



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

**Council Chamber  
1424 Mission Street, South Pasadena, CA 91030  
April 19, 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 April 19, 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:** 898 7502 8976  
**Passcode:** 741146

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/89875028976?pwd=VWpacDIWN3Axb3Vabk4wSFpPRU0vUT09>  
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, April 19, 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 Leaonna DeWitt, Public Works Assistant
- PLEDGE OF ALLEGIANCE:** Vice Chair Dunlap

**PUBLIC COMMENT**

**1. Public Comment – General**

**INFORMATION REPORTS**

- 2. Project Status Update – PWD Gerber**
- 3. Commission Evaluation Update – PWD Gerber**

**ACTION / DISCUSSION**

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

**COMMUNICATIONS**

- 5. City Council Liaison Communications**

**6. Commissioner Communications**

**7. Staff Liaison Communications**

**ADJOURNMENT**

**FUTURE MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION  
MEETINGS**

May 17, 2022	Council Chamber	6:30 p.m.
June 21, 2022	Council Chamber	6:30 p.m.
July 19, 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.*

4/14/22

/s/

Date

Leonna DeWitt

Public Works Assistant

**ITEM 2**  
Project Status Update



# Mobility and Transportation Infrastructure Commission Agenda Report

ITEM NO. 2

**DATE:** April 19, 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 in mid-May to facilitate installation of new netting support poles.
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 vendors are completing the fiber installation and configuring devices for installation. The TMC is pending installation, though monitors have been installed at the Garfield WDF.
Mission and Fremont Rectangular Rapid Flashing Beacons	<u>Updated 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.  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.

Project Status Update

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Capital Improvement Program (CIP) Projects	Project Status
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%. 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>                      MTIC provided further recommendations on the Measure M project list per City Council's direction. Staff are preparing to bring the item back to City Council in May for approval. The project list will then be submitted to the Arroyo Verdugo Committee Technical Advisory Committee before submission to the Arroyo Verdugo Committee Joint Powers Authority (AVCJPA).</p> <p>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>                      Staff is working with the City of Pasadena to secure funding sources to implement striping and signal improvements along Columbia Avenue from Orange Grove to Fair Oaks Avenue. Both Cities are in general agreement on the striping configuration. South Pasadena's planned funding source is the Measure M Multi-Subregional Program (MSP). 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>
Fremont/Huntington Mobility Active Transportation Project	<p><u>Updated 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 710 Relinquishment & Transitional Project Development	<p><u>Updated Status</u>                      Staff will be collaborating with the City of Pasadena to ensure South Pasadena stakeholders are involved in the discussion of conceptual designs related to '710 stub' transitional projects. These conceptual designs will facilitate multimodal traffic efficiency and safety following the anticipated relinquishment of this area by the State of California to the City of Pasadena.</p>

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Capital Improvement Program (CIP) Projects	Project Status
Sidewalks Replacement & ADA Ramps Upgrades	<p><u>Updated Status</u> Staff are working to bring an item to Council to program Community Development Block Grant (CDBG) program funds towards sidewalk replacement &amp; ADA ramps upgrades. 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.</p>
North-South Corridor Intelligent Transportation Systems (ITS) Deployment Project	<p><u>Updated 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>Updated 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. City staff will coordinate a meeting with Metro, Caltrans, and the City of Pasadena to recommence cost sharing and eligible expenses under Measure R Mobility Improvement Project (MIP) funding.</p>
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 Recent Update</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
South Pasadena Rock Sign Visibility Improvements	<p><u>Updated Status</u> Work has been completed to remove tree and landscaping overgrowth that were blocking view of the sign. Future tree trimming and landscaping has been added to the Public Works O&amp;M budget and routine maintenance schedule.</p> <p>Project will be removed from this list.</p>

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Operations & Maintenance (O&M) Projects	Project Status
2022 626 Golden Streets Mission to Mission Event	<p><u>Updated Status</u> An agreement between participating Cities and the San Gabriel Valley Council of Governments (SGVCOG) was executed in early April. Traffic control is to be provided by a SGVCOG contractor. Staff continue to release marketing materials and prepare to support the event on May 1, 2022.</p>
2022 Slow Streets & Open Streets Program	<p><u>Updated Status</u> City Council approved an O&amp;M budget to complete the residential Slow Streets temporary installation, and continue the design and outreach steps necessary to finalize commercial Slow Streets temporary installations along Mission Street. Many materials have been delivered, with others pending arrival in Summer 2022. Staff are working with the existing consultant team to establish a revised scope to complete work in 2022, and will seek recommendations from MTIC in this respect at a future meeting.</p>
Neighborhood Traffic Management Program (NTMP) Implementation	<p><u>No Recent Update</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>Updated 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>Updated Status</u> Staff are evaluating previous analysis reports and data to determine the feasibility of additional improvements to Meridian Avenue.</p>
Timing Improvements at the Metro Gold Line Mission & Meridian	<p><u>No Recent Update</u> Staff is planning to review MTIC recommendations regarding the timing of signal lights and railway crossing gates at Mission and Meridian, and work with Metro to make any feasible improvements.</p>
Timing Improvements at Orange Grove & Monterey Signal	<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.</p>



## Project Status Update

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Operations & Maintenance (O&M) Projects	Project Status
Timing Improvements at Mission & Garfield	<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.
Fremont Avenue Southbound Left Turn Pocket South of Huntington Drive Intersection	<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.
Replacement of Missing Orange Grove Street Lamps	<u>Updated Status</u> Staff are working to recruit Public Works Operations positions to resume street light replacement work.
Installation of City Limit Signs at Various Locations	<u>Updated Status</u> Staff are working to recruit Public Works Operations positions to resume sign replacement work.
Preferential Parking Policy	<u>No Recent Update</u> As a City Council Strategic Plan goal, Staff will work with Community Development in this area, considering recommendations provided by MTIC.
2022 626 Golden Streets Arroyo Fest	<u>Updated Status</u> San Gabriel Valley Council of Governments (SGVCOG) is in the early planning stages for a Fall 2022 event.

### Next Steps

City staff's primary objective is now completing recruitment for existing vacancies and initiating the process to add new positions to the Public Works Department, as well as facilitating the engagement of multiple professional services consultants. This collection of resources will allow many of the above mobility and transportation infrastructure projects to move forward.

A formal MTIC Annual Work Plan is to be implemented at the start of Fiscal Year 2022-2023. Staff will continue to prioritize work items listed in the City Council approved Strategic Plan, including items identified by MTIC during the January commission

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meeting: Fremont/Huntington Mobility Active Transportation Project, Neighborhood Traffic Management Program (NTMP) implementation, Slow Streets design and installation, Ramona/Oak/Rollin/Fremont Traffic Management, Measure M funding requests, and the Metro Gold Line Mission & Meridian timing improvements. The next planned work priority for the MTIC is providing City Staff advisement on the Slow Streets program at a future commission meeting. Staff is also planning on bringing an item to the commission to review ongoing or future private development projects, based on the work load and availability of Community Development staff to assist in that presentation.

**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 3**  
Commission Evaluation Update



# Mobility and Transportation Infrastructure Commission Agenda Report

ITEM NO. 3

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**DATE:** April 19, 2022  
**FROM:** H. Ted Gerber, Director of Public Works  
**SUBJECT:** Commission Evaluation Update

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## Recommendation

It is recommended that the Commission receive and file an update on the Citywide Commission Evaluation, concerning the Mobility and Transportation Infrastructure Commission (MTIC).

## Background

Following the discussion at the February 23, 2022 Commission Study Session, City Council directed staff to return with additional information, including soliciting feedback from the community for additional ideas or recommendations, provide an analysis on the City's current administrative processes for Commission and Boards, and provide an alternative to the initial recommendation to consolidate the Public Works Commission into the MTIC.

## Analysis

The analysis found that the meeting time for each Commission varies depending on the scope of work, and the substance of respective meeting agendas. The Public Works Commission meets for one hour to one hour and a half on average based on the 2021-2022 meeting minutes. The average meeting time of the MTIC is two hours. The Public Works Commission meetings tend to focus on updates from the Public Works department while the MTIC agendas focus on transportation matters in the City.

The City Council approved staff's revised recommendation to consider adding an engineering staff position to further support the MTIC in the Public Works Department. City staff will proceed with bringing an item back to the City Council to approve an added engineering staff position that will focus on transportation matters, once the necessary human resources effort is completed, including establishing compensation, classification, a position description, etc.

## 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.

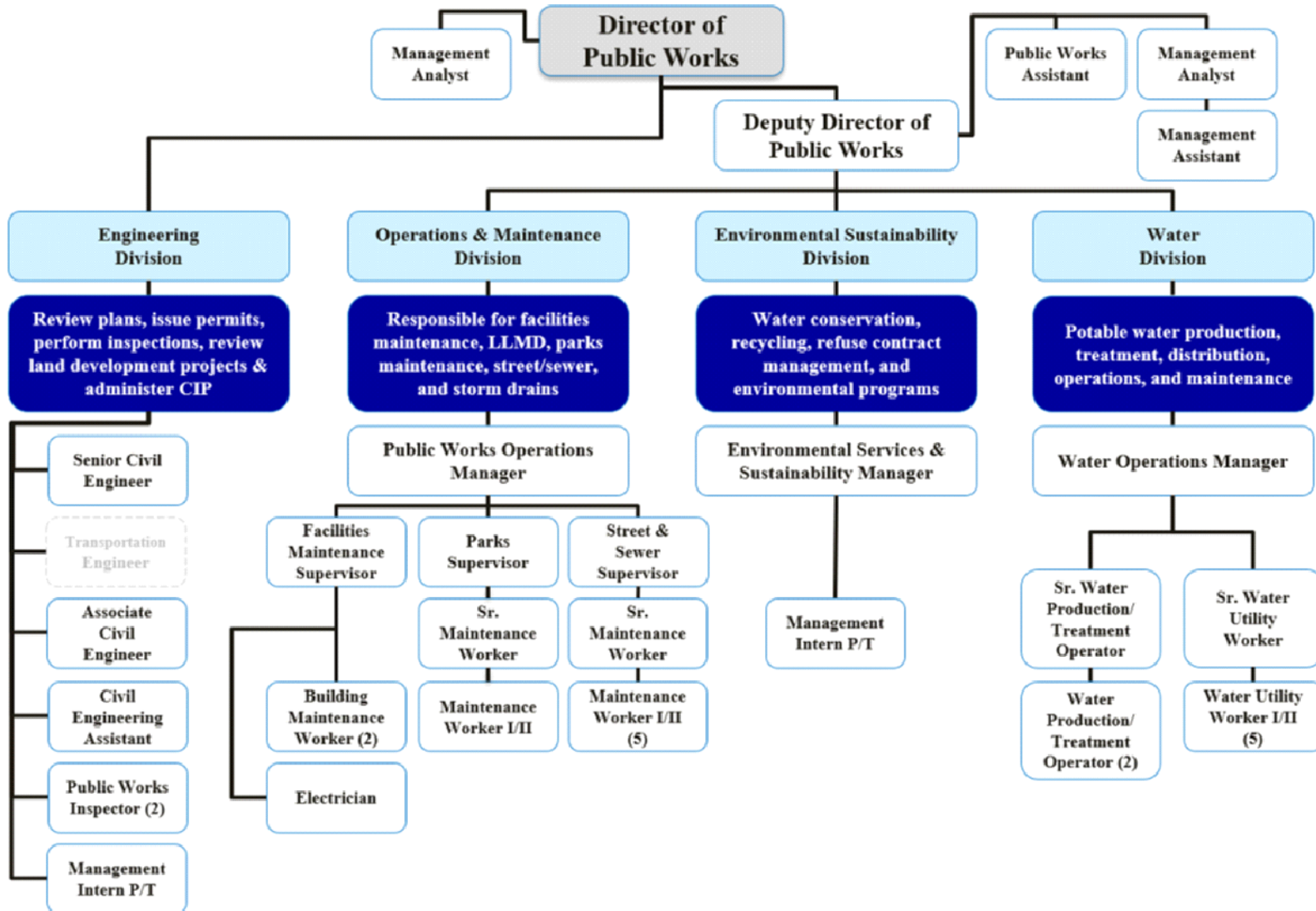
## Attachment

Public Works Department Organization Chart approved by City Council on April 6, 2022.

## **Attachment**

Public Works Department Organization Chart  
approved by City Council on April 6, 2022.

# Public Works Department



**ITEM 4**

Minutes of the Special Mobility and Transportation  
Infrastructure Commission – March 15, 2022

**TUESDAY, MARCH 15, 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 March 15, 2022, at 6:32 p.m. The meeting was held virtually via Zoom.

**ROLL CALL:** Chair Abelson

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

**Council Liaison:** Councilmember Jon Primuth

**Absent:**

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

**PLEDGE OF ALLEGIANCE**

Vice Chair Fisher led the Pledge of Allegiance.

**PUBLIC COMMENT AND SUGGESTIONS**

**1. Public Comment – General**

a. Joanne Nuckols – She commented on an article in the LA Times, “Santa Barbara fights fast food traffic”, which stated the city of Santa Barbara is declaring the food chain a public nuisance. She stated that the same type of congestion clogs her neighborhood on Oak Street and Ramona Avenue due to the drop-off and pick-up of students at Holy Family School. Ms. Nuckols is hoping the Commission can make a recommendation to start the dialogue to discontinue the use of the drive-thru until Holy Family School applies for a permit and that there are public hearings about the situation. Ms. Nuckols mentioned that there is an auxiliary parking lot that can be used for student drop-off and pick-up.

**INFORMATION REPORTS**

**2. Status of Projects**

PWD Gerber presented an update regarding the back-up issue connected with Holy Family School. He shared that there had been a meeting with the school, and they discussed how the current situation is not working. Ideas were exchanged, but more discussions are planned.

Fair Oaks Signal Synchronization

PWD Gerber shared how cable was being installed thru a conduit, but the project has hit some “road blocks,” as there is an issue as to where the control center will be situated. The team is working on solutions. With the funding coming from the Rogan funds for the entire Fair Oaks area and interchange, there is time for modifications.

In regards to the Fremont Avenue, Huntington Dr. and Measure M and R efforts, there will be minor adjustments to the schedules. Staff is seeing if there can be an adjustment to the focus.

Loop Ramp

Meeting with Metro, CalTrans and Pasadena took place. There needs to be additional discussions with CalTrans regarding the reduced use of Pasadena property.



## Street Improvement Projects

We are looking at funding, such as SB1. The Purchase Order for the planned contractor has expired, but plan is to go back to the City Council for an extension. Public Works is also going to review the water lines connected to the planned streets to verify costs, etc.

### Meridian Avenue

Utilizing block grant funding to improve sidewalks and curb ramps. This project is planned for a City Council agenda for approval to utilize the funds. There is an issue with the intersections, but staff will review once there is approval of funds.

Vice Chair Fisher asked if the Commission could be provided traffic accident data for Meridian, as well as any information about any property damage related to accidents.

## **ACTION/DISCUSSION ITEMS**

### **3. Minutes of the Regular Mobility and Transportation Infrastructure Commission on February 15, 2022**

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

### **4. Measure M Projects**

PWD Gerber gave a brief overview on the item.

Discussion ensued regarding the various projects. The Commission reviewed the history of the projects that go back to 2017 and how the intention behind these projects was to assist in easing traffic in key “pinch points” in the City.

There was discussion about bike lanes. The group discussed how bike lanes will be integrated into the upcoming General Plan and Strategic Plan.

A motion was made by Chair Abelson and seconded by Commissioner Hughes, that the City proceed with the original list of Measure M projects recommended by the Commission and that staff submit to the City Council the additional information provided during the discussion to support the Commission’s recommendations. (3-1, Dunlap; motion passes)

### **5. Selection of Officers**

A motion was made by Chair Abelson and seconded by Commissioner Hughes to nominate Commissioner Fisher as Chair and Commissioner Dunlap as Vice Chair. (4-0, motion passes)

A motion was made by Commissioner Dunlap and seconded by Commissioner Abelson to reappoint Commissioner Hughes as Secretary. (4-0, motion passes)

## **COMMISSION LED DISCUSSION**

### **6. COVID-19/Slow Streets Ad Hoc Committee**

PWD Gerber gave a brief update on this item. Funding has been approved. Next steps include design development and community outreach.

### **7. SR710 Mobility Improvement Projects Ad Hoc Committee**

PWD Gerber announced that Metro has expanded the purposes for which Measure R funds may be used and the City is taking advantage of that and exploring options for how those funds can be used on the Fremont Avenue and Huntington Drive project. It was reported that the City of Pasadena is working on developing their “stub” property.

## **COMMUNICATIONS**

### **8. City Council Liaison Communications**

No comments.

## **9. Commissioner Communications**

Commissioner Dunlap thanked PWD Gerber for the update on the Council's decision to retain the Mobility and Transportation Infrastructure Commission. He suggested at a future meeting or when discussing the Work Plan having an opportunity to streamline Commission meetings. Secondly, he recalled the City's hiring a consultant to prepare a systemic safety analysis report and asked: 1) what were the findings of the report and 2) how were those funds were programmed.

Chair Fisher agreed with Commissioner Dunlap and requested a meeting with PWD Gerber to discuss the format of the meetings, making them more efficient and limiting a meeting to two hours. He thanked Chair Abelson on his ability to handle these complex proposals and for getting a consensus on those items.

Commissioner Hughes thanked Chair Abelson for his service. She thanked PWD Gerber on the cleanup of the City rock sign and expressed how fortunate the City is to have him. Commissioner Hughes inquired about meetings hosted by CalTrans on the Arroyo Seco Parkway on adopting changes and reconfigurations with adding lanes.

Commissioner Abelson commented on the reduction of speeds limits on several roadways by the City of Los Angeles following the California Legislature's passage of AB43, which went into effect at the beginning of the year, regarding speed limits and the cities' ability to change speed limits on certain streets. He suggested adding Commission meeting dates on the City Hall Scoop to increase public awareness and participation

## **10. Staff Communications**

PWA DeWitt announced the upcoming Annual Dumpster Day on April 16, 2022 from 8am to 2pm. The event will be held on Arroyo Drive, south of Mission Street.

**ADJOURNMENT:** Meeting adjourned at 9:24 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 April 19, 2022.

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Larry Abelson, Chair