



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 1.15	
TO: All Department/Division Heads & Assistants	
FROM: Timothy C. Hansley, City Manager	
SUBJECT: Americans with Disabilities Act (ADA) Coordinator	
DATE: November 1, 1993	(Review Date: _____ By: _____)
Supersedes and Replaces Administrative Order 1.49 dated 2/17/93 Regarding Same Subject.	

I. INTRODUCTION & PURPOSE

The Americans with Disabilities Act has been called the most sweeping civil rights legislation in twenty-five (25) years. It prohibits discrimination against individuals with disabilities in employment, public services and transportation, public accommodations and services, and telecommunications. The ADA is divided into four main titles, each addressing a broad area where discrimination on the basis of disability is prohibited. These titles include:

- * Title I - Employment
- * Title II - Public Services
- * Title III - Public Accommodations and Services
- * Title IV - Telecommunications

There is also a fifth title containing miscellaneous provisions related to enforcement, insurance, and other such topics. It should be noted that Title III - Public Accommodations and Services - is applicable only to private entities and therefore has little if any impact on local governmental entities.

The focus of this Administrative Order is the requirement under Title II - Public Services - to designate an ADA Coordinator. Title II places special affirmative obligations on public sector employers and applies to all programs, activities, and services provided or operated by public entities. Furthermore, Title II prohibits the exclusion of qualified individuals with disabilities from participating in or being denied the benefits of a public service offered by a department, agency, special purpose district, or other instrument of state or local government.

Title II outlines several affirmative obligations applicable to public entities:

- * to conduct a written self-evaluation of their services, policies, and practices to determine whether or not they meet the requirements of Title II;
- * to disseminate information to the public regarding rights and protections under the ADA;
- * to adopt and publish a grievance procedure that provides for a prompt resolution of complaints alleging non-compliance with Title II of the ADA; and,
- * for public entities with 50 or more employees, to designate at least one employee to coordinate compliance efforts under Title II.

The purpose of this Administrative Order is to formally designate an ADA Coordinator to guide the City's efforts to obtain compliance with the aforementioned affirmative obligation requirements; to outline the duties and responsibilities of said Coordinator; to delegate formal authority to said Coordinator to coordinate and monitor compliance efforts; and to provide direction and guidance to Department/Division Heads & Assistants regarding compliance efforts.

II. DESIGNATION OF ADA COORDINATOR

As outlined previously, Title II establishes an affirmative obligation to designate an ADA Coordinator for the purpose of guiding compliance efforts under Title II. To fulfill this requirement, Mr. David L. Harding, Director of Personnel & Purchasing is hereby designated as ADA Coordinator and hereby authorized to select additional employees as may be necessary to assist him in all compliance efforts.

III. FUNCTION & DUTIES OF ADA COORDINATOR

The function of the ADA Coordinator will be to implement and guide the City's compliance efforts with Title II. The specific duties of the ADA Coordinator shall include the following:

- A. Guide and direct a self-evaluation process of all City facilities, programs, services, policies, and practices governed by Title II of the Act which is designed to identify areas of non-compliance and outline modifications necessary to achieve compliance.

- B. Develop and administer a grievance procedure for resolving complaints alleging that the City is not complying with the provisions of Title II of the ADA; take such actions as may be necessary to address deficiencies identified through the grievance procedure.
- C. Guide and direct a process of notifying the public, participants, beneficiaries, and all other interested persons that information is available as to how City programs are complying with ADA.
- D. Guide and direct a process of posting and maintaining signage at all municipal facility entrances indicating whether or not the entrance is accessible and if not accessible, directing individuals to alternative access points.
- E. Guide and direct a process of providing any other services within the City as are mandated by the terms and provisions of the ADA.

IV. EFFECTIVE DATE

This Administrative Order shall be effective immediately upon distribution. Any questions concerning this Administrative Order should be directed to the Office of the City Manager or the Division of Personnel & Purchasing.