



**Regular Meeting
Northwest Commission
Tuesday, July 12, 2022
6:30 P.M.**

Members

Beverly Sims, Chair, District 1
Alfred Carr Vice-Chair, District 1
Monique Preyer, District 2
Julieta S. Aragon, District 3
Michael Cullins, District 3
Max Reyes, District 4
Ryan Bell, District 6
Kimberly Douglas, District 7
Vacant, Mayor
Vacant, District 5
Vacant, District 5

Staff

Lola Osborne, Deputy Director
Jane Whitmore, Recording Secretary

Meeting Information

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

Agendas and related documents are available for public review on the City website at:
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 jwhitmore@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 at (626) 744-7295 or jwhitmore@cityofpasadena.net. Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7295.

Public Participation

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/83614872434>

OR

Phone: 1 (669) 900-6833 – Webinar ID: 836 1487 2434

Public Comment Instructions

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

1. Advance correspondence, to become part of the record:

Members of the public may submit correspondence of any length prior to the start of the meeting, at the following email address: jwhitmore@cityofpasadena.net. These comments will be provided to the members of the body if received by 5:30 p.m. on the day of the meeting, and will become part of the meeting record. They will not be read aloud. Correspondence received after that time will be provided to members of the body later.

2. Live public comments during the meeting:

During the meeting, members of the public may provide live public comment on an agenda item, at the time the Chair solicits public comment, by either (a) if using the Zoom program, selecting the “raise hand” function; or (b) if participating by telephone, pressing *9 to raise your hand. Public comments are limited to 3 minutes each, and the Chair or the Commission may limit this time if reasonable under the circumstances.

Your phone call to the Commission meeting will be recorded as part of the Commission meeting. By staying on the line and making public comment during the Commission meeting, you are agreeing to have your phone call recorded.

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 jwhitmore@cityofpasadena.net.



Agenda

Regular Meeting Northwest Commission Tuesday, July 12, 2022 6:30 P.M.


- 1. Call to order**
- 2. Roll call**
- 3. Public comments for items not on the agenda**
- 4. Approval of minutes**
 - June 14, 2022*
 - June 25, 2022*
- 5. Update from Pasadena Police Department – Lt. Carlo Montiglio**
- 6. New business**
 - Information items**
 - Presentation from the Code Compliance Division about active code enforcement incidents in the Northwest – Israel Del Toro (Neighborhood and Business Services Administrator)*
 - Demonstration of the Northwest Business Directory from the Northwest Programs website – Keith Horgan (Information Technology Supervisor)
 - Robinson Park Recreation Center Capital Public Art Project update – Rochelle Branch (Cultural Affairs Division Manager) and Corey Dunlap (Public Art Coordinator)*
- 7. Old business**
 - Action item**
 - Discussion and approval of the Northwest Commission Draft Strategic Plan for FY 2022-2023*
- 8. Reports/comments from the Chair**
- 9. Comments from Commissioners**
- 10. Staff comments**
- 11. Upcoming meeting agenda items**
- 12. Adjournment**

*Attachments

Posting statement: I hereby certify that this Agenda, in its entirety was posted on the City Council Chamber Board S249, and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue on or before the 8th day of July 2022, by 5:30 p.m. The agenda may be viewed at the City's website at www.cityofpasadena.net/commissions/northwest-commission.

Beverly Sims

Beverly Sims, Chair
Northwest Commission



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



Draft Minutes
Regular Meeting
Northwest Commission
Tuesday, June 14, 2022
6:30 P.M.

Commissioners Present: Kimberly Douglas, Cindy Schnuelle, Alfred Carr, Beverly Sims, Monique Preyer, Julieta Aragon, Michael Cullins, Max Reyes, Ryan Bell

Commissioners Absent: Pat Amsbry (excused)

Staff Present: Lola Osborne

1. Call to order

Chair Douglas called the meeting to order at 6:48 PM.

2. Roll call

Staff (Osborne) called the roll and a quorum was established for the Commission.

3. Public comments for items not on the agenda

None

4. Approval of minutes

After review, it was moved (Schnuelle) and seconded (Sims) to approve the Minutes of the May 10, 2022 regular meeting. (Motion unanimously carried)

In Favor: Douglas, Schnuelle, Carr, Sims, Preyer, Aragon, Cullins, Reyes, Bell

5. New business

- **Update from Pasadena Police Department – Lieutenant Marcia Taglioretti**
Lt. Taglioretti presented the May 2022 Statistical Report on incidents and traffic collision information. The Collision Report for the month indicated 10 vehicle collisions in the intersection of Fair Oaks and Mountain. Questions from the Commission followed.
- **Presentation from the Foothill Employment and Training Connection Office – Dianne Russell (Career Services Administrator)**
Ms. Russell introduced herself and stated she is the staff for the Foothill Workforce Development Board (FWDB) which is the Career Services Division for the City of Pasadena. During the presentation, Ms. Russell provided

information about the FWDB mission, history and the services provided to the community. Questions from the Commission followed the presentation.

6. Old business

- **Commission strategic plan updates and discussion**

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

In Favor: Douglas, Schnuelle, Carr, Sims, Preyer, Aragon, Cullins, Reyes, Bell

7. Reports/comments from the Chair

Chair Douglas thanked all the Commissioners for their work during the past year and she appreciated everyone's cooperation in helping her learn about the Northwest community.

8. Comments from Commissioners

All Commissioners commented on Chair Douglas' work as the Chair of the Commission and thanked her for her leadership, support, organization and dedication

9. Staff comments

Staff (Osborne) announced that Saturday, June 18, 2022 is the Juneteenth Celebration at Robinson Park. The Commission will have a table to share information about the Commission and distribute the Community Surveys.

The new Recording Secretary, Jane Whitmore has been hired and will be introduced at the Annual Meeting. Staff provided an update on the facilitator, Diane Burbie for the Annual Meeting.

10. Upcoming meeting agenda items

Presentation from Code Enforcement is scheduled for the July meeting.

Presentation from Cultural Affairs Division of the Planning Department to update the Commission about the selection of artwork for Robinson Park.

11. Adjournment

It was moved (Reyes) and seconded (Carr) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 8:50 PM



Draft Minutes
Special Meeting
Northwest Commission
Saturday, June 25, 2022
8:30 AM

Commissioners Present: Kimberly Douglas, Cindy Schnuelle, Alfred Carr, Beverly Sims, Monique Preyer, Michael Cullins, Max Reyes

Commissioners Absent: Julieta Aragon (excused), Pat Amsbry (unexcused), Ryan Bell (excused)

Staff Present: Lola Osborne, Jane Whitmore

1. Call to order

Chair Douglas called the meeting to order at 9:15 AM.

2. Roll call

Staff (Whitmore) called the roll and a quorum was established for the Commission.

3. Public comments for items on the agenda

None

4. New Business

• **Approval of Commission Attendance Record for FY 2021-2022**

After review, it was moved (Cullins) and seconded (Schnuelle) to approve the Commission Attendance Record for FY 2021-2022. (Motion unanimously carried)

In Favor: Douglas, Schnuelle, Carr, Sims, Preyer, Cullins, Reyes

• **Approval of Commission Report of Accomplishments for FY 2021-2022**

After review and discussion, it was moved (Cullins) and seconded (Sims) to approve the Commission Report of Accomplishments for FY 2021-2022 with the amendments discussed. (Motion unanimously carried)

In Favor: Douglas, Schnuelle, Carr, Sims, Preyer, Cullins, Reyes

• **Oral Report from the Nominating Committee for recommended FY 2022-2023 Commission Officers**

Commissioner Schnuelle presented the report with the recommendation of Commissioner Sims to serve as Chair and Commissioner Carr to serve as Vice Chair for FY 2022-2023

- **Election of Commission Officers for FY 2022 -2023**

After discussion, it was moved (Carr) and seconded (Schnuelle) to approve Commissioner Sims as Chair for FY2022- 2023. (Motion unanimously carried)

In Favor: Douglas, Schnuelle, Carr, Sims, Preyer, Cullins, Reyes

After discussion, it was moved (Douglas) and seconded (Preyer) to approve Commissioner Carr as Vice-Chair for FY 2022- 2023. (Motion unanimously carried)

In Favor: Douglas, Schnuelle, Carr, Sims, Preyer, Cullins, Reyes

- **Chair to appoint Parliamentarian for FY 2022-2023**

Chair Douglas appointed Commissioner Cullins as Parliamentarian for FY 2022-2023.

- **Establish Strategic Plan for FY 2022-2023**

Discussion facilitated by Diane Burbie with The Aspire Group

Review and approval of the draft Strategic Plan for FY 2022-2023 was continued to the July Regular Meeting

5. Reports/comments from the Chair

Chair Douglas thanked the Commissioners for their support and is looking forward to working on the FY 2022-2023 Strategic Plan as a Commissioner. Chair Douglas also thanked Commissioner Schnuelle for her years of work and dedication as a Commissioner.

6. Comments from Commissioners

Vice-Chair Schnuelle commented that it was a pleasure to work with all the Commissioners and hoped to meet in person soon. Vice Chair Schnuelle thanked Staff (Osborne) for her hard work and guidance to the Commission.

All Commissioners expressed their appreciation to Vice Chair Schnuelle for her work on the Commission and her dedication to the Northwest community.

7. Staff comments

Staff (Osborne) thanked the Commission for their work on the FY 2022 – 2023 Strategic Plan.

8. Upcoming meeting agenda items

Review and approval of the Northwest Commission FY 2022 -2023 Strategic Plan

9. Adjournment

It was moved (Schuelle) and seconded (Carr) to adjourn the special meeting.
(Motion unanimously carried) The meeting was adjourned at 12:28 PM.

City of Pasadena Northwest Commission
Strategic Plan: 07/01/2022 – 06/30/2023

Mission:

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, and 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.

FY 2022-2023 Objectives:

Objective #1: Funding

Objective #2: Refuse

Objective #3: Neighborhood Preservation/Environmental/Public Safety

Objective #4: Economic Development

Objective #1 – Funding

Increase the NW Commission’s advisory role related to CDBG funding for improvements to City facilities in NW Pasadena.

Commissioners: Sims

Action Items:

- Determine City facilities that fall within the geographic area eligible for CDBG funding.
- Have presentation from Housing regarding application process for CDBG funding.
- Learn what improvements for NW City facilities are on the current list of priorities (if any.)
- Engage managers of facilities to assess needs and desired improvements.
- Get community input and/or support for improvements to NW facilities.
- Recommend improvements (based on assessment) for CDBG funding to support.

Work Plan Updates:

July 2022:

Status:

Objective #2 – Refuse

Advocate for effective and long-term responses to refuse and dumping issues in NW Pasadena.

Commissioners: Preyer

Action Items:

- Have presentation from Public Works Department to determine the City's past programs, services, and code enforcement for refuse pick-ups and dumping issues.
- Learn responsibilities for property owners versus renters, and services, options and penalties for non-compliance.
- Get community input (property owners, renters, and business owners) on needs, concerns, and desires for addressing ongoing refuse and dumping issues.
- Promote information sharing to community members about refuse requirements, services and penalties.
- Get updates from Code Enforcement on progress and continuing concerns.
- Recommend the City reinstitute services in response to needs and concerns from community members.

Work Plan Updates:

July 2022:

Status:

Objective #3 – Neighborhood Preservation/Environmental/Public Safety

Advance Community Improvement Projects (CIP) issues and monitor projects that require coordination between multiple entities.

Commissioners: Cullins

Action Items:

- Assess CIP needs in the NW.
- Get community input on NW CIP needs and priorities.
- Determine separate groups for Public Works projects versus maintenance.
- Submit CIP recommendations.
- Have presentations and/or reporting from City entities responsible for addressing CIP efforts.

Work Plan Updates:

July 2022:

Status:

Objective #4 – Economic Development

Objective Statement: To be determined

Commissioners: Carr, Reyes

Action Items:

- Have presentations from the Economic Development department regarding resources and incentives available for new and existing businesses.
- Disseminate information to businesses about available resources and incentives.
- Identify any economic development plans or efforts specific to NW Pasadena.
- Get community input on the types of businesses and services desired in NW Pasadena.
- Recommend to the Economic Development Department a profile of highly desired businesses based on the assessment.

Work Plan Updates:

July 2022:

Status:

Objective #5 – Housing

Promote efforts related to affordable housing and addressing homelessness.

Commissioners: Douglas

Action Items:

- Disseminate information to homeowners regarding the City's ADU program.
- Coordinate quarterly reporting on ADU increases and monitor concerns related to population density.
- Conduct research about available resources and incentives.
- Coordinate presentation related to Heritage Square-South and how placements will be made for the previously unhoused residents.

Work Plan Updates:

July 2022:

Status:

Northwest Commission Presentation Calendar FY 2022-2023

To be scheduled:

- Discussion regarding the draft Housing Element, Planning and Community Development staff
- Presentation from Metro regarding services changes
- Presentation from Outward Bound Adventures on their mission, purpose, and possible collaboration with the Northwest Commission

July 2022:

- Presentation from the Code Compliance Division about active code enforcement incidents in the Northwest – Israel Del Toro (Neighborhood and Business Services Administrator)
- Demonstration of the Northwest Business Directory from the Northwest Programs website – Keith Horgan (Information Technology Supervisor)
- Robinson Park Recreation Center Capital Public Art Project update – Rochelle Branch (Cultural Affairs Division Manager) and Corey Dunlap (Public Art Coordinator)

August 2022:

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September 2022:

-

October 2022:

-

November 2022:

-

December 2022:

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January 2023:

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February 2023:

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March 2023:

-

April 2023:

-

May 2023:

-

June 2023 Annual Meeting

July 2023:

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