



Commission on Disabilities

City of Arts & Innovation

TO: COMMISSION ON DISABILITIES **DATE: DECEMBER 18, 2025**
FROM: CHAIR TRIMM **WARD: ALL**
SUBJECT: REVIEW AND DISCUSS THE DRAFT EVENT LOGISTICS FORM AND
EVENT PROPOSAL FORM

ISSUE:

Review and discuss event planning and event proposal forms for the Commission on Disabilities.

RECOMMENDATION:

That the Commission on Disabilities review and provide feedback on the draft event logistics and event proposal forms.

BACKGROUND:

The Commission on Disabilities' (COD) mission is to identify the needs of persons with disabilities and create a public awareness of these needs in the areas of employment, housing, transportation, media, and physical and communication accessibility. The mission also supports programs and activities that promote greater independence for people with disabilities.

DISCUSSION:

To help focus and enhance the direction of the Commission on Disabilities, the commission has formulated an event proposal form and an event logistics form to streamline processes for requesting and planning events in order to ensure organization and clear communication.

Continued work on these forms could be objectives for the Commission's upcoming 2026 Annual Work Plan, which will be included for discussion on the January and February agendas. The Commission can consider finalizing these forms and asking the City's Marketing and Communications Department to brand/format the final drafts of the forms.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Fred Tobar, Administrative Analyst

Attachment: Form A: Event Proposal
Form B: Logistics Sheet