



TOWN OF FAIRFAX

STAFF REPORT

August 3, 2016

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager *GT*

SUBJECT: Adoption of a Resolution Authorizing the Town Manager or His/her Designee to Execute Grant Funding Contracts/Agreements with California Department of Transportation (Caltrans) for the Parkade and other future street projects

RECOMMENDATION

Adopt the resolution authorizing the Town Manager or his/her designee to execute grant funding contracts/agreements with Caltrans for the Parkade and other future street projects.

BACKGROUND

The Parkade project is the reconstruction of the Parkade parking lot to make it ADA-accessible, including improvements to pedestrian and bicycle infrastructure. The Council approved the Parkade Area Circulation Study in 2010 which, in essence, is the conceptual design plan for the Parkade project. The Town applied for and received a One Bay Area Grant (OBAG) in 2012 for the Parkade Project. Last year, Caltrans indicated that due to the lack of available state funding it was going to eliminate funding for the OBAG grant. However, staff with the assistance from TAM and MTC staff, submitted a request to the California Transportation Commission ("CTC") to reauthorize the funding. CTC approved the request in May 2016.

DISCUSSION

Much of the Federal and/or State funding for certain transportation projects comes through Caltrans. The projects have different funding agreements such as Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements. All these 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 the official authorized to execute the documents. The Town has approved resolutions of this type in the past for projects such as the Meadow Way, Creek, Marin, Spruce, and Canyon Road Bridge projects.

As clarification, this authorization only secures the funding for design. It does NOT approve the design nor authorize staff to proceed with construction. Those actions will require separate Council approval. The agreement must be executed by September 13, 2016 or Caltrans will eliminate funding for the project. Staff anticipates receiving input on the Parkade project from the Town Center Plan workshops and returning to the Council for preliminary design approval at a future meeting.

FISCAL IMPACT

The resolution allows the Town to request reimbursement of funds for the project from Caltrans.

ATTACHMENT

Resolution

RESOLUTION 16-__

**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 THE CALIFORNIA
DEPARTMENT OF TRANSPORTATION ("CALTRANS") FOR THE PARKADE AND
OTHER FUTURE STREET PROJECTS**

WHEREAS, the Town of Fairfax is eligible to receive 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 the Administering Agency-State Master Agreement No. 00493S and the Program Supplement Agreement No. 0030 Rev. 000 for the State-funded Parkade project located between SFD Blvd., Pacheco Ave., Claus Dr. and Broadway; 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 Supplement 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 Streets, Parking Lots (including the Parkade located between SFD Blvd., Pacheco Ave., Claus Dr. and Broadway), Sidewalks, Pedestrian and Bike Paths, and Easements for Administering Agency-State Agreements for State-Funded Projects and 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 3rd day of August 2016, by the following vote, to wit:

AYES:

NOES:

ABSENT:

Renée Goddard, Mayor

Attest:

Michele Gardner, Town Clerk

ATTACHMENT 1