



SAN RAFAEL
THE CITY WITH A MISSION

Agenda Item No: 4.g

Meeting Date: June 3, 2024

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

**Prepared by: Joanna Kwok, Assistant Public Works Director
April Miller, Public Works Director**

City Manager Approval:  _____

TOPIC: LINCOLN AVENUE CORRIDOR SAFETY IMPROVEMENTS PROJECT FUNDING AGREEMENT

SUBJECT: RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PROGRAM SUPPLEMENT AGREEMENT WITH CALTRANS TO RECEIVE STATE FUNDS

RECOMMENDATION:

Adopt a resolution approving and authorizing the City Manager to execute a Program Supplement Agreement with the California Department of Transportation (Caltrans) for \$250,000 in Local Highway Safety Improvement Program (HSIP) funds for the Lincoln Avenue Corridor Safety Improvements Project.

BACKGROUND:

The Lincoln Avenue Corridor Safety Improvements project includes intersection safety improvements, at the intersections of Lincoln Avenue and Brookdale Avenue and Lincoln Avenue and Wilson Court. Improvements include curb extensions, accessible curb ramps, high visibility crosswalk striping, and rapid rectangular flashing beacons.

Prior to the City Council approving the Local Road Safety Plan (LRSP) on [April 2, 2024](#), Marin County agencies followed the 2018 Marin County Systemic Safety Analysis Report (SSAR), which was a data-driven safety evaluation of Marin County’s non-state arterial and collector roadway networks for all modes of travel. The SSAR found Lincoln Avenue as having a medium to high collision severity index. The most common collision factors identified were motorists improper turning, unsafe speeds, and automobile right of way. The intersections of Lincoln Avenue and Brookdale Avenue and Lincoln Avenue and Wilson Court were identified as a high priority and as a key neighborhood connection to SMART and nearby schools.

In September 2022, City staff submitted two applications to Caltrans for the Local Highway Safety Improvement Program (HSIP) for projects on Lincoln Avenue. The successful project requested \$250,000 in HSIP funds for the preliminary engineering and construction of the Lincoln Avenue Corridor Safety Improvements Project.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

In March 2024, the City received an allocation letter from the Department of Transportation confirming the allocation of State funds from HSIP for \$34,830 for the preliminary engineering phase of this project. HSIP funds for the construction phase are anticipated to be allocated at a later date. A resolution stating the authorized signee for the Program Supplement Agreement with Caltrans and an executed Program Supplement Agreement are required to receive HSIP funds.

ANALYSIS:

The HSIP grant program is a core Federal-aid program with the purpose of achieving a significant reduction in fatal and severe collisions on all public roads. HSIP requires a data-driven and strategic approach to improving safety on all public roads with a focus on performance. The approval of the LRSP is now required to submit for upcoming HSIP grant applications.

COMMUNITY OUTREACH:

The City of San Rafael coordinates with the San Rafael City Schools District, Transit agencies, Safer Routes to Schools, Bicycle and Pedestrian Committee, and community residents to seek their input on safety projects for pedestrians and bicycles. The LRSP and SSAR included public outreach and review by Technical Advisory Committees over the last several years. These reports included the identification of Lincoln Avenue as a key corridor as a priority project location. In addition, the Lincoln Avenue project was included in Bicycle and Pedestrian Committee staff update presentations in 2023.

FISCAL IMPACT:

The fiscal impact of staff's recommendation to receive the HSIP funds is that the City will be able to use \$250,000 for the Lincoln Avenue Corridor Safety Improvements Project. The total project cost including inspection is estimated to be approximately \$310,000, of which 80% will be funded by the HSIP funds. The total project cost of \$310,000 will be proposed for programming and appropriation with the fiscal year FY 2024-25 Capital Improvement Program using Gas Tax Funds (#206).

OPTIONS:

The City Council has the following options to consider on this matter:

1. Adopt the resolution as recommended.
2. Do not adopt the resolution and provide direction to staff.

RECOMMENDED ACTION:

Adopt a resolution approving and authorizing the City Manager to execute a Program Supplement Agreement with the California Department of Transportation (Caltrans) for \$250,000 in Local Highway Safety Improvement Program (HSIP) funds for the Lincoln Avenue Corridor Safety Improvements Project.

ATTACHMENTS:

1. Resolution to execute Program Supplement Agreement with Caltrans
2. Exhibit A to the Resolution – Administering Agency - State Agreement

RESOLUTION NO.

RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AUTHORIZING THE CITY MANAGER TO EXECUTE A PROGRAM SUPPLEMENT AGREEMENT WITH CALTRANS TO RECEIVE STATE FUNDS

WHEREAS, the City of San Rafael is eligible to receive State funding for the Lincoln Avenue Corridor Safety Improvements Project through the California Department of Transportation (Caltrans); and

WHEREAS, a Program Supplement Agreement must be executed with the California Department of Transportation before such funds may be claimed; and

WHEREAS, the City of San Rafael wishes to delegate authorization to execute the agreement and any amendments thereto to the City Manager; and

WHEREAS, Caltrans requires the City Council to adopt a resolution authorizing the execution of the agreement between Caltrans and the City of San Rafael to ensure receipt of the funds; and

NOW, THEREFORE BE IT RESOLVED, that the City Council hereby authorizes the City Manager to execute the Program Supplement Agreement, attached hereto as Exhibit A, and any amendments thereto with the California Department of Transportation.

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City on the 3rd day of June 2024, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

Lindsay Lara, City Clerk

PROGRAM SUPPLEMENT NO. 00000A500
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR STATE FUNDED PROJECTS NO 04-5043S21

Adv. Project ID 0424000357
Date: March 29, 2024
Location: 04-MRN-0-SRF
Project Number: HSIPSL-5043(046)
E.A. Number:
Locode: 5043

This Program Supplement, effective 03/22/2024, hereby adopts and incorporates into the Administering Agency-State Agreement No. 04-5043S21 for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 10/31/2023 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. _____ approved by the ADMINISTERING AGENCY on _____ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

PROJECT LOCATION: Lincoln Ave @ Brookdale Ave & Wilson court

TYPE OF WORK: Safety Improvements

LENGTH: 0.0(MILES)

Estimated Cost	State Funds		Matching Funds	
	STATE		LOCAL	OTHER
\$38,700.00	\$34,830.00		\$3,870.00	\$0.00

CITY OF SAN RAFAEL

STATE OF CALIFORNIA
Department of Transportation

By _____

By _____

Title _____

Chief, Office of Project Implementation
Division of Local Assistance

Date _____

Date _____

Attest _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer



Date 04/08/2024

\$34,830.00

SPECIAL COVENANTS OR REMARKS

1. A. This PROJECT has received STATE funds from Highway Safety Improvement Program (HSIP). The ADMINISTERING AGENCY agrees to administer the PROJECT in accordance with the Highway Safety Improvement Program (HSIP) Guidelines, the Local Assistance Procedures Manual (LAPM), the Local Assistance Program Guidelines (LAPG), and this PROGRAM SUPPLEMENT.

B. The STATE funds for this PROJECT may be provided under one or more phases, which are Preliminary Engineering (PE), Right-of-Way (R/W) and Construction (Con).

A phase-specific fund allocation is required, in addition to other requirements, before reimbursable work can occur for the phase identified. Each allocation will be assigned an effective date and identify the amount of funds allocated per phase. Unless otherwise determined, the effective date of the phase-specific allocation will constitute the start of reimbursable expenditures for the phase. The STATE funds available for reimbursement will be limited to the amount allocated by the STATE for the phase.

C. At the time of the first fund allocation approval for the Project, this PROGRAM SUPPLEMENT, a STATE-approved Allocation Letter and STATE Finance Letter are prepared to allow reimbursement of eligible PROJECT expenditures for the phase allocated.

D. STATE and ADMINISTERING AGENCY agree that any additional fund allocations made after the execution of this PROGRAM SUPPLEMENT, for the phase that has been authorized in the first fund allocation approval or for a new phase, will be encumbered on this PROJECT by use of a STATE-approved Allocation Letter and a STATE Finance Letter and are subject to the terms and conditions thereof.

E. This PROJECT is subject to the delivery requirements enacted by the HSIP guidelines. The delivery requirements may be accessed at: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program/delivery-requirements-status-approved-projects>.

F. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer immediately after project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract. Failure to do so will cause a delay in the State processing of invoices for the construction phase.

G. The ADMINISTERING AGENCY shall invoice STATE for PE, R/W and CON costs no later than 180 days after the end of expenditure the phase. For construction costs, the ADMINISTERING AGENCY has 180 days after project completion or contract acceptance to make the final payment to the contractor, prepare the final Report of Expenditures and final invoice, and submit to STATE for verification and

SPECIAL COVENANTS OR REMARKS

payment.

H. ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current LAPM provisions.

I. ADMINISTERING AGENCY agrees to comply with the requirements in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (applicable to Federal and State Funded Projects).

J. By executing this PROGRAM SUPPLEMENT, ADMINISTERING AGENCY agrees to provide the STATE, upon request, with the information related to the PROJECT for the purpose of project evaluation or other purposes.

K. The ADMINISTERING AGENCY shall construct the PROJECT in accordance with the scope of work presented in the application and approved by the State. Any changes to the approved PROJECT scope without the prior expressed approval of the State are ineligible for reimbursement and may result in the entire PROJECT becoming ineligible for reimbursement.