

A-57: SAMPLE SUMMARY OF ACTIONS TAKEN TO ACHIEVE COMPLIANCE WITH SECTION 504

The City conducted a self-evaluation in 1991 to comply with § 504 of the Rehabilitation Act. It developed a transition plan and the same year, updated its self-evaluation in October 1994 by reviewing the self-evaluation criteria for compliance with Title II of ADA and reviewed them again in December 2002.

The City, in 1991, reviewed its facilities and areas in which services, programs, and activities operate in the following facilities: Old Library, City Hall, City Council Chambers and Police Department, Community Center, Utilities Building, ABC Park, Stadium Park and Field, Municipal Pool, Police Department Sub-Station, VFW Lodge (polling place) and the Main Street Fire Station (polling place).

Based upon the self-evaluation that was conducted in 1991 a transition plan was developed for the following areas found deficient and corrected by physical alterations:

Existing Facilities – Physical Alterations

AREA	DEFICIENCY	CORRECTION	COMPLETED
City Hall	Accessible entrance not designated	Installed signage at inaccessible entrances indicating where accessible entrance is located	Jan 1992
City Hall	Threshold change greater than ½ inch at front entrance	Threshold change altered to ½ inch and beveled the slope	Jun 1992
City Hall	Inaccessible restroom	Altered restroom stall to 60 inches wide and 59 inches deep	Mar 1994
Polling Place VFW Lodge	Lack of designated handicapped parking place	Standard handicapped parking place designated by front entrance	Oct 1993

Existing Facilities – Accessibility Policies

For other areas found deficient in facilities designated as “existing facilities (24 CFR 8.21c)” in the 1991 self-evaluation the City adopted the following policies as corrective action:

AREA	DEFICIENCY	CORRECTION	COMPLETED
City Hall Mayor’s Office	Office located on 2 nd floor which is inaccessible	Adopted policy to relocate upon request to City Administrator’s office on 1 st floor	Jul 1992
Library	Top shelf of library stacks are inaccessible and some stacks lack 36 inch clearance	Adopted policy of providing lists of books located on inaccessible stacks and retrieval by library staff	Sep 1993

Fire Station #3	Does not have accessible bathroom and occasionally host community social events	Adopted policy to relocate any social events upon request	Nov 2002
City Hall Utility Dept.	Utility service counter is more than 36" above the finish floor	Adopted policy that, upon request, city clerk will make a home visit to collect utility payment	Nov 2002

New Facilities

New Library, Second City Park, and new addition to the City Hall annex were all designed and fully comply with the ADA Standards for Accessible Design (ADAAG).

or

The city has no municipal buildings or facilities that are considered "new."

Communications

AREA	DEFICIENCY	CORRECTION	COMPLETED
City Hall Public Meetings	Content of general public meetings not accessible to people with visual and hearing impairments	Adopted policy to provide sign interpreters for hearing impaired persons and readers for visually impaired upon 5 days notice	Feb 1994
City Hall Public Safety	Interactions between hearing impaired citizens and public safety Personnel are impeded	Adopted policy to provide sign interpreters or other acceptable communications means for hearing impaired persons within 24 hours of request	Mar 1994
		Police Dept. has a TDD with a published number	Nov 1993
City Hall Individual	Interactions between hearing and visually impaired citizen and general administrative government personnel	Adopted policy requiring city personnel to pass written notes to hearing impaired and read documents to visually impaired persons upon immediate request and/or make arrangements for auxiliary services for more complicated transactions	Dec 2002
		City personnel are trained to utilize the LA relay system	Dec 2002

Employment

AREA	DEFICIENCY	CORRECTION	COMPLETED
Hiring	Previously used employment application contained questions that were determined to possibly be discriminatory towards the disabled	Application form revised; Sec 504 Notice contains statement that City does not discriminate in hiring	Jun 1993
Working	No policy on accommodating disabled employees	Amended personnel policy to include policy on accommodation of disabled employees	Jun 1993
		Section 504 Grievance Procedure includes procedures regarding discrimination based on handicapped status	Oct 2002
Promotions	No non-discrimination policy regarding promotions and the disabled	Amended personnel policy to include statement of non-discrimination in promotions	Oct 2002

Chief Elected Official

Date