



**SPECIAL MEETING
NORTHWEST COMMISSION
Tuesday, January 12, 2021
6:30 P.M.**

MEMBERS

Alfred L. Carr, Chair, District 1
Allen Shay, Vice-Chair, District 4
Carla Boykin, Mayor Appointee
Beverly Sims, District 1
Christina Budai, District 3
Cindy Schnuelle, District 5
Jessica Rivas, District 5
Ryan Bell, District 6
Kimberly Douglas, District 7
Vacant, District 2
Vacant, District 3

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/86745703099>

OR

Phone: 1 (669) 900-6833 - Webinar ID: 867 4570 3099

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, January 12, 2021
6:30 P.M.**

- 1. CALL TO ORDER; ROLL CALL**
- 2. APPROVAL OF MINUTES**
 - DECEMBER 8, 2020*
- 3. UPDATE FROM LT. MARCIA TAGLIORETTI (PASADENA POLICE DEPARTMENT)**
- 4. NEW BUSINESS**
 - NONE
- 5. OLD BUSINESS**
 - ACTION ITEMS**
 - RECOMMENDED AMENDMENTS TO THE NORTHWEST COMMISSION RULES AND REGULATIONS, SUBJECT TO CITY COUNCIL APPROVAL – LOLA OSBORNE (STAFF, DEPUTY DIRECTOR)*
 - RECOMMENDED AMENDMENTS TO THE PASADENA MUNICIPAL CODE CHAPTER 2.95, SUBJECT TO CITY COUNCIL APPROVAL BY ORDINANCE – LOLA OSBORNE (STAFF, DEPUTY DIRECTOR)*
 - CONSIDERATION OF AN AMENDED RECOMMENDATION TO THE CITY COUNCIL REGARDING THE COMPOSITION OF THE POLICE OVERSIGHT COMMISSION – CHAIR, ALFRED CARR*
 - UPDATE OF STRATEGIC PLAN FOR FY 2020-2021*
- 6. COMMENTS AND UPDATES**
 - STAFF COMMENTS
 - COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS
- 7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**
- 8. ADJOURNMENT**

*Attachment

Note to Public: Public comment is limited to items on this special meeting agenda and will be heard at the time the item is considered.

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 7th day of January 2021, by 5:30 p.m. The agenda may be viewed at the City's website at: www.cityofpasadena.net/commissions/northwest-commission



Alfred L. Carr, Chair
Northwest Commission



Lola Osborne, Deputy Director
Parks, Recreation and Community Services Department



DRAFT MINUTES

**CITY OF PASADENA
NORTHWEST COMMISSION
SPECIAL MEETING
Tuesday, December 8, 2020
6:30 P.M.**

COMMISSIONERS PRESENT: Carla Boykin, Ryan Bell, Christina Budai (joined at 7:26pm), Alfred Carr, Kimberly Douglas, Jessica Rivas, Cindy Schnuelle, Allen Shay, Beverly Sims

COMMISSIONERS ABSENT: None

STAFF PRESENT: Lola Osborne, Tamer Sabha

1. CALL TO ORDER; ROLL CALL

Chair Carr called the meeting to order at 6:33 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

2. APPROVAL OF MINUTES

After review, it was moved (Rivas) and seconded (Shay) to approve the minutes of the November 10, 2020 meeting. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Carr	X
Shay	X
Boykin	X
Sims	X
Schnuelle	X
Rivas	X
Bell	X
Douglas	X

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

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

The Commission requested a report of all incidents that have taken place at Villa Park from 2019-2020.

4. NEW BUSINESS

- REVIEW OF PROPOSED MINOR MODIFICATIONS TO THE NORTHWEST COMMISSION RULES AND REGULATIONS – LOLA OSBORNE (STAFF, DEPUTY DIRECTOR)

Staff (Osborne) reviewed the proposed modifications to the Northwest Commission Rules and Regulations in order to align it with Pasadena Municipal Code 2.95. Questions and feedback from the Commission followed.

CONSIDERATION OF A RECOMMENDATION TO THE CITY COUNCIL REGARDING THE COMPOSITION OF THE POLICE OVERSIGHT COMMISSION – CHAIR, ALFRED CARR

After discussion, it was moved (Carr) and seconded (Rivas) to approve the statement and attachment with modifications to exclude any references to the Civilian Oversight of the Pasadena Police (CICOPP) and Pasadenans Organizing for Progress (POP) and update the attachment. (Motion carried) (Opposed: Shay, Boykin) (Abstain: Sims, Schnuelle)

COMMISSIONER	IN FAVOR	OPPOSED	ABSTAIN
Carr	x		
Shay		x	
Boykin		x	
Sims			x
Budai	x		
Schnuelle			x
Rivas	x		
Bell	x		
Douglas	x		

5. OLD BUSINESS

- UPDATE OF STRATEGIC PLAN FOR FY 2020-2021

After discussion, it was moved (Carr) and seconded (Sims) to approve the updates to the strategic plan. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Carr	x
Shay	x
Boykin	x
Sims	x
Budai	x
Schnuelle	x
Rivas	x
Bell	x
Douglas	x

- **RECOMMEND ADDITIONS TO THE STRATEGIC PLAN FORMAT – COMMISSIONER SCHNUELLE**

The Commission discussed drafting an updated mission statement to be included on the first page of the strategic plan document. Staff (Osborne) clarified information about the current Northwest Commission’s purpose and functions serves as the mission statement for the Commission.

6. COMMENTS AND UPDATES

- **STAFF COMMENTS**

Staff (Osborne) provided the following comments:

- The Department of Transportation has asked that a member of the CIP ad hoc committee volunteer to join the Pedestrian Masterplan Advisory Committee. Vice-Chair Shay volunteered to join the committee; and
- Thanked the Commission for their commitment this year and wished them safe and happy holiday with their families.

- **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Chair Carr thanked staff and Commissioners for their work.

Vice-Chair Shay thanked the Commissioners for their work.

Commissioner Boykin thanked staff for their work this year and wished the Commission a happy and safe holiday.

Commissioner Sims wished the Commission a happy holiday and thanked staff for their work this year.

Commissioner Budai thanked the Commission for their hard work and wished them a happy holiday.

Commissioner Schnuelle thanked staff for their work with the Commission.

Commissioner Bell thanked staff and wished them a happy holiday.

Commissioner Douglas thanked staff for their work with the Commission, and thanked Commissioners for their work in bringing action items to meetings.

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETING

- None

8. ADJOURNMENT

It was moved (Schnuelle) and seconded (Bell) to adjourn the special meeting. (Motion unanimously carried) The meeting was adjourned at 9:10 PM.

The following rules were adopted by the Northwest Commission
on xxxxxxxxx, 2021 ,
For the conduct of its business consistent with the Pasadena
Municipal Code and amended on xxxxxx, 2021

RULES AND REGULATIONS

ARTICLE I

NORTHWEST COMMISSION

The name of this Advisory body is the Northwest Commission.

ARTICLE II

PURPOSES

SECTION 1. The purpose and function of this Commission are set forth in Chapter 2.95, Title 2 of the Pasadena Municipal Code.

~~SECTION 1. The purposes of this commission are:~~

- ~~A. Serve as a monitoring body for the northwest community.~~
- ~~B. Work with the city manager and staff on updating and revising the northwest strategic plan.~~
- ~~C. Provide ongoing oversight on the implementation of the plan.~~
- ~~D. Provide periodic advice to the city council on northwest issues.~~
- ~~E. Work with the city manager and staff to promote economic development activities in northwest Pasadena.~~
- ~~F. Provide periodic advice to the council on economic development activities in northwest Pasadena.~~
- ~~G. Present an annual review of the implementation of the plan's projects and programs to the city council and the community.~~

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this commission shall be limited to 11 members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.95, Title 2 of the Pasadena Municipal Code.

SECTION 3. Any member desiring to resign from the commission shall submit his/her resignation in writing to the chair of the commission and to the person who appointed and/or nominated the member to the commission, or his/her successor.

~~SECTION 4. In the event a member has Any member with three consecutive unexcused absences from meetings of the commission, the city council may declare the office of such member vacant. will be removed from the commission. The staff to the commission shall advise the administrative assistant to the mayor of any member with 3 consecutive unexcused absences. The chair of the commission may is empowered to excuse absences for good cause. A member must advise notify the chair and or the secretary in advance of any anticipated absence or absence is unexcused from a scheduled meeting.~~

SECTION 4 5. Absent members cannot vote by proxy on issues before the commission at scheduled meetings.

SECTION 5 6. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.95 of the Pasadena Municipal Code relating to this commission.

SECTION 6 7. Each member has the right:

- a. To receive timely notice of all meetings with accompanying documents;
- b. To receive a copy of the minutes prior to approval;
- c. To make motions or to second them;
- d. To debate motions;
- e. To vote on motions;
- f. To hold office on the commission ; and
- g. To make recommendations to the commission.

SECTION 7 8. No member shall purport to represent or speak on behalf of the commission without the prior approval of a majority of the commission.

~~SECTION 8 9. Code of Ethics Conflict of Interest~~

- a. If, due to any of the following factors, a member has a conflict of interest in a matter before the commission, that member shall declare the interest publicly, refrain from participating in the deliberations, abstain from voting on the matter, leave the meeting room during any meeting and deliberations and not discuss the matter with any other commission member prior to final action by the commission:
 1. Member is a client, employee or business associate of a party with a matter before the commission;
 2. Member is related by blood, marriage or adoption to a party with a matter before the commission;
 3. Member has a financial interest in the matter before the commission;
 4. Member and the party with a matter before the commission are affiliates in an association which would cause a reasonable person to question the commission member's impartiality in resolving the matter before the commission;
 5. Member is a friend or acquaintance of a party with a matter before the commission which would cause a reasonable person to question the commission member's impartiality in resolving the matter before the commission.
 6. No member shall participate in any matter before the commission in which he/she may have a bias prejudicial to the interests of the public or which would give the appearance of impropriety.
 7. If a member is required by City ordinance ~~and or~~ the Political Reform Act to file a statement of Economic Interest and fails to do so, that member is disqualified from further service on the commission.

ARTICLE IV

OFFICERS

SECTION 1. The officers of the commission shall be chair, vice chair, secretary and parliamentarian. The secretary ~~may~~ **shall** be a member of the City staff.

SECTION 2. The chair shall have the following responsibilities: Preside at all meetings of the commission; vote on every motion as other members; call special meetings when necessary; compose the agenda; appoint the parliamentarian for the commission; prepare the annual report for submission to the City Council; fix the date, hour and place of meeting; **make appointments to committees**; execute official communications; sign or make recommendations of the Commission; ~~advise the City Council of the names of members absences and of upcoming with three unexcused vacancies~~; and conduct commission business in a manner consistent with these rules and regulations

SECTION 3. The vice chair shall perform the duties of an absent ~~or disabled~~ chair and perform such other duties as are assigned by the chair. In the absence of both the chair and vice-chair, the members shall select a temporary chairperson.

SECTION 4. The secretary shall have the following responsibilities: record the minutes of all proceedings before the commission; maintain the records of the commission in complete and up-to-date order; report all correspondence to the commission; advise the chair three months prior to expiration of appointments; advise the chair of any members with three consecutive unexcused absences; assist in the preparation of the agendas; and make and **post** all notices.

SECTION 5. The parliamentarian shall assist the commission to resolve question parliamentary procedure using **Robert's Rules of Order** as a guide. The rules contained in the current edition of **Robert's Rules of Order** shall govern the Commission in all cases to which they are applicable and are not inconsistent with these rules, the Pasadena Municipal Code, or the Ralph M. Brown Act.

SECTION 6. The officers shall be elected by open ballot to serve for one year or until their successors are elected. Their terms of office shall begin at the close of the annual meeting at which they were elected and **appointed for the Parliamentarian position. A Nominating Committee consisting of 3 members shall be appointed by the chair to nominate officers. It shall be activated at the May meeting and report at the June meeting.**

SECTION 7. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE V

MEETINGS - GENERAL RULES

SECTION 1. The regular meetings of the commission shall be held on the 2nd Tuesday of every month **at 6:30 pm at the Jackie Robinson Community Center (1020 North Fair Oaks Avenue, Pasadena, CA 91103)**. Written notice of these meetings, including the date, time and location, shall be given to each member, the City Council and the City Manager.

SECTION 2. The regular meeting **in June** shall be known as the annual meeting and shall be for the purpose of electing officers, **appointing the parliamentarian** and for any other business that may arise.

SECTION 3. Special meetings may be scheduled by the chair or a majority of the commission. The purpose of the meeting shall be stated in the notice. Except in cases of emergencies, notice of special meetings shall be given at least 24 hours in advance.

SECTION 4. ~~A majority of the seats members~~ filled by the City Council of the ~~commission~~ shall constitute a quorum.

SECTION 5. All meetings of the commission shall be held in accordance with the Ralph M. Brown Act and shall be open to the public as provided by law.

SECTION 6. A matter must be on the agenda to be discussed and acted upon. ~~A matter may be placed on the agenda by a Commissioner member, by a request from a non-member agreed to by a member, or by staff.~~

ARTICLE VI

MEETINGS - SPECIAL RULES

SECTION 1. Scheduled meetings should begin no later than ~~7:00 pm~~ and adjourn no later than 8:30 pm.

SECTION 2. Discussion on any agenda item shall be limited to 15 minutes unless the Commission votes to extend discussion. The discussion shall be monitored by the chair. ~~for an additional 30 minutes (maximum).~~

SECTION 3. A member may not speak more than twice for or against any agenda item.

SECTION 4. A member may be asked not to speak longer than three minutes during discussion.

SECTION 5. Members should not prolong discussion by repeating an argument already made by another member.

SECTION 6. The order of business at all meetings shall be as follows:

1. a. Call to order
2. b. Roll call
3. ~~c.~~ Public comments
4. ~~d. Review and Approval~~ of minutes ~~of previous meeting~~
5. ~~e.~~ Old business
6. ~~f.~~ New business (including public hearings if applicable)
 - g. Public hearings
7. ~~h.~~ Reports/Comments from the Chair ~~commission~~
8. i. Comments from the ~~Commissioners, Reports, correspondence, announcements~~
9. Comments from Staff
10. Upcoming ~~Next~~ meeting agenda items
11. Adjournment

ARTICLE VII

MEETINGS - MOTIONS

SECTION 1. The commission may employ five motions in reaching decisions:

- a. **Motion for Action:** A proposal by a member that the commission do a special thing; e.g. , “I move that the commission issue an order to Mr. _____ directing him to remove the abandoned cars from the property.”
- b. **Motion to Amend:** A proposal to amend a motion made by insertion, addition, deletion, or substitution; e.g. , “I move to amend the motion by insertion of the words “by February 9, 1988” after the words “rat harborage.”
- c. **Motion to Rescind:** A proposal to repeal a motion before a different course of action is decided. (Once a motion has been approved, reflection or investigation may prove it to be impractical. Because the motion is in the minute book, it must be repealed.) E. g. “I move that the action ordering demolition of the building be rescinded.”
- d. **Motion to Table:** A proposal to cut off discussion and action on a motion that has been made. (This allows time for further investigation and ends heated discussion. The motion must be voted upon at once and can be brought back at a future meeting.) E. g. , “I move that the motion be tabled until the commission has a chance to review the committee’s report.”
- e. **Motion to Suspend the Order of Business:** A proposal made when circumstances such as an interruption, late arrival, or early departure necessitate an alteration or change in the agenda; e. g., “I move that the order of business be suspended immediately after the reading of the minutes to discuss the after-effects of the earthquake.”

SECTION 2. Once a motion is before the commission, the public will not be permitted to speak nor comment during the commission’s discussion of that motion.

SECTION 3. All voting on issues before the commission shall be by voice vote unless a roll call is requested by the chair or a member of the commission. There shall be no secret ballots.

SECTION 4. After a motion has been made and seconded, the ~~chair~~ secretary shall repeat the motion for the commission. The chair may rule the motion out of order or restate the motion so that the commission may know what is before it for consideration and action.

SECTION 5. The ~~chair~~ secretary shall announce the vote on the motion. In announcing the vote, the ~~chair~~ secretary shall state whether the motion carried or failed and the number of votes for and against.

ARTICLE VIII

COMMISSION MATTERS RELATED TO HUD GRANT FUNDING

SECTION 1. Applications, appeals relating to the processing of applications, and agenda items related to grant funding from the U.S. Department of Housing & Urban Development shall be processed and handled in the form and manner as provided by the Housing Department, prominently displayed on their website and/or available to the public upon request.

MEETINGS – HEARING PROCEDURES – IF APPLICABLE

~~SECTION 1. The commission shall follow the procedure outlined below in conducting hearings: review of action items~~

- ~~a. The title of the matter shall be announced by the chair.~~
- ~~b. A City staff member shall then present the matter to the commission.~~
- ~~c. The chair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.~~
- ~~d. The chair shall call for statements from other persons favoring the matter; then from persons opposing the matter under consideration.~~
- ~~e. The applicant, proponent or opponent shall be given an opportunity for rebuttal at the completion of the statements.~~
- ~~f. The chair shall declare the hearing closed.~~
- ~~g. By motion, the commission shall take action on the matter.~~
- ~~h. The chair shall announce the decision of the commission.~~
 - ~~i. All decisions of the commission relating to matters regarding action items requiring a public hearing shall be in writing and shall be mailed, sent to the parties within a reasonable time after the hearing~~

ARTICLE IX

COMMITTEES

SECTION 1. Unless otherwise provided in Chapter 2.95 of the Pasadena Municipal Code, the chair may appoint members to ad hoc or standing **committees** necessary to carry on the work of the commission. The chair shall define their area of operation and concern, and establish rules of operation. The chair shall be an ex officio member of all committees ~~so~~ created.

ARTICLE X

AMENDMENT OF RULES

SECTION 1. These rules may be proposed to be amended by a majority vote of the Commission, upon which the rules shall be submitted to the City Council for approval. In the event of a conflict between these rules and any rules established by the City Council for the conduct of meetings of all Council, committee, board, and commission meetings (such as Resolution no. 9716, dated June 3, 2019, as may be amended or superseded), the broader City Council rules (including, but not limited to, rules applicable to all City Council, committee, board, and commission meetings) shall prevail.

~~SECTION 1. These rules may be amended at any regular meeting of the commission by a majority vote, provided that the amendment has been submitted in writing at the previous meeting. Proposed amendments must be submitted to the City Council for final approval.~~

Chapter 2.95 - NORTHWEST COMMISSION

Sections:

2.95.010 - Short title.

This chapter shall be known as the "northwest commission" ordinance.

(Ord. 6404 § 1 (part), 1990)

2.95.020 - Establishment.

There is created and established a commission of the city to be known as the "northwest commission" and hereinafter called "commission."

(Ord. 6404 § 1 (part), 1990)

2.95.030 - Membership—Appointment and terms.

- A. The commission shall consist of 11 members, who shall be appointed as follows:
 - 1. Councilmembers from districts 1, 3, and 5 shall each nominate 2 members for a total of 6 members.
 - 2. Each of the remaining councilmembers and the mayor shall nominate 1 member for a total of 5 members.
 - 3. All nominations are subject to ratification by the city council.
- B. In making appointments or filling vacancies, all directors and the mayor shall ensure that the commission has a majority representation from the northwest community.
- C. Members shall be appointed for a term of 3 years, and shall serve no more than 2 consecutive terms. A term of less than 1 year shall not be considered a full term. Terms expire on June 30th of the applicable years. A member shall continue in office for the term for which he/she was appointed or until his/her successor is appointed. No member who has served 2 consecutive terms shall be eligible for reappointment to the commission ~~prior to the passage of a 2-year interval.~~
- D. If a member ceases to reside in the city prior to the expiration of a term, the member may complete the term only upon approval by the city council pursuant to Section 2.45.020.
- E. Any member of the commission may be removed by the city council at its pleasure.

(Ord. 6820 §§ 27, 45 (part), 2000; Ord. 6530 § 1, 1993; Ord. 6442 § 1, 1991; Ord. 6404 § 1 (part), 1990)

2.95.040 - Qualifications.

- A. All members shall be residents of the city; provided, however, that a person nominated by a ~~director-councilmember~~ need not reside in the ~~director's councilmember's~~ district.
- B. No members shall be employees of the city or its agencies.
- C. Members may either possess professional background or personal interest in the areas of housing, human services, employment, economic development, education, public works, finance, arts or culture.
- D. Members should be committed to improving the quality of life in the northwest community and possess a sensitivity and understanding of the diversity of that community.

(Ord. 6404 § 1 (part), 1990)

2.95.050 - Absences and vacancies.

- A. In the event a member has 3 consecutive unexcused absences from meetings of the commission, the city council may declare the office vacant. The staff to the commission shall advise the ~~administrative assistant secretary~~ to the mayor of any member with 3 consecutive unexcused absences. The chair of the commission may excuse absences. ~~A member must notify the chair and or the secretary in advance of the absence or the absence is unexcused.~~
- B. Vacancies, whether scheduled or unscheduled, shall be filled by the person who nominated the member to the vacant office, or by his/her successor, in the same manner as set forth in Section 2.95.030.

(Ord. 6820 § 45 (part), 2000; Ord. 6404 § 1 (part), 1990)

2.95.060 - Election of officers.

~~In the month of June, a~~At the ~~first meeting of~~ the commission, and there-after in ~~June at its first meeting~~ of each subsequent year, the members shall elect a chair and a vice chair ~~and appoint a Parliamentarian~~. In the absence ~~or disability~~ of the chair and the vice chair, the commission may designate a temporary chair. ~~A nominating committee consisting of 3 members shall be appointed by the chair to nominate officers. The committee shall be activated at the May meeting and report at the June meeting.~~

(Ord. 6404 § 1 (part), 1990)

2.95.070 - Meetings—Records.

- A. The commission shall meet at least once a month and all its meetings shall be open to the public pursuant to the Ralph M. Brown Act. Special meetings may be called by the chair or a majority of the commission.
- B. A quorum shall be a majority of the commission seats filled by the city council. A seat is deemed to be filled after a nominee has been sworn in by the city clerk. No action of the commission shall be valid without the affirmative vote of at least four members.
- C. The commission shall keep a record, which shall be available for public inspection, of all its resolutions, proceedings and other actions.

(Ord. 6675 § 1 (part), 1996; Ord. 6442 § 2, 1991; Ord. 6404 § 1 (part), 1990)

2.95.080 - Rules and regulations.

The commission shall adopt and amend, by the affirmative vote of ~~6 members~~ the majority of ~~members~~, rules and regulations for the conduct of the commission's business consistent with this chapter. Such rules and regulations shall be submitted to the city council and shall not become effective until approved and ordered filed by the council.

(Ord. 6820 § 28, 2000; Ord. 6442 § 3, 1991; Ord. 6404 § 1 (part), 1990)

2.95.090 - Annual report.

The commission shall submit an annual report and ~~workplan~~ ~~strategic plan~~ to the city council no later than September 1st of each year. Attendance records of members shall be included as part of the annual report.

(Ord. 6930 § 12, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6404 § 1 (part), 1990) 2.95.100 –

Disclosure requirements.

Members of the commission shall be required to file annual statements of economic interest pursuant to the city's conflict of interest code.

(Ord. 6518 § 3, 1993; Ord. 6404 § 1 (part), 1990)

2.95.110 - Purpose and functions.

The commission shall have the following functions:

- A. Serve as a monitoring body for the northwest community.
- B. Work with the city manager and staff on updating and revising the northwest strategic plan.
- C. Provide ongoing oversight on the implementation of the plan.

- D. Provide periodic advice to the city council on northwest issues.
- E. Work with the city manager and staff to promote economic development activities in northwest Pasadena.
- F. Provide periodic advice to the council on economic development activities in northwest Pasadena.
- G. Present an annual review of the implementation of the plan's projects and programs to the city council and the community.
- H. Recommend policies, procedures, programs and legislation to promote and ensure the accessibility of the physical, work, communication, civic involvement, social and cultural environments to all residents of Pasadena, particularly those who have disabilities.
- I. Consult and cooperate with other public agencies and commissions on matters relevant to the commission.

(Ord. 6820 § 45 (part), 2000; Ord. 6404 § 1 (part), 1990)

(Ord. No. 7263, § 4, 7-20-2015)

Approved by the Northwest Commission Statement from the Northwest Commission to City Council

Whereas, the residents of the Northwest region of the City of Pasadena are heavily affected by Pasadena Police Department (“PPD”) policies and procedures and therefore have an invested interest in the composition of the proposed Civilian Oversight Commission tasked with a review of the PPD activities toward the Northwest Pasadena community.

Further, the Northwest Commission encourages Councilmembers to not use excessively onerous qualifications for selecting commissioners for the Police Oversight Commission that would serve only to exclude the very people most effected by PPD’s policing policies and procedures implemented in Northwest Pasadena. The individuals selected should have input that is critical to the success of the Civilian Oversight Commission with a mission to serve not only Northwest Pasadena residents, but serve all residents of the City of Pasadena.

Further, we feel, fervently, that the Police Oversight Commission should be comprised of civilians and exclude current and former law enforcement personnel, prosecutors, lawyers who defend law enforcement, and police union employees.

Below is a suggested list of criteria we feel City Counsel may use when selecting persons that are residents\shareholders of the City of Pasadena:

- A person from one or all of the following: African American, Indigenous, Persons of Color, immigrant, refugee, LGBTQ, youth, faith, business, and other communities reflecting the overall demographics of Pasadena residents.
- A person representing or demonstrating knowledge of the experiences of limited-English speakers, persons experiencing homelessness/those of us without homes, and/or people living with mental illness and/or substance use disorders.
- A person experienced in law enforcement oversight, police accountability, community engagement and organizing, training or experience in organizational change and social justice, and training or experience in disciplines important to the Pasadena Oversight Commission and community.
- A person with demonstrated experience in working effectively with diverse populations.
- A person with demonstrated ability to develop consensus and create positive change in organizations.
- A person with demonstrated knowledge of policing policies and procedures, including those related to searches and seizures, collection and release of information, use of force, and professional accountability.
- A person with demonstrated experience in dealing with different aspects of the criminal justice system.

- A person with demonstrated experience in creating--and the ability to articulate--firm ideas for creating a culture of policing that is community-based, effective, and constitutional.
- A person with demonstrated understanding of local government and knowledge of intradepartmental interactions of City departments.
- A person with demonstrated understanding as to how police officer associations impact policing policies and strategies from a legal, management, and/or employee's perspective.
- A person with demonstrated ability to implement the vision and role of the Community Police Oversight Commission and describes how its work might positively impact all of Pasadena's residents.
- A person with demonstrated experience in evaluating programs and measuring outcomes.
- A person with demonstrated leadership in the community.

Individuals who have a felony or misdemeanor (non-violent) record should not be excluded from applying to serve on the Community Police Oversight Commission.

In addition to training prescribed in the ordinance, we recommend the following training

- Crossroads Anti Racism - www.crossroadsantiracism.org
- Live Above The Hype (Trauma Informed Training) - www.crackgeneration.com

The Northwest Commission, respectfully, reserves the right to modify, amend, or both, this statement as more information becomes available for review by this Commission.

Dated: January 7, 2021

Northwest Commission

Commissioner Alfred L. Carr, Chair
Northwest Commission



PRESS RELEASE

Contact: Ed Washatka
310-489-9951

October 17, 2020

CICOPP and POP Call for Open and Transparent Process to Interview and Nominate Applicants for Community Police Oversight Commission

On Monday, October 19, the City Council will be deliberating on the process for appointing commissioners. Mayor Terry Tornek and Council Member John Kennedy, Chair of the Public Safety Committee are recommending the City Council direct the City Attorney to prepare a resolution establishing a process for appointing member of the community to the Community Police Oversight Commission.

The Coalition for Increased Civilian Oversight (CICOPP) and Pasadenans Organizing for Progress (POP) affirms our previous demands that the selection of Community Police Oversight Commission members must be a transparent process that involves individuals most impacted by police violence.

To ensure active engagement by members of the most impacted members of our community, CICOPP and POP propose the creation of a panel composed of representatives from community-based organizations who will interview and nominate the applicants for three community appointed commission members.

CICOPP and POP also propose that the candidates nominated to fill the community positions as well as the candidates nominated by the Mayor and City Council should go through a City Council confirmation process that is entirely transparent and includes a public meeting.

At a minimum, the following criteria should be considered when assessing applicants for all eleven commissioner positions. The goal is to ensure the Community Police Oversight Commission, as a whole, adequately represents and possesses these qualities.

- Representing one or more of the following communities: Black, Indigenous, Persons of Color, immigrant, refugee, LGBTQ, youth, faith, business, and other communities reflecting the overall demographics of Pasadena residents.
- Representing or demonstrating knowledge of the experiences of limited-English speakers, persons experiencing homelessness/those of us without homes, and/or people living with mental illness and/or substance use disorders.
- Experience in law enforcement oversight; police accountability; community engagement and organizing; training or experience in organizational change and social justice; training or experience in disciplines important to the Pasadena Oversight Commission and community.
- Demonstrated experience in working effectively with diverse populations
- Demonstrated ability to develop consensus and create positive change in organizations
- Demonstrated knowledge of policing policies and procedures, including those related to searches and seizures, collection and release of information, use of force, and professional accountability
- Demonstrated experience in dealing with different aspects of the criminal justice system
- Demonstrated experience in creating--and the ability to articulate--firm ideas for creating a culture of policing that is community-based, effective, and constitutional
- Understanding of local government and how City departments function in relation to one another
- Understanding of how police officer associations impact policing, from a legal, management or employee's perspective
- Articulates the vision and role of the Community Police Oversight Commission and describes how its work might positively impact all of Pasadena's residents
- Demonstrated experience in evaluating programs and measuring outcomes
- Demonstrated leadership in the community

Individuals who have a felony or misdemeanor record should not be excluded from applying to serve on the Community Police Oversight Commission.

In addition to training prescribed in the ordinance, we recommend the following training

- Crossroads Anti Racism - www.crossroadsantiracism.org
- Live Above The Hype (Trauma Informed Training). www.crackgeneration.com

Sincerely,

Florence Annang, Kristin Ockershauser and Ed Washatka for
Coalition for Increased Civilian Oversight of Pasadena Police
(CICOPP) and Pasadenans Organizing for Progress (POP)

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**CITY OF PASADENA NORTHWEST COMMISSION
STRATEGIC PLAN 08/01/20 – 06/30/21**

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 a monitoring body for the Northwest community.
2. Work with the City Manager and staff on updating and revising the Northwest Strategic Plan.
3. Provide ongoing oversight on the implementation of the plan.
4. Provide periodic advice to the City Council on Northwest issues.
5. Work with the City Manager and staff to promote economic development activities in Northwest Pasadena.
6. Provide periodic advice to the Council on economic development activities in Northwest Pasadena.
7. Present an annual review of the implementation of the plan's projects and programs to the City Council and the community
8. Recommend policies, procedures, programs and legislation to promote and ensure the accessibility of the physical, work, communication, civic involvement, social and cultural environments to all residents of Pasadena, particularly those who have disabilities.
9. Consult and cooperate with other public agencies and commissions on matters relevant to the Commission.

OBJECTIVES/STRATEGIES:

1.	<p>ADVOCACY</p> <p>Schnuelle (Lead), Douglas, Shay, Bell</p> <p>Objective: Advocacy and recommendations via presentations to the City Council, city departments and Commissions, and others in the following areas:</p> <p>Action Items:</p> <ul style="list-style-type: none">• CIP – Recommend implementation of the capital improvement projects.• CDBG Set Aside• HWPAC – Advocate for the Hahamongna Watershed Park Advisory Committee (HWPAC):<ul style="list-style-type: none">○ Educational Center CIP Item
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- Habitat Enhancement Plan
 - One seat on the committee
 - Public Safety – Review Police Oversight Commission and make recommendations to the City Council.
 - Lead: Bell
-

Work Plan Updates:

August 2020:

- The Commission approved the Strategic Plan for FY 2020-2021.
- Commissioner Schnuelle updated the Commission that HWPAC:
 - Met last month and elected officers for FY 2020-2021;
 - Received an update from Los Angeles County Department of Public Works on the Devil's Gate Sediment Removal Project; and
 - Received information from Tim Brick (Managing Director, Arroyo Seco Foundation).

September 2020:

- The Commission requested information about the CIP process and project calendar.
- The Commission recommended approval of the concept design for the Washington Park Community House and Restroom Project.

October 2020:

- The Commission voted to accept the 2021-2022 CIP list of recommendations.

November 2020:

- The Advocacy ad hoc committee met to review comments from by Public Works personnel regarding request of status reports for past CIP submittals.
- Commissioner Schnuelle will draft a calendar list of expected project dates.

December 2020:

- The CIP ad hoc committee submitted the 2021-2022 list of recommendations.
- The HWPAC did not meet in December 2020, but will meet in January 2021.
- Commissioner Schnuelle will meet with city staff on Wednesday, December 9 to discuss the annex portion in the Hahamongna (educational center, habitat enhancement plan).
- The Commission voted to approve a statement and attachment to submit to the City Council regarding the composition of the Police Oversight Commission, with modifications.

2. OUTREACH

Bell (Lead), Boykin, Douglas, Budai

Objective: Engage in community outreach 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. (Commissioner Schnuelle)
- NWC Survey – review NWC Survey
- NWC Newsletter (Commissioner Bell)
- Informational Presentations – Monitor and assess issues of importance from presentations from:
 - Police Department
 - Housing Department
 - Public Health Department
- Research neighborhood associations currently active in the Northwest. (Commissioners Douglas and Budai)

Work Plan Updates:

August 2020:

- The Commission approved the Strategic Plan for FY 2020-2021.
- Commissioner Boykin attended Councilmember Kennedy's virtual town hall meeting to discuss the Community Police Oversight Commission with Police Chief John Perez and City Manager Steve Mermell.
- Commissioners Schnuelle and Douglas reviewed and updated the Northwest Commission survey and requested that staff translate the survey into Spanish.

September 2020:

- Lt. Taglioretti (Pasadena Police) presented the Statistical Report on incidents and traffic collision information for August 2020.
- The Commission requested race and gender information of officers and persons involved during police traffic stops, as well as information of additional incidents related to COVID-19.
- The Commission requested information about the cost associated with a Survey Monkey account in an effort to send the Northwest Commission survey through email.

	<p>October 2020:</p> <ul style="list-style-type: none"> • Lt. Taglioretti (Pasadena Police) presented the Statistical Report on incidents and traffic collision information for September 2020. • The Commission received a presentation from the Housing Department about updates with the Heritage Square South project for homeless seniors located at 768 North Fair Oaks Avenue. • Commissioners Budai and Douglas have been working on an updated list of neighborhood associations and have contacted over 50% of the associations. • Commissioner Bell provided an update to the Northwest Commission newsletter and suggested using Mailchimp to create it. <p>November 2020:</p> <ul style="list-style-type: none"> • Lt. Taglioretti (Pasadena Police) presented the Statistical Report on incidents and traffic collision information for October 2020. • The Outreach ad hoc committee will meet on Saturday, November 14 to discuss Commissioner Douglas' experience with the Northwest Commission newsletter. • Commissioner Budai shared that the review and update to the list of Northwest Pasadena neighborhood associations and community organizations is almost completed. There are currently 25 groups active and 8 that are not active. <p>December 2020:</p> <ul style="list-style-type: none"> • Lt. Taglioretti (Pasadena Police) presented the Statistical Report on incidents and traffic collisions for November 2020. • The Outreach ad hoc committee met to discuss the Northwest Commission newsletter, with a plan to release the first issue in January 2021. • Commissioner Budai is contacting neighborhood associations to confirm if they are active and interested being added to the Northwest Commission newsletter distribution list, and is also drafting a list of other groups (non-profits, advocacy groups, etc.) to add to a master list of contacts.
<p>3.</p>	<p>ECONOMIC DEVELOPMENT</p> <p>Carr (Lead), Schnuelle, Sims, Shay</p> <p>Objective: Work with city staff and Councilmembers to support economic development activities in the Northwest.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Engage and promote new businesses in the Northwest: <ul style="list-style-type: none"> ○ 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 will be highlighted in the NWC newsletter.
-

Work Plan Updates:

August 2020: The Commission approved the Strategic Plan for FY 2020-2021.

September 2020: The Commission received an informational presentation from Jennifer Daw (Principal Development Lead, West Region Development & Construction) about the proposed Chick-Fil-A restaurant at 790 North Lake Avenue. The Commission provided comments.

October 2020: Staff (Osborne) reported that no new businesses were included in the September 2020 monthly report for Northwest. Staff (Osborne) reported about the façade rehabilitation for a mini-retail center at 823 North Lake Avenue.

November 2020:

- Chair Carr informed the Commission that no new businesses have opened in Northwest Pasadena this month.
- Chair Carr virtually attended the EdTech Committee meeting on Tuesday, October 20 and suggested that the Economic Development ad hoc committee research and recognize local businesses that have stayed open during COVID-19.
- Staff (Osborne) recommended approaching local businesses in Northwest Pasadena who meet the criteria for the Business Legacy Recognition Program and provide the application for them.

December 2020:

- Chair Carr shared information about the Pasadena Fire Department career training program at Pasadena High School, and will request also implementing the program at John Muir High School.
- Staff (Osborne) shared a list of legacy businesses in Northwest Pasadena that have been operating for 40+ years.