

**City of Madera ADA Advisory Council  
City Hall Council Chambers  
205 W. 4<sup>th</sup> Street, Madera, CA 93637  
Regular Session Agenda  
January 20, 2026 3:30 p.m.**

Notice is hereby given that the ADA Advisory Council will hold a regular meeting Tuesday, January 20, 2026, at 3:30 p.m. in the City Council Chambers for the following purpose:

Members of the public may attend this meeting at City Hall. Members of the public may also observe the meeting on Zoom. Members of the public may comment on agenda items at the meeting or remotely through an electronic meeting via phone by dialing (669) 900-6833 enter ID #864 5765 2165. When an agenda item you wish to comment on is discussed, press \*9 on your phone to virtually raise your hand. Press \*6 to un-mute yourself to speak when the last four digits of your phone number or your name is called. Comments will also be accepted via email at [hrinfo@madera.gov](mailto:hrinfo@madera.gov) or by regular mail at 205 W. 4th Street, Madera, CA 93637.

Weblink: <https://cityofmadera.zoom.us/j/86457652165>

Telephone Number: (669) 900-6833  
Meeting ID 864 5765 2165

**Roll Call**

Jack Porter-Chairperson  
Cynthia Ortegón-Vice Chairperson  
Saim Mohammad  
Diana Robbins  
Gladys Marroquin  
Sipho Munyaradzi

**PUBLIC COMMENT:**

The first fifteen minutes of the meeting are reserved for members of the public to address the Advisory Council on items which are within the subject matter jurisdiction of the Council. Speakers shall be limited to three minutes. Speakers will be asked, but not required, to identify themselves and state the subject of their comment. If the subject is an item on the Agenda, the Chairperson has the option of asking the speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on the Agenda should be held until the hearing is opened. The Council is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Council does not respond to public comments at this time.

## Business Matters

1. Approval of Minutes – Meeting of October 21, 2025
2. Nomination and Election of Chairperson – Wendy Silva
3. Nomination and Election of Vice Chairperson – Wendy Silva
4. Advisory Councilmember Reports

***This portion of the meeting is reserved for the Advisory Council members (1) to make brief reports on attendance at other boards, committees, public agencies, and/or public events, (2) to request updates, (3) to initiate future agenda items.***

## Adjournment

Next Regular Meeting will be Tuesday, April 21, 2026

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- Please silence or turn off cell phones and electronic devices while the meeting is in session unless they are required for your participation in the meeting.
- Regular meetings of the Madera ADA Advisory Council are held on the 3rd Tuesday of each quarterly month (January, April, July and October) at 3:30 p.m. in the Council Chambers at City Hall. The public is invited to participate in-person or via Zoom.
- The complete agenda packet is available on the City's website and in the Human Resources Department at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting Human Resources at (559) 661-5404 or by email at [hrinfo@madera.gov](mailto:hrinfo@madera.gov).
- The meeting room is accessible to the physically disabled. Requests for accommodations for persons with disabilities such as signing services, assistive listening devices, or alternative format agendas and reports needed to assist participation in this public meeting may be made by calling the Human Resources Office at (559) 661-5404 or emailing [hrinfo@madera.gov](mailto:hrinfo@madera.gov). Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service. Requests may also be delivered/mailed to: City of Madera, Attn: Human Resources, 205 W. 4<sup>th</sup> Street, Madera, CA 93637. Requests should be made as soon as practicable as additional time may be required for the City to arrange or provide the requested accommodation. At least seventy-two (72) hours' notice prior to the meeting is requested but not required. When making a request, please provide sufficient detail that the City may evaluate the nature of the request and available accommodations to support meeting participation. Please also provide appropriate contact information should the City need to engage in an interactive discussion regarding the requested accommodation.
- The services of a translator can be made available. Please contact Human Resources at (559) 661-5404, or [hrinfo@madera.gov](mailto:hrinfo@madera.gov) to request translation services for this meeting. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service. Requests should be submitted in advance of the meeting to allow the

City sufficient time to provide or arrange for the requested services. At least seventy-two (72) hours' notice prior to the meeting is requested by not required.

- Questions regarding the meeting agenda or the conduct of the meeting, please contact the Human Resources Office at (559) 661-5404.
- Para asistencia en español sobre este aviso, por favor llame al (559) 661-5401.

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I, Erica Gaitan, Human Resources Technician II for the City of Madera, declare under penalty of perjury that I posted the above Madera ADA Advisory Council Agenda for the Regular Meeting of January 20, 2026, near the front entrances of City Hall no later than 5:00 p.m. on January 15, 2026.

*Erica Gaitan*

01/14/2026

Erica Gaitan, Human Resources Technician II      Date

ALL CITY EMPLOYEES AND THE PUBLIC ARE WELCOME TO ATTEND

City of Madera ADA Advisory Council  
City Hall Council Chambers  
205 W. 4th Street, Madera, CA 93637  
**REGULAR MEETING MINUTES**  
October 21, 2025, 3:30 p.m.

A regular meeting of the Madera ADA Advisory Council was scheduled for 3:30 p.m. on Tuesday, October 21, 2025, in the City Council Chambers. The meeting was also available to members of the public by Zoom video conferencing.

**ROLL CALL:**

<b>Advisory Councilmember Name</b>	<b>Present</b>
Jack Porter, Chairperson	Y
Cynthia Ortegón, Vice Chairperson	Y
Saim Mohammad	Y
Diana Robbins	Y
Gladys Marroquin	N
Sipho Munyaradzi	Y
<b>In-Person City Staff Present</b>	
Wendy Silva, Director of Human Resources	
Erica Gaitan, Human Resources Technician II	
<b>In-Person Members of Public</b>	
0	
<b>Zoom Attendees</b>	
0	

**OTHERS PRESENT:** None.

Chairperson Porter called the meeting to order at 3:30pm.

Public Comment:

No public comment.

Business Matters

1. Approval of Minutes – Meeting of July 15, 2025. Councilmember Robbins made a motion to approve the minutes as presented; motion seconded by Councilmember Mohammad. All council members voted yes to approve the minutes. Motion passed unanimously.
2. Discussion regarding Save the Space educational campaign was presented by Vice Chairperson Ortegón. The concern is to educate people about the fraudulent/misusage of using someone else's placard for space reserved for those in need is based on disability, and legitimate reason, rather than convenience.

Discussions arose regarding historic campaigns with the Department of Motor Vehicles and partnership with the Madera Police Department. The suggestions of boosting information on Facebook and encouraging other organizations to post/share the information on their pages making it visibly accessible for all their followers were discussed. Councilmember Mohammad made a motion to approve a \$200-\$300 30-day Space educational campaign on Facebook with Madera Police Department. Councilmember Munyaradzi seconded the motion. Councilmembers voted unanimously to approve the motion.

3. Chairperson Porter announced that October is ADA Awareness month and he accepted the Proclamation presented by Madera City Council on October 15, 2025. Vice-Chairperson Ortegón additionally noted that ADA Advisory Council started in 2006 and shortly after the City of Madera recognized October as ADA Awareness Month. Furthermore, ADA has previously given awards for those businesses that have recognized ADA within the community. Discussions continued concerning budget and other items or things that the remaining budget can be used upon.
4. Chairperson Porter discussed areas of focus for the ADA in 2026. Discussions ensued concerning an electronic door (button or sliding door) at the entrance of the Finance Department. Vice-Chairperson Ortegón would like to further discuss for the agenda in the new year. Another idea she mentioned was to review the existing ADA Evaluation Study performed and each member of the ADA Council address the area of interest to evaluate the progress. Moreover, Councilmember Munyaradzi shared a compiled comprehensive list of possible areas of focus to consider, including infrastructure and accessibility audits, reviewing event processes for ADA considerations, and partnering with local agencies, businesses and vendors for awareness and inclusion campaigns. Discussions continued concerning Citywide databases, emergency preparedness and local partners/collaborations and public listening sessions. Vice-Chairperson Ortegón encouraged the advisory council to review the list Councilmember Munyaradzi prepared and be mindful of the Brown Act regarding discussions.
5. Advisory Councilmember Reports: Chairperson Porter reported on his and Vice-Chairperson Ortegón's attendance and participation in the Old Timers Parade and discussions of being more involved in the parade next year as a committee. Chairperson Porter reported that transit now has an app available through Madera Metro if in need of an ADA pick-up via Dial-A-Ride. Councilmember Munyaradzi announced an upcoming Heart and Stroke Walk held at Tesoro Viejo sponsored through Madera Community Hospital between 9:00 AM – 12:00 PM, October 25, 2025.

Meeting adjourned at 4:18 p.m.

Respectfully Submitted,

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Erica Gaitan  
HR Technician II

Date: \_\_\_\_\_

Accepted,

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Jack Porter  
Chairperson

Date: \_\_\_\_\_