



OFFICE OF THE CITY COUNCIL

CITY OF BIRMINGHAM

710 NORTH TWENTIETH STREET / BIRMINGHAM, ALABAMA 35203

(205) 254-2294 / Fax (205) 254-2603

ADA Policies and Procedures for Program Accessibility and Accommodation

The City of Birmingham will make reasonable modifications and accommodations to ensure that people with disabilities have equal Opportunity to enjoy all city services, programs and activities.

We encourage persons with special needs or requirements to notify Chaz Mtchell, ADA Coordinator, 254.2035 in advance of their event or visit at The Office of the Birmingham City Council. Request should be made 48 hrs in advance if possible, depending on the request. Staff may also solicit the Office of Americans with Disabilities: Linda Coleman, Dir. At 254-2079, if there are requests that the office of City Council cannot accommodate within our department or if you need further assistance. ADA is located in City Hall, 2nd floor.

The Council is strongly committed to providing the public access to all programs, meetings and events. Planning ahead to build in accessibility consistent with ADA will make short-notice accommodations easier to process. In keeping with that commitment, our Public Information Office will provide the following text on meeting notices:

www.birminghamal.gov

To provide inclusion for all persons, the Council has made the following changes to become more accessible to individuals with disabilities.

Types of Accessibility Accommodations may include:

Public Meetings:

City Council and other meeting that are held in council chambers or offsite hosted by council members are public and publicized. If a person with disabilities wishes to present before the council or another public body and have need for an accommodation, we ask that you inform the Council Administrator or the City Clerk's Office 48 hrs prior to the meeting of the meeting or presentation and the type of accommodation that you are requesting. Also, we will provide a copy of materials in a large print, Braille or in other acceptable format if notified.

Mobility Assistance:

The City has a full time receptionist at the front desk; automatic doors are installed with the Universal Access Symbol to provide mobility assistance for visitors to the council office. ADA public accessible bathrooms are located off the main hallway across from the Council Chambers on the 3rd floor. Conference rooms have accessibility signage with Braille and raised lettering; staff is available to assist if you have questions or need assistance.

Hearing Impairment:

Upon notification, the office will provide note takers, and or, transcription services for the hearing impaired, or other forms of accommodations on an individual basis. (*Please notify our office 48 hours in advance*).

Visual Impairment:

The Council may provide upon request, alternate information and media formats to include: videotext displays; large print material, or Braille; digital/audio/video recordings of materials; or, material on CD or cassettes for persons who are blind, or have low vision. Large print versions of programs or handouts may be requested in advance. Depending on the type of accommodation, we ask that you provide our office 48 hr advance notification of your request so that our office may accommodate your request. Office hours are 8 AM to 5 PM Mondays thru Friday.

Service Animals:

Service animals recognized and defined by the Americans with Disabilities Act as a dog or a small horse weighing no more than 110 lbs. that provides a service for the person with the disability and are permitted in City Hall. Owners are responsible for the behavior of their service animal and responsible for any damages they may cause.

Mental Impairment:

The receptionist, or other staff stationed at the main entrance, will respond to any 'reasonable request' for "ADA Assistance" from a visitor entering our lobby.