



City of Rancho Palos Verdes
Rancho Palos Verdes ADA Assessment
Facility Report with Photos



Reporting: 21 of 4367 Rcds

Program ID: # SE - City Manager Office

Author: Vaish, B

Keynote 1



Location: City Hall
Photo # 1

Field Condition

AA.05 - Reasonable Modifications - The public has not been informed that reasonable modifications to a program, service and/or activity is possible.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	28 CFR 35.130(b)(7)

Corrective Action

AA05 - Reasonable Modifications - Inform the public once a plan with procedures to make reasonable modifications to a program, service and/or activity is established.

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 2



Location: City Hall
Photo # 1

Field Condition

AA.06 - Process for Determining Modifications - The programs, services and/or activities do not have a process for determining if a modification would change the nature of the program, service and/or activity.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	28 CFR 35.130(b)(7)

Corrective Action

AA06 - Process for Determining Modifications - Develop a procedure to help determine when modifications will change the nature of the program, service and/or activity.

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



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Reporting: 21 of 4367 Rcds

Program ID: # SE - City Manager Office

Author: Vaish, B

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.06B - Teletypewriter (TTY) Device - The program, service, and/or activity does not have a Teletypewriter (TTY) Device.

Existing Condition:

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

Corrective Action

AC06B - Teletypewriter (TTY) Device - Provide a Teletypewriter (TTY) Device.

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: C
 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:



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Program ID: # SE - City Manager Office

Author: Vaish, B

Keynote 5



Location: City Hall
Photo # 1

Field Condition	<p>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).</p> <p>Existing Condition:</p>	<p>1991 ADAAG -</p> <p>2004 ADAAG -</p> <p>2007 CBC -</p> <p>Other 28 CFR 35.162</p>
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Corrective Action	<p>AC07B - Teletypewriter (TTY) Device Access to Emergency Number(s) - Provide a direct Teletypewriter (TTY) Device to emergency number(s).</p> <p>Additional Comments: Absorb corrective action costs with operations.</p>
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Costs and Funding	<p>Qty ...Of: 1 EA</p> <p>Total Cost \$3,600</p> <p>Funding Received \$0</p> <p>Status Update (check one) Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not Complete <input type="checkbox"/> As of _____ By _____</p>
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Classification	<p>DOJ Location Type: 2</p> <p>Use: PV</p> <p>Severity: B</p> <p>Level of Difficulty Moderate to High</p>
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Implementation	<p>Plan Nbr: DBB</p> <p>Priority:</p> <p>Planned Completion 6/30/2019</p> <p>Status Not Complete As of 05/09/2013</p> <p>Reported By</p>
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Keynote 6



Location: City Hall
Photo # 1

Field Condition	<p>AC.08 - Activated Alarm Awareness - There is no means of assuring that persons with auditory disabilities are made aware of an activated alarm.</p> <p>Existing Condition:</p>	<p>1991 ADAAG -</p> <p>2004 ADAAG -</p> <p>2007 CBC -</p> <p>Other 28 CFR 35.160(b)(2)</p>
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Corrective Action	<p>AC08 - Activated Alarm Awareness - Develop a plan to ensure persons with auditory disabilities are made aware of an activated alarm.</p> <p>Additional Comments: Absorb corrective action costs with operations.</p>
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Costs and Funding	<p>Qty ...Of: 1 EA</p> <p>Total Cost \$0</p> <p>Funding Received \$0</p> <p>Status Update (check one) Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Not Complete <input type="checkbox"/> As of _____ By _____</p>
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Classification	<p>DOJ Location Type: 2</p> <p>Use: PV</p> <p>Severity: A</p> <p>Level of Difficulty Low</p>
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Implementation	<p>Plan Nbr: DBB</p> <p>Priority:</p> <p>Planned Completion 6/30/2019</p> <p>Status Not Complete As of 05/09/2013</p> <p>Reported By</p>
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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.

Existing Condition:

1991 ADAAG	-
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 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 8



Location: City Hall
Photo # 1

Field Condition

AD.02B - Review of HTML - The web page review process does not account for a review of the HTML of all new web pages to ensure that accessible elements are used, including alt tags, long descriptions, and captions, as needed.

Existing Condition:

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

Corrective Action

AD02B - Review of HTML - Revise the web page review process to include the HTML for all new web pages to ensure that accessible elements are used, including alt tags, long descriptions, and captions, as needed.

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:
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Keynote 9



Location: City Hall
Photo # 1

Field Condition

AD.02C - Web Page Review of Images - The web page review process does not account for a review of web page images, including photos, graphics, scanned images, or image maps to ensure that alt tags and/or long descriptions for each are provided.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	36 CFR 1194.22(a)

Corrective Action

AD02C - Web Page Review of Images - Revise the web page review process to include web page images, including photos, graphics, scanned images, or image maps to ensure that alt tags and/or long descriptions for each are provided.

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

AD.02D - Review of Online Forms and Tables - The web page review process does not account for a review of online forms and tables to ensure those elements are accessible.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	36 CFR 1194.22(n)

Corrective Action

AD02D - Review of Online Forms and Tables - Revise the web page review process to include online forms and tables to ensure those elements 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 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:
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Keynote 11



Location: City Hall
Photo # 1

Field Condition

AD.02E - HTML or Text-based Formatting of Documents - The web page review process does not account for a review of documents being posted on the website to ensure that the documents are provided in HTML or a text-based format (even if the document is also provided in another format, such as Portable Document

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	36 CFR 1194.22(k)

Corrective Action

AD02E - HTML or Text-based Formatting of Documents - Revise the web page review process to include documents being posted on the website to ensure that the documents are provided in HTML or a text-based format (even if the document is also provided in another format, such as Portable Document Format (PDF)).

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 12



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.

Existing Condition:

1991 ADAAG	-
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 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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Program ID: # SE - City Manager Office

Author: Vaish, B

Keynote 13



Location: City Hall
Photo # 1

Field Condition

AD.04 - Request for Accessible Information - Web pages made available to the public do not provide a way for visitors to request accessible information or services by not posting a telephone number or e-mail address for such requests.

Existing Condition:

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

Corrective Action

AD04 - Request for Accessible Information - Revise web pages made available to the public to provide a way for visitors to request accessible information or services by posting a telephone number or e-mail address for such requests.

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: 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.02 - Staff Awareness - Enabling Participation - Staff members who have contact with members of the public, including persons with a disability, are not aware of the department's obligations and policies that enable participation in the department's programs, services and/or activities.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	28 CFR 35.130(b)(7)

Corrective Action

AE02 - Staff Awareness -Enabling Participation - Inform staff members who have contact with members of the public, including persons with a disability, of the department's obligations and policies that enable participation in the department's programs, services and/or activities.

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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Keynote 15



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	

Classification

DOJ Location Type: 2

Use: PV

Severity: C

Level of Difficulty: Low

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 _____

Implementation

Plan Nbr: DBB

Priority:

Planned Completion: 6/30/2019

Status: Not Complete As of 05/09/2013

Reported By

Keynote 16



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)

Classification

DOJ Location Type: 2

Use: PV

Severity: C

Level of Difficulty: Low to Moderate

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 _____

Implementation

Plan Nbr: DBB

Priority:

Planned Completion: 6/30/2019

Status: Not Complete As of 05/09/2013

Reported By



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Keynote 17



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)

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 _____

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 18



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)

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 _____

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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Keynote 19



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 20



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:
 Planned Completion: 6/30/2019
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 Reported By



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Keynote 21



Field Condition	
AE.11 - Complaint of Non-Compliance - Staff members are not aware of what to do if a complaint alleging non-compliance is received.	1991 ADAAG -
Existing Condition:	2004 ADAAG -
	2007 CBC -
	Other 28 CFR 35.171

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

Corrective Action	
AE11 - Complaint of Non-Compliance - Inform staff members and volunteers of what to do if a complaint alleging non-compliance is received.	
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	

Location: City Hall Photo # 1