

Legislative Council Service

Information Memorandum

DATE: December 29, 2025

TO: Interested Persons

FROM: Robin Garrison, ADA Coordinator, Legislative Council Service

SUBJECT: FEDERAL AMERICANS WITH DISABILITIES ACT OF 1990 SELF-EVALUATION NOTICE

The New Mexico Legislative Council Service (LCS) recognizes the requirements set forth by Title II of the federal Americans with Disabilities Act of 1990 (ADA). This federal civil rights law, signed in July of 1990, prohibits discrimination against individuals with disabilities based on their disability and ensures that state and local governments provide individuals with disabilities equal access to all programs, services and activities. For more information about the ADA and the legislative process, please contact:

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Under Title II of the ADA, the LCS is required to:

- A. designate officials responsible for implementing the ADA;
- B. provide public notice and opportunity for public participation;
- C. develop a grievance procedure;
- D. adopt design standards and guidelines;
- E. conduct and prepare a self-evaluation;
- F. schedule and budget for improvements to achieve compliance (Transition Plan); and
- G. monitor progress.

A. Designate officials responsible for implementing the ADA

As of September 1, 2024, the LCS hired an ADA coordinator. The ADA coordinator implements the requirements under Title II of the ADA through collaboration with all staff under the supervision of the LCS, staff of other legislative agencies, state, local and federal entities and members of the public who have a disability.

Staff includes employees of the LCS and Legislative Building Services, including Drafting Services, Capitol Security, Library Services, Procurement and Legislative Information Systems; the Chief Clerks of the House and Senate and their legislative staff; employees of the Legislative Finance Committee and Legislative Education Study Committee; and district legislative aides.

State, local and federal entities include the ADA National Network, the Commission for the Blind, the Commission for Deaf and Hard-of-Hearing Persons, the Administrative Office of the Courts, the Developmental Disabilities Council, the Governor's Commission on Disability, the New Mexico Technology Assistance Program, Disability Rights New Mexico and the City of Santa Fe.

Together, we engage in targeted efforts designed to ensure that the legislative process is accessible to individuals with disabilities. This includes evaluating existing programs, services and activities to identify barriers to access, developing a plan for addressing barriers that have

been identified, correcting those barriers and applying Title II ADA standards to new procedures, policies and practices that may be required to meet the changing needs of the legislature and the public. All aspects of the legislative process are monitored to ensure consistent access for individuals with disabilities.

B. Provide public notice and opportunity for public participation

The ADA coordinator has an open-door policy and encourages community engagement through public events, information shared on the legislature's website, in-person meetings, emails and phone calls. Members of the public who experience a disability have participated in staff training to speak about barriers to access and have shared their thoughts on accessing legislative programs, services and activities.

- The LCS is continually exploring new ways to improve community involvement based on current community feedback and changes to our programs, services and activities.
- To learn more about how you can provide feedback on accessing legislative programs, services and activities, please visit: [www.nmlegis.gov/Accessibility Accommodations](http://www.nmlegis.gov/AccessibilityAccommodations) and scroll down to "Share your thoughts".
- The ADA coordinator is also available on Disability Rights Awareness Day during the regular legislative session to provide the public with an opportunity to share thoughts, concerns and comments regarding accessing the legislative process. To share your thoughts with the ADA coordinator on this day, look for the booth labeled "ADA Access".
- Notices that impact individuals with disabilities can be found on the legislative website [homepage](#):
 - Click on "Click here to request an ADA accommodation" and select the tab of your choice;
 - Click on the "Quick Links" tab at the top of the homepage and select the topic of your choice; and

- Click on the "What's Happening" tab at the top of the homepage and select the link of your choice.
- Information required to participate in the legislative process can be found on the individual interim and standing committee web pages and the committees' posted agendas. Information about participating in committee meetings can also be found by clicking on the "Quick Links" and "What's Happening" tabs at the top of the homepage.

C. Develop a grievance procedure

The LCS Grievance Procedure can be accessed by visiting the legislative [website](#). The grievance procedure document is screen reader-friendly and can be provided in alternative formats upon request. Use one of the following options to view the grievance procedure:

- Click on "Click here to request an ADA accommodation", then select the tab titled "ADA Grievance Procedure"; or
- Click on the "Quick Links" tab at the top of the homepage and select "ADA Grievance Procedure".

D. Adopt design standards and guidelines

New constructions, remodels and remediation of barriers to access are subject to the appropriate design standards under Title II of the ADA. Contractors who work on projects in the State Capitol complex are overseen by Legislative Building Services to ensure that they are also adhering to these standards. The ADA coordinator is updated regularly on the status of new constructions, remodels and remediations.

E. Conduct and prepare a self-evaluation

Title II of the ADA mandates that the LCS conduct a self-evaluation to ensure that the legislative process is accessible to individuals with disabilities. The ADA coordinator, in collaboration with legislative staff, other state, local and federal entities and members of the public, has begun this process and is currently reviewing all programs, services and activities, including access to the State Capitol, Capitol North and State Capitol parking. Sections of the

self-evaluation will be posted to the legislative website as they are completed. These documents will be updated annually, or as necessary, to reflect any notable changes. A public comment period will be made available once the self-evaluation is completed. You may view these documents after they are posted by visiting: www.nmlegis.gov/AccessibilityAccommodations.

The LCS will make reasonable efforts to complete the self-evaluation as soon as possible. However, due to the number of programs, services and activities offered, the requirements for an evaluation of the State Capitol and other duties under the ADA coordinator's purview, a completion date is not available at this time. Please note that reviewing, remediating and monitoring accessibility issues in the legislative process is an ongoing effort by the LCS. Your patience is appreciated as the LCS works to complete this important task.

F. Schedule and budget for improvements to achieve compliance (Transition Plan)

Title II of the ADA mandates that the LCS develop a transition plan to prioritize the remediation of the barriers identified through the self-evaluation process. The Transition Plan will also outline how and when the remediations will be addressed. The ADA coordinator, in collaboration with legislative staff, other state, local and federal entities and members of the public, will begin working on the Transition Plan as the self-evaluation is completed. These documents will be updated annually, or as necessary, to reflect any notable changes and will be posted to the legislative website. A public comment period will be made available as sections of the Transition Plan are completed. You may view these documents after they are posted by visiting: www.nmlegis.gov/AccessibilityAccommodations.

The LCS will make reasonable efforts to complete the Transition Plan as soon as possible. However, completion of the Transition Plan is subject to the outcomes of the self-evaluation; therefore, a completion date is not available at this time. Please note that prioritizing the remediation of barriers, including identifying how barriers are addressed, is an ongoing effort by the LCS. Your patience is appreciated as the LCS works to complete this important task.

G. Monitor progress

The ADA coordinator works with all entities associated with creating and maintaining equal access to the legislative process to monitor the effectiveness of programs, services and activities, including:

1. attending training courses related to best practices for identifying barriers to access and remediating those barriers;
 - a. working with legislative staff, other state, local and federal entities and members of the public to review options for updating and maintaining access to programs, services and activities;
 - b. monitoring public feedback to ensure that the concerns and needs of individuals with disabilities are considered when identifying and remediating barriers to access; and
 - c. providing staff and legislators with training and resources that reflect best practices for monitoring the effectiveness of procedures and policies designed to accommodate individuals with disabilities.