

# Agenda Report

April 8, 2019

**TO:** Honorable Mayor and City Council

**FROM:** Department of Transportation

**SUBJECT: MEMORANDUM OF UNDERSTANDING WITH PASADENA UNIFIED SCHOOL DISTRICT TO PROVIDE NECESSARY SUPPORT TO IMPLEMENT A SAFE ROUTES TO SCHOOL EDUCATION AND ENCOURAGEMENT PROGRAM**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that this action is exempt from the California Environmental Quality Act (CEQA), Section 15061 (b) (3) of the State CEQA Guidelines;
2. Authorize the City Manager to enter into a memorandum of understanding with the Pasadena Unified School District (PUSD) to provide necessary support to the City's consultant to conduct a Safe Routes to School Education and Encouragement Program in an amount not to exceed \$171,500 which includes the base contract amount of \$152,926 and a contingency of \$18,574 to provide for any necessary change orders.

## **BACKGROUND:**

The City applied for funds through the California Department of Transportation (Caltrans) Active Transportation Program (ATP) in August 2017 for a Safe Routes to School Education and Encouragement Program and was awarded \$780,000 in ATP Grant Funds for this proposed program for the period of December 2018 through February 15, 2022. Day One, Inc. was awarded \$608,500 as the consultant to carry out this program by City Council on February 25, 2019.

In order for Day One to successfully deliver the program to PUSD students, PUSD assistance and support is required. PUSD will provide access and supervision of on-campus program events, serve as a connection to parent groups, and support all outreach and marketing efforts via school communication channels. Funding for this program was provided by a grant made possible by California Senate Bill 1, also known

as the Road Repair and Accountability Act of 2017, through the Caltrans Division of Local Assistance's Active Transportation Program.

The program will provide comprehensive active transportation education and encouragement programming to Pasadena Unified School District students at six elementary schools, two middle schools, and one high school.

This program is scheduled to begin in spring 2019 with completion by February 2022.

### **COUNCIL POLICY CONSIDERATION:**

The Safe Routes to School Education and Encouragement Program supports the General Plan guiding principle that Pasadena will be a city where people can circulate without cars. The program will directly assist the Department of Transportation in implementing the following objectives of the Mobility Element:

- Enhance Livability
- Encourage walking, biking, transit and other alternatives to motor vehicles

Specifically, this project addresses three policies of the Mobility Element:

- Policy 1.21 Inform and involve neighborhood residents in transportation programs such as the Suggested Safe Routes to School Program to help ensure that students can safely walk or bicycle to and from school.
- Policy 1.23 Improve public health by supporting walking and bicycling throughout the City.
- Policy 2.7 Support neighborhood walk-to-school efforts.
- Policy 2.12 Continue to develop specialized educational campaigns and informational materials to improve safety for pedestrians and bicyclists.

### **ENVIRONMENTAL ANALYSIS:**

The City's Environmental Administrator has determined the program is categorically exempt under the California Environmental Quality Act ("CEQA") Guidelines in Section 15061 (b) (3), the General Rule. The proposed action is to implement an education and outreach campaign. The activity is covered by the general rule that CEQA only applies to programs that have a potential for causing a significant effect on the environment. A Notice of Exemption for the program will be filed with the Los Angeles County Clerk before the end of this month, as required. In addition, there are no changed circumstances or new information which would require further environmental review.

**FISCAL IMPACT:**

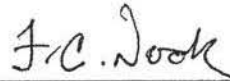
The total compensation under this memorandum of understanding will be an amount not to exceed \$171,500 corresponding to \$152,926 as a base contract amount and \$18,574 set aside as a contingency (approximately 12 percent) for any unforeseen project costs. It is anticipated that the entire amount will be spent during fiscal years 2019-2022.

The following table presents a contract summary.

PUSD MOU Amount:	FY 2019-2022	\$152,926
PUSD Contingency		\$ 18,574
<b>Total Fiscal Impact</b>		<b>\$171,500</b>

Existing budget appropriation for this contract award is available in the Transportation Department's operating budget, through a project supplement agreement executed on November 14, 2018 for the ATP grant award of \$780,000. The grant award amount is reflected in the revenue account 10124003-650400-95089 and the expenditure account 10124003-811400-95089. City staffing costs to manage this program are minimal and will be absorbed within the Department of Transportation's operating budget.

Respectfully submitted,



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