

PUBLIC MEETINGS ACCESSIBILITY

City Council Policy #CC-26-030

Adopted July 14, 2026

Resolution No. 7046



Purpose
To ensure equitable access and participation in public meetings by providing transportation, location, interpretation and translation services in alignment with the Environmental Justice (EJ) Element goals.
Context
• Supports EJ Element goals adopted in 2024: • EJ2.G: Develop incentives to encourage shared commute programs and alternative methods of travel for city events, meetings, and official business. • EJ7.D.3: Conduct City Council meetings in underserved communities at least twice per year. • EJ7.D.8: Incorporate multilingual outreach and offer interpretation services at public meetings. • Recognizes Menlo Park's multilingual community
Scope
Applies to: • City Council meetings regarding transportation, meeting locations, interpretation, and translation • Commission meetings regarding meeting locations
Transportation services
Transportation services are offered from the Belle Haven neighborhood via City shuttle with three pickup and drop-off locations (Belle Haven Community Campus, Ivy Plaza and the Neighborhood Service Center) to and from City Council meetings held in the City Council Chambers for meetings that involve: • Annual City Council priority-setting workshop • Annual budget public hearing • General Plan Element discussions Request for City shuttle option to and from City Council meetings: • 72-hour advance request via online form or phone • Service offered from Belle Haven neighborhood via City shuttle from one of three pickup and drop-off locations (Belle Haven Community Campus, Ivy Plaza and the Neighborhood Service Center) to City Council Chambers for meetings held at City Council Chambers. • Service offered from City Council Chambers to the Belle Haven Community Campus (BHCC) for meetings held at BHCC. • A minimum of five (5) riders is required per meeting request. This requirement may be met by one or more requests that together total five or more riders.
Meeting locations
Minimum requirement: • Two City Council meetings annually at BHCC • One Commission meeting annually at BHCC, per Commission Additional meetings at BHCC: • City Council discretion (e.g. for topics with significant community impacts as determined by the City Council)
Interpretation services
Spanish interpretation services are offered for live, in-person and/or virtual attendees and include two virtual interpreters for City Council meetings that involve: • Annual City Council priority-setting workshop • Annual budget public hearing • General Plan Element discussions Request for interpretation services for City Council meetings option: • 72-hour advance request via online form or phone The use of additional in-person interpreters can be implemented as needed.

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Translation services

Certified human translation provided for written meeting materials (i.e., staff reports):

- Police Department quarterly updates and Racial and Identity Profiling Act (RIPA) reports
- General Plan Element items

Web-based translation for other meeting materials

- Agendas, minutes, staff reports and public notices

Review

Policy to be reviewed for effectiveness and updated based on:

- Community feedback
- Usage data (transportation, interpretation requests)
- Emerging best practices and technology (e.g., AI interpretation)

Procedure history

Action	Date	Notes
Policy adoption	1/27/2026	Resolution No. 7011
Policy adoption	7/14/2026	Resolution No. 7046