



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Hans F. Larsen

**SUBJECT: SAFE ROUTES TO SCHOOL  
GRANTS – BUCKNALL ROAD  
AND DOWNING AVENUE**

**DATE:** August 6, 2012

Approved

Date 8/14/12

**COUNCIL DISTRICT: 1 & 6**

## **RECOMMENDATION**

Adopt a resolution authorizing the City Manager to:

- A. Execute and submit grant applications for two projects under the Safe Routes to School grant program, in the total amount of \$742,992:
  - 1. The Bucknall Road Pedestrian and Bicycle Improvement Project in the amount of \$342,992 with no local match
  - 2. The Downing Avenue Pedestrian and Bicycle Improvement Project in the amount of \$400,000 of which \$359,900 is reimbursable under the grant and \$40,100 is part of the required City local match
- B. Make the required assurances to comply with the project applications, deadlines to complete the projects, grant program requirements, and other assurances required by Caltrans as explained in this memorandum; and
- C. Accept any grant award(s) and negotiate and execute any documents to effectuate the grant(s), including the authority to negotiate and execute any documents that increase the amount of the grant awarded or local contribution from the City for the projects, subject to the appropriation of funds.

## **OUTCOME**

The recommended actions will facilitate receiving State grant funds to build pedestrian and bicycle improvement projects serving Baker Elementary School and Monroe Middle School.

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## **BACKGROUND**

The California Department of Transportation (Caltrans) administers a competitive Safe Routes to School (SR2S) grant program. The goal of the program is to increase the number of children who walk or bicycle to school by funding projects that remove the barriers that currently prevent them from doing so. City staff has coordinated with Caltrans on candidate projects for the SR2S program. Caltrans has accepted two City projects for grant funding located along Bucknall Road and Downing Avenue.

In order to formally accept the City's grant applications, Caltrans needs the City Council to adopt a resolution authorizing the City Manager to execute and submit the grant applications and negotiate and execute all grant documents necessary to effectuate the grants. Upon receiving the City Council's resolution, Caltrans can obligate the funds.

## **ANALYSIS**

### **Bucknall Road**

The proposed project will improve approximately 325 feet of frontage on Bucknall Road between Mayfield Avenue and Baker Elementary School (see Attachment A). This roadway segment has an unpaved dirt path for pedestrian access. Approximately 20% of the student population walk or bike to school despite the lack of a sidewalk along this section of Bucknall Road. The project will include installation of sidewalk, curb and gutter, ADA compliant curb ramps, crosswalks, streetlights, street trees and storm drainage facilities and will provide access to school children, parents, school staff and the wider surrounding community.

In order to construct the proposed improvements, the project will acquire additional right-of-way (ROW) from four privately owned properties. The owners of the four affected properties have notified Caltrans and the City and verbally committed to donate the ROW needed to build the improvements. The City's Real Estate Division will continue to work with the property owners to transfer the necessary properties for the project. In the unlikely event the property transfer does not occur, the City will not be able to move forward with the project. The total funding allocated for this project is estimated to be \$342,992. No local match is required for this grant. With this level of grant funding, the need for additional funding may exist in order to complete all of the desired improvements. As such, funding of \$200,000 was allocated in the General Fund for this project as part of the 2012-2013 Adopted Budget.

### **Downing Avenue**

The proposed project will improve approximately 600 feet of frontage on Downing Avenue between Ginger Lane and State Route 17 (see Attachment B). This unimproved roadway segment has an unpaved dirt path for pedestrian access. Approximately 40% of the student population for Monroe Middle School walk or bike to school despite the lack of sidewalk along this section of Downing Avenue. The project will include installation of sidewalk, curb and gutter, ADA compliant curb ramps, crosswalks, streetlights, street trees and storm drainage facilities and will provide access to school children, parents, school staff and the wider

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surrounding community. The total funding allocated for this project will be \$400,000, with \$359,900 reimbursable under the grant and \$40,100 as the City's local match.

**Caltrans Grant Agreement**

Recently, the City received notice from Caltrans that both of the sidewalk projects are qualified to receive SR2S grant funding. If awarded by Caltrans, the total reimbursable grant amount of \$342,992 for Bucknall Avenue and \$359,900 for the Downing Avenue projects would likely come to the City through the FY 2014-15 SR2S funding program and possibly sooner if funding is available. As mentioned previously, funding totaling \$200,000 is available in the General Fund for the Bucknall Road project in 2012-2013. This funding could be used for design, to facilitate early implementation, to offset any funding shortfalls, or be returned to the General Fund for other uses. No recommendation is included at this time for this funding; however a recommendation to return a portion of this funding to the General Fund may be brought forward at a later date, if appropriate.

In order to meet the administrative requirements of the grant program, staff is requesting authority for the City Manager to accept the grant awards, negotiate and execute any documents to effectuate the grants, including the authority to negotiate and execute any documents that might potentially increase the amount of the grants awarded and/or local contribution from the City for the projects, subject to the appropriation of funds.

At this time staff wishes to bring to the Council's attention the following additional grant requirements:

<b>Requirement</b>	<b>Addressed in the following manner:</b>
The City will complete the projects as described in the grant applications. The project requires both design and construction.	It is the intent of the City to complete the projects. The City will manage both the design and construction of the projects.
City must execute the grant agreements within 30 days of award.	Staff will coordinate to execute the agreements within the deadline.
Request Authorization to Proceed with construction within 30 months after the project is amended into the Federal Statewide Transportation Improvement Program (FSTIP).	Staff estimates that funding authorization (E-76) should be completed by November 2013 or sooner if funding becomes available from Caltrans.
Complete construction and close-out the project within 54 months after the project is amended into the FSTIP.	Staff estimates that the projects will be completed and closed-out well within the 54 months requirement.
City is responsible for any increase in project cost.	City will address funding shortfall, if any, through local funding and other grant sources. Staff will notify the City Council if additional funding beyond the allocated budget will be required due to unforeseen circumstances.

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Requirement	Addressed in the following manner:
Where applicable, the City will comply with all applicable laws and regulations affecting development of the project, including, but not limited to, legal requirements for construction contracts, building codes, health and safety codes, and disabled access laws.	The project designs will be consistent with all applicable government regulations.
There is no legal impediment to make the application and no pending or threatened litigation which would affect the project.	Staff is not aware of any legal impediment or pending or threatened litigation that would affect the project.

### **EVALUATION AND FOLLOW-UP**

Staff will report back to Council when the project is ready for award of construction contracts in 2014 or sooner if funding is available from Caltrans. The projects will be developed in coordination with City and community stakeholders.

### **PUBLIC OUTREACH/INTEREST**

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

While this item does not meet any of the criteria, this memorandum will be posted on the City's website as part of the Council Agenda public outreach process

### **COORDINATION**

Preparation of this report was coordinated with the City Attorney's Office, the City Manager's Budget Office and the Department of Planning, Building and Code Enforcement.

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### **FISCAL/POLICY ALIGNMENT**

The recommended action aligns with the Transportation and Aviation Services CSA Outcome related to providing viable transportation choices.

### **COST SUMMARY/IMPLICATIONS**

The recommendations in this memo would initiate the process required for Caltrans to provide grant funds to the City of San José in the amount of \$702,892. A local match in the amount of \$40,100 will be required for the Downing Avenue grant. It is anticipated that upon formal award of these grants, staff will come back to City Council requesting to recognize grant funds and appropriate the funds for these two projects. Some design work will need to be completed in advance of the grant award; therefore a recommendation to allocate funding towards these projects is anticipated once a schedule for these projects is developed. At that time, the total cost for the Bucknall Road project can be estimated more accurately, and a recommendation on the General Fund resources allocated for that project may be brought forward at that time. The total cost for both grants is \$742,992. Since this is a monthly reimbursable grant, the reimbursable expenditures for the projects (\$702,892) normally occur within the same fiscal year and provides a net zero result. The projects will not have a significant effect on ongoing maintenance and operating costs.

### **CEQA**

Bucknall Road Sidewalk Improvements - Exempt, File No. PP11-092.

Downing Avenue Sidewalk Improvements Project - Exempt, File No. PP12-069.

/s/

HANS F. LARSEN  
Director of Transportation

For questions please contact Manuel Pineda, Deputy Director at 408-975-3295.

Attachments