



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

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

May 13, 2020, at 4:00 p.m.

South Pasadena Public Works 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 Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the special meeting of the Public Works Commission for May 13, 2020 will be conducted remotely and held by video conference. The Meeting will be broadcast live on the City's website (http://www.spectrumstream.com/streaming/south_pasadena/live.cfm) and local cable channels.

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Commission Members will be participating remotely and will not be physically present in the Council Chambers.

PUBLIC COMMENTS AND SUGGESTIONS

The Public Works Commission welcomes public input. If you would like to comment on an agenda item, members of the public may submit their comments in writing for Public Works Commission consideration, by emailing comments or questions to: pwcpubliccomments@southpasadenaca.gov. **Public Comments must be received by 6 p.m., May 12, 2020** to ensure adequate time to compile and post. Public Comment portion of the email is limited to 150 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) if you request for your public comment to be read at the meeting.

CALL TO ORDER: Mayor Robert S. Joe

ROLL CALL: Commissioners: Arcelia Arce, Sam Hernandez, David Maling, Julie Riley and Charles Trevino.

CITY COUNCIL LIAISON: Mayor Robert S. Joe

STAFF PRESENT: Kristine Courdy, Deputy Director of Engineering and Operations, Leaonna DeWitt, Public Works Assistant, Reyna Salazar-Martin, Management Assistant, and Julian Lee, Deputy Director of Water and Sustainability

PLEDGE OF ALLEGIANCE:

COMMISSION AND STAFF INTRODUCTIONS

1. Commission and Staff Introduction

ACTION ITEMS

2. Selection of Officers

3. Review and Approve 2020 Work Plan

INFORMATION ITEMS

4. Commission Charter

COMMUNICATIONS

5. City Council Liaison Communications

6. Commissioner Communications

7. Staff Liaison Communications

ADJOURNMENT

FUTURE PUBLIC WORKS COMMISSION MEETING

July 8, 2020

TBD

6:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Commission Meeting agenda packets are available online at the City website: www.southpasadenaca.gov/boardsandcommissions/publicworkcommission

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.

5/6/20

Date

/s/

Leonna DeWitt

Public Works Assistant

ITEM 3

Review and Approve 2020 Work Plan

City of South Pasadena
Public Works Commission
2020 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
	Commissioner & Staff Liaison Introductions	Staff Liaison & Commission	May 2020	Introductions
	Action: Elect Chair and Vice Chair	Commission		Elect PWC Chair and Vice Chair for 2020
	Presentation: Commission Charter (Information Item)	Staff Liaison		Commission familiarization with City Council approved PWC Charter
	Action: 2020 Work Plan	Commission		Review and Approve 2020 Work Plan
	PWC CIP Project Overview (Information Item)	Staff Liaison	July 2020	Staff presentation of CIP Projects under the PWC purview
	Stormwater Regulations and Measure W Program (Information Item)	Deputy Public Works Director of Water and Sustainability		Staff presentation on the Stormwater Regulations and Measure W Program
	Prop 68 Storm Water Project between Pasadena and South Pasadena (Information Item)	Deputy Public Works Director of Water and Sustainability		Staff presentation on the Prop 68 Storm Water Project between Pasadena and South Pasadena
	South Pasadena Water System Overview (Information Item)	Water Operations Manager	September 2020	Staff presentation on the South Pasadena Water System Overview
	South Pasadena Sewer System Overview (Information Item)	Public Works Operations Manager		Staff presentation on the South Pasadena Sewer System Overview
	Integrated Water and Wastewater Management Plan Overview (Information Item)	Deputy Public Works Director of Water and Sustainability		Staff presentation on Integrated Water and Wastewater Management Plan
	MEETING CANCELLED DUE VETERAN'S DAY HOLIDAY		November 2020	

	Action: Review and Approve 2020 Accomplishments	Staff Liaison & Commission	December 2020	PWC 2020 Accomplishments List
	Measure W 2021-22 FY Safe Clean Water Potential Project Discussion	Deputy Public Works Director of Water and Sustainability		Staff presentation on Measure W 2021-22 FY Safe Clean Water Potential Project Discussion and receive input from the Commission
	Integrated Water and Wastewater Management Plan	Deputy Public Works Director of Water and Sustainability		Staff presentation on Integrated Water and Wastewater Management Plan and receive input from the Commission
	Discussion: Review 2021 Work Plan	Staff Liaison & Commission		Seek input on 2021 Work Plan
	Infrastructure Utility Projects Updates	Staff Liaison	Ongoing	Regular updates on Public Works Projects under construction

ITEM 4
Commission Charter



City of South Pasadena Public Works Department

Memo

Date: May 13, 2020
To: Public Works Commission
From: Kristine Courdy, Deputy Public Works Director
Re: Agenda Item 4: Public Works Commission Charter

Below is the Public Works Commission Charter approved under Ordinance 2344 by the South Pasadena City Council on February 19, 2020, which recorded as Chapter 2, Article IVK of the South Pasadena Municipal Code:

ARTICLE IVK. PUBLIC WORKS COMMISSION

2.79-1 Creation.

There is hereby created a five-member public works commission.

2.79-2 Responsibilities.

It shall be the responsibility of the public works commission 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 (nontransportation), 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.

2.79-3 Limitations.

The public works commission may discharge its responsibilities in the manner and means selected by it, except as follows:

- (a) Unless expressly authorized to do so by the city council, it shall not represent itself to be, nor in any way act for or on behalf of, the city council, nor shall it commit the officers,

- employees or staff of the city in any manner to any course of action; to the contrary, it shall act as a study center and clearinghouse for advisory action to the city council; and
- (b) It shall not encroach upon any area preempted by state or federal law; and
 - (c) It shall forward all of its findings and recommendations to the city manager and the city council prior to public release.

2.79-4 Composition of members.

- (a) The initial composition of the commission shall consist of one member being appointed by each councilmember and their term lengths will be staggered as follows: one member will serve one three-year term; two members will serve one year and then be eligible for one additional three-year term; and the remaining two members will serve two years and then be eligible for one additional three-year term. Future appointments will be made by the mayor pursuant to SPMC [2.23](#) (Composition, appointment and removal of members).
- (b) All members shall have an expressed interest in and knowledge of public works projects, methods and procedures. The city shall make a concerted effort to recruit at least one registered civil engineer with an active license, and professionals with expertise in other areas such as structural engineering, architecture, landscape architecture, water, stormwater, sewers, and construction contracts, management or inspection.

2.79-5 Meetings.

The public works commission shall hold up to one regular meeting every other month. The chair may call for a special meeting if needed with concurrence of the commission.

ITEM 7

Staff Liaison Communication – Announcement
Regarding Mandatory AB1234 Ethics Training
Notice



City of South Pasadena Public Works Department

Memo

Date: May 13, 2020

To: Public Works Commission

From: Kristine Courdy, Deputy Public Works Director

Re: Agenda Item 7: Staff Liaison Communication – Announcement Regarding Mandatory AB1234 Ethics Training Notice

On April 28, 2020 the City Clerk's office sent notice to the Public Works Commission regarding the mandatory AB1234 Ethics Training. Please refer to a copy of that notice below to ensure that the training is completed within the required timeline:

****** AB 1234 Ethics Training Requirement Notice ******

As you know, State law requires specified local officials to receive **two hours of ethics training**.^[1] The requirement applies to local officials who either receive compensation for their service to the city or are reimbursed for their expenses.^[2]

For newly elected and appointed officials, the requirement is to receive this training within one year of assuming office.^[3] For everyone else, the requirement is to receive this training within two years of receiving one's first training.^[4]

The training must cover both ethics laws and ethics principles.^[5] There are a number of options for complying with this requirement.

- The Fair Political Practices Commission offers **free online training** at <http://localethics.fppc.ca.gov/login.aspx> . This option requires you to log onto the FPPC's website, review various screens of materials, take periodic tests to assure retention of the information and then print out a certificate. Please be advised that the

^[1] Cal. Gov't Code § 53235(a), (b).

^[2] Cal. Gov't Code § 53235(a).

^[3] Cal. Gov't Code § 53235.1(b).

^[4] Cal. Gov't Code § 53235.1(a).

^[5] Cal. Gov't Code § 53235(b).

certificates are time-stamped and MUST SHOW a minimum of two (2) hours of training completed. Certificates submitted that do not meet the 2-hour requirement, will not be accepted.

- Self-study materials are available at www.ca-ilg.org/ab1234compliance. The materials require that you read two articles on public service ethics laws and principles, take a self-assessment test and then submit it to the Institute for Local Government with a processing fee for each test. The Institute will review your test(s), provide you the correct answers to the questions and a proof of participation certificate. For those of you who have already been through the basic course, there is a more advanced self-study option to enable you to apply the basic concepts in a particular series of situations. See www.ca-ilg.org/ab1234advancedcredit

Once you receive your proof of participation in the required AB 1234 training, please make a copy of the certificate for your records and provide the original to the South Pasadena City Clerk's Division. These records will be retained as public records for at least five years.^[6]

As with all ethics laws, AB 1234 creates a minimum for ethics education—not a maximum. We encourage you to take advantage of additional training in ethics-related topics and document those efforts as well.

Note that general information about AB 1234 is also available at www.ca-ilg.org/ab1234compliance, including a frequently-asked-questions sheet.

Please submit the proof of completed training as soon as possible. If you have any questions regarding these requirements, please feel free to contact the City Clerk's Division by e-mailing cityclerk@southpasadenaca.gov.

^[6] Cal. Gov't Code § 53235.2(b).