



Legislation Text

File #: RES 14-0002, **Version:** 1

TO:

Honorable Mayor and Members of the City Council

THROUGH:

John Jalili, Interim City Manager

FROM:

Richard Thompson, Director of Community Development
Nhung Madrid, Senior Management Analyst

SUBJECT:

Resolution to Authorize Execution of a Program Supplement Agreement Adding the Cycle 5 Highway Safety Improvement (HSIP) Program to the Existing Master Agreement with State of California Department of Transportation and Appropriation of \$248,600 (Community Development Director Thompson).

APPROVE, APPROPRIATE \$248,600 FROM THE GAS TAX FUND

RECOMMENDATION:

Staff recommends that the City Council pass a motion to:

- a) Approve Program Supplement Agreement No. 006-N to Administering Agency-State Agreement No. 07-5212R with State of California Department of Transportation for the Cycle 5 Highway Safety Improvement (HSIP) Program Project;
- b) Adopt Resolution No. 14-0002 authorizing the Interim City Manager to sign the Program Supplement Agreement on behalf of the City; and
- c) Appropriate funds in the amount of \$248,600 from the Gas Tax Fund to the Cycle 5 Highway Safety Improvement (HSIP) Program Project.

FISCAL IMPLICATIONS:

The Program Supplement Agreement must be executed for the City to receive federal-aid transportation funding through the State of California Department of Transportation (Caltrans). The City succeeded in securing a Highway Safety Improvement Program (HSIP) grant through a statewide competition. Staff is requesting to appropriate the total project cost of \$248,600. The grant will reimburse 90% of eligible project costs up to \$223,700. The remaining balance of \$24,900 (10 percent) is the City's matching obligation. The project is included in the draft Five Year CIP with an appropriation needed at this point since that has not yet been adopted.

BACKGROUND:

In April 2012, Caltrans issued a call for projects for the Highway Safety Improvement Program (HSIP) grant. This grant is available to local agencies, with funding eligible for work on any public road or

publicly owned bicycle/pedestrian pathway or trail that corrects or improves the safety for its users. These funds are available for safety projects that can be designed and constructed expeditiously, not require the acquisition of significant rights of way (not more than 10 percent of the construction cost), or require extensive environmental review and mitigation.

In July 2012, the City submitted an application for funding under this grant program, and on October 22, 2012, the State informed the City that the City's application was one of 221 applications approved out of 276 applications submitted. The scope of the awarded project includes the following infrastructure improvements:

- Crosswalks;
- Pedestrian countdown heads;
- Curb extensions and ADA curb ramps;
- Flashing beacons; and
- Signage and markings.

DISCUSSION:

In July 2013, staff submitted to Caltrans a formal "Request for Authorization to Proceed" form which was approved by the State on August 15, 2013 (Attachment 1). Since the City has an existing Master Agreement with Caltrans (Attachment 2), only a Program Supplement Agreement (Attachment 3) must be executed between the City and Caltrans within 60 days of receiving the Program Supplement Agreement. The agreement specifically states that no reimbursement payments can be made until there is an executed Program Supplement Agreement. The recommended Program Supplement Agreement has been prepared by Caltrans, and must be approved by the City by January 19, 2014 or the grant funds will be disencumbered and/or deobligated. It is recommended that City Council authorize execution of the Program Supplement Agreement to add the project to the Master Agreement to prevent the loss of grant funds.

This Program Supplement Agreement is for the preliminary engineering phase of the project. This phase has an estimated cost of \$30,000, of which \$27,000 is reimbursable and \$3,000 is the City's matching portion. Although this phase of the project is estimated at \$30,000, staff is requesting to appropriate the total project cost of \$248,600 from the Gas Tax Fund to ensure that there is adequate funding for all phases of the project. When staff is ready to move to the next phase of the project, a new "Request for Authorization to Proceed" will be submitted to Caltrans. Once the request has been approved, staff will return to City Council for the approval of subsequent Program Supplement Agreements which require additional Resolutions as well. This will be required for the remaining right of way and construction phases of the project.

At this time, Staff is preparing a Request for Proposal for the preliminary engineering phase which will go through the City's standard procurement procedures. Design is expected to be completed by early Summer 2014 and construction is tentatively scheduled to begin in late Fall 2014.

CONCLUSION:

It is staff's recommendation that the City Council pass a motion to approve the Program Supplement with Caltrans, approve Resolution No. 14-0002 authorizing the Interim City Manager to sign the Program Supplement on behalf of the City, and appropriate \$248,600 from the Gas Tax Fund to the

Highway Safety Improvement (HSIP) Program project.

Attachments:

1. Authorization / Agreement Summary E-76
2. Master Agreement Administering Agency-State Agreement No. 07-5212R
3. Program Supplement Agreement No. 006-N
4. Resolution No. 14-0002