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AGENDA
ACCESSIBILITY AND DISABILITY COMMISSION
REGULAR MEETING
May 23, 2017

MEMBERS

Jennipha-Laurén Nielsen, Chair, At Large
Dr. Xilian Chen Stammer, Vice-Chair, District 7
Dennis Campos, District 1
Jorge Lambrinos, District 2
James Farr, District 3
Sharon Rogers, District 4
Michael Warner II, District 5
Martin Sweeney, District 6
Cy Warren Estabrook, Mayor

STAFF

Ali Everett, Accessibility Issues Coordinator
Karla Covarrubias, Recording Secretary

MISSION STATEMENT

The City of Pasadena is dedicated to delivering exemplary municipal services, responsive to our entire community and consistent with our history, culture and unique character.

In compliance with the Americans with Disabilities Act of 1990, assistive listening devices are available from the Human Services and Recreation Department with a 24-hour advance notice. Please call (626) 744-4386 to request use of a listening device.

Language translation services are available for this meeting by calling (626) 744-7333 at least 24 hours in advance.

Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7333 al por lo menos con 24 horas de anticipación.

Public meeting begins at 4:00 p.m. Items on the agenda may not be called in order listed. Agendas and supporting documents are available on the internet.

Materials related to an item on this Agenda submitted to the Accessibility and Disability Commission after distribution of the agenda packet are available for public inspection at the reception counter at the Jackie Robinson Community Center at 1020 N. Fair Oaks Ave. during normal business hours.



AGENDA
ACCESSIBILITY AND DISABILITY COMMISSION
REGULAR MEETING
May 23, 2017
4:00 P.M.
JACKIE ROBINSON CENTER
1020 N. FAIR OAKS AVENUE
PASADENA, CA 91103

1. **CALL TO ORDER; WELCOME; ROLL CALL**
2. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**
Please limit comments to 3 minutes per speaker.
3. **REVIEW AND APPROVAL OF MINUTES, April 25, 2017***
4. **OLD BUSINESS**
ACTION ITEMS
 - **FINALIZE DATE, TIME, AND LOCATION FOR ANNUAL MEETING**
 - **DISCUSSION OF COMMISSION MEETING TIME**
5. **NEW BUSINESS**
ACTION ITEMS
 - **ESTABLISH NOMINATING COMMITTEE FOR FY 2017-2018 COMMISSION OFFICERS**
6. **REPORTS, COMMENTS, UPDATES**
INFORMATION AND ACTION ITEMS
 - **STAFF REPORTS**
 - **ACCESSIBILITY DEVELOPMENTS**
 - **UPDATES**
 - **WORK PLAN OBJECTIVES***
 - **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**
7. **SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**
8. **ADJOURNMENT**

*Attachment



Jennipha-Laurén Nielsen, Chair
Accessibility and Disability Commission

Note to Public: An opportunity for Public Comment will be provided at the time the above items are discussed.

I HEREBY CERTIFY that this Notice, in its entirety, was posted on the Council Chamber Bulletin Board, Room 247, and the Bulletin Board in the rotunda area of City Hall, and a copy was distributed to the Central Library for posting on this 18th day of May 2017, by 5:30 p.m., and that copies were emailed, faxed or delivered, and/or notice accepted by telephone not less than 72 hours prior to the meeting, to each member of the Accessibility and Disability Commission and emailed to each local newspaper of general circulation, radio or television station requesting notice in writing, all of which media recipients are identified on the distribution list below.



Karla Covarrubias, Recording Secretary
Human Services and Recreation Department

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Human Services and Recreation Department at (626) 744-4386. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

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Items on the agenda may not be called in the order listed.

3.
Minutes of April 25, 2017

MINUTES



**CITY OF PASADENA
ACCESSIBILITY AND DISABILITY COMMISSION
REGULAR MEETING
APRIL 25, 2017
4:00 P.M.
JACKIE ROBINSON COMMUNITY CENTER
1020 N. FAIR OAKS AVENUE
PASADENA, CA 91103**

COMMISSIONERS PRESENT: Cy Estrabook, James Farr, Jennipha-Laurén Nielsen, Sharon Rogers, Xilian Chen Stammer (4:43pm), Martin Sweeney

COMMISSIONERS ABSENT: Dennis Campos, Jorge Lambrinos, Michael Warner II

STAFF PRESENT: Ali Everett, Araceli López Mellem

1. CALL TO ORDER; WELCOME; ROLL CALL

Commissioner Nielsen called the meeting to order at 4:08 P.M. Araceli López Mellem called the roll and a quorum was established for the Commission.

2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Robert Gorski provided an update to the Commission regarding the Pasadena Community Foundation mini-grants for organizations that provide programs or services to blind or visually impaired community. The following mini-grants were awarded: Blind Academy of Music (\$7,500 for a braille embosser), Whittier Independent (\$7,500 for computer equipment), Braille Institute (\$5,000 for information bank subscriptions). Mr. Gorski also informed the Commission that the Civitan Club will recognize 2-3 employers of individuals with intellectual disabilities at the Pasadena City Council meeting in October.

Karla Hughes raised concerns about the following: 1) lack of disability representation in the "Today Like Every Other Day In Pasadena" video recently released by the City, 2) enforcement of accessible parking placard misuse; and 3) the proposed short-term rental ordinance negatively impacting privacy. Staff was asked to report back to the Commission on the number of parking citations issued in the last fiscal year for illegal parking in accessible parking spaces.

3. REVIEW AND APPROVAL OF MINUTES, March 28, 2017

After review, it was moved (Estabrook) and seconded (Sweeney) to approve the Minutes of the March 28, 2017 meeting. (Motion unanimously carried) (Absent: Campos, Lambrinos, Warner) (Abstain: Farr, Chen Stammer)

4. OLD BUSINESS

- None

5. NEW BUSINESS

▪ **DISCUSSION OF ANNUAL RETREAT**

Commission discussed potential dates, locations, and topics for the Annual Retreat. It was recommended that the retreat be held on the same day as the regular meeting in June, from 5pm-8pm at La Casita del Arroyo.

▪ **DISCUSSION OF COMMISSION MEETING TIME**

After discussion of the Commission meeting time and its impact on citizen and Commissioner participation, it was moved (Sweeney) and seconded (Estabrook) to recommend that regular meetings of the Commission be held from 6:00 p.m. to 8:00 p.m. on the fourth Tuesday of each month. The recommendation will be included with the other proposed changes to the Commission's Rules and Regulations.

▪ **DISCUSSION OF COMMUNITY OUTREACH AND ENGAGEMENT**

Commissioners discussed the importance of community outreach and engagement in order to increase awareness of issues impacting individuals with disabilities in Pasadena.

6. REPORTS, COMMENTS, UPDATES

▪ **STAFF REPORTS**

▫ **ACCESSIBILITY DEVELOPMENTS**

Staff (Everett) provided an update regarding the Department of Information Technology's e-newsletter which now features an "Accessibility Corner" and announced that live captioning is now available during City Council meetings.

▫ **UPDATES**

Staff (López Mellem) showed the Commission an example of the tablecloth that will be ordered for the Commission to use during outreach events.

▪ **WORK PLAN OBJECTIVES**

- *Objective 4: Draft and recommend a City policy on accessible playgrounds.*

After discussion, it was moved (Estabrook) and seconded (Chen Stammer) to form an ad-hoc committee to work on this objective. (Motion unanimously carried) (Absent: Campos, Lambrinos, Warner)

- *Objective 5: Survey and report on the accessibility of the City's public use computers.*

Staff (Everett) will provide an update at the next meeting regarding the status of the plan to replace public use computers at the City's libraries and community centers.

▪ **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

- Commissioner Farr discussed an upcoming health fair which he helps organize, “Men Educating Men.” The event takes place in June and Commissioner Farr will forward the event details.
- Commission Estabrook provided a report of the events that he has recently attended which relate to the work of the Commission.

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

None.

8. ADJOURNMENT

It was moved (Stammer Chen) and seconded (Rogers) to adjourn the regular meeting. (Motion unanimously carried) (Absent: Campos, Lambrinos, Warner) The meeting adjourned at 5:59 p.m.



Araceli López Mellem, Recording Secretary
Human Services and Recreation Department

6. Work Plan Objectives

**CITY OF PASADENA ACCESSIBILITY AND DISABILITY COMMISSION
WORK PLAN OBJECTIVES
FISCAL YEAR 16/17**

1. Submit to City Council an Annual Report of Accomplishments per the FY 15/16 Work Plan, a Commission Member Attendance Report for FY 15/16, and a draft Work Plan for FY 16/17.

Status: Completed

2. Examine and revise, as needed, the Rules and Regulations for the Accessibility and Disability Commission.

Status: In Progress

3. Review and update, as needed, the Accessibility and Disability Commission's materials on emergency preparedness for people with disabilities and access and functional needs.

Status: In Progress

4. Draft and recommend a City policy on accessible playgrounds.

Status: In Progress

5. Survey and report on the accessibility of the City's public use computers.

Status: In Progress

6. Recommend web-based training for all City of Pasadena staff and Commissioners on disability related topics.

Status: In Progress

The following rules were adopted by the Accessibility and Disability Commission on ~~August 7, 1990~~, for the conduct of its business consistent with the Pasadena Municipal Code.

ACCESSIBILITY AND DISABILITY COMMISSION
RULES AND REGULATIONS

ARTICLE I

NAME

The name of this advisory body is the Accessibility and Disability Commission.

ARTICLE II

PURPOSE

SECTION 1. The purposes of this eCommission are:

1. Study and examine (a) existing inequities in access to the physical, work, social and cultural environments for all residents of Pasadena, particularly ~~those who have persons with~~ disabilities and (b) policies, procedures, programs and legislation for eliminating those inequities.
2. Recommend policies, procedures, programs and legislation to promote and ensure the accessibility of the physical, work, communication, civic involvement, social and cultural environments to all residents of Pasadena, particularly those who have disabilities.
3. Consult and cooperate with other public agencies and eCommissions on matters relevant to the eCommission.
4. Assist the Accessibility and Disability Issues Coordinator to carry out assigned programs and responsibilities

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this eCommission shall be limited to ~~eleven~~ nine

members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.48.030, Title 2 of the Pasadena Municipal Code.

SECTION 3. Any member desiring to resign from the eCommission shall submit his/her resignation in writing to the eChair of the eCommission and to the person who appointed and/or nominated the member to the eCommission, or his/her successor.

SECTION 4. Any member with three consecutive unexcused absences ~~will~~ may be removed from the eCommission. The eChair of the eCommission ~~is empowered to excuse absences for good cause~~ may excuse absences. A member must advise the ~~chair and/or~~ staff liaison in advance of any anticipated absence from a scheduled meeting or the absence is unexcused.

SECTION 5. Absent members cannot vote by proxy on issues before the eCommission at scheduled meetings.

SECTION 6. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.48 of the Pasadena Municipal Code relating to this eCommission.

SECTION 7. Each member has the right:

- a. To receive timely notice of all meetings with accompanying documents;
- b. To receive a copy of the minutes prior to approval;
- c. To make motions or to second them;
- d. To debate motions;
- e. To vote on motions;
- f. To hold office on the eCommission; and
- g. To make recommendations to the eCommission.

SECTION 8. No member shall purport to represent or speak on behalf of the eCommission without the prior approval of a majority of the eCommission.

SECTION 9. Code of Ethics.

a. If, due to any of the following factors, a member has a conflict of interest in a matter before the eCommission, that member shall declare the interest publicly, refrain from participating in the deliberations, abstain from voting on the matter, leave the hearing room during any hearing and deliberations and not discuss the matter with any other eCommission member prior to final action by the eCommission:

- (1) Member is a client, employee or business associate of a party with a matter before the eCommission;
- (2) Member is related by blood, marriage or adoption to a party with a matter before the eCommission;
- (3) Member has a financial interest in the matter before the eCommission;
- (4) Member and the party with a matter before the eCommission are affiliates in an association which would cause a reasonable person to question the eCommission member's impartiality in resolving the matter before the eCommission;
- (5) Member is a friend or acquaintance of a party with a matter before the eCommission which would cause a reasonable person to question the eCommission member's impartiality in resolving the matter before the eCommission.

b. No member shall participate in any matter before the eCommission in which he/she may have a bias prejudicial to the interests of the public or which would give the appearance of impropriety.

c. If a member is required by City ordinance and the Political Reform Act to file a Statement of Economic Interest and fails or declines to do so, that member is disqualified from further service on the eCommission.

ARTICLE IV

OFFICERS

SECTION 61. The officers shall be elected by open ballot to serve for one year or until

their successors are elected. Their terms of office shall begin immediately upon election at the annual meeting.

~~SECTION 12. The officers of the Commission shall be Chair, Vice-Chair, and Secretary. The Secretary shall be a member of the City staff. From its membership the commission shall elect a chair and vice chair. From its membership the commission may elect a secretary or decide to have a member of the City staff responsible for the duties of a secretary.~~ The eCCommission may have a pParliamentarian at its option.

SECTION 23. The eChair shall have the following responsibilities: preside at all meetings of the eCCommission; vote on every motion as other members; call special meetings when necessary; compose the agenda; appoint the pParliamentarian for the eCCommission; prepare the annual report for submission to the Board of Directors; fix the date, hour and place of meeting; make appointments to committees; execute official communications; sign orders or recommendations of the eCCommission; advise the Board of Directors of the names of members with three unexcused absences and of upcoming vacancies; and conduct eCCommission business in a manner consistent with these bylaws.

SECTION 34. The vVice-eChair shall perform the duties of the eChair in the absence of the eChair and perform such other duties as are assigned by the eChair. In the absence of both the eChair and vVice-eChair, the members shall select a temporary eChairperson.

SECTION 45. The sSecretary shall have the following responsibilities: record the minutes of all proceedings before the eCCommission; maintain the records of the eCCommission in complete and up-to-date order; report all correspondence to the eCCommission; advise the eChair three months prior to expiration of appointments; advise the eChair of any members with three consecutive unexcused absences; assist in the preparation of the agendas; and make and serve all notices.

SECTION 56. The pParliamentarian shall assist the eCCommission to resolve questions of parliamentary procedure using Robert's Rules of Order as a guide. The rules contained in the current edition of Robert's Rules of Order (newly revised) shall govern the eCCommission in all cases to which they are applicable and are not inconsistent with these rules, the Pasadena Municipal Code, or the Ralph

M. Brown Act.

~~SECTION 6. The officers shall be elected by open ballot to serve for one year or until their successors are elected. Their terms of office shall begin immediately upon election at the annual meeting.~~

SECTION 7. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE V

MEETINGS - GENERAL RULES

SECTION 1. The regular meetings of the eCommission shall be held on the 1st4th Tuesday of the month at 46:00 P.M. Written notice of these meetings, including the date, time and location, shall be given to each member, the Board of Directors-City Council and the City Manager.

SECTION 2. Scheduled meetings should begin no later than 6:15 P.M. and adjourn by 8:15 P.M. unless otherwise extended by the Commission.

SECTION 23. The regular meeting in September-July shall be known as the annual meeting and shall be for the purpose of electing officers, and for any other business that may arise.

SECTION 4. The Commission shall not hold a regular meeting in the month of December.

SECTION 35. Special meetings may be scheduled by the eChair or a majority of the eCommission. The purpose of the meeting shall be stated in the notice. Except in cases of emergencies, notice of special meetings shall be given at least 24 hours in advance.

SECTION 46. Six members of the commission shall constitute a quorum. The Commission quorum shall be set in accordance with Section 2.48.070 (B) of the Pasadena Municipal Code.

SECTION 57. All meetings of the eCommission shall be held in accordance with the Ralph M. Brown Act and shall be open to the public as provided by law.

SECTION 68. A matter must be on the agenda to be discussed and acted upon unless

otherwise provided by law. A matter may be included in the agenda by a member or by staff. If a member timely requests that an item be included on the agenda, that item shall be included on the next regular meeting agenda.

ARTICLE VI

MEETINGS - SPECIAL RULES PROTOCOL

~~SECTION 1. Scheduled meetings should begin no later than 5:00 4:30 P.M. and adjourn by 7:00 6:30 P.M. unless otherwise extended by the commission.~~

SECTION 1. The order of business at all meetings shall be:

- a. Call to order
- b. Roll call
- c. Public comment on matters not on the agenda
- d. Review and approval of minutes
- e. Old business
- f. New business
- g. Reports, Comments, Announcements
- h. Adjournment

SECTION 2. At the discretion of the Chair, discussion on any agenda item ~~shall~~may be limited to ~~three~~fifteen minutes unless the Commission votes to extend discussion.

SECTION 3. At the discretion of the Chair, a member may not speak more than twice for or against any agenda item unless the Commission votes to extend discussion.

SECTION 4. At the discretion of the Chair, Aa member may be asked not to speak longer than three minutes during discussion unless the Commission votes to extend discussion.

SECTION 5. Members should not prolong discussions by repeating an argument already made by another member. Discussions by members shall be monitored by the eChair.

~~SECTION 6. The order of business at all meetings shall generally include the following~~

items:

- a. ~~Call to order and roll call~~
- b. ~~Correction and approval of minutes~~
- c. ~~Staff report~~
- d. ~~Old business~~
- e. ~~New business~~
- f. ~~Public comments~~
- g. ~~Adjournment~~

~~SECTION 7. If the chair and vice chair are both absent or unable to perform their duties, the commission may designate a temporary chair.~~

ARTICLE VII

MEETINGS - MOTIONS

SECTION 1. The eCommission may employ five motions in reaching decisions:

- a. Motion for Action: A proposal by a member that the eCommission do a special thing; *e.g.*, "I move that the eCommission issue an order to Mr. directing him to remove the abandoned cars from the property."
- b. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution; *e.g.*, "I move to amend the motion by insertion of the words "by February 9, ~~1988~~2017" after the words "~~rat harborage~~'all computer accessibility.'"
- c. Motion to Rescind: A proposal to repeal a motion before a different course of action is decided, for example, "I move that the action ordering demolition of the building be rescinded." (Once a motion has been approved, reflection or investigation may prove it to be impractical. Because the motion is in the minutes, it must be repealed.)
- d. Motion to Table: A proposal to cut off discussion and action on a motion that has

been made, for example, "I move that the motion be tabled until the eCommission has a chance to review the committee report." (This allows time for further investigation and ends heated discussion. The motion must be voted upon at once and can be brought back at a future meeting.)

- e. Motion to Suspend the Order of Business: A proposal made when circumstances such as an interruption, late arrival, or early departure necessitate an alteration or change in the agenda, for example, "I move that the order of business be suspended immediately after the reading of the minutes to discuss the after-effects of the earthquake."

SECTION 2. Once a motion is before the eCommission, the eChair shall not permit the public to speak or comment during the eCommission's discussion of that motion.

SECTION 3. All voting on issues before the eCommission shall be by voice vote unless a roll call is requested by the eChair or a member of the eCommission. There shall be no secret ballots.

SECTION 4. After a motion has been made and seconded, the eChair shall repeat the motion for the eCommission. The eChair may rule the motion out of order or restate the motion so that the eCommission may know what is before it for consideration and action.

SECTION 5. The eChair shall announce the vote on the motion. In announcing the vote, the eChair shall state whether the motion carried or failed ~~and the number of votes for and against.~~

ARTICLE VIII

MEETINGS – HEARING PROCEDURES

~~SECTION 1. The commission shall follow the procedure outlined below in conducting~~
~~hearings:~~

- ~~a. The title of the matter shall be announced by the chair.~~
- ~~b. A city staff member shall then present the matter to the commission.~~

- e. ~~The chair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.~~
- d. ~~The chair shall call for statements from other persons favoring the matter; then from persons opposing the matter under consideration.~~
- e. ~~The applicant, proponent or opponent shall be given an opportunity for rebuttal at the completion of the statements.~~
- f. ~~The chair shall declare the hearing closed.~~
- g. ~~By motion, the commission shall take action on the matter.~~
- h. ~~The chair shall announce the decision of the commission.~~
- i. ~~All decisions of the commission relating to matters requiring a public hearing shall be in writing and shall be mailed to the parties by the next regular meeting.~~

ARTICLE IX

COMMITTEES AND PANELS

SECTION 1. ~~Unless otherwise provided in Chapter 2.48 of the Pasadena Municipal Code, the eChair may appoint members to ad hoc committees or panels necessary to carry on the work of the eCommission, which may include individuals who are not members of the eCommission. Each ad hoc committee shall consist of at least one member of the eCommission. Recommendations from an ad hoc committee shall be advisory to the eCommission. The eChair shall define their area of operation and concern, and establish rules of operation. The eChair shall be an ex officio member of all committees so created.~~

SECTION 2. The eCommission hereby establishes a nominating committee to recommend nominees for office on the eCommission. The nominating committee shall consist of three persons appointed by the eChair. The eCommittee shall be activated at the ~~July~~ May meeting and shall report its nominees at the ~~August~~ June meeting.

ARTICLE X

AMENDMENT OF RULES

SECTION 1. These rules may be amended at any regular meeting of the eCommission by ~~a majority vote~~affirmative vote of 5 members, provided that the amendment has been submitted in writing at the previous meeting. Proposed amendments must be submitted to the ~~Board of Directors~~City Council Members -for final approval.