



PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

September 1, 2022

TO: City Council

FROM: Northwest Commission

SUBJECT: Annual Report – July 2021 through June 2022 and Strategic Plan for Fiscal Year 2022-2023

Recommendation:

This report is submitted for information purposes only.

Attached are the following:

- Report of Accomplishments for July 13, 2021 through June 25, 2022
- Report of Commission Attendance for July 13, 2021 through June 25, 2022
- Strategic Plan for July 12, 2022 through June 13, 2023

The attached documents were reviewed and approved by the Northwest Commission at our meeting on June 25, 2022 and July 12, 2022.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Beverly Sims", written over a horizontal line.

Beverly Sims, Chair
Northwest Commission

City of Pasadena Northwest Commission Report of Accomplishments: 07/13/2021 – 06/25/2022

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 2021-2022 Objectives:

Objective #1 – Advocacy

Objective #2 – Outreach

Objective #3 – Economic Development

Objective #4 – Ad hoc Committee of Leads of the other current ad hoc Committees

Objective #5 – Northwest Commission Newsletter

Objective #1 – Advocacy

Advocacy via presentations and recommendations to the City Council, City departments and Commissions, and others in the following areas:

Commissioners: Schnuelle (Lead), Douglas, Aragon

Action Items:

- CIP – Recommend implementation of Capital Improvement Program projects
 - July-September 2021: Receive input from the community for recommended CIP projects.
 - October 2021: Commission votes to recommend 2022-2023 CIP list of projects to the Public Works Department.
 - November 2021: Submit 2022-2023 CIP list of projects to Public Works.
 - March 2022: Public Works tentative presentation date on proposed projects/priorities.
- Annual review of Community Development Block Grant (CDBG) submittals for City Set-Aside Projects.
- HWPAC – Advocate for the Hahamongna Watershed Park Advisory Committee:
 - Educational Center CIP Item
 - Habitat Enhancement Plan
 - One Arroyo updates
- Public Safety
 - Establish and maintain open communication and review possible collaborations with the Community Police Oversight Commission.
 - Attend Community Police Oversight Commission meetings and report information to the ad hoc committee.
- Review redistricting efforts by City staff and make appropriate recommendations to City Council as they relate to the Northwest.
- Research non-profit organizations who work in gang prevention programs for at-risk youth to present to the Commission. (Lead: Amsbry)

Work Plan Updates:

July 2021:

- Vice-Chair Schnuelle shared that the HWPAC met on Tuesday, June 22 and elected officers for FY 2021-2022, and the committee requested a tour in August of the annexed properties in Hahamongna.
- Vice-Chair Schnuelle attended Councilmember Rivas' District 5 office hours at a local business on Saturday, June 26 and shared the topics of discussion with the Commission.
- Staff (Osborne) will be scheduling a presentation for the Commission with Randy Mabson (Housing Department) to discuss the CDBG criteria process.

August 2021:

- The CIP ad hoc committee met on Thursday, July 29 to discuss an action plan to canvas and identify tree and shade deserts, and other possible CIP recommendations.
- Commissioner Amsbry contacted Councilmember Rivas (District 5), who expressed interest in joining the CIP ad hoc committee's walking tour to survey Council District 5 neighborhoods.
- Commissioner Amsbry suggested Commissioners representing Council Districts 1 and 3 contact Councilmembers Hampton (District 1) and Kennedy (District 3) to invite them to participate in the CIP ad hoc committee's walking tour.
- Vice-Chair Schnuelle shared that the HWPAC received an update from the City that the Devil's Gate Reservoir Sediment Removal Project was completed on Tuesday, August 10, one year ahead of schedule.
- Staff (Osborne) will notify the Commission when the Community Police Oversight Commission begins scheduling meetings.

September 2021:

- The CIP ad hoc committee met on Thursday, August 26 to discuss how to canvas Council Districts 1, 3, and 5 to focus on shade deserts and other issues that are shared by members of the community that meet CIP criteria.
- The CIP ad hoc committee met virtually with Public Works staff on Thursday, September 9 to discuss the CIP process, and shared that the CIP Call for Projects will open on Friday, October 1.
- Chair Douglas will submit a proposal based on data that will be sent to the Citizen Service Center staff.
- The HWPAC toured the annex on Wednesday, August 11 and Tuesday, August 17 and will focus on how the annex can be repurposed.
- Vice-Chair Schnuelle will be putting together a report to share at the next HWPAC meeting on Tuesday, September 28 on how to accommodate the tenants of the annex.
- Vice-Chair Schnuelle shared that there will be a virtual Devil's Gate Reservoir Improvement Project meeting on Monday, September 27, and invited Commissioners to attend the meeting.
- Staff (Osborne) provided an update that the Community Police Oversight Commission has completed their required training, the contract with the independent police auditor has been finalized, and they are currently looking to fill the support staff position. The Community Police Oversight Commission may tentatively hold their first meeting in October 2021.

October 2021:

- The Commission unanimously voted to approve the Northwest Commission recommended 2022-2023 Capital Improvement Program (CIP) list of projects and for staff (Osborne) to submit the CIP list to the Public Works Department.

- The Commission requested a presentation from the Housing Department in January or February 2022 about the Community Development Block Grant (CDBG) scoring criteria process.
- Chair Douglas shared that the Public Safety Committee will be meeting on Wednesday, October 13 that will include a presentation titled “Police Officer-Involved Shooting Investigation Process and Related Policies.”
- Vice-Chair Schnuelle informed the Commission that the Hahamongna Watershed Park Advisory Committee will be meeting on Tuesday, November 16 and will be hearing from the tenants of the annex about needed repairs and CIP issues.

November 2021:

- Vice-Chair Schnuelle informed the Commission that the Hahamongna Watershed Park Advisory Committee will meet on Tuesday, November 16.
- Commissioner Amsbry submitted a CIP Call for Projects request form and went on a walking tour to survey Council District 5 neighborhoods with Councilmember Rivas and Council Liaison Margo Morales.
- Staff (Osborne) submitted the Northwest Commission recommended 2022-2023 Capital Improvement Program (CIP) list of projects to the Public Works Department and shared that they are preparing a response to be included in the Commission’s January meeting agenda packet.
- Commissioner Shay virtually attended the first Community Police Oversight Commission meeting on Tuesday, October 26.
- Chair Douglas provided an update on the City’s redistricting process and asked Staff (Osborne) to send the Commission the Redistricting Task Force’s recommended “Minimal Change Map with 10% Deviation,” and the map be included in their Commission binders.

December 2021:

- Vice-Chair Schnuelle provided an update of the Hahamongna Watershed Park Advisory Committee virtual meeting on Tuesday, November 16.
- Vice-Chair Schnuelle will be writing a recommendation that will be presented at the HWPAC meeting in January 2022 to allow Move A Child Higher (MACH 1) to gain access to a vacant storage shed on the property.
- Commissioner Shay virtually attended the Community Police Oversight Commission meeting on Thursday, December 2, and shared that the topic of transparency related to officer-involved shootings was discussed at the meeting, as well as the two most recent City Council meetings.
- Commissioner Shay recommended further developing the Public Safety portion of the Advocacy strategic plan objective to collaborate with the Community Police Oversight Commission and the Pasadena Police Department in order to receive information that the Northwest Commission can share with the constituents of the Northwest through outreach.

January 2022:

- The Commission received a presentation from the Citizen Service Center about issues reported in Northwest Pasadena in order to stay informed about what issues are being reported by the community.
- Commissioner Shay shared an update, as part of the public safety action item, that Deputy Police Chief Cheryl Moody will be serving as Interim Police Chief, from Thursday, January 6 to Monday, May 2.
- Staff (Osborne) shared that the agenda packet for the Community Police Oversight Commission meeting on Thursday, January 13 was sent by staff to the Commission for their review.

February 2022:

- Vice-Chair Schnuelle shared that the CIP ad hoc committee will meet with city staff from the Departments of Public Works, Transportation, and Water and Power to review the list of CIP requests.
- Vice-Chair Schnuelle provided an update of the Hahamongna Watershed Park Advisory Committee's virtual meeting on Tuesday, January 25, in which the entitlement process for land uses in the Hahamongna Watershed Park Annex area was discussed.
- Commissioner Shay attended the virtual City Council meeting on Monday, January 31 and provided an update on the agenda item discussing the Pasadena Police Officer-involved shooting investigation process and related policies.
- The Commission received a presentation from Public Works about updates regarding CIP projects at Washington Park, Brenner Park, and Robinson Park.
- The Commission received a demonstration from the Citizen Service Center, regarding a data map with information about requests for services in the Northwest area.
- The Commission added an action item to the Advocacy strategic plan objective to "Research non-profit organizations who work in gang prevention programs for at-risk youth to present to the Commission". Commissioner Amsbry volunteered to lead new action item.

March 2022:

- The Commission unanimously voted to support the staff recommendation for the FY 2023-2027 Capital Improvement Program budget, excluding the line item for the Hahamongna Watershed Park Disc Golf Improvements.
- The Commission unanimously approved the staff ranking and funding recommendation for the Community Development Block Grant Public Service FY 2022-2023 Public Service projects.

April 2022:

- No update due to meeting cancellation.

May 2022:

- No updates on Public Safety.
- CIP – A letter was sent to the City Council during the CIP budget review to express the Commission's position against using CIP funds for disc golf improvements. Commissioner Carr sent a letter stating that the funding for disc golf could be used for other purposes.
- HWPAC – The next meeting is June 28, 2022

June 2022

- Commissioner Schnuelle provided an update regarding the need to appoint a Northwest Commissioner to the HWPAC due to her resignation. The next meeting is after the Annual meeting so staff will provide an update to the Commission in July from the minutes.

Status: Completed

Objective #2 – Outreach

Engage in community outreach to identify needs, share information and promote progress in areas of interest.

Commissioners: Bell (Lead), Cullins, Preyer

Action Items:

- Community Meetings/Events:
 - Attend and present at Councilmember district meetings.
 - Attend Pasadena Neighborhood Network meetings. (Commissioner Schnuelle)
 - Provide a calendar of upcoming community events and City meetings.
- Northwest Commission Survey:
 - Finalize Northwest Commission survey by August 10, 2021. **(Completed August 2021)**
 - Conduct surveys at community events as allowed per City reopening procedures.
- Informational Presentations – Monitor and assess issues of importance from the following presentations, but not limited to:
 - Police Department
 - Housing Department, Affordable Housing Task Force
 - Public Health Department presentations on programs impacting the Northwest
- Communicate regularly with active neighborhood associations in the Northwest.
- Northwest News Articles (Leads: Amsbry, Cullins, Preyer)
 - Address social issues that affect Northwest Pasadena.
 - Research organizations to approach to be included in articles for publication.
 - Research small businesses in the Northwest to be included in articles.
 - Distribution through the Parks, Recreation and Community Services Department newsletter, City Councilmember district newsletters, Pasadena InFocus, and neighborhood associations.
 - Commissioners to reach out to the City Council District Liaisons to ask about their newsletter policies and report back to the ad hoc committee and Commission.

Work Plan Updates:

July 2021:

- Vice-Chair Schnuelle and Commissioner Amsbry attended the Pasadena Neighborhood Network meeting on Thursday, July 1, which included a presentation from Darryl Dunn (CEO and General Manager, Rose Bowl Operating Company) about the financial situation of the Rose Bowl.
- The Commission requested staff to translate the Northwest Commission Survey to Spanish to provide an English and Spanish version once updated.

- The Northwest Commission Survey will be reviewed and updated by the Commission at the August meeting.

August 2021:

- The Pasadena Neighborhood Network meeting is scheduled for Thursday, August 12, which will include a presentation from the City Clerk about the redistricting process.
- The Commission voted to approve the updated Northwest Commission survey and plans to distribute it electronically and conduct surveys at outreach events.
- The Commission received information from staff about the approval of the draft Housing Element by the City Council on Monday, August 2.
- Staff will provide the Commission with the section of the draft Housing Element referencing the Northwest.

September 2021:

- Vice-Chair Schnuelle virtually attended the North Fair Oaks Empowerment Initiative meeting on Thursday, September 9. The meeting was scheduled to discuss the Capital Improvement Program projects for the Fair Oaks Avenue corridor.

October 2021:

- Commissioner Bell will schedule an Outreach ad hoc committee meeting before the next Commission meeting in November to determine next steps for action items.
- Commissioner Bell requested that staff (Osborne) share information to the Outreach ad hoc committee about upcoming in-person events for the ad hoc committee to attend.
- The Northwest Commission survey action item was marked as “Completed” in August 2021.

November 2021:

- As part of their monthly strategic plan updates, the Commission voted to combine Objective #3 (Northwest Commission Newsletter) with Objective #2 (Outreach) to draft articles about issues in the Northwest, and receive articles from other organizations to be provided as a form of outreach to the community.
- Commissioner Amsbry spoke to the City’s Public Information Officer for advice on how to develop a specific and consistent process for Northwest news articles.
- Commissioner Amsbry asked the Commission to return to the December meeting with feedback for which organizations and social programs should be approached to be included in news articles.
- Chair Douglas appointed Commissioner Preyer to the Outreach ad hoc committee.

December 2021:

- Commissioner Bell requested that staff send the Commission the spreadsheet of neighborhood associations in Pasadena that was developed in FY 2020-2021 and asked Staff (Osborne) if there is a survey tool the City uses that the Northwest Commission can utilize and distribute to the community using social media.
- Staff (Osborne) shared that there are survey options, that need to be confirmed, but can be used by the Northwest Commission.
- Commissioner Bell requested that Commissioners representing Districts 1, 2, 3, and 5 contact their Councilmembers to find out if they would be willing to circulate the survey through their distribution lists.
- Commissioner Bell asked Commissioners to encourage community members in their networks to attend Northwest Commission meetings and submit a public comment about their concerns.
- The Northwest News Articles ad hoc committee shared a draft article promoting My Place Café with the Commission providing feedback and suggesting adding the Northwest Commission email address, webpage link, and monthly meeting dates at the bottom of the article page.
- The Northwest News Articles ad hoc committee will discuss their action items and changing the name of the ad hoc committee at the next meeting in January.

January 2022:

- Staff (Osborne) will be contacting the Department of Information Technology to verify if the Northwest Commission Community Survey can be hosted on the Northwest Commission webpage in a similar format to SurveyMonkey.
- Staff (Osborne) will be contacting the Director of the Planning and Community Development Department to schedule a future presentation about code compliance incidents in the Northwest.

February 2022:

- Commissioner Bell provided an update on Northwest Commission Survey.
- The Commission requested that staff populate the survey online and send a link to the Outreach ad hoc committee when it is completed.
- Vice-Chair Schnuelle attended the Pasadena Neighborhood Network meeting on Thursday, February 3, which was attended by the Interim City Manager who spoke about the role of the City Manager, land use control, fiscal stability, and the uptick in violence and policing.
- Vice-Chair Schnuelle spoke to Councilmember Rivas, who agreed to include the Northwest Commission Survey and Northwest news articles in the Council District 5 newsletter.
- Commissioner Cullins provided an update on the progress of the Northwest News Articles action items. Staff (Osborne) shared that she will be scheduling a meeting with the news articles ad hoc committee to discuss the next steps.

March 2022:

- Commissioner Cullins provided an update on the progress of the action items for the Northwest News Articles. The News Articles ad hoc committee leads are drafting a cover letter to seek permission from entities to distribute the articles.
- Staff (Osborne) recommended the leads contact the City's Public Information Officer to discuss including articles in the Pasadena In-Focus newsletter. Commissioners can also contact the Councilmember that appointed them to inquire about the requirements for including articles from the Commission in their Council District newsletters.
- Commissioners Schnuelle and Carr shared that their Councilmembers have agreed to include news articles in their Council District newsletters.
- Staff shared information and a demonstration of the online version of the Northwest Commission Community Survey, which can be found on the Commission's webpage.

April 2022:

- No update due to meeting cancellation.

May 2022

- Each Commissioner will speak to their City Councilmember about including the survey link in the City Council newsletters. The purpose is to address and understand the concerns of the Northwest Community. Staff (Osborne) will retrieve responses from the Northwest Commission email address.
- Articles can be submitted to the City Councilmembers for publishing in their newsletters.
- Survey responses to be provided to the ad hoc committee.
- The Commission asked staff (Osborne) to verify if the survey can be added to the Northwest Programs webpage.
- Chair Douglas provided an article for Council District 7 newsletter to highlight three northwest businesses.

June 2022

- The Commission will table at the Juneteenth celebration on June 18, 2022 and distribute surveys. Commissioners contacted their Councilmembers to confirm their approval to provide articles in the Council newsletters. Staff will confirm if the link to the Commission survey can be included in the next *In Focus* newsletter.

Status: Completed

Objective #3 – Economic Development

Work with City staff and Councilmembers to support economic development activities in the Northwest.

Commissioners: Carr (Lead), Sims

Action Items:

- Receive a presentation from Dave Klug (Economic Development Division)
- Engage and promote new businesses in the Northwest:
 - Staff notifies Northwest Commission of new businesses.
 - Commissioners make personal contact with business owners/representatives to learn about the business and introduce them to the role of the Northwest Commission.
 - Write articles about new businesses that opened in Northwest Pasadena to be submitted to City staff for inclusion in appropriate newsletters.
- Share resources from the Small Business Development Center (SBDC.)
- Update the Northwest businesses webpage with new businesses.

Work Plan Updates:

July 2021:

- Chair Douglas shared an update from Commissioner Carr regarding a meeting he had with the manager of the Home State restaurant, a new business in the Northwest to introduce the purpose and function of the Northwest Commission.
- Staff (Osborne) confirmed the presentation from Dave Klug (Economic Development Division) for the Commission meeting in August to discuss economic opportunities in the Northwest.

August 2021:

- Commissioner Carr updated the letter to new businesses in the Northwest and the Commission voted to approve the updated letter.

September 2021:

- Staff (Osborne) shared that the presentation from the Economic Development Division would be rescheduled to the November meeting.
- Staff (Osborne) requested Commissioners send a list of businesses they are interested in seeing along the commercial corridors for Economic Development staff to start a business profile for the presentation in November.
- The Commission requested that staff send the list of new businesses in the Northwest to the entire Commission.

October 2021:

- Chair Douglas virtually attended the EdTech meeting on Tuesday, September 21 and shared that Councilmember Hampton mentioned the letter sent by the Commission about businesses they would like to see in the Northwest.
- Staff (Osborne) requested Commissioners contact her with suggestions for specific businesses or types businesses they would like to see in the Northwest.
- The Economic Development ad hoc committee met and put together an email template with information and resources to send to new businesses in the Northwest.
- Commissioner Carr emailed five new businesses in the Northwest (Dual Crossroads, GeriEats, Pollos Puebla #1, Power Global, and Beauty Club Plus) and encouraged them to contact the Northwest Commission if they needed assistance.
- Commissioner Carr visited Luke Walker's Barbershop, dropped off an application for the Legacy Business Program, and encouraged them to apply.
- Commissioner Carr shared that the EdTech Committee discussed modifying cannabis regulations to allow more than one cannabis store in each City Council District.
- Vice-Chair Schnuelle requested that staff (Osborne) share the list of new businesses in the Northwest with the entire Commission.

November 2021:

- The Commission received a presentation from the Economic Development Division about economic opportunities in Northwest commercial corridors.
- Commissioner Carr emailed two new businesses in the Northwest (Pasadena Beauty Supply and Lumi Nail Salon) and encouraged them to contact the Northwest Commission if they need assistance.
- Staff (Osborne) recommended Commissioner Carr contact the San Gabriel Valley Area Black Chamber of Commerce to see what services they are offering in Pasadena.

December 2021:

- Commissioner Carr virtually attended the EdTech Committee meeting on Wednesday, December 8, in which the City's Second Unit Accessory Dwelling Unit Loan Pilot Program was discussed.
- Staff (Osborne) shared that Pasadena Federal Credit Union will be permanently relocating to the Northwest on Lake Avenue/Washington Boulevard.

January 2022:

- Commissioner Carr emailed two new businesses in the Northwest (Beamlink Inc. and Flamingo Nail Salon) and encouraged them to contact the Northwest Commission if they needed assistance.
- Staff (Osborne) encouraged the Economic Development ad hoc committee leads to develop a template to send to businesses that can be used for the Northwest business listings directory.

February 2022:

- Staff (Osborne) asked the Economic Development ad hoc committee about developing a template to send to businesses, which will be added to the Northwest Business Listings Directory on the City webpage.

- Chair Douglas volunteered to contact Commissioners Carr, Shay, and Sims about the development of the template.

March 2022:

- Staff (Osborne) provided information about the Northwest Business Listings Directory and that the directory will be updated to provide more information received from new businesses in the Northwest.

April 2022:

- No update due to meeting cancellation.

May 2022:

- Articles to be provided for new businesses to the ad hoc Committee for the month of May.
- Commissioners Carr and Preyer provided articles to their Councilmembers on new businesses.
- Commissioner Cullins will send an article to Council District 3 about a new Northwest business.

June 2022

- Commissioner Carr will contact new businesses with a welcome letter and provide information about current training seminars from the Small Business Development Center (SBDC).

Status: Carryover to FY 2022-2023

Objective #4 – Ad hoc Committee of Leads of the other current ad hoc Committees

Provides leadership in directing interpretation and action of the Purpose and Function of the Northwest Commission per City Code 2.95.110.

Commissioners: Douglas (Lead), Schnuelle, Carr, Bell, Cullins

Action Items:

- Review the Northwest Community Plan from 1985 and 1989 and assess the current state of the Plan Implementation goals and actions.
- Coordinate work or projects between the three ad hoc committees: Outreach, Economic Development, and Advocacy.

Work Plan Updates:

December 2021:

- Chair Douglas appointed Commissioners Douglas, Schnuelle, Carr, Bell, and Cullins to the Leadership ad hoc committee.

January 2022:

- The Leadership ad hoc committee is reviewing the 1985 and 1989 Northwest Community Plan to identify priorities that were identified, but not yet completed.

February 2022:

- The Leadership ad hoc committee provided an update on the list of priorities they are working on to be shared and discussed at the next meeting in March.

March 2022:

- Chair Douglas shared that the Leadership ad hoc committee has reviewed the 1985 and 1989 Northwest Community Plan and identified five priority areas for the Commission to discuss at the next meeting.
 - Priority areas: special funds dedicated to Northwest projects, streetscapes, trash removal, economic development, and housing.

April 2022:

- No update due to meeting cancellation.

May 2022:

- The priority area document will be discussed after staff meets with the Chair to update the document.

June 2022:

- Chair Douglas shared that the list of priorities that were completed for the Commission should be discussed at the Annual meeting.

Status: Completed

Objective #5 – Northwest Commission Newsletter

Produce newsletter articles that highlight the Northwest Commission's activities, new businesses that have opened, and issues confronting our residents.

Commissioners: Preyer, Cullins

Action Items:

- Produce newsletter articles.
- Distribution through the Parks, Recreation and Community Services Department newsletter, City Councilmember district newsletters, Pasadena InFocus, and neighborhood associations.
- Commissioners to reach out to the City Council District Liaisons to ask about their newsletter policies and report back to the ad hoc committee and Commission.

Work Plan Updates:

July 2021:

- The Newsletter ad hoc committee is scheduled to meet the week of July 19 to discuss priorities.

August 2021:

- Commissioner Amsbry shared he has received approval from Councilmember Rivas (District 5) to distribute the Northwest Commission Newsletter and participate in helping to build an email list.
- The Newsletter ad hoc committee will follow-up with Councilmembers from Council Districts 1 and 3 and ask to share the Northwest Commission Newsletter with their mailing lists.
- The Newsletter ad hoc committee will be reaching out to the City's Public Information Officer to have a conversation about social media tools to build their email list.

September 2021:

- The Newsletter ad hoc committee met in September to discuss subject matter to be included in the newsletter.
- Staff (Osborne) provided an update that articles may be distributed through the PRCS Department newsletter, the Public Information Office as a press release, and the City Council District newsletter.
- Commissioner Amsbry suggested the ad hoc committee begin to discuss subject matter for future articles and provide an update at the October meeting.

October 2021:

- The Commission modified the action items for this strategic plan objective and the Newsletter ad hoc committee will meet to discuss any updates to the action items.

November 2021:

- As part of their monthly strategic plan updates, the Commission voted to combine Objective #3 (Northwest Commission Newsletter) with Objective #2 (Outreach), draft articles about issues in the Northwest, and receive articles from other organizations to be provided as a form of outreach.

Status: Completed

City of Pasadena Northwest Commission Meeting Attendance Record for FY 2021-2022

NORTHWEST COMMISSION MEETING ATTENDANCE RECORD July 2021 - June 2022																
MEMBERS	07/13/21 REGULAR	08/10/21 REGULAR	09/14/21 REGULAR	10/12/21 REGULAR	11/09/21 REGULAR	12/14/21 REGULAR	01/11/22 REGULAR	02/08/22 REGULAR	03/08/22 REGULAR	04/12/22 REGULAR	05/10/22 REGULAR	06/14/22 REGULAR	06/25/22 SPECIAL	TOTAL MEETINGS ATTENDED	ATTENDANCE RECORD PERCENTAGE	
KIMBERLY DOUGLAS District 7	P	A	P	P	P	P	P	P	P	XX	P	P	P	11	91.67%	
CINDY SCHNUELLE District 5	P	P	P	P	P	P	P	P	P	XX	P	P	P	12	100.00%	
ALFRED L. CARR District 1	A	P	A	P	P	P	P	A	P	XX	P	P	P	9	75.00%	
BEVERLY SIMS District 1	P	A	P	P	A	P	P	A	P	XX	P	P	P	9	75.00%	
MONIQUE PREYER District 2	P	U	P	A	P	P	A	U	P	XX	P	P	P	8	66.67%	
JULIETA S. ARAGON District 3	P	P	P	P	P	P	P	P	P	XX	P	P	A	11	91.67%	
MICHAEL CULLINS District 3	P	P	P	P	P	P	P	P	P	XX	P	P	P	12	100.00%	
MAX REYES District 4	/	/	/	/	/	/	/	/	/	XX	P	P	P	3	100.00%	
ALLEN SHAY District 4	P	P	P	U	P	P	P	P	P	XX	/	/	/	8	88.89%	
PAT AMSBRY District 5	P	P	P	A	P	P	A	P	P	XX	A	A	U	7	58.33%	
RYAN BELL District 6	A	P	P	P	A	P	P	P	A	XX	A	P	A	7	58.33%	
VACANT (MAYOR)	/	/	/	/	/	/	/	/	/	/	/	/	/	0	0.00%	

LEGEND
P - PRESENT
A - EXCUSED
U - UNEXCUSED
XX - CANCELED MEETING
NQ - NO QUORUM

Total Meetings Held 12

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.

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.

Status:

Objective #3 – Neighborhood Preservation/Environmental/Public Safety

Advance Capital Improvement Projects (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 for services 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.

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.
- 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.
- 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.

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.

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
- Presentation from Housing Department regarding Community Development Block Grant (CDBG) program
- Presentation from Housing Dept. regarding homeless services and providers in the Northwest.
- Presentation from Forestry Division/Public Work Department with update on Capital Improvement Projects

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:

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November 2022:

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December 2022

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January 2023:

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February 2023:

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March 2023:

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April 2023:

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May 2023:

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June 2023 Annual Meeting

July 2023:

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(Updated August 19, 2022)