



CITY OF MENIFEE

SUBJECT: California Department of Transportation's Active Transportation Program Grant Acceptances for Fiscal Year 2023/2024

MEETING DATE: November 1, 2023

TO: Mayor and City Council

PREPARED BY: Jenny McConville, Management Analyst

REVIEWED BY: Nick Fidler, Public Works Director

APPROVED BY: Rebekah Kramer, Acting City Manager

RECOMMENDED ACTION

1. Accept Fiscal Year (FY) 2023/2024 California Department of Transportation's Active Transportation Program (ATP) Cycle 6 grant funds for the Romoland Elementary School ATP Project, CIP No. 24-04, ("Project A") and the Watson Road at Harvest Valley Elementary School ATP Project, CIP No. 24-15 ("Project B"); and
2. Adopt two resolutions establishing the City's eligibility to receive the identified grant funding from California Department of Transportation and authorizing the City Manager to execute all future agreements and grant-related documents necessary to receive the Cycle 6 Active Transportation Program Grant for both Projects; and
3. Adopt a budget amendment resolution appropriating \$131,000 for Project A and \$124,000 for Project B in revenues and expenditures in the Grant Fund (Fund 301).

DISCUSSION

The California Department of Transportation ("Caltrans") administers the Active Transportation Program Grant ("Grant") which provides funding to jurisdictions in support of projects, which would encourage use of active modes of transportation such as bicycling and walking. Funding for this competitive grant is derived from various federal and state funds such as the federal Transportation Alternative Program, Highway Safety Improvement Program, State Highway Account, and Road Maintenance and Rehabilitation Account or Senate Bill 1 (SB 1).

In June 2022, staff submitted two applications in response to the 2023 Active Transportation Program Cycle 6 Call for Projects. The first application requested funding support in the amount of \$4,880,000 for Project A. The second application requested funding support in the amount of \$4,354,000 for Project B.

Project A proposes to construct pedestrian improvements within the vicinity of Romoland Elementary School to close a critical gap in the existing pedestrian infrastructure and provide safe access to school. The proposed improvements would enhance safety along the major access routes to Romoland Elementary School in alignment with the City's Active Transportation Plan. The estimated total cost of Project A is just over \$5.56 million. The requested grant funding for the project would support the following phases: Project Approval & Environmental Document (PA&ED), Project Specifications & Estimates (PS&E), and Construction (CON), as outlined in Table 1 below.

Table 1 – Project A Grant Funding Allocations by Phase

Project Phase	Anticipated FY	Awarded ATP Grant Funds	City Matching Funds	Total Estimated Project Cost
PA&ED	23/24	\$131,000	\$19,000	\$150,000
PS&E	24/25	\$527,000	\$73,000	\$600,000
CON	25/26	\$4,222,000	\$589,000	\$4,811,000
TOTAL		\$4,880,000	\$681,000	\$5,561,000

Project B proposes to construct sidewalks, crosswalks, bicycle lanes, and ADA ramps along Watson Road and Briggs Road. The proposed improvements would enhance safety along the major access routes to Harvest Valley Elementary School in alignment with the City's Active Transportation Plan. The estimated total cost of Project B is just over \$5.23 million. The requested grant funding for the project would support the following phases: PA&ED, PS&E, Right-of-Way (ROW,) and CON, as outlined in Table 2 on the following page.

Table 2 – Project B Grant Funding Allocations by Phase

Project Phase	Anticipated FY	Awarded ATP Grant Funds	City Matching Funds	Total Estimated Project Cost
PA&ED	23/24	\$124,000	\$26,000	\$150,000
PS&E	24/25	\$417,000	\$83,000	\$500,000
ROW	24/25	\$1,066,000	\$214,000	\$1,280,000
CON	25/26	\$2,747,000	\$553,000	\$3,300,000
TOTAL		\$4,354,000	\$876,000	\$5,230,000

In June 2023, the City was notified that the California Transportation Commission (CTC) adopted the 2023 Active Transportation Program and the Riverside County Transportation Commission (RCTC) approved funding for both projects for the amounts requested in the respective applications. Grant funds would be allocated by phase, as outlined in Tables 1 and 2 above. The Program Supplemental Agreements would cover only the PA&ED phase for both projects. As each project progresses, staff would coordinate with Caltrans by submitting an allocation request for the next phase of grant funding. The City has also allocated the appropriate matching funds in FY 23/24 and 24/25 to cover the total estimated costs for each phase for both projects as outlined in tables 3 and 4 below. The City is responsible for additional funds should the actual cost for any phase is higher than the estimates listed in Tables 1 and 2.

City Council action is required for approval of the Program Supplemental Agreements with Caltrans as the total amounts of each exceed the City Manager's signing authority. Upon approval of the Program Supplemental Agreements, Caltrans would initiate routing the agreements electronically for signature.

STRATEGIC PLAN OBJECTIVE

Safe and Vibrant Community

FISCAL IMPACT

The total estimated cost for **Project A** PA&ED Phase is estimated at \$150,000. With the acceptance of the \$131,000 of grant funds, the City is responsible to match the remaining \$19,000. Matching funds towards this and future phases have been allocated in the current and upcoming fiscal year budgets, as summarized in Table 3 below.

Table 3 – Project A Existing Budget

Fund	Account Number	FY 23/24 Budget	FY 24/25 Budget	TOTAL
DIF Citywide – Circulation	526-4555-58177	\$92,000	\$589,000	\$681,000

The total estimated cost for **Project B** PA&ED Phase is estimated at \$150,000. With the acceptance of the \$124,000 of grant funds, the City is responsible to match the remaining \$26,000. Matching funds towards this and future phases have been allocated in the current and upcoming fiscal year budgets, as summarized in Table 4 below.

Table 4 – Project B Existing Budget

Fund	Account Number	FY 23/24 Budget	FY 24/25 Budget	TOTAL
DIF Citywide – Circulation	526-4555-58190	\$323,000	\$553,000	\$876,000

Appropriation to Fund 301 in the amount of \$131,000 for Project A and \$124,000 for Project B in Account No. 301-3752 is required to recognize revenue as well as to Project A's expenditure Account No. 301-4555-58177 and Project B's expenditure Account No. 301-4555-58190, for the PS&E phase of both projects, as detailed in the attached budget amendment resolution.

ATTACHMENTS

1. Project Location Maps
2. Grant Summary Report
3. Resolution – Project A
4. Resolution – Project B
5. Caltrans Program Supplemental Agreement - Project A
6. Caltrans Program Supplemental Agreement - Project B
7. Budget Amendment Resolution – Fund 301