



The City of Union City

AMERICANS WITH DISABILITIES ACT TRANSITION PLAN

Table of Contents

Introduction.....	2
Purpose.....	2
Address of Grievance.....	2
Statement for Accessibility.....	2
Action Plan.....	3
Public Notice.....	6
ADA Grievance Policy and Procedure.....	8
Employee Grievance Form.....	9
ADA Discrimination Form.....	11
Self-Evaluation Survey.....	13

INTRODUCTION

The City of Union City prepared this Transitional Plan to comply with the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973 as amended.

Title II of the ADA requires nondiscrimination on the basis of disability, in state and local government services. These “public entities” – including departments and agencies are required to comply with the ADA.

Title II of the ADA therefore requires that all Programs, Services and Activities (PSA’s) of public entities, including those considered “instrumentalities” of the government, are accessible to individuals with disabilities.

The Transitional Plan also encompasses the City’s rights-of-way and includes streets, roadways, sidewalks, signage, marking, signals and bridges. The Plan also includes all public buildings owned by the City.

Union City facilities, programs, services, policies and procedures will continue to be surveyed on an on-going basis, and the ADA Transition Plan may be revised to account for changes to City activities. An accessibility inventory of sidewalks and curb ramps on streets and near City facilities will be completed, and an approach plan put in place to ensure that all public ramps to sidewalks are handicap accessible. This Plan will be posted to the City’s web site for viewing by the general public.

PURPOSE

The purpose of the Plan is to ensure that the citizens of Union City are provided full access to the City’s programs, services and activities in as timely a fashion as is reasonably possible. The City’s elected officials and staff believe the ability to accommodate disabled persons is essential to the quality of life Union City residents seek to enjoy and to effective governance. This Plan has been prepared to carefully study the needs of all the City’s programs, services and activities.

ADDRESS OF GRIEVANCE

Any person with a disability or any parent or guardian who represents a minor person with a disability, who believes that they have been the subject of disability related discrimination on the basis of the denial of access to facilities, programs or services, may file a grievance.

The City of Union City has adopted and published the ADA Grievance Policy and Procedure located on page five (5).

STATEMENT OF ACCESSIBILITY

The City of Union City shall make reasonable modifications in policies, practices or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the City can demonstrate that making the modification would fundamentally alter the nature of the service, program or activity. Union City will not place surcharges on individuals with disabilities to cover the cost involved in making programs accessible.

ACTION PLAN

The Action Plan for ADA compliance includes Union City's streets, roadways, sidewalks, signage, marking, signals, vehicular and pedestrian bridges and City owned buildings. The information is obtained by field inspection and citizen input through the City's website at www.UnionCityGa.org.

The City is taking or will take the actions referenced below and continue researching best practices ensuring that the disabled citizens of Union City are given access to the City's programs, services and activities.

To confirm follow-up on corrective actions required under the Plan, the City will institute an ADA Action Log, documenting its efforts at compliance with the ADA. At a minimum, the Action Log will identify items that are not ADA compliant and will include anticipated completion dates. After the adoption of this Plan by the Governing Body of Union City, the ADA Action Log will be updated on an annual basis.

UNION CITY ACTION PLAN

#	Location	ADA Action	Funding Source	Cost Estimate	Status
1.	Flat Shoals (Shannon Pkwy to City Limits)	ADA ramps and crosswalks	2006 Bond Series	\$5,000	Complete
2	Old Jonesboro (SR 138 to Watson)	ADA ramps and crosswalks	2006 Bond Series	\$3,000	Complete
3	Lester Road (SR 138 to Red Oak)	ADA ramps, sidewalks and crosswalks	2006 Bond Series	\$123,000	Complete
4	Littleton Dr. & Highpoint Rd	ADA ramps and crosswalks	2006 Bond Series	\$4,000	Complete
5	Watson St. (Westbrook St. to Jonesboro Rd)	ADA ramps, sidewalks and crosswalks	2006 Bond Series	\$175,000	Complete
6	Royal South Pkwy	ADA ramps and crosswalks	2006 Bond Series	\$8,000	Complete
7	Wellington Dr. & Highpoint Road	ADA ramps and crosswalks	2006 Bond Series	\$5,000	Complete
8	Main St. (Goodson to Church St.)	ADA ramps, sidewalks and crosswalks	2006 Bond Series	\$140,000	Complete
9	College St. (Gresham to Watson)	ADA ramps, sidewalks and crosswalks	TE Project	\$90,000	Under Design
10	Baker St. (Jonesboro Rd to College St.)	ADA ramps, sidewalks and crosswalks	TE Project	\$120,000	Under Design

11	Dodson Rd. (Flat Shoals to Westbrook)	ADA ramps, sidewalks and crosswalks	TE Project	\$180,000	Under Design
12	Highpoint Rd (US 29 to Dodson)	ADA ramps, sidewalks and crosswalks	2006 Bond Series	\$325,000	Complete
13	Red Oak (Lester Rd to Canaan Way)	ADA ramps, sidewalks and crosswalks	2006 Bond Series	\$60,000	Complete
14	Thompson Dr. (US 29 to Dodson)	ADA ramps, sidewalks and crosswalks	2006 Bond Series	\$55,000	Complete
15	Dixie Lake Road	ADA ramps, sidewalks and crosswalks	2006 Bond Series	\$400,000	Complete
16	Union St (Goodson St to 200' east)	ADA ramps, sidewalks and crosswalks	TE Project	\$110,000	Under Design
17	Lester Rd (135'south of Broadnax Creek to 45'north of Dogwood Dr)	ADA ramps, sidewalks and crosswalks	TE Project	\$30,000	Under Design
18	Roosevelt Hwy (Beverly Engram Pkwy to Dixie Lake Rd)	ADA ramps, sidewalks and crosswalks	TE Project	\$412,000	Under Design
19	Beverly Engram Pkwy (Jonesboro Rd to Wyndsor Forest Apartments)	ADA ramps, sidewalks and crosswalks	TE Project	\$258,000	Under Design
20	Oakley Rd Shannon Blvd to Flat Shoals Rd)	ADA ramps, sidewalks and crosswalks	TE Project	\$165,000	Planning
21	Lower Dixie Lake Rd (US 29 to Park Ave)	ADA ramps, sidewalks and crosswalks	TE Project	\$155,000	Planning
22	Shannon Blvd (Oakley Rd to Shannon Pkwy)	ADA ramps, sidewalks and crosswalks	TE Project	\$175,000	Planning
23	Lakeside Dr (Alexander Dr to	ADA ramps, sidewalks and crosswalks	TE Project	\$115,000	Planning
24	Highpoint Pedestrian Bridge and sidewalks	ADA ramps, sidewalks and crosswalks	TE Project	\$9,000	In Progress

25	Shannon Pkwy (north of Jonesboro Rd to Microtel)	ADA ramps, sidewalks and crosswalks	CMAQ	\$600,000	Under Design
26	Christian City	ADA ramps, sidewalks and crosswalks			Planning
27	Southwind Subdivision	ADA ramps, sidewalks and crosswalks			Planning



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

The City of Union City complies with the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability. The ADA, as applied to cities, counties and other local governmental entities, requires that no qualified individual with a disability shall, on the basis of a disability, be denied the benefits of local government services, programs or activities.

Accordingly, Union City will not refuse to allow a person with a disability to participate in a local government service, program or activity simply because the person has a disability.

Union City will not provide services or benefits to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective.

Union City will not subject individuals with disabilities to discrimination in employment or any local government service, program or activity.

Union City will take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

Union City will make reasonable accommodations in policies, practices or procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a local government program would result. The ADA does not require Union City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Union City will operate its programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

Complaints that a program, service, or activity of Union City is not accessible to persons with disabilities should be directed to the Human Resources Manager at 770-964-2288.

FOR FURTHER INFORMATION

In accordance with Section 35.106 of the ADA's Title II Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from this local government and from the Office on the Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice, Washington, DC 20035-6118 (202) 514-0301 (Voice) or (202) 514-0381 (TDD)



In accordance with Title II, of the Americans with Disabilities Act (ADA), the City of Union City has designated an ADA Coordinator to oversee and coordinate the efforts to comply with Title II.

Tracie McCord, PHR
Human Resources Manager/ADA Coordinator
Human Resources Department
5047 Union Street
Union City, GA 30291
770-964-2288
tmccord@unioncityga.org

The City of Union City can be reached by telecommunications devices for the deaf through the Georgia Relay Service at 1-866-787-6710 (TTY-TDD) or 711. Their website is www.georgiarelay.org.

In accordance with the Americans with Disabilities Act of 1990, the ADA Coordinator is responsible for ensuring that all programs, services, and activities provided by the City are accessible to people with disabilities.

ADA GRIEVANCE POLICY AND PROCEDURES

This grievance procedure has been developed to provide for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations, which implement Title II of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act. Grievances should be filed with the Human Resources Department at:

City of Union City
Human Resources Department
ATTN: ADA Coordinator
5047 Union Street
Union City, GA 30291
(770) 964-2288

The Grievance Procedure consists of the following:

1. A complaint should be filed in writing (but can be submitted in alternate format due to the needs of an individual's disability), containing the name and address of the person filing it, and briefly describing the alleged violation of the regulations or discriminatory act.
2. A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination, which occurred before this grievance procedure was in place, will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, will follow the filing of a complaint and will be conducted by the ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested parties and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. The ADA Coordinator will provide the City Attorney, a written determination, as to the validity of the complaint and a description of the resolution, if any, and a copy will be forwarded to the City Manager, along with the original complaint, no later than thirty (30) days after its filing.
5. The ADA Coordinator will maintain the files and records of the City of Union City relating to all ADA grievances/complaints filed.
6. The right to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency, such as the U.S. Department of Justice at (800) 514-0301. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
7. These rules will be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the City of Union City complies with the ADA and implementing regulations.

This information is available in alternate format and the grievance can be submitted in alternate format.



The City of Union City
ADA Employee Grievance Form

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Location of problem: _____

Date noticed: _____

Nature of Grievance:

****Please attach additional pages if needed***

The grievance form should be submitted by the grievant and/or his/her designee as soon as possible but no later than 30 calendar days after the alleged violation to:

City of Union City
Human Resources Department
Attn: ADA Coordinator
5047 Union Street
Union City, GA 30291
770-964-2288

FOR OFFICE USE ONLY

Date Interview conducted with employee: _____

Investigative process and findings: _____

Action Taken: _____

Additional Comments: _____

Department Head Signature: _____

ADA Representative Signature: _____

Employee Signature: _____

The City of Union City

ADA Coordinator
5047 Union Street
Union City, GA 30291
770-964-2288 OFFICE
770-306-6861 FAX



**Title II of the Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Discrimination Complaint Form**

Please complete form completely and legibly, sign and return to ADA Coordinator.

Full Name: _____

Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____

Home #: _____ Cell #: _____ Business #: _____

Person Discriminated Against (if different from above) _____

Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____

Home #: _____ Cell #: _____ Business #: _____

When did discrimination occur? Date: _____

Describe the acts of discrimination providing the name(s) where possible of the individuals who discriminated.

Have efforts been made to resolve the complaint through the internal grievance procedure? Yes _____ No _____

If yes, agency or court? _____ Date filed: _____

Contact person name and title: _____

Address: _____ City: _____

State: _____ Zip: _____ Telephone: _____

Do you intend to file with another agency or court? Yes _____ No _____

If yes, agency or court? _____ Date filed: _____

Contact person name and title: _____

Address: _____ City: _____

State: _____ Zip: _____ Telephone: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date received: _____ by: _____

Investigative process and findings:

Action taken:

ADA Self-Evaluation: 2012

Name of City/County and/or Activity: THE CITY OF UNION CITY

Address: 5047 UNION STREET, UNION CITY, GA 30291

Number of Employees: 231

1. Do you have a statement that prohibits discrimination on the basis of disability in the provision of or admission to your programs services and activities as required by the Title II ADA and Section 504 regulations (statement of non-discrimination)?

Yes No

2. Have you designated an employee responsible for compliance with the regulations (Coordinator)?

Yes No

3. Have you informed the public of the name, title, office address and phone number of the Coordinator?

Yes No

4. Is your statement of nondiscrimination included in recruitment materials or publications containing general information that it makes available to participants, beneficiaries, applicants, or employees?

Yes No

Signature: _____ Title: _____

Date: _____

Return to: Georgia Department of Transportation
Equal Employment Opportunity Office
600 West Peachtree Street, N.W., 7th Floor
Atlanta, GA 30308
PHONE: (404) 631-1272
FAX: (404) 631-1943
ATTENTION: Cartrell Kelson-Jackson