

CITY OF HESSTON, KANSAS
**AMERICAN'S WITH DISABILITIES ACT
SELF ASSESSMENT & TRANSITION PLAN**

Adopted by Council December 10, 2018

In 1990, the Federal Government enacted the Americans with Disabilities Act ("ADA"). Title II of the ADA requires public entities that employ 50 or more people to develop a transition plan, which outlines the steps and schedule for making facilities accessible to individuals. The City of Hesston, Kansas ("City") employs at least fifty permanent employees. The number of employees is based on a government-wide total, including employees of each department, division or sub-unit. Both part-time and full-time employees count.

PURPOSE

The purpose of the Plan is to ensure that the citizens of Hesston 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 good customer service, the quality of life Hesston residents seek to enjoy and to effective governance. This plan has been prepared after a careful study of all the City's programs, services, and activities. The City, in preparing this document, has solicited input from individuals in the community by reaching out on social media and our website. Staff also met with the Resident Council at Schowalter Villa to gain input from our retirement community. Further discussions are planned with individuals who would like to help maintain and improve this plan going forward as it is a living document that will be under constant review. City administration and department heads from each discipline have all provided input into this Plan.

Title II of the ADA requires that each of the City's services, programs and activities, when viewed in their entirety, be readily accessible and usable by individuals with disabilities.

This Plan identifies two (2) forms of barriers: physical barriers and programmatic barriers.

Physical Barriers include physical features such as, but not limited to, the following:

1. Parking
2. Paths of entry/travel
3. Doorway's
4. Restrooms
5. Service counters
6. Stairways
7. Curb ramps

Programmatic Barriers include, but are not limited to, the following:

1. Building signage
2. Customer communications and interaction

3. Access to public telephones
4. Emergency notifications, alarms, visible signals
5. Communications (via internet, public meetings, telephone)
6. Participation opportunities for events sponsored by the City

City facilities, programs, services, policies, practices and procedures will continue to be surveyed on an on-going basis, and the Plan may be revised from time to time to account for changes to City activities. An accessibility inventory of sidewalks and curb ramps on streets and near City facilities is scheduled for the spring of 2019 to ensure that all public ramps to sidewalks are handicap accessible.

This Plan has been posted to the City's web site for review and consideration by the general public. Any individual may submit comments on the accessibility of City programs and facilities by contacting the City's ADA Coordinator / Grievance Officer, the Public Works Director or his/her designee by phone at (620) 327-4412.

I. PHYSICAL BARRIERS

The City owns a number of properties, and accordingly has many options on locations from which it can offer programs, activities and services. These facilities are as follows:

Administration / Public Safety / Library Services

1. City Hall and Fire/EMS Department located at 115 E. Smith Street
2. City Council / Court Chambers Building located at 110 E. Smith Street
3. Police Headquarters located at 444 N. Lancaster Avenue
4. Public Library located at 308 N. Main Street

Parks and Recreation

1. Hesston Golf Course located at 520 Yost Drive
2. King Park located at 500 N. Ridge Road
3. Spray and Skate Parks located south of King Park on Ridge Road
4. Heritage Park located at 309 E. Knott Street
5. Children's Park and City Ball Diamond located at 301 W. Knott Street
6. Hickory Park located at 400 East Hickory Street
7. Hesston Dog Park located at 505 West Lincoln Boulevard
8. Interstate Park located at 9226 North Ridge Road
9. Emma Creek Park located on Hickory Street west of Commerce Drive
10. Hesston Cemetery located at 504 West Lincoln Boulevard
11. Hesston Recreation Facilities located at 300 E. Amos Street
12. Hesston Aquatics Center located at 350 N. Ridge Road

Public Works Facilities (Administration Offices)

1. City Shop located at 505 W. Lincoln Blvd.
2. Wastewater Treatment Plant located at 7119 N. Hesston Road

Other Locations

1. Sidewalk Trail Map
2. Private Businesses

A self-evaluation/assessment of each of the City's physical facilities has been conducted in conjunction with the preparation of this Plan. Sites that are open to the public have been identified as a priority. Summaries of these evaluations are included as Exhibit "A" attached hereto and by this reference incorporated herein. Deficiencies in the physical features of facilities that diminish the ability of disabled persons to benefit from the City's programs, services and activities are identified. A correction plan or other course of action is under review and will be incorporated into the Capital Improvement Plan associated with the upcoming annual budget.

A. BASELINE CONDITIONS

Each of the City's facilities was reviewed in light of several "baseline" conditions, including:

1. access to parking and entry into the facilities themselves;
2. access to a clear and distinct path of travel;
3. access to programs and services themselves;
4. access to public areas and restrooms; and
5. access to related amenities.

B. CRITERIA FOR DETERMINING EXISTENCE OF IMPEDIMENT

Criteria were established to determine whether corrective action needs to be taken at a particular facility. The criteria include, but are not limited to:

1. The nature of unique programs or services. Some facilities and sites are the only location that a particular program or service may be provided;
2. Facilities already in compliance with ADA accessibility guidelines. Some of the City's facilities were constructed or underwent major renovations after the effective date of the ADA;
3. Ability to relocate programs from one facility to another accessible facility. Because the City offers special programs and services at more than one location, consideration was given to distribution of the special programs and services when viewed in their entirety;
4. Community/staff input. Input from members of the disabled community has been solicited. Meetings are currently being scheduled with these representatives that will allow for further input into maintaining this program. Interviews and self-evaluation surveys were also conducted with department representatives to identify how programs and services are provided by each City department;
5. Current state of accessibility. The current condition of each facility in terms of barriers already removed, or planned to be removed, as identified by City administration;
6. Cost. The cost of alternatives to physical barrier removal versus the cost of an alternative corrective action plan; and
7. Public use. The population served by a particular program or service and whether the public can obtain service from an alternative City location.

C. BRIEF SUMMARY OF EXISTING CITY FACILITIES

Below is a summary of the City's facilities, the City's use of such facilities and the City's progress toward eliminating physical barriers to disabled persons at these Facilities.

The City of Hesston, Kansas has worked toward developing the ADA Compliance Assessment Survey Report by completing a detailed on-site field survey of Hesston City facilities. The survey fulfills the first requirement for an updated ADA Transition Plan. This plan identifies physical obstacles limiting the accessibility to the City's programs and activities for disabled individuals. The facilities assessment has been conducted in accordance with the ADA Access Guidelines (ADAAG) and the current 2012 International Building Code.

1. Summary of Methodology

This ADA Compliance Assessment documents the access barriers for the exterior sites and interior building areas of Hesston's current government facilities as indicated in the enclosed ADA compliance checklists. The ADA Compliance Assessment Survey document reviews access barriers by indicating what existing conditions of these facilities deviate from current State and Federal accessibility standards. Interior moveable furniture, fixtures and equipment (FFE) is not considered in this report. For this report the buildings have been categorized into groups. First are buildings that are open to the general public, and second are buildings that are for City Employees.

2. Buildings Open to the Public

All of the structures have been surveyed via the ADA Checklist for Existing Facilities. The structures included in the study are City Hall, the City Council Chambers, the Library, Golf Clubhouse, King and Heritage Park Shelter Houses, and the Police Station. The City of Hesston has a comprehensive plan to upgrade these structures over time. When any remodeling does occur, it is in accordance with the adopted building code for the city and any ADA upgrades will happen concurrently with the remodel.

While conducting the survey, all of the above structures' deficiencies were cataloged. Currently the Council Chambers are undergoing a renovation, this structure at the time of the survey will be brought up to all code standards. In the near future the City Hall and Golf Clubhouse will be renovated, while these upgrades are occurring, any ADA complaints/deficiencies will be addressed.

3. Buildings for City of Hesston Employee Use

The structures surveyed are the Sewer Treatment Plant, and the City Shop. The City has a contingency fund to bring these building into compliance if any employee will require disability support. Physical changes will be made to alleviate any disability hardship an employee could face caused by the physical structure. If these buildings ever change use, that would allow the

general public to access the facility, upgrades will be in full compliance with the ADA statutes will be phased into the City plan.

As the City of Hesston continues to grow, any new facilities will be built in compliance with all ADA policies. All changes with future adopted building codes, and ADA will also be addressed as facilities continue to be upgraded/replaced. The City of Hesston's programs and services are fundamental to the public, staff and to the lives of its citizens. The city is dedicated that all have the opportunity to participate in the programs and services offered by Hesston. This survey report will provide the tools necessary for the City to address these required changes within a proposed time frame. The City of Hesston is dedicated to maintaining buildings and facilities that provide useable and functional disabled access.

4. Sidewalk Trails System

Some courts have held that municipal sidewalks are a city program or service. As for overall public works compliance, the City's infrastructure is largely accessible. A summary of the City's sidewalks trail system is attached to this Plan as Exhibit "B". A thorough assessment of the sidewalk trails system is scheduled for the spring of 2019 and will document the City's strategy to bring sidewalks and curb cuts into compliance.

5. Private Businesses

All new construction and renovations within the City of Hesston are examined by the Building Inspector using the 2012 International Building Codes which comply with ADA standards.

II. PROGRAMMATIC BARRIERS

The City recognizes not all barriers to the City's programs, services and activities are physical in nature. Other administrative barriers exist that must be overcome to provide complete government services to those who are disabled.

A. COMMUNICATIONS

The City's Plan incorporates steps to ensure that communications with people with disabilities are as effective as communications with others, as required by 28 C.F.R. § 35.160. Effective communication means that whatever is written or spoken must be as clear and understandable to people with disabilities as it is for people who do not have disabilities. The City is taking steps to enhance communication in our new City Council and Municipal Court Chambers located at 110 E. Smith. This meeting space is being designed with multiple large screen TV's for the audience and microphones at each seat around the dais and podium that will be broadcast to multiple speakers placed throughout the building.

The City does not coordinate 9-1-1 and emergency communications services (also referred to as Public Safety Answering Points), which are required by 28 C.F.R. § 35.162 to provide direct and equal access to persons with disabilities. The 9-1-1 calls in the City are dispatched through the Harvey County Communications Center.

As to communications the City does handle, including web site communications, communications relating to City administration and open public meetings, and other communications regarding the City's programs, services and activities, the City is in the process of:

- identifying local resources for auxiliary aids and services (Exhibit "D"),
- identifying ways of producing documents in Braille or acquiring other aids or
- services, including software that can convert text into speech, and
- contacting qualified interpreter services and other providers so that interpreters and other aids and services may be available on short notice.

The City is taking the following additional specific actions to improve communications:

1. Agenda text.

The City has begun printing certain portions of meeting agendas in large-font type so that the content of agendas of public meetings can be more easily reviewed. Major agenda points will be printed in 14 point font.

2. Web site communication.

The City has also posted, and will continue to post, agendas on the City's web site, which, when used with the free Adobe Acrobat Reader function, allows for enlargement so that the contents of agendas may be viewed from one's personal computer. The City's website includes software to ensure handicap accessibility. This includes text equivalents for every image on the web site, as well as using alternative document formats (such as HTML and Rich Text Formats) to the portable document format (pdf), which is incompatible with certain screen reader functions.

3. Accommodations for hearing impaired persons/use of auxiliary aids.

The bottom of each public meeting agenda includes a note that hearing impaired person may request an interpreter.

4. Participation in/accessibility to public meetings.

The City has, as discussed above, already taken substantial efforts toward ensuring public meetings are held in ADA-accessible facilities. The City conducts all public meetings in ADA-accessible facilities, and will make specific accommodations, where necessary, to ensure that meetings among residents and City staff can be held within ADA-accessible facilities.

B. ADA GRIEVANCE COORDINATION/ADMINISTRATION

The City has established an ADA Grievance Policy and Procedures, including a grievance form, attached as Exhibit "C". The City has affixed ADA grievance policy signs to City facilities,

and has appointed the Public Works Director as the ADA Coordinator / Grievance Officer. That individual will, on a case by case basis, forward ADA grievances to the City Administrator. The ADA Coordinator / Grievance Officer will provide a forum for affected persons to bring about direct communication with the City in the event of potential ADA violations. It is the City's hope that good communication will ensure that the City provides a forum in which individuals can raise issues related to access.

C. ACCOMMODATION OF DISABLED PERSONS IN MUNICIPALLY-SPONSORED PROGRAMS

The City is committed to allowing persons with disabilities to participate in municipally sponsored programs, community forums and other events hosted or sponsored by the City. The City will achieve this goal by integrating all of the steps outlined above into these programs, including providing for effective communications and ensuring meeting and events are, to the extent possible, held in ADA-accessible facilities.

III. CONCLUSION/ACTION LOG

The City is taking the actions referenced above and noted in the Exhibit "A" attachments, and will continue to look for and timely remedy barriers to access in an effort to ensure that the disabled citizens of Hesston 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 (Exhibit "E"), 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. From and after the adoption of this Plan by the Governing Body of the City, the ADA Action Log will be updated on an annual basis. The ADA Action Log shall be available upon request.

PASSED AND ADOPTED by the Governing Body of the City of Hesston, Kansas this 10th day of December, 2018.

CITY OF HESSTON, KANSAS

ATTEST:


Jason Thrasher, City Clerk



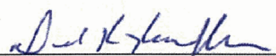

David Kauffman, Mayor

Exhibit "A"

First Priority Upgrades:

Golf Clubhouse

520 Yost Drive
Hesston, KS 67062

ADA Checklist complete Date 12/7/2018

Conducted by the City of Hesston ADA Compliance Officer, Clinton Franey, Director of Public Works.

115 E Smith St, Hesston KS, 67062 620-217-0349 cfraney@hesstonks.org

Summary Information: (as of date checklist was completed)

This structure does not meet all the ADA accessibility requirements, the deficiencies are listed below.

Deficiencies	Solutions
Ramp slope on front entrance is not 1:12	Remodel Ramp
Ramp length is longer than 6 ft	Add Railings
No 5 ft landing at every 30 ft of length of slope	Remodel Ramp
More than 30 inches of ramp rise between landings	Remodel Ramp
No handicapped parking signage	Add handicapped parking and all
Door clearance is not 32 inches	Remove and replace doors
Door handle is not operable with a closed fist	Add new hardware
Door does not take at least 3 seconds to close	Adjust door closer
Building does not have vision or hearing fire alarms audio system	Replace fire alarm with strobe, &
Cashier Counter no more than 36" high	Remodel Counter
Accessible signage at restroom pictograms	Add accessible signage, brail, and
Is door operable with a closed fist	Add door hardware
Bathroom stalls have 5ft by 5ft	Reconfigure Bathroom
Toilet Seat 17 to 19 inches high	Replace Toilet

Mirror mounted 40 inches or Lower

Lower Mirrors

The Golf Clubhouse is slated for renovations in fall/winter 2019 to 2020. All of the items in noncompliance will be updated during this remodel/expansion.

City Hall

115 E Smith St
Hesston, KS 67062

ADA Checklist complete Date 12/7/2018

Conducted by the City of Hesston ADA Compliance Officer, Clinton Franey, Director of Public Works.

115 E Smith St, Hesston KS, 67062 620-217-0349 cfraney@hesstonks.org

Summary Information: (as of date checklist was completed)

This structure does not meet all the ADA accessibility requirements, the deficiencies are listed below.

Deficiencies	Solutions
Ramp slope on front entrance is not 1:12	Remodel Ramp
Ramp length is longer than 6 ft	Add Railings
No 5 ft landing at every 30 ft of length of slope	Remodel Ramp
More than 30 inches of ramp rise between landings	Remodel Ramp
Door Mats are not secure	Get new safe doormats
Door handle is not operable with a closed fist	Add new hardware
Building does not have vision or hearing fire alarms audio system	Replace fire alarm with strobe, &
Bathroom stalls have 5ft by 5ft	Reconfigure Bathrooms
Lavatory does not have 30 by 40 in. clear space	Reconfigure Bathrooms
Faucet can not be operated with closed fist	Get new fixture hardware
Is drinking fountain is higher than 36 inches handicap fountain	Lower Water fountain or add

The city Hall building is slated for remodel in 2019/2020. This remodel will take care of the accessibility issues into the building, including ramps and doorways. The bathroom upgrades to facilitate the ADA clearances will be worked into the five-year City Improvement Plan.

City Council Chambers

115 E Smith St
Hesston, KS 67062

ADA Checklist complete Date 12/7/2018

Conducted by the City of Hesston ADA Compliance Officer, Clinton Franey, Director of Public Works.

115 E Smith St, Hesston KS, 67062 620-217-0349 cfraney@hesstonks.org

Summary Information: (as of date checklist was completed)

This structure does not meet all the ADA accessibility requirements, but is currently going through a remodel to be completed in the spring of 2019. Once the building is complete it will comply with all ADA accessibility guidelines, and Building Code Regulations.

Second Priority Upgrades:

Heritage Park Shelter House

301 E Knott St
Hesston, KS 67062

ADA Checklist complete Date 12/7/2018

Conducted by the City of Hesston ADA Compliance Officer, Clinton Franey, Director of Public Works.

115 E Smith St, Hesston KS, 67062 620-217-0349 cfraney@hesstonks.org

Summary Information: (as of date checklist was completed)

This structure does not meet all the ADA accessibility requirements, the deficiencies are listed below.

Deficiencies	Solutions
Ramp slope on front entrance is not 1:12	Remodel Ramp

No curb cuts	Add curb cuts
No handicapped parking	Add handicapped parking and all signage
Building does not have vision or hearing fire alarms	Replace fire alarm with strobe, & audio system

Heritage Park Shelter houses minor upgrades will be addressed in the 2019 fiscal year. The parking upgrades began in 2017, and will be finished including adequate handicapped parking and signage. As the park continues to be upgraded, the playground equipment and sidewalks will all be scheduled in the City Improvement Plan.

Police Station

444 N. Lancaster St
Hesston, KS 67062

ADA Checklist complete Date 12/7/2018

Conducted by the City of Hesston ADA Compliance Officer, Clinton Franey, Director of Public Works.

115 E Smith St, Hesston KS, 67062 620-217-0349 cfraney@hesstonks.org

Summary Information: (as of date checklist was completed)

This structure does not meet all the ADA accessibility requirements, the deficiencies are listed below.

Deficiencies	Solutions
Ramp slope on front entrance is not 1:12	Remodel Ramp
Ramp length is longer than 6 ft	Add Railings
No 5 ft landing at every 30 ft of length of slope	Remodel Ramp
More than 30 inches of ramp rise between landings	Remodel Ramp
No Handicapped accessible parking	Add parking and signage
Handicapped entrance does not open to lobby	Reconfigure Building
Door Mats are not secure	Get new safe doormats
Door handle is not operable with a closed fist	Add new hardware
Building does not have vision or hearing fire alarms audio system	Replace fire alarm with strobe, &
Signage not compliant	Replace signage

Counter top is higher than 36 inches	Replace countertops
Bathroom stalls have 5ft by 5ft	Reconfigure Bathrooms
Lavatory does not have 30 by 40 in. clear space	Reconfigure Bathrooms
Faucet cannot be operated with closed fist	Get new fixture hardware
Is drinking fountain is higher than 36 inches handicap fountain	Lower Water fountain or add

The Hesston Police Station is an older structure, comprised of modular units. The city is looking at the possible replacement of this building as future renovations/upgrades might not be cost effective. This project will be worked into the City Improvement Plan.

Third Priority Upgrades:

King Park Shelter House
200 N Ridge Rd
Hesston, KS 67062

ADA Checklist complete Date 12/7/2018

Conducted by the City of Hesston ADA Compliance Officer, Clinton Franey, Director of Public Works.

115 E Smith St, Hesston KS, 67062 620-217-0349 cfraney@hesstonks.org

Summary Information: (as of date checklist was completed)

This structure meets all the ADA accessibility requirements.

The park sidewalks and playground equipment will be surveyed in the near future and any upgrades required will be added into the City Improvement Plan.

Hesston Public Library
444 N. Lancaster St
Hesston, KS 67062

ADA Checklist complete Date 12/7/2018

Conducted by the City of Hesston ADA Compliance Officer, Clinton Franey, Director of Public Works.

115 E Smith St, Hesston KS, 67062 620-217-0349 cfraney@hesstonks.org

Summary Information: (as of date checklist was completed)

This structure meets all the ADA accessibility requirements. All future upgrades will be done to building code and ADA requirements.

Hesston City Shop

505 W Lincoln
Hesston, KS 67062

ADA Checklist complete Date 12/7/2018

Conducted by the City of Hesston ADA Compliance Officer, Clinton Franey, Director of Public Works.

115 E Smith St, Hesston KS, 67062 620-217-0349 cfraney@hesstonks.org

Summary Information: (as of date checklist was completed)

This structure meets all the ADA accessibility requirements.

This structure is currently not open to the public. If this structure every changes use, or an employee had special needs, the city has a reserve fun to upgrade the facility.

Hesston Water Treatment Plant

7119 N Hesston Rd
Hesston, KS 67062

ADA Checklist complete Date 12/7/2018

Conducted by the City of Hesston ADA Compliance Officer, Clinton Franey, Director of Public Works.

115 E Smith St, Hesston KS, 67062 620-217-0349 cfraney@hesstonks.org

Summary Information: (as of date checklist was completed)

This structure meets all the ADA accessibility requirements.

This structure is currently not open to the public. If this structure every changes use, or an employee had special needs, the city has a reserve fun to upgrade the facility.

Exhibit "B"

City of Hesston Hesston Sidewalk Trails System

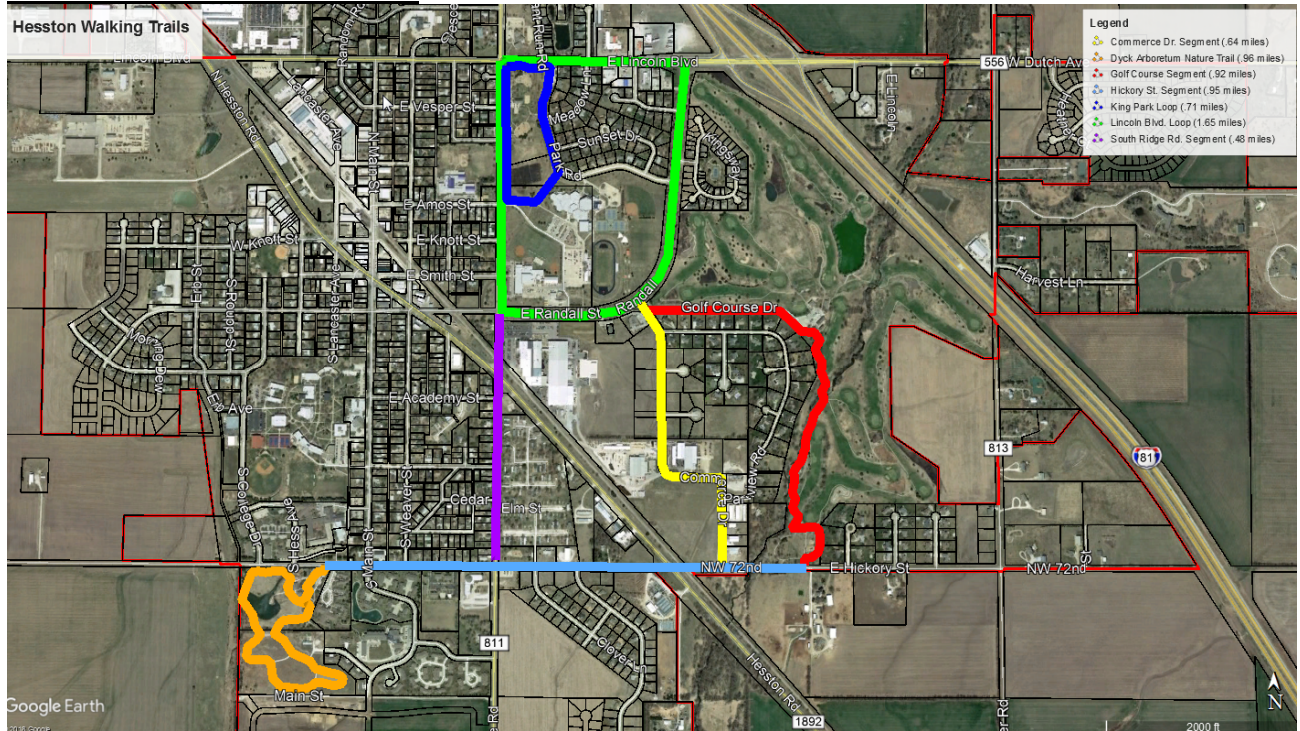


Exhibit "C"

City of Hesston ADA Grievance Policy and Procedures

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging, discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Hesston (the "City"). The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

ADA Coordinator/Grievance Officer
115 E. Smith P.O. Box 100
Hesston, Kansas 67062

Within 15 calendar days after receipt of the complaint, the ADA Coordinator/Grievance Officer's or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator/Grievance Officer or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator/Grievance Officer's or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response. The appeal shall be to the City Administrator. Notice of appeal of the decision of the ADA Coordinator/Grievance Officer shall be submitted to the City Administrator in writing. Upon submission of the written notice, the ADA Coordinator/Grievance Officer shall provide the City Administrator with all documentation related to the complaint. Within 15 calendar days of submission of the notice of appeal, the City Administrator shall meet with the complainant to attempt to resolve the complaint. No later than 10 days after meeting with the complainant, the City Administrator shall provide the complainant with a written statement of the City's position and any proposed solution or accommodation determined to be appropriate.

If the response of the City Administrator still does not satisfactorily resolve the complaint, the complainant shall, within 10 calendar days, submit a written notice of appeal to the Governing Body through the City Administrator. Upon receipt of the notice, the City Administrator shall immediately provide each member of the Governing Body with all documentation related to the

complaint. At the City Council's next regularly scheduled meeting; provided that the meeting falls on a day that is no less than 7 calendar days after the date that the complaint documentation is provided to the Governing Body, but in no event at a regular or special meeting more than 35 days from the date of the written notice, the complainant shall present his/her complaint to the Governing Body for its consideration. The complainant and the City Administrator may designate individuals to make presentations to the Governing Body related to the complaint and any actions proposed by the City to satisfactorily resolve the complaint. If deemed appropriate, the Governing Body may continue the discussion of the complaint to a subsequent regular City Council meeting or a special City Council meeting; provided that, unless the complainant agrees, the Governing Body shall conclude its consideration within 31 days of the initial hearing by the Governing Body on the complaint. Within 10 days of the conclusion of the hearing on the complaint, the Governing Body shall provide the complainant with a written statement of the City's position and any proposed solution or accommodation determined to be appropriate. The decision of the Governing Body shall be final decision of the City.

All written complaints and appeals received by the City Administrator or his/her designee, appeals to and responses from this office will be retained by the City for at least three years.

City of Hesston
ADA Grievance Form

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Location of problem: _____

Date noticed: _____

Description of problem: _____

Please attach additional pages if needed. _____

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

ADA Coordinator/Grievance Officer
115 E. Smith P.O. Box 100
Hesston, Kansas 67062

Exhibit "D"

City of Hesston
Resource List

Harvey County Special Education Cooperative:

<https://usd373-ks.schoolloop.com/sped>

Envision, Wichita, KS: <https://www.envisionus.com/How-We-Help>

Kansas Braille Transcription Institute, Wichita, KS: <http://www.kbti.org/>

Sign Language Interpreting Services, Inc., Wichita, KS

https://www.facebook.com/pg/slswichita/about/?ref=page_internal



Exhibit "E"

City of Hesston
ADA Action Log

11/20/2018 – Posted to website requesting community input

11/29/18 – Posted to Facebook requesting community input

11/29/18 – Began self-evaluation of City properties

12/3/18 – Schowalter Villa Resident Council Meeting

12/10/18 – Plan Adoption by City Council