Eagle's Ridge	9	13	0	1,950
Walnut Hills	10	32	0	4,650
Woods of Oak Hills	10	13	0	1,950
Woods of Bartlett	10	21	2	3,150
Fairway Oaks	11	13	0	1,950
Williamsburg Hills	11	16	0	2,400
Williamsburg Square	11	25	0	3,750
Williamsburg Commons	11 - 12	21	1	3,450
Moureau Crestview Area	12 - 13	102	2	15,450
Bartlett Green Area	13 - 14	93	0	13,950
Park Place	14 - 15	25	0	3,750
Regency Oaks, Clare Oaks, & Oak Grove	15	36	1	5,475
Ponds of Olde Bartlett	15 - 16	26	3	4,350
Downtown Area	16	49	2	7,500
Bartlett's Subdivision	16 - 18	114	8	18,300
Asbury Place	18 - 19	28	1	4,350



SUBDIVISION NAME	Budget Years Transitioned	No. of Truncated Domes Installed	No. of Intersections Transitioning Diagonal to Perpendicular	TOTAL COST (\$)
Litchfield Woods & Lake in the Woods	19	38	0	5,700
Bartlett Station & Weathersfield	19 - 20	55	1	8,400
Williamsburg Estates Area	20 - 21	48	5	8,025
Bartlett Eastpointe	21	32	0	4,800
Country Creek	21 - 22	51	1	7,800
Gingerbrook	22 - 23	64	0	9,600
Bartlett Subdivision	1, 23 - 25	176	20	30,225
Country Place	25 - 28	154	3	23,700
Inland Steel	28 - 30	179	3	27,225
Tallgrass	30 - 31	42	0	6,300
Apple Orchard Area	31- 38	455	17	70,425
Charter Oaks, Durwood Forest	38 - 39	77	0	11,550
Villas in Hawk Hollow	39	24	2	4,050
Brampton Place	39 - 40	33	2	5,250
Woodland Hills	40 - 43	211	23	35,175
Silvercrest	43 - 46	214	0	32,175
Bartlett Reserve & Harmony Grove	46 - 47	22	1	3,450
Hawk Hollow, Enclave, Lake in the Forest	47	24	0	3,600
Fairfax Crossings (Southern Portion)	47 - 48	66	0	9,900
Fairfax Commons	48 - 49	99	1	15,000
<b>TOTAL VILLAGE TRANSITION</b>	<b>49 Years</b>	<b>3,166 Curbs</b>	<b>143 Intersections</b>	<b>\$503,925</b>

## **EXHIBIT “C”**

# **VILLAGE OF BARTLETT NON-DISCRIMINATION POLICY STATEMENT**

The Village of Bartlett, hereinafter referred to as the “Recipient”, insures that no person shall, on the grounds of race, color, national origin, sex, age, disability, religion, or sexual orientation as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and subsequent related acts, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms “programs and activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100.259 (S.557) March, 22 1988).

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient’s Assistant Village Administrator, Paula Schumacher, is responsible for initiating and monitoring Title Vi activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.

## **DISCRIMINATION COMPLAINT PROCEDURE**

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the Village of Bartlett. A complaint may also be filed by a representative on behalf of such a person. All complaint will be referred to the Village of Bartlett's Assistant Village Administrator or her designee for review and action.

In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:

1. The date of alleged act of discrimination; or
2. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the Village of Bartlett Assistant Village Administrator may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the Village of Bartlett, the person shall be interviewed by the Assistant Village Administrator or their designee. If necessary, the Assistant Village Administrator, or designee, will assist the person in reducing the complaint to writing and submit

the written version of the complaint to the person for signature. The complaint shall then be handled according to the Village of Bartlett's investigative procedures as outlined below.

Within 10 days, the Assistant Village Administrator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as to IDOT and/or the US Department of Transportation (USDOT).

The Village of Bartlett will advise IDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to IDOT:

1. Name, address and phone number of complainant
2. Name(s) and address(es) of alleged discriminating official(s)
3. Basis of complaint
4. Date of alleged discriminatory act(s)
5. Date of complaint received by the Village of Bartlett
6. A statement of the complaint
7. Other agencies where the complaint has been filed
8. An explanation of the actions the Village of Bartlett has taken or proposed to resolve the issue raised in the complaint

Within 60 days, the Assistant Village Administrator, or designee, will conduct an investigation of the allegation and, based on the information obtained, will render a recommendation for action in a report of findings to the Village of Bartlett's authorized representative. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

Within 90 days of receipt of the complaint, the Village of Bartlett's authorized representative will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with IDOT or USDOT if they are dissatisfied with the final decision rendered by the Village of Bartlett. The Assistant Village Administrator or designee will also provide IDOT with a copy of this decision and a summary of findings upon completion of the investigation.

The Contact for the Village of Bartlett Title VI, ADA Coordinator is as follows:

Paula Schumacher

Acting Village Administrator

228 S. Main Street

Bartlett, IL 60134

630-837-0800

[pschumacher@vbartlett.org](mailto:pschumacher@vbartlett.org)

## EXHIBIT “D”

### VILLAGE OF BARTLETT TRANSITION PLAN ACTION LOG

TO BE UPDATED REGULARLY WITH CHANGES IN PROJECTS

Location	Responsible Dept.	Compliance Item	Action	Comments	Priority	Year	Cost	Funding	Date Completed
<u>Sidewalks + Curb Ramps</u>	PW	Inadequate Curb Ramps	Remedy	See Chart on Pg. 24 - 25	Varies	5+	\$503,925	MFT/ Streets	Full Completion Projected 2065
<u>Village Hall 228 S. Main St</u>	Admin	Accessible Interior Doors	Provide Auto Doors	Currently Unnecessary	Low	5+	\$1,000	General	
<u>Public Works 1150 Bittersweet Dr</u>	PW	Braille Sign on Front Door	Purchase		Low	1	\$50	Street, Water, Sewer	End of Year 2017
<u>Treatment Plant</u>	PW	Automatic Door	Install		Low	5+	\$2,500	Sewer	
	PW	Braille Sign on Door	Purchase		Low	1-5 Years	\$50	Sewer	
<u>Glen Koehler Field</u>	PW	Lacking 2 <sup>nd</sup> Drinking Fountain	Install	Needs to be budgeted	Low	1-5 Years	\$2,000	Water	
<u>Bartlett Hills 800 W. Oneida Ave</u>	Golf	Automatic Door	Install		Mid	1-5 Years	\$2,500	Golf	