



**CITY OF SOUTH PASADENA
PUBLIC WORKS COMMISSION**

AMENDED AGENDA
REGULAR MEETING
WEDNESDAY, MAY 8, 2024, AT 6:30 P.M.

CITY COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030

South Pasadena Commission Statement of Civility

As your appointed 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 today will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Public Works Commission Meeting will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena.

Public participation may be made as follows:

- In Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Via Zoom – **Webinar ID: 883 1642 3708**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to pwcpubliccomments@southpasadenaca.gov
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: <https://us06web.zoom.us/j/88316423708>

CALL TO ORDER: Chair Omari Ferguson

ROLL CALL: Commissioners: Omari Ferguson, Sam Hernandez, Ryan Jones, David Maling; Vice-Chair Charles Trevino

PLEDGE OF ALLEGIANCE: Chair Omari Ferguson

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

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item, you may participate **by one of the following options:**

Option 1:

Participate in-person at the City Council Chambers.

Option 2:

Public Comment speakers have three minutes to address the Council, however, the Chair and Commission can adjust time allotted as needed. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

Option 3:

Email public comment(s) to pwcpubliccomments@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) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m.**, on the day of the Council meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Commission to adjust public comment(s) to less than three minutes.

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

PUBLIC COMMENT**1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

PRESENTATION**2. COMMISSION ANALYSIS REVISIT**

ACTION/DISCUSSION

3. REVIEW AND APPROVAL OF THE PUBLIC WORKS COMMISSION 2023-24 ANNUAL COMMISSION REPORT AND 2024-25 WORK PLAN PROPOSED DRAFT

Recommendation

It is recommended that the Commission approve the Public Works Commission 2023-24 Annual Plan and the 2024-25 Work Plan Proposed Draft.

4. APPROVAL OF MINUTES OF MARCH 13, 2024, PUBLIC WORKS COMMISSION REGULAR MEETING

Recommendation

It is recommended that the Commission review and consider approval of the March 13, 2024, Regular Meeting Minutes.

COMMUNICATIONS

5. CITY COUNCIL LIAISON COMMUNICATIONS

6. COMMISSIONER COMMUNICATIONS

7. STAFF LIAISON COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE PUBLIC WORKS COMMISSION MEETINGS

July 10, 2024	Regular Public Works Commission Meeting	6:30 p.m.
September 11, 2024	Regular Public Works Commission Meeting	6:30 p.m.
November 13, 2024	Regular Public Works Commission Meeting	6:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS


Commission meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City’s website:

<https://www.southpasadenaca.gov/government/boards-commissions>

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification, please contact the Public Works Department via email at pwcpbubliccomments@southpasadenaca.gov or call (626) 403-7370.

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 Public Works Department at (626) 403-7370 or pwcpbubliccomments@southpasadenaca.gov. 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).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **January 4, 2024**, 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, on the date listed below.*

5/2/2024

/S/



Date

Reyna Salazar-Martin, Management Analyst

ITEM 3

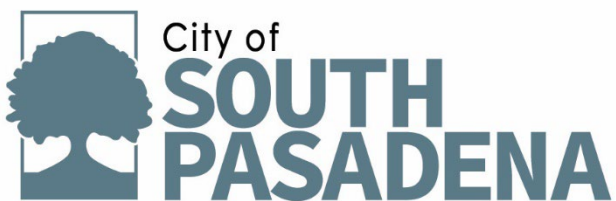
**REVIEW AND APPROVAL OF THE PUBLIC WORKS
COMMISSION 2023-24 ANNUAL COMMISSION REPORT
AND 2024-25 WORK PLAN PROPOSED DRAFT**



ANNUAL COMMISSION REPORT 2023-2024

City of South Pasadena

Public Works Commission (PWC) Proposed Draft



A Message from the Commission Chair

The Public Works Commission (PWC) is pleased to present its 2023-2024 Annual Report. The Report summarizes the Commission's activities from July 2023 through June 2024.

The Commission provided recommendations, direction, advice and technical assistance on public works infrastructure issues, projects and programs throughout the City, including the capital improvement program and included projects.

We look forward to working with staff and the community in a productive and successful Fiscal Year 2024-2025.

Sincerely,

Omari Ferguson,
Chair, Public Works Commission

Purpose Statement

The Public Works Commission is a five-member body that is responsible to serve in an advisory capacity to the City Council on policies regarding:

- (a) Policy matters related to non-transportation infrastructure including water, sewer, stormwater, buildings and city facilities;
- (b) Regional non-transportation infrastructure funding and planning;
- (c) Utility management including water, sewer and stormwater;
- (d) Input on infrastructure policies and plans such as the utility and infrastructure CIP items (non-transportation), integrated water and wastewater resource management plan, safe clean water and Measure W plans, facility assessment plan, etc.; and
- (e) A forum for community input on infrastructure topics. (Ord. No. 2344, § 2 (part), 2020.)

Public Works Commission (PWC)

Omari Ferguson	Commission Chair
Charles Trevino	Commission Vice-Chair
Sam Hernandez	Commissioner
David Maling	Commissioner
Ryan Jones	Commissioner
Evelyn G. Zneimer, Council Member	City Council Liaison
H. Ted Gerber, Public Works Director	Staff Liaison
Michael Vartanians, Principal Engineer	Staff Liaison
Reyna Salazar-Martin, Management Analyst	Staff Liaison

Public Works Commission meetings are held every 2nd Wednesday of the month at 6:30 pm. Meetings are held at City Council Chambers located at 1424 Mission Street.

Accomplishments

Recreational Facilities Improvements – Pocket Parks & Snake Trail

The Commission received a presentation and provided feedback on the installation of two new pocket parks on Berkshire Avenue and Grevelia Street, including park amenities, play equipment, access, as well as civil and drainage improvements. In addition, the Commission discussed potential improvements to the Snake Trail – which connects the Southwest Hills with pedestrian access to Meridian Avenue.

Westside Reservoir Design

The Commission received a presentation on the recent seismic and structural evaluation of the City’s 2-million-gallon Westside Reservoir that was constructed in the 1960s. The evaluation included a document review, geotechnical evaluation, internal dive inspection and external surface inspection, as well as the seismic and structural technical and modeling evaluation. The Commission reviewed the report findings, focusing on the reservoir slope stability, current condition, and recommendations related to changing the operating

condition and next steps towards the construction of a new reservoir. The Commission provided a recommendation to the City Council to initiate the preparation of a preliminary design report for the construction of the Westside Reservoir. This preliminary design report is expected to act as a road map towards construction of a new reservoir.

Sewer System Repair, Rehabilitation, & Replacement

The Commission received a presentation on the City's 2011 sewer consent judgement and City staff's recent work with the Los Angeles Regional Water Quality Control Board's Enforcement Unit. This included the sewer system's condition ratings, completed repairs, and remaining repairs. The Commission also reviewed the produced Geographic Enterprise Information maps that summarize the current status of the system, as well as staff's next steps towards compliance with the consent judgment.

Update on Street Improvement Plans

The Commission received a presentation on the status of a citywide pavement management plan that was in development. During this meeting, City staff reviewed four street improvement projects in various stages, including

one in construction at that time. This presentation also included a proposal to divide the city into maintenance districts and to move towards an annual maintenance plan on a per district basis, incorporating other infrastructure needs simultaneously such as water and sewer utility pipelines along with street improvements. The Commission reviewed estimates associated with future projects and provided feedback.

ANNUAL WORKPLAN FY 2024-2025

Public Works Commission

Proposed Draft



Fiscal Year 2024-2025 Work Plan

- Pavement Management Plan Review
- Sidewalk Improvement Program
- Westside Reservoir Preliminary Design Report
- San Pascual Construction Update

ITEM 3

Minutes of the Regular Meeting of the Public Works
Commission on March 13, 2024



**CITY OF SOUTH PASADENA
PUBLIC WORKS COMMISSION**

**MINUTES
REGULAR MEETING
WEDNESDAY, MARCH 13, 2024, AT 6:30 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Public Works Commission was called to order by Vice-Chair Ryan Jones on Wednesday, March 13, 2024, at 6:35 P.M. in the City Council Chambers, 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Chair	TBD
Vice-Chair	Ryan Jones
Commissioner	Omari Ferguson
Commissioner	David Maling
Commissioner	Charles Trevino
City Council Liaison	Mayor Evelyn G. Zneimer

ABSENT

Commissioner	Sam Hernandez
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Reyna Salazar-Martin, Management Analyst, announced a quorum.

CITY STAFF PRESENT:

Michael Vartanians, Principal Engineer; Anteneh Tesfaye, Public Works Deputy Director; Reyna Salazar-Martin, Management Analyst were present at Roll Call.

H. Ted Gerber, Public Works Director attended meeting virtually after roll call was conducted.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Vice-Chair Ryan Jones.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

Comments Received by Email (posted on website and given to Commission prior to meeting)
None

ACTION/DISCUSSION

2. DISCUSSION AND RECOMMENDATION TO PROCEED WITH OBTAINING A PRELIMINARY DESIGN FOR THE WESTSIDE RESERVOIR REPLACEMENT PROJECT LOCATED AT 820 GLEN PLACE

Presented by Principal Engineer M. Vartanians, Deputy Director A. Tesfaye, and Director H. T. Gerber (virtually).

Recommendation:

It is recommended that the Commission advise to proceed with obtaining a preliminary design for the Westside Reservoir Replacement.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner D. Maling, seconded by Commissioner C. Trevino and approved by roll call vote to approve recommendation to City Council proceed with obtaining a preliminary design for the Westside Reservoir Replacement, with the additional amendment to expand the scope as recommended by Commission. The motion carried 4-0-0, by the following vote:

AYES: Jones, Ferguson, Maling, Trevino

NOES: NONE

ABSENT: Hernandez

ABSTAINED: NONE

3. APPROVAL OF MINUTES OF JANUARY 10, 2024, PUBLIC WORKS COMMISSION REGULAR MEETING

Recommendation

It is recommended that the Commission review and consider approval of the January 10, 2024 Meeting Minutes.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner C. Trevino, seconded by Commissioner D. Maling, and approved by roll call vote to approve the January 10, 2024, Public Works Commission Regular Meeting Minutes. The motion carried 4-0-0, by the following vote:

AYES: Jones, Ferguson, Maling, Trevino

NOES: NONE

ABSENT: Hernandez

ABSTAINED: NONE

4. ELECTION OF PUBLIC WORKS COMMISSION CHAIR AND VICE CHAIR

Chair Nominations begin:

Commissioner D. Maling nominates Vice-Chair R. Jones for Chair, Vice-Chair R. Jones respectfully declines nomination.

Commissioner D. Maling nominates Commissioner O. Ferguson for Chair, Commissioner O. Ferguson accepts nomination.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner D. Maling, seconded by Commissioner R. Jones, and approved by roll call vote to elect Commissioner O. Ferguson as Public Works Commission Chair. The motion carried 4-0-0, by the following vote:

AYES: Jones, Ferguson, Maling, Trevino

NOES: NONE

ABSENT: Hernandez

ABSTAINED: NONE

Vice-Chair Nominations begin:

Commissioner D. Maling nominates Commissioner C. Trevino for Vice-Chair, Commissioner C. Trevino accepts nomination.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner D. Maling, seconded by Commissioner R. Jones, and approved by roll call vote to elect Commissioner C. Trevino as Public Works Commission Vice-Chair. The motion carried 4-0-0, by the following vote:

AYES: Jones, Ferguson, Maling, Trevino

NOES: NONE

ABSENT: Hernandez

ABSTAINED: NONE

COMMUNICATIONS

5. CITY COUNCIL LIAISON COMMUNICATIONS

Mayor E. Zneimer added information about the additional underground pumping station on Indiana Ave, in relation to the Item #2 Presentation. In addition, the Mayor asked for more information about the funding being utilized for Item #2. Director H.T. Gerber clarified the funding for design is already secured as it is currently budgeted in the Capital Improvement Project Budget.

6. COMMISSIONER COMMUNICATIONS

None

7. STAFF LIAISON COMMUNICATIONS

Deputy Director A. Tesfaye had the following updates and announcements:

Public Works Department will be discussing the City Hall Storm Water Cistern Project funded by a Metropolitan Water District pilot program with City Council, for approval of a design scope at the March 20, 2024 City Council Regular Meeting.

ADJOURNMENT

There being no further matters, Vice-Chair Jones adjourned the meeting of the Public Works Commission at 7:26 P.M. to the next Regular Public Works Commission meeting scheduled for May 8, 2024.

Respectfully submitted:

H. Ted Gerber
Staff Liaison, Public Works Director

APPROVED:

Omari Ferguson
Chair

Approved at Public Works Commission: May 8, 2024