CITY OF SEAL BEACH

Title VI Implementation Plan

This document is available upon request in other languages and in alternate formats.

JUNE 8, 2026

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I. INTRODUCTION

The City of Seal Beach has been committed to serving its community since the City's incorporation in 1915. On July 22, 1963, the City Council adopted Resolution No. 1252, a Resolution reaffirming a municipal policy on civil rights, covering employment practices, public housing, services, and use of public facilities. The City Council, City Administration, and City Departments are fully committed to continuing equal treatment to the community it serves. The adoption of the Title VI Plan confirms the City's commitment and provides steps on how the Title VI plan will be followed, evaluated, and improved through the years, as population changes.

Title VI of the Civil Rights Act of 1964 (Title VI) is a federal law that provides "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, service or activity receiving federal financial assistance. The City of Seal Beach is dedicated to ensuring nondiscrimination in all its programs, services, and activities as required by Title VI and all other federal and state nondiscrimination statutes. The City upholds a strong commitment to equity and accessibility in accordance with Title VI. This commitment reflects the City's mission to provide fair and inclusive services for all residents and visitors.

As a recipient and subrecipient of federal funding, the City participates in several programs that enhance infrastructure, public safety, and community development. These funding sources include the Safe Streets and Roads for All (SS4A), Active Transportation Program (ATP), Surface Transportation Block Grant (STBG), Bipartisan Infrastructure Law (BIL), Community Development Block Grant (CDBG), and Orange County Transportation Authority (OCTA) programs, such as the Pavement Management Relief Fund (PMRF), and Environmental Cleanup Program (ECP).

This Title VI Implementation Plan outlines the City's policies, responsibilities, and procedures for ensuring compliance with Title VI in its programs, services, and activities receiving federal financial assistance, and related nondiscrimination laws. The plan provides a framework to prevent discrimination, address complaints, and uphold civil protections in the City's programs and activities.

II. TITLE VI PROGRAM

A. City of Seal Beach Title VI/Nondiscrimination Policy Statement

The City of Seal Beach strictly prohibits discrimination on the basis of race, color, national origin, (including limited English proficiency) age, sex, disability, religion (creed), gender, gender identity, gender expression, marital status, military or veteran status, or any other protected characteristic as outlined in Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act of 1973 (Section 504), and related federal and state nondiscrimination laws.

This commitment applies to all aspects of City operations, including employment practices, public services, contracting, and programs and activities. The City ensures that all individuals have equal access to its programs, facilities, and opportunities, and actively works to eliminate barriers to participation.

Furthermore, the City of Seal Beach prohibits harassment, retaliation, and any actions—intentional or unintentional—that result in discrimination against individuals or groups based on any protected characteristics. Any policies, practices, or decisions that create unequal access to services, resources, or opportunities will be reviewed and addressed to ensure compliance with applicable nondiscrimination laws.

City Manager	6/30/26 Date

B. Title VI Commitment

In accordance with Title VI of the Civil Rights Act of 1964, it is the policy of the City of Seal Beach that no individual shall be denied benefits of, or subjected to discrimination in any of its programs, services, or activities receiving federal financial assistance on the basis of race, color, or national origin (including limited English proficiency). The City of Seal Beach further ensures that no individual shall be denied the benefits of, or be subjected to discrimination on the basis of age, sex, disability, religion (creed), gender, gender identity, gender expression, marital status, military or veteran status, or any other protected characteristic as outlined in the ADA/Section 504, and related nondiscrimination laws. The City has established a public notice outlining these rights, which can be found in **Exhibit A**. This notice is posted on the City's website and at City buildings

where agendas are posted and made available at public service counters and upon request. Public meeting agendas include a footnote in Spanish, stating that agenda material is available in Spanish upon request. Individuals who believe they have experienced discrimination under Title VI may submit a complaint to the City of Seal Beach or the Caltrans Office of Civil Rights. Details on the complaint process, including necessary forms, are available in **Exhibits B** and **C**.

C. Title VI Coordinator

The Title VI Coordinator is responsible for implementing the City's Title VI Program and coordinating the City's compliance with Title VI and related statutes and regulations. The Title VI Coordinator's responsibilities include:

- Processing and forwarding Title VI complaints.
- Ensuring the City complies with Title VI regulations and related nondiscrimination statutes and policies.
- Conducting internal/external Title VI reviews.
- Overseeing data collection and analysis of participants in City programs to identify potential disparities and ensure equitable access.
- Developing the Title VI Annual Work Plan.
- Coordinating and developing the required Title VI training for Public Works/Engineering staff employees who oversee the utilization of Federal Highway Administration funding for City's capital improvement projects is required every two (2) years.
- Maintaining records of complaints, compliance efforts, and training sessions.
- Regularly reviewing and updating Title VI policies and procedures.

The City of Seal Beach has appointed the Human Resources Manager to perform the duties of the Title VI Coordinator. As the Title VI Coordinator, the Human Resources Manager has full authority to address nondiscrimination issues within the City. The contact information for the Title VI Coordinator, including email, phone number, and address is listed as follows:

City of Seal Beach
Michael Peterman
211 8th Street
Seal Beach, CA 90740
MPeterman@sealbeachca.gov
562-431-2527 ext. 1347
TTY Relay service available via 711, AND via

https://www.goto.com/company/legal/aca-accessibility-plan - A system that supports TTY (Text Telephone), relay services, and provides visual voicemail with transcription options, aiding users with hearing or speech impairments.

D. Training

The City will provide Title VI training to Public Works/Engineering employees who oversee the utilization of Federal Highway Administration (FHWA) funding for the City's Capital Improvement Projects; training will be required every two years. This training will address the purpose of Title VI and related nondiscrimination statutes, the responsibilities of the City and its employees in complying with Title VI, the role of the City's Title VI Coordinator, the procedures for filing a Title VI complaint, how the City complies with the federal requirements, and upon request, verbal or written language translation or provision in alternate formats to assist individuals with disabilities

III. IMPLEMENTATION

A. Dissemination of Title VI Information/Public Outreach

1. To ensure that Title VI and related Civil Rights information is readily available to the employees, vendors, contractors and the public, the City will post the Notice to the Public on the City Website, and at City buildings where agendas are posted and also made available at public service counters and upon request. The Notice will also be available in alternate formats. Public meeting agendas include a footnote in Spanish, stating that agenda material is available in Spanish upon request. See **Exhibit A**.
2. Public outreach is conducted via community meetings, online surveys, and public hearings during City Council meetings. Public outreach meetings are announced during City Council meetings, published in the City Manager (CM) Newsletter, and uploaded to the City website, as well as social media platforms.
3. City programs are in place to address the demographic needs of its residents and visitors. Through community engagement efforts, including surveys and feedback collection, the City actively seeks and considers public input from all residents, such as the Safety Action Plan (SAP), which prioritizes safety improvements on local roadways. Seal Beach has a significantly older population, with a median age of approximately 61.2 years, due largely to the presence of the Leisure World retirement community located in Seal Beach. (U.S. Census Bureau, 2023). Given this, the City emphasizes services tailored to its senior residents. Seal Beach's Senior Services Programs are primarily City-run and funded through various grants and third-party contractors in collaboration with the City. This includes the Coronavirus Aid Relief and Economic Security (CARES) Act and partnerships with the Department of Housing and Urban Development (HUD) and the County of Orange, supporting initiatives like

the Bathroom Accessibility Program for seniors with mobility challenges. The City's Senior Transportation Program, including the Senior Shuttle Service and Dial-A-Ride, is funded in part through the Orange County Transportation Authority's (OCTA) Senior Mobility Program, which has successfully operated in Seal Beach for over 15 years. Meals on Wheels Orange County (OC) partners with the City to operate the Senior Lunch Café and home deliveries, providing meals for older adults. Additionally, the City partners with the American Association of Retired Persons (AARP) to offer free tax assistance for taxpayers that are low-income seniors. Current and future programs will continue to align with Title VI principles by ensuring that all eligible residents, regardless of race, color, national origin, and other protected characteristics as defined under nondiscrimination laws have equitable access to critical services and other City programs and services.

Table 1: Median Age by Sex

SEAL BEACH CITY, CALIFORNIA

	Estimate	Margin of Error
MEDIAN AGE --		
TOTAL:	**61.2**	±1.6
MALE	56.5	±1.6
FEMALE	64.8	±1.9

Source: U.S. Census Bureau. (2023). Median Age by Sex. *American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B01002.*

B. Compliance Initiatives

1. Limited English Proficiency Program

The Limited English Proficiency (LEP) Plan ensures that individuals with limited English proficiency have complete access to City programs, services, and activities. The City's LEP Plan outlines its commitment to identifying LEP populations providing language assistance services, training staff, and ensuring public awareness of available resources, as needed.

2. Data Collection

The City has developed procedures for the collection of statistical data, including race, color, national origin, age, sex, and disability of participants and beneficiaries involved in federally funded City programs. Data is collected to monitor and record the impact of these programs on various demographic groups, ensuring equitable access to City services.

3. Complaint Process

The City has developed procedures for the processing and resolution of complaints reporting discrimination based on race, color, national origin, sex, age, disability or other protected characteristics under nondiscrimination laws. Title VI Complaint Procedures and Forms can be found in **Exhibit B,** and a sample Complaint Log form can be found in **Exhibit C**. The Complaint Form, while not mandatory, is intended to provide the City with sufficient information to document the alleged discrimination, investigate the incident(s) leading to the complaint, and resolve complaints. Through the complaint process, the City provides an opportunity for a complainant to explain the type of discrimination alleged, based on race, color, national origin (including limited English proficiency), age, sex, disability, religion (creed), gender, gender identity, gender expression, marital status, military or veteran status, or any other protected characteristic as outlined in Title VI, the ADA/Section 504, and other nondiscrimination laws; the facts and circumstances leading to the complaint; the dates of the incident(s) forming the basis of the complaint; witnesses to the incident(s); and the relief requested.

The City will maintain detailed records for each complaint, including the identification of the type of discrimination alleged based on the protected characteristic under Title VI, the ADA/Section 504, and other nondiscrimination laws; the facts and circumstances leading to the complaint, the date the complaint was filed, the remedy sought and the disposition of the complaint, and other relevant information. The City will maintain records of Title VI complaints and investigations, and any lawsuits arising out of complaints, in accordance with applicable federal and state law requirements and the City's records retention schedule, through final disposition plus five years, or such other longer period of time as may be required by a grant or due to pending litigation.

If a complaint falls under the jurisdiction of the Federal Highway Administration (FHWA), the City will route these complaints to Caltrans for processing.

C. Internal Title VI Review

The City will conduct periodic reviews of current and new directives to assess their potential impact on Title VI program areas, ensuring they do not result in discrimination or unequal access. The City will collaborate with the Title VI Coordinator to interpret how the directive(s) may affect vulnerable populations and to implement necessary changes to maintain compliance with Title VI requirements.

The City of Seal Beach does not have FHWA subrecipients, or consultants that receive FHWA funds. FHWA funding through Caltrans Local Assistance is strictly utilized for the

City's capital improvement projects, administered through the City's Public Works Department.

D. Annual Work Plan

The City will develop an Annual Work Plan that ensures ongoing compliance with Title VI requirements by documenting accomplishments from past years and goals for the upcoming year. Title VI Coordinators will conduct staff training, ensure the availability of language translation services, promote public participation, and maintain Title VI notice posting on the City website and other appropriate public areas. The Annual Work Plan will provide updates to the Title VI Implementation Plan, which is reviewed and updated every three years. The Annual Work Plan will be available to the public via City website and upon request.

E. Language Assistance Plan

The City has implemented a Language Assistance Plan (LAP) as part of its Limited English Proficiency (LEP) program, aimed at providing language assistance to LEP individuals to ensure access to City programs, services, and activities. The LAP found in **Exhibit D** outlines the strategies and measures the City will use to support LEP individuals, ensuring equal access and participation in all programs.

F. Contract Documents and Agreements

The City will ensure that contracts and agreements for federally funded projects and programs contain the DOT Standard Title VI Assurances – Appendix A-E. These Assurances must be complied with and signed between recipients and authorized officials. The Assurances are included below and signed.

Appendices

APPENDIX A

The following clauses will be included in all City agreements and contracts in compliance with federal requirements as a condition of the City's receipt of any financial assistance through the U.S. Department of Transportation (DOT) through the federal Highway Administration (FHWA).

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non- discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, age, sex, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, age, sex, or disability.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or

the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

    1. withholding payments to the contractor under the contract until the contractor complies; and/or

    2. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the California Department of Transportation will accept title to the lands and maintain the project constructed thereon in accordance with Title 23 U.S.C., the regulations for the administration of the preceding statute, and the policies and procedures prescribed by the FHWA of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the California Department of Transportation all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the California Department of Transportation and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the California Department of Transportation, its successors and assigns.

The California Department of Transportation, in consideration of the conveyance of said lands and interest in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the California Department of Transportation will use the lands and interests in lands and interest in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-

assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said lands, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the California Department of Transportation pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

   1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the California Department of Transportation will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the California Department of Transportation will have the right to enter or re-enter the lands and facilities thereon, and the above-described lands and facilities will there upon revert to and vest in and become the absolute property of the California Department of Transportation and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the California Department of Transportation pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest ,and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishings of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits or, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.) in the event of breach of any of the above of the above Non-discrimination covenants, the California Department of Transportation will have the right to terminate the (license, permits, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non- discrimination covenants, the California Department of Transportation will there upon revert to and vest in and become the absolute property of the California Department of Transportation and its assigns.

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

(US DOT Order 1050.2A, DOT Standard Title VI Assurances/Non-Discrimination Provisions)

During the term of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), the contractor is subject to and will comply with the following non-discrimination statutes and authorities, including, but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, and national origin); and 49 CFR Part 21, including any amendments thereto;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*) (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CR Part 27 (regulations implementing Section 504 prohibiting discrimination on the basis of disability);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209) (broadens the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act (42 U.S.C. §§ 12131 – 12189), as implemented by Department of Transportation regulations 49 C.F.R. Parts 37 and 38 (prohibit discrimination of the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities;

- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- US DOT guidance, which provides that national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100), Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient (LEP) Persons (2005 U.S. Dept. of Transportation);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 *et seq.*).

Signature of Authorized Official

I hereby certify that the undersigned, on behalf of City of Seal Beach, has reviewed and agrees to comply with the Title VI Assurances, as outlined in Appendices A-E.

Signature: Patrick Gallegos

Patrick Gallegos

City Manager

Date: 6/30/26

Exhibits

EXHIBIT A: TITLE VI NOTICE TO THE PUBLIC

The City of Seal Beach operates its programs, services, and activities in compliance with Title VI of the Civil Rights Act of 1964 and related laws, ensuring that no person is discriminated against based on race, color, national origin (including limited English proficiency), sex, age, disability, religion (creed), gender, gender identity, gender expression, marital status, military or veteran status, or any other protected characteristic as outlined in Title VI of the Civil Rights Act of 1964, and the American with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act of 1973 (Section 504), and related other federal and state nondiscrimination laws, in any program receiving federal financial assistance.

If you believe you have experienced discrimination as prohibited by Title VI, you may file a complaint with the City's Title VI Coordinator or directly with the appropriate State or Federal Agency. Complaints must be submitted within 180 days of the alleged discriminatory act. Complaint forms are available on the City's website and through the Title VI Coordinator.

For more information on the City's Title VI Implementation Plan, instructions on filing a complaint, or to request accommodation, including translation of materials—please contact:

Michael Peterman, Title VI Coordinator
City of Seal Beach
211 Eighth Street
Seal Beach, CA 90740
MPeterman@sealbeachca.gov
562-431-2527 ext. 1347
TTY Relay Service Available via 711, AND Via

https://www.goto.com/company/legal/aca-accessibility-plan
https://www.sealbeachca.gov/

If the complainant is unable to submit a written complaint, a representative may file on his or her behalf, or City staff will provide assistance. To request an alternate format of this Notice or for additional information on the City of Seal Beach's nondiscrimination obligations, please contact the City's Title VI Coordinator by mail, telephone or email using the information set forth above.

This Notice is posted on the City's Website, on public buildings where agendas are posted, and at public counters. Foreign language and ASL video interpreting service and other alternative formats are available upon request.

ANEXO A: AVISO AL PÚBLICO DEL TÍTULO VI

La ciudad de Seal Beach opera sus programas, servicios y actividades de conformidad con el Título VI de la Ley de Derechos Civiles de 1964 y las leyes relacionadas, asegurando que ninguna persona sea discriminada por motivos de raza, color, origen nacional, sexo, edad o discapacidad en ningún programa financiado por el gobierno federal.

Si cree que ha experimentado discriminación bajo el Título VI, puede presentar una queja ante el Coordinador del Título VI de la Ciudad o directamente ante la Agencia Estatal o Federal correspondiente. Las quejas deben presentarse dentro de los 180 días posteriores al presunto acto discriminatorio. Los formularios de queja están disponibles en el sitio web de la Ciudad y a través del Coordinador del Título VI.

Para obtener más información sobre el Plan de Implementación del Título VI de la Ciudad, instrucciones sobre cómo presentar una queja o para solicitar adaptaciones, incluyendo la traducción de materiales/documentos, comuníquese con la Coordinadora del Título VI de la Ciudad, al 562-431-2527 ext. 1347 o TTY 711, y a través de

https://www.goto.com/company/legal/aca-accessibility-plan

También visitando nuestro sitio web https://www.sealbeachca.gov/.

EXHIBIT B: COMPLAINT PROCEDURES/FORM

The City of Seal Beach, under Title VI of the Civil Rights Act of 1964, ensures "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Other federal statutes and state laws further those protections to include age, sex, disability, religion (creed), gender, gender identity, gender expression, marital status, military or veteran status, or any other protected characteristic as outlined in Title VI of the Civil Rights Act of 1964 and Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act of 1973 (Section 504), and related nondiscrimination laws.

Any person who believes they have been excluded from participation in, denied the benefits of, or subjected to discrimination under any City program or activity on the basis of race, color, national origin (including limited English proficiency), age, sex, disability, religion (creed), gender, gender identity, gender expression, marital status, military or veteran status, or any other protected characteristic prohibited by Title VI of the Civil Rights Act of 1964 or other nondiscrimination laws, may file a Title VI complaint by completing the Title VI complaint form. Use of the form is not mandatory, but it is important that the written complaint provide all information requested by the form. Complaints must be filed within 180 days of the alleged discriminatory act. If complaint information is needed in another language, please contact the Human Resources Manager/Title VI Coordinator at 562-431-2527 ext. 1347; or TTY Relay Service Available via 711, AND Via

https://www.goto.com/company/legal/aca-accessibility-plan (TTY).

The complaint form is available in **Exhibit B** and can be found online on the City website. Complaint forms are also available in alternative formats. Complaints may be submitted to the City of Seal Beach at:

- Michael Peterman, Title VI Coordinator
  City of Seal Beach City Hall
  211 8th Street
  Seal Beach, CA 90740
  MPeterman@sealbeachca.gov

Subrecipients of federal assistance shall forward all Title VI Complaints to the Federal Highway Administration Division Office for transmittal to FHWA Office of Civil Rights (HCR). This process includes complaints received about subrecipients. Members of the public may also file a complaint with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), via the FHWA website or Caltrans directly:

- Federal Transit Administration
  Civil Rights Division Attention: Complaint Team East Building, 5th Floor – TCR 1200 New Jersey Avenue, SE Washington, DC 20590
- Federal Highway Administration
  U.S. Department of Transportation Office of Civil Rights 1200 New Jersey Avenue, SE 8th Floor E81-105 Washington, DC 20590
- California Department of Transportation Office of Civil Rights
  Attention: Title VI Branch
  PO Box 942874, MS 79, Sacramento, CA 94274-0001
  Email: Title.VI@dot.ca.gov

Title VI Complaint forms may also be requested from FWHA via email at: FHWA.TitleVIcomplaints@dot.gov.

Upon receipt of a Title VI complaint, the Title VI Coordinator will:

- Log the complaint into the tracking system, found in **Exhibit C**.
- Review the complaint for completeness, e.g., contact information, details, and dates of alleged discriminatory act (s), basis of the complaint, and signature of the complainant or complainant's representative.
- Determine if the complaint falls within the City's jurisdiction or within the jurisdiction of the FHWA or another federal or state agency.
- Review whether the complaint alleges a Title VI violation or if further action is required.

If the complaint does not appear to fall under Title VI, the Title VI Coordinator will refer the complainant to the appropriate federal or state agency or department.

All Title VI complaints received by the City, within FHWA jurisdiction, will be forwarded to Caltrans within one business day of receipt. This is in accordance with the FHWA Guidance Memorandum, dated June 13, 2018. The City will send complaints to Caltrans via email at Title.VI@dot.ca.gov for further processing and submission to the Federal Highway Administration (FHWA) Division Office. Please direct any questions to Michael Peterman, Title VI Coordinator at 562-431-2527 ext. 1347 or TTY Relay Service Available via 711, AND Via

https://www.goto.com/company/legal/aca-accessibility-plan, or by email at MPeterman@sealbeachca.gov, or at the following address.

Michael Peterman, Title VI Coordinator
City of Seal Beach
211 Eighth Street
Seal Beach, CA 90740
MPeterman@sealbeachca.gov

You may also visit our website at https://www.sealbeachca.gov/.

City of Seal Beach

Title VI Discrimination Complaint Form

The City of Seal Beach is committed to ensuring that no person shall be excluded from the equal participation in, and the equal distribution of its programs, services and activities because of race, color, national origin, sex, disability, or age, as provided by Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws. Any person who believes they have been discriminated against based on one of these categories may file a complaint. **Complaints must be filed within 180 days of the alleged discrimination.** If you require any assistance in completing this form, e.g., large print, TDD, audio, or other ,please contact Michael Peterman, HR Manager/Title VI Coordinator 562-431-2527 ext. 1347.

Once the complaint is received, the City will review it to determine if our City has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the City. If the City determines that the Caltrans Office of Civil Rights has jurisdiction, the City will promptly forward the complaint to the Caltrans Office of Civil Rights. The Office of Civil Rights will then forward the complaint to FHWA for investigation. If additional time and/or more information is needed, the complainant will be contacted and informed. In addition to the foregoing, an individual who believes they have been subjected to discrimination in violation of Title VI may also file a complaint directly with the Federal Highway Administration.

For Title VI complaints within the City's jurisdiction, the City has fourteen (14) business days to investigate the complaint. If more information is needed to resolve the case, the City may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, the City can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the Title VI Coordinator reviews and investigates the complaint with the City's jurisdiction, the Title VI Coordinator or their designee will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that the City has determined there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the

complainant wishes to appeal the decision, they have fifteen (15) business days after the date of the letter or the LOF to do so.

If the determination by the Title VI Coordinator or their designee does not satisfactorily resolve the issue, the complainant or their designee may appeal the Title VI Coordinator's determination in writing to the City Manager within fifteen (15) business days after receipt of the response. Within fifteen (15) business days of receipt of the appeal, the City Manager or their designee will meet with the complainant to discuss the complaint, the reasons for the appeal, and possible resolutions. Within fifteen (15) business days of the meeting, the City Manager or their designee will respond in writing, and, where appropriate, in a format accessible to the complaint with a final resolution of the complaint. The City Manager's decision on the complaint shall be final. Where to Submit Complaint: The Complaint form should be completed signed and dated, and the original, along with any supporting documentation, submitted in person, via mail, or email to:

City of Seal Beach
Michael Peterman, Title VI Coordinator
211 8th Street
Seal Beach, CA 90740
or: MPeterman@sealbeachca.gov

PLEASE NOTE: The use of this complaint form is not mandatory. You may submit your complaint in any form that includes your signature and date that you signed the complaint.

ADA NOTICE: For individuals with disabilities, this document may be made available in alternative forms by contacting the City Clerk at 562-431-2527 X1305 or Title VI Coordinator at 562-431-2527 X1347

SECTION 1 – CONTACT INFORMATION
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (Home) _____ (Cell) _____ (Work) _____ Email: _____ What is the most conveient time for us to contact you about this Complaint? _____
If you have an attorney representing you, please provide the following information: Name: _____ Firm Name: _____ Address: _____ Telephone Number: _____ Email: _____

SECTION 2 – FILING FOR ANOTHER PERSON

Are you filing this complaint on your own behalf? Yes: ☐ No: ☐

If answered "yes", please go to question #3.
If answered "no", please explain why you have filed for a third party:

If you answered "no", please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes: ☐ No: ☐

SECTION 3 – DISCRIMINATORY ACT(S)

Check all the categories below that apply to the act (s) of discrimination:

☐ Race ☐ Color ☐ Sex ☐ National Origin ☐ Disability ☐ Age
☐ Sexual Orientation ☐ Religion ☐ Other (Specify):_____

When and where did the alleged discrimination take place? Please provide as many dates as possible, including but not limited to, the earliest and most recent date(s) of discrimination.

Date (s): _____ Time: _____ a.m. / p.m.

Location (s): _____

Name of individuals responsible for the discriminatory action (s) *(Attach additional page (s) if necessary)*:

How were you discriminated against? *Please describe the nature of the action, decision or conditions of the alleged discrimination. Explain what happened as clearly as possible and why you believe your protected status was a factor in the discrimination. Include how other persons, if any, were treated differently from you (Attach additional page (s) if necessary).*

SECTION 4 – RELEVANT WITNESSES AND CONTACTS

List the names of individuals (witnesses, fellow employees, supervisors, others) whom we may contact for additional information to support or clarify the complaint (*Attach additional page (s) if necessary).*

Name	Address	Phone

SECTION 5 - RETALIATION

The laws prohibit retaliation against anyone because he/she has taken action. or participated in an action. to secure rights protected by these laws, If you feel you have been retaliated against (separate from the discrimination alleged above). please explain the circumstances below. Please explain what actions you took which you believe were the basis for the allegation of retaliation.

SECTION 6 - CORRECTIVE ACTION OR REMEDY REQUESTED

What remedy or corrective action are you seeking for the alleged discrimination or retaliation?

SECTION 7 – PREVIOUS COMPLAINTS AND LAWSUITS

Has this complaint been filed with any other Federal, State, or Local Investigative Agency or a court? ☐ Yes ☐ No If "yes", please check all that apply:

☐ U.S. Equal Employment Opportunity Commission
☐ Federal Highway Administration/ U.S. Dept. of Transportation
☐ Federal Transit Administration/ U.S. Dept. of Transportation
☐ California Civil Rights Department
☐ Federal or State Court
☐ Other

If yes, please also provide the following information:

Agency/Court Name: _____
Contact Person: _____
Address: _____
Phone: _____
Date Filed: _____
Case No.: _____

Your Attorney Name (if any): _____
Firm Name: _____
Address: _____
Telephone Number: _____
Email: _____

SECTION 8 – ADDITIONAL INFORMATION

Please provide any additional information that you believe would assist your case/investigation. You may attach any written materials or other relevant information to your complaint.

SECTION 6 – SIGNATURE

Please sign below to confirm that the information provided in this complaint is true and accurate.

_____ _____
Signature of Complaint Date

PLEASE NOTE: The use of this complaint form is not mandatory. You may submit your complaint in any written form, but all information requested by this form must be provided, and you sign and date the complaint (or a representative may sign and date your complaint on your behalf).

ADA NOTICE: For individuals with disabilities, this document may be made available in alternative forms by contacting the City Clerk at 562-431-2527 X1305 or Title VI Coordinator at 562-431-2527 X1347.

EXHIBIT C: COMPLAINT LOG

	Agency Name:	City of Seal Beach		
	Date the complaint was filed	**Nature of the complaint**	**Status**	**Summary of Actions Taken**
1				
2				
3				
4				
5				

EXHIBIT D: LANGUAGE ASSISTANCE PLAN

A. Purpose

The purpose of this Language Assistance Plan (LAP) is to outline reasonable steps to ensure meaningful access to City services for individuals with Limited English Proficiency (LEP), Under this order, an LEP individual is defined as someone who does not speak English as their primary language and has limited ability to read, speak, write, or understand English. The City of Seal Beach will ensure that all individuals have access to City services, programs, and activities in accordance with the Title VI and the LAP.

B. Four-Factor Analysis

In order to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons, the City of Seal Beach will balance the following four factors (known as the Four-Factor Analysis):

1. The number or proportion of LEP person eligible to be served or likely to be encountered.

As shown in Table 2 below, Seal Beach has approximately 24,243 residents. 2,130 or 9 percent of residents in Seal Beach are considered LEP individuals, with the majority primarily speaking Spanish (6% of the community), Korean (4% of the community), Other Indo-European languages (2% of the community), and Other Asian and Pacific Island (2% of the community). According to FHWA Title VI requirements, translation of vital documents apply to eligible populations of more than 5% or over 1,000 in the eligible population. Since the Spanish-speaking LEP population in Seal Beach comprises 6% of the community, and accounts for 1,393 of the overall City population, the City is required to provide vital documents in Spanish to ensure meaningful access to services. Although other language groups fall below the 5% threshold, the City remains committed to offering language assistance services, such as translation upon request, to support additional needs.

Table 2: English Proficiency by Language Spoken at Home for Seal Beach Residents

	Population Estimate	Percent
Total:	**24,243**	**100%**
Speak only English	**19,656**	**81%**
Speak English "very well"	2457	10%
Speak English less than "very well"	2130	9%
Spanish:	1,393	6%
Korean:	878	4%
Other Indo-European:	353	2%
Other Asian and Pacific Island:	354	2%
Russian, Polish, or other Slavic:	262	1%
Chinese (incl. Mandarin, Cantonese):	345	1%
Vietnamese:	187	1%
Tagalog (incl. Filipino):	338	1%
Arabic:	322	1%
French, Haitian, or Cajun:	44	0%
German or other West Germanic:	108	0%
Other and unspecified:	3	0%

Source: U.S. Census Bureau. (2023). Language Spoken at Home for the Population 5 Years and Over. *American Community Survey, ACS 5-Year Estimates Detailed Tables, Table C16001.*

2. The frequency with which LEP persons come into contact with City programs, services, and activities.

Seal Beach has a relatively low percentage of LEP individuals; however, the City has previously encountered LEP residents in areas such as the permit counter and in the field, unofficially. There is no record of a person officially asking for translation services. The City's previous and current water quality notices include a statement in Spanish advising individuals to seek translation services if needed. Additionally, the City's website features a Google translation service for purchasing parking permits, improving accessibility for LEP individuals. While there are no formal policies for translation or interpretive services, nine staff members are bilingual in languages including: Spanish, Thai, Hebrew, and Arabic. If a resident requires translation, the City will coordinate with staff to provide assistance. Although interactions with LEP individuals are not frequent, the City remains committed to ensuring meaningful access to essential services.

3. **The nature and importance of programs, services, or activities provided by the City of Seal Beach.**

The City of Seal Beach provides essential services that impact residents' daily lives, including public safety, transportation, senior resources, and recreational programs. Seal Beach has a significant senior population, so ensuring access to these services is crucial, as some seniors may have limited English proficiency and require assistance with understanding important information. Given the importance of these services, the City remains committed to accommodating LEP individuals by providing translation assistance when necessary and offering support.

4. **The resources available to City and overall cost to provide LEP assistance.**

Seal Beach currently utilizes Google Translate for specific services, such as parking permits. To ensure LEP individuals can access important community services more easily, the City could explore expanding the use of translation tools on other key service pages. This can be implemented within senior programs, public safety, and for recreational information. Given the City's small proportion of LEP population, these enhancements can be implemented gradually. There is currently no specific budget for LEP assistance, as requests for services have been minimal. However, the City's bilingual staff remains a valuable resource in providing language assistance when needed. By balancing digital resources with staff support, Seal Beach can continue to serve its residents effectively. The City will create procedures for processing interpretation and translation requests, along with an LEP log to track requests and note the services provided.

C. Future Steps and Resources

Based on the Four-Factor Analysis, Seal Beach will make the LAP available to the public via City website, continue to monitor the language assistance needs of its residents, and explore cost-effective ways to enhance accessibility. The LEP assessment – Four Factor Analysis will be performed annually. Potential improvements may include expanding Google Translate services on the City's website, providing multilingual outreach for key programs such as senior services, and ensuring that bilingual staff are available to assist residents as needed. The City will review its language assistance efforts periodically. To ensure meaningful access for LEP individuals, the City will provide key Title VI documents in Spanish, as it exceeds the 5% Safe Harbor Threshold. The following documents will be made available in Spanish on the City's website:

- **Notice to the Public**
- **Complaint Procedures**
- **Complaint Form**
- **Non-Discrimination Policy Statement**

Other language translations and alternative formats may be provided upon request.