



City of Rancho Palos Verdes
Rancho Palos Verdes ADA Assessment
Facility Report with Photos
Program ID: # SE - City Clerk Office



Reporting: 14 of 4367 Rclds

Author: Vaish, B

Keynote 1



Location: City Hall
Photo # 1

Field Condition	AA.08 - Written Policies and Procedures - Written policies and procedures have not been reviewed to avoid discrimination due to a disability.	1991 ADAAG -
Existing Condition:		2004 ADAAG -
		2007 CBC -
		Other 28 CFR 35.130(b)(7)

Classification	
DOJ Location Type:	2
Use:	PV
Severity:	C
Level of Difficulty	Low

Corrective Action
AA08 - Written Policies and Procedures - Review policies and procedures to ensure non discrimination on the basis of disability.
Additional Comments: Absorb corrective action costs with operations.

Costs and Funding
Qty ...Of: 1 EA
Total Cost \$0
Funding Received \$0
Status Update (check one) Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not Complete <input type="checkbox"/> As of _____ By _____

Implementation
Plan Nbr: DBB
Priority:
Planned Completion 6/30/2019
Status Not Complete As of 05/09/2013
Reported By

Keynote 2



Location: City Hall
Photo # 1

Field Condition	AA.09 - Emergency Evacuation Plan Procedures - An emergency evacuation plan with procedures for persons with a disability is not available.	1991 ADAAG -
Existing Condition:		2004 ADAAG -
		2007 CBC -
		Other 28 CFR 35.130(b)(7)

Classification	
DOJ Location Type:	2
Use:	PV
Severity:	B
Level of Difficulty	Low to Moderate

Corrective Action
AA09 - Emergency Evacuation Plan Procedures - Establish and make available an emergency evacuation plan with procedures for persons with disabilities.
Additional Comments: Absorb corrective action costs with operations.

Costs and Funding
Qty ...Of: 1 EA
Total Cost \$0
Funding Received \$0
Status Update (check one) Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not Complete <input type="checkbox"/> As of _____ By _____

Implementation
Plan Nbr: DBB
Priority:
Planned Completion 6/30/2019
Status Not Complete As of 05/09/2013
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Keynote 3



Location: City Hall
Photo # 1

Field Condition

AC.02 - Visually Communicated Materials - Content of visually communicated materials is not available in a simple and easy to understand language for persons with learning disabilities.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	28 CFR 35.160(a)(1)

Corrective Action

AC02 - Visually Communicated Materials - Make available content of visually communicated materials in a simple and easy to understand language for persons with learning disabilities.

Additional Comments: Absorb corrective action costs with operations.

Costs and Funding

Qty ...Of:	1 EA
Total Cost	\$0
Funding Received	\$0

Status Update (check one)
 Completed In Progress Not Complete As of _____ By _____

Classification

DOJ Location Type: 2

Use: PV
 Severity: B
 Level of Difficulty: Low

Implementation

Plan Nbr: DBB
 Priority:
 Planned Completion: 6/30/2019
 Status: Not Complete As of 05/09/2013
 Reported By:

Keynote 4



Location: City Hall
Photo # 1

Field Condition

AC.06A - Telephone Communication - The programs, services and/or activities do not communicate with the public over the telephone.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	28 CFR 35.161(a)

Corrective Action

AC06A - Telephone Communication - Develop a procedure to provide communication with the public over the phone.

Additional Comments: Absorb corrective action costs with operations.

Costs and Funding

Qty ...Of:	1 EA
Total Cost	\$0
Funding Received	\$0

Status Update (check one)
 Completed In Progress Not Complete As of _____ By _____

Classification

DOJ Location Type: 2

Use: PV
 Severity: C
 Level of Difficulty: Low

Implementation

Plan Nbr: DBB
 Priority:
 Planned Completion: 6/30/2019
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Program ID: # SE - City Clerk Office

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Keynote 5



Location: City Hall
Photo # 1

Field Condition

AC.07B - Teletypewriter (TTY) Device Access to Emergency Number(s) - The program, service, and/or activity does not provide direct Teletypewriter (TTY) Devices to emergency number(s).

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	28 CFR 35.162

Corrective Action

AC07B - Teletypewriter (TTY) Device Access to Emergency Number(s) - Provide a direct Teletypewriter (TTY) Device to emergency number(s).

Additional Comments: Absorb corrective action costs with operations.

Costs and Funding

Qty ...Of:	1 EA
Total Cost	\$3,600
Funding Received	\$0

Status Update (check one)
 Completed In Progress Not Complete As of _____ By _____

Classification

DOJ Location Type: 2

Use: PV
 Severity: B
 Level of Difficulty: Moderate to High

Implementation

Plan Nbr: DBB
 Priority:
 Planned Completion: 6/30/2019
 Status: Not Complete As of 05/09/2013
 Reported By

Keynote 6



Location: City Hall
Photo # 1

Field Condition

AD.01 - Accessible Web Pages - Department policies do not establish that web pages made available to the public will be accessible.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	36 CFR 1194.2

Corrective Action

AD01 - Accessible Web Pages - Revise department policies to establish that web pages made available to the public will be accessible.

Additional Comments: Absorb corrective action costs with operations.

Costs and Funding

Qty ...Of:	1 EA
Total Cost	\$0
Funding Received	\$0

Status Update (check one)
 Completed In Progress Not Complete As of _____ By _____

Classification

DOJ Location Type: 2

Use: PV
 Severity: C
 Level of Difficulty: Low

Implementation

Plan Nbr: DBB
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Keynote 7



Location: City Hall
Photo # 1

Field Condition	
AD.02A - Ensuring Accessible Web Pages - A process is not in place to ensure that all new and modified web pages and content are accessible.	1991 ADAAG -
Existing Condition:	2004 ADAAG -
	2007 CBC -
	Other 36 CFR 1194.2

Corrective Action
AD02A - Ensuring Accessible Web Pages - Establish a process to ensure that all new and modified web pages and content are accessible.
Additional Comments: Absorb corrective action costs with operations.

Costs and Funding
Qty ...Of: 1 EA
Total Cost \$0
Funding Received \$0
Status Update (check one)
Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not Complete <input type="checkbox"/> As of _____ By _____

Classification
DOJ Location Type: 2
Use: PV
Severity: C
Level of Difficulty Low

Implementation
Plan Nbr: DBB
Priority:
Planned Completion 6/30/2019
Status Not Complete As of 05/09/2013
Reported By

Keynote 8



Location: City Hall
Photo # 1

Field Condition	
AD.03 - Existing Web Content - A plan is not in place to make existing web content more accessible.	1991 ADAAG -
Existing Condition:	2004 ADAAG -
	2007 CBC -
	Other 36 CFR 1194.2

Corrective Action
AD03 - Existing Web Content - Establish a process to review existing web content and make corrections, if any, to ensure the site is more accessible.
Additional Comments: Absorb corrective action costs with operations.

Costs and Funding
Qty ...Of: 1 EA
Total Cost \$0
Funding Received \$0
Status Update (check one)
Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not Complete <input type="checkbox"/> As of _____ By _____

Classification
DOJ Location Type: 2
Use: PV
Severity: C
Level of Difficulty Low

Implementation
Plan Nbr: DBB
Priority:
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Keynote 9



Location: City Hall
Photo # 1

Field Condition

AE.03 - ADA Training - Staff members who have contact with members of the public, including persons with a disability, have not been informed or trained about the basis of the ADA.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	

Corrective Action

AE03 - ADA Training - A qualified trainer will train staff members and volunteers will be informed about the basis of the ADA.

Additional Comments: Absorb corrective action costs with operations.

Costs and Funding

Qty ...Of:	1 EA
Total Cost	\$0
Funding Received	\$0

Status Update (check one)
 Completed In Progress Not Complete As of _____ By _____

Classification

DOJ Location Type: 2

Use: PV
 Severity: C
 Level of Difficulty: Low

Implementation

Plan Nbr: DBB
 Priority:
 Planned Completion: 6/30/2019
 Status: Not Complete As of 05/09/2013
 Reported By

Keynote 10



Location: City Hall
Photo # 1

Field Condition

AE.04 - Effective Communication Training - Staff members who have contact with members of the public, including persons with a disability, have not been trained on effective means of communication, including the use of auxiliary aids and services.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	28 CFR 35.160(a)(1)

Corrective Action

AE04 - Effective Communication Training - Train staff members and inform volunteers about effective means of communication, including the use of auxiliary aids and services.

Additional Comments: Absorb corrective action costs with operations.

Costs and Funding

Qty ...Of:	1 EA
Total Cost	\$0
Funding Received	\$0

Status Update (check one)
 Completed In Progress Not Complete As of _____ By _____

Classification

DOJ Location Type: 2

Use: PV
 Severity: C
 Level of Difficulty: Low to Moderate

Implementation

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Keynote 11



Location: City Hall
Photo # 1

Field Condition

AE.05 - Interaction and Integration Encouragement - Staff members who have contact with members of the public, including persons with a disability, have not been trained to encourage the interaction and integration of persons with disabilities into programs provided to the general public, appropriate to a

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	28 CFR 35.130(d)

Classification

DOJ Location Type: 2

Use: PV

Severity: C

Level of Difficulty: Low to Moderate

Corrective Action

AE05 - Interaction and Integration Encouragement - Train staff members and inform volunteers on methods to encourage interaction and integration of persons with disabilities into programs provided to the general public, appropriate to a person's level of need.

Additional Comments: Absorb corrective action costs with operations.

Costs and Funding

Qty ...Of: 1 EA

Total Cost: \$0

Funding Received: \$0

Status Update (check one)
 Completed In Progress Not Complete As of _____ By _____

Implementation

Plan Nbr: DBB

Priority:

Planned Completion: 6/30/2019

Status: Not Complete As of 05/09/2013

Reported By

Keynote 12



Location: City Hall
Photo # 1

Field Condition

AE.07 - New Staff Member Orientation - New staff member orientation does not provide information about the ADA and a public entity's responsibility to provide programs, services, activities and facilities without barriers or discrimination.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	28 CFR 35.130(a)

Classification

DOJ Location Type: 2

Use: PV

Severity: C

Level of Difficulty: Low

Corrective Action

AE07 - New Staff Member Orientation - Revise new staff member orientation to include information about the ADA and a public entity's responsibility to provide programs, services, activities and facilities without barriers or discrimination.

Additional Comments: Absorb corrective action costs with operations.

Costs and Funding

Qty ...Of: 1 EA

Total Cost: \$0

Funding Received: \$0

Status Update (check one)
 Completed In Progress Not Complete As of _____ By _____

Implementation

Plan Nbr: DBB

Priority:

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Keynote 13



Location: City Hall
Photo # 1

Field Condition

AE.08 - Periodic Training and Updates - Staff members are not provided with periodic training and updates in the availability of auxiliary aids and services, and how to respond to requests for reasonable accommodation.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	28 CFR 35.160(b)

Corrective Action

AE08 - Periodic Training and Updates - Provide staff members with periodic training and updates on the availability of auxiliary aids and services, and how to respond to requests for reasonable accommodation.

Additional Comments: Absorb corrective action costs with operations.

Costs and Funding

Qty ...Of:	1 EA
Total Cost	\$0
Funding Received	\$0

Status Update (check one)
 Completed In Progress Not Complete As of _____ By _____

Classification

DOJ Location Type: 2

Use: PV
 Severity: C
 Level of Difficulty: Low to Moderate

Implementation

Plan Nbr: DBB
 Priority:
 Planned Completion: 6/30/2019
 Status: Not Complete As of 05/09/2013
 Reported By:

Keynote 14



Location: City Hall
Photo # 1

Field Condition

AE.09 - Training on Website Accessibility - Staff members and contractors responsible for web page and content development have not completed training on website accessibility.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	36 CFR 1194.22

Corrective Action

AE09 - Website Accessibility Training - Train staff members and inform contractors on procedures for website accessibility.

Additional Comments: Absorb corrective action costs with operations.

Costs and Funding

Qty ...Of:	1 EA
Total Cost	\$0
Funding Received	\$0

Status Update (check one)
 Completed In Progress Not Complete As of _____ By _____

Classification

DOJ Location Type: 2

Use: PV
 Severity: C
 Level of Difficulty: Low to Moderate

Implementation

Plan Nbr: DBB
 Priority:
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 Reported By: