



AMERICANS WITH DISABILITIES ACT SELF-EVALUATION
and
TRANSITION PLAN UPDATE



TABLE OF CONENTS

1.0	EXECUTIVE SUMMARY	2
2.0	ACCESSIBILITY REQUIREMENTS	3
3.0	ADA COORDINATOR.....	5
4.0	ADA ACCOMODATION AND GRIEVANCE PROCEDURE	6
5.0	ADMINISTRATIVE POLICY FOR ADA GRIEVANCE PROCEDURE	8
6.0	REQUEST FOR ACCOMMODATION OR BARRIER REMOVAL	14
6.1	REQUEST FOR ACCOMMODATION OR BARRIER REMOVAL FORM	15
6.2	GRIEVANCE FORM	16
7.0	ADA SELF-EVALUATION & TRANSITION PLAN UPDATE	18
8.0	DEPARTMENT, PROGRAM AND SERVICE S E L F -EVALUATION	26
9.0	STAFF TRAINING	31
10.0	PUBLIC MEETINGS	32
11.0	DEPARTMENT & PROGRAM SELF-EVALUATION UPDATE SURVEY	34
12.0	FACILITY SELF-EVALUATION UPDATE: RECOMMENDED ACTIONS.....	45
13.0	SCHEDULE OF IMPROVEMENTS FOR FACILITIES.....	56
14.0	STREET, SIDEWALK and CURB RAMP SELF-EVALUATION UPDATE	57
15.0	PARKS AND GREENBELT INVENTORY.....	64
16.0	ADA TRANSITION PLAN UPDATE SUMMARY	68
	Appendix A – ADA Public Notice.....	70
	Appendix B – Website Access Checklist.....	72
	Appendix C – Temporary Traffic Control Checklist.....	76
	Appendix D – City Sponsored Event Accessibility Checklist	79
	Appendix E – Special Events / Helpful Hints.....	88
	Appendix F – Schedule of Improvements for Facilities, Parks, Greenways and Community Areas.....	91
	Appendix G – Schedule of Improvements For Pedestrian Right-of-Way	93
	Appendix H – Emergency Services Guide	95



1.0 EXECUTIVE SUMMARY

The Americans with Disabilities Act (ADA) is a civil rights law that mandates equal opportunity for individuals with disabilities. The ADA prohibits discrimination in access to jobs, public accommodations, government services, public transportation and telecommunications. The City of Brentwood is undertaking a comprehensive re-evaluation of its policies, programs and facilities to determine the extent to which individuals with disabilities may be restricted in their access to City services, activities and facilities. This ADA Self-Evaluation and Transition Plan Update is being prepared to fulfill the requirements set forth in Title II of the Americans with Disabilities Act. The ADA states that a public entity must reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities. This report will assist the City to identify policy, program, and physical barriers to accessibility and to develop barrier removal solutions that will facilitate the opportunity of access to all individuals.

- 1.1 Title II of the ADA also provides that public entities must identify and evaluate all programs, activities, and services and review all policies, practices, and procedures that govern administration of the entity's programs, activities, and services. This report and certain documents incorporated by reference, establishes the City's ADA Self-Evaluation and Transition Plan Update.
- 1.2 In 1999, the City of Brentwood completed its initial ADA Self-Evaluation and Transition Plan. The following document seeks to update the 1999 plan. This update describes the process developed to complete the re-evaluation of Brentwood's activities, and will provide policy and program recommendations and present a Transition Plan Update for the modification of facilities, public rights-of way and programs to ensure accessibility.
- 1.3 This document will guide the planning and implementation of necessary program and facility modifications over the next several years. The ADA Self-Evaluation and Transition Plan Update is significant in that it establishes the City's ongoing commitment to the development and maintenance of policies, programs and facilities to include all of its citizens. The Transition Plan Update is intended to provide a framework for the continuous improvement of City facilities for people with disabilities. Barriers in City facilities will be removed systematically, citywide, based on established program priorities that are consistent with the ADA. It is the intent of the City to address and remove barriers to accessibility in public buildings, parks and pedestrian rights-of-way based upon on the immediate necessity of programmatic access, degree of complexity, and overall cost.

City Manager

Date



2.0 ACCESSIBILITY REQUIREMENTS

- 2.1 The development of a transition plan is a requirement of the federal regulations implementing the Rehabilitation Act of 1973, which requires that all organizations receiving federal funds make their programs available without discrimination to persons with disabilities. The Rehabilitation Act, which has become known as the “civil rights act” of persons with disabilities, states that: No otherwise qualified [disabled] individual in the United States shall, solely by reason of [disability], be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. (Section 504).

Subsequent to the enactment of the Rehabilitation Act, Congress passed the Americans with Disabilities Act on July 26, 1990. The Department of Justice’s Title II regulation adopts the general prohibitions of discrimination established under Section 504 and incorporates specific prohibitions of discrimination for the ADA. Title II provides protections to individuals with disabilities that are at least equal to those provided by the nondiscrimination provisions of Title V of the Rehabilitation Act. This legislative mandate, therefore, prohibits the City from, either directly or indirectly through contractual arrangements or otherwise, denying persons with disabilities the opportunity to participate in services, programs, or activities that are not separate or different from those offered others, even if the City offers permissibly separate or different activities.

2.2 Americans with Disabilities Act - Title II Requirements:

The City of Brentwood is obligated to observe the requirements of Title I in its employment practices; Title II in its policies, programs and services; any parts of Titles IV and V that apply to the City and its programs, services or facilities; and all requirements specified in the Americans with Disabilities Act Accessibility Guidelines (ADAAG) that apply to facilities and other physical holdings.

Title II has the broadest impact to the City. Included in Title II are administrative requirements for all government entities employing more than fifty (50) people. These administrative requirements are:

- * Designation of a person who is responsible for overseeing Title II compliance (**ADA Coordinator**);
- * Development of an ADA **accommodation** and **grievance procedure**;
- * Completion of a **self-evaluation**; and
- * Development of a **transition plan** if the self-evaluation identifies any issues necessary for compliance. The transition plan must be retained for three years.



The Department of Justice issued its original ADA regulations in July 1991, which required all public agencies to adopt the self-evaluation within one year, followed by the transition plan within the next six months. The self-evaluation is intended to examine programs, activities and services, identify problems or physical barriers that may limit accessibility by the disabled and describe potential solutions for providing accessibility. Many cities, including Brentwood, continue to update or re-visit their self-evaluation and transition plans periodically.



3.0 ADA COORDINATOR

In 2023, the City designated the Director of Public Works as the ADA Coordinator. This position is responsible for ensuring all programs, services and activities of the City of Brentwood are accessible to and usable by individuals with disabilities. Contact information for the City's ADA Coordinator is:

ADA Coordinator
2201 Elkins Way
Brentwood, CA 94513
(925) 516-6000, Operations@brentwoodca.gov
Or dial 711 to be automatically connected to a TRS operator
www.brentwoodca.gov



4.0 ADA ACCOMODATION AND GRIEVANCE PROCEDURE

Requesting an ADA Accommodation or Barrier Removal:

Request for accommodations or barrier removals should be made to the ADA Coordinator and may be submitted using the Request For Accommodation or Barrier Removal Form (Section 6.0). It should include the name, address and telephone number or contact information of the individual requesting the accommodation. The request should contain the location of the program, service, activity or facility where the accommodation is required and a description of why the accommodation is needed.

Within fifteen (15) calendar days of the written request, the ADA Coordinator will respond to the individual requesting the accommodation. If the response by the ADA Coordinator does not satisfactorily resolve the issue, the individual making the request may file a formal grievance. All requests for accommodations received by the ADA Coordinator will be retained by the City of Brentwood per the City's records retention policy.

4.1 Filing an ADA Grievance:

The City of Brentwood has adopted a formal grievance procedure and form providing for prompt and equitable resolution of complaints alleging any action prohibited by the ADA and state disability rights. This procedure is available for any individual who wishes to file a complaint alleging discrimination on the basis of their disability in the provision of services, activities, facilities and programs by the City. The Grievance Form (Section 6.1) is available online at www.brentwoodca.gov, or at the Permit Center, City Hall.

The availability and use of this grievance procedure via submission of a grievance form does not preclude filing a complaint of discrimination with any appropriate state or federal agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

4.2 The Written Complaint:

The complaint should contain as much information as possible about the alleged discrimination. The Complainant or their representative should file a complaint form with the ADA Coordinator no later than 60 days from the date of the alleged discrimination. The complaint should be in writing. However, other arrangements for submitting a request, such as personal interviews, tape recordings and assistance completing the form is available upon request.

The ADA Coordinator will notify the Complainant in writing of any additional information that is needed to complete the complaint. If the Complainant fails to complete the complaint process, the ADA Coordinator may close the complaint without prejudice.

4.3 Consideration of Grievance:

The ADA Coordinator will oversee the investigation of the complaint. Within thirty (30) days of receipt of the complaint, the ADA Coordinator or designee will respond to the complaint in writing



or a reasonable alternative format if requested. The response will explain the position of the City with respect to the complaint and offer options for a reasonable solution.

4.4 Appeal Process

If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant has the option to appeal the decision, within fifteen (15) calendar days after receipt of the response, to the City Manager or an appointed representative. This process does not preclude the complainant from seeking other remedies.

Within fifteen (15) calendar days after receipt of the appeal, the City Manager, or an appointed representative, will meet with or contact the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the City Manager, or an appointed representative, will respond in writing or in a format accessible to the complainant of final resolutions to the complaint. All decisions by the City Manager are final and there will be no right of appeal to the City Council.

All written complaints received by the ADA Coordinator, appeals to the City Manager and responses from the ADA Coordinator and the City Manager, will be kept by the City of Brentwood per the City's records retention policy.

4.5 Accommodation and Grievance Response:

In responding to request(s) for structural improvement brought through the ADA Accommodation and Grievance process, the ADA Coordinator is limited to the funds in established Capital Improvement Projects and other miscellaneous funds. In the event that these allocated funds are insufficient or already spent, subsequent improvements will be prioritized and scheduled in subsequent fiscal years.



5.0 ADMINISTRATIVE POLICY FOR ADA GRIEVANCE PROCEDURE

ADMINISTRATIVE INSTRUCTIONS

SUBJECT: Administering the ADA Grievance Procedure

REFERENCE: AMERICANS WITH DISABILITIES ACT AND
SECTION 504 OF THE REHABILITATION ACT OF 1973

I. PURPOSE

The purpose of this policy is to:

1. Comply with Section 504 (b) of the Rehabilitation Act of 1973, as amended, and its implementing regulations which specify that disabled persons are entitled to file complaints alleging that they have been excluded from participation in, have been denied the benefits of, or have been subjected to discrimination under any program or activity receiving Federal financial assistance solely by reason of his/her disability; and
2. Comply with the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (“ADA”) (28 CFR Part 35). This specifies that disabled persons are entitled to file complaints alleging that, solely by reason of disability, they have been excluded from participation in, have been denied the benefits of, or have been subjected to discrimination in programs or activities sponsored by a public entity; and
3. Ensure that complaints will be processed in an orderly fashion, allowing a complete and impartial investigation and resolution within a reasonable period of time; and
4. Ensure that information and assistance will be provided to disabled persons, resulting in the orderly processing of the complaint(s).

NOTE: There is a separate complaint procedure for ADA issues relating to employment issues. Please contact the Director of Human Resources/Risk Manager for further information.

II. POLICY

It shall be policy of the City of Brentwood (“City”) to ensure:

1. All services, activities and programs are available to a disabled person in the same manner as accorded to all other residents of the City; and



2. Complaints from a disabled person alleging discrimination with respect to access to City services, activities and programs are processed quickly and fairly.

These procedures apply to all services, activities and programs administered by the City.

III. LEGAL BASIS

1. Discrimination Prohibited

Section 504, Title V of the Rehabilitation Act of 1973 (29 USC 794), as amended, specifies: “No otherwise qualified disabled individual in the United States, shall, solely by his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Title II of the Americans with Disabilities Act (28 CFR Part 35) specifies: “No otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs sponsored by a public entity.

Sections 11135-11139.5 of the California Government Code specifies: No disabled person in California may be subjected to discrimination under any program or activity that receives any financial assistance from the State.

2. Designation of Responsible Employee

Section 504, Title V, Subsection 84.7 (a) (45 CFR Part 84.7) specifies: “A recipient that employs fifteen or more persons shall designate at least one person to coordinate its efforts to comply with this [part].”

Title II of the Americans with Disabilities Act, section 35.107 (a) (28 CFR 35.107) specifies: “A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part.”

The ADA Coordinator is a City employee appointed to ensure compliance with Section 504 and the ADA within the City.

3. Adoption of Grievance Procedures

Section 504, Title V, Subsection 84.6 (b) specifies: “A recipient that employs fifteen or more persons shall adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints, alleging any action prohibited by this part.”



Title II of the Americans with Disabilities Act, section 35.107 (b) specifies: “A public entity that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by this part.”

IV. ADA GRIEVANCE PROCEDURES

1. ADA Auxiliary Aids & Services or Barrier Removal

A person who requires an accommodation, an auxiliary aid or service to participate in a City program, service, or activity, or who requests a modification of policies or procedures should submit a Request for Accommodation or Barrier Removal Form (attached) to the ADA Coordinator. The Request Form should be submitted as far in advance as possible before the scheduled event. The best effort to fulfill the request will be made.

An individual may also submit a Request for Accommodation or Barrier Removal Form when seeking the removal of a physical barrier in order to gain or improve access. Request forms and other information are available from the City of Brentwood, ADA Coordinator, during regular business hours, via mail or electronic mail. Other arrangements for submitting a request, such as personal interviews or tape recordings, as well as assistance in completing the form, are available by contacting the ADA Coordinator.

The City will review the request and notify the requesting party of the City’s proposed resolution. The City’s notification will be in writing or a reasonable alternative format if requested. If an individual feels that the City’s response is unsatisfactory, theyhe or she may submit a formal complaint following the Formal Complaint Procedure below.

2. Formal Complaint Procedures

The City has adopted a formal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Title II of the ADA and state disability rights. The following is designed to meet requirements of both §504 of the Rehabilitation Act of 1973, as amended, and Title II of the ADA. This procedure is available for any individual who wishes to file a complaint alleging discrimination by the City based on disability, regarding access to the government services, programs, and facilities of the City. It is unlawful for the City of Brentwood to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

There is a separate complaint procedure for ADA issues relating to employment issues. Please contact the Director of Human Resources/Risk Manager for further information.

The availability and use of this grievance procedure via submission of a Grievance Form (attached) does not preclude filing a complaint of discrimination with any appropriate state or federal agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.



A grievance may be in writing, tape recording, or any other device, containing the name, address and telephone number of the person filing it (the Complainant). The grievance shall state the problem or action alleged to be discriminatory and the remedy or relief sought by the complainant.



Grievances shall be processed in the following manner:

Step 1: Submission of Complaint

The complaint should contain as much information as possible about the alleged discrimination. The Complainant or his/her representative should file a Grievance Form with the ADA Coordinator no later than **60 days** from the date of the alleged discrimination. The City of Brentwood Complaint Form is available at City Hall during regular business hours, via fax, mail or electronic mail. Other arrangements for submitting a request, such as personal interviews or tape recordings, as well as assistance in completing the form, are available by contacting the ADA Coordinator.

The ADA Coordinator will notify the Complainant in writing of any additional information that is needed to complete the complaint. If the Complainant fails to complete the complaint process, the ADA Coordinator may close the complaint without prejudice.

Step 2: Consideration of Grievance

The ADA Coordinator will oversee the investigation of the complaint. Within thirty (30) days of receipt of the complaint, the ADA Coordinator or their designee will respond to the complaint in writing or a reasonable alternative format if requested. The response will explain the position of the City with respect to the complaint and offer options for a reasonable solution.

Step 3: Appeals

If the response of the ADA Coordinator does not satisfactorily resolve the issue, the Complainant, or their designee, may appeal the decision to the City Manager. The request for appeal must be made within fifteen (15) days of the date of the ADA Coordinator's decision.

Within fifteen (15) calendar days after receipt of the appeal, the City Manager, or an appointed representative, will meet with or contact the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the City Manager, or an appointed representative, will respond in writing or in a format accessible to the complainant of final resolutions to the complaint. All decisions by the City Manager are final and there will be no right of appeal to the City Council.

All written complaints received by the ADA Coordinator, appeals to the City Manager and responses from the ADA Coordinator and the City Manager, will be kept by the City of Brentwood per the City's retention policy.

Accommodation and Grievance Response:

In responding to request(s) for structural improvement brought through the ADA Accommodation and Grievance process, the ADA Coordinator is limited to the funds in established Capital Improvement Projects and other miscellaneous funds. In the event that these allocated funds are insufficient or already spent, subsequent improvements will be prioritized and scheduled in subsequent fiscal years.



5.1 Summary:

The City of Brentwood is dedicated to ensuring that all City programs, benefits, activities, services, and facilities are fully accessible to and useable by persons with disabilities. The ADA Coordinator is here to serve the community as a whole to coordinate and ensure equal access for all. Any questions or concerns about accessibility issues regarding City programs and services should be directed to the City of Brentwood ADA Coordinator.



6.0 REQUEST FOR ACCOMMODATION OR BARRIER REMOVAL

Requesting an ADA Accommodation or Barrier Removal:

Requests for accommodations or barrier removals should be made to the ADA Coordinator and may be submitted using the following Request For Accommodation or Barrier Removal Form.



6.1 REQUEST FOR ACCOMMODATION OR BARRIER REMOVAL FORM

Check one: **Accommodation** **Barrier Removal**

Name of Requestor: _____
Last MI First

Address: _____
Street Address City State Zip

Telephone Number: _____

E-mail Address: _____

Preferred Method(s) of Communication: (Check all that apply)

Phone TRS/711 CRS E-mail US Mail Other: _____

Accommodation needed or location of barrier: _____

Brief statement of why the accommodation is needed or the barrier removed:

Date accommodation is needed: _____

CERTIFICATION: I certify that I require reasonable accommodation, which will be met by acquiring the equipment, services, or work adjustments described above.

Signature: _____ Date: _____

If person needing accommodation is not the individual completing this form, please provide:

Representative's Name: _____

Address: _____

Phone Number: _____

For more information or assistance in completing the form, please contact the
ADA Coordinator via (925) 516-6000 or Operations@brentwoodca.gov



6.2 GRIEVANCE FORM

I. COMPLAINANT INFORMATION

Name of Complainant: _____
Last MI First

Address: _____
Street Address City State Zip

Telephone Number: _____

E-mail Address: _____

Preferred Method(s) of Communication: (Check all that apply)

Phone TRS/711 CRS E-mail US Mail Other: _____

II. DESCRIBE YOUR COMPLAINT OF DISCRIMINATION BASED UPON DISABILITY.

Be specific and give date(s), time(s) and location(s). Use the reverse side of this sheet or attached pages, if needed.

III. PERSONS NAMED IN YOUR COMPLAINT. List the names of (or describe) all persons involved in your complaint. Indicate the job title and City Agency, department or division of City employees, if possible.

IV. WITNESSES TO YOUR COMPLAINT. List the names of (or describe) all persons involved in your complaint. Indicate the job title and City Agency, department or division of City employees, if possible.



V. EVIDENCE AND DOCUMENTATION. List and provide any physical evidence, written or recorded documents, or any other information that directly supports your specific claim of discrimination.

VI. CASE REMEDY AND/OR RESOLUTION. What remedies or resolutions are you seeking?

CERTIFICATION: I hereby certify that the information and statements provided above are true.

Signature: _____ Date: _____

If person needing accommodation(s) is not the individual completing this form, please provide:

Representative's Name: _____

Address: _____

Telephone Number: _____

For more information or questions regarding this form contact the ADA Coordinator at:

ADA Coordinator
City of Brentwood
(925) 516-6000, Operations@brentwoodca.gov
Or dial 711 to be automatically connected to a TRS operator
www.brentwoodca.gov



7.0 ADA SELF-EVALUATION & TRANSITION PLAN UPDATE

The Self-Evaluation update is the City’s assessment of its current policies, practices and procedures. It identifies and will correct those policies and practices that are inconsistent with the requirements of Title II of the ADA. In keeping with these requirements and as part of the Self-Evaluation update, the City of Brentwood will:

- * Identify its current programs, activities and services; and
- * Review the current policies, practices and procedures that govern the administration of its programs, activities and services.

The ADA also sets forth specific requirements for preparation of an acceptable Transition Plan. At a minimum, the elements of the plan should include:

- * A list of the current physical barriers in City facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities;
- * A detailed outline of the methods to be used to remove these barriers and meet the current standards and accessibility regulations;
- * A schedule for taking the steps necessary to achieve compliance with Title II of the ADA; and the name of the individual responsible for the plan’s implementation.

7.1 Definitions:

As used in this Self-Evaluation and Transition Plan Update, the following terms shall have the meaning ascribed to them in this Section, which are consistent with the provisions of existing federal and state law, including the regulations promulgated thereunder. Except to the extent expressly stated to the contrary, any term not expressly defined in this Section or elsewhere in this Transition Plan that has an expressly defined meaning in either the ADA or the regulations promulgated there under (“Regulations”) shall have the meaning ascribed to it by the ADA or the Regulations, in that order of preference. All other terms shall be interpreted according to their plain and ordinary meaning. These definitions are provided for the purposes of illustration and clarification only, and to the extent any definitions vary from ADA, they are not intended to modify any party’s rights or obligations under the law.

ADA: “ADA” means and refers to the Americans with Disabilities Act as contained at 42 U.S.C. §12101 et seq.

ADAAG: "ADAAG" means and refers to the Americans with Disabilities Act Accessibility Guidelines of 2004, codified at Appendices B and D to 36 Code of Federal Regulations Part 1191. “ADAAG Standards” means and refers to physical conditions that meet the new construction



and/or alterations standards set forth in the ADAAG. **ADA Standards:** Refers to the 2010 American's with Disabilities Act Standards.

Auxiliary Aids and Services: The term “auxiliary aids and services” includes, qualified interpreters or other effective methods of making orally delivered materials available to individuals with hearing impairments; qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments; and acquisition or modification of equipment or devices; and other similar services and actions.

Compliant Curb Ramp: “Compliant Curb Ramp” means and refers to a curb ramp that is constructed to comply with state and/or federal law (whichever provides the higher access standard) in place at the time of construction. In the case of a location where it is Structurally Impracticable or Technically Infeasible to build a fully compliant curb ramp, or where construction of a fully compliant curb ramp would constitute a Fundamental Alteration of a service, program, or activity of the City or an Undue Burden on the City, a curb ramp that complies with access standards, or was constructed to the standards existing at the time of construction, or to the maximum extent feasible.

Curb Ramp: “Curb Ramp” is used interchangeably with “curb cut.”

Detectable Warnings: “Detectable Warnings” means and refers to truncated domes which provide a tactile surface at the transition between the curb and the street or other hazardous vehicular crossings, assisting pedestrians in determining when there may be the threat of vehicular traffic.

Disability: “Disability” means, with respect to an individual, Federal laws define a person with a disability as "Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment".

Discrimination on the Basis of Disability: “Discrimination on the Basis of Disability” means to, limit, segregate, or classify a citizen in a way that may adversely affect opportunities or status because of the person's disability; limit, segregate, or classify a participant in a program or activity offered to the public in a way that may adversely affect opportunities or status because of the participant's disability; participate in a contract that could subject a qualified citizen with a disability to discrimination; use any standards, criteria, or methods of administration that have the effect of discriminating on the basis of disability; deny equal benefits because of a disability; fail to make reasonable accommodations to known physical or mental limitations of an otherwise qualified individual unless it can be shown that the accommodation would impose an undue burden on the City's operations; use selection criteria that exclude otherwise qualified people with disabilities from participating in the programs or activities offered to the public; and fail to use tests, including eligibility tests, in a manner that ensures that the test results accurately reflect the qualified applicant's skills or aptitude to participate in a program or activity.



Fundamental Alteration: “Fundamental Alteration” means and refers to an action that, if taken by the City, would result in a fundamental alteration in the nature of the service, program or activity of the City. The decision that an action would constitute a Fundamental Alteration must be made by the ADA Coordinator and City Engineer, or his or her designee, after considering all funds and alternatives available and must be accompanied by a written statement of the reasons for reaching that conclusion.

Mobility Disability: “Mobility Disability” means and refers, with respect to an individual, to any physical or mental impairment or condition that substantially limits an individual’s ability to move his or her body or a portion of his or her body and includes, but is not limited to, orthopedic and neuromotor disabilities and any other impairment or condition that limits an individual’s ability to walk, maneuver around objects, ascend or descend steps or slopes and operate controls.

Pedestrian Rights-of-Way: “Pedestrian Rights-of-Way” (PROW) means and refers to all sidewalks over which the City of Brentwood has responsibility or authority as well as all Curb Ramps and crosswalks serving such sidewalks and any other pathways used by pedestrians along public rights-of-way, including pedestrian pathways through public parking lots.

Physical or Mental Impairments: “Physical or mental impairments” may include, but are not limited to vision, speech, and hearing impairments; emotional disturbance and mental illness; seizure disorders; mental retardation; orthopedic and neuromotor disabilities; learning disabilities; diabetes; heart disease; nervous conditions; Cancer; Asthma; Hepatitis B; HIV infection/conditions; and drug addiction if the addict has successfully completed or is participating in a rehabilitation program and no longer uses illegal drugs.

Record of Impairment: An individual is disabled if he or she has a history of having an impairment that substantially limits the performance of a major life activity; or has been diagnosed, correctly or incorrectly, as having such impairment.

Regarded as Having a Disability: An individual is disabled if she or he is treated or perceived as having an impairment that substantially limits major life activities, although no such impairment exist.

Structurally Impracticable: “Structurally Impracticable” means and refers to circumstances in which the unique characteristics of terrain prevent the incorporation of accessibility features. If it is structurally impracticable to provide full access at any location along pedestrian rights-of-way, the City shall comply with access requirements to the extent that it is not structurally impracticable to do so.

Substantial Limitations of Major Life Activities: An individual is disabled if she or he has a physical or mental impairment that (a) renders her or him unable to perform a major life activity, or (b) substantially limits the condition, manner, or duration under which she or he can perform a particular major life activity in comparison to others.



Major life activities are functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. In determining whether a physical or mental impairment substantially limits the condition, manner, or duration under which an individual can perform a particular major life activity in comparison to other people, the following factors shall be considered: the nature and severity of the impairment; the duration or expected duration of the impairment; and the permanent or long-term impact (or expected impact) of or resulting from the impairment.

Technically Infeasible: “Technically Infeasible” means, with respect to an alteration of a building, facility or Pedestrian Rights-of-Way, that it has little likelihood of being accomplished because existing physical or site constraints or a lack of public right of way prohibit modification or addition of elements, spaces, or features which are in full and strict compliance with the minimum requirements for new construction and which are necessary to provide accessibility.

Third Party Entity: “Third-Party Entity” means an entity other than the City of Brentwood that controls certain barriers or elements of barriers in a Pedestrian Rights-of-Way. Transit agencies and local utilities are examples of Third Party Entities.

Title 24: “Title 24” means and refers to the regulations set forth in Title 24 of the California Code of Regulations also, known as the California Building Codes.

Undue Burden: “Undue Burden” means and refers to an action that, if taken by the City of Brentwood, would result in an undue financial and administrative burden. In order to demonstrate that removal of a barrier would constitute an Undue Burden, the decision will generally be made by the City Engineer or his or her designee, in conjunction with other City officials, after considering all resources available from various funding sources for removal of barriers and must be accompanied by a written statement of said reasons for reaching that conclusion. In preparing such a statement, the City may consider the usability of the existing facilities.

Qualified Individual with a Disability: “Qualified Individual with a Disability” means an individual with a disability who, with or without reasonable modification to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the City.

7.2 ADA Self-Evaluation and Transition Plan Update:

The ADA is a comprehensive civil rights law for persons with disabilities in both employment and the provision of goods and services. The ADA states that its purpose is to provide a “clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.” Congress emphasized that the ADA seeks to dispel stereotypes and assumptions about disabilities and to assure equality of opportunity, full participation, independent living and economic self-sufficiency for people with disabilities.



This update to the City's ADA Self-Evaluation and Transition Plan is prepared in fulfillment of the requirements set forth in Title II of the ADA. The ADA states that a public entity must reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities. This update will assist the City in identifying current policy, program and physical barriers to accessibility and in developing barrier removal solutions that will facilitate the opportunity of access to all individuals.

This report describes an overview of the process by which policies, programs and facilities will be evaluated for compliance with the ADA; will present the findings of that evaluation; and provide recommendations for ensuring accessibility. This part provides an overview of the process and development of the Self-Evaluation and Transition Plan Update.

Discrimination and Accessibility:

There are two types of accessibility: physical accessibility and program accessibility. Absence of discrimination requires that both types of accessibility be provided. The ADA establishes requirements to ensure that buildings and facilities are accessible to and usable by people with disabilities. Design guidelines to achieve accessibility have been developed and are maintained by the U.S. Access Board, and the U.S. Department of Justice has adopted these guidelines as formal design standards. The ADA Accessibility Standards cover a wide variety of facilities (including buildings, outdoor recreation areas and curb ramps) and establish minimum accessibility requirements for new construction and alterations to these facilities. The City may achieve physical accessibility by ensuring that a facility is barrier-free and meets ADA technical requirements and State of California standards, including those found in Title 24. Barriers include any obstacles that prevent or restrict the entrance to or use of a facility.

Programmatic accessibility includes physical accessibility, but also entails all policies, practices and procedures that permit people with disabilities to participate in programs and to access important information. Program accessibility requires that individuals with disabilities be provided an equally effective opportunity to participate in or benefit from a public entity's programs and services. The City may achieve program accessibility by a number of methods, both structural and nonstructural:

- Structural methods such as altering an existing facility;
- Acquisition or redesign of equipment;
- Assignment of aides; and/or
- Providing services at alternate accessible sites.

When choosing a method of providing program access, the City will give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities. In compliance with the requirements of the ADA, the City provides equality of opportunity but does not guarantee equality of results.

Undue Burden:

The City does not have to take any action that it can demonstrate would result in a fundamental alteration in the nature of a program or activity, would create a hazardous condition for other people, or would represent an undue financial and administrative burden.



The determination that an undue financial burden would result must be based on an evaluation of all resources available for use in a program. For example, if a barrier removal action is judged unduly burdensome, the City must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity.

7.3 Policies, Procedures and Programs:

In 2023, the City will begin a re-evaluation of its policies, programs and procedures to determine current levels of service and the extent to which its policies and programs created barriers to accessibility for persons with disabilities. A survey of department staff will provide information on the nature of the programs, forms and methods used to advertise each program's services and activities, a profile of current participants, the types of equipment and materials used, testing and entrance requirements, the level of staff training and any special modifications provided.

Information provided in the questionnaires will be analyzed to determine if the City's existing policies, programs and procedures present barriers to accessibility for people with disabilities. It is the intent of the City to address citywide programmatic accessibility barriers by providing policies in the following areas:

- Non-Discrimination on the Basis of Disability;
- Facilities, Programs and Services;
- Communications;
- Staff Training; and
- Public Meetings.

Additionally, when a policy, program or procedure creates an accessibility barrier that is unique to a department or a certain program, the City's ADA Coordinator will coordinate with the department head or program manager to address the matter in the most reasonable and accommodating manner.

Development Process - Non Discrimination:

Services and programs offered by Brentwood to the public must be accessible. Accessibility applies to all aspects of a program or service, including advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids and transportation.

The process of making City facilities and programs accessible to all individuals will be an ongoing one and the City will continue to review accessibility issues such as resolution of complaints and reasonable modifications to programs. The City will also periodically evaluate the success of improving access to programs by the practices and procedures developed during the Self-Evaluation Update process.

Facilities Transition Plan Update:

The City conducted a complete survey of architectural barriers in its buildings and facilities during



its original Self-Evaluation and Transition Plan in 1999. A re-evaluation of these facilities and all new facilities will be undertaken as part of this current Self-Evaluation and Transition Plan Update. The surveys will provide the City an overview of the architectural barriers that prevent people with disabilities from using its facilities and participating in its programs.

7.4 Development Process - Facility Surveys:

The survey update process will be accomplished by City staff and the ADA Coordinator.

The elements and their related features addressed in the facility survey include but are not limited to:

- Parking Area
- Passenger Loading Zone
- Curb Ramp
- Walks
- Exterior Ramp Exterior
- Stairway
- Swimming Pool/Aquatic Center
- Game and Sports Area
- Play Equipment Area
- Drinking Fountain
- Viewing Area
- Telephone
- Hazard
- Sign
- Door
- Corridor or Aisle
- Building Level
- Interior Stairway
- Elevator
- Multiple User Restrooms
- Interior Ramp
- Single User Restroom
- Bathing Facility
- Eating or Dining Area
- Dressing or Locker Room
- Picnic Area

Removal of Architectural Barriers:

Recognizing that the City has limited funds and cannot immediately make all buildings and facilities fully accessible, City staff will utilize the following criteria as the basis for prioritizing the removal of architectural barriers:

- * Quantity and frequency of public use.
- * Uniqueness of the facility: Can the programs offered in this facility be shifted to an alternative accessible location?
- * Age or condition of the facility: Age or condition should not be major criteria, but can be factors if the building is scheduled to be vacated or demolished.
- * Geographic distribution: Distribution of services throughout the City.
- * The nature of the programs offered at the facility
- * In choosing which accessible elements to provide, priority should be given to those elements that will provide the greatest access, in the following order:
 - (1) An accessible entrance;



- (2) An accessible route to the altered area;
- (3) At least one accessible restroom for each sex or a single unisex restroom;
- (4) Accessible telephones;
- (5) Accessible drinking fountains; and
- (6) When possible, additional accessible elements such as parking, storage and alarms

Sidewalks and Curb Ramps Transition Plan Update:

In 1999, the City hired Bruckner Disability Consultants to perform a review of the City's buildings, parks, and curb ramps for accessibility. This survey information was then used to bring selected facilities into compliance with ADAAG and Title 24 standards. Since the initial survey the City has had an increase in both residential and commercial development requiring a review of City sidewalks to meet the growing need of our community.

The Transition Plan Update for Sidewalks and Curb Ramps will combine the findings of the review of policies, procedures and design standards regarding sidewalks and curb ramps with the City's ongoing curb ramp inventory. Although the City has already completed a number of projects to increase pedestrian accessibility via street-related capital improvement projects it will expand these projects where possible in order to meet its overall goals.

The ADA Coordinator with assistance from the Director of Engineering will establish a plan for correcting such issues based upon a priority system. The plan will be revised as necessary and costs for implementing the plan will be estimated. The plan will be integrated into the CIP with a timeline for implementation and the Director of Engineering and ADA Coordinator will be responsible for overseeing the work.



8.0 DEPARTMENT, PROGRAM AND SERVICE SELF-EVALUATION

This self-evaluation update is an on-going, dynamic document that will need periodic review and updating. In its continuing efforts to maintain compliance, the City has several mechanisms in place to provide for an ongoing update of the self-evaluation. The City's designated ADA Coordinator is empowered with oversight responsibility for implementation of the requirements of the ADA. Updates and implementation activities will be documented in the City's Transition Plan Update by summarizing activities and progress.

Citywide Programs, Activities and Services: General Recommendations

Customer Service - Policies and practices which ensure individuals with disabilities can participate in the programs, activities and services provided by the City including procedures for program and fee modifications.

This section addresses general concerns that apply throughout the City based upon the requirements of Title II.

In-person interaction with the public is one of the primary functions of many City departments. The City as a whole and most departments have established procedures for determining reasonable modifications to achieve program accessibility.

Ongoing Actions:

- Continue to make appropriate modifications to regular practices to accommodate the needs of individuals with disabilities when providing customer service. Departments may not charge any additional fees to persons with disabilities for modifying programs.
- Continue to provide accessible facilities such as parking, including van accessible parking, path of travel, entry doors, signage, and transaction counters at the customer service locations. If alternative locations for providing accessible services are required, provide those services in the most integrated setting, without stigmatizing the user.
- Provide standard equipment at each site where programs are administered to facilitate basic communications access using alternative formats. Equipment may include, but not be limited to, paper and pencil, hearing devices, an enlarging copy machine, and access to TDD/TTY or relay service technology. Where such equipment may not be readily available, provide a reasonable accommodation process so that it may be requested.
- Allow the use of service animals to assist persons in accessing programs, activities and services in City facilities and City offered programs. Since service animals are not always dogs, staff should be aware of the definition of a service animal and the protocol and etiquette for service animals.



- Develop criteria for determining reasonable modifications to provide program accessibility, which may include acquisition or redesign of equipment, assignment of aides to persons with disabilities, and provision of services at an alternative accessible site. An approach should include:
 - Requests for reasonable accommodations and modifications should be directed to the ADA Coordinator and department responsible for the program or services. Identify which aspects of the program limit participation and what modification can be made.
 - The department offering the program or service shall document the modification(s) that was offered and the response of the person with the disability to the modification(s) offered. This documentation shall be filed with the ADA Coordinator.
 - If individuals are not satisfied with the results of this process, they should be directed to the City's ADA grievance procedures.

8.1 Notices, Outreach and Printed Information:

Notices, printed information, televised and audiovisual information, the City and departmental websites, public telephones and communication devices.

Notices:

Title II regulations require the City to inform the public of the rights and protections provided by the ADA.

Public notifications regarding City programs, events and registration generally does include information about available program modifications or non-discrimination language, and it identifies a contact person for those persons with disabilities to contact to request modifications.

Ongoing Actions:

- Continue outreach to persons with disabilities by informing the public of the possible modifications available to provide full participation to all.
- Include the following notice (or a similar notice) regarding the City's commitment to providing accessible services in all City publications regarding City services, programs, or activities.

All documents are available in alternative formats, on request.

In compliance with the Americans with Disabilities Act, a person requiring an accommodation, auxiliary aid or service to participate in this program should contact the sponsoring department or the ADA Coordinator, in advance if possible, but no later than 72 hours before the scheduled event. The best effort to fulfill the request will be made.

- The following non-discrimination language should appear on hard copies and web based City publications that provide general information about City services, programs, or activities and



advertisements for employment, commission and board membership openings:

POLICY ON NON-DISCRIMINATION ON THE BASIS OF DISABILITY

The City of Brentwood does not discriminate on the basis of disability in the admission or access to its programs or activities.

An ADA Coordinator has been designated to coordinate compliance with the non-discrimination requirements contained in the Department of Justice regulations implementing Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. §12101 et seq.), which prohibits discrimination on the basis of disability by public agencies. The ADA Coordinator can be contacted by email at operations@brentwoodca.gov, by phone at (925) 516-6000, or by dialing 711 to be automatically connected to a TRS operator. City agencies, departments, and specialized services that offer printed material should ensure the following statement is printed in City directories: “The City of Brentwood recommends the use of TRS services for the hearing impaired. Dial 711 to be automatically connected to a TRS operator.”

Printed Information:

In order to meet the ADA’s communication standards, City departments must be able to provide information, when requested, in alternative formats such as using easy-to-understand language, Braille, large print format, audiotape, computer disk, or other formats.

Most departments produce written materials available to the public. However, some departments still are not providing information about obtaining printed materials in alternative formats.

Ongoing Actions:

- Provide information to staff on how to handle productions of materials in alternative formats and ensure that requests are handled in a uniform and consistent manner.
- Publicize the City’s commitment to provide program information in alternative formats on an individual basis as requested.

Include the following notice or similar language on all materials printed by the City that are made available to the public: “This publication can be made available in alternative formats, such as Braille, large print, audiotape, or computer disk. Requests can be made via the ADA Coordinator. Please allow 72 hours for your request to be processed.”

- Provide any City produced documentation in a variety of formats upon request. Provide staff assistance, upon request to assist in filling out forms or when alternative formats are unavailable or infeasible.

General Publicity and Advertisements for City Programs, Services and Activities

Public notifications regarding meetings, conferences, and other events must include information regarding reasonable accommodation requests which extends beyond auxiliary aids to physical accessibility of meeting locations.



Ongoing Action:

Continue to publicize efforts and take necessary steps to improve communications and outreach to increase effective participation of community members with disabilities by informing of alternative formats, completing a site review to gauge accessibility of meeting facilities and acquiring alternative locations, when necessary.

City of Brentwood Website:

The City’s website is a key tool for communicating with community members. All documents found on the City’s website should be downloadable and all content displayed on the City’s website should conform to standards and specifications that allow the content to function correctly and accurately with screen readers for persons with hearing and cognitive disabilities.

Findings: The City’s website was upgraded in 2022 to provide for the accessibility standards for electronic and information technology covered by Section 508 of the Rehabilitation Act Amendments of 1998 (“Section 508”) which set forth the technical and functional performance criteria necessary for such technology to be accessible. Included in this upgrade was a CMS (Content Management System) which allows website content to be managed by staff from each department while maintaining and applying consistent formatting and content standards throughout the website.

The City performs regular Quality Assurance and Accessibility scans of the City’s website content in an effort to identify accessibility shortcomings according to current WCAG (Website Content Accessibility Group) standards. WCAG standards encompass all Section 508 standards, and additional criteria, for example, specifications for proper color contrast and logical reading order. As a result of these scans, the City has been able to better identify and correct accessibility issues, where possible.

Ongoing Actions:

- Ensure that website pages or revisions created independently by City Departments conform to accessibility standards.
- Ensure City staff members are creating accessible PDF and other electronic files when publishing electronic files to the City’s website.
- Continue to perform regular scans of City website content and compare against current WCAG standards and address accessibility issues, where possible.
- The City’s website will continue to be examined and further evaluated, as part of the City’s five-year Information Technology (IT) Master Plan. The IT Master Plan will include a section to identify improvements that can be made to better insure that published content meets current accessibility standards and specifications.

Streaming Public Information:

The majority of City Council Chamber meetings are publicly broadcast on the City’s website and facilitates participation in meetings virtually through commercially available virtual meeting/webinar platforms. This means of communicating City information and programming to



the public and offering virtual participation can be particularly effective in reaching persons who may be prevented from attending City meetings.

- The City is committed to providing equally effective communication for individuals with hearing and vision impairments and will offer auxiliary aids and services for streaming of public meetings via reasonable accommodations upon request.
- Publicize efforts to improve communications and outreach to increase effective participation of community members with disabilities by informing of alternative formats and reasonable accommodations upon request.

***Public Telephones and Communication Devices:**

Findings: The City does not have a main telephone number for use with a City TDD/TTY (telephone communication device for persons with hearing and/or speech impairments). There are no TDD or TTY devices installed in the City.

Recommended Actions:

- Add the following to all printed documentation that includes contact information: “The City of Brentwood recommends the use of TRS services for the hearing impaired. Dial 711 to be automatically connected to a TRS operator.”
- Instruct all employees on proper use of the California Relay Service (CRS) via calling 711.



9.0 STAFF TRAINING

The current level of experience and training of City staff with policies and procedures regarding providing services to individuals with disabilities:

In general, many staff members are knowledgeable about the different types of reasonable modifications that would make their services accessible. City staff has experience with policies and procedures regarding providing services to persons with disabilities. If the need arises different types of training may be provided, depending on the type of work and the amount of public contact involved with a specific position.

Ongoing Actions:

- As opportunities arise, targeted training will be provided for individual employees involved.



10.0 PUBLIC MEETINGS

Various City departments are responsible for planning and conducting public meetings. Generally, public meetings are held in locations that are accessible to persons with mobility impairments. Some public meetings have remote participation capability. Information on how to participate remotely is included in meeting announcements.

Ongoing Actions:

- Schedule public meetings at accessible locations. An accessible location includes, but is not limited to, the following: wheelchair accessible path-of-travel to the meeting room, accessible restrooms, accessible parking, an accessible route from transit and parking to the meeting facility, temperature control, signage, and the ability to provide access to fresh air for persons with chemical sensitivities.
- When a fully accessible site is not available, make reasonable modification so that an individual with a disability can participate. These modifications may include phone-in participation, video recording, and meeting transcripts.
- Make information available to City staff on the types of modification requests that may be made by persons with different types of disabilities. Provide information about auxiliary aids such as different types of assistive listening systems, sign language interpreters, readers, descriptive services, and other assistive technologies like "real-time captioning." Provide guidance in the layout of the room, sign-in table and refreshments table, to ensure that these features are accessible.

Note: When practical and as required, meetings conducted in other facilities within the City where auxiliary hearing devices are needed may be relocated to the City Council Chamber in order to use devices with direct link to microphone system.

- Display a notice on meeting agendas indicating the availability of accessibility modifications.
- Provide agendas and other meeting materials in alternative formats, when requested.
- Consider assigning a staff member to be a greeter at public meetings and events. Identify the staff member as a resource for persons who may require assistance.
- Provide flexibility in the time limit on speaking for individuals with communication difficulties.
- Provide assistive listening devices at public meetings, when requested.
- Maintain a list of on-call American Sign Language interpreters who may be brought to meetings to assist individuals with hearing impairments.



- Maintain a checklist for creating accessible meetings and selecting accessible meeting spaces, and make the list available to all City departments and programs.



11.0 DEPARTMENT & PROGRAM SELF-EVALUATION UPDATE SURVEY

Programs, activities and services offered by the City of Brentwood to the public must be accessible. Accessibility applies to all aspects of the program or service, including advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids, transportation, policies, and communication.

This section will detail the review of current citywide policies, services, programs, and activities based on City staff response to the program accessibility questionnaires to be collected during the self-evaluation update process as reported by the following departments and divisions:

- City Attorney
- City Clerk
- City Manager
- Community Development
- Engineering
- Finance & Information Systems
- Human Resources
- Parks & Recreation
- Police
- Public Works



11.1 Department and Program Self Evaluation Update Survey:

Access Element	0. Don't Know	1. No/Disagree	2. No Opinion	3. Yes/Agree	Suggested Improvements
A. General Requirements.					
1. Has the City designated an employee to coordinate efforts to comply with and carry out responsibilities under ADA?					
2. Do you know who the City's designated ADA Coordinator is?					
3. Have you posted and noticed the name and address of the ADA Coordinator?					
4. Are you aware of the City's complaint procedures and process for requesting auxiliary aids?					
5. Has the City taken steps to ensure that all employees and consumers have been instructed and notified regarding their rights under ADA?					
6. Has the City provided information to the public, in an accessible format, explaining its policy to provide accessible policies, programs, services or activities and practices?					
7. Have you ensured that written and/or audio-visual materials portray person with disabilities in an appropriate manner?					
8. Do you feel your department would benefit from training on the requirements of the ADA and/or relating to people with all types of disabilities?					
B. Policy Requirements.					
9. Do your department's policies ensure that persons with mobility and/or sensory disabilities are provided auxiliary aids or accommodations to fully participate in programs, services and activities?					
10. Do your department's publications, service announcements and advertisements make known that they are available in alternative formats (e.g. large print, audio, Braille, captioned)?					



Access Element	0. Don't Know	1. No/Disagree	2. No Opinion	3. Yes/Agree	Suggested Improvements
C. Communication Requirements.					
11. Has your department reviewed its policies to ensure that its communications with persons with disabilities are as effective as its communications with others?					
12. Does your department conduct business or provide services or information by telephone to the public?					
13. If YES to Question 12, is a telecommunication device for deaf (TDD) or other equally effective system available to facilitate communications with hearing and/or speech impaired persons?					
14. If NO to Question 12, list steps to ensure effective communications with deaf, hearing and/or speech impaired individuals. This can include providing a TDD or third party relay service.					
15. Does your department provide captioning of the verbal content on web-streaming of public meetings?					
For Police Department (Departments which provide 911 emergency services):					
16. Does your department ensure direct access to persons who use telecommunication devices for the deaf (TDDs) and computer modems?					
17. If YES to Question 15, are all 911 emergency response services equipped with a TDD or other equally effective technology to make the service accessible to persons who are deaf, hearing and/or speech impaired?					



Department and Program Self Evaluation Update Survey continued

Access Element	0. Don't Know	1. No/Disagree	2. No Opinion	3. Yes/Agree	Suggested Improvements
D. Auxiliary Aids & Services.					
18. Does your department provide provisions or assist the public by informing of auxiliary aids or services that are available through the ADA Coordinator (i.e. hearing devices, Braille, large print, qualified readers or interpreters and captioned video programs)?					
19. Are assistive listening devices available for individuals with hearing impairments at your site?					
20. Have you reviewed your website for accessibility for vision-impaired persons?					
21. Do you already have an Accessibility Co-coordinator?					
22. Are grievance procedures or complaint procedures noticed and posted at your site?					
23. Do you have emergency evacuation plans posted at your site?					
24. Are individuals with disabilities included in or have an opportunity to participate in all programs, activities and services provided by your site?					
25. Are individuals with disabilities served or located in segregated areas of your facility?					
26. Do you require persons with disabilities to receive or participate in services at an alternate location?					
27. Do you provide transportation for your programs, services, or activities?					
28. Do you follow a specific procedure or policy for use of the facility by organizations or members of the public?					
29. Do you offer programs at your site that are not offered at other sites in the City?					
30. Have you made accommodations for individuals with disabilities (employees, members of the public, etc.)?					



Access Element	0. Don't Know	1. No/Disagree	2. No Opinion	3. Yes/Agree	Suggested Improvements
31. Do you have a statement of accommodations in your literature or on public notices?					
32. Do you have any programs offered or located at a different site?					
33. Do you have any employees with disabilities at your site (if known):					
34. Are you aware of any community members or recipients of services with disabilities who utilize your facilities?					
35. Have you provided training or information to your staff regarding the requirements of the Americans with Disabilities Act?					
36. Would you like additional training regarding the Americans with Disabilities Act?					
37. Have you received any awards or special recognitions regarding programs or services for individuals with disabilities?					
38. Do you have any construction or remodeling projects currently underway or planned within the next three years?					
39. Do you have any volunteers?					
40. If you have volunteers, have they received training on providing services or activities for individuals with disabilities?					
41. Do you have access to current City policies, procedures, or practices?					
42. Are there any issues or information with regard to persons with disabilities or accessibility that would be helpful to your facility?					

Person Completing Survey:

Department: _____

Name: _____

Title: _____

Phone Number: () _____

Email: _____



11.2 Department & Program Update - Survey Summaries:

Any findings and recommendations contained in this section will serve as a basis for the implementation of specific improvements for providing access to City programs. All departments, divisions and programs will utilize these recommendations to facilitate the participation of persons with disabilities in programs, activities and services.

City Manager's Office:

- Department staff will be made aware of auxiliary hearing devices availability through the ADA Coordinator, to assist with enabling persons to fully participate in City programs and services. Other services and aids such as Braille, large print, qualified readers or interpreters are available upon request through the uniform process to request access barrier removal or auxiliary aids.
- Post ADA notice at all public meeting places. (Appendix A).
- Staff will review City's Access Barrier Removal and Grievance Complaint Forms.
- Incorporate findings from self-evaluation survey (City Manager's Office, City Attorney's Office, City Clerk, Community Development, Finance/ IS, Police Department, Human Resources, Engineering, Public Works, Parks & Recreation)

City Attorney's Office:

- Department staff will be made aware of auxiliary hearing devices availability through the ADA Coordinator, to assist with enabling persons to fully participate in City programs and services. Other services and aids such as Braille, large print, qualified readers or interpreters are available upon request through the uniform process to request access barrier removal or auxiliary aids.
- Staff will review City's Access Barrier Removal and Grievance Complaint Forms.
- The City Attorney will update contract and agreement templates to ensure that all recipients of funds from the City comply with the State and Federal Accessibility requirements or guidelines.

Include the following notice (or a similar notice) regarding the City's commitment in service contracts:

Discrimination Prohibited

The Consultant covenants and agrees that in performing the services required under this Agreement, the Consultant shall not discriminate against any person on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, pregnancy or ancestry, age or disability.

Include the following notice (or a similar notice) regarding the City's commitment in public



improvement agreements and conditions of approval:

Street Improvements. The Applicant shall be responsible to construct or reconstruct all sidewalks, curbs, gutters, driveways, curb cuts and street tree grates along the project frontage to conform to City of Brentwood Standards, the Americans with Disabilities Act and California accessibility regulations. Where there is a conflict among the above-mentioned standards, the provision providing the greatest level of protection for individuals with disabilities shall govern. Prior to the issuance of a permit, the City Engineer and ADA Coordinator shall confirm that detailed improvement plans and specifications have been prepared for said public improvements

City Clerk's Office:

- Department staff will be made aware of auxiliary hearing devices availability through the ADA Coordinator, to assist with enabling persons to fully participate in City programs and services. Other services and aids such as Braille, large print, qualified readers or interpreters are available upon request through the uniform process to request access barrier removal or auxiliary aids.
- The City Clerk's Office will ensure that all accessible doors are in operation prior to evening meetings such as City Council and Planning Commission meetings.
- The City of Brentwood recommends the use of TRS services for the hearing impaired. Dial 711 to be automatically connected to a TRS operator. A member of this department will receive instructions on usage.
- Post ADA notice on agenda's displayed outside on the City Hall posting board. (Appendix A).
- Staff will review the City's Access Barrier Removal and Grievance Complaint Forms.

Community Development:

- Department staff will be made aware of auxiliary hearing devices availability through the ADA Coordinator, to assist with enabling persons to fully participate in City programs and services. Other services and aids such as Braille, large print, qualified readers or interpreters are available upon request through the uniform process to request access barrier removal or auxiliary aids.
- Post ADA notice at entrance and all public meetings (Appendix A).
- Staff will review City's Access Barrier Removal and Grievance Complaint Forms.
- Housing staff will review FHA and FEHA forms (Appendix B and C).
- The City of Brentwood recommends the use of TRS services for the hearing impaired. Dial 711 to be automatically connected to a TRS operator. A member of this department will receive instructions on usage.



Finance/IS:

- Department staff will be made aware of auxiliary hearing devices availability through the ADA Coordinator, to assist with enabling persons to fully participate in City programs and services. Other services and aids such as Braille, large print, qualified readers or interpreters are available upon request through the uniform process to request access barrier removal or auxiliary aids.
- Post ADA notice at all public meetings. (Appendix A).
- TRS services “711” will be published on all publications to improve services for those with hearing disabilities. A member of this department will receive instructions on usage.
- Staff will review City’s Access Barrier Removal and Grievance Complaint Forms.
- Staff will review Website Access Checklist (Appendix B).

Human Resources:

- Department staff will be made aware of auxiliary hearing devices availability through the ADA Coordinator, to assist with enabling persons to fully participate in City programs and services. Other services and aids such as Braille, large print, qualified readers or interpreters are available upon request through the uniform process to request access barrier removal or auxiliary aids.
- Staff will review City’s Access Barrier Removal and Grievance Complaint Forms.

Brentwood Police Department:

- Department staff will be made aware of auxiliary hearing devices availability through the ADA Coordinator, to assist with enabling persons to fully participate in City programs and services. Other services and aids such as Braille, large print, qualified readers or interpreters are available upon request through the uniform process to request access barrier removal or auxiliary aids.
- The City of Brentwood recommends the use of TRS services for the hearing impaired. Dial 711 to be automatically connected to a TRS operator. A member of this department will receive instructions on usage.
- Review department policies for compliance with ADA.
- Create provider list of third party services or neighboring agencies that would be available to transport arrestees using mobility devices and service animals to proper facilities.
- Staff will review City’s Access Barrier Removal and Grievance Complaint Form.



- Training will be offered to all Officers and CSO's on an on-going basis with regard to effective communications with persons with disabilities, emergency transport services and on- call interpreters.
- Post ADA notice at the Dispatch/Reception Desk and at all public meetings.
- Staff will review City's Access Barrier Removal and Grievance Complaint Forms.



Engineering:

- Department staff will be made aware of auxiliary hearing devices availability through the ADA Coordinator, to assist with enabling persons to fully participate in City programs and services. Other services and aids such as Braille, large print, qualified readers or interpreters are available upon request through the uniform process to request access barrier removal or auxiliary aids.
- Staff will be instructed to institute procedures to document facility and public right-of-way corrections. Documentation at a minimum shall include the dates when items were inspected and determined to be properly corrected, identify project associated with such corrections, encroachment permit number, building permit number and/or identify Capital Improvement Project.
- Staff will review street closure procedures (Appendix F).
- Staff will review City's Access Barrier Removal and Grievance Complaint Forms.

Public Works:

- Department staff will be made aware of auxiliary hearing devices availability through the ADA Coordinator, to assist with enabling persons to fully participate in City programs and services. Other services and aids such as Braille, large print, qualified readers or interpreters are available upon request through the uniform process to request access barrier removal or auxiliary aids.
- Staff will be instructed to institute procedures to document facility and public right-of-way corrections. Documentation at a minimum shall include the dates when items were inspected and determined to be properly corrected, identify project associated with such corrections, encroachment permit number, building permit number and/or identify Capital Improvement Project.
- Staff will review street closure procedures (Appendix F).
- Staff will review City's Access Barrier Removal and Grievance Complaint Forms.

Parks and Recreation:

- Department staff will be made aware of auxiliary hearing devices availability through the ADA Coordinator, to assist with enabling persons to fully participate in City programs and services. Other services and aids such as Braille, large print, qualified readers or interpreters are available upon request through the uniform process to request access barrier removal or auxiliary aids.
- Tours and Trips:
Ensure that tours are provided in a manner that allows people with mobility, visual, speech, hearing and cognitive disabilities to fully participate.

Evaluate the destination of the tour or trip in order to determine the level of accessibility and any accommodations or modifications that may be required.



If a tour route or a portion of a route is not accessible, the tour will be rerouted or the department providing the tour will determine an alternate accommodation (e.g. photographs, close-captioned videos, etc.) that will allow the tour to be experienced.

Provide information to participants in advance of a tour or trip regarding the destination, transportation, and other characteristics of the event so that informed requests for accommodations can be made.

Ensure that when transportation is provided for City services and programs that accessible vehicles are available, upon advance request.

- Parks and Recreation will review the City Sponsored Event Accessibility Check List (Appendix G) and Special Event Helpful Hints (Appendix G).
- Staff will review City's Access Barrier Removal and Grievance Complaint Forms.



12.0 FACILITY SELF-EVALUATION UPDATE: RECOMMENDED ACTIONS

Information collected during the self-evaluation update process will be reported by the ADA Coordinator with the assistance of the Public Works Department and Building Department staff detailing each item found to be in noncompliance with ADAAG and California State Title 24 standards. The criteria listed below were used to determine the priorities for addressing specific barriers in each building, facility and park.

Priority One: The highest priority is placed on those barrier removal items that provide accessibility at the main entrance of a facility or improve a path of travel to the portion of the facility where program activities take place (for example, in order of priority, parking, walks, ramps, stairs, doors and corridors).

Priority Two: A second level priority is placed on those barrier removal items that improve or enhance access to program use areas (for example, meeting rooms, public offices and restrooms).

Priority Three: A third level priority is placed on those barrier removal items that improve access to amenities serving program areas (for example, drinking fountains, telephones, site furnishings and vending machines).

It is the intent of the City to address those items listed as Priority One and Two within a time frame of one to seven years depending on immediate necessity, degree of complexity and overall cost. In general, Priority Three items do not inhibit a person's ability to access or participate in a City program or event. Therefore, the City intends to address these items through routine maintenance, a building/facility remodel or improvement, or upon a request from a program manager or department head that a modification is necessary.

The City of Brentwood reserves the right to change the barrier removal priorities on an ongoing basis in order to allow flexibility in accommodating community requests, petitions for reasonable modifications from persons with disabilities and changes in City programs. It is the intent of the City to have its ADA Coordinator work together with upper management, department heads, and budget staff to determine the funding sources for architectural barrier removal projects. Once funding is identified, the ADA Coordinator and Facilities Management will coordinate the placement of the projects in the City's Capital Improvement Plan to be addressed on a fiscal year basis. Facilities Management will be responsible for keeping records of all corrections made and providing the ADA Coordinator with a written record memorializing the date, consultants who performed the work and the scope of these corrections.

The following self-evaluation form will be used for facility evaluations.



12.1 Facility Survey Form:

The following site survey provides guidelines that are required at all City facilities. All services provided by governments to the public must be accessible. This includes city offices whether publicly or privately owned.

The survey shows 2016 CBC regulations, however, other standards depending on year of construction would control, in this instance please, note in comments the distinction/standard used and reasoning. Thank you for your attention to this matter, in advance.

I. Site Development: Ingress and egress must be accessible including, at least one accessible route via normal path of travel from public right of way or sidewalk, passenger-loading zones, nearby public transportation and from accessible parking spaces.

ADA Standards & Title 24 Regulations	Does Not Comply	Comments
Address:		

II. Walks & Sidewalks:

<ul style="list-style-type: none"> Changes in level between ¼ & ½” shall be beveled with a slope no greater than 1:2. 		
<ul style="list-style-type: none"> Changes up to ¼” may be vertical & w/o edge treatment. Changes greater than 1/2” use ramp, etc. 		
<ul style="list-style-type: none"> Any grating in walking surface should have grid openings a max. ½” wide in one direction. 		
<p>Walkways</p> <ul style="list-style-type: none"> Width: 48” 		
<ul style="list-style-type: none"> Cross Slope not to exceed 1:48 gradient (2.0%).7 		
<p>Accessible entrance must be identified with at least one standard sign with additional directional signs, as required, visible from approaching pedestrian ways.</p>		



III. Pedestrian Ramps: Any path of travel or part of an accessible route shall be considered a ramp if its slope is greater than a 1:20 gradient or 5%.

ADA Standards & Title 24 Regulations	Does Not Comply	Comments
<ul style="list-style-type: none"> Width: 48” however, if the ramp serves as the only means to exit a building or serves an occupant load of 300 or + then a min clear width of 60” is required. 		
<ul style="list-style-type: none"> Handrails on both sides are required on ped. ramps that provide access except, that at exterior door landings, handrails are not required on ramps less than 6” rise or horizontal projection less than 72” 		
<ul style="list-style-type: none"> Cross Slope no greater than 1:48 		
<ul style="list-style-type: none"> Bottom & intermediate landings are at least as wide as required ramp width. Intermediate landings are a minimum 60” long in ramp direction. Interim landings where the ramp changes direction are 60 x 60”. 		
<ul style="list-style-type: none"> Ramps and landings with drop offs shall have curb/wall/railing/guide rail or curb a min of 2” in height on both sides that prevents slipping off ramp. 		
<ul style="list-style-type: none"> Outdoor ramps and approaches shall be designed so water will not accumulate on walking surface. 		



IV. Parking:

<ul style="list-style-type: none"> • Min. # of Accessible Spaces 1 accessible space if total # is 1-25, 2 accessible if 26-50, 3 accessible if 51-75, & 4 if 76-100. 		
<ul style="list-style-type: none"> • Spaces located on shortest accessible route from accessible parking to accessible entrance. 		
<ul style="list-style-type: none"> • Parking Space Width 9' 		
<ul style="list-style-type: none"> • Passenger Loading Zone: 5' wide & 18' long – 8' van 		
<ul style="list-style-type: none"> • Identify any signage referencing HANDICAP. This term is disparaging and shall be removed. 		
<ul style="list-style-type: none"> • Signage, type, location, height 		
<ul style="list-style-type: none"> • Van accessible spaces shall include a “Van Accessible” sign 		
<ul style="list-style-type: none"> • A striped path of travel connecting accessible parking to the accessible route will be provided 		

V. Curb Ramps:

ADA Standards & Title 24 Regulations	Doesn't Comply	Comments
<ul style="list-style-type: none"> • Width: 4' • Flared Sides 1:10 • Slope: Shall not exceed 1:12 		
<ul style="list-style-type: none"> • Transitions from ramp to walks, gutters, & streets are flush and free of abrupt changes. 		
<ul style="list-style-type: none"> • Built-up Curb Ramps are NOT ALLOWED to encroach into loading zones & vehicular traffic lanes. 		
<ul style="list-style-type: none"> • Detectable Warning the full width & depth of the curb ramp (not pedestrian ramps), excluding flared sides, inside the grooved border. 		



VI. Stairways:

ADA Standards & Title 24 Regulations	Doesn't Comply	Comments
<ul style="list-style-type: none"> • Handrails are 34-38" above nosing thread on both sides of stairways. 		
<ul style="list-style-type: none"> • Uniform riser heights and tread width. Stair treads shall be no less than 11" wide (measured from riser to riser). Open risers are not permitted. 		
<ul style="list-style-type: none"> • Upper approach and all treads of EXTERIOR stairs are marked with a strip of clearly contrasting color a min. of 2" in width a max. of 1" from the tread nose or landing. 		
<ul style="list-style-type: none"> • The upper approach and lower tread of INTERIOR stairs need contrasting color striping a min. 2" in width a max. of 1" from the tread nose or landing. 		



VII. Elevators:

ADA Standards & Title 24 Regulations Elevators	Doesn't Comply	Comments
<ul style="list-style-type: none"> Elevator is located near accessible path of travel. 		
<ul style="list-style-type: none"> Inside of car must allow for turning of a wheelchair. Minimum dimensions depend on whether door is on or off- centered. See examples below. 54" minimum depth of car platform is rear wall to door. 51" minimum clearance from rear wall to the return panel. 		
<ul style="list-style-type: none"> Handrail required on one wall (rear preferred) Rail shall be smooth. Minimum clearance of 1½" from wall. 32" (+ or – 1") height from floor. 		
<ul style="list-style-type: none"> Elevator is self-levelling to within ½" of the floor landing. 		
<ul style="list-style-type: none"> Door jambs at all landings are identified on a contrasting background by both raised Arabic numeral (minimum 2" in height) & Grade 2 Braille symbols (immediately left to numbers). ID shall be centered & located 60" from floor of jamb. 		
<ul style="list-style-type: none"> Emergency communication device @ max of 48" from the floor with a handset cord a minimum of 29" in length. 		
<ul style="list-style-type: none"> Emergency communication device does not require voice communication. 		
<ul style="list-style-type: none"> Emergency communication device compartment door is lever type and does not require tight grasping, pinching, or twisting of wrist to operate. 		
<ul style="list-style-type: none"> Centerline of hall call buttons shall be no higher than 42" above floor. 		
<ul style="list-style-type: none"> Elevator control panel inside car shall be no higher than 54" for side approach & 48" for front approach above floor. 		
<ul style="list-style-type: none"> Audible signals sounds are once for up direction and twice for down direction (or 		



VIII. Water Fountains (Drinking): Where only one drinking fountain area is provided on a floor, there shall be a drinking fountain that is accessible to individuals who use wheelchairs and accessible to individuals with difficulty bending or stooping. (“Hi-Lo” Fountains”) When more than one fountain is provided on a floor 50% of such fountains must be accessible for disabled persons.

ADA Standards & Title 24 Regulations	Doesn't Comply	Comments
<ul style="list-style-type: none"> All drinking fountains shall be located completely within alcoves (not less than 32” wide x 18” deep) or otherwise positioned so as not to encroach in to pedestrian ways. 		
<ul style="list-style-type: none"> Wall & post mounted fountains shall be 18 -19” in depth with clear knee space of b/w apron of fountain & floor of not less than 27” in height, 30” width & 8” depth. Such units shall also have a minimum clear floor space 30” by 48” (760 mm by 1220 mm) to allow a person in a wheelchair to approach the unit facing forward. 		
<ul style="list-style-type: none"> Side approach fountains are not accessible. 		
<ul style="list-style-type: none"> Free-standing or built-in units shall have a clear floor space at least 30” by 48” that allows a person in a wheelchair to approach to the unit (See below). This clear floor space shall be at least 30 x 48”. 		
<ul style="list-style-type: none"> Spout/Bubbler shall be no higher than 36 in (915 mm) from floor. Spout shall be at the front of the unit & shall direct water flow in a trajectory that is parallel or nearly parallel to the front of the unit. Stream is minimum 4” high. Controls and operating mechanisms shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate controls shall not exceed 5 lbf . 		



IX. Sanitary Facilities:

ADA Standards & Title 24 Regulations	Doesn't Comply	Comments
<ul style="list-style-type: none"> Single Accommodation Toilets clustered at a single location at least 5% but no less than one accessible toilet. 		
<ul style="list-style-type: none"> Toilet Seat top must be between 17 -19" from the floor. 		
<ul style="list-style-type: none"> Flush controls shall be automatic or operable with one hand without tight grasping, pinching or twisting of the wrist and requires no more than 5 lbf to operate. 		
<ul style="list-style-type: none"> Maneuvering Space: Must have an unobstructed turning space (60" diameter circle) in the stall. 		
<ul style="list-style-type: none"> Toilet paper dispenser is located on wall below grab bar (no more than 36" from back wall and at least 19" from floor) within 7"- 9" of front edge of toilet seat. Dispenser must allow for continuous paper flow with no controls. 		
<ul style="list-style-type: none"> Door Handles, pulls, latches, locks and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate. Lever-operated mechanisms, push-type mechanisms and U-shaped handles are acceptable designs. 		




ADA Standards & Title 24 Regulations	Doesn't Comply	Comments
<p>Lavatories:</p> <ul style="list-style-type: none"> • One unit must be accessible. • Sink shall be mounted with the rim or counter surface no higher than 34" above the finish floor. Provide a clearance of at least 29" above the finish floor to the bottom of the apron. Under sink hazards to be protected. • Mirrors shall be mounted with the bottom edge of the reflecting surface no higher than 40" above the floor. • All fixtures & accessories are located a maximum of 40" above floor. (Hooks, Towels, Waste, Dryers, Sanitary Items) 		

Lavatory Clearance		Clear Floor Space	
<ul style="list-style-type: none"> • Minimum of 30 x 48" clear space is provided in front of lavatory that allows forward approach. 			

Urinal		Clear Floor Space	
<ul style="list-style-type: none"> • At least one urinal must be accessible with clear floor space 30" x 48" in front to allow for forward approach. • Elongated rim projecting a 13.5" minimum from the wall. • 17" maximum rim height above floor. • Flush controls shall be automatic or operable with one hand without tight grasping, pinching, or twisting of the wrist and requires no more than 5 lbf to operate. 			

X. Signage:

ADA Standards & Title 24 Regulations	Doesn't Comply	Comments
<p>Signage is required:</p> <ul style="list-style-type: none"> • At every primary public entrance and major junction along or leading to an accessible route of travel, there shall be a sign displaying the international symbol of accessibility. • Signs shall indicate the direction to accessible entrances & facilities and shall comply with the requirements for directional and informational signage, below. • All building entrances, permanent rooms & spaces that are accessible shall display signage. 		
<p>Character</p> <ul style="list-style-type: none"> • Characters on such signs shall be sized according to viewing distance with characters on overhead signs at least 3 inches high. • Characters and backgrounds need non-glare finish. • Characters shall contrast with their background (light-on-dark or dark-on-light). 		
<p>Braille</p> <ul style="list-style-type: none"> • Letters and numerals shall be raised 1/32 in, upper case, sans serif or simple serif type and shall be accompanied with Grade 2 Braille. • Raised characters between 5/8” – 2” high. Braille dots are raised a min 1/40” above the background and are 1/10” on center in each cell with 2/10” pace b/w cells, measured from the second column of dots in the first cell to the first column of dots in second cell. 		



ADA Standards & Title 24 Regulations	Doesn't Comply	Comments
<p>Pictograms</p> <ul style="list-style-type: none"> • Pictograms are accompanied by an equivalent verbal description placed directly below picture. • The verbal description must be in raised letters and accompanied by Grade II Braille. If the International Symbol of Accessibility or other information in addition to room and space designation is included on the sign, it does not have to be raised and accompanied by Grade II Braille. 		
<p>Mounting Location & Height</p> <ul style="list-style-type: none"> • Permanent ID signs are installed on the wall adjacent to the latch side of the door (at double leaf doors & when there is no wall space at latch, signs shall be placed on nearest adjacent wall – preferably on right. • Mounting height is 48” - 60” from floor to centerline of sign. • Mounting will allow a person to approach with 3” of the signage without encountering protruding objects/standing within swing of a door. 		



13.0 SCHEDULE OF IMPROVEMENTS FOR FACILITIES

The following sample table is an example of the compilation of the results from the self-survey and prioritization of the identified barriers. This table will identify projected architectural barrier removal projects, which will include those buildings and facilities that receive a high level of use by the public, provide programs and/or services that are unique and cannot occur in another location and are distributed throughout the City thereby providing maximum access for all residents.

Facilities	
150 City Park Way	Built to current accessibility standards

The City is not required to take remedial action, when it can be demonstrated, that such changes would result in a fundamental alteration in the nature of a program or activity; would create a hazardous condition for other people; or would represent an undue financial and administrative burden. The determination that an undue financial burden would result must be based on an evaluation of all resources available for use in a program. For example, if a barrier removal action is judged unduly burdensome, the City must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity.



14.0 STREET, SIDEWALK and CURB RAMP SELF-EVALUATION UPDATE

In 1999, the City hired Bruckner Disability to perform a review of the City's buildings, park, and curb ramps for accessibility. This survey information was then used to bring selected facilities into compliance with ADAAG and title 24 Standards. Since the initial survey the City has had an increase in both residential and commercial development requiring a review of City sidewalks to meet the growing need of our community.

The Transition Plan Update for Sidewalks and Curb Ramps will combine the findings of the review of policies, procedures and design standards regarding sidewalks and curb ramps with the City's ongoing curb ramp inventory. Although the City has already instituted a number of programs to increase pedestrian accessibility via street-related capital improvement projects it will expand these programs where possible in order to meet its overall goals.

The ADA Coordinator with assistance from the Director of Engineering will establish a plan for correcting such issues based upon priority system. The plan will be revised as necessary and costs for implementing the plan will be estimated. The plan will be integrated in the CIP with a timeline for implementation and the Director of Engineering and ADA Coordinator will be responsible for overseeing the work.

The City of Brentwood will perform a sidewalk, street and curb ramp inventory.

It is the goal of the City to continue its efforts to improve pedestrian accessibility. To achieve this goal, the City will utilize the following criteria to guide its sidewalk and curb ramp program:

Priority One:

- **Provide access to state or local facilities or offices.**
Since the ADA requires that funding priority be given to "walkways serving local and state government offices and facilities," these conditions have received the highest priority in the City's self-evaluation process.
- Access to State or local facilities from public transportation.

Priority Two:

- **Provide access to places of public accommodation.**
Locations that provide access to "public, commercial, medical, professional, educational, or recreational services" are high priorities for curb ramps sites and sidewalk improvements.
- **Provide access to public transit.**
A goal of the curb ramp program and sidewalk repairs is to improve access to bus stops along heavily used bus routes.



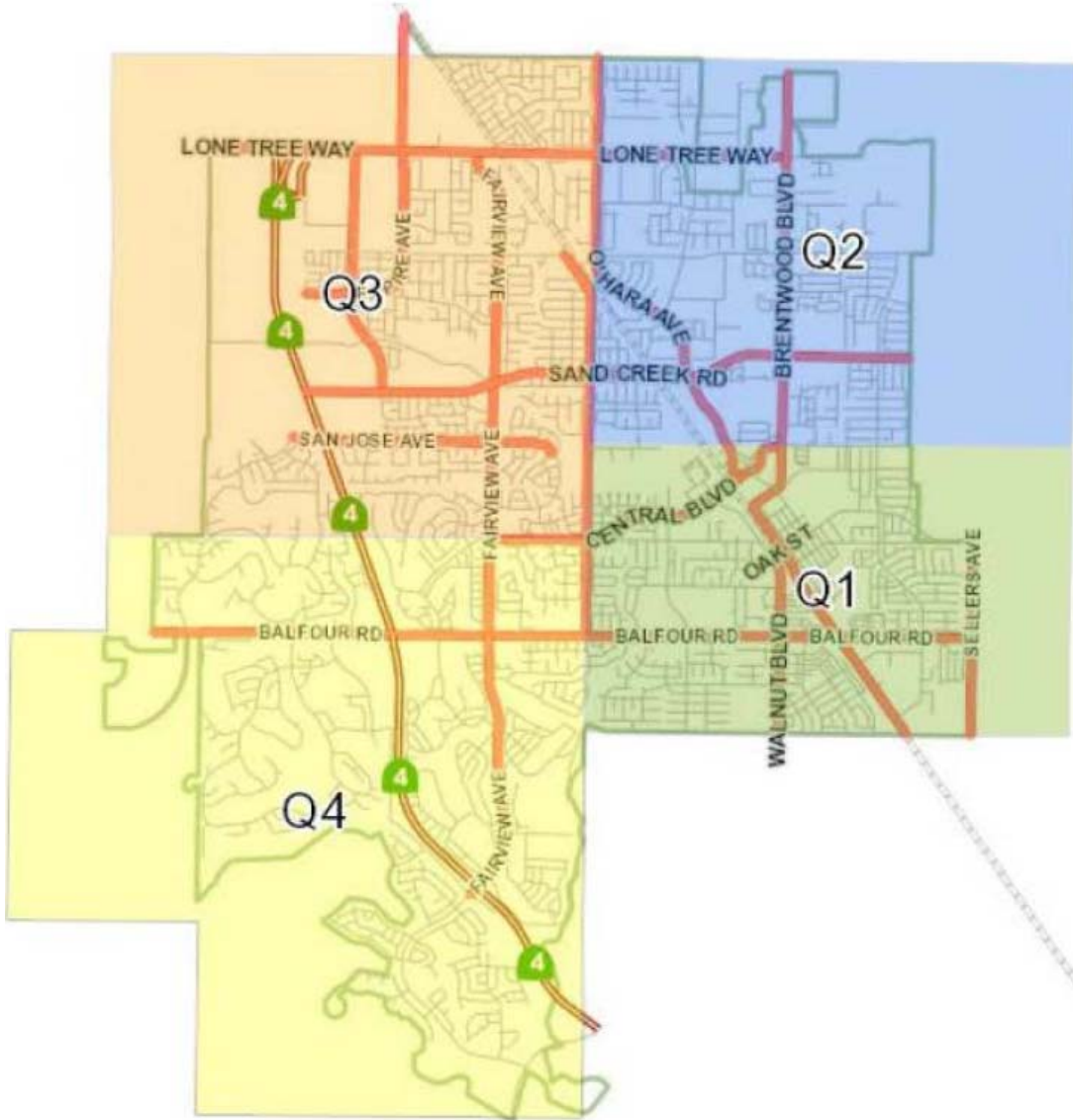
Priority Three:

- **Enhance safety at pedestrian crossings.**
High priority is given to curb ramps and walkways that will allow for safe crossings at controlled or marked intersections.
- **Create connected systems of accessible pathways.**
City staff will look for opportunities to complete a partially accessible intersection or pathway and to expand an existing pathway system.

The City of Brentwood reserves the right to change the barrier removal priorities on an ongoing basis in order to allow flexibility in accommodating community requests, petitions for reasonable modifications from persons with disabilities and public improvements related to economic development. It is the intent of the City to have its ADA Coordinator work together with department heads and budget staff to determine the funding sources for architectural barrier removal projects. Once funding is identified, the ADA Coordinator and City Engineer will coordinate the placement of the projects in the City's Capital Improvement Plan to be addressed on a fiscal year basis. Public Works staff will be responsible for keeping records of all corrections made and providing the ADA Coordinator with a written record memorializing the date, project name/encroachment number associated with the work performed or consultant who performed the work, and the scope of these corrections.

14.1 Access Compliance Survey:

The ADA Coordinator divided the City into four (4) areas to be considered as follows:



This grid map will be used to systematically survey the City and the improvements.



14.2 Sidewalk Survey Form

Area:	
Construction/Alteration Date: Before 1/26/92 After 1/26/92 Unsure	
Location:	Date:
Record measurements as inches where “is present.” “N” signifies a violation – please, identify address nearest area.	

Sidewalk

		Yes	No
1	Is sidewalk width 60” or more?		
2	Is sidewalk width at least 48”?		
3	If route has less than 60” clear width, is there passing space of a minimum of 60” x 60” at least every 200 feet?		
4	Does cross slope exceed 2%?		
5	Driveway crosses - is there a 36” or more wide passage way?		
6	Is there DW at car crossing 36” wide & full length of sidewalk? (only required if no curb, railing or other element between cars and pedestrian)		

Street Crossing

		Yes	No
7	Crossing time at min 3.5 feet per second?		
8	Is push button located between 15 – 48” from ground?		
9	Does push button have 24 – 48” of reach unobstructed and on level ground?		
10	Is the force required to activate control exceed 5lbf/22.2 N?		

Protruding Objects/Barriers/Poles

		Yes	No
11	Any street furniture/barriers? Type. No protruding into travel route. - Any objects should be 27” above sidewalk Items mounted about 27” should not protrude + 4” into travel route		
12	Any items protruding into 48-68” travel route? Note: an object should be 27” above sidewalk & not protrude + 4” into travel route. Explain.		



Street Trees/Landscaping

		Yes	No
13	Any street trees or landscaping? Type:		
14	Any branches etc. protruding into or low limbs in route?		
15	Tree Well Depth?		
16	If there's grating, does grid surface have openings a max. ½" wide in one direction?		
17	Note areas without grating that create risk of trip/barrier hazard.		

Parking

		Yes	No
18	If ADA Parking, is space located on shortest accessible route to public building?		
19	Signage? - International Symbol of Accessibility - Van Accessible @ 80" or 36" on wall		
20	Striping correct?		
21	Dimensions correct?		
	Accessible route to the public building		



Sidewalk Accessibility Survey

Area:	
Construction/Alteration Date: Before 1/26/92 After 1/26/92 Unsure	
Location:	Date:
Describe each curb ramp's Location:	

Refer #	Curb Ramp (CR) Questions	Yes	No
1	Is ramp at least 48” wide (not including flared sides)?		
2	Does CR have a running slope of 8.33% or less?		
3	Does CR have a cross slope of 2% or less?		
4	Does CR have a gutter slope of 5% or less?		
5	Are transitions on and off CR flush and free of abrupt level changes? - Record the height of any level changes:		
6	Does CR have detectable warnings (DW)?		
6a	Does DW run full length and width of CR? - If not, include measurement W x L		
7	Can CR be blocked by legally parked cars?		
8	Is the sidewalk at the “top” of CR at least 48” wide?		
9	Does CR have flared sides? - <i>If yes, answer the next two questions.</i> - <i>If no, skip to question 10</i>		
9a	If the sidewalk at the “top” of CR is 48” wide or more, is the slope of the flared sides 10% or less?		
9b	If the sidewalk at the “top” of CR is less than 48” wide, is the slope of the flared sides 8.33% or less?		
10	If no flared sides , is there an obstruction or grass on each side of CR that discourages pedestrians from walking across ramp?		
11	If CR is built-up to curb, is it outside the path of cars?		
12	If built-up, are flared sides slope 10% or less? If not, are edge protectors & handrails present?		



14.3 Schedule of Improvements for Pedestrian Right-of-Way

The following sample table (Appendix J) will be used as a compilation of the results from the self-survey update and prioritization of the identified barriers. This table will identify projected architectural barrier removal projects, which will include those areas that receive a high level of use by the public, provide access to state or local offices and are distributed throughout the City thereby providing maximum access for all.

Pedestrian Rights-of-Way	
Years One – Four	
Years Five – Seven	
Years Eight – Ten	

Undue Burden

The City is not required to take remedial action, when it can be demonstrated, that such changes would result in a fundamental alteration in the nature of a program or activity, would create a hazardous condition for other people; or would represent an undue financial and administrative burden. The determination that an undue financial burden would result must be based on an evaluation of all resources available for use in a program. For example, if a barrier removal action is judged unduly burdensome, the City must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity.



15.0 PARKS AND GREENBELT INVENTORY

The City will perform a Parks and Greenbelt Inventory.

It is the goal of the City to continue its efforts to improve accessibility to its parks and greenbelts. To achieve this goal the City will utilize the following criteria to guide its parks and greenway improvements:

Priority One:

- Provide access to any parks and greenbelts with access challenges.

Priority Two:

- Provide access to facilities inside parks and greenbelts with access challenges.

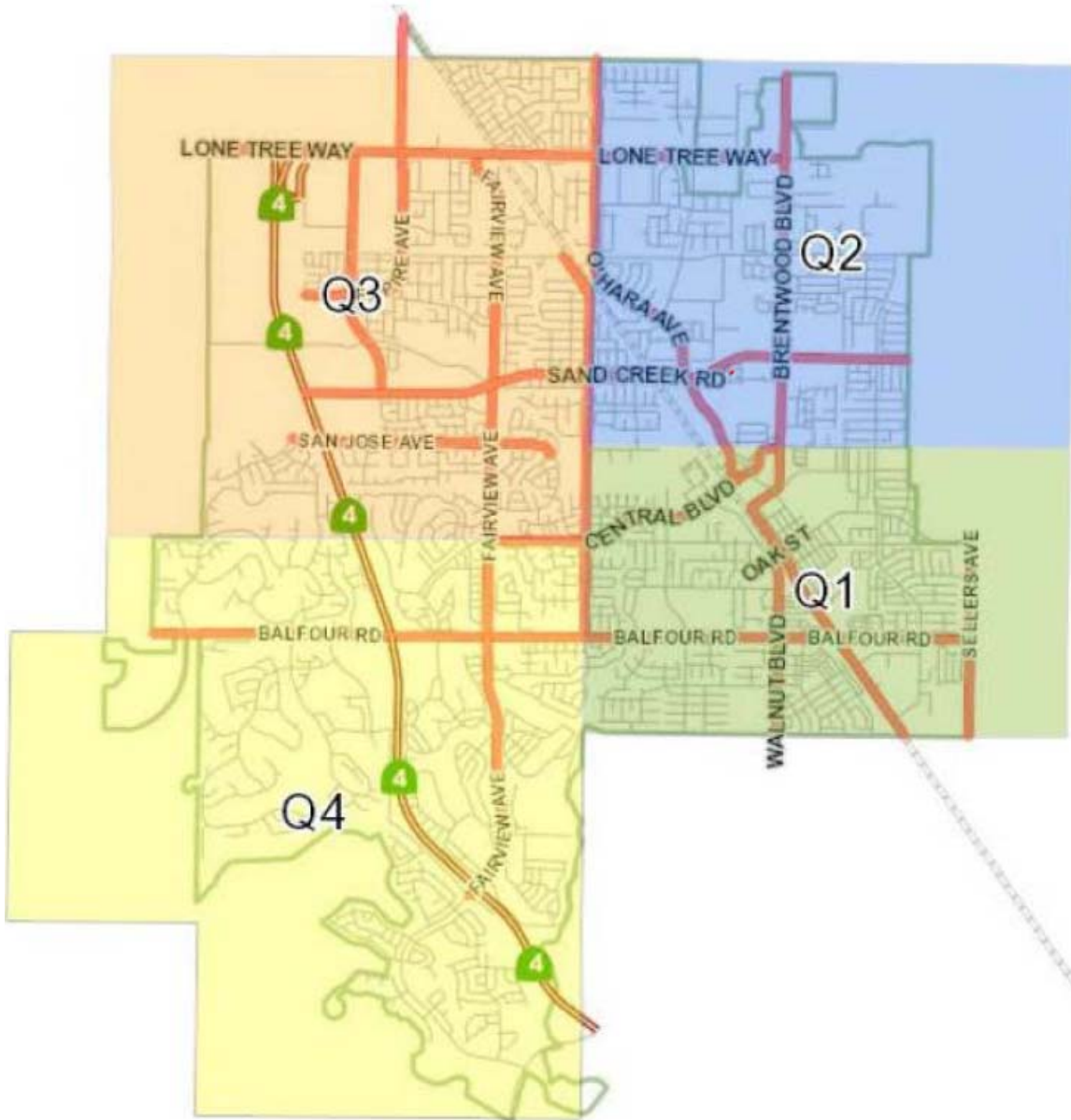
Priority Three:

- Identify shortcomings re: signage at parks and greenbelts.

The City of Brentwood reserves the right to change the barrier removal priorities on an ongoing basis in order to allow flexibility in accommodating requests, petitions for reasonable modifications from persons with disabilities and public improvements related to economic development. It is the intent of the City to have its ADA Coordinator work together with department heads and budget staff to determine the funding sources for architectural barrier removal projects. Once funding is identified, the ADA Coordinator and the City Engineer will coordinate the placement of the projects in the City's Capital Improvement Plan to be addressed on a fiscal basis. Public Works staff will be responsible for keeping records of all corrections made and providing the ADA Coordinator with a written memorializing the date, project name/ encroachment number associated with the work performed or consultant who performed the work, and the scope of these corrections.

15.1 Parks and Green Belt Survey Map:

The ADA Coordinator divided the City into four (4) areas to be considered as follows:



This grid map will be used to systematically survey the City and the improvements.



15.2 Parks and Greenbelt Accessibility Survey Form:

Area:	
Construction/Alteration Date: Before 1/26/92 After 1/26/92 Unsure	
Location:	Date:
Describe each park/greenbelt's Location:	

	Park Entrance / Parking Lot	Yes	No
1	Is park entrance accessible?		
2	Is there accessible parking?		
3	Is accessible parking as close to park as possible?		
4	Is entry signage in Braille, pictograms?		

	Park Interior	Yes	No
1	Are all facilities on an accessible route?		
2	If seating, is there companion seating?		
3	Is signage in Braille, pictograms?		
4	Does all equipment have accessible path access		
5	Are restrooms accessible?		

	Greenbelts	Yes	No
1	Is greenbelt open to the Public?		
2	Is greenbelt accessible?		
3	Is signage in Braille, pictograms?		



15.3 Schedule of Improvements for Parks and Green Belts:

The following sample table (Appendix J) will be used as a compilation of the results from the self-survey update and prioritization of the identified barriers. This table will identify projected architectural barrier removal projects, which will include those areas that receive a high level of use by the public, provide access to state or local offices and are distributed throughout the City thereby providing maximum access for all.

Parks and Green Belts	
Years One – Four	
Years Five – Seven	
Years Eight – Ten	

Undue Burden

The City is not required to take remedial action, when it can be demonstrated, that such changes would result in a fundamental alteration in the nature of a program or activity, would create a hazardous condition for other people; or would represent an undue financial and administrative burden. The determination that an undue financial burden would result must be based on an evaluation of all resources available for use in a program. For example, if a barrier removal action is judged unduly burdensome, the City must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity.

Public Improvement Agreements & Residential Developments

The City will continue to enter into and/or require public improvements, where applicable on development projects and large residential projects.



16.0 ADA TRANSITION PLAN UPDATE SUMMARY

Barrier Removal Status:

The findings or barriers, as outlined in the report by Bruckner Disability Consultants dated March 1999, are incorporated into the City's Transition Plan Update. This summary outlines the status of those findings/ barriers described in the report and any action the City has taken to address the findings/barriers.

16.1 Building and Facilities

- **City Hall:** A new City Hall and parking garage were constructed and occupied in 2014. These structures incorporated the ADA as well as the California Building Codes into the design and construction. These and all related facilities are barrier free.
- **Community Development Building:** This structure was demolished and the Community Development Department is now located within City Hall.
- **City Council Chambers:** The City Council Chambers were demolished and are now located within the City Hall complex.
- **City of Brentwood Police Station:** Now located at 9100 Brentwood Boulevard. Through extensive remodeling and alterations the Police Station is barrier free.
- Remaining inventory constructed after 1999, see Facility Survey forms.

16.2 Parks:

- Apple Hill Park: No upgrades completed.
- City Park: City Park is now part of the City Hall complex and is barrier free.
- Creekside Park: Path of travel to play equipment not compliant, no accessible restrooms, drinking fountain not accessible.
- Curtis Tot Lot: Curb ramp and street approach not in compliance.
- K and B Park (now Walnut Park): Create on street accessible parking - not required, picnic table not accessible.
- McClarren Park: No accessible parking and no ramp to access park.
- Sunset Athletic Complex: No accessible van parking signage.
- Remaining inventory constructed after 1999, see Parks and Greenbelt Survey forms.



16.3 Rights-of-Way:

- Curb ramps: This phase of the update is ongoing and projected to take several years. The curb ramp inventory will be ongoing as well as the modifications as appropriate.
- Sidewalks/crosswalks: This phase of the update is ongoing and projected to take several years. The curb ramp inventory will be ongoing as well as the modifications as appropriate.



Appendix A – ADA Public Notice



ADA Public Notice

NOTICE UNDER AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the City of Brentwood (“City”) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: The City will generally, upon request, provide auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City’s programs, services and activities.

Modifications to Policies and Procedures: The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the ADA Coordinator as soon as possible, but no later than 72 hours before the scheduled event.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a City program, service, or activity is not accessible to persons with disabilities should be directed to the ADA Coordinator.

The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons using mobility devices.

ADA Coordinator
City of Brentwood
(925) 516-6000, Operations@brentwoodca.gov
Or dial 711 to be automatically connected to a TRS operator
www.brentwoodca.gov



Appendix B – Website Access Checklist



Americans with Disabilities Act (ADA) Website Access Checklist

The City of Brentwood is in the process of updating the City’s Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan. This checklist is designed for use in conducting a preliminary assessment of the accessibility of our website. The goal is to review the website, its policies and procedures and see if there are red flags regarding accessibility concerns. Thank you for your time and consideration in advance.

Please return this survey to: ADA Coordinator
 City of Brentwood
 Phone: (925) 516-6000
 Operations@brentwoodca.gov

This survey is available in alternative formats, on request.

Access Element	1. No Disagree	2. Yes/ Agree	Suggestions/Comments
A. Assessing Current Webpages & Content on Your Website This section will help you determine if your website has some of the most common accessibility problems. It will not identify all website accessibility problems.			
1. Does the top of each page with navigation links have a “skip navigation” link? (This feature directs screen readers to bypass the row of navigation links and start at the webpage content, thus enabling people who use screen readers to avoid having to listen to all the links each time they move to a new page.)			
2. Do all links have a text description that can be read by a screen reader (not just a graphic or “click here”)?			
3. Do all of the photographs, maps, graphics and other images on the website currently have HTML tags (such as an “alt” tag or a long description tag) with text equivalents of the material being visually conveyed?			
4. Are all of the documents posted on your website available in HTML or another text-based format (for example, rich text format (RTF) or word processing format), even if you are also providing them in another format, such as Portable Document Format (PDF)?			
5. If your website has online forms, do HTML tags describe all of the controls (including all text fields, check boxes, drop-down lists, and buttons) that people can use in order to complete and submit the forms?			



Access Element	1. No/ Disagree	2. Yes/ Agree	Suggestions/Comments
6. If your website has online forms, does the default setting in drop-down lists describe the information being requested instead of displaying a response option (e.g., “your age” instead of “18 - 21”)?			
7. If a webpage has data charts or tables, is HTML used to associate all data cells with column and row identifiers?			
8. Do all video files on your website have audio descriptions of what is being displayed to provide access to visually conveyed information for people who are blind or have low vision?			
9. Do all video files on your website have written captions of spoken communication synchronized with the action to provide access to people who are deaf or hard of hearing?			
10. Do all audio files on your website have written captions of spoken communication synchronized with the action to provide access to people who are deaf or hard of hearing?			
11. Have all webpages been designed so they can be viewed using visitors’ web browser and operating system settings for color and font?			
B. Website Accessibility Policy and Procedures			
This section will help you identify potential problems with the ongoing process of ensuring website accessibility			
12. Do you have a written policy on website accessibility?			
13. Is the website accessibility policy posted on your website in a place where it can be easily located?			
14. Have procedures been developed to ensure that content is not added to your website until it has been made accessible?			
15. Does the website manager check the HTML of all new webpages to confirm accessibility before the pages are posted?			
16. When documents are added to your website in PDF format, are text-based versions of the documents (e.g., HTML, RTF, or word processing format) added at the same time as the PDF versions?			
17. Have in-house staff and contractors received information about the website accessibility policy and procedures to ensure website accessibility?			
18. Have in-house and contractor staff received appropriate training on how to ensure the accessibility of your website?			



Access Element	1. No/ Disagree	2. Yes/ Agree	Suggestions/Comments
19. Have in-house and contractor staff that creates web content or posts it on your website received copies of the Department of Justice’s technical manual assistance document “Accessibility of State and Local Government Websites to People with Disabilities”?			
20. If your website contains inaccessible content, is a specific written plan including timeframes in place now to make all of your existing web content accessible?			
21. Have you posted on your website a plan to improve website accessibility and invited suggestions for improvements?			
22. Does your website home page include easily locatable information, including a telephone number and email address, for use in reporting website accessibility problems and requesting accessible services and information?			
23. Do you have procedures in place to assure a quick response to website visitors with disabilities who are having difficulty accessing information or services available via the website?			
24. Have you asked disability groups representing people with a wide variety of disabilities to provide feedback on the accessibility of your website? (Note: Feedback from people who use a variety of assistive technologies is helpful in ensuring website accessibility.)			
25. Have you tested your website using one of the products available on the Internet to test website accessibility? (Note: Products available for testing website accessibility include no-cost and low-cost options. These products may not identify all accessibility issues and may flag issues that are not accessibility problems. However, they are, nonetheless, a helpful tool in improving website accessibility.)			
26. Are alternative ways of accessing web-based information, programs, activities, and services available for people with disabilities who cannot use computers?			

Person Completing Survey:

Department: _____

Name: _____

Title: _____

Phone Number: () _____

Email: _____

Appendix B



Appendix C – Temporary Traffic Control Checklist



Public Works: Street Closure Procedures

TEMPORARY TRAFFIC CONTROL PLAN CHECKLIST

When scheduled work requires the full or partial closure of a City right-of-way, the City of Brentwood will require that a temporary traffic control plan (TTCP) be submitted for review by the Engineering Department and ADA Coordinator at least two (2) weeks prior to beginning of any work and should conform to the standards shown in this document, as well as any and all applicable codes and conditions. This checklist is provided merely to assist Developers and Contractors in developing acceptable plans however, please refer to the California Manual of Uniform Traffic Control Devices (MUTCD) for more information and examples. (See <http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/index.htm>)

Developer/Contractor is responsible for inspecting any approved traffic detour routes to insure adequate horizontal and vertical clearances are maintained free from obstructions (e.g., poles and low overhanging tree limbs).

Pedestrian Guidelines

It is the policy of the ADA Coordinator in conjunction with the Department of Public Works that a safe and accessible path of travel is provided for all pedestrians, including those with disabilities, around and/or through construction sites.

When erecting barricades, the Contractor shall be conscious of the special needs of pedestrians with physical disabilities. Discretion is given to the contractor to provide protection for pedestrians consistent with all local, state, and federal codes, including the Americans with Disabilities Act and California Building Code, Title 24.

It is recognized that there are various types of construction activities, including both short-term and long-term projects. Some barricading systems are more appropriate for certain types of construction than others.

The following barricading systems are examples of systems which can be used to provide a safe and accessible path of-travel around and through a construction site. They are not intended to be all-inclusive. Any barricading system meeting accessibility standards may be considered.

Placement of Barricades

The Contractor shall erect and maintain for the duration of the Contract proper barricades and temporary curb ramps complying with all State and Federal access codes & regulations or proper signage directing pedestrians to an alternative accessible path of travel at all closed crosswalks and existing closed curb ramps.

For all temporary fencing, barricades or other barriers, the Contractor shall provide a solid and continuous bottom rail such as a wood 2x4 or other material of high contrast attached to the base of the barricade or fencing system to direct pedestrians with vision impairments to and through a temporary path-of-travel in the construction area.

The Contractor shall allow no construction materials be stored or placed on the path-of-travel. The Contractor shall maintain the construction barriers in a sound, neat and clean condition, and shall remove all graffiti to the satisfaction of the Engineer, during the life of the contract. The Contractor shall clean



public walkways adjoining the construction site of accumulated trash and debris.

Construction operations shall not occupy public sidewalks except where pedestrian protection is provided, following the requirements herein, and with the regulations of other public authorities having jurisdiction. The Contractor shall not obstruct free and convenient approach to any fire hydrant, alarm box or utility box.

The Contractor shall remove barriers and enclosures upon completion of the work in accordance with applicable regulatory requirements and to the satisfaction of the Engineer.

Barricading Methods & Materials

A-Frames: When using A-frames for defining a path-of-travel, not barricading trenches from vehicular travel, A-frames shall be placed end to end (no spacing between barricades allowed). This will help a person with vision impairments negotiate a safe path-of-travel. Openings between A-frames will give confusing signals to a person with vision impairments and using a "walking cane" or "white cane". If using A-frames, all must be connected in a way to ensure that individual A-frames do not move out of place or separate. As an example of an acceptable connection, A-frames may be connected with a 2x4" that is attached to the base of the barricade system. A-frames used during hours of darkness shall be equipped with flashers.

Barrier Caution Tape: Caution tape does not provide an adequate barricade and cannot be used to delineate path-of-travel (but can be used in other areas to highlight dangerous conditions).

Fencing Material: When using fencing material (i.e., chain link, plastic, etc.) the bottom 3 inches at a minimum should be solid. This base will act as a guide to persons with vision impairments using canes. Otherwise, walking canes could get caught in fencing. A safe design can be achieved by attaching a solid material (i.e., wood, header bender board, sheet metal, solid rod or rail, etc.) to the bottom portion of the fence. Chosen material should have a high visual contrast to the street/sidewalk surface.

Closed Crosswalks: If a crosswalk is closed due to construction, then curb ramps leading into that crosswalk should also be appropriately barricaded. High pedestrian traffic areas, may call for installation of a temporary curb ramps in the direction of the crosswalk to replace barricaded ramps. Note however where appropriate, signage closing sidewalk or curb ramp and directing pedestrians to alternative paths will be acceptable if advance notice is given. It should be noted that curb ramps are not used solely by persons in wheelchairs. They are also indicators to persons who are blind/low-visioned that a crosswalk exists and that there is a safe path-of-travel to cross the street. Temporary curb ramps should direct pedestrians with vision impairments to and through the temporary path-of-travel.

Open Crosswalks: If crosswalks are to remain open during the project then curb ramp areas should be kept free of debris, staging material, equipment, etc.

Path-Of-Travel: All changes of level in a path-of-travel that is over ¼ inch in height, but not exceeding ½ inch, shall be beveled at a 45-degree angle to provide a smooth, non-tripping transition.

Signage: Contractor must post and maintain the appropriate pedestrian signs, including but not limited to "SIDEWALK CLOSED AHEAD/USE OTHER SIDE", "SIDEWALK CLOSED", "NO PEDESTRIAN CROSSING" and directional signage indicating alternative accessible paths such as, "USE ← or →".

Appendix C



Appendix D – City Sponsored Event Accessibility Checklist



Checklist: Accessible
City-Sponsored Public Events

It is the policy of the City of Brentwood that all City-sponsored public meetings and events be physically and programmatically accessible to persons with disabilities. This checklist has been developed in order to assist you, the organizer, in ensuring that your meeting and/or event are accessible.

Section One: Assess compliance with “programmatic” accessibility standards, to ensure that events will be accessible not only to persons with physical disabilities, but to person with sensory, cognitive, and other disabilities, as well. Please provide comments as necessary.

Section Two: Ensures that potential meeting sites and event locations comply with physical accessibility standards. Please provide comments as necessary.

THE INITIAL ITEMS LISTED IN **BOLD** ARE MINIMUM REQUIREMENTS. PLEASE DO NOT CONSIDER HOLDING A PUBLIC EVENT/MEETINGS WITHOUT THESE IN PLACE. OTHER ITEMS ARE STRONGLY RECOMMENDED.

Event Name/Description: _____

Event Location/Address: _____

Event On-Site Contact: _____

Phone: _____ **Cell:** _____

E-mail: _____

Date & Time of Event: _____

Responsible Department: _____

Contact Person
(if not ADA Coordinator): _____

Phone: _____ **Cell:** _____

E-mail: _____

Designated Department Staff is responsible for ensuring that this form is completed and that accessibility is verified at least 10 working days prior to any city-sponsored public meeting or event. It is not necessary to fill out this form more than once for regularly scheduled City meetings, so long as the Designated Department Staff continues to ensure that the provisions herein are being complied with at each meeting. If upon filling out or reviewing this form, it is



apparent that additional information is required, or it appears that the meeting or event cannot be made physically or programmatically accessible, please contact the ADA Coordinator to discuss possible alternative solutions or sites.

Section One: Programmatic Accessibility Checklist

	NOTICE	Yes	No	N/A
1	All notices and announcements for the event or meeting include accessibility information.			
2	All notices and announcements for the event or meeting include information on whom to contact to request accessibility accommodations.			

	COMMUNICATOIN ACCESS	Yes	No	N/A
1	If a microphone is provided for public participation, the cable is long enough to serve accessible seating areas or a wireless unit is provided.			
2	Film or Video materials produced by the City are captioned.			
3	Printed materials are available upon request, in alternative formats. This generally requires an electronic version of any materials. Large print copies (18 point) are recommended.			
4	For all meetings/events, Assistive Listening Devices (ALDs)_ are available.			
5	Signage of where to obtain ALDs is posted with ALD symbol at the site.			
6	For meetings of 100 or more people, Real-Time Captioning has been scheduled.			
7	An audio description is available of visual materials.			
8	The meeting is accessible by speakerphone or Bridge Line.			



Section Two: Physical Accessibility Checklist

	GETTING TO THE EVENT	Yes	No	N/A
1	An Accessible route exists from the street to the event and all event activities.			
2	All public events should have proper signage to direct the public to the location. In the unusual situation in which the main route to the meeting is not accessible, the accessible route with directional signage is provided.			
3	Curb ramps and other accessible features to remain free from obstruction.			

	TRANSPORTATION	Yes	No	N/A
1	If the event itself includes transportation, accessible vehicles are available via reasonable accommodation request and properly advertised.			
2	The meeting or event is located close to accessible public transportation.			
3	An accessible route is provided from the public transportation stop to the building or facility entrance.			
4	<u>Accessible parking</u> is available (review # of car and van accessible spaces). If ADA spaces are blocked by event, alternate ADA parking spaces will be made available.			
5	There is accessible passenger loading and unloading space.			

	AMENITIES	Yes	No	N/A
1	<u>Accessible toilets</u> are available within 200 feet of the event's location.			
2	<u>Accessible drinking fountains</u> are available (if any are provided).			
3	Art displays or exhibits are positioned to provide an <u>accessible route</u> and to not be a <u>hazard to people who are blind or have visual disabilities</u> .			
4	If food or beverages are provided, the service is located on an accessible route. Self-service items are reachable from a seated position with accessible operating mechanisms. [Countertops are 28 – 34 inches high.]			



Section Two: Physical Accessibility Checklist continued

	SEATING	Yes	No	N/A
1	If seating is provided, wheelchair and companion seating is dispersed in multiple location(s) and seating ratio. (See definitions for ratio).			
2	Seating is available for deaf and hard of hearing people near the front of the space so that attendees may see the interpreter/captioner, or lip read			
3	Signs are provided indicating the accessible seating areas for both wheel chair users and deaf and hard of hearing participants.			

	EVENT SET-UP	Yes	No	N/A
1	If a stage or platform is provided, it is accessible by means of a ramp, wheelchair lift, or portable wheelchair lift.			
2	If a dais or podium is provided for the public, an <u>accessible dais</u> or podium will be provided.			
3	A hand held microphone will be available for public comments.			
4	Fencing or other crowd control barriers are placed so as to provide an <u>accessible route</u> .			



Accessible Public Events Policy: Definitions

Accessibility Information – Meeting or Event Notice shall include information on how to request accommodations, including alternative formats or auxiliary aids and services, notice of wheelchair accessibility, and information on whom to contact to make accommodation requests. Please see “Sample Accessible Meeting Notice,” and “Sample Accessible Event Notice” below.

Accessible Podium (Dais) – A fixed or mobile speaker or presenter’s table or podium that is no higher than 34” on which a microphone and presentation materials can be placed.

Accessible Drinking Fountains – Drinking fountain with the bubbler no higher than 36” with knee clearance underneath that is 27” high x 18” minimum deep and a level clear floor area in front of it.

Accessible Entrance – An entry door or gate is a minimum 32 inches clear when opened 90 degrees; threshold is no higher than ½ inch (¾ inch maybe permitted in existing conditions if elevated), and door is easily opened, or has automatic door opener.

Accessible Exhibit Materials – Alternative formats or services that provide equivalent exhibit information for people with sensory disabilities in a manner appropriate to the program material. Examples include but are not limited to:

1. Titles of work and narrative using large 14 point sans serif fonts on a high contrast background
2. Taped audio descriptions of photographs/artwork
3. Tactile replicas of art objects
4. Captioning of video or film presentations
5. Trained staff available to provide descriptions or tours

Accessible Surface – Firm, stable and slip resistant surfaces, such as concrete, asphalt, wood, carpet, portable flooring etc. Grass, dirt, wood chips and sand are not accessible surfaces.

Accessible Parking – A ratio of parking provided for the exclusive use of people with disabilities, located near the accessible entrance to the facility. Note: temporary accessible spaces can be created using signs and cones or chalk powder lines, provided that the minimum parking space and side access aisle dimensional requirements are met (contact the ADA Coordinator or City Engineer for temporary signage and details). The minimum parking ratios required are:

- | | |
|---|---|
| 1 to 25 spaces: 1 van accessible space | 201 to 300: 6 autos and 1 van accessible spaces |
| 28 to 50: 1 auto and 1 van accessible spaces | 301 to 400: 7 autos and 2 van accessible spaces |
| 51 to 75: 2 autos and 1 van accessible spaces | 401 to 500: 7 autos and 2 vans accessible spaces |
| 76 to 100: 2 autos and 1 van accessible spaces | 501 to 1000: 2% autos with a minimum of 1 out of 8 or fraction thereof van accessible |
| 101 to 150: 4 autos and 1 van accessible spaces | |
| 151 to 200: 5 autos and 1 van accessible spaces | |



Accessible Parking Space – An auto parking space with identification signage that is 9 feet min width and 18 feet min length with an adjacent 5 feet clear access aisle. The parking space and access aisle shall be level.

Accessible Van Parking Space - A van accessible parking space with identification signage that is 9 feet min. wide, 18 feet min long with an adjacent 8 feet clear access aisle. The parking and side access aisle space shall be level and have an 84 in. minimum clear height.

Accessible Passenger Drop Off – a 25-foot long vehicular passenger drop off area with a 5 feet min with adjacent aisle space that is level and 25 feet.

Accessible Portable Toilets and Sinks – Toilets and sinks that meet state and federal requirements for wheelchair accessibility. If one unit is to be provided, it must be accessible. When multiple units are provided, a minimum of 10% but not less than one unit and not less than one-unit per cluster of units. Accessible toilets and sinks shall be located on a level area, along an accessible route with an accessible surface Ramps to accessible units shall not exceed 1:12 slope, have handrails on both sides and a 60 inch square level landing at the unit door. **Please note: this information is provided for situations in which the general public will be using portable toilets. A portable, accessible toilet is NEVER equivalent access if the general public is using in-door toilets.**

Accessible Toilets – Toilet rooms that are located on an accessible route and contain accessible features including 32” minimum entry, an interior 60” turning space, lavatory with 27” min. knee space, wide toilet compartments with grab bars, and all accessories mounted no higher than 44 inches to the upper most control etc.

Accessible Route – A continuous unobstructed path connecting all accessible elements and spaces of a building or facility. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.

Accessible Tables – A table providing knee space that is a minimum of 27” high, 30” wide and 19” deep unobstructed knee space with the tabletop no higher than 34”.

Accessible Telephones – Telephones that are located on an accessible route mounted at 48” from the floor to the coin slot and have volume controls.

Assistive Listening Device – A device that takes a signal from a microphone or public address system and sends it to a personal amplification system. Portable Assistive Listening Devices (ALDs) can be procured through the front desk, ADA Coordinator or City Clerk.

Captioned – Video or film program with subtitles reflecting the content of the spoken or descriptive material.

Directional Signage – Signage that indicate the direction of the accessible route when the accessible route is not the same as that of the general public. **The signage may be directional**



arrows that include the International Symbol of Accessibility (ISA). Directional signage should be placed at any directional change that is not the same as that of the path of the general public.

Hazards to Blind or Visually Impaired Participants – Pedestrian and participant areas shall be clear of objects (including plant branches and public art) which overhang less than 80” from the floor surface, or wall, and post mounted or freestanding objects that protrude 4” or more between 27” and 80” above the floor or ground into circulation areas.

Portable Wheelchair Lift – A lift that is not built into the structure but can be available for a specific event. Portable wheelchair lifts can be procured for various events.

Accessible Seating Location – Accessible seating must be situated so those individuals who cannot stand can view the meeting or event over seated or standing participants. Seating for persons who are deaf must be provided in a location near the stage/presentation area with direct view to the stage/presentation location of sign language interpreters.

Seating Ratio – The number of accessible seats in relation to the number of seats provided as follows:

1 to 25:	1 seat	301 to 500:	6 seats
26 to 50:	2 seats	Over 500:	6 plus one additional space for each
51 to 300:	4 seats		Increase of 100

Wheelchair and Companion Seating – Seating for wheelchair users and adjacent, shoulder aligned seating for individuals accompanying wheelchair users that is located on the same level as that of the wheelchair user.



SAMPLE ACCESSIBLE MEETING / EVENT NOTICES

Accessible Meeting Information

[Site] is accessible to persons using wheelchairs and others with disabilities. Assistive listening devices are available. Agendas are available in large print. Materials in alternative formats, American Sign Language interpreters, and other accommodations will be made available upon request. Please make your request for alternative format or other accommodations, to ADA Coordinator at (925) 516-6000 or operations@brentwoodca.gov. (*Providing at least 72 hours notice prior to the meeting will help to ensure availability.*)

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based scented products. Please help the City to accommodate these individuals.

For inquiries or requests for accommodations, please call (925) 516-6000, dial 711 to be automatically connected to a TRS operator, or email Operations@brentwoodca.gov.

(Shorter Version)

Disability Accessibility

[Site] is accessible to persons using wheelchairs and others with disabilities. Informational materials will be available in large print. Assistive listening devices, materials in other alternative formats, American Sign Language interpreters and other accommodations will be made available upon request. Please contact on, ADA Coordinator at (925) 516-6000 or Operations@brentwoodca.gov. (*Providing at least 72 hours' notice prior to the meeting will help to ensure availability.*)

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based scented products. Please help the City to accommodate these individuals.

(Flyer/Limited Space Version)

Disability Accessibility

[Site] is wheelchair accessible. Assistive listening devices and written materials in large print will be available at the meeting. To request real time captioning, a sign language interpreter or other accommodations, please contact ADA Coordinator at Operations@brentwoodca.gov, (925) 516-6000, or dial 711 to be automatically connected to a TRS operator. (*Providing at least 72 hours advance notice will help to ensure availability.*)

Appendix D



Appendix E – Special Events / Helpful Hints



Special Events Accessibility Awareness Helpful Hints

Per the Americans with Disabilities Act of 1990 (ADA), all events, workshops, conferences, hearings, or any other activities held on City property (City facilities, including buildings and parks, and public rights-of-way) must be accessible to people with disabilities. The City of Brentwood, ADA Coordinator provides the following information in order to assist you, the organizer, in ensuring that your events are accessible.

GENERAL

- Special Event organizers shall generate an accessibility plan for the event.
- The site plan must show all ADA elements, including, but not limited to, accessible parking, ADA-compliant portable bathrooms (when bathrooms are provided), ramps, accessible seating, and accessible paths of travel.
- Service animals must be allowed to accompany their owners at all times and cannot be excluded from an event.
- If amplified sound is used, assistive listening devices should be available.
- All printed materials for an event is to include the Request for Accommodation notice with the international symbol for accessibility, a contact name, phone number and e-mail address.
- Requests for accommodation may include material in an alternate format, an interpreter, or assisted listening devices.

BARRIERS

- Concern should be given to elevation changes of more than ¼” vertical or ½” beveled. These are considered barriers and require temporary ramps.
- All cords, wires, hoses, etc., that are located within a path of travel must be ramped or placed within a cord cover.

PATHS OF TRAVEL

- All paths of travel shall be accessible, and all event features shall be on an accessible path of travel.
- An alternate path of travel is required when the normal path of travel is obstructed.
- If an alternate path of travel is provided, signage designating the alternate path of travel is required.
- An alternate path of travel must be provided whenever the existing pedestrian access route is blocked by temporary conditions.
- Where possible, the alternate path of travel shall be parallel to the disrupted pedestrian access route, and on the same side of the street.
- All paths of travel shall have no protrusions up to a height of 80”, including scaffolding and scaffolding braces. Where the alternate path of travel is adjacent to potentially hazardous conditions, the path must be protected with a barricade.



PARKING

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
- Accessible parking and passenger loading and unloading zones are required to be identified using the international symbol for accessibility.
- Signs with the international symbol for accessibility are to be mounted for maximum visibility.

SALES OR SERVICE COUNTERS

- If sales or service counters are provided for your event, the height must be no more than 34” from the finished floor or the ground, and the width must be at least 36” wide.

ACCESSIBLE ROUTE

- An accessible route is required from the accessible parking, and from the passenger loading and unloading zone to the event entrance.
- All routes within the event shall be accessible.
- An accessible route must be a minimum of 48” in width.
- Accessible routes must be identified with the international symbol for accessibility, including directional arrows, with visibility optimized, unless obvious.
- Temporary ramps may be used to provide an accessible route.

SEATING

- If seating is provided, accessible seating and companion seating are required.
- Accessible seating and companion seating areas must be identified using the international symbol for accessibility and placed for maximum visibility.

PORTABLE TOILETS

- If portable toilets are provided, they must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- The total number of portable toilets to be provided for the event determines the required number of accessible portable toilets in any given area. This number is 5% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event.
- An accessible route to each portable toilet is required.
- Accessible portable toilets must be identified with the international symbol of accessibility.

TO RECEIVE A COPY OF THIS DOCUMENT IN AN ALTERNATE FORMAT OR FOR ADDITIONAL INFORMATION, PLEASE CONTACT:

ADA Coordinator, City of Brentwood
(925) 516-6000, Operations@brentwoodca.gov
Or dial 711 to be automatically connected to a TRS operator
www.brentwoodca.gov

Appendix E



Appendix F – Schedule of Improvements for Facilities, Parks, Greenways and Community Areas



Appendix G – Schedule of Improvements For Pedestrian Right-of-Way



Schedule of Improvements for Pedestrian Right-of-Way

The following table will be used as a compilation of the results from the self-survey and prioritization of the identified barriers. This table will identify projected architectural barrier removal projects, which will include those areas that receive a high level of use by the public, provide access to state or local offices and are distributed throughout the City thereby providing maximum access for all.

Pedestrian Rights-of-Way	
Years One – Four	
Years Five – Seven	
Years Eight – Ten	

Appendix G



Appendix H – Emergency Services Guide



Emergency Services Guide

Guide for City Employees to Title II of the Americans with Disabilities Act (ADA) *Serving Our Customers with Disabilities*

The Americans with Disabilities Act

On July 26, 1990, the Americans with Disabilities Act (“ADA”) was signed into law under the principal that this legislation would “let the shameful wall of exclusion finally come tumbling down.” ADA is one of the most important civil rights laws enacted since the Civil Rights Act of 1964, prohibiting discrimination against persons with disabilities. Under the ADA City facilities, programs, services and activities must be accessible to persons with disabilities.

The City of Brentwood is dedicated to ensuring that no qualified person with a disability be excluded from participating in, or denied the benefits of, the programs, services and activities provided by the City based on a disability. There are more than 50 million Americans with disabilities – nearly 18% of our population estimates suggest. City employees are expected to be aware of and respectful of the various types of disabilities individuals may have. Disabilities may include the following: mobility, blindness and vision, deafness and hearing, speech and language and mental and learning disabilities. Some disabling conditions are not readily apparent and some are invisible.

Accommodations for Individuals with Disabilities

The City is fully committed to providing access for individuals with disabilities and improvements to access have been and continue to be made. While it is not required that every area of every City facility be accessible, it is required that City programs and services be accessible. Periodically, department staff may receive requests for accommodations to allow individuals to participate in and benefit from City services. Staff should reference the ADA Coordinator page on the City website for available resources or contact the ADA Coordinator. When responding to a request for accommodation, City personnel are expected to respond graciously to requestors and to make a good faith effort to meet their needs, in a timely manner. This should include exploration of various alternatives, which may include:

- Relocation of a program or activity
- Provision of services at alternative accessible sites
- Delivery of services
- Provision of auxiliary aides (e.g. readers, interpreters, mobility assistants, hearing devices)
- Provision of information in an alternative format (e.g. audio tape, large print, Braille conversion)
- Structural alterations

Alternatives that integrate a participant with disabilities with other program participants are preferred. Although some additional costs may be incurred in accommodating the individual, these costs may not be passed on to the individual in the form of surcharges. Ideally, the chosen accommodation will be acceptable to the individual and feasible for the City. However, in some cases it may not be possible to reasonably accommodate the individual. The City's obligation under Title II of the ADA must not cause undue financial and administrative burdens to the City or fundamental alterations in the nature of the program, service, or activity. These determinations are best made based on the judgment and knowledge of the department staff and the City ADA Coordinator.

Any request and the departmental response should be documented using the Request for Accommodation form. Inabilities to provide an accommodation due to a determination of fundamental alteration or undue burden should be made in consultation with the City's ADA Coordinator and include a written statement of the reasons for reaching that conclusion.