



**CITY OF PASADENA  
ACCESSIBILITY AND DISABILITY COMMISSION  
MEETING AGENDA  
TUESDAY, MAY 27, 2014 AT 4:00 PM  
JACKIE ROBINSON COMMUNITY CENTER, ROOM 200**

- I. CALL TO ORDER AND COMMENTS FROM THE CHAIR**
- II. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
- III. APPROVE MINUTES OF APRIL 22, 2014**
- IV. CREATE NOMINATING COMMITTEE**
- V. REPORT ON NATIONAL AND LOCAL ADA25 ACTIVITIES**
- VI. REPORT ON ENHANCING THE CITY'S EMERGENCY PLAN**
- VII. DEVELOPMENTS WITH ACCESSIBILITY OF CITY'S WEBSITE**
- VIII. REVIEW DRAFT ASSESSMENT OF TRANSITION PLAN STATUS**
- IX. DISCUSS COMMISSION OBJECTIVES FOR NEXT FISCAL YEAR**
- X. DISCUSS NEW PRIORITIES FOR ASSISTIVE LISTENING SYSTEMS**
- XI. DIRECTOR AND STAFF REPORTS**
- XII. ADJOURNMENT**

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TUESDAY, APRIL 22, 2014 AT 4:00 PM  
JACKIE ROBINSON COMMUNITY CENTER, ROOM 200  
DRAFT*

Member present: John Orr, Jennipha-Lauren Nielsen, Dennis Campos, Judy Post, Michael Warner II, and Xilian Chen Stammer.

Members absent: Dolores Gibbs, Jorge Lambrinos

Others present: Robert Gorski (Human Resources and Recreation), Asim Mohammed (Manager of Applications in the Department of Information Technology), Deborah Johnson (member of the public)

## **I. CALL TO ORDER AND COMMENTS FROM THE CHAIR**

John Orr called to order at 4:03 P.M.. There were no comments from the chair.

## **II. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

Deborah Johnson observed that hazardous cracks, down lifts, and uplifts are rampant on sidewalks. She spray paints the hazards. Photographs of these painted hazards were displayed in the meeting. She noted that her friend who uses a wheelchair had to ride in the street several blocks because the sidewalks were too bad to ride on. Robert Gorski noted that state laws places responsibility of sidewalk maintenance on the property owners. Johnson complained that the City's trees are often at fault for the problems and not the fault of the property owners. The commission agreed to agendize this issue for the commission's meeting in May. Robert will research the City's liability.

Jennipha-Lauren Nielsen announced that the Mayor's Breakfast will be on April 30th at 7A.M. It will be focused on homelessness and disabilities.

Judy Post reported that her City Councilmember will hosted a hearing screening at her community complex.

Michael Warner II reported that his neighbor, Rose Pecco, told him several complaints she got at the Senior Commission. Pedestrians don't get enough time to cross Lake at Orange Grove. There are problems with Dial-A-Ride drivers being rude and not showing up on time. There are not enough buses in service during peak hours when students are travelling. Warner experienced having ARTS jammed to capacity and passing people at stops, when students get out of school. Robert Gorski suggested that Warner get more specific information from his neighbor.

### **III. APPROVE MINUTES OF MARCH 25, 2014**

Judy Post moved to approve the minutes with corrections to the spelling of the names Mercy Santoro and Jennipha-Lauren Nielsen. Jennipha-Lauren Nielsen seconded, and the motion passed..

### **IV. NATIONAL AND LOCAL ADA25 ACTIVITIES**

Robert Gorski announced that the traveling show on the ADA will be in Los Angeles during the Ability Expo from March 3 to 5 at Los Angeles Convention Center. Jennipha-Lauren Nielsen announced that the first ADA25 Network meeting will be at Ability First April 23.. Nielson and John Orr will distribute testimonial guidelines and draft brochures to help Network member learn about the benefits of the ADA. Orr plans to have a final draft of the brochure by June.

### **V. ENHANCING THE CITY'S EMERGENCY PLAN**

Robert Gorski recounted that the commission created the Disaster Preparedness Committee 2 to 3 years ago. At the beginning of this fiscal year, the committee's only task was to create a seminar for caregivers, but then the committee became involved in discussions with City staff about improving how the plan addressed service to people with disabilities. An enhancement committee was established with members of this commission, the senior commission and people from various city departments to write the annex for emergency shelters. Gorski asked if the committee wants to continue on to other aspects of the emergency plan (evacuation, communications, etc.). John Orr expressed his concern about strengthening plans to provide emergency notifications to people with sensory and mobility disabilities.

### **VI. DEVELOPMENTS WITH CITY ACCESSIBLE WEBSITE**

Asim Mohammed explained that accessibility is considered when features are added to the website, but staff may not know everything that they need to know. The task of posting documents is decentralized, allowing each department to upload their own documents via the content management system that is run by Department of Information Technology (DoIT). DoIT has no policy on document appearance or content, and Mohammed agreed that a document policy could be created. He also explained that there is an option to save documents in HTML, but some documents are image only because they are printed and scanned by departments.. If there are errors in the use of headings, Mohammed requested that commissioners bring them to his attention, so they can be fixed. IT staff do use a tool to analyze appearance of text (font size, contrast, etc.), and are working on a master site index.

John Orr complained that text on the city website tends to be pastel (not black); the menu on the right side is particularly problematic with pastel backgrounds. "City of Pasadena is hard to read on top of the webpages.

Michael Warner II observed that the problem with Microsoft word documents is layout can vary between user systems, and he urged that PDF be used in place of Word. And further, he observed that Appearances don't need to be standardized and consistent, but semantics need to be put in everything to aid people with blindness.

Jennipha-Lauren Nielsen suggested that a procedural step is established for adding alternate text to images and suggested that Warner draft a list of specific problems on specific pages for Mohammed to investigate.

Regarding a timeline for establishing standards. Mohammed said he first needs to talk to each department head, but improving links, headings, contrast, and navigation can be done quickly.

Mohammed explained that most City departments use DoIT's content management system to create webpages. Exceptions are Water and Power, which uses Dreamweaver for authoring pages on its own website (pwpweb.com), and City Clerk, that uses FrontPage to author City Council and commissions pages. (If a page has ww3.cityofpasadena.net as its address, it is authored with FrontPage.)

The commission agreed to John Orr's suggestion that Michael Warner, Robert Gorski, and Asim Mohammed review Warner's written comments on the City's website and report at a future commission meeting.

## **VII. UPDATE ON PROGRESS WITH COMMISSION OBJECTIVES**

**UPDATE Objective 1: Seminar on disaster preparedness** John Orr said that the Disaster Preparedness Committee probably will not do a preparedness seminar for caregivers, at least not this year. Robert Gorski suggested they consider what they want to do next fiscal year or possibly end the committee.

### **UPDATE Objective 2: Four Public Information Events During the Fiscal Year**

The commission agreed the objective has been achieved with Christ Holden's block party, Fire Department's event, ADA25 Network meetings, and bringing pamphlets to the Mayor's Prayer Breakfast.

**UPDATE Objective 3: Establish a committee to promote planning for the ADA's 25 anniversary** The commission agreed the objective had been achieved.

**UPDATE Objective 4: Seminar on accessible website design** Review of this item was tabled.

**UPDATE Objective 5: Provide Council with a written assessment of the City's ADA transition plan.** The commission agreed to John Orr's suggestion that commissioners visit a random sample of sites marked completed on the most recent bi-annual report for verification, and in June visit sites marked to be completed by June.

## **VIII. NEW PRIORITIES FOR ASSISTIVE LISTENING SYSTEMS**

John Orr reported that loop systems will be installed at Villa Parke Community Center and in Central Library's Wright Auditorium. He proposed installing new assistive listening systems, first, in places where many meetings/events by the City government are held; second, in at least one medium conference room that is regularly used for city committee meetings. Orr also proposed the City develop and implement a public relations effort to educate the community about the listening systems and a program to train City staff on appropriate use of the assistive listening systems.

## **IX. DIRECTOR AND STAFF REPORTS**

The Desidaro Project will have its first meeting on April 23 at 6:30 P.M. at the city council chambers and the project calls for a new park and detached condos developed by Habitat for Humanity. Robert Gorski observed that people may use Public Comments to express accessibility concerns. John Orr move that the commission direct the commission chair to advise commissioners of upcoming opportunities for commissioners to make input on the Robinson Park and Desidero projects. Judy Post seconded, and the motion passed.

Robert Gorski reported on a legal action brought by an individual against the Tournament of Roses, the City, and several contractors for accessibility issues at the annual Rose Parade. Jennipha-Lauren Nielsen asked if this legal action might help to provide more funding to address accessibility issues. Gorski said probably will not.

## **X. ADJOURNMENT**

The meeting adjourned at 6:04 P.M..

Submitted by Dolores Gibbs, Chair, Accessibility and Disability Commission  
Prepared by Michael Warner, Secretary, Accessibility and Disability Commission

**Proposed 2014-2015 Assistive Listening Activities:  
Pasadena Accessibility and Disabilities Commission  
John Orr**

1. Assess the listening accessibility situation at the Pasadena Convention Center and Pasadena Civic Auditorium; at City-owned facilities used by officials for public events and official presentations (e.g., the Mayor's State of the City address, the Pasadena Quality of Life Index report); and at facilities used for "community meetings" that are sponsored by public officials. On the basis of this assessment, prepare a report that identifies priorities among proposed projects.
2. Advocate for the installation of an induction wire loop in at least one medium sized conference room that is regularly used for City committee meetings (e.g. the conference room on the basement level of City Hall).
3. Develop and implement a marketing/education program to encourage usage of installed assistive listening systems by Pasadena residents and visitors..

## **Selected portions of Pasadena Municipal Code**

### **Chapter 12.04 SIDEWALK REPAIR AND RECONSTRUCTION**

#### **12.04.030 Notice—To abutting property owner.**

When any portion of the sidewalk is out of repair or pending reconstruction and in condition to endanger persons or property, or in condition to interfere with the public convenience in the use thereof, the engineer, in the manner provided, shall notify the owner or person in possession of the property abutting or fronting on that portion of the sidewalk so out of repair, to repair.

#### **12.04.031 Inspection required for permit clearance.**

In addition to any regular or special sidewalk inspection which may occur, the city shall inspect the condition of the sidewalk abutting or fronting on a particular piece of property prior to the issuance of any single-family or multifamily occupancy permit or any building permit for work in excess of \$5,000.00 pertaining to occupancy or construction on that property and issued after January 1, 1993. All such permits, prior to final issuance, shall require a notation that a sidewalk inspection was completed and that either the sidewalk is not in need of repair, that repair has been completed or that repair has been bonded to the satisfaction of the engineer.

#### **12.04.040 Notice—Form.**

The notice to repair shall describe the work to be done, designate the materials to be used and specify the manner in which the work shall be done and shall be substantially in the following form:

"NOTICE TO REPAIR (sidewalk, curb, driveway, bulkhead, retaining wall, park or parking strip). The owner of the property described as follows \_\_\_\_\_ commonly known as \_\_\_\_\_ is hereby ordered to repair the (sidewalk, curb, driveway, bulkhead, retaining wall, park, or parking strip), in front of or abutting said property in accordance with specifications No. \_\_\_\_\_ on file in the office of the City Engineer and Superintendent of Streets of the City of Pasadena, and all ordinances of the City of Pasadena pertaining thereto within ten (10) days from the date hereof, or to appear before the legislative body of the city at a regular meeting thereof, held within said ten (10) days, and show cause why said work should not be done or why the time therefor should be extended. If the work herein indicated is not commenced within the time fixed herein, or any extension thereof granted by said legislative body, the said city engineer and superintendent of streets will cause the work to be done, and the cost thereof, including any incidental expenses, will be made a lien upon said property pursuant to Ordinance No. \_\_\_\_\_.

Estimated Cost of Repair \$ \_\_\_\_\_

Dated \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_

City Engineer and Superintendent of Streets of the City of Pasadena."

#### **12.04.080 Repair by city—When.**

Unless the repair required in the notice shall be commenced by said owner within 10 days from the date of posting notice as hereinbefore provided and diligently prosecuted to completion, or in case of an appeal to the legislative body of the city, within 10 days from the date of the determination thereof, unless such appeal is sustained, the engineer shall forthwith repair the sidewalk. If upon appeal to the legislative body the requirements of the original notice are modified, in making such repair the engineer shall be governed by such modification.

#### **12.04.190 Limited reimbursement to property owners for approved sidewalk repair work.**

- A. Property owners of single-family residences and small multi-family residential units of four units or less may apply to the city for reimbursement of certain costs incurred in repair of damaged sidewalks and driveways abutting those residences and residential units. Application must be made to the director of public works prior to undertaking repair and shall be on forms provided by the city.
- B. To qualify for reimbursement the following requirements must be met:
  - 1. The sidewalk or driveway must meet the minimum criteria of damage established by the department of public works. This shall be verified by an on-site inspection.
  - 2. The repair work must be inspected and approved by the city. Such work must conform, at a minimum, to all applicable ordinances and to standards established by the director of public works pursuant to this section.
- C. The director of public works shall issue standards which govern repair work. Such standards shall include, without limitation, eligible repair work and eligible repair costs. Such standards shall be consistent with standards established for the ongoing program of citywide repair of damaged sidewalks and driveways.
- D. Upon approval by the city of completed repairs, the city shall reimburse the property owner the approved costs of approved repair work in accordance with procedures established by the city manager.
- E. There shall be no reimbursement for repair work performed after January 1, 1993.



SF parking proposals

upgrades to JRC restrooms July first. take 2 ½ to 3 months per set of restrooms. when employees restrooms are complete - close the public rooms and allow public to share the employee restrooms

Include Committee formation fundamentals in agenda packet

Ways to make commission to Robinson Center project

Discussion on uplift sidewalk

Commission funding for ADA25 2 foam cord placards and 2 banners

