

STAFF REPORT

DATE: March 17, 2026

TO: City Council

FROM: Ryan Chapman, Director of Public Works Engineering and Transportation
Jennifer Donofrio, Senior Transportation Planner

SUBJECT: Enter into a Supplemental Project Agreement with Caltrans allowing for the receipt of state grant funds for the Pedestrian Crossing Improvements Project on Cannery Loop, F Street and 6th Street and B Street and 6th Street, CIP No. ET0045

Recommendations

Approve the resolution authorizing the City Manager to enter a Program Supplement agreement specific to the Pedestrian Crossing Improvements Project on Cannery Loop, F Street and 6th Street and B Street and 6th Street (CIP No. ET0045) and authorized the City Manager to enter into additional Program Supplement agreements for future phases of the project.

Fiscal Impact

City revenues will increase by \$307,710 due to grant funds but these funds are already incorporated into the City's adopted FY 25-27 budget.

Commission Action

This item entering into an agreement with other agencies is a standard procedure where the City Council provides authority to award/approve/authorize.

Council Goal(s)

This item is consistent with the Council Objective 1. Achieve Greater Fiscal Resilience Strategy 1.2 bullet 3. Aggressively pursue grants that are in alignment with City Goals and Policies as well as Objective 5. Maintaining High Quality Infrastructure and Services.

Commission Action

This item entering into an agreement with other agencies is a standard procedure where the City Council provides authority to award/approve/authorize.

The Transportation Commission (TC) was informed that the City applied for this grant in 2025.

Background and Analysis

The City was awarded \$307,710 in State Highway Safety Improvement Program (HSIP) Funds to install improved pedestrian crossings on Cannery Loop, F Street and 6th Street and B Street and 6th Street. See Attachment 2 which includes the grant application, vicinity map and proposed improvement plans.

The first step in this project is for the City and Caltrans to enter into a Program Supplemental Agreement with Caltrans. This allows the City to begin the Caltrans Project Approval and Environmental Document Phase. In 2026, the City will complete environmental and design the project and in 2027 the project will be constructed. Below is a breakdown of tasks and funding allocated by year. For each year the City will be contributing the Local Agency funds as shown in the table below:

Funding Year	Fund Type	Environmental and Design	Construction	Total
2026	Local Agency funds	\$6,100		\$61,000
	SHSIP- Grant funds	\$54,900		
2027	Local Agency Funds		\$28,900	\$280,900
	SHISP- Grant funds		\$252,000	
	Total	\$ 61,000	\$280,900	\$341,900

Attachment 1 is the resolution to designate the City Manager to enter into the agreement with Caltrans for this phase of the project and future project phases. Attachment 2 is the original grant application which outlines the need for the improvements. Attachment 3 is the project supplemental agreement, which is specific to this project.

Next Steps

The City will begin working on a scope of work with a selected consultant to develop the Caltrans Project Approval and Environmental Documents.

Attachments

1. Resolution
2. Awarded grant application
3. Program Supplement Grant Agreement

RESOLUTION NO. 26-XXX, SERIES 2026

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A SUPPLEMENTAL AGREEMENT WITH CALTRANS FOR THE PEDESTRIAN CROSSING IMPROVEMENTS PROJECT ON CANNERY LOOP, F STREET AND 6TH STREET AND B STREET AND 6TH STREET, CIP NO. ET0045

WHEREAS, on August 19, 2025, the City Council authorized that the City enter into a Master Agreement with Caltrans for the administering of State and Federal transportation Grant funds; and

WHEREAS, the Master Agreement will allow for the receipt and expense of projects; and

WHEREAS, in September 2025, the City was awarded a State Highway Safety Improvement Program grant in the amount of \$307,710 for the Pedestrian Crossing Improvements Project on Cannery Loop, F Street and 6th Street and B Street and 6th Street; and

WHEREAS, a supplemental agreement is necessary prior to the state distributing the first phase of these funds; and

WHEREAS, additional supplemental agreements will be necessary prior to the state distributing funds for future phases of this project; and

WHEREAS, the purpose of this grant is to improve crossings at these locations for people walking, biking, driving and using transit; and

WHEREAS, in January 2026, Caltrans allocated funding for the first project phase of \$54,900 for the Project Approval and Environmental Document Phase; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Davis does hereby authorize the City Manager to execute a Program Supplement agreement specific to the Pedestrian Crossing Improvements Project on Cannery Loop, F Street and 6th Street and B Street and 6th Street Project (CIP No. ET0045) and authorized the City Manager to enter into additional Program Supplement agreements for future phases of the project; and

BE IT FURTHER RESOLVED that the City Council does hereby delegate authorization to the City Manager to execute this agreement, any future agreements and any amendments thereto.

PASSED AND ADOPTED by the City Council of the City of Davis on this 17th day of March 2026, by the following vote:

AYES:

NOES:

Donna Neville
Mayor

ATTEST:
Zoe S. Mirabile, CMC
City Clerk

APPLICATION FORM FOR LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

Application ID 03-Davis-2

DOT LAPG 9-A (REV 04/2024)

APPLICATION SUMMARY

This summary page is filled out automatically once the application is completed.

After the application is finalized, please save this PDF form using the exact "Application ID" (shown below) as the file name.

Application ID 03-Davis-2

Important: Review and follow the **Application Form Instructions** step-by-step as you complete the application. Completing an application without referencing the instructions will likely result in an incomplete application or an application with fatal flaws that will be disqualified from the ranking and selection process.

Submitted By (Agency)
Davis

Application Category
Funding Set-asides

Caltrans District
03

Application Number
2

Out of
2

Project Location

Three locations throughout the city.

Project Description

Install rectangular rapid flashing Beacons ; Install and upgrade high visibility pedestrian crossing markings.

Total Project Cost
\$341,900

HSIP Funds Requested
\$307,710

Benefit Cost Ratio (BCR)

**APPLICATION FORM FOR LOCAL
HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)**

Application ID 03-Davis-2

DOT LAPG 9-A (REV 04/2024)

Basic Information

Date: Caltrans District: MPO:

Agency: County:

Total number of applications being submitted by your agency:

Application Number (each application must have a unique number):

Check if this application is one of the multiple ones for the same project (please review the form instructions for explanation).

Contact Person Information

Name (Last, First):

Position/Title of Contact Person:

Email: Telephone: Extension:

Address:

City: Zip Code: (Enter only a 5-digit number)

Application Category:

Project Information

Project Title:
-Be Brief (Limited to 100 Characters)

Project Location:
-Be Brief (Limited to 250 Characters)
-See Application Form Instructions

Project Description:
-Be Brief (Limited to 250 Characters)
-See Application Form Instructions

Total Project Cost
\$341,900
HSIP Funds Requested
\$307,710
Benefit Cost Ratio (BCR) (Required for a BCR application. Skip for Funding Set-Aside application)

**APPLICATION FORM FOR LOCAL
HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)**

Application ID 03-Davis-2

DOT LAPG 9-A (REV 04/2024)

1. Project Identification

Describe how the agency identified the project as one of its top safety priorities. Was a data-driven safety evaluation of their entire roadway network completed? Do the proposed project locations represent some of the agency's highest fatal and injury crash concentrations and types of crashes?

(Limited to 5,000 characters)

In 2023 Davis completed a Local Roadway Safety Plan that evaluated all the streets in the City. One of the improvement areas identified in the plan is to develop a plan to evaluate existing uncontrolled pedestrian crossings for installation of Rectangular Rapid Flashing Beacons (RRFBs). These locations were selected because they meet this requirement and have the potential for higher demand than other locations due to their proximity to local parks, the senior center, or the local Co-op.

2. Prior Attempts to Address the Safety Issues

List all other projects/countermeasures that have been (or are being) deployed at the location(s) within the last 5 years. Applicants must identify all federal and/or state funds that have been used or approved within the proposed project limits within the last 5 years. Normally HSIP funding cannot be used to construct safety countermeasures at the same locations within 5 years.

(Limited to 5,000 characters)

No federal funds have been used at any of these locations over the last 5 years. Modifications to these crossing have been completed using local funds. The purpose of these changes has been to increase visibility of pedestrian crossing by installing signage and trimming vegetation.

3. Other Comments

Explain here if this project has any special circumstances or if you have other comments. Enter "NA" if none.

(Limited to 5,000 characters)

NA

APPLICATION FORM FOR LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

Application ID 03-Davis-2

DOT LAPG 9-A (REV 04/2024)

Application Attachments (See Application Form Instructions)

Please attach all files as needed. **Note: files may not be attachable if file is open. Close before attach.**

- 1. Local Roadway Safety Plan (LRSP) Certification (Required for all projects)
- 2. Engineer's Checklist (Required for all projects)
- 3. Vicinity Map/Location Map (Required for all projects)
- 4. Project Maps/Plans Showing Existing and Proposed Conditions (Required for all projects)
- 5. Pictures of Existing Condition (Required for all projects)
- 6. HSIP Analyzer (Required for all projects)
- 7. Collision Diagram(s) (Required for a BCR application)
- 8. Collision List(s) (Required for a BCR application)

Warrant Studies

Check if the project includes new installation of certain traffic control devices (e.g., traffic signals, pedestrian signals, etc.). If yes, Traffic Signal Warrant 4, 5 and/or 7 must be met (CA MUTCD Chapter 4C).

9. Warrant Studies (Not required for this project)

Work on the State Highway System

Does the project include improvements on the State Highway System?

Yes, and the project will be jointly-funded with Caltrans
(Must be jointly-funded if the project is for intersection safety improvement involving SHS).
A formal Letter of Support from Caltrans District Traffic is required. The letter should include estimates of cost sharing.

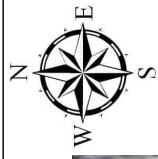
Yes, but the project will not be jointly-funded with Caltrans.
A written correspondence from Caltrans District Traffic is required. The correspondence should indicate that Caltrans does not see issues that would prevent the proposed project from receiving an encroachment permit.

No.

10. Letter/Email of Support from Caltrans (Not required for this project)

11. Additional Narration, Documentation, Letters of Support, Etc. (Optional)

Validate and Save



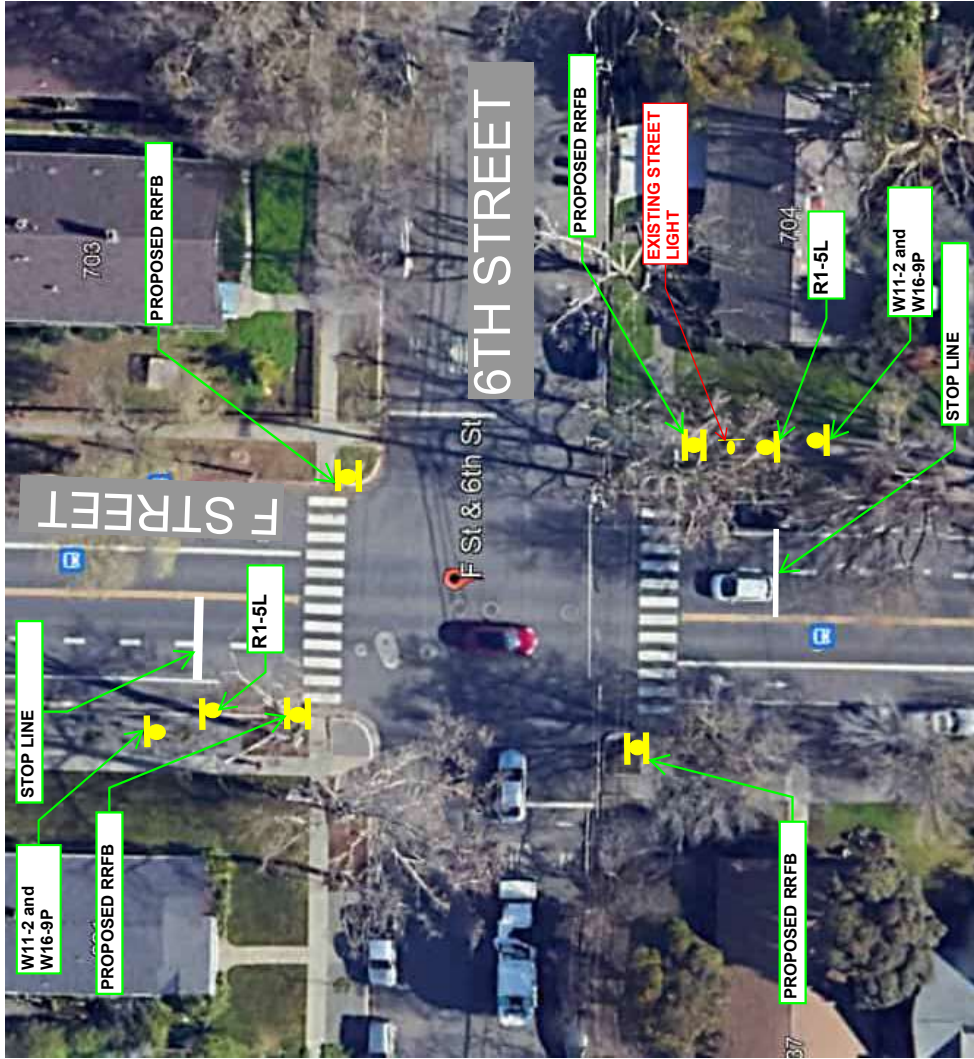
REV.	DATE	DESCRIPTION	BY

**PROPOSED PEDESTRIAN CROSSING
ENHANCEMENT ON B STREET AT 7TH STREET**



CITY OF DAVIS
PUBLIC WORKS ENGINEERING
AND TRANSPORTATION DEPT

DESIGNED BY:	DATE:
DRAWN BY:	DATE:
CHECKED BY:	DATE:
SHEET X OF XX SHEETS	
DWG. NO. XXX-XXX	



NOT TO SCALE

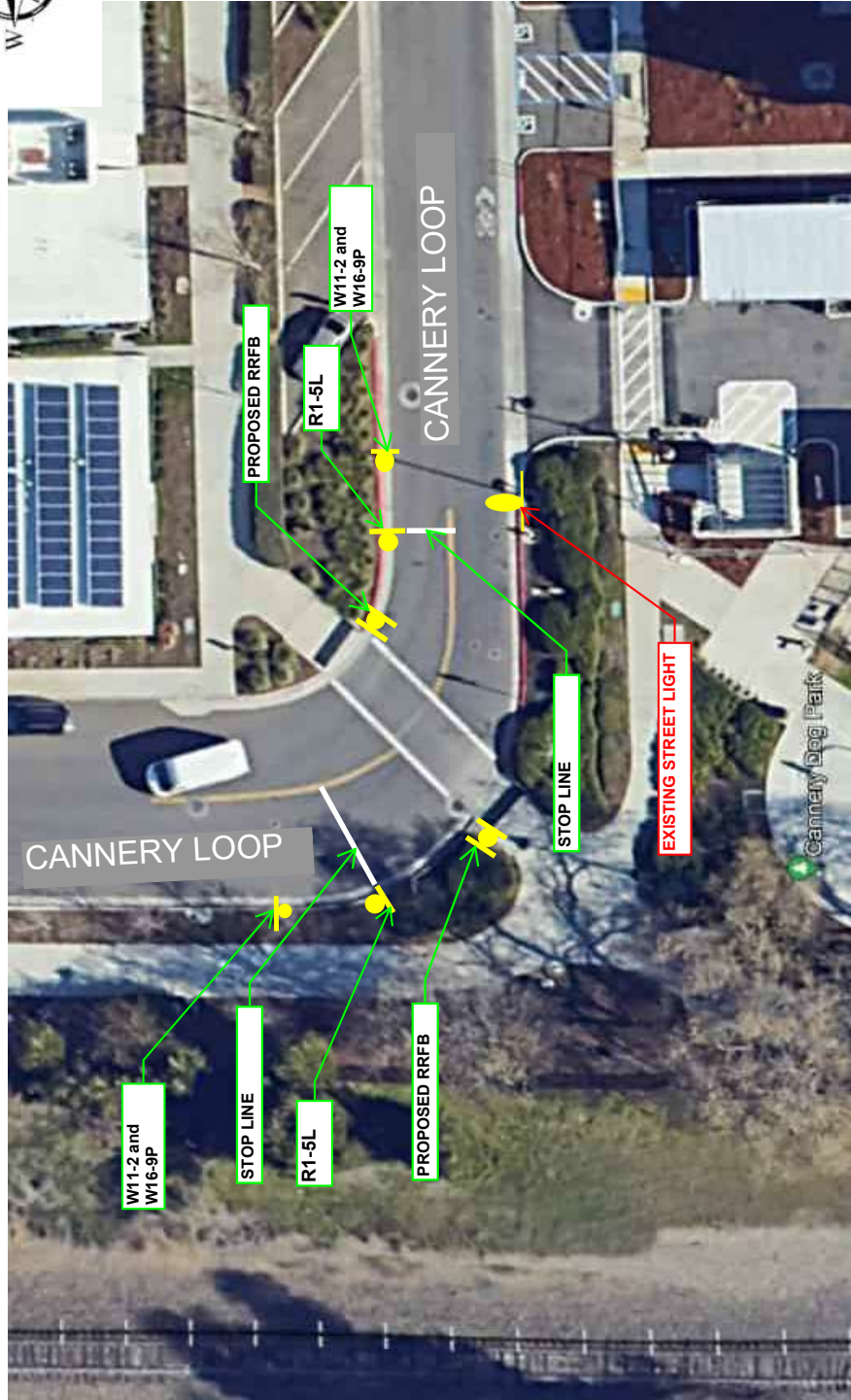
REV.	DATE	DESCRIPTION	BY

PROPOSED RRFB PLACEMENT ON
F STREET AT 6TH STREET



CITY OF DAVIS
PUBLIC WORKS ENGINEERING
AND TRANSPORTATION DEPT

DESIGNED BY:	DATE:
DRAWN BY:	DATE:
CHECKED BY:	DATE:
SHEET X OF XX SHEETS	
DWG. NO. XXX-XXX	



NOT TO SCALE

REV.	DATE	DESCRIPTION	BY

DESIGNED BY:	DATE:	SHEET X OF XX SHEETS
DRAWN BY:	DATE:	
CITY OF DAVIS PUBLIC WORKS ENGINEERING AND TRANSPORTATION DEPT	DWG. NO. XXX-XXX	

PROGRAM SUPPLEMENT NO. 00000A981
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR STATE FUNDED PROJECTS NO 03-5238S21

Adv. Project ID 0326000147
Date: February 19, 2026
Location: 03-YOL-0-DVS
Project Number: HSIPSL-5238(080)
E.A. Number:
Locode: 5238

This Program Supplement, effective _____, hereby adopts and incorporates into the Administering Agency-State Agreement No. 03-5238S21 for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 09/09/2025 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. _____ approved by the ADMINISTERING AGENCY on _____ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

PROJECT LOCATION: Three locations throughout the city.

TYPE OF WORK: Install rectangular rapid flashing Beacons; Install and upgrade high visibility pedestrian crossings
LENGTH: 0.0(MILES)

Estimated Cost	State Funds		Matching Funds	
	STATE		LOCAL	OTHER
\$61,000.00	\$54,900.00		\$6,100.00	\$0.00

CITY OF DAVIS

By _____
 Title _____
 Date _____
 Attest _____

STATE OF CALIFORNIA
Department of Transportation

By _____
Chief, Office of Project Management Oversight
Division of Local Assistance
 Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer  **Date** 02/19/2026 \$54,900.00

SPECIAL COVENANTS OR REMARKS

1.
 - A. This PROJECT has received STATE funds from Highway Safety Improvement Program (HSIP). The ADMINISTERING AGENCY agrees to administer the PROJECT in accordance with the Highway Safety Improvement Program (HSIP) Guidelines, the Local Assistance Procedures Manual (LAPM), the Local Assistance Program Guidelines (LAPG), and this PROGRAM SUPPLEMENT.
 - B. The STATE funds for this PROJECT may be provided under one or more phases, which are Preliminary Engineering (PE), Right-of-Way (R/W) and Construction (Con).

A phase-specific fund allocation is required, in addition to other requirements, before reimbursable work can occur for the phase identified. Each allocation will be assigned an effective date and identify the amount of funds allocated per phase. Unless otherwise determined, the effective date of the phase-specific allocation will constitute the start of reimbursable expenditures for the phase. The STATE funds available for reimbursement will be limited to the amount allocated by the STATE for the phase.
 - C. At the time of the first fund allocation approval for the Project, this PROGRAM SUPPLEMENT, a STATE-approved Allocation Letter and STATE Finance Letter are prepared to allow reimbursement of eligible PROJECT expenditures for the phase allocated.
 - D. STATE and ADMINISTERING AGENCY agree that any additional fund allocations made after the execution of this PROGRAM SUPPLEMENT, for the phase that has been authorized in the first fund allocation approval or for a new phase, will be encumbered on this PROJECT by use of a STATE-approved Allocation Letter and a STATE Finance Letter and are subject to the terms and conditions thereof.
 - E. This PROJECT is subject to the delivery requirements enacted by the HSIP guidelines. The delivery requirements may be accessed at: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program/delivery-requirements-status-approved-projects>.
 - F. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer immediately after project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract. Failure to do so will cause a delay in the State processing of invoices for the construction phase.
 - G. The ADMINISTERING AGENCY shall invoice STATE for PE, R/W and CON costs no later than 180 days after the end of expenditure the phase. For construction costs, the ADMINISTERING AGENCY has 180 days after project completion or contract acceptance to make the final payment to the contractor, prepare the final Report of Expenditures and final invoice, and submit to STATE for verification and

SPECIAL COVENANTS OR REMARKS

payment.

H. ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current LAPM provisions.

I. ADMINISTERING AGENCY agrees to comply with the requirements in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (applicable to Federal and State Funded Projects).

J. By executing this PROGRAM SUPPLEMENT, ADMINISTERING AGENCY agrees to provide the STATE, upon request, with the information related to the PROJECT for the purpose of project evaluation or other purposes.

K. The ADMINISTERING AGENCY shall construct the PROJECT in accordance with the scope of work presented in the application and approved by the State. Any changes to the approved PROJECT scope without the prior expressed approval of the State are ineligible for reimbursement and may result in the entire PROJECT becoming ineligible for reimbursement.