



**Regular Meeting  
Accessibility and Disability Commission  
Tuesday, October 24, 2023  
5:30 P.M.  
Jackie Robinson Community Center  
1020 North Fair Oaks Avenue, Pasadena, CA 91103**

**Members**

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

**Staff**

Sara Goldman, Acting Accessibility and Disability Coordinator  
Alex Souto, 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 Acting Accessibility Coordinator as soon as possible at (626) 744-3829 or [sgoldman@cityofpasadena.net](mailto:sgoldman@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) 744-3829 or [sgoldman@cityofpasadena.net](mailto:sgoldman@cityofpasadena.net). Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-3829.

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, October 24, 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**
  - September 26, 2023\*
5. **New business**
  - Information Item**
    - Finalize the time, date, and location of the December 2023 regular Accessibility and Disability Commission meeting
  - Action Item**
    - Discussion and approval of 2023-2025 Capital Improvement Project submissions
    - Discuss and approve updates to Accessibility and Disability Commission Brochure for distribution at 2023 Adaptive Sports Festival
6. **Old business**
  - Information Item**
    - Commission work plan and presentation calendar updates and discussion\*
7. **Reports/comments from the Chair**
8. **Comments from Commissioners**
9. **Staff comments**
10. **Upcoming meeting agenda items**
  - Discussion and approval of Robert Gorski Access Award Nominations Criteria/Process
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: [sgoldman@cityofpasadena.net](mailto:sgoldman@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 17<sup>th</sup> day of August 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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Sara Goldman, Acting Accessibility Coordinator  
City of Pasadena Office of the City Manager

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**Distribution:**

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**Draft Minutes  
Regular Meeting  
Accessibility and Disability Commission  
Tuesday, September 26, 2023  
5:30 P.M.**

**Commissioners Present:** Janie Lynn Heinrich, Patricia Herrera, Casey Jagusch, Andrea Jennings, Michael Warner II

**Commissioners Absent:** Andrea Totten

**Staff Present:** Sara Goldman, Alex Souto

**1. Call to order**

Chair Jennings called the meeting to order at 5:38 P.M.

**2. Roll call**

Staff (Souto) 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 (Jagusch) and seconded (Warner) to approve the minutes of the August 22, 2023, regular meeting. (Motion unanimously carried)

In Favor: Jennings, Warner II, Jagusch, Herrera, Heinrich

Absent: Totten

**5. New business**

- **Presentation regarding importance of accessible accessory dwelling units (ADUs)**

The Commission received a presentation from Ethan Wolferman (Cottage ADUs) regarding options for accessible ADUs. Questions from the Commission followed the presentation.

- **Presentation regarding City of Pasadena policies and procedures related to ADA compliance**

The Commission received a presentation from Sara Goldman (Acting Accessibility Coordinator) regarding City of Pasadena policies and procedures related to ADA compliance. Questions from the Commission followed the presentation.

**6. Old business**

- **Commission work plan and presentation calendar updates and discussion**

After discussion, it was moved (Heinrich) and seconded (Herrera) to approve the Work Plan and Presentation Calendar for September 2023, as discussed. (Motion unanimously carried)

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

After discussion, it was moved (Herrera) and seconded (Jennings) to approve Commissioner Jagusch speaking on behalf of the Commission at the 10/10/2023 meeting of the Municipal Services Committee regarding accessibility and safety features in the Greenways project, as discussed. (Motion unanimously carried)

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

**7. Reports/comments from the Chair**

None

**8. Comments from Commissioners**

None

**9. Staff comments**

Staff (Goldman) reminded Commissioners of several upcoming City of Pasadena events:

- 10/2: City Council Meeting, Commission to receive proclamation regarding recognition of National Disability Employment Awareness Month (NDEAM) with brief remarks by Staff (Goldman), Chair Jennings, and Civitan President Suzi Hoges.
- 10/11: National Coming Out Day, Pasadena City Hall
- 10/12: Civitan Employer Awards, AbilityFirst 201 S. Kinneloa
- 10/13: Art Night
- 11/4: Adaptive Sports Festival, Brookside Park
- PPHD-Sponsored Flu and COVID-19 Vaccine Clinics at Pasadena Libraries through the month of October

Staff (Goldman) noted that the permanent position of City Accessibility Coordinator had opened for promotional applications, with recruitment closing 10/5/2023.

**10. Upcoming meeting agenda items**

- Discussion and finalization of time, date, and location for December 2023 regular meeting
- Discussion and approval of 2023-2025 Capital Improvement Project submissions

**11. Adjournment**

It was moved (Herrera) and seconded (Jennings) to adjourn the regular meeting.  
The meeting was adjourned at 8:17 P.M.



**City of Pasadena Accessibility and Disability Commission  
Work Plan: 07/25/2023 – 06/25/2024**

**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 2023-2024 Ad Hoc Committees:**

**Ad Hoc Committee re: Objective #1 – Americans with Disabilities Act (ADA) Oversight**

**Ad Hoc Committee re: Objective #2 – Outreach and Education**

**Ad Hoc Committee re: Objective #3 – Health, Wellness, and Inclusive Community**

## **Ad Hoc Committee re: Objective #1 – Americans with Disabilities Act (ADA) Oversight**

Objective Purpose: Advise and inform the City Council on accessibility issues

Commissioners: Jagusch (co-lead), Totten (co-lead), Jennings

### **Action Items:**

- Provide input on accessibility improvements in the public right-of-way and bike lanes, including identifying priority locations for the installation of curb ramps.
- Support and promote the annual Adaptive Sports Festival.

### **Work Plan Updates**

July 2023:

- The Adaptive Sports Festival has been confirmed for Saturday, November 4, 2023 at Brookside Park. Sara Goldman is working with Eric Lomeli and Triumph Foundation to plan the festival.

August 2023:

- Commissioner Jagusch provided the following updates on the action items for the objective:
  - The City will be requesting public comment on the North-South Greenways project in Fall 2023 and recommended the Commission receive a presentation from the Department of Transportation regarding an update on the project prior to the date for public comment. The Commission will make a recommendation in January 2024 on the accessibility improvements in the public right-of-way and the installation of curb ramps. She requested the Commission receive a presentation from the Department of Transportation regarding an update on the current accessibility improvement projects.
  - Reminded the Commission of the date for the Adaptive Sports Festival and to plan on assisting on the day of the event at the commission table to share information about the work of the Commission with the community.

September 2023:

- Chair Jennings shared comments from Cy Estabrook regarding the upcoming Adaptive Sports Festival, and reminded Commissioners to plan on assisting on the day of the event at the commission table to share information about the work of the Commission with the community. Chair Jennings reminded Commissioners to invite their respective Councilmembers to the ASF.
- Commissioner Jagusch has been approved to speak on behalf of the Commission at the 10/10/2023 meeting of the Municipal Services Committee regarding the North-South Greenways project.

October 2023:

**Status:**

## **Ad Hoc Committee re: Objective #2 – Outreach and Education**

Objective Purpose: To encourage the Commission to connect and engage with other commissions and community organizations to help implement accessibility measures and education throughout the City.

Commissioners: Herrera (Lead), Jagusch, Jennings

### **Action Items:**

- Nominate, select, and recognize the Robert Gorski Access Award recipient.
- Support the Civitan event honoring employers of people with disabilities and disseminate information about employers supporting the hiring of people with disabilities.
- Table at a minimum of three community events to increase awareness and visibility of the Accessibility and Disability Commission.
- Attend City of Pasadena and other commission meetings to inform and educate about accessibility and disability related considerations and promote inclusion of individuals with disabilities. Report to the Commission on accessibility topics discussed and knowledge gained at the meetings.
- Promote awareness of the Department of Rehabilitation “Demand Side Initiative” and EmployAbility grants for businesses to support employment for individuals with disabilities.
- Continue to support iBook Club of Pasadena including dissemination of monthly newsletter.

### **Work Plan Updates**

July 2023:

- Chair Jennings reported that E.R. Ruiz was honored as the recipient of the Robert Gorski Access Award for 2023 at the City Council meeting on Monday, July 17. Staff (Goldman) introduced Mr. Ruiz and spoke about his advocacy for burn victims.
- Commissioner Herrera provided the following update on the EmployAbility Grants webinar:
  - The webinar is scheduled for Thursday, August 24, 2023, at 10:00 A.M.
  - The flyer for the webinar will be sent to the Commission once it is finalized and requested the Commission distribute the flyer to their networks.
  - The ad hoc committee has contacted the local Department of Rehabilitation office to encourage their support and attendance at the webinar.

August 2023:

- Commissioner Jagusch provided the following updates on the action items for the objective:

- The ad hoc committee will begin to review the criteria and nomination process for the Robert Gorski Award and present the information to the Commission at an upcoming meeting.

Announced the Annual Pasadena Civitan Reception recognizing local businesses committed to hiring individuals with disabilities is on Thursday, October 12, 2023, from 5:00 – 7:00 P.M. at AbilityFirst, Pasadena.

- Encouraged the Commission to attend the Planning Commission Study Session regarding the Lamanda Park Specific Plan on Wednesday, August 23, 2023, at 6:30 P.M. This is a good opportunity to learn about development plans in the City and provide public comment to promote inclusion of individuals with disabilities in the plans. The Commission received an email on Monday, August 21 with more information about the meeting.
- Chair Jennings reported she assisted at the commission table at Assemblymember Chris Holden’s Annual Community Resource Fair and Block Party on Saturday, August 5, 2023, and shared information about the work of the Commission with the community.
- Commissioner Herrera reported 50 local businesses have registered for the EmployABILITY Grants webinar scheduled for Thursday, August 24, and encouraged the Commission to register for the event to learn more about the program.
- Commissioner Warner II reported he attended the iBook Club virtual meeting on Monday, August 14, with 15 participants in attendance. During the meeting the participants shared their favorite music recordings in a variety of media formats. The Commission will be sent the iBook Club newsletter with information about the virtual meeting scheduled for September 11.

September 2023:

- Reminder regarding the Annual Pasadena Civitan Reception recognizing local businesses committed to hiring individuals with disabilities is on Thursday, October 12, 2023, from 5:00 – 7:00 P.M. at AbilityFirst, Pasadena.
- Chair Jennings stated that the ad hoc committee will begin to review the criteria and nomination process for the Robert Gorski Access Award and present the information to the Commission at an upcoming meeting.
- Commissioner Herrera reported that the Employability Grant Webinar was successful, with recording available through the City’s Economic Development web page. Commissioners would like to follow up with DOR regarding outcome reporting including numbers of applications and successful grant awards by webinar attendees.

October 2023:

**Status:**

## **Ad Hoc Committee re: Objective #3 – Health, Wellness, and Inclusive Community**

Objective Purpose: To prioritize accessibility measures in public safety, housing, and community health.

Commissioners: Heinrich (Lead), Warner II, Jennings

### **Action Items:**

- Facilitate communication with Pasadena Public Health Department regarding best practices pertaining to authentic disability inclusion.
- Work collaboratively with Department of Housing to increase availability of affordable and accessible housing.
- Ensure a training program that prioritizes accessible measures in public safety is added to the current public safety training manual.

### **Work Plan Updates:**

July 2023:

- Chair Jennings reported that the ad hoc committee is developing 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 a future meeting and requested the Commission gather suggestions for features to include on the list from friends, family, and individuals within their networks.

August 2023:

- Commissioner Heinrich reported the ad hoc committee met on Monday, August 21 and discussed ways the Commission can assist in educating the community about the need for affordable and accessible housing.
- The ad hoc committee recommends the Commission receive a presentation from Ethan Wolferman, Senior Homeowner Advisor, Cottage ADUs, regarding the importance of accessibility in Accessory Dwelling Units (ADUs).
- Commissioner Herrera reported she will contact Jennifer Estep, Training Coordinator, Pasadena Police Department, to request an update on the recommendation to implement mandatory crisis intervention training for all police officers to improve police interactions with people with disabilities and provide an update to the Commission at the September meeting.

- Staff (Souto) reported he will follow up to arrange the presentation for the Commission from Ron Takiguchi, Building Official, Planning and Community Development Department regarding an update on the City's Prototype Design Options for Accessory Dwelling Units (ADUs).
- Commissioner Heinrich recommended the Commission receive a presentation regarding state and local building codes pertaining to accessibility in residential housing.

September 2023:

- Commissioner Herrera reported she will contact Jennifer Estep, Training Coordinator, Pasadena Police Department, to request an update on the recommendation to implement mandatory crisis intervention training for all police officers to improve police interactions with people with disabilities and provide an update to the Commission at the October meeting.
- Commissioners strongly urged staff to advocate for response and follow-up regarding the previously submitted housing recommendation letter. Commissioner Heinrich advocated for a presentation regarding state and local building codes pertaining to accessibility in residential housing.
- Staff (Goldman) reported that she will offer a training for Pasadena Police Department regarding rules and etiquette surrounding service animals, following dissatisfactory interactions between officers and community service dog handlers at the recent MobilityDog Poodle Palooza event at Central Park.

October 2023:

**Status:**

## Accessibility and Disability Commission Presentation Calendar FY 2023-2024

To be scheduled:

- Presentation from Planning and Community Development Department regarding an update on the City's Prototype Design Options for Accessory Dwelling Units (ADUs) – Ron Takiguchi, Building Official (Staff)
- Presentation from a local arts organization that offers art classes to children with disabilities – Presenter TBD
- Presentation from Department of Transportation regarding an update on the current accessibility improvement projects - Presenter TBD (Staff)
- Presentation regarding state and local building codes pertaining to accessibility in residential housing - Presenter TBD (Staff)
- Presentation regarding applicable ADA laws in residential housing – Anthony Goldsmith
- Presentation regarding Housing Department grants and resources for accessible housing – Bill Huang and Anne Lansing, Housing Department (Staff)

July 2023:

- None

August 2023:

- None

September 2023

- Presentation regarding the City's policies and procedures to ensure compliance with the Americans with Disabilities Act (ADA) standards – Sara Goldman, Accessibility and Disability Coordinator
- Presentation regarding the importance of accessible Accessory Dwelling Units (ADUs) – Ethan Wolferman, Senior Homeowner Advisor, Cottage ADUs

October 2023

- None

November 2023

- 

December 2023

- 

January 2024

- (tentative) Presentation from Department of Transportation regarding the North-South Greenways Quick-Build projects – Presenter TBD (Staff)

February 2024

- 

March 2024

-



April 2024

- 

May 2024

- 

June 2024 - Annual Meeting

(updated October 10, 2023)