



**SPECIAL MEETING  
ACCESSIBILITY AND DISABILITY COMMISSION  
Tuesday, December 15, 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/89833788760>

**OR**

**Phone:** 1 (669) 900-6833 - Webinar ID: 898 3378 8760

## **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, December 15, 2020  
5:30 P.M.**

- 1. CALL TO ORDER; ROLL CALL**
- 2. APPROVAL OF MINUTES**
  - NOVEMBER 24, 2020\*
- 3. OLD BUSINESS**
  - INFORMATION ITEM**
    - REVIEW OF PROPOSED MINOR MODIFICATIONS TO THE ACCESSIBILITY AND DISABILITY COMMISSION RULES AND REGULATIONS AND P.M.C. CHAPTER 2.48 – ALI EVERETT (STAFF, ACCESSIBILITY COORDINATOR)\*
  - ACTION ITEM**
    - COMMISSION WORK PLAN UPDATES AND DISCUSSION\*
- 4. NEW BUSINESS**
  - INFORMATION ITEM**
    - REMARKS FROM COUNCILMEMBER KENNEDY ABOUT PUBLIC SAFETY AND PASADENA POLICE DEPARTMENT PRESENTATION ABOUT POLICIES AND PROCEDURES RELATED TO SERVING INDIVIDUALS WITH DISABILITIES – STAFF, DEPUTY POLICE CHIEF CHERYL MOODY AND LT. WILLIAM GRISAFE
- 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 10<sup>th</sup> day of December 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).



---

James Farr, Chair  
Accessibility and Disability Commission



---

Tamer Sabha, Recording Secretary



**\*DRAFT MINUTES\***

**CITY OF PASADENA  
ACCESSIBILITY AND DISABILITY COMMISSION  
SPECIAL MEETING  
TUESDAY, NOVEMBER 24, 2020  
5:30 PM**

**COMMISSIONERS PRESENT:** Cy Estabrook, James Farr, Danielle Friberg, Andrea Jennings, Sharon Rogers, Martin Sweeney, Michael Warner II, Mark Waterson

**COMMISSIONERS ABSENT:** Jorge Lambrinos

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

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

Chair Sweeney called the meeting to order at 5:31 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

**2. APPROVAL OF MINUTES**

After review, it was moved (Estabrook) and seconded (Jennings) to approve the Minutes of the September 22, 2020 meeting and the October 13, 2020 meeting. (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. OLD BUSINESS**

- **PRESENTATION ABOUT THE UNION STREET PROTECTED BIKE LANE PROJECT – DONSON LIU (STAFF, ASSOCIATE TRANSPORTATION ENGINEER)**

The Commission received a presentation about the Union Street Protected Bike Lane Project 90% design, including information about passenger loading zones, parking, and other design features related to accessibility. Questions from the Commission followed.

Mitch and Donna Pomerantz, Pasadena residents, submitted a public comment regarding safety concerns the bike lane will present to individuals with disabilities using paratransit and recommending the City provide a waiver allowing

paratransit vehicles to enter the bike lane for the purpose of passenger loading and unloading.

**RECESS:** At 6:18pm the Commission took a 10 minute recess.  
The meeting resumed at 6:28pm.

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

The Commission discussed recognizing Commissioners Rogers and Warner II for their contributions to the iBookClub at a future City Council meeting. Staff (Everett) advised the Commission that this type of recognition typically occurs at the Commission level and suggested collaborating with the Library Commission because the Library has actively supported the iBookClub.

- **DISCUSS THE PROCESS FOR MODIFICATION OF THE COMMISSION RULES AND REGULATIONS AND P.M.C. CHAPTER 2.48 – STAFF,(ALI EVERETT)**

Staff (Everett) provided information about the process for amending the Accessibility and Disability Commission rules and regulations and Pasadena Municipal Code Chapter 2.48 (Accessibility and Disability Commission). The proposed amendments will be provided to the Commission for review and discussion at the December meeting.

#### **4. NEW BUSINESS**

- **COMMISSION WORK PLAN UPDATES AND DISCUSSION**

The Commission discussed and provided updates to the work plan for FY 2020-2021.

#### **5. COMMENTS AND UPDATES**

- **STAFF COMMENTS**

Staff (Everett) reminded the Commission that the December meeting will take place on Tuesday, December 15 due to the holidays.

- **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

None

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

None

#### **7. ADJOURNMENT**

It was moved (Rogers) and seconded (Friberg) to adjourn the special meeting. (Motion unanimously carried) The meeting was adjourned at 7:37 PM.

The following rules were adopted by the Accessibility and Disability Commission on \_\_\_\_\_, 2021, 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 ~~e~~Commission.

**ARTICLE II**

**PURPOSE**

SECTION 1. The purposes of the ~~is~~ commission ~~are~~ 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 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 commissions on matters relevant to the commission.

~~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 be removed from the eCommission. The eChair of the eCommission ~~is empowered to~~ may excuse absences ~~for good cause~~. A member must advise the eChair 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 commission 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 Commission.

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 commission, that member shall declare the interest publicly, refrain from participating in the deliberations, abstain from voting on the matter, leave the hearing-meeting room during any hearing-meeting and deliberations and not discuss the matter with any other commission 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 at the close of the annual meeting which they were elected and for the appointed Parliamentarian position immediately upon election at the annual meeting.

SECTION 12. ~~From its membership~~The officers of the eCommission shall ~~elect~~be a eChair and ~~v~~Vice-eChair. ~~From its membership, the commission may elect~~ a~~The~~ secretary ~~or decide to have~~shall be a member of the City staff ~~responsible for the duties of a secretary~~. The commission may have a Parliamentarian at its option, who is appointed by the Chair at the annual meeting. .

SECTION 23. The eChair shall have the following responsibilities: preside at

all meetings of the commission; vote on every motion as other members; call special meetings when necessary; compose the agenda; appoint the ~~p~~Parliamentarian for the commission; prepare the annual report for submission to the ~~Board of Directors~~City Council; fix the date, hour and place of meeting; make appointments to committees; execute official communications; sign orders or recommendations of the commission; ~~advise the Board of Directors of the names of members with three unexcused absences and of upcoming vacancies;~~ and conduct ~~e~~Commission business in a manner consistent with these ~~bylaws~~rules and regulations.

SECTION ~~34~~34. The ~~v~~Vice-~~e~~Chair shall perform the duties of the chair in the absence of the ~~e~~Chair and perform such other duties as are assigned by the ~~e~~Chair. In the absence of both the ~~e~~Chair and ~~v~~Vice-~~e~~Chair, the members shall select a temporary chairperson.

SECTION ~~45~~45. The ~~s~~Secretary shall have the following responsibilities: record the minutes of all proceedings before the commission; maintain the records of the commission in complete and up-to-date order; report all correspondence to the commission; ~~advise the chair three months prior to expiration of appointments;~~ advise the ~~e~~Chair and City Council of any members with three consecutive unexcused absences and of upcoming vacancies; assist in the preparation of the agendas; and make and ~~serve~~post all notices.

SECTION ~~56~~56. The ~~p~~Parliamentarian shall assist the ~~e~~Commission 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, latest revised edition, (newly revised) shall govern the ~~C~~Commission 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 ~~1st~~fourth Tuesday of the month at ~~45:03~~30 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 12. Scheduled meetings should begin no later than 56:00 P.M. and adjourn by 78:00 P.M. unless otherwise extended by the commission.~~

SECTION ~~23~~23. The regular meeting in ~~September~~June shall be known as the annual meeting and shall be for the purpose of electing officers, appointing a Parliamentarian, and for any other business that may arise.

SECTION ~~34~~34. 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 ~~45~~45. ~~Six members of the commission shall constitute a~~A quorum shall be a majority of the Commission seats filled by the City Council. A seat is deemed

to be filled after a nominee has been sworn in by the City Clerk.

SECTION ~~56~~. All meetings of the ~~e~~C~~o~~mmission shall be held in accordance with the Ralph M. Brown Act and shall be open to the public as provided by law.

SECTION ~~67~~. 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.~~

SECTION ~~68~~. The order of business at all regular meetings shall generally include the following items:

- a. ~~Call to order and roll call~~
- b. ~~Roll call~~
- c. ~~Public comments~~
- d. ~~Correction~~Review and approval of minutes
- ~~Staff report~~
- e. ~~Old business~~
- f. ~~New business (including public hearings if applicable)~~
- g. ~~Reports/comments from the Chair~~
- h. ~~Comments from the Commissioners~~
- ~~Public comments~~
- i. ~~Staff comments~~
- j. ~~Next meeting agenda items~~
- k. ~~Adjournment~~

SECTION ~~29~~. ~~At the discretion of the chair, d~~Discussion on any agenda item ~~may~~shall be limited to ~~three~~fifteen minutes unless the ~~e~~C~~o~~mmission votes to extend

discussion.

SECTION 410. A member may be asked not to speak longer than three minutes during discussion.

SECTION 11. Discussions by members shall be monitored by the chair.

## ARTICLE VI

### MEETINGS - PROTOCOL

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

~~SECTION 2. At the discretion of the chair, discussion on any agenda item may be limited to three 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. A member may be asked not to speak longer than three minutes during 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 chair.~~

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

~~a. Call to order and roll call~~

~~b.a. Correction and approval of minutes~~

~~c.a. Staff report~~

~~d.a. Old business~~

~~e.a. New business~~

~~f.a. Public comments~~

~~g.a. 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 ~~e~~C Commission may employ five motions in reaching decisions:

- a. Motion for Action: A proposal by a member that the commission do a special thing; ~~e.g., "I move that the commission 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" after the words "rat harborage."~~
- 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 commission 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 ~~chair~~public shall not be permit ~~the public~~ to speak nor comment during the eCommission's discussion of that motion.

SECTION 3. All voting on issues before the commission 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 or Secretary 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 or Secretary shall announce the vote on the



motion. In announcing the vote, the chair shall state whether the motion carried or failed and the number of votes for and against and indicate abstentions.

## **ARTICLE VIII**

### **MEETINGS – HEARING PROCEDURES (IF APPLICABLE)**

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

- a. The title of the matter shall be announced by the eChair.
- b. A city staff member shall then present the matter to the eCommission.
- c. The eChair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.
- d. The eChair shall call for the 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 eChair shall declare the hearing closed.
- g. By motion, the eCommission shall take action on the matter.
- h. The eChair shall announce the decision of the eCommission.
- i. All decisions of the eCommission relating to matters requiring a public hearing shall be in writing and shall be mailed to the parties within a reasonable time after the hearing.

## ARTICLE VIII

### 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 or standing committees ~~or panels~~ necessary to carry on the work of the eCommission, ~~which may include individuals who are not members of the commission. Each ad hoc committee shall consist of at least one member of the commission. Recommendations from an ad hoc committee shall be advisory to the commission.~~ The chair shall define their area of operation and concern, and establish rules of operation. The chair 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 Committee shall be activated at the ~~July-May~~ meeting and shall report its nominees at the ~~August-June~~ meeting.

## ARTICLE IX

### AMENDMENT OF RULES

SECTION 1. These rules may be amended at any regular meeting of the eCommission 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~~City eCouncil for final approval and shall not become effective until approved and ordered filed by the City Council.

## **Chapter 2.48 - ACCESSIBILITY AND DISABILITY COMMISSION**

### **Sections:**

#### **2.48.010 - Short title.**

This chapter shall be known as the "accessibility and disability commission ordinance."

(Ord. 6370 § 1 (part), 1990)

#### **2.48.020 - Establishment.**

There is created and established a commission of the city to be known as the "accessibility and disability commission" and hereinafter called "commission."

(Ord. 6370 § 1 (part), 1990)

#### **2.48.030 - Membership—Appointment and term.**

A. The commission shall consist of 9 members, who shall be appointed as follows:

1. Each of the 7 councilmembers and the mayor shall nominate 1 member for a total of 8 members.
2. The mayor shall nominate the remaining 1 member from persons recommended by the 7 councilmembers.
3. All appointments are subject to ratification by the city council.

B. Members shall be appointed for a term of 3 years and shall serve no more than 2 consecutive terms. A term of less than 1 year is not considered a full term. Terms

expire on June 30th of the applicable years. A member shall continue in office for the term for which he/she was appointed or until his/her successor is appointed. No member who has served 2 consecutive terms shall be eligible for reappointment to the commission prior to the passage of a 2 year interval.

- C. If a member ceases to reside in the city prior to the expiration of a term, the member may complete the term only upon approval by the city council pursuant to Section 2.45.020.
- D. Any member of the commission may be removed by the city council at its pleasure.

(Ord. 6820 §§ 1, 45 (part), 2000; Ord. 6370 § 1 (part), 1990)

#### **2.48.040 - Qualifications.**

- A. All members shall be residents of the city; provided, however, that persons appointed nominated by a director-city council member need not reside in said director's-city council member's district.
- B. Members shall have a demonstrated commitment to the accessibility of the community for all people, particularly those with disabilities, through work on matters such as the rights of persons with disabilities or other activities which promote the accessibility of the community to all people, and shall be familiar with the city and current accessibility issues.
- C. Members shall be selected so as to represent a cross section of the city's disability groups and to include persons with professional experience in the field of disability.

(Ord. 6370 § 1 (part), 1990)

#### **2.48.050 - Absences and vacancies.**

- A. In the event a member has 3 consecutive unexcused absences from meetings of the commission, the city council may declare the office of such member vacant. The staff to the commission shall advise the secretary to the mayor of any member with 3 consecutive unexcused absences. The chair of the commission may excuse absences.
- B. Vacancies, whether scheduled or unscheduled, shall be filled by the person who initiated the appointment to the vacant office, in the same manner as set forth in Section 2.48.030.

(Ord. 6820 § 45 (part), 2000; Ord. 6370 § 1 (part), 1990)

#### **2.48.060 - Election of officers.**

At the first meeting of the commission, and thereafter at its first-annual meeting of each subsequent year, the members shall elect a chair and a vice chair and the newly elected chair shall appoint a parliamentarian. In the absence ~~or disability~~ of the chair and vice chair, the commission may designate a temporary chair.

(Ord. 6370 § 1 (part), 1990)

#### **2.48.070 - Meetings—Records.**

- A. The commission shall meet at least once a month, and all its meetings shall be open to the public pursuant to the Ralph M. Brown Act. Special meetings may be called by the chair or a majority of the commission.

- B. A quorum shall be a majority of the commission seats filled by the city council. A seat is deemed to be filled after a nominee has been sworn in by the city clerk. No action of the commission shall be valid without the affirmative vote of at least 3 members.
- C. The commission shall keep a record, which shall be available for public inspection, of all its resolutions, proceedings and other actions.

(Ord. 6820 § 2 (part), 2000; Ord. 6675 § 1 (part), 1996; Ord. 6370 § 1 (part), 1990)

#### **2.48.080 - Rules and regulations.**

The commission shall adopt and amend, by the affirmative vote of 5-a majority of 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.

(Ord. 6820 § 3, 2000; Ord. 6370 § 1 (part), 1990)

#### **2.48.090 - Annual report.**

The commission shall submit an annual report and workplan to the city council no later than September 1st of each year. Attendance records of members shall be included as part of the annual report.

(Ord. 6930 § 3, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6370 § 1 (part), 1990)

#### **2.48.100 - Disclosure requirements.**

Members of the commission shall not be required to file annual statements of economic interest pursuant to the city's conflict of interest code.

(Ord. 6370 § 1 (part), 1990)

#### **2.48.110 - Purpose and functions.**

- A. The purpose of the commission is to advise the council on accessibility issues in Pasadena.
- B. 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.~~

(Ord. 6820 § 45 (part), 2000; Ord. 6370 § 1 (part), 1990)

**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 (Lead), 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>
-----------	---



**Work Plan Updates:**

August 2020: The Commission discussed the work plan for FY 2020-2021.

September 2020: The Commission discussed the work plan for FY 2020-2021.

October 2020: The Commission approved the work plan for FY 2020-2021.

November 2020: Chair Farr established the Outreach ad hoc committee (Sweeney, Waterson) and designated Commissioner Sweeney as the lead.

**2. DISABILITY CULTURE**

Objective: To promote disability awareness, history, culture, and inclusive practices in partnerships with local business, academic, nonprofit, faith-based, and civic organizations.

Friberg (Lead), Rogers, Sweeney, Jennings

Action Items:

- 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.
- Host two online events highlighting and celebrating the work of artists and performers with disabilities.

**Work Plan Updates:**

August 2020: The Commission discussed the work plan for FY 2020-2021.

September 2020: The Commission discussed the work plan for FY 2020-2021.

October 2020: The Commission approved the work plan for FY 2020-2021.

November 2020:

- The iBookClub met virtually in October and November with over twenty participants in attendance. Commissioners Friberg, Rogers, and Warner II attended the meetings.
- Chair Farr established the Disability Culture ad hoc committee (Friberg, Rogers, Sweeney, Jennings) and designated Commissioner Friberg as the lead.

<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 (Lead), 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 awareness and opportunity in making the City of Pasadena a fully accessible and inclusive community for all.</li> <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>November 2020:</p> <ul style="list-style-type: none"> <li>• Commissioner Sweeney shared a draft proposal for the Robert Gorski Access Award for the Commission to review. Chair Farr asked the ad hoc committee to report back with additional information about how they would like to move forward with establishing the award, including estimated costs.</li> <li>• Chair Farr established the Robert Gorski Access Award ad hoc committee (Sweeney, Estabrook) and designated Commissioner Sweeney as the lead.</li> </ul>
<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 (Lead), 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> </ul>

	<ul style="list-style-type: none"> <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>November 2020: Chair Farr established the Public Information ad hoc committee (Jennings, Friberg) and designated Vice-Chair Jennings as the lead.</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 (Lead), 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>November 2020:</p> <ul style="list-style-type: none"> <li>The Commission received a presentation from the Department of Transportation about the Union Street Protected Bike Lane Project. Commissioners asked several questions that staff answered or will look into and return to the Commission with additional information. Commissioner Estabrook stated for the</li> </ul>

	<p>record that he does not support the Union Street Protected Bike Lane Project because he believes it prioritizes the safety of cyclists over people with disabilities.</p> <ul style="list-style-type: none"> <li>• Chair Farr established the Transportation ad hoc committee (Farr, Estabrook) and designated Commissioner Estabrook as the lead.</li> </ul>
<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>Farr (Lead), Estabrook</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>November 2020: Chair Farr established the Public Rights-of-Way ad hoc committee (Farr, Estabrook) and designated himself as the lead.</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 (Lead), 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>November 2020: Chair Farr established the Housing ad hoc committee (Jennings, Warner II) and designated Vice-Chair Jennings as the lead.</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>Farr (Lead), Jennings</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>November 2020:</p> <ul style="list-style-type: none"> <li>• Chair Farr attended a training led by Staff (Everett) for Pasadena Police Department patrol officers about the Americans with Disabilities Act and strategies for interacting with people with disabilities. Vice-Chair Jennings met with Staff (Everett) separately to review the training materials. Chair Farr recommended providing the same training to Pasadena Police Department sergeants and lieutenants.</li> </ul>

	<ul style="list-style-type: none"> <li>• Chair Farr established the Public Safety ad hoc committee (Farr, Jennings) and designated himself as the lead.</li> </ul>
<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 (Lead), 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>November 2020:</p> <ul style="list-style-type: none"> <li>• Commissioner Estabrook connected with an organization that creates a paragolfer (wheelchair that allows a person to stand while golfing) and plans to coordinate with them and Brookside Golf Club for the next Adaptive Sports Festival.</li> <li>• Chair Farr established the Adaptive &amp; Inclusive Recreation ad hoc committee (Estabrook, Waterson) and designated Commissioner Estabrook as the lead.</li> </ul>
<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>Farr (Lead), Sweeney</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>November 2020: Chair Farr established the Social Justice ad hoc committee (Farr, Sweeney) and designated himself as the lead.</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 (Lead), 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> <p>November 2020:</p> <ul style="list-style-type: none"> <li>• Commissioner Rogers contacted Suzi Hoge to present on behalf of the Pasadena Civitan Club at the January commission meeting.</li> <li>• Chair Farr established the Employment ad hoc committee (Rogers, Estabrook, Lambrinos) and designated Commissioner Rogers as the lead.</li> </ul>

# **ACCESSIBILITY AND DISABILITY COMMISSION**

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

**January 2021** – TBD department presentation on City of Pasadena employment programs; Civitan presentation on employment initiatives

**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;

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

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

**June 2021** – Annual Meeting and Elections

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