



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

**AGENDA  
NORTHWEST COMMISSION  
SPECIAL MEETING  
SUNDAY, JANUARY 26, 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.  
Please call 626-744-7295 to request use of a listening device.*

*Language translation services are available for this meeting by calling 626-744-7295 at least 24 hours in advance.*

*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](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.*



**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. ADJOURNMENT**

\*Attachment

A handwritten signature in cursive script, reading "Carla Y. Boykin".

---

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 23<sup>rd</sup> day of January 2020, 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

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Human Services and Recreation Department at (626) 744-7295. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting. Language translation services are available for this meeting by calling (626) 744-7295 at least 24 hours in advance. Habra servicio de interpretación disponible para éstas juntas llamando al (626) 744-7295 por lo menos con 24 horas de anticipación.

Items on the agenda may not be called in the order listed.

**DISTRIBUTION:**

Northwest Commission  
City Council  
City Manager  
City Attorney

City Clerk  
Central Library  
Public Information Officer

La Opinion  
Los Angeles Times  
Pasadena Journal

Pasadena NOW  
Pasadena Star News  
Pasadena Weekly

**CITY OF PASADENA • NORTHWEST COMMISSION**

**SIX-MONTH STRATEGIC OBJECTIVES**

July 2019 – December 2019 (UPDATED 01/21/20)

	<p><b>CITY OF PASADENA MISSION:</b> 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>
--	---

STRATEGIES	LED BY	STATUS			COMMENTS														
		DONE	ONGOING	REVISED															
<b>ADVOCACY AND RECOMMENDATIONS VIA PRESENTATIONS TO THE CITY COUNCIL, CITY DEPARTMENTS &amp; COMMISSIONS AND OTHERS IN THE FOLLOWING AREAS</b>																			
<b>ACTION STEPS</b>  <b>RECOMMEND IMPLEMENTATION OF THE CAPITAL IMPROVEMENT PROJECTS</b> <ul style="list-style-type: none"> <li>• Hear from residents and follow up on CIP needs (July-Sept.)</li> <li>• NWC formulates and submits recommendations (October)</li> <li>• Commissioners share the CIP recommendations with their Council member</li> <li>• Public Works vote (November)</li> </ul>	Commissioners: <b>Schnuelle</b> , Douglas, Shay, Boykin				<table border="1"> <tr><td>JUL</td><td></td></tr> <tr><td>AUG</td><td></td></tr> <tr><td>SEP</td><td>Commissioners Douglas, Shay, and Schnuelle will be meeting on Wednesday, September 10 to discuss Capital Improvement Project (CIP) recommendations.</td></tr> <tr><td>OCT</td><td>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</td></tr> <tr><td>NOV</td><td>Staff submitted four new CIP projects to Public Works for review on Thursday, November 7.</td></tr> <tr><td>DEC</td><td>The Commission received the FY 2021-2025 CIP Budget Preparation Schedule.</td></tr> <tr><td>JAN</td><td>No update.</td></tr> </table>	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.	JAN	No update.
		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.																
		JAN	No update.																
				<table border="1"> <tr><td>JUL</td><td></td></tr> <tr><td>AUG</td><td></td></tr> <tr><td>SEP</td><td></td></tr> <tr><td>OCT</td><td>The Commission received the FY18-19 CAPER Report for CDBG from Randy Mabson (Program Coordinator, Housing Department).</td></tr> <tr><td>NOV</td><td>The Commission received the schedule for upcoming dates for the CDBG process.</td></tr> </table>	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.					
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.
					JAN	No update.
<b>ACTION STEPS</b> <ul style="list-style-type: none"> <li>Youth Engagement (Summer employment slots for NW youth)</li> </ul>	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.
					JAN	No update.

STRATEGIES	LED BY	STATUS			COMMENTS	
		DONE	ONGOING	REVISED		
<b>COMMUNITY OUTREACH, EDUCATION &amp; ENGAGEMENT</b>						
<b>ACTION STEPS</b> <ul style="list-style-type: none"> <li>• Participate and/or Present at Council District Meetings, Pasadena Neighborhood Network &amp; community events <ul style="list-style-type: none"> <li>○ Provide monthly recap of Commissioners' activities</li> <li>○ U.S Census</li> </ul> </li> </ul>	NW Commission					
					JUL	Commissioner Schnuelle attended Pasadena Neighborhood Network meeting on Monday, July 29 on the subject of housing and affordable housing.
					AUG	Commissioner Schnuelle attended Pasadena Neighborhood Network meeting on Monday, August 5 on the subject of homelessness.
					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.
					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).  Chair Boykin tabled at the Latino Heritage Parade and Festival on Saturday, October 19.  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 Tower. - Participated with the U.S Census group at the Latino Heritage Parade and Festival on Saturday, October 19.
				NOV	Commissioner Schnuelle attended Pasadena Neighborhood Network meeting about additional	

						<p>CIP issues that have been added to the project list.</p> <p>Chair Boykin and Commissioners Douglas and Slattery tabled at Councilmember Kennedy's Community Meeting and Resource Fair on Wednesday, November 13. Commissioner Slattery also attended the community meeting and assisted in the turkey giveaway</p> <p>Commissioner Douglas:</p> <ul style="list-style-type: none"> <li>- Attended Councilmember Wilson's monthly breakfast meeting on Thursday, November 7.</li> <li>- Attended Councilmember Wilson's meeting for Commissioners on Sunday, November 17.</li> <li>- Attended Census 2020 Goodwill Ambassador Training – Hollywood on Thursday, November 21.</li> </ul>
					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"> <li>- Attended census city meeting on Friday, November 15</li> <li>- 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.</li> <li>- Attended Congressman Chu's census training event on Friday, December 6</li> </ul> <p>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.</p>
					JAN	<p>Commissioners Schnuelle and Douglas attended the Homeless Count Training Orientation on Monday, January 13 and will be participating in the</p>



							<p>Homeless Count on January 21-22.</p> <p>Commissioner Schnuelle attended Pasadena Neighborhood Network meeting on Thursday, January 9 with presentations from Julie Gutierrez (Assistant City Manager) and Tim Park (Department of Finance) about the City budget process and FY 2021 Operating Budget Calendar, and also shared City of Pasadena Public Engagement Tool for comments and concerns related to Capital Improvement Projects. (<a href="https://www.cityofpasadena.net/finance/operating-budgets/">https://www.cityofpasadena.net/finance/operating-budgets/</a>)</p> <p>Commissioner Douglas presented Census information at a resource fair for the formerly incarcerated held at the Flintridge Center, and will also attend Complete Count committee meeting on Friday, January 24 at Robinson Park Recreation Center.</p>
--	--	--	--	--	--	--	--

<b>ACTION STEPS</b> <ul style="list-style-type: none"> <li>• <b>Northwest Commission Newsletter</b> <ul style="list-style-type: none"> <li>○ Issue two (2) quarterly newsletters and distribute broadly</li> </ul> </li> </ul>	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.
					JAN	Commissioner Frammolino completed the newsletter and is awaiting edits and approval from the Human Services and Recreation Department, and will also: <ul style="list-style-type: none"> <li>- add a link for the Operating Budget Public Engagement Tool discussed at the January meeting (<a href="https://www.cityofpasadena.net/finance/operating-budgets/">https://www.cityofpasadena.net/finance/operating-budgets/</a>)</li> <li>- add updates from Commissioners Boykin and Sims about local businesses to write up for newsletter</li> <li>- list of new businesses in the area</li> </ul>

<b>ACTION STEPS</b> <ul style="list-style-type: none"> <li>○ Work with City staff and Councilmembers to <b>support economic development activities</b> in the Northwest.</li> <li>○ Support the economic strategic plan update and implementation</li> <li>○ Attend EdTech</li> <li>○ Outreach to new businesses in the Northwest</li> </ul>	Commissioners: Schnuelle, Frammolino, Shay, <del>Rome</del>				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	The Commission approved the updated welcome letter to new businesses in Northwest Pasadena.  Commissioner Schnuelle will attend EdTech Meeting on Tuesday, November, 19.	
					DEC	Commissioner Schnuelle will attend the EdTech meeting scheduled for Tuesday, December 17.  The Commission voted to add a new objective under Economic Development in the strategic plan to outreach to new businesses in the Northwest.  Commissioners Boykin and Sims will outreach to two new local businesses along Lincoln Avenue.	
					JAN	No update.	

STRATEGIES	LED BY	STATUS			COMMENTS
		DONE	ONGOING	REVISED	

**MONITOR AND ASSESS ISSUES OF IMPORTANCE THROUGH INFORMATIONAL PRESENTATIONS**

<p><b>ACTION STEPS</b></p> <p><b>Request presentations to the NWC</b></p> <ul style="list-style-type: none"> <li>• Police Department</li> <li>• Housing Department</li> <li>• Hahamongna Watershed Park Advisory Committee (HWPAC)</li> </ul>	<p>Staff, NW Commission</p>				<table border="1"> <tr> <td data-bbox="1763 423 1897 518">JUL</td> <td data-bbox="1897 423 2483 518">Lt. Taglioretti (Pasadena Police) presented the Monthly Statistical Report for June 2019 and traffic collision information.</td> </tr> <tr> <td data-bbox="1763 518 1897 548">AUG</td> <td data-bbox="1897 518 2483 548"></td> </tr> <tr> <td data-bbox="1763 548 1897 857">SEP</td> <td data-bbox="1897 548 2483 857"> <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 data-bbox="1763 857 1897 1427">OCT</td> <td data-bbox="1897 857 2483 1427"> <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>
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>												

						<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>JAN</p> <p>Lt. Taglioretti presented the Statistical Report and traffic collision information for December 2019</p> <p>Commissioner Schnuelle provided an update that the HWPAC will meet on Tuesday, January 28 to review the ordinance written by the City Attorney before sending back to the City Council for the first reading about the restructuring of</p>

						that body.	
<b>ACTION STEPS</b>  <b>Enhance survey quality:</b> <ul style="list-style-type: none"> <li>• Explore collaboration with entity that has expertise in survey design and administration to enhance this data collection process</li> </ul>	Commissioner Frammolino					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 agendizing it for the next meeting.
						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	Commissioner Frammolino: - 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.
						JAN	Commissioner Frammolino recommended directly advising Northwest residents to go to the Operating Budget Public Engagement link and also include in the Northwest Commission Newsletter ( <a href="https://www.cityofpasadena.net/finance/operating-budgets/">https://www.cityofpasadena.net/finance/operating-budgets/</a> )  The Commission discussed revising the community survey to include questions about internet usage and accessibility.

**CITY OF PASADENA • NORTHWEST COMMISSION**

**SIX-MONTH STRATEGIC OBJECTIVES**

January 2020 – June 2020

**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.

**NORTHWEST COMMISSION ROLES AND PURPOSES:**

- 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.

STRATEGIES	LED BY	STATUS			COMMENTS												
		DONE	ONGOING	REVISED													
<b>ADVOCACY AND RECOMMENDATIONS VIA PRESENTATIONS TO THE CITY COUNCIL, CITY DEPARTMENTS &amp; COMMISSIONS AND OTHERS IN THE FOLLOWING AREAS</b>																	
					<table border="1"> <tr><td>JAN</td><td></td></tr> <tr><td>FEB</td><td></td></tr> <tr><td>MAR</td><td></td></tr> <tr><td>APR</td><td></td></tr> <tr><td>MAY</td><td></td></tr> <tr><td>JUN</td><td></td></tr> </table>	JAN		FEB		MAR		APR		MAY		JUN	
JAN																	
FEB																	
MAR																	
APR																	
MAY																	
JUN																	
					<table border="1"> <tr><td>JAN</td><td></td></tr> <tr><td>FEB</td><td></td></tr> <tr><td>MAR</td><td></td></tr> <tr><td>APR</td><td></td></tr> <tr><td>MAY</td><td></td></tr> <tr><td>JUN</td><td></td></tr> </table>	JAN		FEB		MAR		APR		MAY		JUN	
JAN																	
FEB																	
MAR																	
APR																	
MAY																	
JUN																	
					<table border="1"> <tr><td>JAN</td><td></td></tr> <tr><td>FEB</td><td></td></tr> <tr><td>MAR</td><td></td></tr> <tr><td>APR</td><td></td></tr> <tr><td>MAY</td><td></td></tr> <tr><td>JUN</td><td></td></tr> </table>	JAN		FEB		MAR		APR		MAY		JUN	
JAN																	
FEB																	
MAR																	
APR																	
MAY																	
JUN																	



STRATEGIES	LED BY	STATUS			COMMENTS												
		DONE	ONGOING	REVISED													
COMMUNITY OUTREACH, EDUCATION & ENGAGEMENT																	
					<table border="1"> <tr><td>JAN</td><td></td></tr> <tr><td>FEB</td><td></td></tr> <tr><td>MAR</td><td></td></tr> <tr><td>APR</td><td></td></tr> <tr><td>MAY</td><td></td></tr> <tr><td>JUN</td><td></td></tr> </table>	JAN		FEB		MAR		APR		MAY		JUN	
JAN																	
FEB																	
MAR																	
APR																	
MAY																	
JUN																	
					<table border="1"> <tr><td>JAN</td><td></td></tr> <tr><td>FEB</td><td></td></tr> <tr><td>MAR</td><td></td></tr> <tr><td>APR</td><td></td></tr> <tr><td>MAY</td><td></td></tr> <tr><td>JUN</td><td></td></tr> </table>	JAN		FEB		MAR		APR		MAY		JUN	
JAN																	
FEB																	
MAR																	
APR																	
MAY																	
JUN																	
					<table border="1"> <tr><td>JAN</td><td></td></tr> <tr><td>FEB</td><td></td></tr> <tr><td>MAR</td><td></td></tr> <tr><td>APR</td><td></td></tr> <tr><td>MAY</td><td></td></tr> <tr><td>JUN</td><td></td></tr> </table>	JAN		FEB		MAR		APR		MAY		JUN	
JAN																	
FEB																	
MAR																	
APR																	
MAY																	
JUN																	

STRATEGIES	LED BY	STATUS			COMMENTS
		DONE	ONGOING	REVISED	

**MONITOR AND ASSESS ISSUES OF IMPORTANCE THROUGH INFORMATIONAL PRESENTATIONS**

					<table border="1"> <tr><td>JAN</td><td></td></tr> <tr><td>FEB</td><td></td></tr> <tr><td>MAR</td><td></td></tr> <tr><td>APR</td><td></td></tr> <tr><td>MAY</td><td></td></tr> <tr><td>JUN</td><td></td></tr> </table>	JAN		FEB		MAR		APR		MAY		JUN	
JAN																	
FEB																	
MAR																	
APR																	
MAY																	
JUN																	
					<table border="1"> <tr><td>JAN</td><td></td></tr> <tr><td>FEB</td><td></td></tr> <tr><td>MAR</td><td></td></tr> <tr><td>APR</td><td></td></tr> <tr><td>MAY</td><td></td></tr> <tr><td>JUN</td><td></td></tr> </table>	JAN		FEB		MAR		APR		MAY		JUN	
JAN																	
FEB																	
MAR																	
APR																	
MAY																	
JUN																	

**SAMPLE  
CITY OF PASADENA HUMAN SERVICES COMMISSION  
WORK PLAN: 7/1/19 - 6/30/20**

**MISSION** (as stated in Charter/Ordinance):

The purpose of the Human Services Commission is to advise and make recommendations to the City Council regarding human service needs of people of all ages in this community. The commission will aid the city in facilitating collaborative efforts and a coordinated approach to improve and expand the delivery of quality human services in Pasadena. The commission is established to respond to significant unmet human services needs and gaps as identified in various city documents related to human services.

For purposes of Chapter 2.86, "human services" is defined as a broad range of programs and activities designed to protect, improve and restore the personal welfare and well-being of residents of all ages. Typical human services would include, but not be limited to: social services, shelter, economic support, employment and training, education, health and protective services.

**OBJECTIVES/STRATEGIES:**

**1. Outreach**

Leads: **Caldwell**, Xie

Objective: To communicate the action items of the commission to the stakeholders of the community.

Action Items:

- Staff provide a recap of action items to distribute to the Commission
- Commissioners provide a quarterly update to their district Councilmember about what the Commission is working on

July 2019:

August 2019:

September 2019:

October 2019:

November 2019:

December 2019:

---

**Status:**

## **2. Office of the Young Child**

Leads: **Sisson**, Bolton

Objective: To inform the commission on the progress and accomplishments of the Office of the Young Child.

Action Item:

- Presentation from Crystal O'Grady about grants and Early Childhood Hub Network (November 2019)

July 2019:

August 2019:

September 2019:

October 2019:

November 2019:

December 2019:

---

**Status:**

### **3. Homelessness**

Leads: **Bolton, Booker, Xie**, Ford, Rector, Rasheed, Aragon, Albrecht

#### **Unidentified Homeless Youth**

Objective: To create multiple food banks across the City of Pasadena and to increase the communication between foster parents and foster children.

Action Items:

- Meet with Pasadena Unified School District, Pasadena City College, and other city officials to implement the food banks
- Hold an ad hoc committee meeting with representatives from LA County including Supervisor Barger to encourage the effective communication of monies and services available for school, housing, and transportation for transitional age youth
- Presentation from Leaders of Change (February 2020)
- Presentation from Police Chief Perez on how the Police Department interacts with unidentified homeless youth (February 2020)
- Presentation from Commissioner Rector on PUSD's interaction with unidentified homeless youth (March 2020)
- Presentation from Youth Moving On (March 2020)
- Presentation from Public Health Department (April 2020)

#### **Homeless Prevention and Intervention for Adults**

##### **OBJECTIVE**

Provide monthly oral and written reports about commission collaboration with agencies working to prevent adults from transitioning into homelessness and intervening with those who are homeless in the following areas:

##### **COMMISSION ACTION PLAN**

###### Continuum of Care & Pasadena Partnership Public/Private Agencies Activities:

###### Participate in the Faith Community Subcommittee by:

- Participating in outreach forums to the homeless and the community – Information
- Working on a Tool kit of activities that provide resources to the community; and participating in Developing an Information Kit for public awareness.

###### Participate in Research Subcommittee by:

- Attending meetings to give input on ideas for preventing Homelessness.
- Inviting Diana Trejo to present the draft of the City of Pasadena Homelessness Plan; Critique - Written input
- Providing commission input for development of the Pasadena Homelessness Plan;
  - Participating in the 2020 Homeless count;
  - Inviting Dr. Sofia Herrera and Jennifer O'Reilly-Jones to present Homeless Count results-Information

###### Pasadena Outreach Response Team (PORT) Activities: (Information)

- Invite PORT to provide its power point presentation of its strategies and interventions employed to help the homeless in order for the Commission to provide active support and participation in some selected activities.

###### Real Change Movement – Research

Collaborate with Flintridge Center to help:

- Raise awareness about the donations made through the meter program for the homeless.
- Raise awareness about the issues of homelessness within our community.

July 2019:

August 2019:

September 2019:

October 2019:

November 2019:

December 2019:

---

**Status:**

#### **4. Intellectual Disabilities – Youth**

Lead: **Caldwell**

Objective: Provide access to recreational programs and ensure that youth with intellectual disabilities are fully included in the existing park programs.

Action Items:

- Research Special-Fit program (fitness for diverse needs) to be added to current HSRD programs in parks
- Research existing city programming and adding information so that individuals with intellectual disabilities can be fully included
- Share information gathered with the Pasadena community
- Present information that was gathered to the Accessibility and Disability Commission to get their input

July 2019:

August 2019:

September 2019:

October 2019:

November 2019:

December 2019:

---

**Status:**