

**ADA ADMINISTRATIVE GUIDELINES**  
**#2016-01**

FROM: Torey Alston   
Equal Opportunity Director/ADA Coordinator

**SUBJECT: Public Notice Requirement under the Americans with Disabilities Act**

PURPOSE: To explain and illustrate the City of Gainesville's commitment in accordance with the requirement of the Americans with Disabilities Act.

In accordance with the requirements of Title I and II of the Americans with Disabilities Act of 1990, the City of Gainesville will not discriminate against qualified individuals with disabilities in City services, programs, or activities.

**Employment:** The City of Gainesville 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 Gainesville 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 programs, services, and activities, including qualified sign language interpreters, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The City of Gainesville will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all the City programs, services, and activities. For example, individuals with service animals are welcomed in the City of Gainesville 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 ADA Coordinator at (352) 334-5051 as soon as possible but no later than 48 hours before the scheduled event.

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

Complaints that the City's programs, services, or activities are not accessible to persons with disabilities should be directed to the ADA Coordinator.

The City of Gainesville 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.

If you have any questions or concerns regarding this administrative guideline, please contact Torey Alston, Equal Opportunity Director/ADA Coordinator at (352) 334-5051 or via email at [alstontl@cityofgainesville.org](mailto:alstontl@cityofgainesville.org).

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