



MEMORANDUM

TO: CITY COUNCIL

FROM: BILL ROBESON, ASSISTANT CITY MANAGER/PUBLIC WORKS DIRECTOR

BY: JILL MCPEEK, CAPITAL IMPROVEMENT PROJECT MANAGER

SUBJECT: CONSIDERATION OF PROGRAM SUPPLEMENT NO. 000000X01 TO ADMINISTERING AGENCY-STATE AGREEMENT FOR STATE FUNDED PROJECTS NO. 05-5199S21 FOR PEDESTRIAN CROSSING ENHANCEMENTS

DATE: JULY 27, 2021

SUMMARY OF ACTION:

Approve Program Supplement No. 000000X01 to allow for State Highway Safety Improvement Program (HSIP) fund reimbursement for pedestrian crossing enhancements.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The City was successful in securing \$250,000 of State Highway Safety Improvement Program (HSIP) funds for the subject project. An allocation of \$45,000 for the preliminary engineering phase of the project has been made by the State and is now available to the City. There is no local match requirement to the HSIP funds for this project.

RECOMMENDATION:

It is recommended the City Council 1) adopt a Resolution authorizing the Mayor to execute Program Supplement No. 000000X01 to Administering Agency-State Agreement for State Funded Projects Agreement No. 05-5199S21 for pedestrian crossing enhancements; and 2) direct the City Clerk to submit the Program Supplement and authorizing Resolution to Caltrans.

BACKGROUND:

In March 2021, staff received notification that the City was successful in securing \$250,000 of State HSIP funding for pedestrian crossing enhancements. The application submitted by the City proposed enhancements at three uncontrolled pedestrian crosswalks:

- Crosswalk on west leg of East Grand Avenue at Alder Street
- School crosswalk across Farroll Avenue at South Halcyon Road
- School crosswalk on south leg of South Halcyon Road at Sandalwood Avenue

**CITY COUNCIL
CONSIDERATION OF PROGRAM SUPPLEMENT NO. 000000X01 TO
ADMINISTERING AGENCY-STATE AGREEMENT FOR STATE FUNDED PROJECTS
NO. 05-5199S21 FOR PEDESTRIAN CROSSING ENHANCEMENTS
JULY 27, 2021
PAGE 2**

The enhancements proposed include rectangular rapid flashing beacons (RRFBs), curb extensions, ADA curb ramps, yield lines, and striping and pavement markings.

ANALYSIS OF ISSUES:

In order for a local agency to expend funds through the HSIP, it must enter into a general Master Agreement with the State. The Master Agreement contains general provisions and identifies responsibilities of each agency for State funded projects. Once a Master Agreement is in place, the City and the State can enter into a Program Supplement to the Master Agreement.

The Program Supplement to the Master Agreement is a project-specific agreement that formalizes the financial responsibilities and provisions for a specific State-funded project. This Program Supplement identifies the types and amounts of federal, State and local funds used to finance the locally sponsored project. It is the contractual basis for the State to pay the City for work done. Special covenants or clauses in the agreement define the City's specific responsibilities in implementing and maintaining the project.

Before the City can begin invoicing for reimbursement of the \$45,000 of HSIP funds for preliminary engineering work for the proposed pedestrian crossing enhancements, a Program Supplement must be executed. A certified Resolution that clearly identifies the official who is authorized to execute Program Supplement No. 000000X01 on the City's behalf is required.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve staff's recommendation;
2. Do not approve staff's recommendation and request further information;
3. Modify staff's recommendation and approve; or
4. Provide other direction to staff.

ADVANTAGES:

Approving Program Supplement No. 000000X01 will allow the City to request 100% reimbursement for up to \$45,000 in preliminary engineering expenditures for pedestrian crossing enhancements.

DISADVANTAGES:

None identified at this time.

**CITY COUNCIL
CONSIDERATION OF PROGRAM SUPPLEMENT NO. 000000X01 TO
ADMINISTERING AGENCY-STATE AGREEMENT FOR STATE FUNDED PROJECTS
NO. 05-5199S21 FOR PEDESTRIAN CROSSING ENHANCEMENTS
JULY 27, 2021
PAGE 3**

ENVIRONMENTAL REVIEW:

No environmental review is required for this item. The City will be the lead agency for California Environmental Quality Act (CEQA) approval and an environment determination will be presented to Council at the time of approval of the project plans and specifications.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachment:

1. Proposed Resolution - Program Supplement No. 000000X01 to Administering Agency-State Agreement for State Funded Projects No. 05-5199S21 for Pedestrian Crossing Enhancements and Appointing the Mayor as the Official Representative Authorized to Sign the Program Supplement

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE APPROVING PROGRAM SUPPLEMENT NO. 000000X01 TO ADMINISTERING AGENCY-STATE AGREEMENT FOR STATE FUNDED PROJECTS NO. 05-5199S21 FOR PEDESTRIAN CROSSING ENHANCEMENTS AND APPOINTING THE MAYOR AS THE OFFICIAL REPRESENTATIVE AUTHORIZED TO SIGN THE PROGRAM SUPPLEMENT

WHEREAS, the City of Arroyo Grande is eligible to receive State funding for certain transportation projects through the California Department of Transportation (Caltrans); and

WHEREAS, the City applied for and received approval of \$250,000 of State Highway Safety Improvement Program (HSIP) funds for pedestrian crossing enhancements; and

WHEREAS, the City and the State have entered into Master Agreement Administering Agency-State Agreement for State-Funded Projects No. 05-5199S21; and

WHEREAS, Caltrans has submitted for approval and execution by the City, Program Supplement No. 000000X01 for \$45,000 of HSIP funds for the preliminary engineering phase of the pedestrian crossing enhancements; and

WHEREAS, Program Supplement No. 000000X01 must be executed with Caltrans before State funds can be claimed for reimbursement.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Arroyo Grande hereby:

1. Approves Exhibit A attached, entitled "Program Supplement No. 000000X01 to Administering Agency-State Master Agreement for State Funded Projects Agreement No. 05-5199S21".
2. Appoints the Mayor as the official representative authorized to sign the Program Supplement.

On motion of Council Member _____, seconded by Council Member _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

the foregoing Resolution was passed and adopted this 27th of July, 2021.

**RESOLUTION NO.
PAGE 2**

CAREN RAY RUSSOM, MAYOR

ATTEST:

JESSICA MATSON, CITY CLERK

APPROVED AS TO CONTENT:

WHITNEY MCDONALD, CITY MANAGER

APPROVED AS TO FORM:

TIMOTHY J. CARMEL, CITY ATTORNEY

EXHIBIT A

PROGRAM SUPPLEMENT NO. 000000X01
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR STATE FUNDED PROJECTS NO 05-5199S21

Adv Project ID **Date:** July 1, 2021
0521000117 **Location:** 05-SLO-0-ARGD
Project Number: HSIPSL-5199(033)
E.A. Number:
Locode: 5199

This Program Supplement, effective _____, hereby adopts and incorporates into the Administering Agency-State Agreement No. 05-5199S21 for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of _____ 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: E. Grand Ave at Alder St, Farroll Ave at S. Halcyon Rd; south leg of S. Hacyon Rd at Sandalwood

TYPE OF WORK: Road Related - Other

Estimated Cost	State Funds		Matching Funds	
	STATE	LOCAL	LOCAL	OTHER
\$45,000.00	\$45,000.00	\$0.00		\$0.00

CITY OF ARROYO GRANDE

By _____
Title _____
Date _____
Attest _____

STATE OF CALIFORNIA
Department of Transportation

By _____
Chief, Office of Project Implementation
Division of Local Assistance
Date _____

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

Accounting Officer 

Date 07/01/2021 \$45,000.00

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 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

SPECIAL COVENANTS OR REMARKS

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.