

DATE: July 7, 2016

TO: Anthony Lyons, City Manager
Ed Bielarski, GRU General Manager
Nicolle Shalley, City Attorney
Carlos Holt, City Auditor
Kurt Lannon, Clerk of the Commission

FROM: Torey Alston, Equal Opportunity Director 

SUBJECT: ADA Self-Evaluation Process and Departmental Contacts

As you know, our office is responsible for coordinating ADA compliance and ADA-related matters for the city and working with all departments across the organization providing general guidance. In the near future, we will begin an ADA self-evaluation of General Government and Gainesville Regional Utilities programs, services, activities, and buildings by department.

I need your help to identify an ADA contact, who will serve as the subject matter expert on your department's programs, services, activities, and buildings. The purpose of this self-evaluation is to gather information on how these programs or services are or are not, accessible to individuals with disabilities. Our process will review the accessibility of each department's programs, services, activities, and buildings offered to the public.

We will need a contact person as listed below:

- **City Manager** (1 contact from each of the following departments)
 - Administration
 - Budget and Finance
 - Communications
 - Community Redevelopment Agency
 - Economic Development & Innovation
 - Facilities Management
 - Fire Rescue
 - Fleet Management
 - Neighborhood Improvement
 - Parks, Recreation & Cultural Affairs
 - Planning & Development Services
 - Police

- Police
- Public Works
- Regional Transit System
- Risk Management
- **GRU Manager** (1 contact from each of the following departments)
 - Administration
 - Communications
 - Community Relations
 - Customer Support Services
 - Energy Delivery
 - Energy Supply
 - Finance
 - GRUCom
 - Information Technology
 - Water/Wastewater
- **City Attorney** (1 contact for your office)
- **City Auditor** (1 contact for your office)
- **Clerk of the Commission** (1 contact for your office)

Please provide your ADA contact to Sue Brown at deboresb@cityofgainesville.org.

This will be our first self-evaluation conducted across the organization in more than twenty years, so the results should provide good information. I appreciate your assistance and support. If you have any questions or if your leadership team needs specific details, please feel free to contact me directly at alstontl@cityofgainesville.org.

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