



**SPECIAL MEETING  
ACCESSIBILITY AND DISABILITY COMMISSION  
Tuesday, November 24, 2020  
5:30 P.M.**

**MEMBERS**

James Farr, Chair, District 3  
Andrea Jennings, Vice-Chair, District 7  
Cy Warren Estabrook, Mayor  
Mark Waterson, At Large  
Danielle Friberg, District 1  
Jorge Lambrinos, District 2  
Sharon Rogers, District 4  
Michael Warner II, District 5  
Martin Sweeney, District 6

**STAFF**

Ali Everett, Accessibility Coordinator  
Tamer Sabha, Recording Secretary

Accessibility and Disability Commission meetings are held on the 4<sup>th</sup> Tuesday of each month.

Agendas and related documents are available for public review on the City website at:  
[www.cityofpasadena.net/commissions/accessibility-and-disability-commission](http://www.cityofpasadena.net/commissions/accessibility-and-disability-commission)

*To request meeting materials in alternative formats or other disability-related modifications or accommodations necessary to facilitate meeting participation, please contact the Parks, Recreation and Community Services Department as soon as possible at (626) 744-7295 or [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net). Providing at least 72-hour advance notice will help ensure availability.*

*Language translation services may also be requested with 72-hour advance notice by calling (626) 744-7295 or [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net). Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7295.*

## **PUBLIC PARTICIPATION**

PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FOLLOWING MEETING WILL TAKE PLACE **SOLELY BY TELECONFERENCE/VIDEOCONFERENCE**.

MEMBERS OF THE PUBLIC MAY PARTICIPATE ELECTRONICALLY IN THE OPEN SESSION PORTION OF THE MEETING.

ACCESS TO THE MEETING IS AS FOLLOWS:

**Video Conference:** <https://us02web.zoom.us/j/86933283795>

**OR**

**Phone:** 1 (669) 900-6833 - Webinar ID: 869 3328 3795

## **PUBLIC COMMENT INSTRUCTIONS**

If you wish to provide comments, you may do so as follows:

**1. ADVANCE CORRESPONDENCE, TO BECOME PART OF THE RECORD:**

Submit public comment of any length to [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net) prior to the meeting day. Please be aware that, while these comments will be provided to the members of the body and will become part of the meeting record, they will not be read aloud.

**2. COMMENTS TO BE READ ALOUD AT THE MEETING:**

Submit public comment of up to 200 words regarding items on the agenda to: <https://www.cityofpasadena.net/commissions/public-comment/>. The body reserves the right to summarize comments if necessary for the orderly and timely flow of the meeting. All comments in their entirety will become part of the meeting record.

Public comments will be limited to matters on this agenda.

If you need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act because you are unable to participate electronically as set forth above, please contact the Parks, Recreation and Community Services Department as soon as possible at (626) 744-7295 or [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net).



**AGENDA**  
**SPECIAL MEETING**  
**ACCESSIBILITY AND DISABILITY COMMISSION**  
**Tuesday, November 24, 2020**  
**5:30 P.M.**

- 1. CALL TO ORDER; ROLL CALL**
- 2. APPROVAL OF MINUTES**
  - SEPTEMBER 22, 2020\*
  - OCTOBER 13, 2020\*
- 3. OLD BUSINESS**  
**INFORMATION ITEMS**
  - PRESENTATION ABOUT THE UNION STREET PROTECTED BIKE LANE PROJECT – DONSON LIU (STAFF, ASSOCIATE TRANSPORTATION ENGINEER)
  - DISCUSS RECOGNITION OF COMMISSIONERS SHARON ROGERS AND MICHAEL WARNER II FOR THEIR CONTRIBUTIONS TO THE PASADENA iBOOKCLUB
  - DISCUSS THE PROCESS FOR MODIFICATION OF THE COMMISSION RULES AND REGULATIONS AND P.M.C. CHAPTER 2.48 – STAFF (ALI EVERETT)\*
- 4. NEW BUSINESS**  
**ACTION ITEM**
  - COMMISSION WORK PLAN UPDATES AND DISCUSSION\*
- 5. COMMENTS AND UPDATES**
  - STAFF COMMENTS
  - COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS
- 6. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**
- 7. ADJOURNMENT**

\*Attachment

Note to Public: Public comment is limited to items on this special meeting agenda and will be heard at the time the item is considered.

POSTING STATEMENT: I HEREBY CERTIFY that this Agenda, in its entirety was posted on the City Council Chamber Bulletin Board S249, and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue on or before the 19<sup>th</sup> day of November 2020, by 5:30 p.m. The agenda may be viewed at the City's website at: [www.cityofpasadena.net/commissions/accessibility-and-disability-commission](http://www.cityofpasadena.net/commissions/accessibility-and-disability-commission).



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James Farr, Chair  
Accessibility and Disability Commission



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Tamer Sabha, Recording Secretary



**\*DRAFT MINUTES\***

**CITY OF PASADENA  
ACCESSIBILITY AND DISABILITY COMMISSION  
SPECIAL MEETING  
TUESDAY, SEPTEMBER 22, 2020  
5:30 PM**

**COMMISSIONERS PRESENT:** Cy Estabrook, James Farr, Danielle Friberg, Andrea Jennings (joined at 5:41pm), Sharon Rogers, Martin Sweeney, Michael Warner II, Mark Waterson

**COMMISSIONERS ABSENT:** Jorge Lambrinos (unexcused)

**STAFF PRESENT:** Ali Everett, Tamer Sabha

**1. CALL TO ORDER; ROLL CALL**

Chair Sweeney called the meeting to order at 5:36 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

**2. APPROVAL OF MINUTES**

After review, it was moved (Sweeney) and seconded (Estabrook) to approve the Minutes of the August 25, 2020 meeting. (Motion unanimously carried)

<b>COMMISSIONER</b>	<b>IN FAVOR</b>
Farr	x
Estabrook	x
Waterson	x
Friberg	x
Rogers	x
Warner II	x
Sweeney	x

**3. OLD BUSINESS**

▪ **ESTABLISH COMMISSION WORK PLAN FOR FY 2020-2021**

After discussion, it was moved (Farr) and seconded (Sweeney) to table this agenda item to the next meeting and that each Commissioner submit, via writing, proposed action items for the FY 2020-2021 work plan objectives by Monday, September 28. (Motion unanimously carried)

<b>COMMISSIONER</b>	<b>IN FAVOR</b>
Farr	x
Jennings	x
Estabrook	x
Waterson	x

Friberg	X
Rogers	X
Warner II	X
Sweeney	X

Jessica Xie, a Pasadena resident and Chair of the Human Services Commission, submitted a public comment suggesting the Commission consider including in its FY 2020-2021 work plan an objective about inclusion of people with intellectual disabilities in the City's recreation programs.

#### 4. NEW Business

- DISCUSS RECOGNITION OF COMMISSIONERS SHARON ROGERS AND MICHAEL WARNER II FOR THEIR CONTRIBUTIONS TO THE PASADENA IBOOKCLUB

Chair Farr tabled this agenda item to the next meeting.

#### 5. COMMENTS AND UPDATES

##### ▪ STAFF COMMENTS

Staff (Everett) made the following comments:

- Reminded Commissioners that the Census deadline is at the end of October.
- Informed Commissioners about the opportunity to review and provide comment on the Pasadena Playhouse District Park and Parking Lot project.

##### ▪ COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

Chair Farr attempted to share a video excerpt of Councilmember Kennedy's comments about the Accessibility and Disability Commission and representation on the Community Police Oversight Commission from the September 21, 2020, City Pasadena City Council meeting. Due to technical difficulties, the video was now shown during the meeting so Chair Farr requested that Staff (Sabha) email the video to Commissioners. (Video link:

[www.youtube.com/watch?v=D7ZnL9Rxr-w&feature=youtu.be](http://www.youtube.com/watch?v=D7ZnL9Rxr-w&feature=youtu.be))

Commissioner Estabrook commented on attending a meeting of the Los Angeles County Commission on Disabilities where there was discussion about Access paratransit services. He reported he plans to keep the Commission apprised of any information he learns that will affect the City of Pasadena.

#### 6. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

- Chair's selection of ad hoc committee members for FY 2020-2021 work plan objectives.

#### 7. ADJOURNMENT

It was moved (Sweeney) and seconded (Jennings) to adjourn the special meeting. (Motion unanimously carried) The meeting was adjourned at 7:18 PM.



**\*DRAFT MINUTES\***

**CITY OF PASADENA  
ACCESSIBILITY AND DISABILITY COMMISSION  
SPECIAL MEETING  
TUESDAY, OCTOBER 13, 2020  
9:00 AM**

**COMMISSIONERS PRESENT:** Cy Estabrook, James Farr, Danielle Friberg, Andrea Jennings (joined at 10:14am), Jorge Lambrinos (departed at 9:42am), Sharon Rogers, Martin Sweeney, Michael Warner II, Mark Waterson

**COMMISSIONERS ABSENT:** None

**STAFF PRESENT:** Ali Everett, Tamer Sabha

**1. CALL TO ORDER; ROLL CALL**

Chair Sweeney called the meeting to order at 9:08 AM. Staff (Sabha) called the roll and a quorum was established for the Commission.

**2. OLD BUSINESS**

- **ESTABLISH COMMISSION WORK PLAN FOR FY 2020-2021**  
After discussion, it was moved (Sweeney) and seconded (Jennings) to approve the work plan for fiscal year 2020-2021. (Motion unanimously carried)

<b>COMMISSIONER</b>	<b>IN FAVOR</b>
Farr	X
Jennings	X
Estabrook	X
Waterson	X
Friberg	X
Rogers	X
Warner II	X
Sweeney	X

**3. ADJOURNMENT**

It was moved (Rogers) and seconded (Estabrook) to adjourn the special meeting. (Motion unanimously carried) The meeting was adjourned at 10:43 AM.

## **Pasadena Municipal Code**

### 2.48.080 - Rules and regulations.

The commission shall adopt and amend, by the affirmative vote of 5 members, rules and regulations for the conduct of the commission's business consistent with this chapter. Such rules and regulations shall be submitted to the city council and shall not become effective until approved and ordered filed by the council.



Accessibility and Disability Commission Rules and Regulations

**ARTICLE X**

**AMENDMENT OF RULES**

SECTION 1. These rules may be amended at any regular meeting of the commission by a majority vote, provided that the amendment has been submitted in writing at the previous meeting. Proposed amendments must be submitted to the Board of Directors for final approval.

**CITY OF PASADENA ACCESSIBILITY AND DISABILITY COMMISSION  
WORK PLAN 08/01/20 – 06/30/21**

**MISSION** (as stated in Charter/Ordinance):

The purpose of the commission is to advise the council on accessibility issues in Pasadena. The commission shall:

1. Study and examine (a) existing inequities in access to the physical, work, communication, civic involvement, social and cultural environments for all residents of Pasadena, particularly those who have 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 commissions on matters relevant to the commission.
4. Assist the accessibility and disability issues coordinator to carry out assigned programs and responsibilities.

**OBJECTIVES:**

<b>1.</b>	<p><b>OUTREACH</b></p> <p>Objective: To increase awareness and visibility of the Accessibility &amp; Disability Commission, gather information about concerns of persons with disabilities in Pasadena, promote leadership and citizenship opportunities for persons with disabilities, and build working partnerships with local business, academic, nonprofit, and civic organizations.</p> <p>Sweeney, Waterson</p> <p>Action Items:</p> <ul style="list-style-type: none"><li>• If permissible under COVID-19 guidelines, table at a minimum of four community events, and update, print, and distribute brochures about the Accessibility and Disability Commission in print and digital formats.</li><li>• Further develop and utilize the ACCESS Network to build and strengthen Pasadena’s disability community.</li><li>• Foster relationships and collaboration opportunities among City of Pasadena commissions, local agencies, nonprofit organizations, businesses, faith-based communities, and educational institutions, as it relates to accessibility and disability.</li></ul>
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	<p><b>Work Plan Updates:</b></p> <p>August 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>September 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>October 2020: The Commission approved the work plan for FY 2020-2021.</p>
<p><b>2.</b></p>	<p><b>DISABILITY CULTURE</b></p> <p>Objective: To promote disability awareness, history, culture, and inclusive practices in partnerships with local business, academic, nonprofit, faith-based, and civic organizations.</p> <p>Sweeney, Rogers, Friberg, Jennings</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Collaborate with City of Pasadena Commissions and public agencies to increase involvement and participation in the iBookClub of Pasadena in support of its objective to promote literacy development and socialization for persons with complex communication profiles.</li> <li>• Host two online events highlighting and celebrating the work of artists and performers with disabilities.</li> </ul> <hr/> <p><b>Work Plan Updates:</b></p> <p>August 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>September 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>October 2020: The Commission approved the work plan for FY 2020-2021.</p>
<p><b>3.</b></p>	<p><b>ROBERT GORSKI ACCESS AWARD</b></p> <p>Objective: On an annual basis, acknowledge an individual(s) and/or organization(s) that has made the City of Pasadena a more inclusive and accessible community.</p> <p>Sweeney, Estabrook</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Develop criteria and a proposal for awarding the annual <i>Robert Gorski Access Award</i>, given in recognition of commitment toward promoting greater</li> </ul>

	<p>awareness and opportunity in making the City of Pasadena a fully accessible and inclusive community for all.</p> <ul style="list-style-type: none"> <li>• Select the inaugural recipient(s) of the <i>Robert Gorski Access Award</i> for recognition in July 2021, in conjunction with the anniversary of the Americans with Disabilities Act (July 26, 1990).</li> </ul> <hr/> <p><b>Work Plan Updates:</b></p> <p>August 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>September 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>October 2020: The Commission approved the work plan for FY 2020-2021.</p>
<p><b>4.</b></p>	<p><b>PUBLIC INFORMATION</b></p> <p>Objective: To promote representation of people with all types of disabilities in the City’s public messaging and promote universal design methods for digital and online communications.</p> <p>Jennings, Friberg</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Request a presentation from the City of Pasadena Public Information Officer about how people with disabilities are represented in the City’s public messaging.</li> <li>• Request a staff presentation about the accessibility of the City of Pasadena’s website and other digital communications, including the Pasadena Local Emergency Alert System, to identify any issues and develop possible recommendations for improving digital accessibility.</li> </ul> <hr/> <p><b>Work Plan Updates:</b></p> <p>August 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>September 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>October 2020: The Commission approved the work plan for FY 2020-2021.</p>

<p><b>5.</b></p>	<p><b>TRANSPORTATION</b></p> <p>Objective: Monitor and advise the City Council on issues of transportation accessibility and paratransit, and inform persons with disabilities on the various transportation services available in Pasadena.</p> <p>Estabrook, Farr</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Study, examine, and provide recommendations regarding accessibility considerations for the Union Street Protected Bike Lane project.</li> <li>• Explore a City-sponsored ride share program that provides discounted fares for trips within the city as a means to make all destinations within the city more accessible for people with disabilities who otherwise use public transit.</li> </ul> <hr/> <p><b>Work Plan Updates:</b></p> <p>August 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>September 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>October 2020: The Commission approved the work plan for FY 2020-2021.</p>
<p><b>6.</b></p>	<p><b>PUBLIC RIGHTS-OF-WAY</b></p> <p>Objective: To promote accessibility in the public right-of-way.</p> <p>Estabrook, Farr</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Study, examine, and recommend policies and procedures that establish a communication strategy to inform the public of sidewalk and intersection closures.</li> <li>• Provide input on accessibility improvements in the public right-of-way, including identifying priority locations for the installation of curb cuts.</li> </ul> <hr/> <p><b>Work Plan Updates:</b></p> <p>August 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>September 2020: The Commission discussed the work plan for FY 2020-2021.</p>

	<p>October 2020: The Commission approved the work plan for FY 2020-2021.</p>
<p><b>7.</b></p>	<p><b>HOUSING</b></p> <p>Objective: To promote inclusive housing solutions for the disability community.</p> <p>Jennings, Warner II</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Request presentations from the Housing Department and leaders of non-profit housing organizations on housing accessibility, including programs for helping disabled individuals purchase homes.</li> </ul> <hr/> <p><b>Work Plan Updates:</b></p> <p>August 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>September 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>October 2020: The Commission approved the work plan for FY 2020-2021.</p>
<p><b>8.</b></p>	<p><b>PUBLIC SAFETY</b></p> <p>Objective: To promote and support the public safety of persons with disabilities, their families and neighborhoods.</p> <p>Jennings, Farr</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Invite representatives from the Pasadena Police and Fire Departments to present on how they communicate with, protect, and serve Pasadena residents and visitors with disabilities.</li> <li>• Assist in facilitating positive interactions and community relations between the Police Department and the disabled community through means including, but not limited to, requesting a community meeting where the disabled community can interact with the Pasadena Police Department, developing a list of best practices for police interactions with people with disabilities that includes contributions from disability organizations, and providing information about the needs of disabled individuals to the Police Oversight Committee.</li> <li>• Explore data about police categorical use of force toward people with disabilities.</li> </ul> <hr/>

	<p><b>Work Plan Updates:</b></p> <p>August 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>September 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>October 2020: The Commission approved the work plan for FY 2020-2021.</p>
<p><b>9.</b></p>	<p><b>ADAPTIVE &amp; INCLUSIVE RECREATION</b></p> <p>Objective: To promote health and recreational opportunities for persons with disabilities and their families.</p> <p>Estabrook, Waterson</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Request a staff presentation on policies and strategies to ensure the Parks, Recreation and Community Services Department is providing recreational activities in Pasadena that benefit the disability community and help promote inclusion.</li> <li>• Consult with other Commissions regarding recreation related objectives.</li> </ul> <hr/> <p><b>Work Plan Updates:</b></p> <p>August 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>September 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>October 2020: The Commission approved the work plan for FY 2020-2021.</p>
<p><b>10.</b></p>	<p><b>SOCIAL JUSTICE</b></p> <p>Objective: To promote social justice, equity and intersectionality of Pasadena’s under-served and under-represented disability community.</p> <p>Sweeney, Farr</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Develop partnerships with local social justice organizations that promote equity and inclusion for all under-served and under-represented minorities including Pasadena’s disability community.</li> </ul> <hr/> <p><b>Work Plan Updates:</b></p>

	<p>August 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>September 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>October 2020: The Commission approved the work plan for FY 2020-2021.</p>
<p><b>11.</b></p>	<p><b>EMPLOYMENT</b></p> <p>Objective: To promote the employment of people with disabilities in the Pasadena community.</p> <p>Rogers, Estabrook, Lambrinos</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Study and examine opportunities for and barriers to employment for people with disabilities in order to inform potential recommendations about increasing the employment of people with disability in the Pasadena community.</li> <li>• Request staff presentations about City of Pasadena employment programs.</li> </ul> <hr/> <p><b>Work Plan Updates:</b></p> <p>August 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>September 2020: The Commission discussed the work plan for FY 2020-2021.</p> <p>October 2020: The Commission approved the work plan for FY 2020-2021.</p>



# **ACCESSIBILITY AND DISABILITY COMMISSION**

## **Proposed Presentation Schedule FY 2020-2021\***

**November 2020** – Department of Transportation presentation about the Union Street Protected Bike Lane Project

**December 2020** – Pasadena Police Department presentation about policies and procedures related to individuals with disabilities

**January 2021** – Housing Department presentation on programs and services for people with disabilities

**February 2021** – Public Information Officer presentation about how people with disabilities are represented in the City's messaging

**March 2021** – Parks, Recreation, and Community Services Department presentation on policies and strategies for promoting inclusion and providing recreation opportunities that benefit the disability community; TBD department presentation on City of Pasadena employment programs

**April 2021** – Department of IT presentation on the accessibility of the City's website and other digital communications

**May 2021** – TBD

**June 2021** – TBD

\*This proposed schedule is provided for discussion purposes only and is subject to change.