

RESOLUTION NO. 93-71

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PALM DESERT, CALIFORNIA, APPROVING A
TRANSITION PLAN COMPLYING WITH THE AMERICANS
WITH DISABILITIES ACT**

WHEREAS, the Americans with Disabilities Act (ADA) seeks to eliminate discrimination on the basis of disability from the employment, physical access and services available to all citizens, and;

WHEREAS, the City of Palm Desert seeks to comply with ADA requirements and create a hospitable environment for disabled citizens and visitors to Palm Desert, and;

WHEREAS, the ADA of 1990 requires that the City of Palm Desert comply by developing a Transition Plan to evaluate current employment practices, physical access and program access, and;

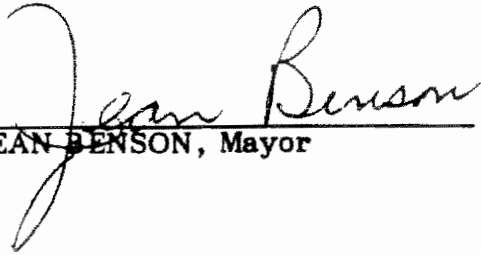
WHEREAS, the said plan is hereby attached

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Palm Desert, California, as follows:

1. That the above recitations are true and correct and constitute the findings of the City Council in this case.
2. That approval of the Transition Plan is hereby granted for use as a guide in helping the City to better serve the disabled community.

PASSED, APPROVED and ADOPTED at a regular meeting of the Palm Desert City Council, held on this 8th day of July, 1993, by the following vote, to wit:

AYES: CRITES, KELLY, SNYDER, WILSON. BENSON
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE



JEAN BENSON, Mayor

ATTEST:



SHEILA GILLIGAN, City Clerk

ADA TRANSITION PLAN

Staff has developed a multi-step process to facilitate incorporating the City of Palm Desert Transition Plan in a positive manner. The City of Palm Desert ADA Transition Plan has a three-fold purpose:

- ◆ to facilitate compliance at the local level
- ◆ to document policy and structural status in accordance with ADA requirements.
- ◆ to create a hospitable environment for disabled citizens and visitors.

In order for the Transition Plan to meet its objectives, staff has sought to accomplish four things in particular:

- ◆ identify physical obstacles to program and service access
- ◆ describe in detail methods used to correct, eliminate and modify obstacles
- ◆ specify a schedule including costs and a timeline for taking steps towards compliance.
- ◆ indicate official responsible for implementation

In order to facilitate this multi-step process, staff resolved to conduct a Self-Evaluation plan first. Staff developed checklists designed to identify current practices and policies and revise, as found necessary, policies, programs, services or practices which discriminate or have the potential to discriminate against persons with disabilities. These checklists were developed with reference to the ADA Accessibility Guidelines for Buildings and Facilities (ADAAG) and Title 24 California Code of Regulations.

The Self-Evaluation checklists were developed to address three specific areas: physical access, program or service access and employment practices and policies. Once all the inventorying was completed and preliminary reports on our findings determined, staff solicited the participation of the disabled by establishing a Disabled Awareness Committee, consisting of three (3) disabled members of the community. Staff made contacts with disabled persons at the College of the Desert and at the Rehabilitation Center in Indio. Staff also sent a memo to the City Manager and members of the City Council asking for names of disabled citizens who could be involved.

The members of our ADA Awareness Committee were pleased to see the progress and resourcefulness of the City of Palm Desert and staff was equally pleased to glean from their perspective. It was definitely a win-win situation.

Staff established an informal complaint procedure for filing and mediating informal complaints by disabled citizens. This process will aid the City of Palm Desert to address the needs of its disabled citizens in a hospitable, easy and informal manner.

Throughout the remainder of this report, staff is quite detailed so that we have made sure all needs are addressed. The first area this report will address is the physical accessibility of all facilities and buildings.

PHYSICAL ACCESS

Staff participated in an on-site inventorying of the four sites under the jurisdiction and responsibility of the City of Palm Desert. Checklists were developed for each of the following areas that ADAAG requires must be accessible:

- ◆ Parking
- ◆ Routes
- ◆ Information & Signage
- ◆ Restrooms
- ◆ Lavatories, sinks & mirrors
- ◆ Drinking fountains & water coolers
- ◆ Assembly areas
- ◆ Doors
- ◆ Stairways
- ◆ Seating, Tables & Vending Machines
- ◆ Public telephones
- ◆ Curb ramps & Curb cut ramps
- ◆ Handrails

Particular locations inventoried by the Staff Committee include:

- » Civic Center
- » Civic Center Park
- » Corporation Yard
- » City Library

CIVIC CENTER

The Civic Center was surveyed as a public access facility. The Civic Center building is relatively new construction. Therefore, in assessing accessibility it ranks very high. The parking for this facility is accessible according to the requirements listed on the checklist. Greg Holtz is in charge of a re-stripping project for the parking lot servicing the Civic Center buildings and facilities. Some minor alterations were made to adjust for handicap accessible spaces.

The parking lot has 76 spaces, 4 of which will be handicap accessible. These handicap accessible spaces are located at a point closest to the building entrances. These spaces are clearly marked as accessible spaces by an upright sign displaying the universal accessibility symbol and by the blue striping and blue and white

Painted handicap symbol on the pavement. Block dots, consisting of raised truncated domes will define the cross walk area in a continuous line from the first handicap space next to the directory structure leading across the vehicular path to the entrance sidewalk which is 36" wide. This is a "detectable warning" for those with severe vision-impairments who use canes. Appropriate curb cuts and ramps will be installed from the closest handicap accessible space to the entrance pathway.

Accessible routes within the boundaries of the Civic Center are provided from public transportation stops, accessible passenger loading zones and public streets and sidewalks. All accessible routes that connect to the buildings and facilities on site maintain a minimum clear width of 36" along the entire route. One route situated in front of the Administrative Services Building is not free from protruding objects. The mailboxes situated at the entrance of the path of travel into the Administrative Services Building encroach upon that path and substantially reduce the clear space and maneuvering width. Staff recommends the mailboxes be moved to clear that approach area and make the pathway accessible.

The public restrooms in this facility comply with almost all position requirements (length & height of grab bars, clear space within stalls, height of urinals etc...) and meet the ADAAG requirements. The newer restrooms built in the North-Wing Building comply in every way. The older restrooms in the other buildings do not have toilets between 17" and 19" high, measured from the floor to the top of the seat. We are in compliance, nonetheless, if we can provide at least one accessible restroom which we do. It is easily accessible from all the other buildings within the facility. The older restrooms were constructed 12 years ago according to the State Building Code existing at that time and closely comply with the new requirements.

The restrooms in the North Wing Building do not have male/female identifiers with the universal symbol (circle for female and triangle for male) positioned on the doors. Staff recommends implementing this modification on all restroom doors within the Civic Center buildings as well as properly insulating and wrapping the hot water and drain pipes immediately following the adoption of the Transition Plan. This is a low-cost and relatively simple procedure.

All lavatories, sinks and mirrors within City Hall are in compliance. This includes clear space, height, length, width and depth measurements and clean, non-abrasive counter surfaces and under-counter tops. No alterations are necessary or needful here.

All drinking and water fountains comply with the ADAAG requirements. The controls are easy to use and both front and side mounted near the front edge. There is adequate clear space to approach the water fountains and all position and measurement requirements are met.

All seating and table arrangements are compatible with the ADAAG requirements. This includes office desks, conference room tables and lunch room tables. All seating and table arrangements comply with height, clear knee space and clear approach space measurements as required by ADA accessibility standards. We have two vending machines located in the lounge/kitchen area. It is located on an accessible route. Some dining tables may have to be rearranged in order to create enough clear space (30" x 48") in front of the vending machines. This is a minor adjustment easily remedied.

Presently, the Civic Center maintains three public phones within the buildings that are accessible to the public. These are not public pay phones but phones we have placed on the counter or wall for public use. Two phones are located in the Council Chambers, positioned on the wall. One other phone is located past the general information desk positioned on the wall between the two restroom entrances. These phones must be modified in the way of volume control and a compatible hearing device. Staff recommends that each building or area have a phone placed on the front counter for public use and that the same modifications (volume control, hearing aid device) be installed. This is relatively easy to do as a phone jack is located behind each service counter. The currently favored hearing aid device is the "text telephone" which is a non-voice terminal device and can be used by more than the deaf. TDD's (telephone device for the deaf) employs a "specific language" which is useful only for the hearing-impaired. Staff recommends that additional information be gathered about each of these devices, the advantages and disadvantages of both TDD's and text telephone and the relative costs of implementation and maintenance.

The main assembly area is the City Council Chambers. Seating capacity numbers 142 with additional spaces on the back and front rows (three spaces on each of the back two rows and front two rows) for wheelchair access. We exceed the number of required wheelchair spaces according to the seating capacity of our Council Chambers and therefore more than adequately meet that requirement. The main modification that must be installed is a permanent or portable assistive listening system. If a permanent system is installed, it should be placed within 50' of the stage viewing area. Signage indicating "Assistive Listening System Available" with a pictograph should be installed. There are three kinds of systems used: Induction Loop Transmitter, FM Transmitter and Infrared Transmitter. Staff recommends that Ken Weller evaluate the advantages of these systems and choose the one best suited to our needs.

Stairways are situated in the Council Chambers leading down into the seating area. These stairs have uniform riser heights and tread widths that comply with state and federal standards. The tile is not slip-resistant and must be changed. Handrails are not provided on both sides of the staircase. Staff recommends this modification be implemented. In every other respect, the stairways and handrails are accessible.

Folding or removable armrests for at least one fixed seat on an aisle for wheelchair access should be installed. In every other way, the City Council Chambers is accessible.

All doors have a minimum clear width opening of 32" and provide clear maneuvering space. Door hardware is centered between 30"- 44" above the floor but the doorknobs in the older buildings need to be changed to lever-type hardware that is easily operable with one motion. Both the newer North building and the older building entrance doors need their closures adjusted to allow for a minimum opening effort of less than 5 lbs. The doors are difficult to open and require a straining effort from disabled and non-disabled individuals alike.

Proper signage throughout City Hall and the parking lot areas is necessary. This includes information signs and directory signs within and without the buildings. Signage will be provided to indicate accessible entrances, restrooms and other facilities. Signage will have to be adapted to include Braille and Raised characters to accommodate the vision-impaired. Signage designating restrooms or offices must

be mounted 60" from floor to centerline of sign. The main directory situated outside the buildings has deteriorated and the lettering faded. Staff recommends dismantling the old directory and replacing it with an accessible, easily legible (braille and raised characters) and aesthetically pleasing structure. Rudy Acosta has suggested in previous plans the City should build a kiosk in place of the present structure.

Signage indicating the availability and location of volume control-telephones, TDD-equipped or text telephone will be installed in the Council Chambers and reception area. Signage indicating the availability of assistive listening devices will be installed in the Council Chambers.

CIVIC CENTER PARK

The Civic Center Park is a very new construction that was built in 1990, situated to the north of the Civic Center buildings and facilities.

The park offers a number of facilities and recreational options:

- ◇ 6 tennis courts
- ◇ 4 sand volleyball courts
- ◇ 3 basketball courts
- ◇ YMCA facility

A 2000-seat amphitheater located in the park is fully accessible to the disabled, including accessible routes and seating for wheelchairs. Guests can enjoy 3 picnic pavilions under a central awning for protection from sun and adverse weather. The picnic tables are fully accessible and all height, width and space measurements comply with ADA requirements. Tables are movable and can be rearranged if need be.

There are two sets of male/female restrooms which are fully accessible to the disabled public. Routes to and from the restrooms are accessible and all hardware and fixtures within comply with ADA requirements.

A one-acre lagoon sits in the middle of the park closest to disabled parking. A path of travel continues all around the lagoon and individuals in wheelchairs can visit the rose garden, waterfall and art exhibits situated in and around the park with relative ease.

The main consideration about the park concerns accessible parking and routes. Judging the recent construction of the park and its facilities, our on-site survey revealed that the park was accessible and adhered to the state and federal codes. There is ample disabled parking spaces situated next to the path of travel, beginning at the lagoon which continues in and all around the park.

The Civic Center Park offers a tot lot and playground area strategically positioned close to shady areas. We do not have disabled-friendly playground equipment. The jungle gym and playground equipment will be modified or added at a future date and these modifications will be built into a long-range alteration plan. Staff recommends looking into including a surface material matt to allow wheelchair access onto the

playground. Acceptable playground surfacing materials must be implemented according to their shock absorbing capacity. Staff recommends pending additional investigation that this be implemented as a long-term alteration built into the general modification plan.

A recreation center is in progress and is due for completion in July 1993. This center and adjacent parking lot construction follow all state building code requirements as well as ADA Accessibility Guidelines. Any future construction will take into account ADA requirements.

Staff recommends that more public telephones be installed on the community park grounds. The Civic Center Park has one public telephone located on an accessible route next to the YMCA. The YMCA facility is leased by the City of Palm Desert. Staff believes that at least two more public telephones should be placed in the community park that adhere to the position, height and voice control features required of ADAAG. The public telephone in place next to the YMCA should have a voice control feature added to it as well.

CORPORATION YARD

The new Corporation Yard is located at 74-796 Velie Way, Palm Desert.

The Corporation Yard is not an area frequented by visitors. Many of the requirements for the other facilities and buildings do not apply or do not make sense for the Corp Yard. The Corp Yard maintains 22 employees. Tom Theobald, the Maintenance Services Manager has listed some post-escrow items that will take effect by June 28, 1993. These alterations will take into account the federal requirements of ADA, as deemed necessary. These consist of the following:

- 1) One unisex handicap accessible restroom. All the required measurements of clear space and position of toilet, toilet paper dispenser and flush controls will be adapted for use of this restroom by disabled persons. The doors will be changed to accommodate for a required width space of 36". Sinks and mirrors in this restroom will also be installed according to accessibility requirements.
- 2) Two doors in the office area will be replaced with 3' wide assemblies. All doors will be changed and accommodate for a 36" wide clear path (width at present is 36") and single motion lever-type hardware will be installed throughout the building.
- 3) All drinking fountains (2) will be changed to provide handicap accessible size, heights, widths, clearance and position measurements.
- 4) Parking lot area will be completely re-paved to make it a level ground surface. The area will be striped and provide one handicap accessible space directly in front of the entrance door. Appropriate signage will be installed to indicate location of handicap space.

A lounge will be built on the second floor strictly for employee use. In the future, an elevator could be installed to accommodate any disabled employee who would need to use the lounge. This remains as a possible future modification to be implemented according to the funds available to do so. Such modification will not take place until such a need exists.

PUBLIC LIBRARY

The Public Library is situated at 45-480 Portola, Palm Desert.

It is a 30-year old building that the City of Palm Desert purchased for use as a library. It is a one-story building, approximately 4500 square feet. Plans are underway to make specific alterations to the building, taking into consideration accessibility standards. Primary modifications relate to adding a unisex restroom which will meet accessibility standards.

The library parking lot consists of 26 spaces plus 2 additional spaces designated for the disabled. The parking lot needs to be re-paved and re-striped as the pavement is very uneven and broken up in spots. Also the lines for striping have faded. An upright sign displaying the universal accessibility symbol is situated in front of the handicap space and is clearly visible.

Accessible routes are provided from public streets and sidewalks and from accessible parking stops. There are no existing transportation stops close to the City Library. An accessible passenger loading zone will be adapted to make available a pick up and drop off point for disabled persons. It will be situated along an accessible route within the boundary of the site.

The surface of the route all around the building is made with a medium light broom finish and is slip-resistant. The running slope of the route to the side of the library is less than 1:20 and has no cross-slope greater than 1:50 but this is not the case with the running slope of the route to the back of the building. This will be modified to follow the measurements as stated above. The ramp should come up another 6 feet (presently 10 ft.) to add enough clear space and create a gentler slope for a wheelchair. Staff recommends this be modified. The route to the side of the building has bushes that extend into the path of travel. This is easily remedied by trimming the bushes regularly; therefore freeing the path of travel from protruding objects that normally reduce the clear space and maneuvering width.

One accessible route has a large book return bin directly on the path of travel or sidewalk. Users can park their car temporarily in front of this bin and quickly throw their books in the bin. There is barely 36" clear width space for one wheelchair to travel through. Staff would recommend removing the bin from the path of travel completely, placing it on a paved level square block situated to the left of one of the routes leading to the entrance. Drivers would have to take 5 more steps towards the bin to return their books and the path of travel would be clear.

Signage does not exist to indicate accessible entrances. Signs indicating different book areas are not in raised or brailled characters. Staff recommends installing signs to indicate accessible entrances. Staff does not believe it is feasible to install

braille or raised letters on signs indicating different book areas. Due to the small size of the library, staff believes that any individual, vision-impaired or blind could easily be assisted by the library staff. The directory is situated above the water fountain within the entrance doors. Any person approaching within 3" of the directory would be standing within the swing of the front doors. The directory is not in an accessible format. Staff recommends changing it to an accessible format. No signage in accessible formats exists to indicate location of restrooms. Staff recommends this be installed.

Of the two exit doors, one is blocked by a cement trash can and does not have a sign indicating it is an egress door. The secondary entrance door has door handles. Both doors have panic bars on them. Staff recommends adding the appropriate signage in accessible formats for each of the areas lacking signage and moving the trash can blocking one of the exit doors.

There is one set of male/female restrooms. These restrooms do not comply with any of the width, height or position measurements required by ADA guidelines. The toilets measure 15" (should be between 17" - 19" high), door handles require a twisting motion (not operable with a single motion), and there is a lack of clear floor space for wheelchair turnaround. Plans are underway to construct another restroom that will be designated as handicap accessible and will be located on an accessible route, if the study tables and chairs and photocopier are rearranged to clear the pathway sufficiently. Staff recognizes that due to limited space within the library structure, rearranging of tables and chairs will help though not completely eliminate the access problems.

One drinking fountain is provided directly to the right and inside the entrance doors. It is on an accessible route but does not provide adequate clear space. Someone drinking from the fountain would block the entrance way. The spout outlet is 4" higher than the minimum 36" required height. The controls are not easy to use and require some grasping to operate. A small stool is situated underneath the fountain for children to climb upon for a drink. Staff recommends installing a new fountain that is situated low enough to accommodate a wheelchair and which complies with hardware and other measurement requirements. Staff also recommends positioning the fountain further in away from the entrance door to discontinue blocking the entrance way.

All entry, exit and restroom doors have a clear opening of 32" and provide clear maneuvering space. The bars on the front and back doors are push-type though not easily operable. The restroom doors have handles operable by a twisting motion. Staff recommends changing the door hardware on the restroom doors that comply and make opening the doors easier for disabled and non-disabled alike.

The library provides one public pay telephone situated outside and to the right of the entrance doors. This phone does not comply with the required dimensions for side and front approach. Volume controls and a telephone hearing aid are not provided. Controls are push-button and the cord length is at least 29". Staff recommends we retrofit the public telephone now in existence that will comply with all requirements.

More than 5% of all tables and study carrels comply with clear knee space and height measurements. Clear approach spaces are provided in book aisles but not for the

circular bookstands situated throughout the library. They are closely bunched up and do not allow for easy movement between or around the bookstands. A computer catalog is provided and does not comply with the 36" minimum clear aisle space and maximum preferred reach height of 48". Staff recommends rearranging the circular bookstands to create the minimum clear approach and maneuvering space and lowering the height of the computer catalog so that wheelchair access is possible.

Staff duly notes that the construction of the new library will comply with all access requirements.

ADA AWARENESS COMMITTEE FINDINGS

The ADA Awareness Committee met at the Civic Center to discuss the Transition Plan draft and take a tour of the facilities and buildings inventoried. Staff greatly appreciated their participation and involvement as many suggestions were made from a perspective staff could only guess at. One suggestion considered putting in place a tactile map of the Civic Center Park so that individuals who were visually impaired or blind could have some idea of the layout and where the path would lead. Another issue concerned raised lettering. It was suggested that restroom doors could have a raised "W" indicating a women's restroom and a raised "M" for a men's restroom. Also, all restroom doors should have the universal symbol for men/women restrooms; a women's 12" diameter circle and a men's equilateral triangle 12" each side should be placed on the front restroom doors. These symbols should be centered 60" above the floor on the door. The restrooms in the Civic Center Park have this kind of signage and we recommend placing this on all restroom doors in the Civic Center buildings as well.

Members of the ADA Awareness Committee suggested that signage needs to be placed in the park indicating the location of restrooms, public phones and other park services. For instance, close to the pavilion eating areas, signs could be placed there to indicate the location of the nearest restroom and/or public telephone. The directory should be visible from cars. If it was positioned in an up-right fashion facing the traffic with raised, black lettering and not facing the sky, it would be clearly visible from a car and someone who is mobility impaired would not have to get in and out of his or her car more than once to figure out where he or she needed to go. Also, if positioned facing the traffic, the heat would not fade the lettering nor make the braille section too hot to touch.

Again, directories with raised lettering and braille should be installed in each building near the entrance doors and offices. This would aid blind and visually-impaired individuals, directing them to the proper office or information area.

It was suggested that a sidewalk should be constructed the short distance between the basketball courts and volleyball courts that would allow for easy wheelchair access from the main travel path. Right now, one must walk through grass and gravel to travel between these courts. It was also suggested that a volleyball court be added with a hard surface area. Creating one volleyball court with a hard surface would allow wheelchair bound individuals to use the court and also provide a service to those individuals who prefer to play on a harder surface. Richard Reynolds, a member of the committee, indicated to me that he knows quite a few

people who would take advantage of a hard surface volleyball court and that no other exists in the valley. It would be a great service to the wheelchair bound population of Palm Desert.

Committee members indicated that a van accessible area should be so designated with the universal handicap accessible symbol with black, clearly visible letters directly beneath the symbol which read "Van Accessible". Members of the ADA Awareness Committee indicated that some confusion exists as to whether a handicap parking space is van accessible or not and suggested that clear and simple wording to that effect directly beneath the pictograph would help immensely.

The committee suggested that something needed to be done to eliminate illegal parking in handicap spaces. They suggested we send a letter to the Sheriff's office strongly recommending stricter enforcement and citing of illegal parking. They also suggested police officers could leave information cards on the windshields that would inform the offender how to recognize handicap spaces and why it is an offense to park in them. These information cards are available through the State Office Department of Rehabilitation and we are looking into obtaining these cards.

Another problem cited was the run-off from sidewalks in the park area. This could create a hazard for wheelchairs, people on crutches or very young and elderly persons walking there. Some kind of garden border should be placed at the edge of the sandy area so that the run-off from rain or sprinklers does not create muddy or slippery areas on the sidewalk.

One other important suggestion staff felt they should mention concerns the transportation system in Palm Desert. Members of the committee felt that many bus stop areas did not provide a proper place to sit or stand and that this was hazardous to individuals with disabilities. Staff suggested sending a letter to Sunline, citing the problems as seen by our committee and recommending that they address the problem.

Overall, the ADA Awareness Committee was pleased to see the City of Palm Desert addressing the problems the disabled citizens of this valley face in a manner that was sensitive and helpful to them. Staff believes this committee played a vital part in implementing a transition plan that would adequately address the important issues faced by our disabled and elderly community.

EMPLOYMENT PRACTICES

In addition to accessibility, the ADA also requires that employment practices be free from discriminating against the disabled. Staff developed a comprehensive employment practices checklist to evaluate current policies and practices at the City of Palm Desert. Staff has determined that our present policies and practices reflect a general concern for all employees and applicants with regards to ability, not disability. Nevertheless, some minor changes will be undertaken with little or no difficulty.

Presently, job announcements are not accessible to persons with a hearing and/or vision impairment and our job notices are not available in braille or large print. Staff recommends implementing an ADA Job Hotline that will address both problems.

A Job Hotline would have pre-recorded employment related messages which could assist both the disabled and non-disabled communities.

Application procedures are not available in accessible formats i.e., cassette versions of written materials for an applicant with a hearing impairment. Staff recommends continuing to deal with applicants on a case-by-case basis. The application procedure and interviewing process will be adapted for each applicant on a case-by-case basis, according to their specific disability. Application forms are free from all discriminatory language. At the top of the application form directly beneath the address reads a statement by the City of Palm Desert declaring:

"The City of Palm Desert is an Equal Employment Opportunity Employer and encourages women, minorities, and the disabled to apply for open positions. Prospective employees will receive consideration without discrimination because of race, color, religion, sex, age, national origin or disability".

In the Personal Information section the City of Palm Desert application form said:

"The City seeks to comply with the Americans with Disabilities Act. Do you have any disability which would require reasonable accommodation in the application process or in the work place? (If yes, please explain)

Staff recommends changing the wording of that statement to reflect non-discriminatory language and wording:

"The City seeks to comply with the Americans with Disabilities Act. Please notify the Human Resource department if you require a reasonable accommodation in the application process".

Interview personnel are well-versed in the agency's ADA compliance obligations. Interview questions reflect the essential functions of the job being applied for and are asked of each of the applicants in the same manner. Applicants are usually interviewed by a panel (i.e., three member panel) involving the Director of Human Resources and two others who have experience directly related to the job being applied for.

Employment tests are administered for jobs that require a knowledge of the level of skill of the applicant in a particular area of expertise. Typically, for clerical positions a typing test is administered. All tests accurately reflect the skills necessary to successfully perform the job duties as found in the job description. If testing is done, the goal is to test for specific and necessary skills according to the essential job duties. Testing procedures accurately reflect the ability of the applicant to perform the "essential functions" of the job.

Staff has developed a policy statement and procedure to provide reasonable accommodation. The Human Resources Department is the designated party that will

be responsible for record keeping, evaluating and approving or denying requests for reasonable accommodations. The ADA Job Hotline will also provide information about the availability and procedure to request reasonable accommodation. Staff recommends including a procedure for documenting decisions to approve or deny reasonable accommodation requests because of undue hardship. This procedure will require that the Director of Human Resources look at each request and approve or disapprove it with documented reason(s).

Medical exams are required of new employees as a condition of employment ONLY AFTER AN OFFER OF EMPLOYMENT has been made and only if it is required of all new employees. Once the new employee has been offered a job, he or she must complete a medical exam and the results of that exam are then filed into a separate medical file. If the medical exam results show that the employee has medical problems that significantly limit the individual in performing the "essential functions" of the job, then the City of Palm Desert as the employer must decide whether to discontinue employment for that individual or provide a reasonable accommodation, if a reasonable accommodation can be provided.

The City of Palm Desert provides city vehicles to its' employees for all city-related business. At present, city vehicles (cars, pickups and vans) cannot accommodate a wheelchair. Purchasing an accessible van or car will have to be assessed at a future time, if the need for one ever arose.

Staff formulated a Complaints Procedure that incorporates due process standards and provides for prompt and equitable resolution of complaints of discrimination. Staff recommends that the complaints procedure be adopted by resolution.

SUMMARY SITE CHECK

LOCATION	CURRENT CONSTRUCTION	PENDING CONSTRUCTION
Civic Center parking lot	4 handicap spaces out of 76 allotted spaces	"van accessible" space striped blue; curb cut & ramp to be built from closest handicap space to entrance; block dots on vehicular path
Civic Center route	paved & level sidewalk leading to entrance	move mailbox to clear pathway for 36" width space
Civic Center signage	old directory structure lettering faded & information very inaccessible	new directory structure or information kiosk, positioned facing traffic w/raised lettering & braille; accessible directories placed inside or near entrances
Council Chambers telephones	two telephones available for public use	equip Council Chamber phones w/a volume control & hearing device capability w/proper signage indicating availability
Council Chambers listening device	non-existent assistive listening device	equip Council Chambers w/portable or permanent assistive listening system w/signage indicating availability
Civic Center restrooms	present construction complies	insulate hot water & drain pipes in all restrooms; place triangle sign for men and circle for women's restrooms 60" above floor
Council Chambers stairs	tile is not slip-resistant; handrails on only one side of the staircase	replace tiles making them slip-resistant; add new handrails on both sides of each staircase descending into seating area
Council Chambers seating	142 seats w/free spaces for wheelchair access in front and back rows	include folding or removable armrest for one fixed seat on an aisle for wheelchair access

Civic Center doors	door knobs in older building construction; difficult to open all entrance doors	replace door knobs w/lever-type or push-type hardware as in NW Bldg doors; adjust all closures to increase efficacy of opening doors from inside/outside
Civic Center seating & tables	basic compliance met; tables in lounge area creating congested area in front of vending machine	rearrange tables in lounge area to create clear space (30"x48") in front of vending machine
Civic Center receptionist phone & over counter phone service	all incoming calls through switchboard	modify switchboard system to include a TDD device or text telephone device w/signage indicating availability; provide a public over the counter phone at each service counter w/voice control &/or hearing aid compatibility
Library parking lot	2 handicap spaces out of 26 allotted spaces; pavement cracked & broken up	re-pave, re-stripe parking lot to eradicate hazardous uneven and cracked lot
Library route leading to entry & exit door in back of bldg	ramp & slope for wheelchair access	slope to be increased another 6ft. from original 10ft. to create gentler slope & more space
Library sidewalk route	barely 36" width access from sidewalk to front entrance	move book return bin from sidewalk & place on paved level square left of entrance route
Library restrooms	1 male/female restroom; older construction	new unisex handicap accessible restroom w/proper signage on doors
Library water fountain	1 water fountain positioned inside front doors to the right; hardware & position inaccessible	replace w/new handicap accessible water fountain moving it further away from entrance doors

Library doors	entry & exit doors pushbar hardware; door knobs on restroom doors; no sign indicating egress door; cement trash can blocking back exit door	replace door hardware on restroom & new accessible restroom; place proper signage indicating egress door; move cement trash can to allow access/egress
Library seating & tables	basic compliance met; tables set up encroaches upon pathways decreasing amount of travel space	creative rearranging of some tables & chairs to allow clear path to restrooms & other areas of library
Library public phone	public phone outside front entrance doors to the right	retrofit phone with volume control device and compatible hearing aid device
Library signage	directory on wall inside & to the right of entrance doors; hanging signs within library designating different book areas	replace directory in an accessible format with braille & raised letters; include signage outside indicating accessible entrances
Corp Yard parking lot	uneven paved lot with some striping	re-pave, re-stripe, add on handicap accessible space w/signage
Corp Yard restrooms	present construction old & inaccessible	construction of unisex handicap accessible restroom for employees
Corp Yard water fountains	2 water fountains; older structures	replace w/2 new handicap accessible water fountains
Corp Yard doors	hardware requires turning hand motion; door width slightly too small	replace doors & hardware (similar to Civic Center Bldg doors); replace w/3" wide assemblies
Civic Center Park public telephones & signage	one pay phone next to YMCA facility	recommend adding voice control feature to YMCA phone; add two more handicap accessible public telephones on city park grounds; tactile map of park installed
Civic Center Park playground	jungle gym & playground equipment in sandy lot area	add handicap accessible playground equipment & surface material matt in sandy area