



# STAFF REPORT

TO: Mayor and Members of the City Council  
FROM: Brad Donohue, Public Works Director  
Abdulkader Hashem, Associate Engineer  
VIA: Brian Dossey, City Manager  
MEETING DATE: July 11, 2018  
SUBJECT: El Camino Real Bicycle and Pedestrian Improvement Plan

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## RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE EL CAMINO REAL BICYCLE AND PEDESTRIAN IMPROVEMENT PLAN AND AMENDING THE TOWN'S 2018-2019 CAPITAL IMPROVEMENT PLAN

## EXECUTIVE SUMMARY

The Town has designated a planning project on El Camino Real (State Route 82, "ECR") where the Road Maintenance & Rehabilitation Account (RMRA) grant funding would be expensed. The ECR corridor and the need to improve pedestrian and bicycle accessibility and safety features along the roadway is essential in keeping the area safe. The RMRA Sustainability Grant will fund the El Camino Real Bicycle and Pedestrian Improvement Plan along the ECR corridor. The California Department of Transportation (CalTrans) the agency who is responsible for ECR is the grant administrator for the RMRA Sustainability Grant also will provide oversight and guidance throughout the project.

The attached Resolution from the Town of Colma states it supports the El Camino Real Bicycle and Pedestrian Improvement Plan, and designates the City Manager to enter into an agreement with Caltrans.

It is also requested that the Town's 2018-19 Capital Improvement Plan be amended to include the El Camino Real Bicycle and Pedestrian Improvement Plan.

## FISCAL IMPACT

CalTrans awarded the Town of Colma \$199,192 for the El Camino Real Planning Study, the Town's required local match is \$25,808, (11.47% of the project). Total project cost is estimated to be \$225,000.

## **BACKGROUND**

El Camino Real (“ECR”) a State owned and operated highway. The highway is a North/South roadway that travels from one end of Town to the other end of Town. ECR is integral to our business and residential community along with providing access to the transit hubs which are located at both ends of the Town. Given the fact that the business community in Town has grown substantially in the last couple of decades, public transportation has become more of the norm and is encouraged by all. The Town’s residents and residents of neighboring communities walk and ride bikes along ECR and it is deficient in delivering safe routes of travel, as mentioned below:

- Interconnected and accessible sidewalks, many of the existing sidewalks are deficient in today’s accessibility standards, the sidewalks are not continuous and pedestrians are forced to walk the shoulder of the roadway.
- The portion of ECR that travels through the Town of Colma is on the San Mateo County Comprehensive Bicycle and Pedestrian Master Plan. ECR currently does not provide a safe delineated path of travel for bicyclists.
- There is a lack of safe pedestrian and bicycle crossings along ECR (East/West travel), main areas of concern are at the “Y”, (Mission Road and ECR), Collins Avenue and ECR and potentially Olivet Parkway and ECR.
- Many of the employers in Colma depend on employees that live away from Colma, public transportation, bicycling and walking are viable ways for these individuals to make their way to work. Having safe routes of travel makes employment opportunities viable for businesses that depend on these workers.
- Safe routes of travel for residents who shop in Town and use public transportation, having complete street programs allows residents to travel to transit hubs and shopping centers safely.

The State of California, Department of Transportation, (CalTrans), opened a grant program using Road Maintenance & Rehabilitation Account (SB-1) funds to fund Planning grants to improve and enhance roadway facilities for pedestrians and bicyclists who depend on or use roadways for their preferred path of travel.

The Town applied for this competitive grant and was awarded approximately \$200,000 to study and put a conceptual plan together correcting the various deficiencies along ECR as listed above.

## **ANALYSIS**

The Town of Colma’s El Camino Real Bicycle and Pedestrian Improvement Plan (Plan) will provide guidelines and directives for a comprehensive bicycle and pedestrian safety program along a portion of El Camino Real corridor, (State Route 82) in the Town of Colma, from Daly City to the North to South San Francisco to the South. Currently vast segments of this portion of El Camino Real (ECR) lacks a cohesive connectivity for those who want to walk or bicycle from

the various transit hubs that are served from this corridor. ECR is challenged with non-accessible or non-existent walkways thus rendering the pedestrian or bicycle portions of the right-of-way unavailable for safe and productive travel. The Plan will strive to improve community mobility along this portion of the roadway by creating a vision to increase and enhance various modes of transportation, including walking and bicycling, while providing opportunities to increase ridership on public transportation. The Plan will review and implement the standards and goals that are stated in the California Transportation Plan 2040, California State Bicycle and Pedestrian Plan, Caltrans District 4 Bicycle Plan, San Mateo County Comprehensive Bicycle and Pedestrian Master Plan, and Grand Boulevard Initiatives' Goals.

The community outreach efforts that are programmed into the Plan will gather input from all segments of the community. This would include disadvantaged communities and organizations that represent those with special needs, in addition to active stakeholders inclusive of Caltrans, local business owners, and the transit districts, through a number of interactive community workshops and council meetings. Along with what is stated above, the plan will develop several design strategies (conceptual drawings) for public outreach. It is the Town's intent that once this Plan is complete, it will lead to implementation and development.

The Town anticipates starting the project in October 2018 pending Caltrans final approval.

### **Council Adopted Values**

The El Camino Real Bicycle and Pedestrian Improvement Plan is *visionary*, because it involves putting a conceptual plan together that will provide safe, attractive and sustainable paths of travel for those who walk, bike or use public transportation to and from work along ECR.

### **Sustainability Impact**

Creating safe and attractive routes of travel for pedestrians, bicyclists and those who travel using public transit will attract more of the public to use these modes of transportation thus having a positive impact in lowering the Town's GHG's.

### **ALTERNATIVES**

The City Council could choose not to adopt the resolution. Doing so is not recommended as the opportunity to make the much-needed improvements along ECR is critical to the health of our businesses, residents and the environment.

### **CONCLUSION**

Staff recommends that the City Council adopt the resolution.

### **ATTACHMENTS**

- A. Resolution
- B. Copy of the Award Letter from CalTrans

**RESOLUTION NO. 2018-\_\_\_\_**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS WITH  
THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE EL CAMINO REAL  
BICYCLE AND PEDESTRIAN IMPROVEMENT PLAN AND AMENDING THE TOWN'S  
2018-2019 CAPITAL IMPROVEMENT PLAN**

The City Council of the Town of Colma does resolve as follows:

**1. Background**

- a) The Town is eligible to receive federal and/or state funding for certain transportation planning related plans, through the California Department of Transportation.
- b) Town staff would like to use such funding for the El Camino Real Bicycle and Pedestrian and Improvement Plan (the "Plan").
- c) The Restricted Grant Agreement needs to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs for the Plan.
- d) The Town of Colma wishes to delegate authorization to execute these agreements and any amendments thereto to allow for funding of the Plan.
- e) Further, if these agreements are executed to fund the Plan, Town staff would also like to amend the Town's 2018-2019 Capital Improvement Plan to include the El Camino Real Bicycle and Pedestrian and Improvement Plan.

**2. Order**

- a) The City Council does hereby authorize the City Manager, or his designee, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation, subject to review by the City Attorney, to allow for funding of the Plan.
- b) The City Council does hereby amend the Town's 2018-2019 Capital Improvement Plan to include the El Camino Real Bicycle and Pedestrian and Improvement Plan.

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***Certification of Adoption***

I certify that the foregoing Resolution No. 2018-\_\_ was duly adopted at a regular meeting of the City Council of the Town of Colma held on July 11, 2018, by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Raquel "Rae" Gonzalez, Mayor					
Joanne F. del Rosario					
John Irish Goodwin					
Diana Colvin					
Helen Fisicaro					
<i>Voting Tally</i>		0			

Dated \_\_\_\_\_

\_\_\_\_\_  
Raquel "Rae" Gonzalez, Mayor

Attest: \_\_\_\_\_  
Caitlin Corley, City Clerk

**DEPARTMENT OF TRANSPORTATION**  
DIVISION OF TRANSPORTATION PLANNING  
P.O. BOX 942873, MS-32  
SACRAMENTO, CA 94273-0001  
PHONE (916) 654-2596  
FAX (916) 653-0001  
TTY 711  
www.dot.ca.gov



*Making Conservation  
a California Way of Life.*

May 11, 2018

Mr. Brad Donohue  
Public Works Director  
Town of Colma  
1198 El Camino Real  
Coma, CA 94014

Dear Mr. Donohue:

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, I am pleased to offer my congratulations to the Town of Colma for the recent award of the following State transportation planning grant for fiscal year (FY) 2018–19:

Grant Program: Road Maintenance & Rehabilitation Account – Sustainable Communities

Grant Title:	El Camino Real Bicycle and Pedestrian Improvement Plan
Sub-recipient:	N/A
Grant Award:	\$199,192
Local Match:	\$25,808
Total Project Amount:	\$225,000

Please see the list below which identifies specific conditions for a grantee to accept grant funding, to program funds, and to begin work. Conditions one through four must be fulfilled no later than July 15, 2018 by submitting these items to Caltrans District staff for approval. Failure to fulfill these conditions will result in forfeiture of funds. Also note, all work must be completed no later than February 28, 2021. Final requests for reimbursements and final products must be submitted to Caltrans no later than April 28, 2021. No time extensions will be granted.

Conditions of Grant Acceptance

These State grant funds cannot be expended or reimbursed until the following conditions are satisfied:

1. The revised final Scope of Work, Project Timeline with the earliest start date of October 1, 2018, and Grant Application Cover Sheet are submitted to Caltrans District 4 for approval.

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2. A Payee Data Record (STD. 204) is completed and submitted. Although the form indicates that government entities are not required to submit this form, it is needed to ensure payments are sent to the correct recipient.
3. If applicable, a Third Party In-kind Valuation Plan is submitted for the use of in-kind contributions to satisfy the minimum local match requirement. Third party in-kind contributions are goods and services donated from outside the grantee's agency, such as donated printing, facilities, interpreters, equipment, advertising, time and effort, staff time, and other goods and services.
4. If applicable, indirect costs must have been identified in the approved grant Scope of Work and project timeline. Please submit an Indirect Cost Allocation Plan (ICAP) to Caltrans Audits and Investigations, if needed. Instructions for submitting an ICAP are available at: <http://dot.ca.gov/audits/>.
5. A local resolution from the Town of Colma governing board stating the grant project title and title of the person authorized to enter into a contract with Caltrans must be provided no later than August 15, 2018.
6. The Town of Colma receives a fully executed contract and has been formally notified by Caltrans District staff to begin work.

The contracting process can begin once the first five conditions have been satisfied. For your convenience, a toolbox to aid you during this process is available on our website below:

<http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>.

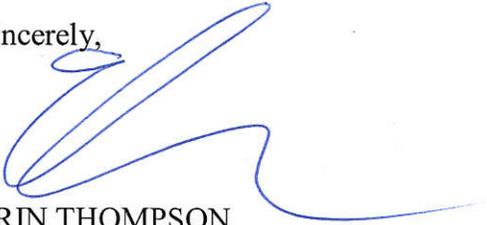
A Quarterly Progress Report with a brief narrative of completed project activities will need to be submitted to the district grant manager once the project is under way. A Request for Reimbursement with the required local match can be submitted monthly, but must be submitted quarterly.

As a reminder, Town of Colma is responsible for satisfying local match commitments in the amount shown above, including any local match amount above the minimum amount that is required with every invoice or Request for Reimbursement. The local match above will also be part of the Restricted Grant Agreement between Caltrans and Town of Colma.

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Please contact Becky Frank, in Caltrans District 4, at (510) 286-5536, or Jelani Young, Headquarters Liaison, at (916) 651-6889 if you have any questions concerning these grant funds or program requirements.

Sincerely,



ERIN THOMPSON  
Chief, Office of Regional Planning

c: Abdulkader Hashem, Associate Engineer, Town of Colma  
Becky Frank, Senior Transportation Planner, Caltrans, District 4  
Jelani Young, Associate Transportation Planner, Caltrans, Headquarters