RESOLUTION NO. 4061-26

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR ADOPTING A REASONABLE ACCOMMODATIONS POLICY FOR TOWN OF WINDSOR MEETINGS SUBJECT TO THE BROWN ACT

WHEREAS, the Americans with Disabilities Act was enacted on July 26, 1990, and provides comprehensive civil rights to persons with disabilities; and

WHEREAS, effective January 1, 2023, Government Code Section 54953(g) required 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. Sec. 12132) and resolving any doubt in favor of accessibility; and

WHEREAS, this adopted resolution by the Town Council would adopt a policy that expands upon the Town's existing accommodation practices when receiving requests for reasonable accommodations for Brown Act Meetings; and

WHEREAS, the policy would include a written procedure for timely submittal of requests to allow the Town to reasonably resolve accommodation requests for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility.

NOW, THEREFORE BE IT RESOLVED that the Town Council hereby adopt the reasonable accommodations policy for Town of Windsor meetings subject to the Brown Act, attached hereto as Exhibit A.

PASSED, APPROVED AND ADOPTED this 4th day of February 2026, by the following vote:

AYES:	**COUNCILMEMBERS LEEP, SALMON, VICE MAYOR POTTER AND MAYOR REYNOZA**
NOES:	**NONE**
ABSTAIN:	**NONE**
ABSENT:	**COUNCILMEMBER WALL**

ROSA REYNOZA, MAYOR

ATTEST:

IRENE CAMACHO-WERBY, TOWN CLERK

Attachment:

- Exhibit A - Accommodations Policy for Town of Windsor meetings subject to the Brown Act

TOWN OF WINDSOR

Town Council Policy

SUBJECT/TITLE:	POLICY NO:	APPROVED BY:	APPROVAL DATE:
Reasonable Accommodations Policy for Town of Windsor meetings subject to the Brown Act		RESO NO: 4061-26	02/04/2026

PURPOSE

Adopt a policy with written procedures for timely submittal of requests to allow the Town to reasonably resolve accommodation requests for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility.

SCOPE

Adoption by resolution, the Town Council would adopt a policy that expands upon the Town's existing accommodation practices when receiving requests for reasonable accommodations for Brown Act Meetings.

BACKGROUND

The Americans with Disabilities Act was enacted on July 26, 1990, and provides comprehensive civil rights to persons with disabilities. Effective January 1, 2023, Government Code Section 54953(g) required 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. Sec. 12132) and resolving any doubt in favor of accessibility.

"Disability", as used in this policy, shall have the same meaning as in 42 U.S.C. Section 12102.

PROVISIONS

Available Accommodations

With the minimum notification provided in the policy, any of the following accommodations can be provided for a publicly noticed Brown Act meeting:

- Agendas and staff reports: Upon request, 24 hours in advance, 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.

Procedures for Town 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 Town Clerk's Office.

The Town Attorney's Office 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 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. If denied the response will identify and the grounds for denial. Town staff will 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.

Note that an accommodation may be considered to be unreasonable and therefore will not be provided if it imposes undue financial or administrative burdens on the Town or requires a fundamental alteration in the nature of a program. If a particular accommodation is unreasonable, the Town may, to the extent practicable, offer an alternative accommodation that is reasonable.

APPENDIX

N/A

REVISION HISTORY: