



**CITY OF SOUTH PASADENA
PUBLIC WORKS COMMISSION REGULAR MEETING AGENDA**

**Council Chamber
1424 Mission Street, South Pasadena, CA 91030**

November 13, 2019

*In order to address the Public Works Commission, please complete a Public Comment Card.
Time allotted per speaker is three minutes.*

- CALL TO ORDER:** Kimberley Hughes, Chair
- ROLL CALL:** Commissioners John Fisher, Gayle Glauz, and Clinton Granath; Vice Chair Larry Abelson; Chair Kimberley Hughes
- COUNCIL LIAISON:** Mayor Pro Tem Robert Joe
- STAFF PRESENT:** Kristine Courdy, P.E., Deputy Director of Public Works and Leaonna DeWitt, Public Works Assistant
- PLEDGE OF ALLEGIANCE:** If appropriate add name of person leading flag salute

PUBLIC COMMENTS AND SUGGESTIONS

(Time limit is three minutes per person)

The Public Works Commission welcomes public input. Members of the public may address the Public Works Commission by completing a public comment card and giving it to the Public Works Assistant prior to the meeting. At this time, the public may address the Public Works Commission on items that are not on the agenda. Pursuant to state law, the Public Works Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Public Works 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.

Note: Public input will also be taken during all agenda items. Time allotted per speaker is three (3) minutes.

COMMUNICATIONS

1. City Council Liaison Communications
2. Commissioner Communications
3. Staff Liaison Communications

ACTION ITEMS

4. Approval of Minutes – Meeting of September 16, 2019

DISCUSSION ITEMS

5. Status of Public Works Commission Recommendations
6. Capital Improvement Project Update

ADJOURNMENT

FUTURE PUBLIC WORKS COMMISSION MEETINGS

December 11, 2019

Council Chamber

7:00 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS

Prior to meetings, agenda related documents are available for public inspection at, City Hall, 1414 Mission Street, South Pasadena, CA 91030. The complete agenda packet may also be viewed on the City's website at: <https://www.southpasadenaca.gov/government/boards-commissions>

ACCOMMODATIONS



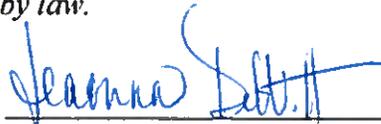
The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is

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. Hearing assistive devices are available in the Council Chamber. 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.

11/7/19

Date



Leaonna DeWitt
Public Works Assistant

**MINUTES OF THE
PUBLIC WORKS COMMISSION
16TH DAY OF SEPTEMBER, 2019 AT 7:00 P.M. AT THE
CITY COUNCIL CHAMBERS
1424 MISSION STREET**

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:00 P.M. by Chair Hughes. Present were Commissioner Abelson, Commissioner Fisher, Commissioner Glauz and Commissioner Granath. Council Liaison Robert Joe was absent. Staff present included Deputy Director of Public Works (DDPW) Kristine Courdy and Public Works Assistant (PWA) Leaonna DeWitt.

2. PLEDGE OF ALLEGIANCE

Commissioner Glauz led the pledge of allegiance.

3. APPROVAL OF MINUTES - Meeting of August 14, 2019.

Minutes approved as amended. (Abelson, Glauz; 5-0)

4. PUBLIC COMMENTS

Kimberley Hughes resides at 1586 Huntington Drive. She expressed support for Measure A which is an increase to the sales tax in South Pasadena.

5. COUNCIL LIAISON COMMENTS

No Council Liaison Comments.

6. STAFF COMMENTS

DPWD Courdy deferred her comments to Item 8B.

7. COMMISSIONER COMMENTS

Commissioner Glauz commented that the second digit on the eastbound Monterey Road the speed feedback sign is out.

Commissioner Abelson thanked staff for completing various service requests. He commented on the Household Hazardous Waste Event held on Saturday, August 31. The next Ad Hoc Committee meeting, regarding the new Commission, will be in a few weeks to review and provide input on the draft ordinance. Commissioner Abelson reached out to Margaret Lin and was advised that staff is working on the draft ordinance. It is anticipated that the draft ordinance will come before City Council in November and be finalized by December.

Commissioner Fisher discussed the intersection of Fremont Avenue at Huntington Drive and distributed a street view image of northbound lanes. He suggested removing the masking from the traffic signal head to restore the right turn arrow, allowing traffic from Fremont Avenue onto Huntington Drive and Fair Oaks Avenue. He thought this could be accomplished by the next meeting. Commissioner Fisher discussed the need for a traffic study on Orange Grove Avenue due to safety concerns and increased traffic when the new traffic signal is installed at Monterey Road.

Commissioner Granath observed traffic congestion and truck traffic on Fremont Avenue and requested traffic enforcement.

Chair Hughes inquired about a Caltrans meeting taking place on September 30, 2019 on the SR 110 Arroyo

Seco Parkway Safety and Operational Enhancement Project. She requested staff to look at some solutions or recommendations regarding Fremont Avenue and Meridian Avenue. Commissioner Hughes updated the Commission on a WISPPA meeting she attended regarding funding and street improvement projects.

8. DISCUSSION ITEMS

A. Stoney Drive and Lohman Lane Stop Sign Study Update

DDPW Courdy provided a brief update on the item. The revised report by the Consultant concluded that a stop sign was not warranted. Staff informed the Commission that a service request has been submitted to relocate the limit line and install “15 MPH Curve” warning signs. Commissioner Fisher suggested that, for the record, the incorrect calculation in the revised report should be corrected. Commissioner Fisher stated it would have been helpful if the Consultant would have elaborated more on the reasons not to install an all-way stop.

B. Status of Public Works Commission Recommendations

Commissioner Glauz explained the revisions to this month’s Status of Recommendations report.

DPWD Courdy informed the Commission that service requests have been submitted for all concerns from the residents. She stated that staff conducted a site visit and found adequate signage on Fremont Avenue and will submit an additional enforcement request to PD. DPWD Courdy informed the Commission that the City is still waiting on funding agreements for Measure M and R Funds.

Discussion ensued regarding the SR 110 Hook Ramp Project, funding, scale drawing, Caltrans/Metro meetings and Citywide Traffic plan.

C. Capital Improvement Project Update

DDPW Courdy presented a brief update on CIP Projects.

9. ADJOURNMENT

Meeting adjourned at 8:11 pm (Glauz, Granath 5-0)

I HEREBY CERTIFY that the foregoing minutes were adopted by the Public Works Commission of the City of South Pasadena at a meeting held on November 13, 2019 .

Kimberley Hughes, Chair

ITEM 6

**First Quarter Fiscal Year 2019-20 Capital Improvement
Plan Project Update**



City Council Agenda Report

ITEM NO. 6

DATE: November 6, 2019

FROM: Stephanie DeWolfe, City Manager *[Signature]*

PREPARED BY: Shahid Abbas, Public Works Director *[Signature]*
 Kristine Courdy P.E., Deputy Public Works Director

SUBJECT: Receive and File the First Quarter Fiscal Year 2019-20 Capital Improvement Plan Project Updates

Recommendation

It is recommended that the City Council receive and file the first quarter Fiscal Year 2019-20 Capital Improvement Plan (CIP) Project updates.

Executive Summary

The CIP is a living document and planning tool designed to adapt to emerging needs and take advantage of new unforeseen funding opportunities that may require expanding or reprioritizing project investments. The CIP provides a comprehensive plan for the City's infrastructure and facility needs. On June 5, 2019 the City Council approved Resolution 7610 adopting the five year CIP for Fiscal Years (FY) 2020-24. The five year CIP contains a total of 46 projects totaling \$153,371,632 of which \$44,366,428 is unfunded. The adopted FY 2019-20 CIP includes 18 projects for a total appropriation of \$11,845,000 and 16 carryover projects from previous fiscal years (including the 110 Interchange Project). The purpose of this report is to summarize the progress made toward meeting deadlines and completing the CIP projects.

Discussion/Analysis

Below is a summary of the 2019-20 CIP projects:

Category	2019-20 Total Projects	2019-20 Adopted Budget
Municipal Buildings & Facilities	1	\$500,000
Streets and Streetscapes	5	\$3,105,000
Street Lighting and Traffic Signals	2	\$800,000
Water	3	\$6,750,000
Technology Projects	1	\$80,000
Category	2019-20 Total Projects	2019-20 Adopted Budget
Stormwater	1	\$100,000

Sewer	2	\$325,000
Water Conservation	1	\$85,000
Parks	2	\$100,000
TOTAL	18	\$11,845,000

Below is a summary of the status update of the 2019-20 CIP projects (18 projects), and carryover projects (16 projects):

Project Status Update	Number of CIP Projects
Completed	2
Under Construction	6
Pending Authorization	7
Pending City Council Approval	4
Under Design	4
Under Concept Design	2
Developing Specifications	6
Ordering Equipment	1
Bidding	1
Not Started	1
Total	34

The Mission Street Pedestrian Improvement Project has not started, as it is pending development of the economic development plan and the detailed scope of work.

Next Steps

1. Continue to communicate the CIP changes with the City Council and inform of any updates through quarterly reports.

Legal Review

The City Attorney has not reviewed this item.

Fiscal Impact

There has been no change to the funding adopted in Resolution 7610 for the FY 2020-24 CIP.

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, posting of the same agenda and reports on the City’s website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Capital Improvement Plan First Quarter 2019-20 Project Update Log

Attachment 1 - 2019-20 FY Capital Improvement Projects - Q1 Update

#	Project	Budget FY	Estimated Start Date	Estimated Completion Date	Status	Description
2019-20 FY MUNICIPAL BUILDINGS AND FACILITIES						
1	Municipal Buildings and Facility Repairs	2019-20	6/1/2019	12/30/2020	Developing Specifications	Funding approved for roof repairs HVAC replacements, Fire Department Doors, Access Control, and a contingency for unanticipated repairs. The brush clearance at City vacant lots have been completed by the goals and contractors.
2019-20 FY STREETS AND STREETSCAPES						
2	2019-20 FY Preventative Maintenance: Cap and Slurry Seal	2018-19 & 2019-20	6/1/2019	6/30/2020	Developing Specifications	Slurry Seal projects for 2018-19 and 2019-20 FY are combined into one Bid Package. Developing Project Specifications.
3	2019-20 FY Street Improvement Projects	2019-20	7/10/2019	6/30/2021	Developing Specifications	The 2019-20 FY Street Improvement Project List was approved at the August 21, 2019 City Council Meeting. Developing the specifications.
4	Neighborhood Traffic Management Program	2019-20	7/1/2019	6/30/2020	Under Design	Working with a Consultant to develop the Plan.
5	Mission Street Pedestrian Improvement Projects	2018-19 & 2019-20			Not Started	Pending discussion of economic development plan.
6	Columbia St/Pasadena Ave Turn Lanes, Columbia St/Orange Grove	2019-20	10/9/2019	12/31/2020	Pending Authorization	Agreements received on October 9, 2019. Once executed, Staff can prepare an RFP for design consultant.
2019-20 FY STREET LIGHTING AND TRAFFIC SIGNALS						
7	Garfield and Monterey Road Traffic Signal	2019-20	10/9/2019	3/31/2020	Pending Authorization	Agreements received on October 9, 2019. Once executed, Staff can prepare an RFP for design consultant.
8	Garfield and Oak Street Traffic Signal	2019-20	10/9/2019	3/31/2020	Pending Authorization	Agreements received on October 9, 2019. Once executed, Staff can prepare an RFP for design consultant.
2019-20 FY WATER						
9	Graves Reservoir	2019-20 & 2018-19	8/11/2018	3/17/2020	Under Construction	Reservoir concrete placement is complete, contractor continue with installing door frames on pump station and electrical building.
10	Integrated Water and Wastewater Management Plan (IWWMP)	2019-20	12/5/2019	12/31/2020	Pending City Council Approval	Proposals evaluation and interview were completed on 10/10; Award of contract for Integrated Plan is scheduled for 12/4 City Council Meeting.
11	2019-20 FY Waterline Replacement	2019-20	7/10/2019	6/30/2021	Developing Specifications	Water line repairs being performed in conjunction with Street Improvement Projects approved for FY 2019-20
2019-20 FY IT PROJECTS						
12	Work Station/Device Replacement/Network Equipment Upgrades	2019-20	7/1/2019	6/30/2020	Ordering Equipment	Annual Replacements of Workstations and computers. Equipment ordered throughout the year.
2019-20 FY STORMWATER						
13	Stormwater Project Concepts, Feasibility and Strategy Development for Grants	2019-20	7/1/2019	12/15/2019	Under Design	Consultant developing stormwater project concept to apply for Measure W funding. Applications for call for projects due December 15, 2019.

Attachment 1 - 2019-20 FY Capital Improvement Projects - Q1 Update

#	Project	Budget FY	Estimated Start Date	Estimated Completion Date	Status	Description
2019-20 FY SEWER						
14	2019-20 FY Sewer Line Repairs & Replacements	2019-20	7/10/2019	6/30/2021	Developing Specifications	Sewer line repairs being performed in conjunction with Street Improvement Projects approved for FY 2019-20.
15	Sewer Master Plan and Sanitary Sewer Management Plan (combined with IWWMP)	2019-20	12/5/2019	12/31/2019	Pending City Council Approval	Proposals evaluation and interview were completed on 10/10; Award of contract for Integrated Plan is scheduled for 12/4 City Council Meeting.
2019-20 FY WATER CONSERVATION						
16	Water Conservation Projects (Impervious Surface Demonstration Construction)	2019-20	7/1/2019	6/30/2019	Bidding	The design has been completed and the Project construction is out for bid. Bids are due in November.
2019-20 FY PARKS						
17	Berkshire Pocket Park (Design)	2019-20	7/1/2019	6/30/2020	Under Concept Design	Working on updating the concept designs for the Projects
18	Grevalia Pocket Park (Design)	2020-21	7/1/2019	6/30/2020	Under Concept Design	Working on updating the concept designs for the Projects
CARRYOVER PROJECTS						
19	Fair Oaks Avenue Signal Synchronization	2017-18	6/1/2017	6/30/2020	Pending Authorization	Submittal made in June 2019 to Caltrans and Metro for authorization to proceed construction. On received, the project will be advertised for bid.
20	2017-18 FY Street Improvement Projects (Bushnell and Diamond)	2017-18	1/2/2019	12/30/2019	Under Construction	Bushnell Ave (Oak St-Huntington Dr) & Diamond Ave (Monterey Rd-Lyndon St): Construction began in June 2019. Paving complete, working on punchlist.
21	In Pavement Lighting Crosswalks	2017-18	1/4/2017	6/30/2020	Pending Authorization	Submittal made in March 2019 to Caltrans and Metro for authorization to proceed construction. On received, the project will be advertised for bid.
22	Monterey Road & Orange Grove Avenue Intersection Traffic Signal Installation	2017-18	7/1/2017	3/30/2020	Under Construction	The Project construction was awarded at the September 18, 2019 City Council meeting. The Contractor is performing pre-construction activity and is mobilizing to the site in late October.
23	Monterey Road Improvement - Phase Three	2015-2019	7/9/2015	3/30/2020	Under Construction	The Project construction was awarded at the September 18, 2019 City Council meeting. The Contractor is performing pre-construction activity and is mobilizing to the site in late October.
24	BTA Bike Parking	BTA Grant	8/30/2018	3/30/2020	Pending City Council Approval	Revised bids were received to remove the lockers from the Project. The contract award is planned for the November 6, 2019 City Council meeting.
25	2018-19 FY Street Improvement Projects	2018-19	1/2/2019	6/30/2020	Under Design	Held kickoff design meeting in June 2019, the construction advertisement is anticipated to be in October 2019. Segments: Monterey Road (West City Limits to Arroyo Verde Rd), Monterey Road (Arroyo Verde Rd to Pasadena Ave), Alta Vista Ave (Oak Crest Ave to Mountain View Ave), Forest Ave (Mission St to Dead End), Sterling Place (Grand Ave to Dead End), Pine Street (Atlantic to Huntington).

Attachment 1 - 2019-20 FY Capital Improvement Projects - Q1 Update

#	Project	Budget FY	Estimated Start Date	Estimated Completion Date	Status	Description
26	Street Improvement Projects (Alpha and Camino Del Sol)	2017-18 & 2018-19	1/2/2019	6/30/2020	Pending City Council Approval	Alpha Ave (Camino Lindo-Valley View) & Camino Del Sol (St Albans-Via Del Rey): Evaluating bids to recommend contract award to City Council.
27	2018-19 FY Waterline Replacement	2018-19	7/1/2018	12/30/2019	Under Construction	Water line repairs being performed in conjunction with Street Improvement Projects.
28	VoIP (Voice Over Internet Protocol) System Installation	2018-19	1/1/2019	12/31/2020	Developing Specifications	The recabling to allow for the VoIP system has been completed in City facilities. A draft RFP has been prepared and is currently under review with internal staff. It is anticipated to send out the RFP in Fall of 2019.
29	Water Conservation Projects (Impervious Surface Demonstration Design)	2018-19	1/15/2019	9/30/2019	Completed	The design has been completed.
30	Water Conservation (Medians)	2018-19	3/1/2019	6/30/2020	Under Design	Preparing a design for the medians at Huntington and Fair Oaks
31	Compressed Natural Gas (CNG) Station Upgrade	2018-19	9/29/2018	3/30/2020	Under Construction	The compressor has been delivered and is currently being connected to plumbing and electrical services.
32	Electric Vehicle (EV) Charging Station	2018-19	11/11/2018	8/30/2019	Completed	The Evgo Charging Stations have been installed and available for public use.
33	Mission-Meridian Garage Emergency Generator Replacement Project	2018-19	5/15/2019	12/30/2019	Pending Authorization	The City Council awarded the construction contract on May 15, 2019. Working with the POA on the generator replacement.
34	110 Interchange Project	2020-21			Pending Authorization	The Metro Board has recommended this Project for funding. Waiting on the final agreements.



**MONTHLY CONSTRUCTION PROGRESS REPORT
CITY OF SOUTH PASADENA
PUBLIC WORKS DEPARTMENT**

November 2019

**Bushnell & Diamond
Street Improvement
Project**

Scope:

The work consists of cold milling the existing pavement, placement of an AC leveling course and cap, removal and replacement of curb and gutter where needed, removal and replacement of damaged sidewalk and driveways, and ADA curb ramps, utility cover adjustments, installation of new water meters, services, valves, fire hydrants and appurtenances, traffic signing, thermoplastic striping and pavement markings.

The limits of work include:

- Bushnell Avenue (Oak Street to Huntington Drive)
- Diamond Avenue (Monterey Road to Lyndon Street)

Details:

Bid Amount:	\$1,089,855
Extra Work to Date:	0
% Change to Contract:	0
Amended Amount:	0
Total Contract Amount:	\$1,089,855
Construction Start:	June 11, 2019
Duration:	90 Work Days
Orig. Completion Date:	Oct. 17, 2019
Est. Completion Date:	Nov. 22, 2019



Status:

The project is substantially completed. In the next couple weeks, the contractor will complete the punch list items. Notice of Completion will be file at next City Council meeting. The construction management and inspection services are being provided by Interwest Consulting Group, Inc. and the contractor is Sequel Contractors, Inc.



MONTHLY CONSTRUCTION PROGRESS REPORT
 CITY OF SOUTH PASADENA
 PUBLIC WORKS DEPARTMENT

November 2019

Monterey Road Street Improvement Project (Phase #3)

Scope:

The work consists of cold milling of existing pavement, placement of AC leveling course and cap, removal and replacement of curb and gutter where needed, removal and replacement of damaged sidewalk and driveways, and ADA curb ramps, utility cover adjustments, street light relocations, installation of new water meters, services, valves, fire hydrants and appurtenances, reconnecting existing curb drains, traffic loop replacement, pedestrian push button and signal head upgrades, traffic signing, thermoplastic striping and pavement markings. This project also includes installation on new traffic signal, median landscape, and replacement of striping on Via Del Rey.

The limit of work includes:

- Monterey Road from Orange Grove Avenue and Pasadena Avenue
- Orange Grove Avenue from Monterey Road to El Centro Street

New Traffic Signal Locations

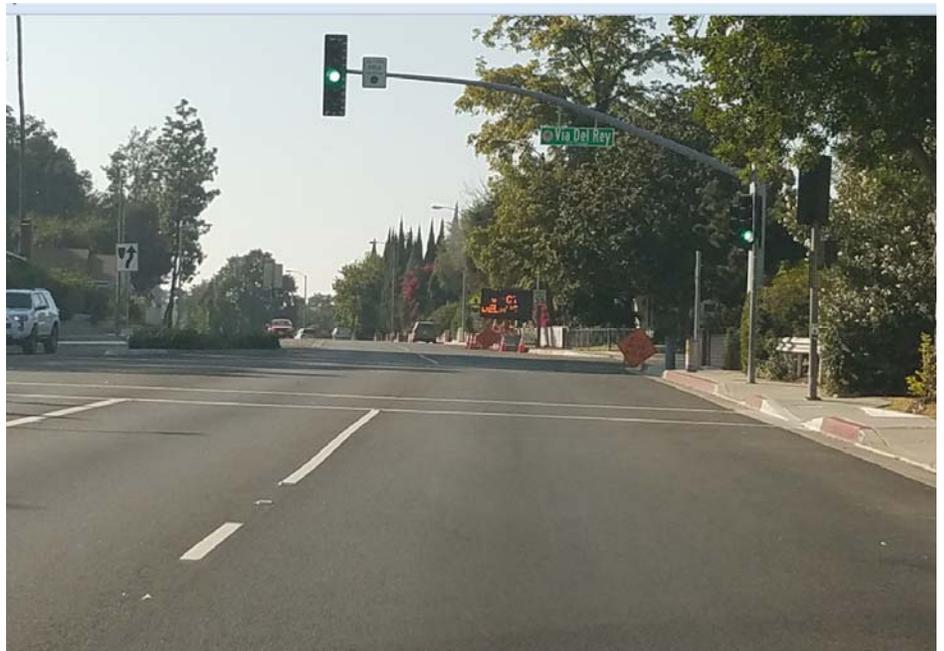
- At Monterey Road & Orange Grove Avenue

Striping Modification

- Via Del Rey from La Portada Street and Monterey Road

Median landscape

- at Monterey Road & Via Del Rey



Details:

Bid Amount:	\$1,848,061
Extra Work to Date:	0
% Change to Contract:	0%
Amended Amount:	0
Total Contract Amount:	\$1,848,061
Construction Start:	Oct. 28, 2019
Duration:	150 Work Days
Orig. Completion Date:	May 29, 2020
Est. Completion Date:	

Status:

The construction began on October 28, 2019. Currently, the contractor is working on replacement of water service lines and water meters on Monterey Road. The water improvement work is anticipated to continue couple months. The construction management and inspection services are being provided by Willdan Engineering and the contractor is E.C. Construction Company.



MONTHLY CONSTRUCTION PROGRESS REPORT
CITY OF SOUTH PASADENA
PUBLIC WORKS DEPARTMENT

NOVEMBER 2019

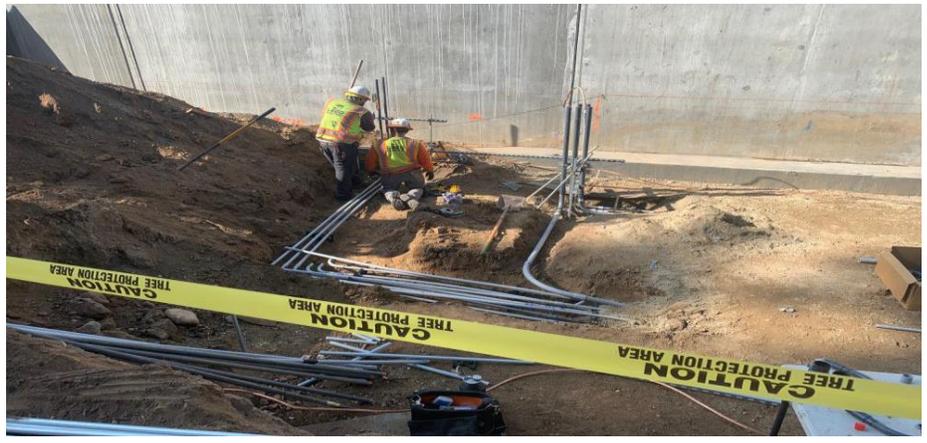
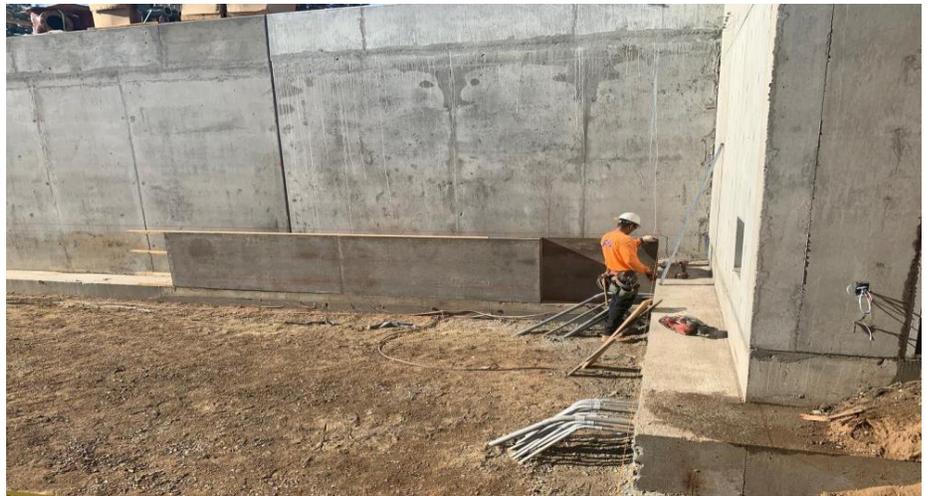
Graves Reservoir Replacement Project

Scope:

The projected construction duration for this project is 18 months. The project includes: demolition of the existing reservoir and appurtenances, demolition of the existing pump station, construction of new reservoirs and all appurtenances, construction of pump station, a hypochlorite system and well head treatment system

Details:

Original Contract Amount:	\$9,312,400.00
Change Orders:	\$194,282.00
Total Contract Amount:	\$9,506,682.00
Construction Start:	August 6, 2018
Duration:	27 months
Orig. Completion Date:	January 2020
Est. Completion Date:	March 2020
Est. Percent Complete:	50%



Status:

Continue with backfilling around the reservoir; form Granular Activated Carbon (GAC) slab, filling grout inside doorframes, install electrical conduit.