



**CITY OF PASADENA  
ACCESSIBILITY AND DISABILITY COMMISSION  
MEETING AGENDA  
TUESDAY, NOVEMBER 23, 2015 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. PRESENTATION BY AND DISCUSSION WITH FRANK RHEMREV,  
ASSISTANT CITY ATTORNEY**
- IV. ADA25 ACTIVITIES**
- V. DISCUSS AND APPROVE JOB DESCRIPTION FOR DIRECTOR, OFFICE OF  
ACCESSIBILITY AND DISABILITY**
- VI. NEW ACCESSIBILITY COMPLIANCE PLAN AND MIX OF NEW AND  
RETROFIT CURB RAMPS**
- VII. COORDINATOR'S REPORT ON ACCESSIBILITY DEVELOPMENTS**
- VIII. APPROVE MINUTES OF OCTOBER 27, 2015**
- IX. RECOMMENDATIONS FOR CITY'S DISASTER PLANS FOR SERVING  
PEOPLE WITH DISABILITIES**
- X. ADJOURNMENT**

**Posting Statement:** I hereby certify that this agenda was posted in its entirety on the bulletin board at Council Chamber, Room S249 and the bulletin board in the rotunda area of City Hall, 100 N. Garfield Avenue, and a copy provided to the Information Service Department, Main Library, for posting by 5:30 PM on the 18<sup>th</sup> day of November 2015. Documents distributed to a majority of the Commission regarding any item on this agenda will be made available at the Reception Counter at Jackie Robinson Community Center. For information on accessibility and to request reasonable accommodations at least 3 days in advance, contact Robert Gorski, Accessibility and Disability Issues Coordinator at 744-4782 or 744-4371 TTY.

**CITY OF PASADENA  
ACCESSIBILITY AND DISABILITY COMMISSION  
MEETING MINUTES  
October 27, 2015  
DRAFT**

Members present: Dennis Campos , Jennipha-Lauren Nielsen, John Orr (left at 5:24), Xilian Chen Stammer (arrived at 4:06), Jorge Lambrinos, Michael Warner II.

Member Absent: Judy Post, Elona Jackson-Hinton (resigned), Joy Rttenhouse.

Others present: Robert Gorski (Accessibility Issues Coordinator).

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

Dennis thanked Michael Warner and Robert Gorski for their work on the commission objectives.

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

There were no public comments..

**III. REVIEW TIMELINES FOR ACHIEVING COMMISSION OBJECTIVES**

Objective 1. John Orr made report on Proposed Strategies for Pasadena's Compliance with ADA Communication Regulations. Robert, Jennipha Nielsen, and Jorge had some questions and suggestions.

Objective 2: Jennipha Nielsen presented The ADA Checklist for existing Facilities – Priority 3 – Toilet Rooms and ADA Network Business Recognition Program (required measurements).

Objective 3: Dennis Campos will present a draft report in December and a finished report in Feb. 2016 regarding the treatment and the protocols that Police Department can use when they approach people with disabilities.

Objective 4: More suggestions were given to revise the compliant form and protocol. Xilian Chen Stammer will gather everyone's input to revise the form and protocol then send them out to all the commissioners to review before finalize them.

Objective 5: Michael Warner is still working on it.

Objective 6: Because Elona Hinton resigned from the commission, the commission will discuss the status of the objective at a later date.

Objective 7: Because Elona Hinton resigned from the commission, the commission will discuss the status of the objective at a later date.

**IV. ADA25 ACTIVITIES**

Robert Gorski reported on the few activities remaining on the anniversary year calendar. Commissioners praised and celebrated the efforts and achievements that Robert and the commission have made during the ADA's 25<sup>th</sup> anniversary year.

#### **V. FUTURE FOCUS OF ACCESSIBILITY COORDINATOR POSITION**

Jorge Lambrinos shared with the commissioners a draft of a job description that upgrades the coordinator position to accessibility manager.

#### **VI. NEW 5-YEAR CITY ACCESSIBILITY COMPLANCE**

Robert Gorski presented and briefly explained the idea for a “City Compliance Plan 2016-2021”. The commission agreed to have a more comprehensive presentation at the next commission meeting.

#### **VII. COORDINATOR’S REPORT ON ACCESSIBILITY DEVELOPMENT**

Robert Gorski described two public events at which commissioners could distribute ADA information. He also suggested commissioners visit Arlington Garden (located on Pasadena Ave. at Arlington Ave.) and note access issues they encounter.

#### **VIII. APPROVE MINUTES OF SEPTEMBER 22, 2015**

Jorge Lambrinos moved to approve the minutes as submitted. Jennipha Nielsen seconded and the motion passed.

#### **IX. ADJOURNMENT**

The meeting adjourned at 6.01 pm.

Submitted by Dennis Campos, Chair, Accessibility and Disability Commission  
Prepared by Xilian Chen Stammer, Secretary, Accessibility and Disability Commission

## **D R A F T**

### **Director, Office of Accessibility and Disability**

Salary Range

\$103,564.45 - \$129,455.46 annually

#### **Definition:**

Under general supervision of the Pasadena City Manager' office and is responsible with compliance of Sec. 504 of the [Rehabilitation Act of 1973](#) and Title 24, the California Building Standards Code and the Americans with Disabilities Act of 1990(ADA) in the City of Pasadena; Provides staff support to the City of Pasadena Commission on Accessibility and Disability; performs related work as assigned.

#### **Class Characteristics:**

This single position class assists the Office of the City Manager in monitoring compliance and implementation of Sec. 504 of the [Rehabilitation Act of 1973](#) and Title 24, the California Building Standards Code and the Americans with Disabilities Act of 1990(ADA). The incumbent is required to interface extensively as the City liaison with a variety of groups representing the community, assessing and evaluating the accessibility needs of the disabled community, and making recommendations for effective program implementation. The incumbent exercises considerable independence in the responsibility for assessing the concerns and interests of the disabled community, being sensitive to the issues and effectively articulating the accessibility and service needs of the disability community.

#### **Essential Functions:**

I. Collaborates with the Accessibility and Disability Commission in development of policies and City ordinances benefiting persons with disabilities; advises on City and County ordinances, and State legislation impacting the disability community.

II. Responsible for compliance of the Sec. 504 of the [Rehabilitation Act of 1973](#) and Title 24, the California Building Standards Code and the ADA. Stays current with changes to Section 508 of the Rehabilitation Act and the Web Content Accessibility Guidelines (**WCAG**). Initiates and oversees an accessibility implementation program for compliance with state and federal laws on accessibility.

III. Coordinates with appropriate City Departments, educational institutions, and community organizations and agencies to gather research and demographic information to assess the service needs of disabled persons in Pasadena.

IV. Analyses the accessibility needs in public places, city employment, transportation, housing, and recreation for people with disabilities.

Develops approaches to reduce barriers; provides technical assistance to City Departments regarding compliance with Sec. 504 and Title 24 building requirements. Coordinates ADA compliance and activities with other City Departments; coordinates ADA activities with community agencies and groups; evaluates program effectiveness; prepares reports.

V. Develops, coordinates, and supervises educational activities to increase awareness and sensitivity of City staff and the community on issues related to accessibility and disability. Monitors the budgets associated with the Office of Accessibility and Disability and the Accessibility and Disability Commission.

VI. Works with the IT Department to maintain the City website and high tech equipment; Oversees accessibility content on the web page.

VII. Represents the City at a variety of community, coalition, committee/ commission meetings relating to accessibility and disability concerns. Facilitates communication on accessibility and disability issues between the City, the community, and persons with disabilities through a network of organizations, agencies, educational institutions, and other interested persons. Establishes and maintains effective working relationships with city staff, other Cities, County, State, and Federal Agencies as well as educational Institutions.

VIII. Supervises staff assigned to the Office. Monitors the budgets associated with the Office of Accessibility and Disability and the Accessibility and Disability Commission. Plans, organizes, and staffs all meetings of the City Commission on Accessibility and Disability. Disseminates agendas, minutes, correspondence, and reports. Prepares annual reports on the activities of the Office and of the Commission. Performs other duties as assigned.

**Qualification Guidelines:**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include: Master's degree preferred, in public or business administration, social work/service, political science or a related field, and three years of administrative experience in local government, a community based organization serving disabled individuals, or related business.

**Knowledge, Skills and Abilities:**

Thorough knowledge of architectural barrier-free environments including ADA standards and of Section 504 and Title 24; Extensive knowledge of disability and accessibility issues; program and budget development; demonstrated ability to work/negotiate in a political environment; work effectively with citizen advisory bodies in the resolution of issues; ability to identify, analyze, and evaluate data objectively; prepare and present written and oral reports; exercise considerable independent judgment; facilitate consensus of opinion on various settings; demonstrated ability in work planning and organization, computer technology, and employment/affirmative action guidelines and policies.

**Special Requirements:**

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

**Class Data:**

Probationary Work Test Period = One Year

FLSA = Exempt

EEO = Professional

Unit = PMA Top

## **COMPLIANCE PLAN 2016-2021 (sample items for)**

### **5-year plans for**

- constructing new curb ramps, e.g. 417 N. Vista (NW and NE corners with Maple
- accessible on-street parking
- repairing sidewalk uplifts and other sidewalk surface problems
- installing Accessible Pedestrian Signals

### **City Hall**

Directional sign at base of Garfield entrance steps pointing to ramp

### **Hastings Library:**

pedestrian route through parking lot to accessible entrance

### **Central Library:**

pedestrian route from Garfield sidewalk through parking lot

### **S. Catalina Library:**

extend bottom handrail ends on ramp to rear entrance;  
rotate copy machine to increase strike-side clearance to unisex restroom door

### **Jackie Robinson Community Center:**

Add accessible picnic table to lawn,  
Add stripes on patio stairs,  
extended handrails at one patio stairs,  
raise parking sign out of pedestrian path on east side of building

### **Villa Parke Park:**

Repair uplifted walkway north of Villa Ave. Entrance;

### **Villa-Parke Center**

stripe on lower 2 steps in courtyard stairs;  
improve handrails between west parking and park level

### **Victory Park:**

Redo Braille on signs to restroom entranceway in southeast restrooms  
Install two signs for finding entrance to elevated play equipment  
Repair 3 locations of uplifted sidewalk around tot lot play area  
Eliminate sharp edged projections from rear of bleachers at Ballfield #1 and #2  
[some problem at far east restrooms?]  
Remove rusting hook and small chain near bleacher at ballfield #\_\_  
[some problem at west terminus of north perimeter walkway?]  
[more picnic tables with accessible overhangs needed near volleyball area?]

### **Heliport:**

Stripe one parking space for accessibility  
Add grab bars and sink pipe pad in inaccessible restroom

Inclusion Statement for use with information  
about City Recreation Programs

***WE CAN ALL PLAY TOGETHER!***

The City of Pasadena will manage its recreation programs so that all individuals, including those with disabilities, can participate together. To achieve this goal the City will make reasonable accommodations for functional needs where requested. At the same time the City recognizes that sometimes effective recreational activity may necessitate adaptive programs designed exclusively for people with disabilities. Together both kinds of programs promote the well-being of and a healthy quality of life for people with disabilities, and enhance cohesiveness of the broader community. The City welcomes the participation of persons with disabilities in City recreational programs and is committed to maintaining an environment that is safe and accessible, and that supports positive recreational experiences.