



**CITY OF SOUTH PASADENA  
MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION  
REGULAR MEETING AGENDA**

**Council Chamber  
1424 Mission Street, South Pasadena, CA 91030  
May 17, 2022 at 6:30 p.m.**

**IN-PERSON HYBRID**

*South Pasadena Mobility and Transportation Infrastructure Commission Statement of Civility*

*As your elected governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

Pursuant to Government Code Section 54953, subdivision (e) (3), meetings of the Mobility and Transportation Infrastructure Commission (MTIC) for May 17, 2022, will be conducted remotely and held by video conference.

The in-person/virtual hybrid meetings will maintain transparency and public access while protecting the health and safety of the public. Members of the public have the option to participate in-person or via Zoom using the following link:

Mobility and Transportation Infrastructure Commission  
**Zoom Meeting Information**  
**Meeting ID: 847 4541 3785**  
**Passcode: 240194**

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information accordingly;  
or

2. Click on the following unique Zoom meeting link:

<https://us02web.zoom.us/j/84745413785?pwd=Klc5uAbjeXNoAdJKwn-EYLEkIYel3B.1>

or

3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted to do so.

For additional Zoom assistance with telephone audio, you may find your local number at:

<https://us02web.zoom.us/u/ky9n7bhtz>

**PUBLIC COMMENT AND SUGGESTIONS** (*Public Comments are limited to 3 minutes*)

The MTIC welcomes public input. If you would like to comment on this agenda item, members of the public may participate by means of one of the following options:

Option 1: Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during the comment portion of the agenda to speak for up to 3 minutes; or

Option 2: Email public comment(s) to: [mticpubliccomments@southpasadenaca.gov](mailto:mticpubliccomments@southpasadenaca.gov). **Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record.** Written Public Comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate: 1) your name (optional), and 2) what agenda item you are submitting public comment on, and/or 3) Submit by no later than 12:00pm., on Tuesday, May 17, 2022.

- CALL TO ORDER:** Chair Fisher
- ROLL CALL:** Commissioners: Lawrence Abelson, Eric Dunlap, John Fisher, and Kimberley Hughes
- CITY COUNCIL LIAISON:** Councilmember Jon Primuth
- STAFF PRESENT:** Ted Gerber, Public Works Director and Leonna DeWitt, Public Works Assistant
- PLEDGE OF ALLEGIANCE:** Commissioner Hughes

**PUBLIC COMMENT**

1. Public Comment – General

**INFORMATION REPORTS**

2. Commissioner Congress
3. Project Status Update – PWD Gerber

**ACTION / DISCUSSION**

4. Approval of Minutes of the Regular Mobility and Transportation Infrastructure Commission Meeting on April 19, 2022
5. Recommendation to City Council on Slow Streets Program

**COMMUNICATIONS**

6. City Council Liaison Communications

**7. Commissioner Communications**

**8. Staff Liaison Communications**

**ADJOURNMENT**

**FUTURE MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION  
MEETINGS**

June 21, 2022	Council Chamber	6:30 p.m.
July 19, 2022	Council Chamber	6:30 p.m.
August 16, 2022	Council Chamber	6:30 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

Commission Meeting agenda packets are available online at the City website:  
<https://www.southpasadenaca.gov/government/boards-commissions/mobility-and-transportation-infrastructure-commission>

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.*

05/12/22

/s/

Date

\_\_\_\_\_  
Leonna DeWitt  
Public Works Assistant

**ITEM 2**  
Commissioner Congress



City of South Pasadena

# Memo

**Date:** May 2022

**To:** All City Commissioner's

**Via:** Arminé Chaparyan, City Manager

**From:** City Clerk's Office, Management Services Department

**Re:** **Commissioner Congress: June 22, 2022**

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The City is happy to announce the return of the Annual Commissioner Congress after a two-year hiatus due to the pandemic. The Commissioner Congress provides an opportunity for City Council to receive a year-end report from each commission and recognize the contributions of City Commissions and the critical role they play in the public process. The program is designed to highlight major achievements and recognize the service of Commissioners.

**The Commissioner Congress is scheduled for Wednesday, June 22, 2022 from 6:00 p.m. to 8:00 p.m. in the War Memorial Building.** Dinner will be served promptly at 6:00 p.m. followed by the program at 6:30 p.m.

Each commission will present accomplishments of the previous year and a workplan for the upcoming fiscal year that aligns with the City's Strategic Plan initiatives. The Commission Chair, or designee, will work with the staff liaison to prepare a three-minute presentation to highlight three to five initiatives and briefly review the new workplan. The annual reports will be posted to each commission webpage for public review.

## South Pasadena Strategic Plan 2021-2026

The Strategic Plan, adopted by the City Council on December 15, 2021, provides a comprehensive framework of priorities and clear goals to lead the organization in realizing the vision for the community through teamwork, creativity and fiscal responsibility.

The goal of the Strategic Plan is to ensure maximum alignment between City resources and activities, City Council's policy direction, community interests, and customer service expectations. With this in mind, Commissions will prepare a workplan to include initiatives for the upcoming fiscal year in alignment to the City's Strategic Planning goals.

The 2021-2026 Strategic Plan identifies the following goals which will guide the City in successfully advancing its priorities over the next five years:

- Develop and Implement Strong Fiscal Policies to Ensure a Resilient Financial Future.
- Create a Strong Economic Development Strategy to Strengthen Local Business.
- Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts.
- Enhance Community Sustainability through Investment in Infrastructure and Environmental Management Programs.
- Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.
- Enhance Customer Service through Innovation to More Effectively Respond to Community Priorities.

Attachments:

1. South Pasadena Strategic Plan 2021-2026 *(Q1 update to be presented to Council May 18)*



## 1. Develop and Implement Strong Fiscal Policies to Ensure a Resilient Financial Future

Task	Action Item	Target Date	Department
1a. Long Range Financial Plan	Complete Indirect Cost Allocation Plan to increase potential reimbursement for staff time on grants and special fund projects.	FY 22-23	Finance
1b. Reduce CalPERS unfunded liability	Explore and recommend options to reduce CalPERS and OPEB liability.	FY 21-22	Finance
1c. Financial policies	Develop comprehensive Finance Department Policies and Procedures manual.	FY 21-22	Finance
1d. Business License Tax	Research and recommend update to business license tax, business classifications and tax rates.	FY 22-23	Finance
1e. Library Parcel Tax	Library Parcel Tax Renewal (Nov 2022 Election)	FY 22-23	Finance/ Library



## 2. Create a Strong Economic Development Strategy to Strengthen Local Business

Task	Action Item	Target Date	Department
2a. Technology Upgrade	Recommend permit software & funding for building and planning to track permits online and streamline approval processes	FY 21-22 FY 22-23	Community Development
2b. Economic Development Program	<b>Develop and Launch Economic Program</b> <ul style="list-style-type: none"><li>• City Branding and Marketing Plan</li><li>• New City website</li><li>• New Econ Dev website</li><li>• Ombudsman services</li><li>• develop a Guide on 'How to Do Business in the City'</li></ul>	FY 22-23	City Manager's Office
2c. Economic Development Plan	Produce a permit application guide to help streamline application process.	FY 21-22	CMO/ Community Development
2d. Redevelopment of Recreational Facilities	Evaluate redevelopment opportunities of recreational facilities in the Arroyo, including seeking restaurant operator at golf course.	FY 22-23	Community Services
2e. Parking Policy	Create comprehensive parking policy for the City.	FY 23-24	Community Development





### 3. Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts

Task	Action Item	Target Date	Department
<b>3a. Seismic Regulations</b>	<b>Contract with consultant to complete inventory of soft story buildings in preparation for consideration of future regulations.</b>	<b>FY-22-23</b>	<b>Community Development</b>
<b>3b. Crisis Comm. Systems</b>	<b>Promote crisis communication systems. City applied for and was granted licensing to conduct Wireless Emergency Alerting (WEA).</b>	<b>Ongoing</b>	<b>Fire/Police</b>
<b>3c. Local Emergency Partnerships</b>	<b>Prepare needs analysis &amp; implementation schedule to address gaps in disaster coverage and seek appropriate contracts. Renew the city's Emergency Operations Plan (EOP) and Local Hazard Mitigation Plan (LHMP). Obtain Planet Bid for establishing contracts with vendors during a disaster.</b>	<b>FY-22-23</b>	<b>Fire/Police</b>
<b>3d. Emergency Preparedness</b>	<b>Initiate regular Emergency Operations Center (EOC) training for Department Directors and staff. Training will be provided during the renewals of the EOP and LHMP.</b>	<b>FY22-23</b>	<b>Fire/Police</b>
<b>3e. Wildfire Mitigation</b>	<b>Work with SGVCOG and apply for grants on wildfire mitigation on city-owned vacant lots. Research alternative methods of controlling/mitigating hazardous vegetation in the City's high hazard brush area.</b>	<b>FY 22-23</b>	<b>Fire</b>
<b>3f. Homeless Initiatives</b>	<ul style="list-style-type: none"><li>• <b>Participate in Mental Health/Crisis Intervention Program</b></li><li>• <b>Expand working relationship with community partners and Union Station</b></li></ul>	<b>FY 21-22</b>	<b>Police/ Community Development</b>



## 4. Enhance Community Sustainability through Investment in Infrastructure and Environmental Management Programs.

Task	Action Item	Target Date	Department
<b>4a. Renewable Energy</b>	<b>Implement Climate Action Plan for environmental initiatives.</b> •Roll out electric leaf blower program (FY22-23)	<b>FY 21-22 through FY 25-26</b>	<b>Public Works</b>
<b>4b. Water Resources</b>	<b>Implement Integrated Water Resources Plan to address ongoing aging infrastructure challenges, operational and supply sources, financial strategies, and a drought proof City.</b>	<b>FY 21-22 through FY 25-26</b>	<b>Public Works</b>
<b>4c. Pocket Parks</b>	<b>Award design contract and break ground on Berkshire &amp; Grevelia pocket park project.</b>	<b>FY 21-22</b>	<b>Community Services</b>
<b>4d. Transportation and Mobility Projects</b>	<b>Contract technical team in anticipation of TDM TSM alternative.</b>	<b>FY 22-23</b>	<b>Public Works</b>



#### 4. Enhance Community Sustainability through Investment in Infrastructure and Environmental Management Programs. *(continued)*

Task	Action Item	Target Date	Department
<b>4e. Capital Improvement Program</b>	<b>Bring forward a comprehensive Capital Improvement Plan (CIP).</b>	<b>FY 21-22</b>	<b>Public Works</b>
<b>4f. Mobility Master Plan</b>	<b>Update mobility master plan, with consideration for bike lanes, mobility, walkability and neighborhood traffic management.</b>	<b>FY 22-23</b>	<b>Public Works</b>
<b>4g. Traffic Management</b>	<b>Neighborhood Traffic management Policy Adoption and Implementation.</b>	<b>FY 22-23</b>	<b>Public Works</b>
<b>4h. Facilities Assessment</b>	<b>Conduct assessment of city facilities to determine repair costs for municipal buildings and costs for enhanced security measures and space planning.</b>	<b>FY 22-23</b>	<b>Public Works/ Mgmt Services/ Community Development</b>
<b>4i. Electrify fleet</b>	<b>Pursue electrification of city fleet.</b>	<b>FY 21-22 through FY 25-26</b>	<b>Public Works/Police/ Fire/ Community Svcs</b>



## 5. Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.

Task	Action Item	Target Date	Department
5a. City Housing Division	<b>Create a Housing Division in Community Development Department to focus on Housing related matters including funding opportunities, land use, partnership with stakeholder groups including other governments, federal and state laws, tenant protections/ relocation assistance measures.</b>	FY 21-22	Community Development
5b. SB 381/ sale of unoccupied Caltrans properties	<b>Implementation of SB 381</b> <ul style="list-style-type: none"><li>• Commence policy discussions on the acquisition of unoccupied Caltrans surplus properties.</li><li>• Identify HRE's to work with the City</li><li>• Explore formation of Community Land Trust.</li></ul>	FY 21-22	Community Development
5c. Affordable Housing policies	<b>Produce information on Inclusionary Housing Ordinance and ADU Ordinance. Public education on new housing laws affecting cities.</b>	FY 21-22 FY 22-23	Community Development
5d. Housing Support	<b>Present Occupancy inspection program and policy for adoption.</b>	FY 22-23	Community Development
5e. Homeless Initiatives	<b>Continue working with the SGVCOG on region-wide solutions</b>	FY 21-22	Police/ Community Development



## 6. Enhance Customer Service through Innovation to More Effectively Respond to Community Priorities.

Task	Action Item	Target Date	Department
6a. Accessibility/ Customer Service	Bring forward a recommendation for an automated customer care application.	FY 22-23	CMO
6b. Centralized Operations	Centralize grants management and contract management.	FY 21-22	Mgmt Svcs
6c. Update Policies	Develop comprehensive administrative policies manual – including ADA, FMLA, Harassment, etc. with the Internal Policy Committee. •Police Department assessment. •Update the Rules & Regs	FY 21-22	Mgmt Svcs
6d. Improve technology	Create an IT Master Plan for introducing or updating technologies in all departments.	FY 21-22	Mgmt Svcs
6e. Public Engagement	Establish and implement a targeted Community Outreach Program.	FY 21-22	CMO
6f. Governance	Review all Boards and Commissions.	FY 21-22	CMO/ Mgmt. Services
6g. Governance	Undertake process for Redistricting.	FY 21-22	Mgmt Svcs
6h. City Workforce	Pursue a healthy Workplace Culture including efforts to raise employee morale • Establish Employee Committee to assist with morale boosting initiatives and events • Create new Training an Mentoring Program Create new branding for HR and City through Onboarding Process.	Ongoing	CMO/ Mgmt. Services
6i. Modernize Division	Human Resources Division enhancements.	Ongoing	Mgmt Svcs

**ITEM 3**  
Project Status Update



# Mobility and Transportation Infrastructure Commission Agenda Report

ITEM NO. 3

**DATE:** May 17, 2022  
**FROM:** H. Ted Gerber, Director of Public Works  
**SUBJECT:** **Project Status Update**

## Recommendation

It is recommended that the Commission receive and file an update on the status of projects related to the City’s mobility and transportation infrastructure.

## Information

Public Works projects are generally divided into two areas: (1) Capital Improvement Program (CIP) projects and (2) routine or special Operations & Maintenance (O&M) projects. Ongoing or planned projects related to mobility and transportation infrastructure in both of these areas, along with their recent status, are listed in the tables below.

Capital Improvement Program (CIP) Projects	Project Status
Arroyo Seco Golf Course & Driving Range Pole and Netting Removal & Replacement	<u>Updated Status</u> This is not a mobility project; however, the work affects a mobility concern: the temporary closure of the Arroyo Seco Bicycle & Pedestrian Trail. The trail is currently open but will be temporarily closed to facilitate installation of new netting support poles. The new installation design review is near complete, and installation will begin in late-May.
Fair Oaks Traffic Signal Improvements Project	<u>Updated Status</u> This project installs fiber optic cable and devices along Fair Oaks, Huntington Drive, and Fremont Avenue, as well as a Traffic Management Center (TMC) at City Hall and Public Works offices at the Garfield Water Distribution Facility (WDF).  Project installation has been placed on hold due to a manufacturer recall of equipment. Once the recall is resolved, the project will resume with an expected completion of June 2022.

Capital Improvement Program (CIP) Projects	Project Status
Mission and Fremont Rectangular Rapid Flashing Beacons	<p><u>No Change from April Status</u>            This project installs Rectangular Rapid Flashing Beacons (RRFBs) at Fremont Avenue and Lyndon Street, Mission Street and Diamond Avenue, and Mission Street and Fairview Avenue.</p> <p>City Council approved a contract amendment with the design vendor on March 2, 2022. The designer is now completing the additional structural analysis of the footing to create the project plans, specifications and contract documents, so the project may be bid for construction.</p>
Street Improvements	<p><u>Updated Status</u>            Staff is working to amend the existing consultant contact for the Fiscal Year 2019-2020 street improvements in order to recommence design work, which is currently complete to 60%. Street improvement is a key discussion point in development of the fiscal year 2022-2023 budget, to be adopted in June, and staff are working to develop the funding allocation, and therefore this coming year's street improvement plan. Staff is also planning to bring a street improvement informational item to the MTIC and Council to review the detailed status of street improvement projects.</p>
Measure M Project Funding Requests	<p><u>Updated Status</u>            The project list is being considered at the May 18<sup>th</sup> Council Meeting, and will then be submitted to the Arroyo Verdugo Committee Technical Advisory Committee before submission to the Arroyo Verdugo Committee Joint Powers Authority (AVCJPA). Upon approval of the project list and submittal to the AVCJPA, and then Metro, the programmed projects will be represented as separate line items in this list.</p>
Columbia Avenue Striping & Signal Improvements	<p><u>Updated Status</u>            Measure M Multi-Subregional Program (MSP) project funding approval is being considered at the May 18<sup>th</sup> Council Meeting. Both South Pasadena and Pasadena are in general agreement on the striping configuration, and a conceptual drawing for the Fremont/Pasadena intersection has been provided to Pasadena. The City of Pasadena's proposed funding source is Measure R Mobility Improvement Project (MIP) funds. Pasadena is presently working with a consultant to develop MIP recommendations for their City Council and Metro. Striping improvements to the Northwest corner of Columbia Avenue at Orange Grove Boulevard may be implemented earlier as an O&amp;M project.</p>



Capital Improvement Program (CIP) Projects	Project Status
Fremont/Huntington Mobility Active Transportation Project	<p><u>No Change from April Status</u>            Staff is working with Metro to make minor adjustments to the grant funding agreement, primarily the schedule of expenditures. Once this process is complete, staff will complete solicitation for the initial phase of the project.</p>
City of Pasadena 'Stub' Relinquishment & Transitional Project Development	<p><u>Updated Status</u>            Caltrans is preparing a Relinquishment Approval Report for the June 2022 meeting of the California Transportation Commission (CTC). Staff is collaborating with the City of Pasadena to ensure South Pasadena stakeholders are involved in the discussion of conceptual designs related to 'stub' transitional projects, which will be compiled later this year.</p>
Sidewalks Replacement & ADA Ramps Upgrades	<p><u>Updated Status</u>            On April 20<sup>th</sup>, staff brought an item to Council to program Community Development Block Grant (CDBG) program funds towards sidewalk replacement &amp; ADA ramps upgrades, which was approved. Existing funding is planned for up to twelve (12) intersection improvements along Meridian Avenue. Newly allocated funding is proposed for improvements in the Raymond Hill area. Total funding that has been allocated over fiscal years 2021-2022 and 2022-2023 is approximately \$300,000.</p>
North-South Corridor Intelligent Transportation Systems (ITS) Deployment Project	<p><u>No Change from April Status</u>            Staff is working with the design consultant to make minor refinements to the scope of work, and ensure the project work will continue to enhance traffic management along the Fair Oaks corridor, given the improvements installed during the current Fair Oaks fiber optic and signal devices project.</p>
Farmer's Market Bollard System	<p><u>No Change from April Status</u>            This future proposed project is being added to the 5-Year Capital Improvement Program (CIP) project list to be approved by City Council in June 2022. Staff will explore funding this project through a pedestrian improvement grant.</p>
Fair Oaks SR-110 Interchange Loop/Hook On-Ramp	<p><u>Updated Status</u>            Staff is facilitating the engagement of multiple professional services consultants to assist in the initial study work on this project. There has been significant interest from vendors to assist the City as an on-call consultant, therefore, the response period has been extended to June 2, 2022. City staff is coordinating a meeting with Metro and Caltrans to discuss near-term study work and future Measure R Mobility Improvement Project (MIP) funding.</p>

Capital Improvement Program (CIP) Projects	Project Status
Fair Oaks SR-110 Interchange Loop/Hook Grevelia Off-Ramp	<p><u>Updated Status</u>            See above "Fair Oaks SR-110 Interchange Loop/Hook On-Ramp" status.</p>
Mission Street at Arroyo Drive Pedestrian Improvements	<p><u>No Change from April Status</u>            Improvements to the pedestrian crossing at Mission Street at Arroyo Drive are expected to be included in future street work at this location. A schedule and funding source is to be determined.</p>

Operations & Maintenance (O&M) Projects	Project Status
2022 626 Golden Streets Mission to Mission Event	<p><u>Updated Status</u>            The event was held on May 1, 2022 with thousands of participants, and staff received positive feedback on the execution. Members from each City will meet with ActiveSGV on May 25<sup>th</sup> to debrief on the event.</p>
2022 Slow Streets & Open Streets Program	<p><u>Updated Status</u>            Staff are seeking a recommendation from MTIC on May 17<sup>th</sup> regarding a revised strategy for the 2022 Program. Afterwards a proposed professional services agreement will be drafted and brought to City Council for approval.</p>
Neighborhood Traffic Management Program (NTMP) Implementation	<p><u>No Change from April Status</u>            Staff are planning to complete the functional implementation of this program, i.e. process infrastructure, and will bring the item to City Council for program adoption.</p>
Ramona Avenue, Oak Street, Rollin Street, & Fremont Avenue Traffic Management	<p><u>No Change from April Status</u>            Public Works staff is working with Community Development staff to evaluate area specific plan documents in order to provide direction to Holy Family Church regarding traffic mitigation. Staff is planning to resume coordination with South Pasadena High School to implement a drop-off zone along Fremont Avenue.</p>
Meridian Avenue Traffic Management & Safety Measures	<p><u>No Change from April</u>            Staff are evaluating previous analysis reports and data to determine the feasibility of additional improvements to Meridian Avenue.</p>

Project Status Update

May 17, 2022

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Operations & Maintenance (O&M) Projects	Project Status
Timing Improvements at the Metro Gold Line Mission & Meridian	<p><u>Updated Status</u> Staff met with MTIC's Chair to review recommendations regarding the timing of signal lights and railway crossing gates at Mission and Meridian, and will next work with Metro to make any feasible improvements.</p>
Timing Improvements at Orange Grove & Monterey Signal	<p><u>No Change from April Status</u> Staff are working to implement an on-call professional services contract for traffic engineering services and an on-call maintenance services contract for signal maintenance and adjustment in order to implement recommended improvements at this location.</p>
Timing Improvements at Mission & Garfield	<p><u>Updated Status</u> Staff are working to implement an on-call professional services contract for traffic engineering services and an on-call maintenance services contract for signal maintenance and adjustment in order to implement recommended improvements at this location. There has been significant interest from vendors to assist the City as an on-call consultant, therefore, the response period has been extended to June 2, 2022.</p>
Fremont Avenue Southbound Left Turn Pocket South of Huntington Drive Intersection	<p><u>Updated Status</u> Staff have established a budget and conceptual layout for this improvement, and are working to implement an on-call professional services contract for traffic engineering design services to develop a plan document. There has been significant interest from vendors to assist the City as an on-call consultant, therefore, the response period has been extended to June 2, 2022.</p>
Replacement of Missing Orange Grove Street Lamps	<p><u>Updated Status</u> Staff are working to recruit Public Works Operations positions to resume street light replacement work. Interviews are pending rater assignments, and expected to occur in June.</p>
Installation of City Limit Signs at Various Locations	<p><u>Updated Status</u> Staff are working to recruit Public Works Operations positions to resume sign replacement work. Interviews are pending rater assignments, and expected to occur in June.</p>
Preferential Parking Policy	<p><u>No Change from April Status</u> As a City Council Strategic Plan goal, Staff will work with Community Development in this area, considering recommendations provided by MTIC.</p>

Project Status Update

May 17, 2022

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Operations & Maintenance (O&M) Projects	Project Status
2022/2023 626 Golden Streets Arroyo Fest	<u>Updated Status</u> San Gabriel Valley Council of Governments (SGVCOG) is in the early planning stages for this event. Caltrans has granted conceptual approval of the proposed special event, however, given the time associated with negotiating the encroachment permit and event plans, as well as time needed to respond to comments and conduct a delay analysis, the event may be moved from the the last Sunday in October 2022 (10/30/22) to the last Sunday in October 2023 (10/29/23) – both of which are 21 days after cicLAvia's annual Heart of LA open streets event.

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, and posting of the same agenda and reports on the City's website.

**ITEM 4**

Minutes of the Special Mobility and Transportation  
Infrastructure Commission – April 19, 2022

**TUESDAY, APRIL 19, 2022**  
**MINUTES OF THE CITY OF SOUTH PASADENA**  
**MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION**  
**REGULAR MEETING**

**CALL TO ORDER**

Chair Abelson called the Regular Meeting of the Mobility and Transportation Infrastructure Commission to order on April 19, 2022, at 6:32 p.m. The meeting was held virtually via Zoom.

**ROLL CALL:** Chair Fisher

**Present:** Chair Fisher, Commissioner Abelson, Vice-Chair Dunlap, and Commissioner Hughes

**Council Liaison:** Councilmember Jon Primuth arrived at 7:00 p.m.

**Absent:**

**Staff Present:** Ted Gerber, Director of Public Works, and Leaonna DeWitt, Public Works Assistant (“PA”)

**PLEDGE OF ALLEGIANCE**

Vice Chair Dunlap led the Pledge of Allegiance.

**PUBLIC COMMENT AND SUGGESTIONS**

**1. Public Comment – General**

**INFORMATION REPORTS**

**2. Project Status Update**

PWD Gerber presented a project update.

**3. Commission Evaluation Update**

PWD Gerber presented an update on this item.

**ACTION/DISCUSSION ITEMS**

**4. Minutes of the Regular Mobility and Transportation Infrastructure Commission on March 15, 2022**

Minutes approved as amended. Motion made by Commissioner Hughes and seconded by Commissioner Abelson (4-0, motion passes).

**COMMUNICATIONS**

**5. City Council Liaison Communications**

Council Liaison Primuth informed the Commission that at the City Council meeting tomorrow they will be reviewing the renewal of the Farmer’s Market Contract with the Chamber of Commerce. He expressed excitement about the Transportation Engineer position, which will provide support the staffing to the existing commission structure.

**6. Commissioner Communications**

Commissioner Dunlap reminded the Commission on AB43, California’s New Speed Limit Law, which he believes that local jurisdictions will move forward with implementation and it give the City the opportunity to revisit some of the posted speeds. He announced the 626 Golden Streets upcoming event on May 1.

Commissioner Abelson commented on the City Manager’s desire of transparency and keeping the community apprised on what’s going on in the City and he believes its critical that the community is aware of the Commission meetings. He suggested including the announcement of the Commission meetings on the various City social media sites and publications. Commissioner Abelson expressed his frustration with the lack of progress on the City’s projects.

Commissioner Hughes commented on getting some of the projects started and completed for the community. She

is looking forward to upcoming projects and development projects.

Chair Fisher commented on the need to make informed decisions by using traffic data and collision reports. He also ~~and~~ expressed concerns with AB43, which could establish virtual speed traps and without review for up to 14 years. He also commented on his meeting with Vice Chair Dunlap and PWD Gerber regarding streamlining the meetings, such as having a written status of projects and having a written report for each item on the agenda.

#### **7. Staff Communications**

PWD Gerber commented on the 626 Golden Streets event which will be held on May 1.

**ADJOURNMENT:** Meeting adjourned at 9:58 P.M.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Mobility and Transportation Infrastructure Commission of the City of South Pasadena at a meeting held on May 17, 2022.

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John Fisher, Chair

**ITEM 5**  
**Slow Streets Program Recommendation To**  
**City Council**





# Mobility and Transportation Infrastructure Commission Agenda Report

ITEM NO. 5

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**DATE:** May 17, 2022  
**FROM:** H. Ted Gerber, Director of Public Works  
**SUBJECT:** **Slow Streets Program Recommendation to City Council**

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## **Recommendation**

It is recommended that the Commission provide advisement to the City Council on the 2022 Slow Streets Program, including recommendations to:

- (1) Update the goal of the program from pandemic relief to a demonstration project to envision potential permanent reconfigurations of City streets;
- (2) Modify the originally planned three (3) month demonstration period along Mission Street, to a six (6) month demonstration period; and
- (3) Expand public outreach to occur before installation and continue in an on-going manner throughout the installation.

## **Background**

The City's Slow Streets Program is intended to provide space for residents to safely walk and ride, and to support local businesses' use of outdoor space for dining or other purposes. This is accomplished by installing temporary program equipment along streets. In residential areas, this takes the form of temporary striping, curb extensions using reflective delineators, and bicycle lanes using short-term paint/tape and signs. In business areas the same elements are utilized, however temporary parklet structures are added to create usable street space, and other placemaking elements like furniture, plants, and art pieces are also incorporated.

At the end of 2021, Public Works had completed the pre-design outreach and prepared preliminary engineering drawings illustrating the striping, curb extensions, parking and parklet layouts and dimensions to properly install program equipment and demonstration improvements along Mission Street, Hermosa Street, Grand Avenue, and Oak Street. Public Works was able to utilize over \$400,000 of a \$420,000 LA Metro Cycle 3 Open Streets Grant to purchase many of these components. At present, some of the program equipment has been delivered while other components are awaiting shipment.

Staff are now working to implement a new 2022 contract with a design team to complete the proposed configuration and traffic impact analysis modeling, and place the materials for a temporary installation. This is planned to be a collaborative effort with the public from start to finish, including the businesses along Mission Street.

### **Discussion**

The 2022 Slow Streets Program is intended to resume the work completed in 2021, with several significant changes in implementation. As the COVID health and safety restrictions are currently being reduced, due to the current state of the virus, the primary goal will shift from pandemic relief to envisioning potential permanent reconfigurations of City streets. This long-term re-visioning will support other important community and city goals, such as promoting active transportation, placemaking, and economic development. A change in the duration and public participation in the project requires changes in the scope of the work to be conducted; including implementing temporary materials that will last longer, and developing a coordinated plan to return the roadway to its existing configuration after transportation behaviors have adapted.

For Mission Street, an extension to a six-month program, will allow sufficient time to evaluate the function of a new street configuration, as well as obtain extensive community input. This will consist of a community design process before installation, continuing education and outreach during installation, and final feedback at the end of the 6-month installation period. Prior to installation, stakeholders can expect to participate in a design charrette in-person meeting at a community venue, where a final draft design will be shared and reviewed for community feedback. The project team will also hold a combination of stakeholder community meetings, open public meetings, and commission meetings before the final design is brought to City Council for approval. This will provide several opportunities for stakeholders to voice input on placemaking components, such as parklets, planters, parking, or other programming. Furthermore, during the installation, the project team will conduct ongoing solicitation of input, with presence at City/corridor events, the South Pasadena Farmer's Market, or other on-site opportunities. After the installation is removed, the project team will develop an evaluation report, which will include an assessment of the design's observable performance, and an evaluation of the community's experience during and at the conclusion of the program.

### **Next Steps**

City staff will work with the project consultant team to finalize a proposed professional services agreement, and bring the agreement to City Council for approval and execution. Once executed, the project team will resume public outreach efforts for the residential street sections, finalize residential street designs and installation/removal plans with City Council approval, notify the residential stakeholders, and complete the residential installation. Concurrently, the project team will be evaluating the data from the 2021 traffic analysis report to update the design in alignment with the new vision, and initiate the public outreach as described above.

### **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, and posting of the same agenda and reports on the City's website.