



**Regular Meeting
Northwest Commission
Tuesday, October 11, 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 calling (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/86450362357>

OR

Phone: 1 (669) 900-6833 – Webinar ID: 864 5036 2357

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. Correspondence will be forwarded to the Northwest Commission prior to the meeting if received at least 30 minutes before the start of the meeting. Any correspondence received later will be forwarded the next business day.

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, October 11, 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**
 - September 13, 2022*
- 5. Update from Pasadena Police Department – Lt. Carlo Montiglio**
- 6. New business**
 - Information item**
 - Presentation regarding the Community Development Block Grant (CDBG) program – Randy Mabson (Program Coordinator, Housing Department)
 - Action item**
 - Discussion regarding the Capital Improvement Program timeline and recommendation of projects*
 - Discussion regarding the Commission meeting date for November.
- 7. Old business**
 - Action item**
 - Commission Strategic Plan Updates and Discussion*
- 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 6th day of October 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, Chair
Northwest Commission



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



Draft Minutes
Regular Meeting
Northwest Commission
Tuesday, September 13, 2022
6:30 P.M.

Commissioners Present: Julieta Aragon, Ryan Bell, Michael Cullins, Kimberly Douglas, Max Reyes, Beverly Sims

Commissioners Absent: Alfred Carr (excused), Monique Preyer (excused)

Staff Present: Lola Osborne, Jane Whitmore

1. Call to order

Chair Sims called the meeting to order at 6:31 PM.

2. Roll call

Staff (Whitmore) 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 (Douglas) and seconded (Bell) to approve the Minutes of the August 9, 2022 regular meeting. (Motion carried unanimously)

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

Absent: Carr, Preyer

5. New business

- **City of Pasadena Homelessness Plan Listening Session – Diana Trejo (Homeless Program Coordinator, Housing Department) and Anna Jacobsen (Consultant, CityWise)**

Diana Trejo, Homeless Program Coordinator, Housing Department and Anna Jacobsen, Consultant, CityWise conducted a Listening Session with the Commissioners as part of the development of the Homelessness Plan for the City of Pasadena. Questions from the Commission followed the presentation.

Written Public Comment: Received September 13, 2022, at 3:12 pm.

Name: Sonja Berndt

Subject Matter: Tiny homes as interim housing for unsheltered person.

6. Old business

- **Commission Strategic Plan Updates and Discussion**

After discussion, it was moved (Douglas) and seconded (Aragon) to approve the Northwest Commission Strategic Plan updates for September 2022 as discussed. (Motion carried unanimously)

In Favor: Sims, Preyer, Aragon, Cullins Bell, Douglas

Absent: Carr, Preyer

7. Reports/comments from the Chair

Chair Sims acknowledged Staff (Osborne) for her support of the Commission.

8. Comments from Commissioners

Commissioner Reyes thanked the Commission and staff (Osborne) for assistance in developing the objective statement for the Economic Development ad hoc committee.

Commissioner Douglas encouraged the Commission to support the Public Library Services Continuation Measure (Measure L) to provide continued funding for the Pasadena Public Libraries including La Pintoresca Library that is located in Northwest Pasadena.

9. Staff comments

Staff (Osborne) shared the following information:

- Reminded the Commission about the Celebration of Life event for Councilmember John Kennedy on Friday, September 30, 2022 at 5:00 p.m. at City Hall. The invitation will be emailed to the Commission and RSVP's have been requested.
- Informed the Commission that she is working with the Mayor's Office on filling the Commission vacancies.

10. Upcoming meeting agenda items

- Presentation from the Housing Department on the Community Development Block Grant (CDBG) program.
- Update from the Pasadena Police Department regarding incidents in the Northwest.

11. Adjournment

It was moved (Bell) and seconded (Reyes) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 8:56 PM.

City of Pasadena Northwest Commission **Strategic Plan: 07/12/2022 – 06/13/2023**

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: CDBG Funding

Objective #2: Refuse and Dumping

Objective #3: Neighborhood Preservation/Environmental/Public Safety

Objective #4: Economic Development

Objective #5: Housing

Objective #1 – CDBG Funding

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

Commissioners: Sims, Cullins

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 City Staff 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:

- Schedule presentation from the Housing Department on the CDBG process for public services.
- Commissioner Cullins recommended that the Commission review the surveys to determine the needs of the community to determine priority for funding.

August 2022:

- The ad hoc committee will meet to review the completed community surveys to determine the needs of the community and present the information to the Commission at the September meeting.

September 2022:

- The ad hoc committee asked staff (Osborne) to schedule a presentation at the October Commission meeting from Randy Mabson, Housing Department regarding the CDBG program.

Status:

Objective #2 – Refuse and Dumping

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

Commissioners: Preyer, Bell, Aragon

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.
 - Research how to outreach to multi-family property owners in the Northwest to promote the Bulky item pick up program.
 - Staff (Osborne) will contact the Public Works Director and Public Information Officer to request information about options for marketing that have not been considered to promote the program to multi-family property owners. Information will be provided to the Commission at the meeting scheduled for September 13, 2022.
 - Verify if the marketing materials are provided in multiple languages.
- Learn about 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:

- Schedule a presentation from the Public Works Department to explain the department's policy on bulky item dumping and pick up.
- The Commission will discuss ways to seek input from residents and businesses on their concerns.

August 2022:

- The Commission heard a presentation from Public Works regarding the Bulky Item pick up program and recommended action items for follow up.

September 2022:

- Staff (Osborne) reported that she will follow up with the Director of Public Works on the proposed marketing and outreach plan for the Bulky Item pick-up program and will report to the Commission at the October meeting.

Status:

Objective #3 – Neighborhood Preservation/Environmental/Public Safety

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

Commissioners: Cullins, Douglas

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:

- Staff (Osborne) to provide CIP schedule for the new program year.
- Invite Public Works to discuss issues with repairing sidewalks with asphalt patches, uprooted parkway trees and lighting issues due to root invasion.
- Provide a document illustrating the various divisions of the Public Works Department.
- Staff (Osborne) to follow up on the status of tree planting requested during the CIP process.

August 2022:

- The ad hoc committee met and determined they need to review the community survey results to know the priority areas that need repair in order to determine the Public Works divisions to contact for Commission presentations.
- The Commission received a report that shows the tree inventory of the trees that have been planted and the new trees that will be planted in the Northwest area for 2021-2023.
- The Commission received a CIP schedule to provide a planning timeline that will assist in determining the strategy for the CIP recommendations.

September 2022:

- The ad hoc committee reviewed the completed Community Surveys and reported the top issues identified: repairing sidewalks, speeding/traffic signs, additional street lighting, increase the visibility of a number of pedestrian cross walks.
- Staff (Osborne) reported that a survey was delivered to the Northwest Programs office and a resident requested repair of Mountain Street between Raymond Avenue and Fair Oaks Avenue due to several bumps that have caused damage to her vehicle.

- Staff (Osborne) reported that a virtual meeting is scheduled for Friday, September 16 at 11:00 am for the ad hoc committee to share the results of the surveys with the Public Works staff and get information regarding the CIP timeline.

Status:

Objective #4 – Economic Development

Work with City staff and Councilmembers to support Economic Development activities in the Northwest. Identify and support the needs of businesses in the Northwest and provide resources to meet their needs.

Commissioners: Carr, Reyes

Action Items:

- Have presentations from the Economic Development department regarding resources and incentives available for new and existing businesses.
- Contact other government entities (City and LA County) regarding best practices for Economic Development Incentives.
- 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 about supporting local businesses.
- Promote and improve Northwest Business Directory as needed (pre/post launch).
- Canvas local businesses to identify their needs.
- Create a one-page document to distribute to businesses to provide information for the Business Directory.

Work Plan Updates:

July 2022:

- The Commission updated the action items.
- The Objective will be provided after discussion with Commissioner Carr.

August 2022:

- Staff (Osborne) reported that she will be meeting with the Economic Development Department staff to discuss the Northwest commercial corridors and will share the information with the ad hoc committee.

September 2022

- Commissioner Reyes reported that he contacted colleagues in the City of Los Angeles Mayor's Office and a local economic development organization to schedule a meeting for the ad hoc committee to discuss best practices for Economic Development incentive programs.
- Staff (Osborne) reported on her meeting with David Sinclair in the Economic Development Division to discuss the Commission's Strategic Plan.

- The ad hoc committee will meet to update the action items for the Objective. Staff (Osborne) will schedule a meeting for the ad hoc committee with the Economic Development staff to discuss the updated action items.
- The Commission established the Objective Statement and added a new action item: Canvas local businesses to identify their needs.

Status:

Objective #5 – Housing

Promote efforts related to affordable housing and addressing homelessness.

Commissioners: Douglas, Bell

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:

- Commissioner Douglas mentioned the groundbreaking for Heritage Square-South and the importance of monitoring the project.
- Commission to review the email from the Pasadena Continuum of Care regarding a survey to determine Housing gaps.

August 2022:

- The ad hoc committee discussed the possibility of the Commission making a recommendation to the City Council to support or endorse pending federal and state legislation that could prevent homelessness or support affordable housing.
- The Commission received the Quarterly Report regarding ADU statistics for the Northwest area.
- The ad hoc committee will ask the Housing Department for a presentation on the homeless services provided in the Northwest by the City and community organizations.

September 2022:

- The Commission participated in the Homelessness Plan Listening Session with Diana Trejo (Homeless Programs Coordinator, Housing Department) and Anna Jacobsen (Consultant, CityWise) that provided information about unhoused constituents in Pasadena and development of the City of Pasadena Homelessness Plan.
- The Commission requested a presentation from the Housing Department regarding services for unhoused constituents in the Northwest, the homeless service response system and affordable and permanent supportive housing projects in the Northwest.

- The Commission requested Staff (Osborne) to schedule a presentation from the Housing Rights Center about their work to assist constituents with housing issues.
- The ad hoc committee requested Staff (Osborne) to request information from the Housing Department on the timeline and the placement process for Heritage Square South project.

Status:

Northwest Commission Presentation Calendar FY 2022-2023

To be scheduled:

- Presentation from the Housing Rights Center about the services provided for constituents.
- Discussion regarding the draft Housing Element - Planning and Community Development staff.
- Presentation from Metro regarding service changes.
- Presentation from Outward Bound Adventures on their mission, purpose, and possible collaboration with the Northwest Commission.
- Presentation from Housing Department regarding information on affordable housing and permanent supportive housing projects in development in the Northwest.
- Presentation from Housing Department regarding homeless services and providers in the Northwest.
- Presentation from Housing Department regarding information on the homeless service response system.
- Presentation from the Urban Forestry Section of the Public Works Department with an update on Capital Improvement Projects.
- Presentation from ChapCare regarding an update on services and programs provided in the Northwest.
- Presentation from Lineage Performing Arts Center to provide information on their classes and productions in the Northwest community.

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:

- Presentation from Pasadena Police Department regarding Community Service Area Reconfiguration - Acting Deputy Chief, Art Chute.
- Presentation from Public Works regarding refuse and bulky item pick up – Thanos Gauthier, Public Works Administrator.
- Presentation on the purpose and function of the Hahamongna Watershed Park Advisory Committee – Garrett Crawford, Parks Superintendent.

September 2022:

- City of Pasadena Homelessness Plan Listening Session – Diana Trejo (Homeless Programs Coordinator, Housing Department) and Anna Jacobsen (Consultant, CityWise)

October 2022:

- Presentation regarding the Community Development Block Grant (CDBG) program – Randy Mabson (Program Coordinator II, Housing Department)

November 2022:

-

December 2022

-

January 2023:

-

February 2023:

-

March 2023:

-

April 2023:

-

May 2023:

-

June 2023 Annual Meeting

July 2023:

-

(updated September 13, 2022)



Housing Department

PY21-22 Consolidated Annual Performance & Evaluation Report (CAPER)

47th Program Year
(July 1, 2021 – June 30, 2022)



Randy Mabson
Program Coordinator



Overview of CAPER

Housing Department

- ✓ A required annual report to show funding utilization and the progress on meeting goals set in the Five-Year Consolidated Plan
- ✓ PY20-21 CAPER is the second reporting year for the City's Five-Year (2020-2024) Consolidated Plan
- ✓ This presentation will focus on Community Development Block Grant (CDBG) funding for non-public service projects



PY21-22 Funding Resources

Housing Department

Community Development Block Grant (CDBG)	
Entitlement	\$2,095,319

\$1,957,923 was allocated for non-public service projects for infrastructure, housing, and public facility improvements.



Housing

Housing Department

City of Pasadena Housing Department Pasadena Single-Family Residential Rehabilitation

Project Award: \$350,000

Project Expenditures: \$133,344

Through the MASH Division, the residential rehab program provides lead based paint stabilization, and installation of ADA wheel-chair ramps.

Services in the form of lead hazard mitigation by exterior painting services to 3 properties. Also, 1 wheel chair ramp was built for a senior household.



Public Facility Improvements

Housing Department

City of Pasadena Information Technology Security Enhancements

Project Award: \$1,161,359

Project Expenditures: \$363,902

This project will install Public Security Enhancements (surveillance cameras and access control) at Villa Parke Community Center, La Pintesca Library, Jackie Robinson Community Center, Robinson Park, La Pintesca Park, and Villa Parke.

Projects have been completed for Villa Parke Community Center and La Pintesca Library. Construction is set to begin for the remaining sites in October 2022.



Public Facility Improvement

Housing Department

City of Pasadena Housing 1015 Lake Building Renovation

Project Award: \$735,334

Project Expenditures: \$357,977

This project will make improvements to a neighborhood facility located at 1015 N. Lake Ave. The building is in need rehabilitation including roof replacement, plumbing improvements, and security enhancements.

During PY21, a security fence was installed in the parking lot to improve security. Designs are currently underway for ADA improvements including the restrooms, stairs, and building entrance.



Infrastructure Improvement

Housing Department

City of Pasadena Public Works Sidewalk Improvement in NW Pasadena

Project Award: \$1,900,000

Project Expenditures: \$1,409,357

This project will replace damaged sidewalk in the northwest area of Pasadena. City crews will remove damaged portions of sidewalk, prune and/or shave tree roots as necessary, and replace with smooth concrete per City's sidewalk construction Standard S-421.

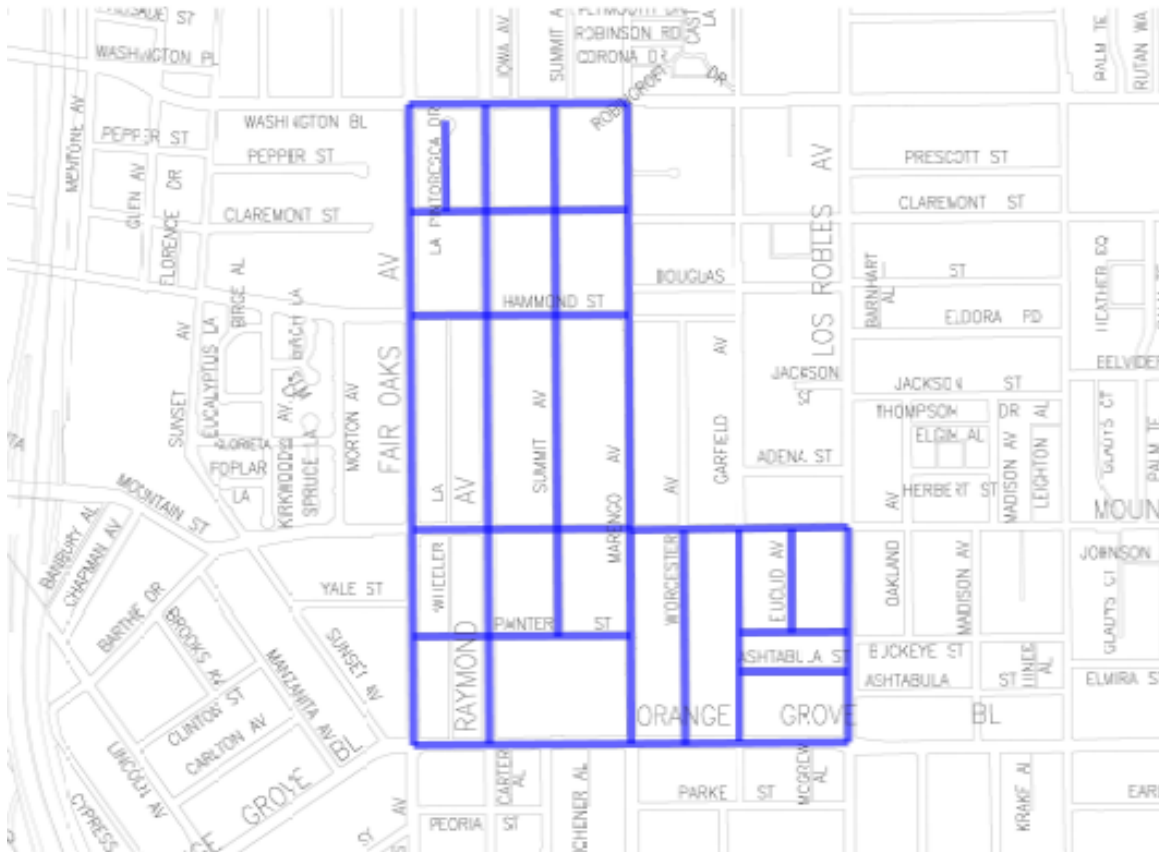
The project completed a total of 19,756 square feet of sidewalk replacement at 365 locations in the northwest area of Pasadena. Sidewalk replacement, concrete grinding, asphalt concrete patching, and root pruning took place at: El Molino, Ladera, Rio Grande, Palm Terrace, Belvidere Street, Hudson, Lake Avenue, Washington, Claremont, and Prescott.



Infrastructure Improvement

Housing Department

CITY OF PASADENA
DEPARTMENT OF PUBLIC WORKS
CDEG SIDEWALK PROJECT FY 2022





Public Facility Improvement

Housing Department

Public Works Department– Robinson Recreation Center Pool Renovation

Project Award: \$1,400,000

Project Expenditures: \$0

This project will cover demolition/rebuild of an existing deteriorated 3,400sqft. swimming pool into a 4,141sqft. pool with four 25-meter swim lanes. The rebuild includes replacement of heating and filtration system, replacement of concrete deck, and perimeter security wall. The scope also include renovation of an existing 2500 sqft. pool building to meet ADA requirements. The Robinson Recreation Center is located at 1081 N. Fair Oaks Ave, Pasadena, CA 91103.

The project went out to bid twice. A contract has been executed and demolition has begun. Construction expected to be completed by end of June 2023.



Public Facility Improvement

Housing Department

Public Works Department– Robinson Recreation Center Pool Renovation

Project Award: \$380,000

Project Expenditures: \$0

This project will provide funding for rehabilitation at Alkebu-Lan Cultural Center located at 1435 N Raymond Ave. Rehab will include removal and replacement of the roof systems; removal and replacement of damaged drywall interior finishes; and removal of damaged vinyl tile and replacement with new flooring. In addition, sinks and counter tops in each of the men's and women's restrooms will be replaced to ensure ADA compliance and the doors to the exterior patio will be repaired to ensure proper building security and access/egress.

The project is still in the design phase.



Important Dates & Deadlines

Housing Department

DATE	ACTIVITY
November 2022	City will release Internal Call for Projects for PY23
February 2023	Proposals Due
March 2023	Proposal Evaluation & Scoring
April 2023	Funding Recommendations to NW Commission
May 2023	City Council Approval of 2023-24 Annual Action Plan

MEMORANDUM - CITY OF PASADENA
Department of Public Works

DATE: October 3, 2022
TO: Northwest Commission
FROM: Phyllis Hallowell, Management Analyst V
RE: Capital Improvement Program Project Ideas

The Department of Public Works has begun preparation of the FY 2024 – 2028 Capital Improvement Program (CIP) budget. This process begins with the “Call for Projects” which provides the City Council, Commissioners, and City employees with a formal means for submitting new project ideas.

For inclusion, projects must have an estimated cost of over \$75,000 and meet one or more of the following criteria:

- Addresses a particular safety issue;
- Maintenance efforts are no longer satisfactory to keep the facility in good repair; and/or
- The existing facility is no longer adequate to meet the demand.

Project ideas may be submitted in any of the categories within the CIP budget: municipal buildings; streets; street lights; transportation; sewers and storm drains; street lighting and electric system undergrounding; parks and landscaping; the Pasadena Center; the Rose Bowl; technology; water systems; and electric systems.

Please submit all ideas by November 3, 2022. You may submit your ideas electronically at: <https://www.cityofpasadena.net/public-works/engineering-and-construction/capital-improvement-program/#cip-call-for-projects> or via email to phallowell@cityofpasadena.net.

For maintenance issues, please call the Citizen Service Center at (626) 744-7311 or visit the website: <https://www.cityofpasadena.net/citizen-service-center/submit-a-request/>.

Thank you for taking the time to share your ideas for improving our city.

Attachment

cc: Brenda Harvey-Williams, Director of Parks, Recreation and Community Services
Tony Olmos, Director of Public Works