



City of Norman

ADA Self-Evaluation & Transition Plan

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Prepared by:

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In Association with:





Public Works Department

Public Works Department: Self-Evaluation Findings

- The City currently utilizes the Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way as guidance. However, these guidelines have not been formally adopted.
- The City does not currently have a formal request policy and procedure for ADA elements within the public rights-of-way.

Public Works Department: Possible Solutions

- The City currently utilizes the Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way as guidance (PROWAG). The City should formally adopt PROWAG to enable City enforcement of these guidelines throughout the design and construction process of pedestrian facilities in the public rights-of-way.
- The City should develop a request policy, procedure, and request form for the public to request ADA elements within the public rights-of-way, such as sidewalks, curb ramps, pedestrian signals, etc.

3.1.3 ADA/504 Coordinator (Title I / Title II)

Under the ADA Title II, when a public entity has 50 or more employees based on an entity-wide employee total count, the entity is required to designate at least one (1) qualified responsible employee to coordinate compliance with ADA requirements. The name, office address, and telephone number of this individual must be available and advertised to employees and the public. This allows for someone to assist with questions and concerns regarding disability discrimination to be easily identified.

ADA/504 Coordinator: Self-Evaluation Findings

The City of Norman has appointed Shawn O'Leary as ADA/504 Coordinator for Title I and Title II. Below is his contact information; however, his full contact information is not published on the City's website or in other City documents:

Shawn O'Leary, P.E.
ADA/504 Coordinator / Public Works Director
201 W. Gray, Building A
P.O. Box 370
Norman, OK 73069-73070
Office: 405-366-5453
Relay: 1-800-722-0353
shawn.oleary@normanok.gov

ADA/504 Coordinator: Possible Solutions

Shawn O'Leary's contact information should be prominently displayed in common areas that are accessible to all employees and areas open to the public. Also, the ADA/504 Coordinator contact information must be included in all materials that are distributed by the City including posting this information on the City's website.



3.1.4 Roles and Responsibilities of the ADA/504 Coordinator

Below is a list of qualifications for ADA Coordinators that are recommended by U.S. Department of Justice:

- Familiarity with the entities structures, activities, and employees;
- Knowledge of the ADA and other laws addressing the rights of people with disabilities, such as Section 504 of the Rehabilitation Act;
- Experience with people with a broad range of disabilities;
- Knowledge of various alternative formats and alternative technologies that enable individuals with disabilities to communicate, participate, and perform tasks;
- Ability to work cooperatively with local entities and people with disabilities;
- Familiarity with any local disability advocacy groups or other disability groups;
- Skills and training in negotiation and mediation; and
- Organizational and analytical skills.

Roles and Responsibilities of the ADA/504 Coordinator: Self-Evaluation Findings

No information regarding the roles and responsibilities of the ADA/504 Coordinator was found on the City's website or in City-provided documents.

Roles and Responsibilities of the ADA/504 Coordinator: Possible Solutions

The City should review and adopt the Consultant drafted roles and responsibilities for the ADA/504 Coordinator. These roles and responsibilities are consistent with the Department of Justice's guidance for "An Effective ADA Coordinator" (<https://www.ada.gov/pcatoolkit/chap2toolkit.htm>) and should be incorporated into the job description and classification for the ADA/504 Coordinator. See **Appendix C** for a copy of the roles and responsibilities of the ADA/504 Coordinator.

3.1.5 ADA Grievance Procedure and Grievance Form with Appeal Process

Title I

Title I of the ADA prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees based on an entity-wide employee total count, including state and local governments.

The purpose of the ADA grievance procedure is to provide a mechanism for the resolution of discrimination issues at the City level, rather than require the complainant to resort to resolution at the Federal level.

ADA Grievance Policy, Procedure and Form with Appeals Process (Title I): Self-Evaluation Findings

The City does not have ADA-specific grievance policy, procedure, and form with appeals process for Title I. Various general grievance policies and procedures were found in several City departments.

- Page 28 Section 303 of the Personnel Manual. The Harassment Policy references disabilities, but is not specific to ADA Title I.



5.0 Next Steps

The City will begin internal coordination to address the programmatic barriers identified in the Transition Plan.

The City will develop a budget to include the next 10 fiscal years. Projects identified in the ADA Transition Plan will be programmed within the 10-year budget based prioritization provided (see **Section 3.6 Prioritization**) and other factors determined by the City, such as how barrier removal can be incorporated into existing City projects identified for capital improvements.

The City also intends to adopt the 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) to enable City enforcement of these guidelines throughout the design and construction process of pedestrian facilities in the public rights-of-way.

In addition to the public infrastructure improvements identified herein, it is recommended that the City of Norman undertake the following actions over the next three (3) years:

- Complete ADA assessments of all City-owned buildings, including up to 30 facilities in FYE 2019/2020;
- Complete ADA assessments of all City-owned parks, including up to 50 parks in FYE 2019/2020;
- Complete ADA assessments of all City maintained signalized intersections, including up to 50 intersections in FYE 2019/2020;
- Complete the ADA assessments of all City maintained public sidewalks, particularly on major and minor arterial streets, including up to 50 miles of sidewalks in FYE 2019/2020;
- Provide in-depth ADA training to relevant City staff from all City departments; staff who design and manage public infrastructure systems shall receive specific training and certification;
- Consider hiring a full-time ADA Coordinator; and
- Establish a City Council-appointed permanent ADA Citizen Advisory Committee.



Appendix

Appendix A: Public Outreach

ADA Advisory Committee Meeting Notes

Appendix B: Departmental Survey and Interview Finding Summaries

Appendix C: Grievance Procedure, ADA Public Notice, and ADA Coordinator Roles and Responsibilities

Title I Grievance Procedure

Title I Grievance Form

Title II Grievance Procedure

Title II Grievance Form

ADA Public Notice

ADA Coordinator Roles and Responsibilities

Appendix D: Programs, Services, and Activities Review

Job Description Review

Equivalent Language Guidance

Documents, Forms, and Videos Review

Appendix E: Design Standard Review

Design Standards Review

Appendix F: Facility Maps

Buildings

Parks

Signalized Intersections

Sidewalk Corridors

Roles and Responsibilities of the ADA/504 Coordinator

Title I of the Americans with Disabilities Act of 1990 (ADA) prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees based on an entity wide employee total count, including state and local governments.

Under the ADA Title II, when a public entity has 50 or more employees based on an entity wide employee total count, it is required to designate at least one qualified responsible employee to coordinate compliance with ADA requirements.

Below describes the primary role and responsibilities of the ADA/504 Coordinator:

- Ensure that all citizens in the community and members of your workforce have an opportunity to participate in all programs, services, and activities;
- Mitigate ADA violations;
- Serve as primary point of contact for ADA/504 compliance, for both your employer and for members of the public;
- The name, office address and telephone number of the ADA/504 Coordinator must be available and advertised to employees and to the public, as this makes it easy to identify someone to help them with questions and concerns regarding disability discrimination;
- Manage the self-evaluation process of the programmatic barriers in all programs, services, and activities offered by your entity;
- Establish a complaint or grievance procedure to respond to complaints of noncompliance from the public;
- Develop an active ADA Transition Plan to include self-evaluation findings for all programs, services, and activities; and
- Maintaining the availability of the ADA Transition Plan for public inspection for three years after completion.

Below is a list of qualifications that are recommended by U.S. Department of Justice:

- Familiarity with the entities structures, activities, and employees;
- Knowledge of the ADA and other laws addressing the rights of people with disabilities, such as Section 504 of the Rehabilitation Act;
- Experience with people with a broad range of disabilities;
- Knowledge of various alternative formats and alternative technologies that enable people with disabilities to communicate, participate, and perform tasks;
- Ability to work cooperatively with local entities and people with disabilities;
- Familiarity with any local disability advocacy groups or other disability groups;
- Skills and training in negotiation and mediation; and
- Organizational and analytical skills.