



**Americans with Disabilities Act (ADA)
DEPARTMENT/DIVISION
SELF-EVALUATION SURVEY**

General department/division information:

1. Please provide your name: _____.
2. What is your City department/division _____.
3. Describe generally the services does your department/division provide to the public:
4. Does your department/division provide full and equal access to all programs and services regardless of a person's ability? Yes No
5. Are all of your department/division's programs and services provided at locations that are fully accessible and free from barriers to persons with disabilities? Yes No

Please list all activities or locations that you feel may not be fully accessible and your reasons for thinking they might not be accessible. (Include all activities at locations that are not directly owned by the City).

6. Has your department/division ever been asked to provide alternative accommodations for customers with disabilities? (These accommodations might include moving the service or activity to an accessible location, providing amplified equipment or a TDD (telecommunication Device for the Deaf) for the deaf or for the hearing impaired, or providing Braille documents for the blind or sight impaired). Yes No

If you marked yes above, were you able to provide the accommodation requested? Yes No

Explain:

7. Does your department/division use telephone equipment that can communicate with people that have speech or hearing impairments? (These devices may include TDD -Telecommunication Device for the Deaf, or a third-party trained operator that facilitates conversation between you and the customer).
- Yes No
8. Have you or any of your staff members received training on how to use a TDD device or how to place a third party relay call to a customer?
- Yes No
9. Does your department/division issue printed materials in the form of newsletters, brochures, forms, fact sheets etc. that include instructions about how to request alternate formats? (examples: Braille, large print, computer disk or audio recording). Yes No
10. If your department/division received a request for alternate printed materials (as per question 9 above), how long would it take to provide?

Do all your printed materials include instructions about how to request an alternate accommodation? Yes No

11. Can your department/division provide any of the following accommodations if requested: American Sign Language interpreters, assistive listening devices, real-time open captioning, electronic or computer based document readers, or call in/speaker phone capability during meetings? Yes No

Have you had any requests for such accommodations? Yes No

Explain:

12. Does your department/division produce any promotional or public service videos and are those videos available as captioned for the deaf or hard of hearing customers?

13. Does your department/division provide information about its services to the public on a website or on the internet? Yes No

If so, is the website fully accessible to people with vision impairments providing large fonts, high contrast colors or alternate text descriptions of all photos, charts or graphics? Yes No

14. Is a "Notice Under the Americans with Disabilities Act" flyer posted in the building lobby, reception area or in the front office of your department/division? (An example of the notice is attached at the back of this questionnaire).
 Yes No

15. Is your department/division staff familiar with the City or Oakley ADA grievance/complaint procedures when an incident of disability discrimination is alleged? Yes No

16. Are contractors that bid on capital projects or other contractual work for your department required to sign a statement attesting to their intent to comply with the ADA? Yes No

17. When selecting contractors or vendors, do you use criteria that do not discriminate based on disability? Yes No

18. When hiring temporary or full-time employees, do you use selection criteria that do not discriminate based on disability? Yes No

19. Does your department/division ensure individuals with disabilities are allowed the opportunity to participate as members of any associated citizen advisory boards or committees? Yes No

20. Are there individuals with disabilities currently serving on any of your department/division's advisory boards or committees? Yes No

21. Would your staff benefit from additional training on how to provide access to your services and programs for people with disabilities? Yes No

Additional questions for Human Resources:

22. Does the City offer training in working with people who have mental, physical or emotional disabilities, including speech, visual, hearing, mobility, or cognitive learning and or psychiatric impairments? Yes No
23. Does the City offer training in how to provide materials in alternate formats to those with disabilities (audio recordings, Braille, accessible website design, etc.)? Yes No
24. Does the City offer training in how to provide special accommodations to those with disabilities (e.g. assistive listening devices, American Sign Language interpreters, etc.)? Yes No

Additional questions for Facilities Maintenance:

25. Does the City ensure that repair or renovation of all City facilities by in-house staff comply with the accessibility requirements of the 2010 ADA standards for accessible design? Yes No
26. Does staff receive regular and recurring training of the ADA requirements for the design and maintenance of public facilities? Yes No
27. Does the City have policy or procedures to ensure that programs or services that are relocated from a damaged facility on a temporary basis remain accessible to people with disabilities? Yes No
28. Does the City display the international symbol of disability at each accessible entrance of a facility? Yes No
29. Do all permanent signs in public areas of the City facilities use large, readable fonts, non-reflective surfaces and high contrast colors (light text on a dark background or dark text on a light background)? Yes No
30. Are there visual and audible warning signals in all of the City facilities to notify sight or hearing impaired people of an emergency? Yes No
31. Does the City have a plan or procedure that describes how to evacuate people with disabilities from public buildings during an emergency? Yes No

Additional Public Works Questions:

32. Does the City have a citywide pedestrian facilities plan related to future development that addresses accessibility issues? Yes No
33. What percentage of the City's public streets have sidewalks?
34. What percentage of the City's public streets **with** sidewalks are accessible that include curb ramps, proper cross slopes that do not generally exceed 2%, and free of vertical offsets more than ¼"?
35. What percentage of the City's public streets **without** sidewalks are accessible with minimum 36" wide shoulders finished with an accessible surface? (An accessible surface is firm and free of loose materials, relatively flat, free of vertical offsets more than ¼", and slip resistant)
36. Does the City have a procedure to respond to complaints about inaccessible sidewalks on public streets? Yes No
37. Has the City identified all public rights-of-way (sidewalks, shoulders, parking lots etc.) that the City is responsible for keeping free of barriers?
 Yes No
38. When it is the responsibility of the adjoining property owner to maintain the public right-of-way (i.e. sidewalks adjoining residential properties) does the City inform the property owner of their responsibility and ensure that all repairs comply with ADA barrier-free standards? Yes No

City Parks: All facilities which are provided in the City's parks should be accessible to people with disabilities. Examples of those facilities include walking paths or trails (except when the prevailing slopes are too great), picnic tables and grills, water fountains, tennis courts, basketball and bocce courts, baseball fields and play structures. In general, an accessible path of travel must be provided to the edge of all fields and courts. When parking lots are provided, an appropriate number of accessible parking stalls and aisle should be provided. As part of the self-evaluation process, the City intends to have all parks surveyed by our ADA Coordinator to determine general

compliance with current ADA and State of California access standards and to identify any physical barriers that might exist. A separate written report shall be provided for each park that includes a list of barriers that must be removed and the order of priority for their removal.

City Buildings: All buildings that the City occupies will be surveyed by our ADA Coordinator to determine general compliance with current ADA and State of California access standards with respect to physical barriers. A separate written report shall be provided for each building that includes a list of all barriers identified during the survey and the order of priority for any barrier removal projects.