



City of Sunny Isles Beach

Human Resources 18070 Collins Avenue, Sunny Isles Beach, FL 33160
(305) 792-1708 Phone (305) 949-3113 Fax

Americans with Disabilities Act Compliance Status

The City of Sunny Isles Beach is committed to the principals of the American with Disabilities Act of 1990 as amended, and the provisions of Section 503 of the Rehabilitation Act of 1973. As a new municipality, it has taken some time to be in a position to adequately address all related issues. We are now in the process of completing a full self-evaluation and transition plan as required by these regulations. However, from the beginning of the City in 1997, City staff has attempted to conform its practices to the requirement of these laws as best we could given the City's initial state as a new City.

Below is a brief status of our accomplishments to date. We are continuing to expand on these, not waiting for the self-evaluation to be completed.

Government Center

The Government Center complex is connected by a series of accessible ramps and doorways throughout the complex in an effort to provide easy access to all. The ground floor main entrance is a double-glass door which can be pulled open in the typical fashion to allow access or can be signaled to open via a handicap accessible button to automatically open to both sides allowing an entrance area of six (6) feet. The ground floor library entrance and the ground floor Men's and Women's toilets include handicap accessible entrances. Each of the four floors within the Government center has restrooms which are compliant to ADA standards as well as two water fountains, a taller and a shorter, to meet ADA standards. The Government Center complex provides easily accessible parking locations for customers needing assistance, as well as user friendly service counters. The emergency alarm system, conference rooms and hallways are also compliant.

After becoming a city in 1997, Miami Dade County transferred one park to the City. Subsequent to incorporation, the City has constructed several parks. These parks are in compliance with the ADA. The City has made great strides in making these facilities accessible and accommodating persons with disabilities. All buildings, parks and accessory structures are now accessible with designated parking. However, the City has to constantly monitor its facilities to ensure compliance.



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Because of this, the City has embarked on a self-evaluation and dedicate adequate funds, wherever necessary, to address compliance issues. Over the next few years, every facility will be in compliance with the ADA. In a joint project with the Miami-Dade School Board, the City of Sunny Isles Beach is building its first City school which will be ready in 2008. The school and all of its facilities will be ADA compliant.

At this date, the City's program offerings are also available to persons with disabilities. It is expected that the self-evaluation will lead to additional improvements.

Personnel/ Human Resources

Employee Handbook: The City of Sunny Isles Beach does not tolerate any form of harassment or discrimination and is committed to equal opportunity employment. These issues are all clearly addressed in the City's Employee Handbook which outlines what is considered harassment and those groups, including the disabled, who are protected under City's policy. The handbook is discussed with, and a copy given to, each new employee and is the cornerstone of our personnel policy. The sections on discrimination are read aloud with every new employee.

The main areas of City's Employee Handbook that relate to people with disabilities are listed below:

1. OUR POLICY ON UNLAWFUL DISCRIMINATION AND HARASSMENT
2. OUR POLICY ON EQUAL EMPLOYMENT OPPORTUNITY
3. OUR POLICY ON REASONABLE ACCOMMODATION

Employee Reasonable Accommodation Requests: Reasonable accommodation requests are handled with the utmost respect and confidentiality. Human Resources Staff maintains separate files on a variety of areas including: personnel, payroll, benefits and medical/reasonable accommodation requests.

Training: In addition to providing an environment that does not tolerate discrimination, the City requires that its employees be aware of issues facing people with disabilities. Human Resources will provide regular training in the following areas:



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- Sexual Harassment Awareness
- Requirement of ADA and Section 503
- How to work with people who have disabilities
- How to work with individuals suffering from mental illness

In addition to group trainings, employees are also encouraged to take classes in areas that impact their individual positions.

Recruiting and Training: The City actively recruits residents for employment. We do this by advertising in local newspapers and by posting job openings in community spaces at City Hall and on our website. We provide training opportunities through the development of special job classes of "trainees." This provides on-the-job training for individuals needing experience to meet the minimum of a particular job classification.

Communications/ Notices

Advertisements and Marketing: The two key areas of City programs that require advertising/marketing are meeting notices and advertisements for employment:

Meeting Notices:

Since the City's initial organization in 1997, the City has been publishing its notices of meetings in local newspapers. In particular, the City Council Agenda has been published with the required ADA notice of assistance available. Employment ads also carry an antidiscrimination notice. Whenever necessary, the City will utilize the services of a translation service.

Job Postings:

Employment opportunities are posted in a variety of publications and announcements are posted at the Government Center and on the City's website. All announcements state that Sunny Isles Beach is an Equal Employment Opportunity Employer through the standard, accepted notation: "EOE M/F/D/V; Drug-Free Workplace." Job information including job descriptions, employment applications and other forms can be downloaded from City's website www.sibfl.net.



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On-Site Notices and Signage: The City intends to locate and place an ADA and 504 Notice at every City facility. This posting will clearly outline the City's non-discrimination policy. It will have the name, phone number and address for the City's 504/ADA coordinator in case a person feels that he or she has been discriminated against. It will also list the TTY number to call. Upon request, this notice may be printed in 24 font and on a 11x17 inch sign.

City's Website: A number of forms, lists and other vital information can be found on City's website, www.sibfl.net. These include: Job openings, Applications for Employment, information about City's different departments, key phone numbers, and City's ADA-related policies. Most items on the website can be viewed by person's with vision impairments in larger font through the viewer's browser or can be downloaded and printed in larger font.

TTY/ Interpretation Services: The City has implemented a dedicated TTY line and will make the necessary arrangements with private services for interpretations services whenever necessary and upon request. Requests for such services in connection with City business can be made with 48 hours notice through the Office of the City Clerk.

Policies/ Procedures/ Forms

Forms- The City of Sunny Isles Beach offers forms in a variety of formats to accommodate a variety of disabilities though we believe that the self-evaluation will provide additional guidance in this area. We freely mail forms to Residents and Applicants who are unable to obtain them at one of our offices. We offer forms in an enlarged font for those who have a visual disability upon request and make many of the forms available on the City's website. Council meetings are available in audio format upon request. City Staff are always available to help residents complete forms.

Grievance Procedure and Complaint Process

Grievance Procedure: The City's Grievance Process, as outlined on the City's website, provides a timeline for the grievance process. It describes the procedures to obtain a hearing and the procedures governing a hearing.

ADA Complaint/Resolution Forms*: This is used when a resident wishes to file a complaint against City staff. It requires supervisors to respond to the resident/customer within 5 working days. It gives options for follow-up via a phone call



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or meeting in person. After the complaint has been filed, the supervisor must follow up with a Resolution Report stating what came about in the initial investigation and if the client was satisfied with the outcome. It allows the client to appeal to a higher level if they desire. This form is also available on the City web site.

Both the Grievance and Complaint Resolution forms are optional and residents can file a complaint in person or over the telephone with the City. If a resident wants to fill out a form and is unable to, then the appropriate staff person will assist them.

Use of Contracts

In order to provide opportunities to disadvantaged businesses, the City created the standard language in all of its contracts to ensure that the contractor is familiar with City policy regarding discrimination and its effort to expand opportunities for small and disadvantaged businesses. It requires that contractors also utilize these affirmative efforts to increase participation in such contracts.

Bidding and Request for Proposal (RFP) Process: The City maintains a list of registered vendors to whom it distributes RFP or bidding opportunities, both in-house and through public notice. In order to maintain the diversity of this list, the purchasing staff does outreach to disadvantaged businesses including holding special workshops. In addition to this outreach, the City publishes RFPs and request for bids in The Miami Herald.