



**Regular Meeting  
Accessibility and Disability Commission  
Tuesday, May 23, 2023  
5:30 P.M.  
Jackie Robinson Community Center  
1020 North Fair Oaks Avenue, Pasadena, CA 91103**

**Members**

Andrea Jennings, Chair, District 7  
Casey Jagusch, Vice-Chair, District 2  
Andrea Totten, District 1  
Patricia Herrera, District 4  
Michael Warner II, District 5  
Janie Lynn Heinrich, District 6  
Mark Waterson, At Large  
Vacant, Mayor  
Vacant, District 3

**Staff**

Lola Osborne, Acting Director  
Jane Whitmore, 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.

**Meeting Information**

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

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 [jwhitmore@cityofpasadena.net](mailto:jwhitmore@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 [jwhitmore@cityofpasadena.net](mailto:jwhitmore@cityofpasadena.net). Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7295.

Public meetings begin at 5:30 P.M. Items on the agenda may not be called in the order listed. Agendas and related documents are available on the City website at: [www.cityofpasadena.net/commissions/accessibility-and-disability-commission](http://www.cityofpasadena.net/commissions/accessibility-and-disability-commission) and all branch libraries.

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. and City Hall 100 N. Garfield Ave., Room N255, during normal business hours.



**Agenda  
Regular Meeting  
Accessibility and Disability Commission  
Tuesday, May 23, 2023  
5:30 P.M.  
Jackie Robinson Community Center  
1020 North Fair Oaks Avenue, Pasadena, CA 91103**

1. **Call to order**
2. **Roll call**
3. **Public comments for items not on the agenda**
4. **Approval of minutes**
  - April 25, 2023\*
5. **New business**
  - Information item**
    - Presentation about the Pasadena Citizen Service Center – Lari Burney, 311 Call Center Representative and Lydia Diaz, Customer Service Representative
  - Action Items**
    - Chair to appoint Nominating Committee for FY 2023-2024 Commission Officers
    - Finalize the date, time, and location of the June Annual Meeting
6. **Old business**
  - Action item**
    - Commission work plan updates and discussion\*
7. **Reports/comments from the Chair**
8. **Comments from Commissioners**
9. **Staff comments**
10. **Upcoming meeting agenda items**
11. **Adjournment**

\*Attachments



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Andrea Jennings, Chair  
Accessibility and Disability Commission

**Note to Public:** An opportunity for public comment will be provided at the time the above items are discussed. In order to facilitate public participation at meetings, the Commission will accept public comment in the following manner:

**1. In-person public comments during the meeting:**

Prior to or during the meeting, members of the public may provide public comment by submitting a speaker card prior to the start of public comment on that item to the recording secretary.

**2. Advance correspondence, to become part of the record:**

Members of the public may submit written correspondence of any length prior to the start of the meeting, at the following email address: [jwhitmore@cityofpasadena.net](mailto:jwhitmore@cityofpasadena.net). Correspondence will be forwarded to the Accessibility and Disability Commission prior to the meeting if received at least 30 minutes before the start of the meeting. Any correspondence received later will be forwarded to the Commission by email the next business day.

**Posting statement:** I hereby certify that this agenda, in its entirety, was posted on the City Council Chamber bulletin board S249, the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue, and Jackie Robinson Community Center, 1020 North Fair Oaks Avenue, and a copy was distributed to the branch libraries for posting on or before the 18<sup>th</sup> day of May 2023, by 5:30 p.m.; and that copies were emailed not less than 72 hours prior to the meeting, to each member of the Accessibility and Disability Commission, 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. 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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Jane Whitmore, Recording Secretary  
Parks, Recreation, and Community Services Department

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**Draft Minutes  
Regular Meeting  
Accessibility and Disability Commission  
Tuesday, April 25, 2023  
5:30 P.M.**

**Commissioners Present:** Janie Lynn Heinrich, Casey Jagusch, Andrea Jennings, Mark Waterson

**Commissioners Absent:** Patricia Herrera (excused), Andrea Totten (excused), Michael Warner II (excused)

**Staff Present:** Lola Osborne and Jane Whitmore

**1. Call to order**

Chair Jennings called the meeting to order at 5:30 P.M.

**2. Roll call**

Staff (Whitmore) called the roll, and a quorum was established for the Commission.

**3. Public comments for items not on the agenda**

None

**4. Approval of minutes**

After review, it was moved (Heinrich) and seconded (Jagusch) to approve the minutes of the March 28, 2023 regular meeting. (Motion unanimously carried)

In Favor: Jennings, Jagusch, Heinrich, Waterson

Absent: Totten, Herrera, Warner II

**5. New business**

- **Presentation from Planning and Community Development Department regarding information about how accessibility for people with disabilities is included in the City's Prototype Design Options for Accessory Dwelling Units – Ron Takiguchi, Building Official**

The Commission received a presentation from Ron Takiguchi (Building Official) regarding information about how accessibility for people with disabilities is included in the City's Prototype Design Options for Accessory Dwelling Units. Questions from the Commission followed the presentation.

## 6. Old business

- **Introductory comments and update regarding the ADA Coordinator recruitment process – Alex Souto, Deputy City Manager**  
Alex Souto, Deputy City Manager, introduced himself and provided information regarding the recruitment process for the ADA Coordinator. Questions from the Commission followed the presentation.
- **Presentation regarding the Adaptive Sports Festival – Erik Lomeli, Recreation Services Specialist, Parks, Recreation and Community Services Department**  
The Commission received a presentation regarding the 2023 Adaptive Sport Festival from Erik Lomeli (Recreation Services Specialist). Questions from the Commission followed the presentation.
- **Commission work plan and presentation calendar updates and discussion**  
After discussion, it was moved (Waterson) and seconded (Heinrich) to approve the Accessibility and Disability Commission Work Plan and Presentation Calendar updates for April 2023, as discussed. (Motion unanimously carried)

In Favor: Jennings, Jagusch, Heinrich, Waterson

Absent: Totten, Herrera, Warner II

## 7. Reports/comments from the Chair

Chair Jennings thanked Alex Souto, Deputy City Manager for attending the meeting and providing an update regarding the Accessibility Disability Coordinator position.

## 8. Comments from Commissioners

Vice Chair Jagusch stated this week is National Library Week and shared information about a new young adult fiction novel titled “Where You See Yourself” by author Claire Forrest. She encouraged the Commission to visit the author’s website [www.claireforrest.com](http://www.claireforrest.com) to learn more about the author and how to order the book to share with young adult readers.

## 9. Staff comments

Staff (Osborne) provided the following comments:

- The Commission received an email on April 19 with an invitation to attend the MHCH (Making Housing & Community Happen) Housing Justice Forum “Making Housing Happen for Developmentally Disabled Persons”, that is being held this evening (Tuesday, April 25) from 7:00 – 8:30 P.M. on Zoom.
- Staff (Whitmore) will send information to the Commission regarding the Career and Resource Fair hosted by Councilmember Justin Jones and the Foothill Development Workforce Board on Friday, May 19, from 10:00 A.M. – 1:00 P.M. at the Jackie Robinson Community Center.

## 10. Upcoming meeting agenda items

- Establish Nominating Committee for FY 2022-2023 Commission Officers
- Finalize the date and time of the Annual Meeting

## **11. Adjournment**

It was moved (Jagusch) and seconded (Heinrich) to adjourn the regular meeting. The meeting was adjourned at 7:13 P.M.



**City of Pasadena Accessibility and Disability Commission  
Work Plan: 08/23/2022 – 06/27/2023**

**Mission:**

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; and
3. Consult and cooperate with other public agencies and commissions on matters relevant to the commission.

**FY 2022-2023 Ad Hoc Committees:**

**Ad Hoc Committee re: Objective #1 – Outreach and Awareness**

**Ad Hoc Committee re: Objective #2 – Robert Gorski Access Award**

**Ad Hoc Committee re: Objective #3 – Transportation and Accessibility at City Facilities**

**Ad Hoc Committee re: Objective #4 – Housing**

**Ad Hoc Committee re: Objective #5 – Public Safety**

**Ad Hoc Committee re: Objective #6 – Adaptive and Inclusive Recreation**

**Ad Hoc Committee re: Objective #7 – Employment**

## Ad Hoc Committee re: Objective #1 – Outreach and Awareness

Purpose: To increase awareness, visibility, and inclusion of the Accessibility and Disability Commission and the disability community, including reflecting the intersectionality of the disability community.

Chair appointed Commissioners: Waterson (lead), Heinrich, Jennings

### Action Items:

- **Completed** - Table at a minimum of two community events to increase awareness and visibility of the Accessibility and Disability Commission.
- **Completed** - Support the monthly iBook Club meetings in partnership with the Pasadena Public Library.
- Collaborate with other entities, including the Arts and Culture Commission, to promote the inclusion of people with disabilities in local art-based events and opportunities.
- **Completed** - Attend public outreach meetings hosted by the City of Pasadena to inform and educate about accessibility and disability related considerations and report to the Commission on accessibility and disability topics discussed at the meetings.
- **Discontinued** - Research and recommend a hybrid meeting policy to promote greater accessibility for people with disabilities at public meetings.
- **Discontinued** - Recommend the City support awareness and visibility of the disability community by honoring disability and health related awareness events through public displays, such as lighting City Hall in colors associated with the awareness event.

### Work Plan Updates

July 2022:

- Meeting cancelled.

August 2022:

- Chair Jennings appointed Commissioners Friberg, Waterson, Heinrich, and herself to the Outreach and Awareness ad hoc committee.
- Commissioner Warner reported the iBook Club met virtually on Monday, July 11 and they discussed the topic of summer activities with 12 participants in attendance. They also met virtually on Monday, August 8, and they discussed the topic of gardening with 16 participants in attendance.

#### September 2022:

- The ad hoc committee identified four community events during fiscal year 2023 where the Commission can table, including the Adaptive Sports Festival on Saturday, November 5. Details about the events will be provided to the Commission at its meeting in October.

#### October 2022:

- Commissioner Waterson provided an update about the Commission table at the Adaptive Sports Festival on Saturday, November 5, and requested additional volunteers to staff the table from 1:00 – 3:00 P.M.
- Commissioner Waterson reported the iBook Club met virtually on Monday, October 10, and discussed the topic of travel. He also shared that former Commissioner Rogers wrote an article about the iBook Club titled, “An Inclusion Book Club Supports Literacy and Communication,” which was published by LeaderLive.
- Chair Jennings attended the City Council meeting on Monday, October 3 to receive the National Disability Employment Awareness Month proclamation. She spoke on behalf of the Commission about the importance of employment for persons with disabilities.
- The Commission discussed the importance of offering hybrid public meetings to encourage participation of all citizens, including the disability community. The Commission voted to have the Outreach and Awareness ad hoc committee draft a letter to City Council in support of hybrid public meetings to promote greater accessibility at public meetings.

#### November 2022:

- Commissioner Waterson reported that Chair Jennings, Vice Chair Jagusch, and Commissioners Totten and Estabrook worked at the Commission table at the Adaptive Sports Festival on Saturday, November 5, and thanked them for their time.
- Commissioner Waterson reported that he and Commissioner Warner II attended the iBook Club virtual meeting on Monday, November 14, where they discussed the topic of gratitude with 11 participants in attendance.
- The ad hoc committee created a list of local agencies for possible collaborations and is working on verifying the information to share with the Commission at a future meeting.

#### December 2022:

- No updates provided

#### January 2023:

- Commissioner Waterson announced the Black History Parade and Festival will be held on Saturday, February 18, 2023, from 10:00 A.M – 4:00 P.M. He will send an email to the Commission to request volunteers to staff the shared commission table during the festival at Robinson Park from 12:00 – 4:00 P.M.

#### February 2023:

- Commissioner Waterson reported the ad hoc committee met on Friday, February 24 to discuss the objective and provided the following updates:
  - Chair Jennings and Commissioner Totten volunteered to assist at the commission table at the Black History Month Festival on Saturday, February 18 to share information about the commission with the community.
  - He and Commissioner Warner II attended the iBook Club virtual meeting on Monday, February 13, where they discussed the topic of exploring our roots. The next iBook Club meeting is on Monday, March 13 and he invited the Commission to attend the meeting if available.
  - The ad hoc committee will discuss the action items at their next committee meeting and provide an update on the status of each action item at the March 28 meeting.
- Vice Chair Jagusch advised the ad hoc committee that the “Our Pasadena” webpage is a good resource for information about public outreach meetings to attend to inform and educate about accessibility and disability related considerations and report to the Commission on accessibility and disability topics discussed at the meetings.

#### March 2023:

- Commissioner Waterson reported that he and Commissioner Warner II attended the iBook Club virtual meeting on Monday, March 13, where they celebrated the 4-year Anniversary of iBook Club, with 13 participants in attendance. During the meeting the participants created individual thank you cards to give to the Hastings Branch Library for their support of the iBook Club.
- Chair Jennings recommended the following action item be discontinued:
  - Recommend the City support awareness and visibility of the disability community honoring disability and health related awareness events through public displays, such as lighting City Hall in colors associated with the awareness event.

#### April 2023:

- Commissioner Waterson reported that he and Commissioner Warner II attended the iBook Club virtual meeting on Monday, April 11, where the topic was Sports – favorite to play and favorite to watch, with 12 participants in attendance. The next iBook Club virtual meeting is scheduled for Monday, May 8 and theme is Earth Day.
- Chair Jennings inquired about the distribution of the iBook Club newsletter and requested the Commission be added to the distribution list. Commissioner Warner agreed to follow up with the request.
- The ad hoc committee deemed the following action items completed:
  - Table at a minimum of two community events to increase awareness and visibility of the Accessibility and Disability Commission.
  - Support the monthly iBook Club meetings in partnership with the Pasadena Public Library.

- Attend public outreach meetings hosted by the City of Pasadena to inform and educate about accessibility and disability related considerations and report to the Commission on accessibility and disability topics discussed at the meetings.
- The ad hoc committee recommended the following action item be discontinued:
  - Research and recommend a hybrid meeting policy to promote greater accessibility for people with disabilities at public meetings.

**Status:**

## Ad Hoc Committee re: Objective #2 – Robert Gorski Access Award

Purpose: Conduct and manage the nomination and selection process for the *Robert Gorski Access Award*. The *Robert Gorski Access Award* is presented to a Pasadena resident with a disability who has made a significant contribution toward improving accessibility and quality of life for people with disabilities and the City of Pasadena's disability community. The Mayor and City Council will present the *Robert Gorski Access Award* annually at a City Council meeting in July and the Commission will recognize the awardee at the Commission's July meeting.

Chair appointed Commissioners: Jagusch, Totten, Waterson

### Action Items:

- **Completed** - Recognize the recipient of the 2022 Robert Gorski Access Award at the Commission's August 2022 meeting.
- **Completed** - Review and recommend any changes to the Robert Gorski Access Award criteria and nomination process for 2023 no later than the Commission's December meeting.
- **Completed** - Select the honoree of the Robert Gorski Access Award to be recognized in July 2023.

### Work Plan Updates

July 2022:

- Meeting cancelled.

August 2022:

- Chair Jennings appointed Commissioner Estabrook and Vice Chair Jagusch to the Robert Gorski Access Award ad hoc committee.
- The 2022 Robert Gorski Access Award recipient, Zebreda Dunham, was recognized by City Council at its meeting on Monday, August 8, and by the Accessibility and Disability Commission at its meeting on Tuesday, August 23.

September 2022:

- The ad hoc committee met on September 22 to discuss the nominating criteria for the selection of the recipient of the Robert Gorski Access award. The ad hoc committee will provide the information to the Commission at the October meeting for discussion and approval.

October 2022:

- The Commission approved the Robert Gorski Access Award ad hoc committee's recommended updates to the award nomination criteria and timeline.

November 2022:

- Chair Jennings announced the Robert Gorski Access Award ad hoc committee needs another member due to Commissioner Estabrook's upcoming departure from the Commission and that she will appoint someone at the December meeting.

December 2022:

- Chair Jennings appointed Commissioner Totten to the Robert Gorski Access Award ad hoc committee.

January 2023:

- Vice Chair Jagusch reported the ad hoc committee met on Tuesday, January 17 to review the criteria for the Robert Gorski Access Award.
- Vice Chair Jagusch reported the nominating period for the award will be from March 1 – March 31, 2023 and encouraged the Commission to submit nomination forms prior to the deadline.
- Chair Jennings appointed Commissioner Waterson to the Robert Gorski Access Award ad hoc committee.

February 2023:

- Vice Chair Jagusch reminded the Commission the Robert Gorski nomination period starts Wednesday, March 1, and requested Staff (Whitmore) send the Nomination Form to the Commission. She stated the Nomination Form is only completed by the Commissioners and encouraged everyone to submit a nominee for the award.

March 2023:

- Vice Chair Jagusch reminded the Commission that the Robert Gorski nomination period ends on Thursday, March 31 and encouraged everyone to submit the nomination form before the deadline. She stated the ad hoc committee will meet in April to review the nomination forms.

April 2023:

- Vice Chair Jagusch reported the ad hoc committee met on Monday April 23 to review the nomination forms for the Robert Gorski Access Award and unanimously selected E.R. Ruiz as their recommendation for this year's recipient.
- Commissioner Waterson shared information about E.R. Ruiz including his personal background and community involvement. He requested consideration of the following motion:
  - The Commission approves the recommendation from the ad hoc committee for E.R. Ruiz to be the recipient of the 2023 Robert Gorski Access Award

After discussion, it was moved (Jagusch) and seconded (Heinrich) to approve the motion as stated. (Motion unanimously carried)

In Favor: Jennings, Jagusch, Heinrich, Waterson  
Absent: Totten, Herrera, Warner II

- The ad hoc committee deemed the following action items completed:
  - Recognize the recipient of the 2022 Robert Gorski Access Award at the Commission's August 2022 meeting.
  - Review and recommend any changes to the Robert Gorski Access Award criteria and nomination process for 2023 no later than the Commission's December meeting.
  - Select the honoree of the Robert Gorski Access Award to be recognized in July 2023.

**Status: Completed**



## **Ad Hoc Committee re: Objective #3 - Transportation and Accessibility at City Facilities**

Purpose: Monitor and advise the City Council on accessibility considerations for transportation, paratransit, and City facilities.

Chair appointed Commissioners: Jagusch, Jennings

### **Action Items:**

- Attend public meetings to provide input on accessibility considerations for City projects involving new construction and facility alterations.
- **Completed** - Research the accessibility of public transit, paratransit and on-demand transportation drop-off and pick-up locations serving the Rose Bowl pedestrian loop.
- Study, examine, and recommend the City establish a communication strategy to inform the public of sidewalk and intersection closures.
- **Completed** - Provide input on accessibility improvements in the public right-of-way, including identifying priority locations for the installation of curb ramps.
- **Completed** - Provide input on City's updated Transition Plan that is funded as part of the FY 2023 Capital Improvement Program (CIP) budget.

### **Work Plan Updates**

July 2022:

- Meeting cancelled.

August 2022:

- Chair Jennings appointed Commissioner Estabrook, Vice Chair Jagusch, and herself to the Transportation and Accessibility at City Facilities ad hoc committee.
- Staff (Everett) reported in response to the Commission's recommendation, Metro Micro is providing service to Brookside Park which started on July 24, 2022.

September 2022:

- The ad hoc committee met on September 22 and discussed the opportunity for the Commission to provide input on accessibility considerations to the City's plan for the development of the land originally intended for the extension of the 710 freeway. The ad hoc committee will monitor the progress of the plan and notify the Commission about scheduled public meetings to attend.
- Vice Chair Jagusch reported that she received an email from the Citizen Service Center informing her that curb ramps were completed at the intersection of Catalina Avenue and Howard Street based on her request. Vice Chair Jagusch

encouraged the Commission to submit service requests to the Citizen Service Center when accessibility improvements are needed.

October 2022:

- Vice Chair Jagusch reported the ad hoc committee met on October 18 and were informed by staff (Everett) that the City is in the process of developing a Request for Proposal (RFP) for the ADA Transition Plan update and that the RFP is scheduled to be released in early 2023.

November 2022:

- No update

December 2022:

- Vice Chair Jagusch reported the ad hoc committee met on Monday, December 12, and discussed accessibility in the public right-of-way.
- The ad hoc committee requested a presentation to clarify what is considered “Public Transit” under California Assembly Bill 2097.

January 2023:

- Vice Chair Jagusch reported the ad hoc committee met on Tuesday, January 17, and stated the City is accepting applications for a work group that will provide input on the development of the 710 Stub property. The application is available online at [www.cityofpasadena.net](http://www.cityofpasadena.net).

February 2023:

- Vice Chair Jagusch reported she and Chair Jennings virtually attended the Planning Commission meeting on Thursday, February 22 where they discussed the Central District Specific Plan. She stated that public meetings are a good opportunity to learn more about the City’s plans which will assist the Commission with their work plan objectives.

March 2023:

- The Commission received a presentation from David Sanchez (Principal Planner, Planning and Community Development Department) to clarify the definition of “public transit” in AB2097.
- Vice Chair Jagusch reported the ad hoc committee met on Thursday, March 15 and reviewed the Capital Improvement Program (CIP) budget to monitor the progress of current and planned projects addressing accessibility improvements in the public right-of-way, including the installation of curb ramps.

April 2023:

- Vice Chair Jagusch reported the ad hoc committee is meeting with members of Pasadena Complete Streets Coalition to discuss their recommendations for the City to implement an All Ages and Abilities safety standard in the planning of four North-South Greenways in Pasadena.

- The ad hoc committee deemed the following action items completed:
  - Research the accessibility of public transit, paratransit and on-demand transportation drop-off and pick-up locations serving the Rose Bowl pedestrian loop.
  - Provide input on accessibility improvements in the public right-of-way, including identifying priority locations for the installation of curb ramps.
  - Provide input on City's updated Transition Plan that is funded as part of the FY 2023 Capital Improvement Program (CIP) budget.

**Status:**

## **Ad Hoc Committee re: Objective #4 – Housing**

Purpose: To promote inclusive housing solutions for the disability community.

Chair appointed Commissioners: Heinrich (lead), Jennings, Herrera, Warner II

### **Action Items:**

- Submit a recommendation to City Council about improving access to quality, affordable and accessible housing in the City of Pasadena.

### **Work Plan Updates**

July 2022:

- Meeting cancelled.

August 2022:

- Chair Jennings appointed Commissioners Heinrich, Herrera, Warner II, and herself to the Housing ad hoc committee.

September 2022:

- The Commission participated in the Homelessness Plan Listening Session with Jennifer O'Reilly-Jones (Homeless Programs Coordinator, Housing Department) and Anna Jacobsen (Consultant, CityWise) who provided information about unhoused constituents in Pasadena and the development of the City of Pasadena Homelessness Plan.
- The ad hoc committee met on September 18 and discussed the work completed for the Housing Objective in 2021-2022 and created a list of possible recommendations to submit to City Council for discussion at a future Commission meeting.

October 2022:

- Chair Jennings reported that a new affordable senior housing development will be built at 280 Ramona Street and that the developer is proposing to remove the on-site parking for residents. She requested information about how the Commission can provide input during the design process for new housing developments to ensure accessibility for residents. Staff (Everett) provided information about the guidelines for speaking at public meetings on behalf of the Commission.

November 2022:

- Commissioner Heinrich reported the ad hoc committee met on Wednesday, November 9 and discussed the tentative list of recommendations to submit to City Council to improve access to affordable and accessible housing in Pasadena. The ad hoc committee will submit the recommendations to the Commission for review and approval at a future meeting.

#### December 2022:

- Commissioner Heinrich reported the ad hoc committee met on November 30 and December 14 to discuss the draft housing recommendations and to prepare questions for the Homelessness Plan Update presentation at the Commission's December meeting.
- The ad hoc committee requested a presentation about how accessibility for people with disabilities is included in the City's Prototype Design Options for Accessory Dwelling Units (ADU).

#### January 2023:

- Staff (Everett) reported the City is currently accepting applications for the Rental Housing Board created by the passage of Measure H. She advised the Commission that the application is available online at [www.cityofpasadena.net](http://www.cityofpasadena.net). Chair Jennings encouraged Commissioners to consider applying and to share the information with the disability community.

#### February 2023:

- Commissioner Heinrich reported the ad hoc committee is preparing a letter to City Council with recommendations from the Commission to improve access to quality, affordable, and accessible housing in the City of Pasadena and will present the letter to the Commission for review at the meeting on March 28.
- Staff (Osborne) informed the Commission the Planning and Community Development Department is offering one-on-one virtual consultations to anyone constructing an accessory dwelling unit (ADU) with general information on building and zoning code requirements and will send additional information about the program to the Commission.

#### March 2023:

- The Commission unanimously approved the letter to City Council to improve access to quality, affordable and accessible housing in the City of Pasadena.
- Commissioner Warner II attended the Planning Commission virtual meeting on Wednesday, March 22 and provided public comment on the need for more Accessory Dwelling Units (ADUs) with accessibility features to serve the disabled community in Pasadena.

#### April 2023:

- The Commission received a presentation from Ron Takiguchi, Building Official, Planning and Development Department, regarding information about how accessibility for people with disabilities is included in the City's Prototype Design Options for Accessory Dwelling Units.
- Staff (Osborne) provided an update regarding the letter of recommendation from the Commission to City Council regarding affordable housing. She reported the letter was submitted to the Mayor and City Council by the City Clerk and will provide an update on the status of the letter at the meeting on May 23.
- Commissioner Heinrich reported the ad hoc committee met on Monday, April 24 and decided to create a comprehensive list of accessible features that can be

used in the development plans for building or remodeling homes, apartments, office buildings, City facilities or public places that that will provide accessibility to individuals with visible or invisible disabilities. A draft of the list will be presented to the Commission at the meeting on May 23.

**Status:**

## Ad Hoc Committee re: Objective #5 – Public Safety

Purpose: To promote and support the public safety of persons with disabilities, their families, and neighborhoods.

Chair appointed Commissioners: Herrera (lead), Totten

### Action Items:

- 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.
  - **Completed** - Developing a list of best practices for police interactions with people with disabilities that includes contributions from disability organizations.
  - Providing information about the needs of disabled individuals to the Community Police Oversight Commission.
  
- Explore data about police categorical use of force toward people with disabilities.

### Work Plan Updates

July 2022:

- Meeting cancelled.

August 2022:

- Chair Jennings appointed Commissioner Herrera and herself to the Public Safety ad hoc committee.

September 2022:

- The ad hoc committee met and discussed ideas about possible training for law enforcement personnel about the disabled community to improve engagement and communication with constituents.

October 2022:

- Commissioner Herrera stated she will schedule a meeting for the ad hoc committee to discuss best practices for police interactions with people with disabilities. The draft list will be submitted to the Commission for review and approval at a future meeting.

November 2022:

- Chair Jennings appointed Commissioner Totten to the Public Safety ad hoc committee and removed herself.

#### December 2022:

- Commissioner Herrera reported the ad hoc committee met on December 20, to review and discuss the action items and determine the next steps.
- The ad hoc committee requested a presentation about training provided to first responders, including police and fire about interacting with people with disabilities.

#### January 2023:

- Commissioner Herrera reported the ad hoc committee met on Tuesday, December 20 to discuss the training provided for law enforcement and other first responders when interacting with the disabled community.
- Staff (Everett) reported that Jennifer Estep, the Pasadena Police Department Civilian Training Manager, will present to the Commission about accessibility and disability-related trainings currently provided to Officers and civilian staff and asked the Commission for further clarification about any specific information they would like her to cover during the presentation.

#### February 2023:

- Commissioner Herrera reported the ad hoc committee met on Friday, February 24 to review the objectives and prepare questions for the presentation from the Pasadena Police Department.
- The Commission received a presentation from Jennifer Estep (Training Coordinator, Pasadena Police Department) regarding accessibility and disability-related training provided to Pasadena Police Department Officers.
- Commissioner Herrera requested direction from Staff (Osborne) on the protocol regarding follow-up contact with Ms. Estep to provide training resources. Staff (Osborne) provided a response and will contact the City Attorney to verify if the review and recommendation for additional training for police officers is within the mission and purpose of the Community Police Oversight Commission (CPOC). Staff (Osborne) will provide an update to the ad hoc committee at the meeting scheduled for March 28.

#### March 2023:

- Commissioner Herrera reported the ad hoc committee met on Sunday, March 26 to review the information provided during the presentation from Jennifer Estep at the Commission meeting on February 28.
- Commissioner Herrera requested Staff (Osborne) arrange a meeting for the ad hoc committee with the appropriate staff from the Police Department to learn more about the training provided to police officers regarding accessibility and interactions with the disabled community.
- Staff (Osborne) reported that representatives from the Commission have been approved to speak before the Police Oversight Committee regarding best practices for police interactions with people with disabilities and available training resources.



April 2023:

- Staff (Osborne) reported on behalf of the ad hoc committee that they will be working with Jennifer Estep to provide training resources regarding accessibility and interactions with the disabled community.
- The ad hoc committee deemed the following action items completed:
  - Developing a list of best practices for police interactions with people with disabilities that includes contributions from disability organizations.

**Status:**

## Ad Hoc Committee re: Objective #6 – Adaptive and Inclusive Recreation

Purpose: To promote health and recreational opportunities for persons with disabilities and their families.

Chair appointed Commissioners: Waterson, Totten, Herrera

### Action Items:

- **Completed:** Support and promote the annual Adaptive Sports Festival.
- Consult with other commissions regarding recreation related objectives.
- Examine opportunities for and barriers to participation in recreational and leisure activities for people with disabilities to inform possible recommendations to improve access for all community members.
- **Completed** - Review Park accessibility information once it is posted to the Parks, Recreation and Community Services Department website.

### Work Plan Updates

July 2022:

- Meeting cancelled.

August 2022:

- Chair Jennings appointed Commissioners Waterson, Estabrook, and Friberg to the Adaptive and Inclusive Recreation ad hoc committee.

September 2022:

- The ad hoc committee reported the Adaptive Sports Festival will be held on Saturday, November 5 at Brookside Park from 9:00 A.M. – 4:00 P.M. The Commission will have an information table at the event and an email will be sent to request volunteers to staff the table.
- The ad hoc committee encouraged the Commission to attend the event. Staff (Everett) reported that the event will feature new activities including aquatics at the Rose Bowl Aquatics Center, disc golf, hockey, and volleyball.

October 2022:

- Staff (Everett) provided an update about the Adaptive Sports Festival and encouraged Commissioners to attend and share information about the event with their networks.

November 2022:

- The ad hoc committee reported the Adaptive Sports Festival was a successful event with approximately 750 attendees.

- Chair Jennings appointed Commissioner Totten to the Adaptive and Inclusive Recreation ad hoc committee.

December 2022:

- Commissioner Warner reported he spoke with a Commissioner from the Recreation and Parks Commission who invited the Adaptive and Inclusive Recreation ad hoc committee to join them when they conduct park tours and inspections to provide input related to park accessibility. The Commission expressed interest in the opportunity and requested Staff (Everett) to follow up for more information.

January 2023:

- The ad hoc committee discussed each action item for the objective and reported that the “Support and promote the annual Adaptive Sports Festival” action item is complete.
- Chair Jennings appointed Commissioner Herrera to the Adaptive and Inclusive Recreation ad hoc committee.

February 2023:

- No updates provided

March 2023:

- Commissioner Waterson stated the ad hoc committee would like to work with representatives from the Recreation and Parks Commission to gather information and assess the accessibility elements at City parks. Staff (Osborne) will follow up to provide the ad hoc committee the contact information.

April 2023:

- The Commission received a presentation from Erik Lomeli, (Recreation Services Specialist; Parks, Recreation and Community Services Department) regarding the 2022 Adaptive Sport Festival including an update on the plans for the event in 2023.
- The ad hoc committee deemed the following action items completed:
  - Review Park accessibility information once it is posted to the Parks, Recreation and Community Services Department website.
- Commissioner Waterson requested Staff (Osborne) provide the following information to the ad hoc committee:
  - Contact information for representatives from the Recreation and Parks Commission to consult about recreation related objectives.
  - Status of the data from the survey completed by the Commission in 2022 regarding accessibility of City parks.

**Status:**

## Ad Hoc Committee re: Objective #7 – Employment

Purpose: To promote the employment of people with disabilities in the Pasadena community.

Chair appointed Commissioners: Jagusch (lead), Herrera

### Action Items:

- Study and examine opportunities for and barriers to employment for people with disabilities to inform potential recommendations about increasing the employment of people with disabilities in the Pasadena community, including researching support and resources that employers may need.
- Follow up with agencies supporting people with disabilities that were contacted about the ROSE and MASH programs to determine barriers and opportunities.
- **Completed** - Review the contact information for Pasadena agencies that support people with disabilities seeking employment and provide updates to relevant City staff.
- Share employment opportunities with Pasadena agencies that support people with disabilities seeking employment.
- **Completed:** Review the City of Pasadena job opportunities website for clearly visible information about how to request an accommodation for the application process.
- **Completed** - Support the Civitan event honoring Pasadena employers of people with disabilities and disseminate information about employers supporting the hiring of people with disabilities.

### Work Plan Updates

July 2022:

- Meeting cancelled.

August 2022:

- Chair Jennings appointed Vice Chair Jagusch and Commissioner Herrera to the Employment ad hoc committee.

September 2022:

- Commissioner Jagusch reported that October is National Disability Employment Awareness Month. The City Council will issue a proclamation at the City Council meeting on Monday, October 3, where Chair Jennings will make comments on behalf of the Commission about the importance of employment for persons with disabilities.

- Commissioner Jagusch reported that Commissioners are invited to attend the Civitan event on Thursday, October 13 from 5:00 – 7:00 P.M. at Villa Esperanza to honor local businesses committed to hiring individuals with disabilities.

October 2022:

- Chair Jennings attended the City Council meeting on Monday, October 3, in recognition of National Disability Employment Awareness Month. Chair Jennings spoke on behalf of the Commission about the importance of employment for persons with disabilities.
- Vice-Chair Jagusch reported the Civitan event honoring Pasadena employers of people with disabilities was well attended by City officials including Mayor Victor Gordo, Councilmember Felicia Williams, City Manager Miguel Márquez, and several City department directors.

November 2022:

- No updates

December 2022:

- Vice Chair Jagusch reported the City is still accepting applications for administrative and maintenance positions through the MASH (Municipal Assistance, Solutions, and Hiring) program and encouraged the Commission to share the information with people with disabilities in their networks.

January 2023:

- Vice Chair Jagusch reported the ad hoc committee met on Thursday, January 19, and completed the action item “Review the City of Pasadena job opportunities” website for clear information about how to request an accommodation during the application process. She reported that the language is still present on the website.
- Commissioner Herrera provided information about the EmployAbility grant program offered through the California Department of Rehabilitation to small and medium size businesses to increase the employment of people with disabilities. She requested consideration of the following motion:
  - The Commission recommends that the Accessibility Coordinator provide information about the State Department of Rehabilitation Demand Side Initiative and the EmployAbility grant to the Office of Economic Development to share with City of Pasadena businesses. The Commission also requests that the Accessibility Coordinator ask whether the City is interested in cosponsoring an informational session provided by the Department of Rehabilitation for Pasadena businesses about the initiative and grant.

After discussion, it was moved (Herrera) and seconded (Jagusch) to approve the motion as stated. (Motion unanimously carried)

In Favor: Jennings, Jagusch, Totten, Herrera, Warner II, Waterson  
Absent: Heinrich

#### February 2023:

- Vice Chair Jagusch reported the ad hoc committee met on Friday, February 24, and discussed a tentative plan to schedule a webinar in June 2023 about the Demand Side Initiative and Employability grants available to Pasadena businesses to increase the employment of people with disabilities.
- Vice Chair Jagusch announced the applications for the Rose (Realizing Opportunities through Summer Employment) Program are available online at <https://www.cityofpasadena.net/parks-and-rec/rose> for Pasadena residents ages 14 – 24 who reside in low-to-moderate income households and encouraged the Commission to share the information with people with disabilities in their networks.

#### March 2023:

- Vice Chair Jagusch reported the ad hoc committee met on Wednesday, March 22 and discussed plans for the webinar for Pasadena businesses regarding the availability of Demand Side Initiative and Employability grants. The ad hoc committee requested Staff (Osborne) arrange a meeting with the Economic Development Department staff to discuss the plans for the webinar.
- Vice Chair Jagusch reported the ad hoc committee continues to follow up with local agencies regarding employment opportunities for individuals with disabilities and was happy to learn that a student attending the Frostig School applied to the MASH program.

#### April 2023:

- Vice Chair Jagusch announced that the ad hoc committee will meet with David Klug, Economic Development Director, on May 1, 2023 to discuss the plans for the webinar for Pasadena businesses regarding the availability of Demand Side Initiative and Employability grants.
- Vice Chair Jagusch reported that Councilmember Justin Jones and the Foothill Development Workforce Board are hosting a Career and Resource Fair on Friday, May 19, from 10:00 A.M. – 1:00 P.M. at the Jackie Robinson Community Center and encouraged the Commission to share the information with community partners that support individuals with disabilities.
- The ad hoc committee deemed the following action items completed:
  - Review the contact information for Pasadena agencies that support people with disabilities seeking employment and provide updates to relevant City staff.
  - Support the Civitan event honoring Pasadena employers of people with disabilities and disseminate information about employers supporting the hiring of people with disabilities.

#### **Status:**

## Accessibility and Disability Commission Presentation Calendar FY 2022-2023

To Be Scheduled: No presentations

July 2022:

- No meeting

August 2022:

- No presentation

September 2022:

- City of Pasadena Homelessness Plan Listening Session – Jennifer O’Reilly-Jones (Homeless Programs Coordinator, Housing Department) and Anna Jacobsen (Consultant, CityWise)

October 2022:

- No presentation

November 2022:

- No presentation

December 2022:

- Presentation from Department of Housing regarding the Homelessness Plan Update - Draft Goals and Strategies – Diana Trejo (Homeless Programs Coordinator) and Anna Jacobsen (Consultant, CityWise)

January 2023:

- None

February 2023:

- Presentation about accessibility and disability-related trainings provided to Pasadena Police Department Officers – Jennifer Estep, Training Coordinator, Pasadena Police Department

March 2023:

- Presentation from Planning and Community Development Department to clarify the definition of “public transit” in California Assembly Bill 2097 – David Sanchez, Principal Planner

April 2023:

- Presentation from Planning and Community Development Department regarding information about how accessibility for people with disabilities is included in the City’s Prototype Design Options for Accessory Dwelling Units (ADU) – Ron Takiguchi, Building Official
- Introductory comments and update regarding the ADA Coordinator recruitment process – Alex Souto, Deputy City Manager
- Presentation regarding the Adaptive Sports Festival – Erik Lomeli, Recreation Services Specialist, Parks, Recreation and Community Services Department

May 2023:

- Presentation about the Pasadena Citizen Service Center – Presenter TBD

June 2023: Annual Meeting

(updated March 28, 2023)



**THIS IS A DRAFT**

Dear Commissioners,

Please take a look at the information below regarding our draft letter of support for the Implementation of All Ages and Abilities Safety Standards on Four North-South Greenways Resolution. The Transportation Ad Hoc has been hard at work drafting this letter and we would appreciate any feedback you have on ideas to be added and phrasing of the ideas already drafted. We think it is very important to have our voice as a part of the discussion early in the design stage, in order to prevent new construction that does not keep accessibility in mind.

Here is the Resolution:

<https://static1.squarespace.com/static/5efa20598703243167b2b31d/t/64307e3eabfe3d6553a6951f/1680899646727/AAA-Greenways-Resolution-april7.pdf>

Essentially, the resolution is asking the City Council to require the use of the All Ages and Abilities Safety Standards for when the 4 north-south streets (El Molino, Wilson, Sierra Bonita, and Craig) get redesigned and constructed as greenways.

Here is the All Ages and Abilities Design Criteria: <https://nacto.org/publication/urban-bikeway-design-guide/designing-ages-abilities-new/>

The All Ages and Abilities criteria is focused mostly on bike lanes specifically, but it is a bigger part of universal design. You can take a look at Universal Street design at this link: <https://www.asla.org/universalstreets.aspx>

Below you will find the DRAFT letter. The parts **highlighted** are idea seedlings and bullet-point thoughts that need a lot of help in taking shape, however, any thoughts, comments, and suggestions are welcome!!!

Dear City Council,

The Accessibility and Disability Commission is proud and excited to lend our support for the Implementation of All Ages and Abilities Safety Standards on Four North-South Greenways Resolution, as presented to Council. The Commission finds these standards to be inclusive, progressive, and necessary for supporting accessibility in transportation in the City of Pasadena.

Directing staff to implement the National Association of City Transportation Officials (NACTO) design criteria for All Ages and Abilities on the four designated greenways promotes and protects safe, comfortable, and equitable streets for all residents and visitors of Pasadena for generations to come.

Providing separate and designated spaces for vehicles, bicycles, and pedestrians keeps everyone using the road safer and can reduce reckless driving incidents

(<https://www.asla.org/universalstreets.aspx>)

Having the greenways on the 4 designated north-south streets make drop off and pick up easier for paratransit vehicles and accessible parking close to businesses on major streets so they wont have to cross bike lanes to access the sidewalk? (safe)

Allows seniors and people with disabilities better options for aging in place (comfortable, equitable)

Having varied forms of transportation is instrumental in supporting people with disabilities, and is an integral part of the Mobility Element of the City's General Plan (equitable)

Just like our greater Pasadena community has a variety of needs and abilities, the Disability community is not monolithic. Having dedicated avenues making walking and biking more comfortable because of slower traffic speeds provides more options for more members of our community (comfortable, equitable)

When concepts that keep access and disability in the forefront are implemented from the beginning, the end result is a network of streets that support everyone in the community and multiple ways of getting around. The NACTO design criteria for All Ages and Abilities does this, and has been successfully implemented in cities such as Palo Alto and Portland. The Resolution provides an opportunity to reimagine how people move in the City, and how to best support those in the disability community.

We fully support the All Ages and Abilities Resolution as a way of creating a more inclusive community for everyone to get around Pasadena safely and sustainably, and are happy to answer any questions you may have regarding access and disability.