



City Council Staff Report

Date: June 1, 2011

CONSENT CALENDAR

Subject: APPROVAL OF PROGRAM SUPPLEMENT AGREEMENT NO. N034, WITH THE STATE OF CALIFORNIA FOR USE OF SAFE ROUTES TO SCHOOL (SRTSL) FEDERAL-AID FUNDS FOR THE FEDERAL SAFE ROUTES TO SCHOOL (CYCLE 2) PROJECT, CITY PROJECT NO. 08-10, FEDERAL-AID PROJECT NO. SRTSL-5282 (039)

From: David H. Ready, City Manager

Initiated by: Public Works and Engineering Department

SUMMARY

Approval of Program Supplement Agreement No. N034 will formally authorize the reimbursement of up to \$38,500 in federal-aid funds for the Preliminary Engineering (PE) phase of the Federal Safe Routes to School (Cycle 2) Project, (City Project 08-10), Federal Aid Project No. SRTSL-5282 (039).

RECOMMENDATION:

- 1) Adopt Resolution No. _____ "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA APPROVING PROGRAM SUPPLEMENT AGREEMENT NO. N034 TO ADMINISTERING AGENCY-STATE AGREEMENT FOR FEDERAL-AID PROJECTS NO. 08-5282R WITH THE STATE OF CALIFORNIA, IN THE AMOUNT OF \$38,500, FOR THE FEDERAL SAFE ROUTES TO SCHOOL (CYCLE 2) PROJECT, CITY PROJECT NO. 08-10, FEDERAL-AID PROJECT NO. SRTSL-5282 (039), AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY OF PALM SPRINGS;" and
- 2) Authorize the City Manager to execute all necessary documents.

STAFF ANALYSIS:

On July 15, 2008, the Public Works and Engineering Department ("Department"), with support from the Palm Springs Unified School District, submitted an application to the state of California through its Department of Transportation ("Caltrans") for federal funding through Cycle 2 of the Federal Safe Routes to School ("SRTS") program.

Specifically, the Department requested funding for a "Palm Springs Student Safety Project" to construct certain infrastructure improvements designed to increase the safety of students walking and bicycling to school, as well as education, enforcement and encouragement activities. The Department requested \$382,500 in federal funding (100% funding pursuant to the SRTS program).

Cycle 2 of the SR2S Program provides nearly \$46 Million in federal funding for projects in Fiscal Years 2008/2009 and 2009/2010 throughout the entire state. A total of 401 applications were submitted to Caltrans requesting over \$191 Million in federal funding, but only 119 projects were selected based on the SRTS program criteria. The Department's application was one of only 16 projects in the entire Caltrans District 8 area (Riverside/San Bernardino counties) to be selected for funding; with only three other local Coachella Valley agencies (Coachella, Desert Hot Springs, and Riverside County) receiving funding through this program.

The project focuses on improvements around Cielo Vista, Cahuilla, Katherine Finchy and Vista del Monte Elementary Schools, and Raymond Cree Middle School, and will include the following:

- Painting new "zebra stripe" crosswalks at various intersections;
- Painting new bicycle lanes at various locations;
- Installation of new pedestrian and other roadway signs;
- Construction of new sidewalks, curb ramps, and crossing islands;
- Installation of new pedestrian count-down and audio signals at signalized intersections;
- Installation of LED rapid-flash beacons at pedestrian crossings;

The City operates under a "Master Agreement" with the state of California, identified as the "Administering Agency – State Agreement No. 08-5282R" for use of federal-aid funds on City projects. The Master Agreement is amended by each successive use of federal funds on a project, and upon authorization or obligation of the use of federal funds on a project, the City is provided with a "Program Supplement Agreement", or amendment, to the Master Agreement.

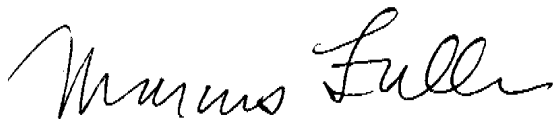
In light of the City's authorization to proceed with the PE phase of this project using federal SRTS funds, Caltrans has submitted to the City for approval Program Supplement Agreement No. N034, which will facilitate the City's use of federal funds for this project.

FISCAL IMPACT:

Approval of Program Supplement Agreement No. N034 with Caltrans will formally authorize the disbursement and use of up to \$38,500 in federal-aid funds for the PE phase of the Federal Safe Routes to School (Cycle 2) Project, (City Project 08-10), Federal Aid Project No. SRTSL-5282 (039).

SUBMITTED:

Prepared by:



Marcus L. Fuller
Assistant Director of Public Works

Recommended by:

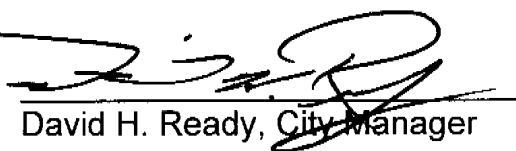


David J. Barakian
Director of Public Works/City Engineer

Approved by:



Thomas J. Wilson, Asst. City Manager



David H. Ready, City Manager

ATTACHMENTS:

1. Program Supplement Agreement No. N034
2. Resolution

PROGRAM SUPPLEMENT NO. N034
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR FEDERAL-AID PROJECTS NO 08-5282R

Date: May 4, 2011
Location: 08-RIV-0-PSP
Project Number: SRTSL-5282(039)
E.A. Number: 08-925232 0800020450
Locode: 5282

This Program Supplement hereby adopts and incorporates the Administering Agency-State Agreement for Federal Aid which was entered into between the Administering Agency and the State on 02/07/07 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 obligated to this PROJECT, the Administering Agency accepts and will comply with the special covenants or remarks set forth on the following pages.

PROJECT LOCATION:

In the vicinity of Cahuilla ES, Cielo Vista ES, Katherine Finchy ES, Vista Del Monte ES, & Raymond Cree MS.

TYPE OF WORK: construct pedestrian safety improvements and stripe bikelanes along school routes **LENGTH:** 0.0(MILES)

Estimated Cost	Federal Funds		Matching Funds		
	LU20		LOCAL		OTHER
\$38,500.00		\$38,500.00	\$0.00		\$0.00

CITY OF PALM SPRINGS

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 *Trenusea Lee* Date 5/4/11 \$38,500.00

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT

SPECIAL COVENANTS OR REMARKS

1. The ADMINISTERING AGENCY will advertise, award and administer this project in accordance with the current published Local Assistance Procedures Manual.
2. ADMINISTERING AGENCY agrees that it will only proceed with work authorized for specific phase(s) with an "Authorization to Proceed" and will not proceed with future phase(s) of this project prior to receiving an "Authorization to Proceed" from the STATE for that phase(s) unless no further State or Federal funds are needed for those future phase(s).
3. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices at least once every six months commencing after the funds are encumbered for each phase by the execution of this Project Program Supplement Agreement, or by STATE's approval of an applicable Finance Letter. STATE reserves the right to suspend future authorizations/obligations for Federal aid projects, or encumbrances for State funded projects, as well as to suspend invoice payments for any on-going or future project by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period.

If no costs have been invoiced for a six-month period, ADMINISTERING AGENCY agrees to submit for each phase a written explanation of the absence of PROJECT activity along with target billing date and target billing amount.

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 Local Assistance Procedures Manual.

4. The Administering Agency shall not discriminate on the basis of race, religion, age, disability, color, national origin, or sex in the award and performance of any Federal-assisted contract or in the administration of its DBE Program Implementation Agreement. The Administering Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Federal-assisted contracts. The Administering Agency's DBE Implementation Agreement is incorporated by reference in this Agreement. Implementation of the DBE Implementation Agreement, including but not limited to timely reporting of DBE commitments and utilization, is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the Administering Agency of its failure to carry out its DBE Implementation Agreement, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
5. As a condition for receiving federal-aid highway funds for the PROJECT, the

SPECIAL COVENANTS OR REMARKS

Administering Agency certifies that NO members of the elected board, council, or other key decision makers are on the Federal Government Excluded Parties List System (EPLS).

6. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

7. 1. ADMINISTERING AGENCY agrees to administer PROJECT in accordance with the applicable SRTS Program Guidelines under which the project was selected. ADMINISTERING AGENCY agrees to the program delivery and reporting requirements established for the applicable SRTS Program cycle.

2. ADMINISTERING AGENCY agrees to submit a Student Tally and Parent Survey for each school to the National Center for Safe Routes to School (NCSRTS). The survey information (Student Tally and Parent Survey), collected during the regular school year, must be completed within two months of beginning the PROJECT and within two months after completing the PROJECT. ADMINISTERING AGENCY agrees to submit a copy of said surveys to the District Local Assistance Engineer (DLAE). For detailed instructions on data submission requirements refer to the NCSRTS web site at:

<http://www.saferoutesinfo.org/data/>

8. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer within 60 days of project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract.

SPECIAL COVENANTS OR REMARKS

Failure to do so will cause a delay in the State processing invoices for the construction phase. Please refer to Section 15.7 "Award Package" of the Local Assistance Procedures Manual.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA APPROVING PROGRAM SUPPLEMENT AGREEMENT NO. N034 TO ADMINISTERING AGENCY-STATE AGREEMENT FOR FEDERAL-AID PROJECTS NO. 08-5282R WITH THE STATE OF CALIFORNIA, IN THE AMOUNT OF \$38,500, FOR THE FEDERAL SAFE ROUTES TO SCHOOL (CYCLE 2) PROJECT, CITY PROJECT NO. 08-10, FEDERAL-AID PROJECT NO. SRTSL-5282 (039), AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY OF PALM SPRINGS

WHEREAS, the City of Palm Springs has submitted to the California Department of Transportation a request for authorization to proceed with the Preliminary Engineering phase of the Federal Safe Routes to School (Cycle 2) Project (City Project 08-10), requiring obligation of \$38,500 of Safe Routes to School ("SRTS") federal-aid funds; and

WHEREAS, the California Department of Transportation has prepared Program Supplement Agreement No. N034 to administering Agency-State Agreement No. 08-5282R with the state of California, obligating \$38,500 of SRTS federal-aid funds for the Federal Safe Routes to School (Cycle 2) Project, (City Project 08-10), Federal Aid Project No. SRTSL-5282 (039).

THE CITY COUNCIL OF THE CITY OF PALM SPRINGS DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Program Supplement Agreement No. N034 to administering Agency-State Agreement No. 08-5282R with the state of California, obligating \$38,500 of SRTS federal-aid funds for the Federal Safe Routes to School (Cycle 2) Project, (City Project 08-10), Federal Aid Project No. SRTSL-5282 (039), is approved.

SECTION 2. The City Manager is authorized to execute and administer the Program Supplement Agreement as may be necessary.

ADOPTED THIS 1st day of June, 2011.

David H. Ready, City Manager

ATTEST:

James Thompson, City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF PALM SPRINGS)

I, JAMES THOMPSON, City Clerk of the City of Palm Springs, hereby certify that Resolution No. _____ is a full, true and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Springs on June 1, 2011, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

James Thompson, City Clerk
City of Palm Springs, California