



REASONABLE ACCOMMODATIONS FOR CITY OF FORT BRAGG
BROWN ACT MEETINGS

I. OBJECTIVE

Government Code Section 54953(g) requires that all public agencies implement a Policy to quickly process reasonable accommodation requests for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U S C Sec i2i32). Requests may be made by any individual that participates in or conducts the meeting, including members of the public, City staff, and members of the legislative body. This Policy shall apply to all meetings of the City's legislative bodies open to the public, including the City Council, Planning Commission, and Council Committees.

II. PROCEDURES

1. The following accommodations are available for City meetings subject to the Brown Act:
 - a. Agendas and Staff Reports: Upon request, any agendas or staff reports can be made available in appropriate alternative formats to persons with a disability, including hyperlinks where appropriate so that the user can access the linked information.
 - b. For Individuals with Hearing Loss: All Brown Act meetings are streamed on the Internet via Zoom, and the City's public access channel. For those participants who are hearing impaired, closed captioning is included on live and pre-recorded programming.
 - c. For Individuals with Visual Impairments: Audio recordings of all live meetings are streamed on the Internet, via Zoom, and on the City's public access channel. Pre-recorded meetings are available on the City's website.
 - d. For Individuals with Mobility Impairments: Fort Bragg Town Hall, where the majority of Brown Act meetings take place, is an ADA accessible facility. Additionally, mobility-impaired individuals may view and/or participate in public meetings without coming to Town Hall via closed circuit broadcast/Zoom/telephone access via Zoom.
2. Additional Accommodations (Upon Request): Individuals who have other disabilities may request accommodations other than those readily available using the process outlined below. The determination whether to provide an accommodation is made on a case-by-case basis. This is a collaborative process where the City and the individual with a disability discuss and arrange for any necessary and reasonable changes. Consideration will be given to the preferences of the individual when deciding upon

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an accommodation, however the City has the ultimate discretion to choose between effective accommodations.

Note that an accommodation will be considered 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 meeting. If a requested accommodation is unreasonable, the City will endeavor to offer an alternative accommodation that is reasonable.

III. RESPONSIBILITY

1. To request an ADA accommodation, the disabled person, or his/her designated representative shall complete and file the Reasonable Accommodation Request Form (Attachment A) with the City Clerk. The request form asks for contact information, which meeting(s) is accommodation requested, type of accommodation sought, and how the accommodation will allow access and participation in the meeting. The disabled person is not required to disclose the particular disability; instead a general statement of explanation will suffice. The disabled person may, but is not required to, submit a letter from a physician to the effect that accommodation is necessary to access and participate in the meeting.
2. Accommodations should be requested as early as possible as additional time may be required to provide the requested accommodation. The following factors will be considered when reviewing a request for accommodation:
 - a. How the disability limits the Requestor's accessibility to City public meetings;
 - b. The effectiveness and feasibility of the Requestor's proposed accommodation;
 - c. Other accommodation options that address disability limitations;
 - d. The Requestor's preference; and
 - e. The impact of the accommodation on the conduct of the meeting and the burden imposed on the City.
3. The review process shall be completed within 15 working days from the date of the written request, concluding with an approval or denial. However, an extension of time shall be granted upon mutual agreement of the Requestor and the City, or where the City requires and requests additional information to process the request.
4. All reasonable accommodation request responses shall 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 will 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.

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Approved by City Manager _____
(Signature) (Date)

Made a part of the City's Administrative Regulations
binder and distributed to all City staff _____
(Date)