

COPIES OF THIS AGENDA ARE  
AVAILABLE FROM THE  
NEIGHBORHOOD INFORMATION  
SERVICE AT THE CENTRAL AND ALL  
BRANCH LIBRARIES.



## **SPECIAL AGENDA**

### **NORTHWEST COMMISSION**

**SUNDAY, JANUARY 13, 2019**

#### **MEMBERS**

Chair, Cindy Schnuelle, District 5  
Vice Chair, Carla Boykin, Mayor Appointee  
Beverly Sims, District 1  
Steve Darden, District 1  
Carolina Romo, District 2  
Jura Slattery, District 3  
Rogelio Ramirez, District 3  
Allen Shay, District 4  
Ralph Frammolino, District 5  
Sandra Chen Lau, District 6  
Kimberly Douglas, District 7

#### **STAFF**

Lola Osborne, Deputy Director HS&R

#### **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.

*In compliance with the Americans with Disabilities Act of 1990, listening assistive devices are available from the City Manager's Office with a 24-hour advance notice. Please call 626-744-4791 to request use of a listening device.*

*Language translation services are available for this meeting by calling 626-744-4791 at least 24 hours in advance. Habrá servicio de interpretación disponible para éstas juntas llamando al 626-744-4791 por lo menos con 24 horas de anticipación.*

*Agendas and supporting documents are available on the Internet at [www.cityofpasadena.net/commissions](http://www.cityofpasadena.net/commissions). Materials related to an item on this Agenda submitted to the NORTHWEST COMMISSION after distribution of the agenda packet are available for public inspection in the HUMAN SERVICES AND RECREATION OFFICE at 100 North Garfield Avenue, N255, Pasadena, CA 91109, during normal business hours.*



**SPECIAL MEETING AGENDA  
NORTHWEST COMMISSION  
JACKIE ROBINSON COMMUNITY CENTER  
1020 NORTH FAIR OAKS AVENUE  
PASADENA, CA 91103**

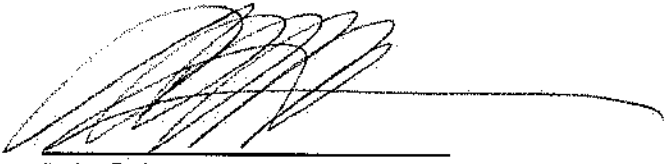
**Sunday, January 13, 2019  
8:30 AM**

- 1. PUBLIC COMMENT FOR ITEMS ON THE AGENDA**
- 2. ACTION ITEMS**
  - I. Preparation of 6-month Work Plan
    - A. Carryover Items
    - B. New Issues
    - C. Prioritization
    - D. Implementation Strategies
  - II. Committee Assignments
  - III. Adjournment

Bilingual translation will be provided upon request within 24 hours of the meeting; call (626) 744-4791. For more information, on accessibility and to request reasonable accommodations, call (626) 744-4791 or (626) 744-4371 (TDD) at least 24 hours in advance.

**POSTING STATEMENT:** I HEREBY CERTIFY that this Agenda, in its entirety was posted on the Council Chamber Bulletin Board S249 and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue and the Jackie Robinson Community Center at 1020 North Fair Oaks Avenue on January 9, 2019 by 5:30 pm. An electronic copy was sent to the Central Library for posting and the agenda may be viewed at the City's website at <http://www.ci.pasadena.ca.us/planning/meetings/notices.asp>.

Cindy Schnuelle  
Northwest Commission Chair

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Lola Osborne  
Deputy Director, Human Services and Recreation

## Northwest Commission Annual Retreat

### Agenda

Sunday, January 13, 2019

1. Preparation of 6-month Work Plan
  - a. Prioritization
  - b. Implementation Strategies
  - c. Carryover Items
  - d. New Issues/objectives: Outreach
2. Committee Assignments:

Suggested topics for six-month work plan:

- Discuss expectations, capacity to complete objectives, reduce the number of objectives to a manageable number.
- Identify the time commitments of each Commissioner when setting up the objectives.
- Do not include objectives that other departments are already working on.
- Discuss the criteria for each objective before voting to keep it.

### Lunch

3. Update the Commission survey
4. Human Services & Recreation Newsletter & NW Commission newsletter
  - Present revised newsletter layout: Ralph Frammolino
  - Formulate a workable distribution plan for the newsletter
5. Next Steps
7. Adjourn

Will the objectives set out by the Commission highlight the Commission in a positive way?

- Are they outcome oriented?
- How could the Commission be more effective?

CITY OF PASADENA • NORTHWEST COMMISSION

**SIX-MONTH STRATEGIC OBJECTIVES**

JULY 2018 – DECEMBER 2018 (UPDATED 12/01/2018)

	<p><b>CITY OF PASADENA MISSION:</b></p> <p>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.</p> <p><b>NORTHWEST COMMISSION ROLES AND PURPOSES:</b></p> <ol style="list-style-type: none"><li>1. Serve as monitoring body and voice for the Northwest Community and to provide periodic advice to the City Council on Northwest issues.</li><li>2. Provide ongoing oversight of the implementation of the Northwest Strategic Plan.</li><li>3. Work with the City Manager and staff to promote economic development activities in Northwest Pasadena.</li></ol>
--	--

CITY OF PASADENA • NORTHWEST COMMISSION

SIX-MONTH STRATEGIC OBJECTIVES

July 2018 – December 2018 (UPDATED 12/01/2018)

STRATEGIES	LED BY	STATUS			COMMENTS	
		DONE	ONGOING	REVISED		
<b>ADVOCATE FOR THE NORTHWEST COMMUNITY THROUGH INFORMATIONAL PRESENTATIONS BY COMMUNITY AND PUBLIC ORGANIZATIONS</b>  <b>Objective</b> Request presentations to the NWC  <b>Action Steps</b> <b>Presentations for Advocacy</b> <ul style="list-style-type: none"> <li>• Police Department</li> <li>• Parks – data on Northwest</li> <li>• Economic Development Updates</li> <li>• Community Groups</li> <li>• Code Enforcement – Blight</li> <li>• Semi-annual PUSD Facility Updates</li> <li>• Tournament of Roses – twice a year</li> <li>• Public entities</li> </ul> <b>Attending meetings:</b> <ul style="list-style-type: none"> <li>• Hahamogna Watershed Project Meetings</li> <li>• Pasadena Neighborhood Network</li> <li>• Monitoring project development, code enforcement, new businesses, historic districts and historical designations</li> </ul> <b>Action</b> <ul style="list-style-type: none"> <li>• Monthly updates from Commissioners and follow-up with local businesses</li> </ul>	Staff, NW Commission           Cindy Schnuelle and Carolina Romo Beverly Sims and Cindy Schnuelle Staff					
			X			Monthly presentations by the Police Department
			X			Attended the Ed Tech meeting in September with local retailers see attached notes. Presentation from Dianne Russell from WDB – December
			X			Adelante Youth Alliance
			X			Monthly updates by staff
			X			PUSD facilities presentation in November, 2018
			X			First presentation - June, 2018
			X			PCC on Northwest College
			X			Last meeting was September 25, 2018
			X			Next meeting TBD
	X			Staff provides a monthly update of projects and new businesses.		
	X			Five letters were sent out to new local businesses in July		
	X			Two letters were sent in August		
	X			One letter was sent out in September		
	X			Three letters sent in December		

**CITY OF PASADENA • NORTHWEST COMMISSION**

**SIX-MONTH STRATEGIC OBJECTIVES**

July 2018 – December 2018 (UPDATED 12/01/2018)

STRATEGIES	LED BY	STATUS			COMMENTS
		DONE	ON GOING	REVISED	
<p><b>PRESENT RECOMMENDATIONS TO THE CITY COUNCIL THROUGH PRESENTATIONS FROM VARIOUS CITY DEPARTMENTS IN THE FOLLOWING AREAS</b></p> <ul style="list-style-type: none"> <li>• CIP</li> <li>• CDBG</li> <li>• Housing</li> <li>• Land Use</li> </ul>	NW Commission	X	X X X		<p>Continued discussion at October, 2018 meeting TBD October, 2018 City Council meeting for Heritage Square South Monthly development project report</p>

CITY OF PASADENA • NORTHWEST COMMISSION

SIX-MONTH STRATEGIC OBJECTIVES

July 2018 – December 2018 (Updated 12/01/2018)

STRATEGIES	LED BY	STATUS			COMMENTS
		DONE	ON GOING	REVISED	
<b>ADVOCATE FOR THE COMMUNITY BY LEARNING COMMUNITY NEEDS FROM COUNCIL DISTRICTS 1, 3 and 5</b>  <b>Action Steps</b> <ul style="list-style-type: none"> <li>o Attend all Council District Meetings and Activities</li> <li>o Refine surveys and compile them into a report for review and action by the Commission</li> </ul> Participate in community events. <ul style="list-style-type: none"> <li>• Better Health, Better Life, Health Fair &amp; Conference (Nov)</li> <li>• La Pintoresca Tree Lighting (Dec)</li> <li>• State of the City Address (Jan.)</li> <li>• MLK Events (Jan.)</li> <li>• Black History Month Celebrations (Feb and March.)</li> <li>• Family Fun Day (May)</li> <li>• Juneteenth (June)</li> <li>• 41<sup>st</sup> District Block Party (Aug.)</li> <li>• Parks After Dark (July - August)</li> <li>• National Night Out (August)</li> <li>• Fiestas Patrias (September)</li> <li>• Latino Heritage Jamaica and Parade (Oct.)</li> <li>• New Businesses Welcome Letter</li> <li>• Church Events</li> <li>• Lunar New Year (Jan, Feb.)</li> </ul>	NW Commission  Commissioner Frammolino		X		Update on Surveys at October 9 <sup>th</sup> meeting   The Commission participated at the 41 <sup>st</sup> District Block Party. The Commission outreached at PAD. The Commission outreached at National Night Out   Community forum on Sales Tax Initiative -10/11/2018 @7pm -KD
		X	X	X	



CITY OF PASADENA • NORTHWEST COMMISSION

SIX-MONTH STRATEGIC OBJECTIVES

July 2018 – December 2018 (UPDATED 12/01/2018)

STRATEGIES	LED BY	STATUS			COMMENTS
		DONE	ON TARGET	REVISED	
<p><b>OUTREACH TO THE COMMUNITY</b></p> <p><b>Northwest Commission Newsletter</b></p> <p><b>Action Steps</b></p> <ul style="list-style-type: none"> <li>○ Review the Communications plan</li> </ul>	<p>Commissioner Frammolino Cindy Schueller and Kimberly Douglas</p>				<p>Commissioner Frammolino presented strategic communications plan at the September 11, 2018 meeting. The Commission will move forward with the following recommendations:</p> <ul style="list-style-type: none"> <li>• Keep it stand-alone</li> <li>• PDF for distribution online (Next Door), council email lists</li> <li>• Find sponsor for hard copy version</li> <li>• Explore insert in PWP bills</li> <li>• Send out teaser "alerts" on Next Door</li> <li>• Stick to English for now                             <ul style="list-style-type: none"> <li>○ Secure a Spanish-language sponsor for Spanish version later</li> </ul> </li> </ul>

**CITY OF PASADENA • NORTHWEST COMMISSION**

**SIX-MONTH STRATEGIC OBJECTIVES**

July 2018 – December 2018 (UPDATED 12/01/2018)

STRATEGIES	LED BY	STATUS			COMMENTS
		DONE	ON TARGET	REVISED	
<p><b>MONITOR IMPLEMENTATION OF THE CAPITAL IMPROVEMENT PROJECTS</b></p> <p><b>Action Steps</b></p> <ul style="list-style-type: none"> <li>o Establish project timeline for all CIP activities.               <ul style="list-style-type: none"> <li>• Hear from residents and follow up on CIP needs May-August</li> <li>• Northwest Commission discusses CIP requests September</li> <li>• Review full list in October at NWC meeting</li> <li>• Submit projects to City staff in November</li> <li>• Sub-committee meets with PWV staff in February</li> <li>• Staff presents CIP projects in March</li> <li>• Commissioners attend public hearings before the Planning Commission, Transportation Commission and City Council in April</li> </ul> </li> </ul>	<p>Cindy Schnuelle, Kimberly Douglas and NW Commissioners</p>		X		<p>Commission discussion at the September 11<sup>th</sup> meeting will continue to submit projects and discuss at the October 9<sup>th</sup> meeting.</p>

CITY OF PASADENA • NORTHWEST COMMISSION

**SIX-MONTH STRATEGIC OBJECTIVES**

July 2018 – December 2018 (UPDATED 12/01/2018)

STRATEGIES	LED BY	STATUS			COMMENTS
		DONE	ON TARGET	REVISED	
<b>SUPPORT ECONOMIC DEVELOPMENT ACTIVITIES</b>  <b>Action Steps</b> <ul style="list-style-type: none"> <li>○ Work with City staff and Councilmembers to promote economic development activities in the Northwest.</li> <li>○ Support the economic strategic plan update and implementation</li> </ul>	Cindy Schnuelle, Steve Darden, Rogelio Ramirez and Ralph Frammolino		X		Invite staff from Career Services Division to discuss employment trends at the November or December, 2018 meeting.

**CITY OF PASADENA • NORTHWEST COMMISSION**

**SIX-MONTH STRATEGIC OBJECTIVES**

July 2018 – December 2018 (UPDATED 12/01/2018)

STRATEGIES	LED BY	STATUS			COMMENTS
		DONE	ON TARGET	REVISED	
<b>ADVOCATE ACTIVELY IN PLANNING AND DEVELOPMENT PROCESS FOR ROBINSON PARK and HERITAGE SQUARE SOUTH</b>  <b>Action Steps</b> <ul style="list-style-type: none"> <li>○ Participate on RP Steering Committee and encourage City Council to fund additional improvements through CDBG or Capital Improvement Projects.</li> <li>○ Receive updates on the Heritage Square (South) project.</li> </ul>	Steve Darden and Sandra Chen Lau		X		The final RP Steering Committee meeting is October 23, 2018  Notify Commission of date for Grand Re-Opening in January  Housing staff to return to City Council with recommendations in October, 2018.
			X		