



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

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

July 8, 2020, at 6:30 p.m.

South Pasadena City Council 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 17th, 2020, the regular 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 12:00 p.m., July 8, 2020** to ensure adequate time to compile and post. Public Comment portion of the email is limited to 250 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) clearly state if you wish for your comment to be read during the meeting.

- CALL TO ORDER:** Chair Sam Hernandez
- ROLL CALL:** Commissioners: Chair Sam Hernandez, Vice Chair Julie Riley, Arcelia Arce, David Maling, and Charles Trevino.
- CITY COUNCIL LIAISON:** Mayor Robert S. Joe
- STAFF PRESENT:** Deputy Director of Public Works (DDPW) Kristine Courdy, DDPW Water Division Julian Lee, Public Works Management Assistant (PWMA) Reyna Salazar-Martin
- PLEDGE OF ALLEGIANCE:** Chair Sam Hernandez

PUBLIC COMMENTS AND SUGGESTIONS
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1. Public Comment

PRESENTATIONS

- 2. Capital Improvement Projects in the Policy Areas under the Public Works Commission Charter**
- 3. Storm Water Regulations and Measure W Program**
- 4. Prop 68 Storm Water Project Between Pasadena and South Pasadena**

ACTIONS ITEMS

- 5. Minutes of the Special Joint Meeting of the Public Works Commission and Mobility and Transportation Infrastructure Commission on May 11, 2020**
- 6. Minutes of the Regular Meeting of the Public Works Commission on May 13, 2020**

COMMUNICATIONS

- 7. City Council Liaison Communications
- 8. Commissioner Communications
- 9. Staff Liaison Communications

ADJOURNMENT

FUTURE PUBLIC WORKS COMMISSION MEETING

September 9, 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.

7/1/20
Date

/s/ Reyna Salazar-Martin
Reyna Salazar-Martin
Public Works Management Assistant

ITEM 2

**Capital Improvement Projects in the Policy Areas under the
Public Works Commission Charter**



Public Works Commission Agenda Report

ITEM NO. 2

DATE: July 8, 2020
FROM: Kristine Courdy, P.E., Deputy Public Works Director
SUBJECT: **Presentation of Capital Improvement Projects in the Policy Areas under the Public Works Commission Charter**

Background

On February 19, 2020 the City Council approved the new Public Works Commission (PWC) charter under Ordinance 2344. The PWC charter states that the commission serves in an advisory capacity to City Council on policy matters regarding non-transportation infrastructure included water, sewer, stormwater, buildings, and city facilities. The PWC was established after the City's multi-year Capital Improvement Program (CIP) was adopted on June 5, 2019. This is a presentation to provide the PWC members with a status update on current CIP projects in the areas of water, sewer, stormwater, buildings, and city facilities.

Discussion/Analysis

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. There are nine sections of the CIP with projects in the following categories: Municipal Buildings and Facilities, Streets and Streetscapes, Street Lighting and Traffic Signals, Water, Information Technology Projects, Stormwater, Sewer, Water Conservation, and Parks. The adopted FY 2019-20 CIP includes 18 projects for a total appropriation of \$11,845,000 and 16 carry over projects from previous fiscal years; a total of 34 ongoing CIP projects.

Within the CIP, below is a summary of the projects under the following sections are in the PWC policy areas (water, sewer, stormwater, buildings, and city facilities):

CIP Section	Total Projects	Project Budget
Municipal Buildings & Facilities	3	\$964,115
Water	4	\$11,900,000
Stormwater	1	\$100,000
Sewer	3	\$827,920
TOTAL	11	\$13,792,035

Below is an overview of the CIP Projects in these sections and a brief status update:

#	Project	Budget FY	Status	Description
Municipal Buildings & Facilities Section				
1	Municipal Buildings & Facility Repairs	2019-20	Contract Award	Received bids to replace the HVAC units at City Hall and Senior Center. Finalizing the contract award.
2	Compressed Natural Gas (CNG) Station Upgrade	2018-19	Under Construction	Finalizing Project punchlist and close out.
3	Mission Meridian Garage Generator Replacement	2018-19	Pending Authorization	The City Council awarded the construction contract. Working with the POA on the generator replacement.
Water Section				
4	Graves Reservoir	2019-20 & 2018-19	Under Construction	The construction of Graves Reservoir construction is scheduled to be completed in September 2020.
5	Integrated Water and Wastewater Management Plan (IWWMP)	2019-20	In Progress	Water Master Plan was initiated in February 2020. The consultant has completed data gathering tasks and started water and stormwater analysis.
6	2019-20 FY Waterline Replacement	2019-20	Contract Award	Water line repairs are performed in conjunction with Street Improvement Projects. The 2019-20 FY Street Design contract is being awarded.
7	2018-19 FY Waterline Replacement	2018-19	Under Construction	Water line repairs are performed in conjunction with Street Improvement Projects. Alpha and Camino del Sol are under construction.
Stormwater Section				
8	2019-20 Stormwater Project Concepts, Feasibility and Strategy Development for Grants	2019-20	Complete	ULAR WASC has approved the funding for the feasibility study of Arroyo Seco Project in June 2020. In addition, the City is working with City of Pasadena on Prop 68 funding for man-made wetlands and related infrastructure to divert a portion of runoff from the Arroyo Seco.
Sewer Section				
9	2019-20 FY Sewer Line Repairs & Replacements	2019-20	Contract Award	Sewer line repairs are performed in conjunction with Street Improvement Projects. The 2019-20 FY Street Design contract is being awarded.
10	Sewer Master Plan and Sanitary Sewer Management Plan (combined with IWWMP)	2019-20	In Progress	Sewer Master Plan and Sanitary Sewer Management Plan was initiated in February 2020. The sewer analysis will be coordinated with CCTV data collection.
11	Sewer CCTV and Cleaning Project	2019-20	Under Construction	Agreement approved at the June 17, 2020 City Council Meeting. Scheduling pre-construction meeting.

Abbreviations:	ULAR = Upper Los Angeles River WASC = Watershed Area Steering Committee CCTV = Closed-circuit television
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Fiscal Impact

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. The FY 2019-20 CIP is completely funded from multiple funding sources. The FY 2020-21 CIP will be considered after the City Council approves the FY 2020-21 City operating budget and there is an updated forecast of revenue as a result of COVID-19.

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*.

ITEM 5

**Minutes of the Special Joint Meeting of the Public Works
Commission and Mobility and Transportation Infrastructure
Commission - May 11, 2020**

**MINUTES OF THE SPECIAL JOINT MEETING OF THE PUBLIC WORKS
COMMISSION AND MOBILITY AND TRANSPORTATION INFRASTRUCTURE
COMMISSION
MONDAY, MAY 11, 2020**

CALL TO ORDER

The Special Joint Meeting of the Public Works Commission and the Mobility and Transportation Infrastructure Commission was called to order by Kristine Courdy, Deputy Director of Public Works (DDPW), at 6:33p.m. The meeting was held in a virtual setting, with all Commissioners and Council Liaisons attending via Zoom, and the meeting being broadcast via the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

Present: Public Works Commissioners: Commissioner Arce, Commissioner Hernandez, Commissioner Mailing, Commissioner Riley and Commissioner Trevino. Council Liaison Mayor Joe

Mobility and Transportation Infrastructure Commissioners: Commissioner Abelson, Commissioner Fisher, Commissioner Hammond and Chair Hughes. Council Liaison Councilmember Dr. Schneider

Absent: Mobility and Transportation Infrastructure Commissioner: Commissioner Zneimer

City Staff

Present: City Manager Stephanie DeWolfe, Finance Director Karen Aceves, Public Works Director Shahid Abbas, Deputy Director of Engineering and Operations Kristine Courdy, Public Works Assistant Leonna DeWitt.

PLEDGE OF ALLEGIANCE

Kristine Courdy led the pledge of allegiance.

PRESENTATION**1. Budget Outreach Presentation**

Finance Director Aceves and City Manager DeWolfe presented the budget outreach presentation and answered questions of the Commissions. There was no Public Comments on this agenda item. There was no action taken.

ADJOURNMENT: Meeting adjourned at 7:37 pm

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 June 16, 2020.

Sam Zneimer, Chair of the Mobility and Transportation Infrastructure

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 July 8, 2020.

Sam Hernandez, Chair of the Public Works Commission

ITEM 6

**Minutes of the Regular Meeting of the Public Works
Commission - May 13, 2020**

**MINUTES OF THE
PUBLIC WORKS COMMISSION
13TH DAY OF MAY, 2020 AT 4:00 P.M. AT THE
CITY COUNCIL CHAMBERS
1424 MISSION STREET**

CALL TO ORDER

The Special Meeting of the Public Works Commission was called to order by Kristine Courdy, Deputy Director of Public Works (DDPW) at 4:07 p.m. The meeting was held in a virtual setting, with all Commissioners and Council Liaisons attending via Zoom, and the meeting being broadcast via the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

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

City Council Liaison: Mayor Robert S. Joe

Absent: None

**City Staff
Present:**

Director of Public Works (DPW) Shahid Abbas, Deputy Director of Public Works (DDPW) Kristine Courdy, DDPW Water Division Julian Lee Public Works Assistant Leonna DeWitt, Public Works Management Assistant Reyna Salazar-Martin

PLEDGE OF ALLEGIANCE

Reyna Salazar-Martin, Public Works Management Assistant led the pledge of allegiance.

PUBLIC COMMENT

None

COMMISSION AND STAFF INTRODUCTIONS**1. Commission and Staff Introductions**

Commissioners, Staff and Council Liaison all provided brief introductions of themselves.

ACTION ITEMS**2. Selection of Officers**

Commissioner Hernandez was nominated as Chair by Commissioner Riley and seconded by Commissioner Trevino. Commissioner Hernandez accepted the Chair nomination and no additional nominations were made. By roll call vote the motion carried 5-0 for Chair Hernandez.

Commissioner Riley nominated as Vice Chair by Chair Hernandez and seconded by Commissioner Maling. Commissioner Riley accepted the Vice Chair nomination and no additional nominations were made. By roll call vote the motion carried 5-0 for Vice Chair Riley.

3. Review and Approve 2020 Work Plan

A motion was made by Commissioner Trevino and seconded by Vice Chair Riley to approve the 2020

Work Plan with the following amendments:

- Addition of a Water Division Facility tour
- Addition of the Facility Assessment Report

By roll call vote the motion carried 5-0.

INFORMATION ITEMS

4. Commission Charter

The final copy of the City Council approved Public Works Commission charter was provided as information only.

COMMUNICATIONS

5. Council Liaison Communications

Council Liaison Mayor R. Joe request the staff share with the Commission a list of our upcoming Facility Projects. DPW Abbas reassured that it will be included in the upcoming presentations. In addition, would like to specify the roles of the two Commissions under the Public Works Department; Public Works Commission and Mobility and Transportation Infrastructure Commission.

6. Commission Communications

Chair Hernandez expressed he is looking forward to working with this Commission, and looking forward to learning more about the functions of the Public Works Department.

Vice Chair Riley is looking forward to working with the Commission, and asks DPW Abbas about the possibility of scheduling a tour of all City facilities in the near future. DPW Abbas stated that once proper procedures are executed for a safe reopening, a City-wide tour of all facilities would be more feasible.

Commissioner Maling is looking forward to working with the Commission and leaning more about the Public Department and City infrastructure.

Commissioner Arce is looking forward to becoming more familiar with the functions of the Public Works Department.

Chair Trevino apologized for arriving late, and asked for re introductions of all Commissioners. In addition, encourages Commission to have future discussion about the water wells in the City.

7. Staff Liaison Communications

DDPW Courdy gave a brief update on the Ethics Training required by the City.

DPW Abbas shared that he is looking forward to working with this Commission and looks forward to hearing the Commissions input on upcoming projects including the Integrated Water and Wastewater Management Plan, future Capital Improving Projects, and the Prop 68 Program.

DDPW Julian Lee announced the Climate Action Plan Virtual Community meeting on Thursday, May 28, 2020 at 6:00pm. Residents must register 24 hours in advance.

PWMA Salazar-Martin announce the Annual Dumpster Day Event details taking place on Saturday, June

20, 2020 at 8:00 a.m. to 2:00 p.m. Seniors can qualify for curbside pickup by registering with the Senior Center.

ADJOURNMENT

Meeting adjourned at 5:10 p.m.

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 July 8, 2020.

Sam Hernandez, Chair