



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



Reporting: 20 of 4367 Rclds

Program ID: # SE - Community Development Department

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.	1991 ADAAG -
Existing Condition:		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 <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 2



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)

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 _____

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: 20 of 4367 Rcds

Program ID: # SE - Community Development Department

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Keynote 3



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.

Existing Condition:

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

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 In Progress Not Complete As of _____ By _____

Classification

DOJ Location Type: 2

Use: PV

Severity: B

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 4



Location: City Hall
Photo # 1

Field Condition

AB.05 - Review of Programs, Services and/or Activities - Programs, services and/or activities eligibility requirements have not been reviewed to ensure that unnecessary requirements are not imposed on persons with disabilities.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	28 CFR 35.130(b)(8)

Corrective Action

AB05 - Review Programs, Services and/or Activities - Review eligibility requirements to ensure that unnecessary requirements are not imposed on 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 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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Keynote 5



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 6



Location: City Hall
Photo # 1

Field Condition

AC.05A - Communications Aids or Services - There are no communications aids or services that are provided upon request.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	28 CFR 35.160(b)(2)

Corrective Action

AC05A - Communication Aids or Services - Develop a procedure for communications aids or services to be provided upon request.

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
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Keynote 7



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.	1991 ADAAG -
Existing Condition:		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 <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	Moderate to High

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	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).	1991 ADAAG -
Existing Condition:		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 <input type="checkbox"/> In Progress <input type="checkbox"/> Not Complete <input type="checkbox"/>	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
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Keynote 9



Location: City Hall
Photo # 1

Field Condition

AC.08 - Activated Alarm Awareness - There is no means of assuring that persons with auditory disabilities are made aware of an activated alarm.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	28 CFR 35.160(b)(2)

Corrective Action

AC08 - Activated Alarm Awareness - Develop a plan to ensure persons with auditory disabilities are made aware of an activated alarm.

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: A
 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.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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 Status: Not Complete As of 05/09/2013
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City of Rancho Palos Verdes
Rancho Palos Verdes ADA Assessment
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Keynote 11



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 12



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
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Keynote 13



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:	
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.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.	1991 ADAAG -
Existing Condition:		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 <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 to Moderate

Implementation	
Plan Nbr:	DBB
Priority:	
Planned Completion	6/30/2019
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Keynote 15



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
 Status: Not Complete As of 05/09/2013
 Reported By:

Keynote 16



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
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Keynote 17



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
 Status: Not Complete As of 05/09/2013
 Reported By:

Keynote 18



Location: City Hall
Photo # 1

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.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	28 CFR 35.171

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 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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Keynote 19



Location: City Hall
Photo # 1

Field Condition

AF.01 - Contractor/Consultant Awareness - Title II Requirements - Contractors/Consultants are not aware of the requirement to meet the fulfillment of Title II nondiscrimination and access requirements.

Existing Condition:

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

Corrective Action

AF01 - Contractor/Consultant Awareness - Title II Requirements - Add appropriate language to contracts to inform Contractors/Consultants of the requirement to meet the fulfillment of Title II nondiscrimination and access requirements.

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 20



Location: City Hall
Photo # 1

Field Condition

AF.02 - Contracted Services in Non-Discriminatory Manner - Contractors/Consultants are not notified of the responsibilities for providing contracted services in a non discriminatory manner.

Existing Condition:

1991 ADAAG	-
2004 ADAAG	-
2007 CBC	-
Other	28 CFR 35.130(b)(5)

Corrective Action

AF02 - Contracted Services in Non-Discriminatory Manner - Advise organizations and add appropriate language to contracts of the responsibilities for providing contracted services in a nondiscriminatory manner.

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: