



CITY OF EL SEGUNDO REASONABLE ACCOMMODATIONS POLICY FOR BROWN ACT MEETINGS

Effective January 1, 2023, Government Code § 54953(g), pursuant to California Assembly Bill 2449, requires that all public agencies have and implement a procedure for receiving and swiftly resolving reasonable accommodation requests for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. § 12132 et seq.), and resolving any doubt in favor of accessibility. Requests may be made by any individual that participates or conducts the meeting, including members of the public. This policy shall apply to all meetings of the City's legislative bodies and meetings open to the public, including, without limitation, City committees, boards and commissions ("CCBs").

Individuals who have any disability, may request accommodations using the process outlined below. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation. Note that an accommodation will be considered to be unreasonable and will not be provided if it imposes undue financial or administrative burdens on the City, or requires a fundamental alteration in the nature of a program. If a particular accommodation is unreasonable, the City will offer an alternative accommodation that is reasonable.

Process to request an additional accommodation:

1. Please request an accommodation as soon as you can, preferably before the meeting you wish to attend, or at the meeting itself if necessary. The sooner the request is made, the more likely it is that the City can provide the accommodation or an alternative. You can make this request yourself, or someone can make it on your behalf with your permission.
2. Your request can be made orally or in writing, and you should submit it to the City Clerk's Office so as to avoid delay in reviewing and processing the request. Requests can be made by contacting the City Clerk's Office at (310) 524-2308, via email to allcityclerks@elsegundo.org, or by mailing such a request to the City Clerk's Office located at El Segundo City Hall, 350 Main Street, El Segundo, California 90245. Note that if you contact the City Clerk's Office via mail, you need to make the request early enough that a response can be timely provided.
3. Your request for an accommodation must provide the following information:
 - a. *What accommodation?* We need to know the type of accommodation you are seeking, and/or how the accommodation will allow you to access and participate in the meeting. You are not required to disclose the particular disability, instead a general statement of explanation will

suffice. You may, but are not required to, submit a letter from a physician to the effect that the requested accommodation is required for you to access and participate in the meeting.

- b. *Contact information.* You must give staff current contact information so they can respond in a timely manner. This can be a mailing address, an email address, or telephone number, for example. Note that if only a mailing address is provided, you need to make the request early enough that a mailed response can be timely provided.
- c. *Which meeting or meetings?* Please specify if the accommodation is requested for a specific meeting, or for all or a series of meetings before a particular body.

Procedures for City Staff:

- Any staff member who receives, or believes they may have received, an accommodation request, will promptly relay the request and the requestor's contact information to the City Clerk.
- The City Attorney may be requested to assist in the review of requests, and assist staff in providing a response to the requestor as soon as practicable.
- All reasonable accommodation request responses must be provided in writing, when such written response can be transmitted in a timely manner prior to the start of the specific meeting. Otherwise, the response may otherwise be provided orally. Responses will identify whether the accommodation is granted or granted in the alternative, and any instructions necessary to access the accommodation. If denied the response will identify and the grounds for denial. City staff must promptly document requests and responses provided orally.
- The law requires that all doubt be resolved in favor of accommodations. Staff will make reasonable efforts to communicate with requestors to obtain clarifications or to discuss whether alternative accommodations will be viable.