



# STAFF REPORT

## CITY of YORBA LINDA

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### PUBLIC WORKS DEPARTMENT

**DATE:** NOVEMBER 15, 2022

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** JAMIE LAI, PUBLIC WORKS DIRECTOR / CITY ENGINEER  
**PREPARED BY:** AUSTIN POSTOVOIT, SENIOR MANAGEMENT ANALYST

**SUBJECT:** APPROVAL OF COOPERATIVE AGREEMENT BETWEEN CITY OF YORBA LINDA AND CITY OF PLACENTIA FOR COST SHARE, FUNDING, AND DEVELOPMENT OF YORBA LINDA – PLACENTIA MULTI-AGENCY ACTIVE TRANSPORTATION PLAN (PROJECT TC221001)

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### RECOMMENDATION

It is recommended that the City Council authorize the City Manager to sign the Cooperative Agreement between the City of Yorba Linda and the City of Placentia for cost share, funding, and development of the Yorba Linda – Placentia Multi-Agency Active Transportation Plan Project (TC221001).

### BACKGROUND

The California Department of Transportation (Caltrans) oversees funding for and administration of a variety of regional planning activities and projects in conjunction with local agencies. One way that Caltrans implements regional planning activities is through competitive grant funding award to eligible agencies, which includes the Sustainable Transportation Planning Grants (STPG). This grant program includes the Sustainable Communities Grant, which seeks to encourage local and regional planning that furthers State goals, including, but not limited to, the goals and best practices cited in the Regional Transportation Plan Guidelines adopted by the California Transportation Commission.

The City of Yorba Linda as lead agency, in conjunction with the City of Placentia and the Placentia-Yorba Linda Unified School District (PYLUSD) collaborated to develop a project that is eligible for STPG grant funding. The multi-agency group developed a proposal for a comprehensive Active Transportation Plan (ATP) that incorporates identified bicycle and pedestrian improvements, Safe Routes to School (SRTS) and multi-use trail plans. The project aims to create a cohesive ATP for the Cities of Yorba Linda and Placentia and their school district. This multi-agency ATP will help to add and connect infrastructure for safer, more accessible walking and biking for school children, families, residents (combined population of 119,000) and visitors, as well as for improving the multi-use trail network for exercise and recreation. The City of Placentia, in addition to providing project support, committed to sharing in any potential local project match in equal parts with Yorba Linda, should an award be granted. The competitive grant application was submitted by the City of

Yorba Linda and considered by Caltrans amongst those of competing agencies for a potential grant award.

## **DISCUSSION**

Caltrans provided notice that the City of Yorba Linda submission was conditionally approved for award of grant funding provided certain conditions are met as outlined in the conditional grant award documents in April of 2021. The conditional award outlines the scope of services for the grant funded project as well as the total project cost (\$406,427) and proportional City funded match amount. The City of Yorba Linda is eligible to receive Federal and/or State funding for certain transportation planning related plans, through Caltrans for the proposed STPG grant program. A condition of the potential grant award is that a Restricted Grant Agreement (RGA) must be executed with Caltrans before grant funds can be reimbursed through the Transportation Planning Grant Program. Staff recently provided Caltrans staff with final responses, revisions and requested accompanying documentation for the project in accordance with established deadlines.

On June 21, 2022, the City Council authorized the City Manager to execute an RGA and associated documents with Caltrans which outlined requirements of the grant program and obligated the City to approve a resolution. Caltrans staff notified the City of Yorba Linda on October 24, 2022 that the RGA had been fully executed, thereby committing grant funds to the City and establishing an official ATP scope of work, project budget and schedule.

City staff had been coordinating with the City of Placentia to develop the multi-Agency ATP and grant application in a collaborative manner. When it became apparent that receiving a grant award from Caltrans was likely, both agencies started the cooperative agreement development process. The terms of the agreement outline both Agencies obligations and commit Yorba Linda, acting as lead agency, to front the entire local funding cost share for the project (\$46,618). However, per the terms of the agreement, the City of Placentia will reimburse Yorba Linda for their proportional share of those funds at a rate of 50%, which at this time is equal to \$23,309. The agreement also provides terms and conditions for potential modifications, acceptance, and other project milestone approvals. The City Attorney has reviewed and approved the cooperative agreement (Attachment 1). Both agencies reviewed and commented on a draft agreement and the City of Placentia signed and partially executed the agreement in October of 2022.

Caltrans staff officially informed the City that Conditions of Grant Acceptance have been met and work for the ATP grant is authorized to begin effective November 1, 2022. The City's proposed multi-agency project work must be completed by the Grant Expiration Date of February 28, 2025. Upon approval of the cooperative agreement, Yorba Linda and Placentia will begin the initial phases of project work, which includes developing a Request for Proposals to select an engineering consultant to develop the eventual ATP.

### **FISCAL IMPACT**

Sufficient funding for the Project is budgeted in the Fiscal Year 2022/2023 CIP budget for Project TC221001. The total project budget of \$406,427 is funded largely via a grant award in an amount of \$359,809, accounting for 88.53% of the project costs. The local share of \$46,618 or 11.47% respectively is funded with Traffic Mitigation Funds (404) and Measure M2 Funds (212). Although the City of Yorba Linda is fronting the project's local match share, 50% of those costs (\$23,309) will be reimbursed to Yorba Linda by Placentia at the conclusion of the project, per the terms of the cooperative agreement.

### **ALTERNATIVES**

Do not authorize the City Manager to sign the Cooperative Agreement. However, it is not recommended as it will delay the project completion and would commit the City of Yorba Linda to solely fund the local share of the project, since the City is acting as lead agency for the grant and project.

### **ATTACHMENTS**

Attachment 1 – Cooperative Agreement

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