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**AGENDA
NORTHWEST COMMISSION
REGULAR MEETING
TUESDAY, JANUARY 14, 2020**

MEMBERS

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

STAFF

Lola Osborne, Deputy Director HS&R
Tamer Sabha, 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.

*In compliance with the Americans with Disabilities Act of 1990, listening assistive devices are available with a 24-hour advance notice.
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Habr  servicio de interpretaci n disponible para  stas juntas llamando al 626-744-7295 por lo menos con 24 horas de anticipaci n.

*Agendas and supporting documents are available on the Internet at 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.*



**AGENDA
NORTHWEST COMMISSION
REGULAR MEETING
TUESDAY, JANUARY 14, 2020
6:30 PM
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

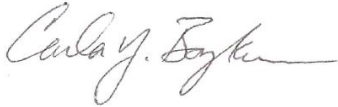
- 1. CALL TO ORDER; WELCOME; ROLL CALL**
 - **WELCOME TO NEW COMMISSIONER AL CARR (DISTRICT 1)**
- 2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

Please limit comments to 3 minutes per speaker.
- 3. REVIEW AND APPROVAL OF MINUTES, DECEMBER 10, 2019***
- 4. UPDATE FROM LT. MARCIA TAGLIORETTI (PASADENA POLICE DEPARTMENT)**
- 5. NEW BUSINESS**
 - INFORMATION ITEMS**
 - **HERITAGE SQUARE SOUTH UPDATE – BILL HUANG (DIRECTOR, HOUSING DEPARTMENT)**
 - **DISCUSSION REGARDING THE CULTURAL SIGNAGE PROJECT FOR 100 W. WALNUT – HEATHER LINDQUIST (CONSULTANT)**
 - ACTION ITEMS**
 - **APPROVAL OF ANNUAL MEETING TO REPLACE BI-ANNUAL RETREAT**
 - **REVIEW AND APPROVAL OF THE DRAFT RETREAT AGENDA***
- 6. OLD BUSINESS**
 - ACTION ITEM**
 - **UPDATE OF SIX MONTH STRATEGIC PLAN***
- 7. COMMENTS AND UPDATES**
 - INFORMATION ITEMS**
 - **STAFF COMMENTS**
 - **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

8. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS
- TOUR OF COMMUNITY GARDENS
- TOUR OF CHAP CARE HEALTH CLINIC LOCATIONS

9. ADJOURNMENT

*Attachment



Carla Boykin, Chair
Northwest Commission

Note to Public: An opportunity for Public Comment will be provided at the time the above items are discussed.

I HEREBY CERTIFY that this Notice, in its entirety, was posted on the Council Chamber Bulletin Board, Room 247, and the Bulletin Board in the rotunda area of City Hall, and a copy was distributed to the Central Library as well as the Jackie Robinson Community Center for posting on this 9th day of January 2019, by 6:30 p.m., and that copies were emailed or delivered, and/or notice accepted by telephone not less than 72 hours prior to the meeting, to each member of the Northwest Commission and emailed 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.



Lola Osborne, Deputy Director
Human Services and Recreation Department

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DRAFT MINUTES



**CITY OF PASADENA
NORTHWEST COMMISSION
REGULAR MEETING
TUESDAY, DECEMBER 10, 2019
6:30 PM
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

COMMISSIONERS PRESENT: Carla Boykin, Kimberly Douglas, Ralph Frammolino (7:08 PM arrival), Cindy Schnuelle, Allen Shay (7:10 PM departure), Beverly Sims

COMMISSIONERS ABSENT: Sandra Chen Lau (excused), Carolina Romo (excused), Jura Slattery (excused)

STAFF PRESENT: Lola Osborne, Tamer Sabha

1. CALL TO ORDER; WELCOME; ROLL CALL

Chair Boykin called the meeting to order at 6:38 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Miriam Tellez and Joyce Hill, Pasadena residents representing the Greater Pasadena Affordable Housing Group (GPAHG), requested to agendize an informational presentation about the North Fair Oaks Empowerment Initiative at a future meeting.

3. REVIEW AND APPROVAL OF MINUTES, NOVEMBER 12, 2019*

After review, it was moved (Schnuelle) and seconded (Sims) to approve the minutes of the November 12, 2019 meeting. (Motion carried) (Abstain: Shay)

4. UPDATE FROM LT. MARCIA TAGLIORETTI (PASADENA POLICE DEPARTMENT)

Lt. Taglioretti presented the Statistical Report for November 2019, which included traffic collision and holiday package theft protection information. Questions from the Commission followed.

5. NEW BUSINESS

▪ DISCUSSION OF ROBINSON PARK RECREATION CENTER POOL AND POOL HOUSE CONCEPT PLAN

James Tong (Engineer, Public Works), along with Erica Dicioccio and Stephanie Fugimura from the Dahlin Architectural Group, provided an informational presentation on the progress of the Robinson Park Recreation Center pool and pool building conceptual drawings. Questions from the Commission followed.

▪ DISCUSSION OF JANUARY RETREAT DATE AND LOCATION

The Commission discussed scheduling the January retreat for Sunday, January 26 from 11:00AM to 3:00PM with the location to be determined.

- **DISCUSS ADDING A NEW OBJECTIVE FOR THE STRATEGIC PLAN TO OUTREACH TO NEW BUSINESSES IN THE NORTHWEST**

After discussion, it was moved (Schnuelle) and seconded (Douglas) to add a new objective under Economic Development in the strategic plan to outreach to new businesses in the Northwest. (Motion unanimously carried).

6. OLD BUSINESS

- **UPDATE OF SIX MONTH STRATEGIC PLAN***

The Commission provided updates to the six month strategic plan.

7. COMMENTS AND UPDATES

- **STAFF COMMENTS**

Staff (Osborne) asked the Commission for suggestions on confirming their attendance for meetings to ensure a quorum is met.

- **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Commissioner Schnuelle commented on former Commissioner Steve Darden's invitation to the Darden Law and Leadership Academy (DLLA) informational meeting on Tuesday, December 17 from 6:00 PM-8:00 PM and invited Commissioners to attend.

8. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

None.

8. ADJOURNMENT

It was moved (Sims) and seconded (Schnuelle) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 8:15 PM.



**DRAFT RETREAT AGENDA
NORTHWEST COMMISSION
SPECIAL MEETING
SUNDAY, JANUARY 26, 2020
11:00 AM**

**JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

- 1. CALL TO ORDER; WELCOME; ROLL CALL**
- 2. PUBLIC COMMENT LIMITED TO ITEMS ON THIS SPECIAL MEETING AGENDA**
Please limit comments to 3 minutes per speaker.
- 3. NEW BUSINESS**
ACTION ITEMS
 - **REVIEW COMMISSION STRATEGIC PLAN FOR JULY-DECEMBER 2019**
 - **ESTABLISH THE COMMISSION STRATEGIC PLAN FOR JANUARY-JUNE 2020 – DIANE BURBIE (FACILITATOR, THE ASPIRE GROUP)**
- 4. COMMENTS AND UPDATES**
INFORMATION ITEMS
 - **STAFF COMMENTS**
 - **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**
- 5. ADJOURNMENT**

*Attachment

Carla Boykin, Chair
Northwest Commission

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CITY OF PASADENA • NORTHWEST COMMISSION

SIX-MONTH STRATEGIC OBJECTIVES

July 2019 – December 2019 (UPDATED 12/30/19)

	<p>CITY OF PASADENA MISSION: 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>NORTHWEST COMMISSION ROLES AND PURPOSES:</p> <ol style="list-style-type: none">1. Serve as monitoring body and voice for the Northwest Community and to provide periodic advice to the City Council on Northwest issues.2. Provide ongoing oversight of the implementation of the Northwest Strategic Plan.3. Work with the City Manager and staff to promote economic development activities in Northwest Pasadena.
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STRATEGIES	LED BY	STATUS			COMMENTS	
		DONE	ONGOING	REVISED		
ADVOCACY AND RECOMMENDATIONS VIA PRESENTATIONS TO THE CITY COUNCIL, CITY DEPARTMENTS & COMMISSIONS AND OTHERS IN THE FOLLOWING AREAS						
ACTION STEPS RECOMMEND IMPLEMENTATION OF THE CAPITAL IMPROVEMENT PROJECTS <ul style="list-style-type: none"> • Hear from residents and follow up on CIP needs (July-Sept.) • NWC formulates and submits recommendations (October) • Commissioners share the CIP recommendations with their Council member • Public Works vote (November) 	Commissioners: Schnuelle , Douglas, Shay, Boykin				JUL	
					AUG	
					SEP	Commissioners Douglas, Shay, and Schnuelle will be meeting on Wednesday, September 10 to discuss Capital Improvement Project (CIP) recommendations.
					OCT	The Commission approved the 2019-2020 CIP list with the addition of the two items presented at the October meeting and for staff to submit the form. Additions: - Stop sign on El Molino Ave at Ladera St (North and South) - Stop sign at Washington Blvd and Raymond Ave
					NOV	Staff submitted four new CIP projects to Public Works for review on Thursday, November 7.
					DEC	The Commission received the FY 2021-2025 CIP Budget Preparation Schedule.
ACTION STEPS <ul style="list-style-type: none"> • CDBG • Presentation from Randy Mabson regarding FY 2019-2019 CAPER Report for CDBG (October 2019) • CDBG City Set-Asides Applications due January 17, 2020 • Presentation from Randy Mabson regarding CDBG City Set-Aside Projects (March 2020) 	NW Commission				JUL	
					AUG	
					SEP	
					OCT	The Commission received the FY18-19 CAPER Report for CDBG from Randy Mabson (Program Coordinator, Housing Department).
					NOV	The Commission received the schedule for upcoming dates for the CDBG process.

					DEC	No update.
ACTION STEPS • Youth Engagement (Summer employment slots for NW youth)	NW Commission	X			JUL	Vice-Chair Shay followed-up with City Clerk to get an exact timeframe for Census hiring.
					AUG	Vice-Chair Shay reported that the summer jobs available for youth would not begin until after the school year began.
					SEP	Objective marked as done.
					OCT	No update.
					NOV	No update.
					DEC	No update.

STRATEGIES	LED BY	STATUS			COMMENTS
		DONE	ONGOING	REVISED	
COMMUNITY OUTREACH, EDUCATION & ENGAGEMENT					
ACTION STEPS <ul style="list-style-type: none"> • Participate and/or Present at Council District Meetings, Pasadena Neighborhood Network & community events <ul style="list-style-type: none"> ○ Provide monthly recap of Commissioners' activities ○ U.S Census 	NW Commission				<p>JUL Commissioner Schnuelle attended Pasadena Neighborhood Network meeting on Monday, July 29 on the subject of housing and affordable housing.</p> <p>AUG Commissioner Schnuelle attended Pasadena Neighborhood Network meeting on Monday, August 5 on the subject of homelessness.</p> <p>SEP Commissioner Schnuelle attended Pasadena Neighborhood Network meeting on Monday, September 9 and will attend Homelessness In Our Community Town Hall at Rosebud Café on Saturday, October 19.</p> <p>OCT Commissioner Schnuelle: -Attended the Pasadena Neighborhood Network meeting about Census hard to count areas in Northwest Pasadena. -Attended City Council Meeting on Monday, October 21 and spoke about the Hahamongna Watershed Park Advisory Committee (HWPAC).</p> <p>Chair Boykin tabled at the Latino Heritage Parade and Festival on Saturday, October 19.</p> <p>Commissioner Douglas: - Presented at the Pasadena Neighborhood Network meeting about Census hard to count areas in Northwest Pasadena. - Participated in tabling on the census on Wednesday, October 16 at Pilgrim</p>

						<p>Tower.</p> <ul style="list-style-type: none"> -Participated with the U.S Census group at the Latino Heritage Parade and Festival on Saturday, October 19.
					NOV	<p>Commissioner Schnuelle attended Pasadena Neighborhood Network meeting about additional CIP issues that have been added to the project list.</p> <p>Chair Boykin and Commissioner Douglas tabled at Councilmember Kennedy's community meeting on Wednesday, November 13.</p> <p>Commissioner Douglas:</p> <ul style="list-style-type: none"> -Attended Councilmember Wilson's monthly breakfast meeting on Thursday, November 7. -Attended Councilmember Wilson's meeting for Commissioners on Sunday, November 17. -Attended Census 2020 Goodwill Ambassador Training – Hollywood on Thursday, November 21.
					DEC	<p>Commissioner Schnuelle attended Pasadena Neighborhood Network meeting, with guest speaker Acting Police Commander Art Chute, on the new policies Police Chief Perez is implementing.</p> <p>Commissioner Douglas:</p> <ul style="list-style-type: none"> -Attended census city meeting on Friday, November 15 - Contacted City Clerk Mark Jomsky to see if Jonathan Robinson (City Staff) extract the granular data at the block level for hard to count areas in the Northwest to provide outreach. -Attended Congressman Chu's census training event on Friday, December 6

						Vice-Chair Shay attended the Pasadena Unified School District middle school football City Championship on Saturday, November 16 at Villa-Parke and spoke to attendees about the Northwest Commission's purpose and function.	
ACTION STEPS <ul style="list-style-type: none"> • Northwest Commission Newsletter <ul style="list-style-type: none"> ○ Issue two (2) quarterly newsletters and distribute broadly 	Commissioner Frammolino					JUL	
						AUG	
						SEP	Commissioner Frammolino informed the Commission that the second edition of the newsletter will be released this month.
						OCT	Commissioner Frammolino released the Northwest Commission Fall 2019 Newsletter. Commissioner Douglas volunteered to write an article about the U.S Census and Commissioner Chen Lau volunteered to write an article for the next newsletter to be released at the end of this quarter.
						NOV	The Commission discussed adding a section to the newsletter to highlight businesses in Northwest Pasadena.
						DEC	Commissioner Frammolino updated the Commission that the next newsletter will be released this month and will update the format of the newsletter to be more visually appealing in a digital format.

ACTION STEPS <ul style="list-style-type: none"> ○ Work with City staff and Councilmembers to support economic development activities in the Northwest. ○ Support the economic strategic plan update and implementation ○ Attend EdTech ○ Outreach to new businesses in the Northwest 	<p>Commissioners: Schnuelle, Frammolino, Shay, Romo</p>					JUL	Staff has mailed out letters to new businesses to introduce the Northwest Commission and offer assistance from the Northwest staff.		
						AUG	Staff has mailed out letters to new businesses to introduce the Northwest Commission and offer assistance from the Northwest staff.		
						SEP	Staff has mailed out letters to new businesses to introduce the Northwest Commission and offer assistance from the Northwest staff.		
						OCT	The Commission updated the business letter to send to new businesses in the Northwest.		
						NOV	<p>The Commission approved the updated welcome letter to new businesses in Northwest Pasadena.</p> <p>Commissioner Schnuelle will attend EdTech Meeting on Tuesday, November, 19.</p>		
						DEC	<p>Commissioner Schnuelle will attend the EdTech meeting scheduled for Tuesday, December 17.</p> <p>The Commission voted to add a new objective under Economic Development in the strategic plan to outreach to new businesses in the Northwest.</p> <p>Commissioners Boykin and Sims will outreach to two new local businesses along Lincoln Avenue.</p>		

STRATEGIES	LED BY	STATUS			COMMENTS
		DONE	ONGOING	REVISED	

MONITOR AND ASSESS ISSUES OF IMPORTANCE THROUGH INFORMATIONAL PRESENTATIONS

ACTION STEPS	LED BY	DONE	ONGOING	REVISED	COMMENTS								
<p>Request presentations to the NWC</p> <ul style="list-style-type: none"> • Police Department • Housing Department • Hahamongna Watershed Park Advisory Committee (HWPAC) 	Staff, NW Commission				<table border="1"> <tr> <td>JUL</td> <td>Lt. Taglioretti (Pasadena Police) presented the Monthly Statistical Report for June 2019 and traffic collision information.</td> </tr> <tr> <td>AUG</td> <td></td> </tr> <tr> <td>SEP</td> <td> <p>Lt. Taglioretti (Pasadena Police) presented the Monthly Statistical Report for August 2019 and traffic collision information.</p> <p>Jim Wong (Senior Project Manager, Housing Department) provided a presentation and staff recommendation for 136-138 West Howard Street. The commission voted to approve the staff recommendation.</p> </td> </tr> <tr> <td>OCT</td> <td> <p>Lt. Taglioretti (Pasadena Police) presented the Monthly Statistical Report for September 2019 and traffic collision information.</p> <p>Commissioner Schnuelle provided an update on the request to restructure the Hahamongna Watershed Park Advisory Committee.</p> <p>The Commission recommended approval to the City Council the request of the key business terms of an affordable housing loan agreement with CNS La Villa Lake, LCC and a budget amendment for funding an amount not to exceed \$580,000 for the rehabilitation of the La Villa Lake Project at 1070 N. Lake Avenue as amended that the 114 units be considered as a whole</p> </td> </tr> </table>	JUL	Lt. Taglioretti (Pasadena Police) presented the Monthly Statistical Report for June 2019 and traffic collision information.	AUG		SEP	<p>Lt. Taglioretti (Pasadena Police) presented the Monthly Statistical Report for August 2019 and traffic collision information.</p> <p>Jim Wong (Senior Project Manager, Housing Department) provided a presentation and staff recommendation for 136-138 West Howard Street. The commission voted to approve the staff recommendation.</p>	OCT	<p>Lt. Taglioretti (Pasadena Police) presented the Monthly Statistical Report for September 2019 and traffic collision information.</p> <p>Commissioner Schnuelle provided an update on the request to restructure the Hahamongna Watershed Park Advisory Committee.</p> <p>The Commission recommended approval to the City Council the request of the key business terms of an affordable housing loan agreement with CNS La Villa Lake, LCC and a budget amendment for funding an amount not to exceed \$580,000 for the rehabilitation of the La Villa Lake Project at 1070 N. Lake Avenue as amended that the 114 units be considered as a whole</p>
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					<p>and the Area Median Income (AMI) be mixed with a greater degree between 50% and 80%.</p> <p>The Commission approved the recommendation to City Council to increase loan to Heritage Housing Partners by \$50,000 for rehabilitation of the Decker House at the Decker Court Affordable Homeownership Project (1661 N. Fair Oaks Ave).</p>										
					<p>NOV</p> <p>Lt. Taglioretti (Pasadena Police) presented the Statistical Report for October 2019 and traffic collision information.</p> <p>Commissioner Schnuelle: - Informed the Commission that all HWPAC meetings have been cancelled until January 2020. - Will attend the Arroyo Seco Canyon Project CEQA Scoping Meeting on Thursday, November 21 at Robinson Park Recreation Center.</p>										
					<p>DEC</p> <p>Lt. Taglioretti presented the Statistical Report for November 2019, traffic collision information, and shared holiday package theft protection information and handouts.</p> <p>Commissioner Schnuelle informed the Commission that HWPAC meetings have been cancelled until the next meeting on January 28, 2020.</p>										
<p>ACTION STEPS</p> <p>Enhance survey quality:</p> <ul style="list-style-type: none"> • Explore collaboration with entity that has expertise in survey design and administration to enhance this data collection process 	Commissioner Frammolino				<table border="1"> <tr> <td>JUL</td> <td></td> </tr> <tr> <td>AUG</td> <td>The Commission received surveys completed at Assembly member Holden's Block Party on Saturday, August 3.</td> </tr> <tr> <td>SEP</td> <td></td> </tr> <tr> <td>OCT</td> <td>The Commission discussed updating the Northwest Commission community survey and agendaizing it for the next meeting.</td> </tr> <tr> <td>NOV</td> <td>Chair Boykin provided feedback to the</td> </tr> </table>	JUL		AUG	The Commission received surveys completed at Assembly member Holden's Block Party on Saturday, August 3.	SEP		OCT	The Commission discussed updating the Northwest Commission community survey and agendaizing it for the next meeting.	NOV	Chair Boykin provided feedback to the
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NOV	Chair Boykin provided feedback to the														

						Commission at the November meeting given to her by members of the community who completed the Northwest Commission survey at the Latino Heritage Parade and Festival on Saturday, October 19.
					DEC	<p>Commissioner Frammolino:</p> <ul style="list-style-type: none"> - Received completed community surveys from Councilmember Kennedy's community meeting on Wednesday, November 13. - Will update the survey to include Capital Improvement Project needs, and will complete an updated version at the January regular meeting.