

**CITY OF ENCINITAS
ADMINISTRATIVE MANUAL**

Policy Title: ADA/Section 504 Rehabilitation Act 1973 –
Notice to the Public **Section:** General

Responsible Department: Administrative Services **Number:** G022

Approved By: City Council **Date Approved:** 07/30/92

Signature: _____ **Amended:** 12/18/19

1.0 **Philosophy**

The ADA/Section 504 Rehabilitation Act 1973 mandates that the City of Encinitas/San Dieguito Water District (City) inform the public of their rights and protections. The designated ADA/Section 504 Rehabilitation Act Coordinator will have available a “Notice to the Public” form for distribution.

2.0 **Method**

The City will post a public notice in a clear, visible location for ADA/Section 504 Rehabilitation Act compliance.

2.1 **Non-discrimination on the Basis of Disability.**

The City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. The Risk Department Manager has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations implementing Title II of the ADA and in Section 504 of the Rehabilitation Act and its implementing regulations. Information concerning the provisions of compliance to applicable regulations and laws are available from the designated ADA/Section 504 Rehabilitation Act Coordinator.

Anyone who requires an auxiliary aid should contact the City Clerk. Requests for the provision of services for effective communication, or for a modification of policies or procedures to participate in a program, service, or activity of the City, should contact the Risk Department Manager. All requests should be made as soon as possible, but no later than 72 hours before a scheduled event.

CITY OF ENCINITAS/San Dieguito Water District
PUBLIC NOTICE
Section 504 Rehabilitation Act 1973
Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”) and Section 504 of the Rehabilitation Act of 1973, the City of Encinitas/San Dieguito Water District (City) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City 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 ADA.

Effective Communication: The City 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 will make all reasonable modifications to policies and programs to ensure that individuals with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid should contact the City Clerk at (760) 633-2600. Anyone requiring services for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City should contact the office of Jace Schwarm, Risk & Safety Department Manager II at (760) 633-2636 or jschwarm@cityofencinitas.org as soon as possible but no later than 72 hours before a scheduled event.

The ADA does not require the City 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 a program, service, or activity of the City is not accessible to a person with disabilities should be directed to:

Jace Schwarm, ADA/Section 504 Coordinator
Risk Management Department
CITY OF ENCINITAS/SAN DIEGUITO WATER DISTRICT
505 S. Vulcan Avenue
Encinitas, CA 92024
(760) 633-2636 (Voice), (760) 633-1228 (Fax), (760) 633-2700 (TTY)
Email: jschwarm@cityofencinitas.org

The City 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.