



**SPECIAL MEETING
NORTHWEST COMMISSION
Tuesday, February 9, 2021
4:30 P.M.**

MEMBERS

Alfred L. Carr, Chair, District 1
Allen Shay, Vice-Chair, District 4
Beverly Sims, District 1
Christina Budai, District 3
Michael Anthony Cullins, District 3
Cindy Schnuelle, District 5
Ryan Bell, District 6
Kimberly Douglas, District 7
Vacant, Mayor
Vacant, District 2
Vacant, District 3
Vacant, District 5

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/87402519193>

OR

Phone: 1 (669) 900-6833 - Webinar ID: 874 0251 9193

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, February 9, 2021
4:30 P.M.**

- 1. CALL TO ORDER; ROLL CALL**
 - WELCOME TO NEW COMMISSIONER MICHAEL ANTHONY CULLINS (DISTRICT 3)
- 2. APPROVAL OF MINUTES**
 - JANUARY 12, 2021*
- 3. UPDATE FROM LT. MARCIA TAGLIORETTI (PASADENA POLICE DEPARTMENT)**
- 4. NEW BUSINESS**
 - INFORMATION ITEM**
 - PRESENTATION REGARDING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITY SET-ASIDE PROJECTS – RANDY MABSON (STAFF, PROGRAM COORDINATOR)
- 5. OLD BUSINESS**
 - ACTION ITEM**
 - 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 5th day of February 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, January 12, 2021
6:30 P.M.**

COMMISSIONERS PRESENT: Carla Boykin, Ryan Bell, Christina Budai, 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 6:31 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

2. APPROVAL OF MINUTES

After review, it was moved (Schnuelle) and seconded (Shay) to approve the minutes of the December 8, 2020 meeting. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Carr	X
Shay	X
Boykin	X
Sims	X
Budai	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 December 2020, and also shared a report of all incidents that have taken place at Villa Parke from 2019-2020, as requested by the Commission during the December 2020 meeting. Questions from the Commission followed.

4. NEW BUSINESS

- NONE

5. OLD BUSINESS

- RECOMMEND AMENDMENTS TO THE NORTHWEST COMMISSION RULES AND REGULATIONS, SUBJECT TO CITY COUNCIL APPROVAL – LOLA OSBORNE (STAFF, DEPUTY DIRECTOR)

After discussion, it was moved (Schnuelle) and seconded (Shay) to approve the recommended amendments to the Northwest Commission Rules and Regulations. (Motion unanimously carried)

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

- RECOMMENDED AMENDMENTS TO THE PASADENA MUNICIPAL CODE CHAPTER 2.95, SUBJECT TO CITY COUNCIL APPROVAL BY ORDINANCE – LOLA OSBORNE (STAFF, DEPUTY DIRECTOR)

After discussion, it was moved (Rivas) and seconded (Bell) to approve the recommended amendments to the Pasadena Municipal Code Chapter 2.95. (Motion unanimously carried)

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

- **CONSIDERATION OF AN AMENDED RECOMMENDATION TO THE CITY COUNCIL REGARDING THE COMPOSITION OF THE POLICE OVERSIGHT COMMISSION – CHAIR, ALFRED CARR**
After discussion, it was moved (Douglas) and seconded (Sims) to approve the amended recommendation to the City Council regarding the composition of the Police Oversight Commission and to add a footnote that gives reference to the Pasadena Organizing for Progress (POP) recommended criteria. (Motion carried) (Abstain: Boykin, Schnuelle, Shay, Sims)

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

- **UPDATE OF STRATEGIC PLAN FOR FY 2020-2021**
After discussion, it was moved (Rivas) and seconded (Schnuelle) to accept the updates to the strategic plan for FY 2020-2021. (Motion unanimously carried)

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

6. COMMENTS AND UPDATES

- **STAFF COMMENTS**
Staff (Osborne) provided the following comments:
 - Asked the Commission to consider an earlier start time of 4:00pm for the February 9 meeting;
 - Shared information about Black History events in February that will be virtual; and
 - Staff will send out information about the MLK Community Coalition event on Monday, January 18.

- **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**
Commissioner Boykin commented on this being her last meeting with the Northwest Commission.

Commissioner Bell asked Staff (Osborne) about the process of receiving unofficial meeting minutes before agenda packets are posted.

Commissioner Douglas commented on receiving an email from the City Clerk asking Complete Count Committee members (2020 Census) to brainstorm outreach ideas regarding COVID-19 vaccinations.

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETING

- Housing Department presentation on the Housing Element
- Presentation regarding Community Development Block Grant (CDBG) City Set-Aside Projects – Randy Mabson (Staff, Program Coordinator)

8. ADJOURNMENT

It was moved (Shay) and seconded (Schnuelle) to adjourn the special meeting. (Motion unanimously carried) The meeting was adjourned at 7:53 PM.

**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 communication, civic involvement, social and cultural environments to the Northwest residents of Pasadena.
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 Funding for City Set Aside Projects• HWPAC – Advocate for the Hahamongna Watershed Park Advisory Committee:<ul style="list-style-type: none">○ Educational Center CIP Item○ Habitat Enhancement Plan
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- One seat on the committee
 - Public Safety – Review Police Oversight Commission and make recommendations to the City Council. Lead: Bell
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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.

January 2021:

- The Commission approved an amended recommendation regarding the composition of the Police Oversight Commission to include a footnote that references Pasadena Organizing for Progress (POP) recommended criteria.

	<ul style="list-style-type: none"> • The CIP ad hoc committee will meet with Public Works staff in February to go over CIP project requests and receive updates about past CIP submittals. • Staff (Osborne) requested Public Works staff provide an updated calendar, including the date for CIP ad hoc committee meeting with staff. • Staffing for the HWPAC was moved from the Public Works Department to the Parks, Recreation and Community Services Department. • The HWPAC meeting in January was cancelled, and the next meeting is scheduled for March 2021.
<p>2. OUTREACH</p>	<p>Bell (Lead), Boykin, Douglas, Budai</p> <p>Objective: Engage in community outreach to identify needs, share information and promote progress on areas of interest.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Community Meetings/Events: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ Police Department ○ Housing Department ○ Public Health Department • Research neighborhood associations currently active in the Northwest. (Commissioners Douglas and Budai) <hr/> <p>Work Plan Updates:</p> <p>August 2020:</p> <ul style="list-style-type: none"> • 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.

October 2020:

- 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.

November 2020:

- 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.

December 2020:

- 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>January 2021:</p> <ul style="list-style-type: none"> • Commissioner Bell received seven biographies and five photographs from Commissioners to be included in the Northwest Commission newsletter. • Staff (Osborne) clarified that the Commission can vote on bullet points of what will be included in the newsletter, and staff will review the content before it is published. • Commissioner Budai shared that the updated email list of neighborhood associations is almost completed, and is working to add other groups to the list. • Lt. Taglioretti (Pasadena Police) presented the Statistical Report on incidents and traffic collisions for December 2020, and shared a report of all incidents that have taken place at Villa Parke from 2019-2020.
<p>3. 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. <hr/> <p>Work Plan Updates:</p> <p>August 2020: The Commission approved the Strategic Plan for FY 2020-2021.</p> <p>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.</p> <p>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.</p> <p>November 2020:</p> <ul style="list-style-type: none"> • 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.

January 2021:

- Chair Carr contacted Councilmember Hampton about the Pasadena Fire Department career training program at Pasadena High School and was told that they will try to implement the program at John Muir High School when in person classes resume in 2021.
- Chair Carr and Commissioner Bell discussed interviewing Luke Walker (Luke Walker's Barber and Beauty) as a special interest story in the newsletter, and to highlight a legacy business in Northwest Pasadena.
- Chair Carr volunteered to contact Home State, a new restaurant opening in Northwest Pasadena to offer the Commission's assistance.