



**Regular Meeting
Northwest Commission
Tuesday, October 10, 2023
6:30 P.M.
Jackie Robinson Community Center
1020 North Fair Oaks Avenue, Pasadena, CA 91103**

Members

Alfred Carr, Chair, District 1
Lorena Yopez Hernandez, Vice Chair, District 5
Daniel P. Yen, District 2
Julieta S. Aragon, District 3
Michael Cullins, District 3
Max Reyes, District 4
Stephanie Nava-Angeles, District 5
Uzoamaka Ogbodo, District 7
Vacant, Mayor
Vacant, District 1
Vacant, District 6

Staff

Lola Osborne, Deputy Director
Jane Whitmore, Recording Secretary

Mission Statement

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.

Meeting Information

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

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 meetings begin at 6:30 P.M. Items on the agenda may not be called in the order listed. Agendas and related documents are available on the City website at: www.cityofpasadena.net/commissions/northwest-commission and all branch libraries.

Materials related to an item on this agenda submitted to the Northwest Commission after distribution of the agenda packet are available for public inspection at the reception counter at the Jackie Robinson Community Center at 1020 N. Fair Oaks Ave., Pasadena, 91103 and City Hall, N255 at 100 N. Garfield Ave., Pasadena, 91101 during normal business hours.



**Agenda
Regular Meeting
Northwest Commission
Tuesday, October 10, 2023
6:30 P.M.
Jackie Robinson Community Center
1020 North Fair Oaks Avenue, Pasadena, CA 91103**

- 1. Call to order**
 - Welcome to Koko Panossian, Director, Parks, Recreation and Community Services Department
- 2. Roll call**
- 3. Public comments for items not on the agenda**
- 4. Approval of minutes**
 - September 12, 2023*
- 5. Update from Pasadena Police Department – Lieutenant Derek Locklin**
- 6. New business**
 - Information items**
 - Presentation from Pasadena Water and Power regarding status of electric vehicle charging stations in the Northwest including plans for incentives to install electric vehicle charging stations on City and private property – Evan Johnson, Senior Customer Program Analyst
 - Presentation from Outward Bound Adventures on their mission, purpose, and possible collaboration with the Northwest Commission – Charles Thomas, Executive Director
- 7. Old business**
 - Action item**
 - Discussion and approval of the Strategic Plan and Presentation Calendar updates for October 2023*
- 8. Reports/comments from the Chair**
- 9. Comments from Commissioners**
- 10. Staff comments**
- 11. Upcoming meeting agenda items**
- 12. Adjournment**

***Attachments**



Alfred Carr, Chair
Northwest Commission

Note to Public: An opportunity for public comment will be provided at the time the above items are discussed. In order to facilitate public participation at meetings, the Commission will accept public comment in the following manner:

1. In-person public comments during the meeting:

Prior to or during the meeting, members of the public may provide public comment by submitting a speaker card prior to the start of public comment on that item to the recording secretary.

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

Members of the public may submit written 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 to the Commission by email the next business day.

Posting statement: I hereby certify that this agenda, in its entirety, was posted on the City Council Chamber bulletin board S249, the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue, and Jackie Robinson Community Center, 1020 North Fair Oaks Avenue, and a copy was distributed to the branch libraries for posting on or before the 5th of October 2023, by 5:30 P.M.; and that copies were emailed not less than 72 hours prior to the meeting, to each member of the Northwest Commission, to each local newspaper of general circulation, radio, or television station requesting notice in writing, all of which media recipients are identified on the distribution list below. The agenda may be viewed at the City's website at: www.cityofpasadena.net/commissions/northwest-commission.



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

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**Draft Minutes
Regular Meeting
Northwest Commission
Tuesday, September 12, 2023
6:30 P.M.**

Commissioners Present: Julieta Aragon, Alfred Carr, Michael Cullins, Stephanie Nava-Angeles, Uzoamaka Ogbodo, Max Reyes, Daniel Yen, Lorena Yepez Hernandez

Commissioners Absent: None

Staff Present: Lola Osborne and Jane Whitmore

1. Call to order

Chair Carr called the meeting to order at 6:33 P.M.

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

Public Comments:

Name: Jill Shook

On behalf of: N. Fair Oaks Empowerment Team

Subject Matter: Event this Sunday – please join us.

Name: Pastor Stephen Berkley

On behalf of: N. Fair Oaks Empowerment Team

Subject Matter: Join our event this Sunday.

Name: Joyce Hill

On behalf of: N. Fair Oaks Empowerment Team

Subject Matter: Our upcoming event on Sunday, September 17

Name: Sharon Henry

On behalf of: N. Fair Oaks Empowerment Team

Subject: Upcoming event

4. Approval of minutes

After review, it was moved (Yen) and seconded (Yepez Hernandez) to approve the minutes of the August 8, 2023, regular meeting, as amended. (Motion unanimously carried)

In Favor: Carr, Yepez Hernandez, Yen, Aragon, Cullins, Reyes, Nava-Angeles, Ogbodo

5. Update from Pasadena Police Department – Lieutenant Derek Locklin

Lieutenant Locklin provided information on recent incident trends in the Northwest. Questions from the Commission followed the update.

6. New business

- **Presentation from Pasadena Citizens Service Center (CSC) regarding an update and training on the CSC service map – Lari Burney, 311 Call Center Representative and Lydia Diaz, Customer Service Representative**

The Commission received a presentation from Lari Burney (311 Call Center Representative) regarding an update and training on the Pasadena Citizen Service Center (CSC) service map. Questions from the Commission followed the presentation.

7. Old business

- **Update on the web based Northwest Business Directory and public outreach – Lola Osborne, Acting Director, Parks, Recreation and Community Services Department**

The Commission received an update on the web based Northwest Business Directory and public outreach from Lola Osborne (Acting Director, Parks, Recreation and Community Services Department). Questions from the Commission followed the update.

- **Discussion and approval of the Commission Strategic Plan and Presentation Calendar updates for September 2023**

After discussion, it was moved (Cullins) and seconded (Nava-Angeles) to approve the Commission Strategic Plan and Presentation Calendar updates for September 2023, as discussed. (Motion unanimously carried)

In Favor: Carr, Yopez Hernandez, Yen, Aragon, Cullins, Reyes, Nava-Angeles, Ogbodo

8. Reports/comments from the Chair

Chair Carr made the following comments:

- Thanked the Commission for having ad hoc committee meetings and providing updates on the action items for each objective.
- Requested the Commission review the Northwest Community Plan “A New Beginning” from June 1985 (located under tab #6 in the Northwest Commission notebook) which can assist in providing a better understanding of what we should be doing as the Northwest Commission.

9. Comments from Commissioners

Commissioner Aragon thanked the City for arranging a commission table at the Latino Heritage Festival and encouraged the Commission to attend the parade and festival on Saturday, September 16 from 10:00 A.M. – 4:00 P.M.

10. Staff Comments

Staff (Osborne) made the following comments:

- Information regarding additional events celebrating Latino Heritage Month will be emailed to the Commission.
- Announced that Koko Panossian has been selected as the new Department Director for the Parks, Recreation and Community Services Department, and will be introduced to the Commission at a future meeting.

11. Upcoming meeting agenda items

- Presentation from Outward Bound Adventures on their mission, purpose, and possible collaboration with the Northwest Commission – Presenter TBD.
- Presentation from Pasadena Water and Power regarding status of electric vehicle charging stations in the Northwest including plans for incentives to install electric vehicle charging stations on City and private property.– Presenter TBD (Staff- Osborne).
- Presentation from Peace Over Violence regarding general information about their programs in the Northwest.

12. Adjournment

It was moved (Yen) and seconded (Reyes) to adjourn the regular meeting. The meeting was adjourned at 8:27 P.M.

City of Pasadena Northwest Commission
Strategic Plan: 07/11/2023 – 06/11/2024

Mission:

- Serve as a monitoring body for the Northwest community.
- Work with the City Manager and staff on updating and revising the Northwest Strategic Plan.
- Provide ongoing oversight on the implementation of the plan.
- Provide periodic advice to the City Council on Northwest issues.
- Work with the City Manager and staff to promote economic development activities in Northwest Pasadena.
- Provide periodic advice to the Council on economic development activities in Northwest Pasadena.
- Present an annual review of the implementation of the plan's projects and programs to the City Council and the community.
- Recommend policies, procedures, programs, and legislation to promote and ensure communication, civic involvement, and social and cultural environments to the Northwest residents of Pasadena.
- Consult and cooperate with other public agencies and commissions on matters relevant to the Commission.

FY 2023-2024 Ad Hoc Committees:

Ad Hoc Committee re: Objective #1 - Neighborhood Preservation/Public Safety

Ad Hoc Committee re: Objective #2 - Economic Development

Ad Hoc Committee re: Objective #3 - CDBG Funding

Ad Hoc Committee re: Objective #1 – Neighborhood Preservation/Public Safety

Objective Purpose: Promote equitable Northwest neighborhood preservations through advancing CIP projects and monitoring activities related to housing and public safety.

Commissioners: Yepez Hernandez, Nava-Angeles, Aragon, Carr

Action Items:

- Support staff in completing a status of activities named in the 1985 Northwest Community Plan.
- Assess CIP needs in Northwest, including gathering community input, and make recommendations (maintenance and safety concerns).
- Conduct Annual Community Survey and concurrently encourage resident reporting via City app.
- Assess equitable enforcement of new neighborhood or city regulations (**Citywide reports vs. for Northwest only**).
- Share information with the community on refuse requirements, services, and penalties.
- Receive reports/updates on new housing projects in Northwest.

Strategic Plan Updates:

July 2023:

- No update provided

August 2023:

- The Commission received an update on the Hope Housing Project in Northwest Pasadena from Jim Wong, Senior Project Manager, Department of Housing.
- Staff (Osborne) reported she informed the Department Directors the Commission is assisting with the review of the 1985 Northwest Community Plan goals and stressed the importance of department staff providing the requested information in a timely manner when contacted by the ad hoc committee.
- Commissioner Aragon reported that she, Chair Carr, and Commissioner Ogbodo assisted at the commission table during Assemblymember Chris Holden's Annual Community Resource Fair and Block Party on Saturday, August 5, and distributed the Commission's community and business surveys to residents.

September 2023:

- The Commission received a presentation from Lari Burney (311 Call Center Representative) regarding training on how to access the Pasadena Citizen Service Center (CSC) service map to monitor resident requests pertaining to maintenance and safety issues in their neighborhood.
- Vice Chair Yepez Hernandez reported the ad hoc committee met on Tuesday, September 12 and reviewed the action items for the objective.
- Vice Chair Yepez Hernandez requested information from Staff (Osborne) to assist the ad hoc committee in developing a plan to distribute the Community Survey to residents in the Northwest neighborhoods.
- Commissioner Cullins requested clarification regarding the objective's purpose pertaining to Public Safety. The ad hoc committee will discuss the issue at their next meeting and determine if an action item needs to be revised or an additional action item be added to the objective.

Status:

Ad Hoc Committee re: Objective #2 – Economic Development

Objective Purpose: Support economic development activities in the Northwest

Commissioners: Reyes, Ogbodo, Cullins, Carr

Action Items:

- Promote the Northwest Business Directory.
- Northwest Business Survey to new businesses:
 - Disseminate in conjunction with welcome letter.
 - Analyze the results and add businesses to the directory.
- Northwest Business Survey to residents:
 - Disseminate and analyze results.
- Continue to build a relationship with the Economic Development Department.

Strategic Plan Updates:

July 2023:

- Commissioner Reyes reported the ad hoc committee met in July and discussed the priorities for the ad hoc committee to complete the action items.

August 2023:

- The ad hoc committee is reviewing the business surveys completed at the Juneteenth Festival on Saturday, June 17, and Assemblymember Chris Holden's Annual Community Resource Fair and Block Party on Saturday, August 5.
- Commissioner Reyes requested Staff (Osborne) set up a meeting with the Economic Development Division staff to discuss the action items for the objective. Staff (Osborne) requested the ad hoc committee send her their weekday availability to enable her to arrange the meeting.
- Staff (Osborne) reported a press release was going to be sent to local media regarding the Northwest Business Directory.

September 2023:

- The Commission received an update on the web based Northwest Business Directory and public outreach from Staff (Osborne) and stated the press release will be sent to the Commission once it is finalized.
- Commissioner Reyes reported the ad hoc committee met on August 17 to review the action items and discuss the upcoming meeting with the Economic Development Division staff.

- Staff (Osborne) requested the ad hoc committee resend their weekday availability to enable her to arrange the meeting with the staff from the Economic Development Division and to provide specific questions to send to the staff prior to the meeting.

Status:

Ad Hoc Committee re: Objective #3 – CDBG Funding

Objective Purpose: Recommend improvements to City facilities and offer prioritization for addressing the improvements.

Commissioners: Cullins (lead), Yepez Hernandez, Ogbodo, Carr

Action Items:

- Using the inventory of City facilities, determine what needs exist.
- Engage the Department for facilities to determine their desires for improvement.
- Gather input from community members regarding desired enhancements.

Strategic Plan Updates:

July 2023:

- No update provided

August 2023:

- Vice Chair Yepez Hernandez removed herself from the CDBG Funding ad hoc committee.
- Vice Chair Yepez Hernandez appointed Commissioner Yen to the CDBG Funding ad hoc committee.
- Staff (Osborne) advised the ad hoc committee that she can provide a list of City owned facilities in the Northwest to assist with making recommendations for improvements. The Committee lead, Commissioner Cullins stated that he would let staff know when they would like to receive the list.

September 2023:

- Staff (Osborne) requested the ad hoc committee schedule a meeting to review the list of City facilities in Northwest and develop a plan on how to gather information about the facilities that need improvements.

Status:

Northwest Commission

Presentation Calendar FY 2023-2024

To be scheduled:

- Presentation regarding the California Violence Intervention Program (CalVIP), Whitney Harrison, Manager, Social and Mental Health, Pasadena Public Health Department
- Presentation from Peace Over Violence regarding general information about their programs in Northwest Pasadena - Presenter TBD

July 2023:

- Meeting cancelled

August 2023:

- Memo from Department of Housing on the Hope Housing Project – Jim Wong, Senior Project Manager, Department of Housing

September 2023:

- Presentation from Pasadena Citizens Service Center (CSC) regarding an update and training on the CSC service map – Lari Burney, 311 Call Center Representative and Lydia Diaz, Customer Service Representative

October 2023:

- Presentation from Pasadena Water and Power regarding status of electric vehicle charging stations in the Northwest including plans for incentives to install electric vehicle charging stations on City and private property – Evan Johnson, Senior Customer Program Analyst
- Presentation from Outward Bound Adventures on their mission, purpose, and possible collaboration with the Northwest Commission – Charles Thomas, Executive Director

November 2023:

- (tentative) Presentation from the Arts and Cultural Affairs Division regarding an update on public art projects at Robinson Park Recreation Center – Presenter TBD (Staff- Osborne)

December 2023:

- (tentative) Presentation from Department of Housing regarding an update on the final Homelessness Plan – Presenter TBD (Staff – Osborne)

January 2024:

-

February 2024:

-

March 2024:

-

April 2024:

-

May 2024:

-

June 2024 Annual Meeting

July 2024:

-

(updated September 12, 2023)