



**SPECIAL MEETING
NORTHWEST COMMISSION
Tuesday, July 14, 2020
6:30 P.M.**

MEMBERS

Chair, Carla Boykin, Mayor Appointee
Vice-Chair, Allen Shay, District 4
Beverly Sims, District 1
Al Carr, District 1
Vacant, District 2
Vacant, District 3
Christina Budai, District 3
Ralph Frammolino, District 5
Cindy Schnuelle, District 5
Ryan Bell, District 6
Kimberly Douglas, District 7

STAFF

Lola Osborne, Deputy Director
Tamer Sabha, Recording Secretary

Northwest Commission meetings are held on the 2nd Tuesday of each month.

Agendas and related documents are available for public review on the City website at:
<https://www.cityofpasadena.net/commissions/northwest-commission>

To request meeting materials in alternative formats or other disability-related modifications or accommodations necessary to facilitate meeting participation, please contact the Parks, Recreation and Community Services Department as soon as possible at (626) 744-7295 or tsabha@cityofpasadena.net. Providing at least 72-hour advance notice will help ensure availability.

Language translation services may also be requested with 72-hour advance notice by calling (626) 744-7295 or tsabha@cityofpasadena.net. Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7295.

PUBLIC PARTICIPATION

PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FOLLOWING MEETING WILL TAKE PLACE **SOLELY BY TELECONFERENCE/VIDEOCONFERENCE**.

MEMBERS OF THE PUBLIC MAY PARTICIPATE ELECTRONICALLY IN THE OPEN SESSION PORTION OF THE MEETING.

ACCESS TO THE MEETING IS AS FOLLOWS:

Video Conference: <https://us02web.zoom.us/j/81340204364>

OR

Phone: 1 (669) 900-6833 - Webinar ID: **813 4020 4364**

PUBLIC COMMENT INSTRUCTIONS

If you wish to provide comments, you may do so as follows:

1. ADVANCE CORRESPONDENCE, TO BECOME PART OF THE RECORD:

Submit public comment of any length to tsabha@cityofpasadena.net prior to the meeting day. Please be aware that, while these comments will be provided to the members of the body and will become part of the meeting record, they will not be read aloud.

2. COMMENTS TO BE READ ALOUD AT THE MEETING:

Submit public comment of up to 200 words regarding items on the agenda to: <https://www.cityofpasadena.net/commissions/public-comment/>. The body reserves the right to summarize comments if necessary for the orderly and timely flow of the meeting. All comments in their entirety will become part of the meeting record.

Public comments will be limited to matters on this agenda.

If you need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act because you are unable to participate electronically as set forth above, please contact the Parks, Recreation and Community Services Department as soon as possible at (626) 744-7295 or tsabha@cityofpasadena.net.



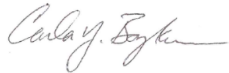
**AGENDA
SPECIAL MEETING
NORTHWEST COMMISSION
Tuesday, July 14, 2020
6:30 P.M.**

- 1. CALL TO ORDER; ROLL CALL**
- 2. WELCOME**
 - WELCOME TO NEW COMMISSIONERS CHRISTINA BUDAI (DISTRICT 3) AND RYAN BELL (DISTRICT 6)
- 3. APPROVAL OF MINUTES**
 - MARCH 10, 2020*
- 4. UPDATE FROM LT. MARCIA TAGLIORETTI (PASADENA POLICE DEPARTMENT)**
- 5. NEW BUSINESS**
 - NONE
- 6. OLD BUSINESS**
 - INFORMATION ITEM**
 - DISCUSSION REGARDING THE CULTURAL SIGNAGE PROJECT FOR 10 W. WALNUT (PARSONS PROJECT) – APPLICANT TEAM (PRESENTER)
 - ACTION ITEM**
 - UPDATE OF SIX MONTH STRATEGIC PLAN*
- 7. COMMENTS AND UPDATES**
 - STAFF COMMENTS
 - COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS
- 8. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**
 - ELECTION OF OFFICERS FOR FY 2020-2021
- 9. ADJOURNMENT**

*Attachment

Note to Public: Public comment is limited to items on this special meeting agenda. An opportunity for public comment will be provided at the time the above items are discussed. Please limit comments to 3 minutes per speaker.

POSTING STATEMENT: I HEREBY CERTIFY that this Agenda, in its entirety was posted on the City Council Chamber Bulletin Board S249, and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue on or before the 9th day of July 2020, by 5:30 p.m. The agenda may be viewed at the City's website at: www.cityofpasadena.net/commissions/northwest-commission.



Carla Boykin, Chair
Northwest Commission



Tamer Sabha, Recording Secretary

DRAFT MINUTES



**CITY OF PASADENA
NORTHWEST COMMISSION
REGULAR MEETING
TUESDAY, MARCH 10, 2020
6:30 PM**

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

COMMISSIONERS PRESENT: Al Carr, Kimberly Douglas (6:32 PM arrival), Ralph Frammolino, Cindy Schnuelle, Allen Shay, Beverly Sims (6:33 PM arrival)

COMMISSIONERS ABSENT: Carla Boykin (excused)

STAFF PRESENT: Lola Osborne, Tamer Sabha

1. CALL TO ORDER; WELCOME; ROLL CALL

Vice-Chair Shay called the meeting to order at 6:31 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

None

3. REVIEW AND APPROVAL OF MINUTES, FEBRUARY 11, 2020

After review, it was moved (Frammolino) and seconded (Schnuelle) to approve the minutes of the February 11, 2020 meeting. (Motion unanimously carried)

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

Lt. Taglioretti presented the Statistical Report on incidents and traffic collision information for February 2020. Questions from the Commission followed.

5. NEW BUSINESS

- **RECOMMENDATION FOR APPROVAL OF THE RECOMMENDED FISCAL YEAR 2021-2025 CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET – KRIS MARKARIAN (CITY ENGINEER, PUBLIC WORKS)**

After discussion, it was moved (Frammolino) and seconded (Schnuelle) to approve the FY 2021-2025 CIP budget with the condition to add a stop sign at the El Molino and Ladera intersection after review of a traffic investigation. Provide the North Fair Oaks Traffic Study and Feasibility Analysis to the Commission for review. (Motion unanimously carried)

- **DISCUSS DATE, TIME, AND LOCATION OF ANNUAL MEETING**
The Commission discussed holding the Annual Meeting at the Robinson Park Recreation Center on Saturday, June 6, 2020 beginning at 9:00 AM.
- **CHAIR TO APPOINT A NORTHWEST COMMISSIONER TO THE HAHAMOGNA WATERSHED PARK ADVISORY COMMITTEE (HWPAC)**
Vice-Chair Shay appointed Commissioner Schnuelle to the Hahamogna Watershed Park Advisory Committee (HWPAC) until her tenure has expired with the Northwest Commission.
- **PRESENTATION REGARDING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITY SET-ASIDE PROJECTS – RANDY MABSON (PROGRAM COORDINATOR, HOUSING)**
After discussion, it was moved (Douglas) and seconded (Carr) to approve the three recommendations of Community Development Block Grant (CDBG) City Set-Aside Projects. (Motion unanimously carried)

Staff Ranking:

1. Pasadena Single Family Residential Rehabilitation (PSFRR) \$450,000
2. Sidewalk Improvement – Northwest Pasadena \$500,000
3. Curb Ramp Installations – Northwest Pasadena \$400,000

- **PRESENTATION OF THE PUBLIC HOUSING AGENCY ANNUAL PLAN (2020) AND FIVE YEAR PLAN FOR HOUSING AND URBAN DEVELOPMENT – ANN LANSING (PROJECT PLANNER, HOUSING)**
The Commission received an informational presentation about the Public Housing Agency plan for 2020, an annual plan required by the United States Department of Housing and Urban Development, and ongoing initiatives including landlord outreach and project-based vouchers. Questions followed.

The Commission requested data of recipients in the Section 8 program living in the Northwest to articulate to the constituents of the Northwest Commission.

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) commented that Art Night on Friday, March 13 has been cancelled due to the weather and health concerns; and also shared information about the Summer ROSE internship program for Pasadena youth.

▪ **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Commissioner Douglas commented on the presentation at the City Council meeting on Monday, March 9 about the Throop property (444 North Fair Oaks Ave).

8. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETING

- Tour of community gardens
- Tour of ChapCare health clinic locations
- Tour of the Arroyo Seco
- Presentation from Housing Department about Heritage Square
- Tour of the Young and Healthy office

9. ADJOURNMENT

It was moved (Shay) and seconded (Schnuelle) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 9:05 PM.

**CITY OF PASADENA NORTHWEST COMMISSION
STRATEGIC PLAN 1/1/20 – 6/30/20
(Updated 6/25/20)**

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

OBJECTIVES/STRATEGIES:

1. ADVOCACY

Leads: Schnuelle (Chair), Boykin, Shay, Carr, Douglas

Objective: Advocacy and recommendations via presentations to the city council, city departments & commissions and others in the following areas.

Action Items:

- CIP - Recommend implementation of the capital improvement projects
 - Public Works gives presentation on their proposed projects/priorities (March 2020)
 - NWC provides input on budget (May/June 2020)
 - NWC partners with other community groups to identify CIP projects
- CDBG Set-Asides
 - Presentation from Randy Mabson regarding CDBG City Set-Aside Projects (March 2020)

January 2020: No update.

February 2020: The Commission reviewed and approved the updated six month work plan.

March 2020:

- The Commission approved the recommended fiscal year 2021-2025 Capital Improvement Program budget with the condition to add a stop sign at the El Molino and Ladera intersection after review of a traffic investigation. Provide the North Fair Oaks Traffic Study and Feasibility Analysis to the Commission for review.
- The Commission approved the three staff rankings for Community Development Block Grant Set-Aside projects:
 1. Pasadena Single Family Residential Rehabilitation (PSFRR) \$450,000
 2. Sidewalk Improvement – Northwest Pasadena \$500,000
 3. Curb Ramp Installations – Northwest Pasadena \$400,000

April – June 2020: No update due to meeting cancellations pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020.

2. OUTREACH

Leads: Shay (Chair), Carr, Douglas, Frammolino

Objective: Engage in community outreach, education and engagement to identify needs, share information and promote progress on areas of interest.

Action Items:

- Community Meetings/Events
 - Attend and present at Council District Meetings, Pasadena Neighborhood Network
 - Encourage participation in the US Census
- NWC Survey
 - Review and revise survey instrument
 - Determine ways to use technology to gather survey input (perhaps in conjunction with The City's current electronic survey)
 - Expand methods for disseminating survey
- NWC Newsletter
 - Commissioners provide articles for quarterly newsletters
 - Publish two quarterly newsletters
- Informational Presentations – Monitor and assess issues of importance through presentations from
 - Police Department
 - Housing Department
 - Hahamongna Watershed Park Advisory Committee (HWPAC)

January 2020:

Community Meetings/Events:

- Commissioners Schnuelle and Douglas attended the Homeless Count Training Orientation on Monday, January 13 and will be participating in the Homeless Count on January 21-22.
- 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 the City of Pasadena Public Engagement Tool for comments and concerns related to Capital Improvement Projects. (<https://www.cityofpasadena.net/finance/operating-budgets/>)
- Commissioner Douglas presented Census information at a resource fair for the formerly incarcerated held at the Flintridge Center, and will also attend the Complete Count committee meeting on Friday, January 24 at Robinson Park Recreation Center.

NWC Survey:

- Commissioner Frammolino recommended directly advising Northwest residents to go to the Operating Budget Public Engagement link and also include in the Northwest Commission Newsletter (<https://www.cityofpasadena.net/finance/operating-budgets/>)
- The Commission discussed revising the community survey to include questions about internet usage and accessibility.

NWC Newsletter:

- Commissioner Frammolino completed the newsletter and is awaiting edits and approval from the Human Services and Recreation Department, and will also:
 - Add a link for the Operating Budget Public Engagement Tool discussed at the January meeting (<https://www.cityofpasadena.net/finance/operating-budgets/>)
 - Add updates from Commissioners Boykin and Sims about local businesses to write up for newsletter
 - Add a list of new businesses in the area

Informational Presentations:

- Lt. Taglioretti presented the Statistical Report and traffic collision information for December 2019
- 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 that body.

February 2020: The Commission reviewed and approved the updated six month work plan.

March 2020:

Community Meetings/Events:

- Commissioner Frammolino attended the initial taskforce meeting for the design of Washington Park Community Center on Saturday, March 7.
- Commissioner Douglas informed the Commission about:
 - The Complete Count committee meeting on Saturday, March 7 at Villa Parke Community Center before the “Jump Into Census” event
 - A block party at the Boys and Girls Club on Saturday, March 21
 - Census outreach at Kings Village Apartments on Saturday, March 28
 - Pasadenans Organizing for Progress (POP) is hiring two canvassers from Northwest Pasadena for door-to-door outreach for the Census
- Commissioners Boykin, Shay, and Carr tabled at the Black History Parade and Festival on Saturday, February 15.

NWC Survey:

- Commissioner Frammolino spoke to Matt Feaster (Epidemiologist, Public Health) who reviewed the updated survey.
- The survey was updated and Commissioner Frammolino received completed surveys from the Black History Parade and Festival on Saturday, February 15.

NWC Newsletter:

- Vice-Chair Shay invited a representatives from Peace Over Violence and another mental health agency to present information about services offered for a newsletter article
- Vice-Chair Shay met with a vice president from the Art Center about outreach programs to expand their presence for high school students in the Northwest.
- Commissioner Carr volunteered to write an article about accessible dwelling units as a way to economically empower residents in the Northwest and address the housing shortage.
- Commissioners Douglas and Schnuelle volunteered to write an article about the FY 2021-2025 Capital Improvement Program (CIP) budget.
- The next newsletter will be released end of March or beginning of April.

Informational Presentations:

- The Commission received presentations from: Lt Taglioretti (Pasadena Police), Ann Lansing (Housing), and Randy Mabson (Housing).

April – June 2020: No update due to meeting cancellations pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020.

3. ECONOMIC DEVELOPMENT

Leads: Carr (**Chair**), Schnuelle, Boykin, Sims

Objective: Work with City staff and Councilmembers to support economic development activities in the Northwest.

Action Items:

- Engage and Promote New Businesses in the Northwest
 - Staff notifies NWC of new businesses in the Northwest
 - Commissioners make personal contact with business owners/representatives to learn about the business and introduce them to the role of the NWC
 - New businesses are highlighted in the NWC newsletter

January 2020: No update.

February 2020: The Commission reviewed and approved the updated six month work plan.

March 2020:

- Commissioner Carr spoke to members of the Senior Commission to support a recommendation to present to the City Council about a credit or grant for homeowners to provide accessible dwelling units for people who work in Pasadena, but cannot afford to live in Pasadena. Staff (Osborne) clarified that she has reviewed 45 accessible dwelling units in the Northwest and the city already has an incentive program in place.
- Commissioner Schnuelle visited K Music Academy, a new business in the Northwest, but the owner is out until March 12.
- Commissioner Frammolino shared that Annie's Tailoring (Lake Ave/Washington Blvd) has closed down to rent costs.

April – June 2020: No update due to meeting cancellations pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020.