



**CITY OF SOUTH PASADENA
PUBLIC WORKS COMMISSION**

A G E N D A
REGULAR MEETING
WEDNESDAY, SEPTEMBER 11, 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: 846 0893 3882**
- 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/84608933882>

CALL TO ORDER: Chair Omari Ferguson

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

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. CIP PROJECT UPDATE**

ACTION/DISCUSSION

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

Recommendation

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

4. WATER FACILITY TOUR

Recommendation

Staff would like to offer the Public Works Commission an opportunity to attend a City Water Facilities Tour. Staff would like to open the discussion on planning a future date.

COMMUNICATIONS

5. CITY COUNCIL LIAISON COMMUNICATIONS

6. COMMISSIONER COMMUNICATIONS

7. STAFF LIAISON COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE PUBLIC WORKS COMMISSION MEETINGS

November 13, 2024	Regular Public Works Commission Meeting	6:30 p.m.
January 8, 2024	Regular Public Works Commission Meeting	6:30 p.m.
March 12, 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 pwcpubliccomments@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 pwcpubliccomments@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 **September 5, 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.*



9/5/2024

Date

Reyna Salazar-Martin, Management Analyst

ITEM 2
CIP Project Update

City of South Pasadena Capital Improvement Projects - Status Update

Prj ID	Acct	Name / Title	Appropriated 2023-2024	Projected 2023-2024	FY 24-25 Total: \$16,332,709			Status	
					Carryover from 2023-2024	New Proposed 2024-2025	Total 2024-2025		
Total			\$ 17,509,691	\$ 2,662,630	\$ 13,188,682	\$ 3,144,027	\$ 16,332,709	Higher Priority Projects	
General Building & Facilities (9001)						FY 24-25 Total: \$971,730			
					\$ 896,730	\$ 75,000	\$ 971,730		
5140	9206	825 Mission Yard Security Gates	160,000	-	-	-	-	In Progress	
5139	9224	Citywide Facilities Repairs	373,652	44,082	329,570	-	329,570	In Progress	
5178	9226	FD Fire Station Front Bay Apparatus Door Replacemen	80,000	-	80,000	55,000	135,000	In Progress	
5175	9229	PD Locker Room Remodel	190,000	-	90,000	-	90,000	Not Started	
5174	9230	PD Front Counter/Lobby Remodel	17,000	-	-	-	-	Not Started	
5176	9231	PD Briefing/Training Room Update	19,000	-	-	-	-	Not Started	
5177	9232	PD 1st Floor Interior Paint, Drywall, & Millwork-	13,000	26,061	-	-	-	Completed	
5159	9242	War Memorial Sound System	-	-	-	-	-	Not Started	
5141	9269	War Memorial HVAC Repairs	25,000	-	-	-	-	Not Started	
5160	9273	Citywide Recreation Facilities Key System	-	-	-	20,000	20,000	Not Started	
5138	9404	Citywide Facilities Assessment/ Security Enhancement	287,160	-	287,160	-	287,160	In Progress	
5213	9214	FD Diesel Exhaust System Replacement	50,000	-	50,000	-	50,000	Not Started	
5210	9330	Senior Center Flooring	60,000	-	60,000	-	60,000	In Progress	
TBD	Future	Police Radio Tower	-	-	-	-	-	Not Started	
			1,274,812	70,143	896,730	75,000	971,730		
Housing Authority (9002)						FY 24-25 Total: \$30,000			
					\$ 12,850	\$ 17,150	\$ 30,000		
5214	9342	308 San Pascual Residence Improvements	30,000	17,150	12,850	17,150	30,000	In Progress	
			30,000	17,150	12,850	17,150	30,000		

City of South Pasadena Capital Improvement Projects - Status Update

Prj ID	Acct	Name / Title	Appropriated 2023-2024	Projected 2023-2024	FY 24-25 Total: \$16,332,709			Status
					Carryover from 2023-2024	New Proposed 2024-2025	Total 2024-2025	
Total			\$ 17,509,691	\$ 2,662,630	\$ 13,188,682	\$ 3,144,027	\$ 16,332,709	Higher Priority Projects
Information Technology (9003)					FY 24-25 Total: \$362,630			
					\$ 274,684	\$ 87,946	\$ 362,630	
5144	9149	Voice-over Internet Protocol (VoIP) Phone/Network System	200,000	108,451	21,549	-	21,549	In Progress
5142	9186	CD Permit Management Software	212,410	100,875	111,535	(2,054)	109,481	In Progress
5143	9187	CD Digital Records Scanning & Document Mgmt	-	-	-	-	-	Cancelled
5137	9407	Computerized Maintenance Mgmt System (CMMS) / C	120,000	-	120,000	-	120,000	In Progress
5146	9182	Agenda Management System	50,000	8,400	21,600	-	21,600	In Progress
5215	9183	City Website System & Design	60,000	39,970	-	-	-	In Progress
TBD	94x2	City Technology & Financial Systems	-	-	-	90,000	90,000	Not Started
5145	Future	Customer Care System	-	-	-	-	-	Not Started
			642,410	257,696	274,684	87,946	362,630	

City of South Pasadena Capital Improvement Projects - Status Update

Prj ID	Acct	Name / Title	Appropriated 2023-2024	Projected 2023-2024	FY 24-25 Total: \$16,332,709			Status
					Carryover from 2023-2024	New Proposed 2024-2025	Total 2024-2025	
Total			\$ 17,509,691	\$ 2,662,630	\$ 13,188,682	\$ 3,144,027	\$ 16,332,709	Higher Priority Projects
Library (9004)					FY 24-25 Total: \$1,110,838			
					\$ 478,543	\$ 153,752	\$ 632,295	
5148	9301	Library HVAC Repairs	259,100	-	-	-	-	In Progress
5150	-	Library HVAC for Children's Room	-	-	-	-	-	Duplicate Removed
5149	9322	Library Northeast Ramp Lighting and Improvements	20,000	-	20,000	53,054	73,054	Not Started
5147	9405	Library Security Camera System Improvements	20,000	-	20,000	100,698	120,698	Not Started
5216	9328	Library Facility Improvements	100,514	-	31,907	-	31,907	Not Started
5151	-	Library Repair and Waterproof Children's Room Wind	-	-	-	-	-	Duplicate Removed
5217	9329	Library Roof & Waterproofing	291,781	-	166,636	-	166,636	Not Started
5152	Future	Library Radio Frequency Identification (RFID) & Autom	160,000	-	90,000	-	90,000	Not Started
5153	Future	Library Exterior Park Lighting	-	-	-	-	-	Not Started
5154	Future	Library Public Restrooms Expansion/Remodel	-	-	-	-	-	Not Started
5155	Future	Library Emergency Backup & Storage System	-	-	-	-	-	Not Started
TBD	9338	Library & Community Center Comprehensive Master S	150,000	-	150,000	-	150,000	In Progress
TBD	Future	Library Fire Alarm Control System	-	-	-	-	-	Not Started
TBD	Future	Library Electrical Distribution Equipment	-	-	-	-	-	Not Started
TBD	Future	Library Security & Safety Improvements	-	-	-	-	-	Not Started
TBD	Future	Library Exterior Paint and Protective Coatings	-	-	-	-	-	Not Started
TBD	Future	Library Children's Amphitheatre Wing	-	-	-	-	-	Not Started
			1,001,395	-	478,543	153,752	632,295	

City of South Pasadena Capital Improvement Projects - Status Update

Prj ID	Acct	Name / Title	Appropriated 2023-2024	Projected 2023-2024	FY 24-25 Total: \$16,332,709			Status
					Carryover from 2023-2024	New Proposed 2024-2025	Total 2024-2025	
Total			\$ 17,509,691	\$ 2,662,630	\$ 13,188,682	\$ 3,144,027	\$ 16,332,709	Higher Priority Projects
Community Services & Parks (9005)					FY 24-25 Total: \$4,580,620			
					\$ 1,747,407	\$ 1,085,806	\$ 2,833,213	
5157	9033	Grevalia & Berkshire Pocket Parks	839,968	22,704	817,264	950,806	1,768,070	In Progress
-	9263	Pocket Park Construction	-	-	-	-	-	Duplicate Removed
5158	9157	Golf Course/Driving Range Netting Replacement	735,368	5,225	730,143	-	730,143	In Progress
5161	9367	Parks Master Plan	150,000	-	150,000	-	150,000	In Progress
5162	9369	Snake Trail Improvements	50,000	-	50,000	-	50,000	Not Started
TBD	Future	Golf Course Comprehensive Plan	-	-	-	135,000	135,000	In Progress
TBD	Future	Arroyo Seco Master Plan	-	-	-	-	-	Not Started
5163	Future	Garfield Park Fitness Equipment	-	-	-	-	-	Not Started
5164	Future	Arroyo Park Fitness Equipment	-	-	-	-	-	Not Started
5165	Future	Eddie Park Restrooms	-	-	-	-	-	Cancelled
TBD	Future	Eddie Park House Improvements	-	-	-	-	-	Not Started
5166	Future	Orange Grove Gazebo	-	-	-	-	-	Not Started
5167	Future	Orange Grove Park Playground Replacement	-	-	-	-	-	Not Started
5168	Future	Garfield Park Playground Replacement	-	-	-	-	-	Not Started
5169	Future	Arroyo Walking Trail	-	-	-	-	-	Not Started
5170	Future	Garfield Gazebo	-	-	-	-	-	Not Started
5171	Future	Eddie Park Playground Replacement	-	-	-	-	-	Not Started
5172	Future	Arroyo Park Sports Complex Renovations	-	-	-	-	-	Not Started
5173	Future	Orange Grove Sports Complex Renovations	-	-	-	-	-	Not Started
			1,775,336	27,929	1,747,407	1,085,806	2,833,213	

City of South Pasadena Capital Improvement Projects - Status Update

Prj ID	Acct	Name / Title	Appropriated 2023-2024	Projected 2023-2024	FY 24-25 Total: \$16,332,709			Status
					Carryover from 2023-2024	New Proposed 2024-2025	Total 2024-2025	
Total			\$ 17,509,691	\$ 2,662,630	\$ 13,188,682	\$ 3,144,027	\$ 16,332,709	Higher Priority Projects
Sewer (9006)					FY 24-25 Total: \$800,000			
					\$ 400,000	\$ -	\$ 400,000	
5179	9408	Sewer System Repair, Rehabilitation, & Replcmnt	500,000	100,000	400,000	-	400,000	In Progress
			500,000	100,000	400,000	-	400,000	
Stormwater (9007)					FY 24-25 Total: \$2,114,014			
					\$ 782,007	\$ 550,000	\$ 1,332,007	
5181	9364	Rio Hondo Load Redctn (LRS) Alhambra Wsh Treat Sys	5,000	-	5,000	50,000	55,000	In Progress
5182	9411	Huntington Drive Green Street	250,000	239,863	10,137	-	10,137	In Progress
5219	9412	City Hall Stormwater Project	500,000	100,000	400,000	500,000	900,000	In Progress
5180	9413	Arroyo Seco San Rafael & San Pascual Projects	437,500	70,630	366,870	-	366,870	In Progress
5183	Future	Lower Arroyo Seco Projects	-	-	-	-	-	In Progress
5184	Future	Camino Verde Pocket Park	-	-	-	-	-	In Progress
			1,192,500	410,493	782,007	550,000	1,332,007	
Streets (9008)					FY 24-25 Total: \$6,152,603			
					\$ 3,020,772	\$ 111,059	\$ 3,131,831	
5185	9203	Street Repavement & Repairs	3,958,538	1,340,548	2,617,990	-	2,617,990	In Progress
5186	9264	Sidewalk Replacement & Repairs	432,782	30,000	402,782	111,059	513,841	In Progress
			4,391,320	1,370,548	3,020,772	111,059	3,131,831	
Sustainability (9009)					FY 23-24 Total: \$561,398			
					\$ 280,699	\$ -	\$ 280,699	
5103	9188	Civic Center/City Hall EV Charging Systems	421,898	191,199	230,699	-	230,699	In Progress
5188	9189	Storage Yard Arroyo Park EV Charging Systems	50,000	-	50,000	-	50,000	In Progress
5200	9410	Climate Action Plan	120,000	-	-	-	-	Not Started
TBD	9402	EV Charging Station (Fire Spt Lot)	-	-	-	-	-	Completed
5187	TBD	Civic Center/Mound Solar Panel Installation	-	-	-	-	-	In Progress
5189	TBD	Urban Forest Master Plan	-	-	-	-	-	Not Started
			591,898	191,199	280,699	-	280,699	

City of South Pasadena Capital Improvement Projects - Status Update

Prj ID	Acct	Name / Title	Appropriated	Projected	FY 24-25 Total: \$16,332,709			Status
			2023-2024	2023-2024	Carryover from 2023-2024	New Proposed 2024-2025	Total 2024-2025	
Total			\$ 17,509,691	\$ 2,662,630	\$ 13,188,682	\$ 3,144,027	\$ 16,332,709	Higher Priority Projects

Transportation & Traffic (9010)					FY 24-25 Total: \$6,253,294			Status
					\$ 2,594,990	\$ 1,063,315	\$ 3,658,305	
2008	9102	Fremont/Huntington (MAT) Mobility Active Transporta	475,000	-	475,000	437,600	912,600	In Progress
2002	9161	North-South Corridor (Fair Oaks) ITS Deployment	1,241,350	115,593	1,125,757	103,091	1,228,848	In Progress
TBD	9192	Fair Oaks Traffic Signal Const	394,558	5,000	-	-	-	Completed
TBD	9278	Fair Oaks ITS Project	-	-	-	-	-	Duplicate Removed
5129	9290	Grevelia Street and Fair Oaks Avenue	50,000	-	50,000	-	50,000	In Progress
5130	9350	Pedestrian Crossing Devices	200,000	-	200,000	122,624	322,624	In Progress
1512	9351	Rectangular Rapid Flashing Beacons (Mission & Fremo	266,112	13,388	252,725	-	252,725	In Progress
5218	9421	Special Transportation Accounts	100,000	83,492	16,508	125,000	141,508	In Progress
2005	9103	Fremont/Huntington (MIP) Mobility Improvement Pro	475,000	-	475,000	125,000	600,000	In Progress
5135	94xx	Citywide Mobility / Active Transport Plan Update	-	-	-	150,000	150,000	Not Started
5131	TBD	Garfield Avenue and Monterey Road Traffic Signal and	-	-	-	-	-	In Progress
5132	TBD	Columbia Street Striping and Signals	-	-	-	-	-	In Progress
5133	TBD	Orange Grove Avenue Project	-	-	-	-	-	In Progress
2007	9311	Fair Oaks SR-110 Interchange On/Off-Ramps	-	-	-	-	-	In Progress
5134	TBD	Mission-Meridian-El Centro Bollard System	-	-	-	-	-	Not Started
5136	TBD	Traffic Signal Controller & Cabinet Replacement	-	-	-	-	-	Not Started
			3,202,020	217,472	2,594,990	1,063,315	3,658,305	

Water (9011)					FY 24-25 Total: \$5,400,000			Status
					\$ 2,700,000	\$ -	\$ 2,700,000	
5190	9300	Water Main Pipeline Repairs	2,000,000	-	2,000,000	-	2,000,000	In Progress
5192	9348	Water Facility Site Improvements	88,000	-	-	-	-	Not Started
5193	9349	Advanced Metering Infrastructure (AMI)	150,000	-	150,000	-	150,000	In Progress
5110	9409	Westside Reservoir Design/Construction	550,000	-	550,000	-	550,000	In Progress
5191	9414	Raymond & Bilikie Elevated Tanks Study & Imprv	120,000	-	-	-	-	Not Started
5194	Future	SCADA Upgrade	-	-	-	-	-	Not Started
			2,908,000	-	2,700,000	-	2,700,000	

ITEM 3

Minutes of the Regular Meeting of the Public Works
Commission on July 10, 2024



**CITY OF SOUTH PASADENA
PUBLIC WORKS COMMISSION**

**MINUTES
REGULAR MEETING
WEDNESDAY, July 10, 2024, AT 6:30 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Public Works Commission was called to order by Chair Omari Ferguson on Wednesday, July 10, 2024, at 6:30 P.M. in the City Council Chambers, 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

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

ABSENT

None

Reyna Salazar-Martin, Management Analyst, announced a quorum.

CITY STAFF PRESENT:

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

PUBLIC COMMENT

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

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

PRESENTATION

2. STREET IMPROVEMENT PROGRAM & PAVEMENT MANAGEMENT PLAN REVIEW

No Action needed by Commission at this time.

ACTION/DISCUSSION

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

Recommendation

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

COMMISSION ACTION AND MOTION

A motion was made by Commissioner D. Maling, seconded by Chair O. Ferguson, and approved by roll call vote to approve the July 10, 2024, Public Works Commission Regular Meeting Minutes. The motion carried 5-0-0, by the following vote:

- AYES:** Ferguson, Trevino, Jones, Maling, Hernandez
- NOES:** None
- ABSENT:** None
- ABSTAINED:** None

COMMUNICATIONS

4. CITY COUNCIL LIAISON COMMUNICATIONS

Mayor E. Zneimer thanked Public Works Department on their exemplary efforts in assisting with a successful 4th of July City event; set up and coordination with other Departments went very smoothly. In addition, gave information to Commission about the following upcoming events and City news: Multicultural Event (September 28, 2024); Starting in August "Meeting with the Mayor" will be advertised to the public; upcoming Pocket Park construction and Street Projects; Annual Budget for FY 24-25 update.

5. COMMISSIONER COMMUNICATIONS

Commissioner S. Hernandez wanted echo Mayor Zneimer's sentiments regarding the City's 4th of July event, he agreed it ran very smoothly and was very enjoyable.

Chair O. Ferguson inquired about the possibility to coordinate joint meetings with MTIC and PWC when identical items and presentations are set to be agendized for both Commissions in efforts to reduce Staff presenting same items multiple times.

6. STAFF LIAISON COMMUNICATIONS

None

ADJOURNMENT

There being no further matters, Chair Ferguson adjourned the meeting of the Public Works Commission at 8:25 P.M. to the next Regular Public Works Commission meeting scheduled for September 11, 2024.

Respectfully submitted:

H. Ted Gerber
Staff Liaison, Public Works Director

APPROVED:

Omari Ferguson
Chair

Approved at Public Works Commission: September 11, 2024