



REASONABLE ACCOMMODATIONS POLICY FOR CITY OF SAN CARLOS CITY COUNCIL AND PLANNING & TRANSPORTATION COMMISSION MEETINGS

Background.

Effective January 1, 2023, agency members who wish to comply with Assembly Bill 2449 to provide an additional procedure for members of legislative bodies to attend public meeting remotely, must implement a procedure for receiving and resolving requests for reasonable accommodation for individuals with disabilities, and must give notice of these procedures.

Readily Available Accommodations.

The following accommodations can be provided for regularly scheduled meetings of the City Council and Planning & Transportation Commission:

- **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.
- **For individuals with audio impairment:** Assisted listening devices are available for meetings held in the Council Chambers. If required, qualified interpreters (e.g., sign language interpreters) can be utilized for in-person attendees, provided that the City is notified of this request at least 72 hours before a meeting so that the City can make arrangements. Additionally, regularly scheduled meetings of the City Council and Planning & Transportation Commission utilize Zoom and have Closed Captioning enabled.
- **For individuals with visual impairments:** City Council and Planning & Transportation Commission regularly scheduled meetings are streamed live on YouTube, on Zoom, and on the City's public access channels. After the meetings, City Council and Planning & Transportation Commission regular meetings videos are available on demand through the City's website and replay on the local public access channels.
- **For individuals with mobility impairments:** City Council and Planning & Transportation Commission regularly scheduled meetings are held in the Council Chambers, which is an American Disability Act (ADA) accessible facility. Additionally, regularly scheduled meetings of the City Council and Planning & Transportation Commission are broadcast live remotely via Zoom, the meeting webportal and local TV channels.

Additional Accommodations (Upon Request)

Individuals who have a disability as defined by the ADA, may also request accommodations other than those readily available 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. If you have an additional accommodation that is not identified above, 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 should be submitted to the City Clerk's Office to avoid delays in reviewing and processing the request. Requests can be made by contacting the City Clerk's Office at (650) 802-4222, via email to cityclerk@cityofsancarlos.org or by mailing such a request to the City Clerk's Office located in San Carlos City Hall – 600 Elm Street, San Carlos, CA 94070. 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:
 - **Accommodation(s) Needed.** We need to know the specific type of accommodation you are seeking and 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.
 - **Contact Information.** You must provide current contact information so that staff can respond in a timely manner. If only a mailing address is provided, you need to submit the request early enough that a mailed response can be timely provided.
 - **Legislative Body and Date(s).** Please specify which particular legislative body you're requesting accommodation for and include if the accommodation is requested for a specific meeting, or for all or a series of meetings.

Staff will make reasonable efforts to communicate with requestors to obtain clarifications or to discuss whether alternative accommodations will be viable.