



TOWN OF FAIRFAX STAFF REPORT

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager *GT*

DATE: June 5, 2013

SUBJECT: Adopt Resolution authorizing the Town Manager to execute contracts/agreements with Caltrans for certain transportation projects

RECOMMENDATION

Adopt resolution authorizing the Town Manager or his/her designee to execute grant funding contracts/agreements with Caltrans.

DISCUSSION

Much of the Federal and/or State funding for certain transportation projects comes through the California Department of Transportation (Caltrans). The projects have different funding agreements such as Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements. All the agreements need to be executed with Caltrans before funds can be requested for reimbursement.

In order for the Town Manager or his/her designee to sign, Caltrans requires an authorizing resolution that clearly identifies the project and official authorized to execute the documents. The Town has approved these type of resolutions in the past, but it is unclear whether the past resolution providing this authority meets the current Caltrans requirement. Staff thought it would be prudent for the Council to approve a resolution which specifically mentions the Bridge Preventative Maintenance Program (BPMP) and Highway Bridge Program (HBP) which are currently being funded by Caltrans. BPMP provides funding for the Marin, Spruce, and Canyon Road Bridges in town. The HBP provides funding for the Meadow Way and Creek Road bridges. Attached for your reference is the cover letter for the Program Supplemental Agreement for the BPMP which request an authorizing resolution.

FISCAL IMPACT

The resolution allows the Town to request reimbursement of Caltrans funded or administered projects.

DEPARTMENT OF TRANSPORTATION

Division of Local Assistance
1120 N STREET
P.O. BOX 942874, MS# 1
Sacramento, CA 94274-0001
TTY 711
(916) 654-3151
Fax (916) 653-7621

TOWN OF FAIRFAX

MAY 02 2013



RECEIVED

File : 04-MRN-0-FRFX
BPMP-5277(026)
27C0143 Marin Rd over Fairfax
Creek
27C0141 Spruce Rd over Fairfax Cr

April 25, 2013

Mr. Wayne Bush
Acting Director of Public Works
City of Fairfax
142 Bolinas Rd.
Fairfax, CA 94930

Dear Mr. Bush:

Enclosed are two originals of the Program Supplement Agreement No. 018-N to Administering Agency-State Agreement No. 04-5277R.

Please note that federal funding will be lost if you proceed with future phase(s) of the project prior to getting the "Authorization to Proceed" with that phase.

Please review the covenants and sign both copies of this Agreement and return both to this office, Office of Project Implementation - MS1 within 60 days from the date of this letter. If the signed Agreements are not received back in this office within 60 days, funds will be disencumbered and/or deobligated. Alterations should not be made to the agreement language or funding. Attach your local agency's certified authorizing resolution that clearly identifies the project and the official authorized to execute the agreement. A fully executed copy of the agreement will be returned to you upon ratification by Caltrans. No invoices for reimbursement can be processed until the agreement is fully executed.

A copy of the State approved finance letter containing the fund encumbrance and reversion date information will be mailed to you with your copy of the executed agreement.

Your prompt action is requested. If you have questions, please contact your District Local Assistance Engineer.

Sincerely,

JESSE BHULLAR, Chief
Office of Project Implementation - North
Division of Local Assistance

Enclosure

c: DLA AE Project Files
(04) DLAE - Sylvia Fung

RESOLUTION NO. 13-24

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
AUTHORIZING THE TOWN MANAGER OR HIS/HER DESIGNEE TO EXECUTE
GRANT FUNDING CONTRACTS/AGREEMENTS WITH CALTRANS**

WHEREAS, the Town of Fairfax is eligible to receive Federal and/or State funding for certain Transportation Projects, through the California Department of Transportation; and

WHEREAS, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements need to be executed with the California Department of Transportation before funds can be claimed; and

WHEREAS, the Town of Fairfax has received agreements for the Bridge Preventative Maintenance Program [BPMP-5277(026)] and Highway Bridge Program requiring authorizing resolutions; and

WHEREAS, the Town of Fairfax wishes to delegate authorization to execute these agreements and any amendments thereto to the Town Manager or his/her designee;

NOW, THEREFORE, BE IT RESOLVED that the Fairfax Town Manager or his/her designee be authorized to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and any amendments thereto with the California Department of Transportation on behalf of the Town of Fairfax including all documents for the BPMP and HBP programs.

The foregoing Resolution was duly introduced and adopted at a meeting of the Town Council of the Town of Fairfax held in said Town on the 5th day of June 2013, by the following vote, to wit:

AYES:

NOES:

ABSENT:

JOHN REED, MAYOR

Attest:

Deputy Town Clerk