

City of Vacaville Self Evaluation

Timeline

Barrier	Date to Complete	Department Responsible	Person Responsible
Public Notice			
Modify and distribute the public notice to more closely meet recent recommendations to cities by the Department of Justice in the Project Civic Access program	1/06 Completed	ADA Office	ADA Coordinator
Include the TTY number for the City on the public notices	1/06 Completed	ADA Office	ADA Coordinator
Include the public notice in all contracts, printed materials, etc.	3/06 Ongoing	ADA Office	ADA Coordinator
Nondiscrimination Requirements			
Draft sample ADA language to be included in all contracts, lease agreements, etc.	3/06 Ongoing	ADA Office City Attorney	ADA Coordinator City Attorney
Train and provide information to City staff to emphasize the importance of including ADA language in all contracts, lease agreements, etc.	12/06 Ongoing	ADA Office	ADA Coordinator
Update and continually review all applications and other printed materials Citywide to ensure language used is nondiscriminatory	Ongoing	ADA Office All	ADA Coordinator City ADA Committee
Update any departmental policies on complaints to include the handling of ADA complaints	3/06 Ongoing	ADA Office All	ADA Coordinator City ADA Committee
Equally Effective Communication			
Provide closed captioning of televised meetings and public service announcements	6/07 In process	City Manager's Office (CMO)	E. Parker
Lower display racks mounted too high	9/06 Completed	ADA Office	ADA Coordinator
Publicize the availability of materials in alternative formats	6/06	ADA Office	ADA Coordinator
Maintain a contract for interpreting services	Ongoing	ADA Office	ADA Coordinator

		Community Services	K. Walker
Explore the possibility of identifying and certifying local qualified sign language interpreters	12/06 Completed	Human Resources ADA Office Community Services	C. Howard ADA Coordinator K. Walker

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Develop and maintain a list of auxiliary aid providers (Braille transcribers, note takers, readers, qualified sign language interpreters, etc.)	6/06 in process	ADA Office	ADA Coordinator
Include the main TTY number on all City print materials (i.e., business cards, applications used by all departments, flyers, press releases, etc.)	Ongoing	ADA Office	ADA Coordinator
Distribute departmental TTY numbers as determined by each department	Ongoing	All	City ADA Committee
Continually review the City website for accessibility	Ongoing	City Manager's Office (CMO) Admin Services	L. Decker
Maintain communications equipment (TTYs, etc.) through regular testing	11/05 Bi-Monthly	ADA Office	ADA Coordinator
Explore the use of voice amplification devices in the City's emergency dispatch center	12/05 Completed	Police Department	K. Lyons B. Burnham
Utilize Department of Justice documents about people who are deaf and hard of hearing with first responders and law enforcement	9/06 In Process	Police & Fire Departments	J. Makowski J. Brick
Update City meeting notices to include wheelchair accessibility	1/06	ADA Office	ADA Coordinator
Explore the use of online request processing for ADA communications	10/07	City Manager's Office Admin Services	L. Decker M. Thornbrugh
Include language regarding accommodations on all invitations and correspondence	6/06 ongoing	ADA Office All	ADA Coordinator City ADA Committee

Provide training and practice in the use of the California Relay Service and TTY equipment on an annual or as-needed basis	Ongoing	ADA Office	ADA Coordinator
Install a TTY in the Police Department for those persons who are deaf, hard of hearing, or who have speech impairments to make outgoing calls and adopt a policy regarding time use	1/06 completed	Police Department	J. Carli

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Program Accessibility			
Educate staff in each department on how to identify alternatives for programs offered at inaccessible locations	12/06 Ongoing	ADA Office All	ADA Coordinator City ADA Committee
Identify program access issues during City ADA Committee meetings	Ongoing	ADA Office AA	ADA Coordinator City ADA Committee
Maintain all assistive listening devices, the platform lift at the theater, paths of travel, and at various features in facilities (doors, drinking fountains, etc.) to ensure that each is maintained for ADA compliance.	1/06 Ongoing	Public Works	Facilities Supervisor
Maintain safe exit paths in all City facilities through ASO inspections	9/06 ongoing	All	ASOs
Inspect non-City facilities to be used for meetings or programs prior to the meeting or program to ensure access	12/06 Ongoing	ADA Office Community Development	ADA Coordinator Accessibility Inspector
Review tours conducted by the City at City facilities to ensure compliance with ADA and make modifications wherever necessary to achieve compliance	6/06 In Process	ADA Office Departments offering tours	ADA Coordinator City ADA Committee
Include statement about requesting accommodations or making modifications to achieve compliance on all correspondence and published materials, including program flyers (Social Dance, Crabfeed, Adult Flag Football, Alaska Cruise, Painting, etc.), applications (TGIF, Prime Time, Children's Corner) and registration forms	6/06 ongoing	ADA Office All	ADA Coordinator City ADA Committee
Locate the ADA office in an accessible area	1/06 complete	City Manager's Office	Facilities Supervisor
Coordinate with the County Elections Office to ensure that polling sites in Vacaville are accessible; and, if not, move to an accessible location, modify to meet compliance	10/05 Ongoing	ADA Office County	ADA Coordinator County Elections

requirements, or identify alternative opportunities for same-day balloting for voters with disabilities		Elections Office	Manager
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Employment			
Provide oversight for all steps of the interview process to ensure ADA compliance	9/05 Ongoing	Human Resources: Admin Services	C. Garrett
Review volunteer applications and procedures with Human Resources and/or the ADA coordinator to ensure compliance standards are met	1/06	Human Resources: Admin Services	C. Garrett
On the Important Instructions flyer, replace the phrase “The hearing impaired number is....” with “The TTY number is.....”	11/05	Human Resources: Admin Services	C. Garrett
Replace the acronym TDD with TTY wherever it appears	11/05 Completed	Human Resources: Admin Services	C. Garrett
Update the Utilities Division “Volunteer Registration Form” to remove/replace questions about medical conditions and health problems	3/06 on going	Public Works Human Resources: Admin Services	B. Meyer C. Garrett
Emergency Management			
Improve the visual and audible warning systems throughout City facilities as identified in the updated Transition Plan	In Process	ADA Office Public Works	ADA Coordinator Facilities Supervisor

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Solicit and incorporate input from persons with a variety of disabilities and those who serve them regarding all phases City emergency response plans	9/05 Ongoing	Fire Department Community Services ADA Office	B. Preciado D. Schatzel ADA Advisory Committee
Review evacuation plans to include provisions for the safe evacuation of those who have mobility impairments, vision impairments, hearing impairments, cognitive disabilities, mental illness, or other disabilities	9/05 Ongoing	Fire Department Community Services ADA Office	B. Preciado D. Schatzel ADA Advisory Committee
Review emergency evacuations plans to address accessible transportation needs for persons with disabilities	9/05 Ongoing	Fire Department Community Services ADA Office	B. Preciado D. Schatzel ADA Advisory Committee
Review emergency plans for the inclusion of provisions to inform people with hearing impairments of an impending disaster if an emergency warning system includes audible alerts	9/05 Ongoing	Fire Department Community Services ADA Office	B. Preciado D. Schatzel ADA Advisory Committee
Identify and equip at least one emergency shelter with back-up power and a way to keep medications refrigerated and/or for the operation of medically necessary equipment for people with disabilities who require access to electricity and refrigeration.	1/07 In Process	Community Services	D. Schatzel
Review emergency plans for the provision for service animals in shelters	6/06 In Process	Community Services ADA Office	D. Schatzel ADA Advisory Committee
Identify the individual responsible for the maintenance of the fire alarm system throughout City facilities.	6/06 In Process	Public Works Fire Department	Facilities Supervisor J. Brick

Barrier	Date to Complete	Department Responsible	Person Responsible
Provide ADA training for ASOs specific to their roles as safety officers	6/06 In Process	ADA Office Risk Management	ADA Coordinator Risk Manager
Conduct quarterly inspections to ensure clear exit paths in the case of an emergency.	Quarterly beginning 6/06	ADA Office	ADA Coordinator
Evaluate the feasibility of a sign-in sheet at departmental counters to account for visitors, including the voluntary acknowledgement that an individual with a disability may need assistance in the event of an evacuation	12/06	ADA Office All	ADA Coordinator City ADA Committee
Study the feasibility of implementing a voluntary, confidential registry of persons with disabilities who may need individualized evacuation assistance or notification	9/05 Ongoing	Fire Department ADA Office	J. Gonzalez ADA Coordinator
Post evacuation plans in meeting rooms (i.e., Transit Center conference room, etc.)	6/06 In Process	Public Works Facilities	Facilities Supervisor
Determine an alternative method of exit for individuals using mobility devices on the second floor of McBride Center in the event of a malfunction of the elevator, especially in an emergency evacuation	6/06	Community Services Fire	D. Schatzel J. Brick
Training			
Develop and present an ADA training course to all City employees. The course will vary depending upon the roles and responsibilities of particular groups of employees. Topics may include: ADA overview, disability awareness, common obstructions people with disabilities encounter, sensitivity training about people with disabilities, dealing/communicating with people with disabilities, handling requests and complaints, providing alternative formats of materials, using the California Relay Service, making a determination of a direct threat to health or safety of others to deny participation, emergency preparedness and evacuation for employees and citizens, website information	9/07 Ongoing	ADA Office	ADA Coordinator
Provide ADA refresher training after the initial round of training	9/08 Ongoing	ADA Office	ADA Coordinator