**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 Installed signage at inaccessible Jan 1992

 not designated entrances indicating where accessible

 entrance is located

City Hall Threshold change greater Threshold change altered to ½ Jun 1992

 than ½ inch at front entrance inch and beveled the slope

City Hall Inaccessible restroom Altered restroom stall to 60 Mar 1994

 inches wide and 59 inches deep

Polling Place Lack of designated Standard handicapped parking place Oct 1993

VFW Lodge handicapped parking place designated by front entrance

**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 Office located on 2nd floor Adopted policy to relocate upon Jul 1992

 which is inaccessible request to City Administrator’s

 office on 1st floor

Library Top shelf of library stacks are Adopted policy of providing Sep 1993

 inaccessible and some stacks lists of books located on

 lack 36 inch clearance inaccessible stacks and retrieval

 by library staff

Fire Station #3 Does not have accessible bath- Adopted policy to relocate any Nov 2002

 room and occasionally host social events upon request

 community social events

City Hall Utility service counter is Adopted policy that, upon Nov 2002

Utility Dept. more than 36” above the request, city clerk will make

 finish floor a home visit to collect utility

 payment

**COMMUNICATIONS**

**Area Deficiency Correction Completed**

City Hall Content of general public Adopted policy to provide sign Feb 1994

Public Meetings meetings not accessible to interpreters for hearing impaired

 people with visual and persons and readers for visually hearing impairments impaired upon 5 days notice

City Hall Interactions between Adopted policy to provide sign Mar 1994

Public Safety hearing impaired citizens interpreters or other acceptable

 and public safety personnel communications means for hearing

 are impeded impaired persons within 24 hours

 of request

 Police Dept. has a TDD with a Nov 1993

 published number

 City Hall Interactions between hearing Adopted policy requiring city Dec 2002

Individual and visually impaired citizen personnel to pass written notes to

 and general administrative hearing impaired and read documents

 government personnel to visually impaired persons upon

 immediate request and/or make

 arrangements for auxiliary services

 for more complicated transactions

 City personnel are trained to utilize Dec 2002

 the LA relay system

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 Signature of Chief Elected Official

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