



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Lance Meyer, P.E., City Engineer

DATE: 1/21/2019

**SUBJECT: WASHINGTON ELEMENTARY SAFE ROUTES TO SCHOOL CPM AGREEMENT
AND TEMPORARY EASEMENTS AUTHORIZATION (4367)**

I. RECOMMENDED ACTION

1. Recommend council approve the Cost Participation and Maintenance Agreement (CPM) and authorize the Mayor to sign the agreement.
2. Authorize the City Engineer to obtain the necessary temporary easements and sign the documents.
3. Approve the attached budget amendment transferring the funds from highway capital projects to sidewalk curb & gutter projects.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer	857-4100
Emily Huettl, Assistant City Engineer	857-4100

III. DESCRIPTION

A. Background

The Washington Elementary School Safe Routes to School project is a Transportation Alternatives Program (TAP) project designed to install sidewalks around Washington Elementary School.

B. Proposed Project

The NDDOT requires agencies to sign CPM agreements for federally funded projects which states the responsibilities of each entity. The attached CPM agreement is the standard agreement from the NDDOT for these types of projects.

C. Consultant Selection

City engineering staff has designed the improvements. Houston Engineering was hired by the city to assist in drafting the environmental document since the department lacked the staff to perform the work until recently. The city will solicit quotes for construction engineering services after the project is bid.

IV. IMPACT:

A. Strategic Impact:

Pedestrian safety, especially around schools and civic buildings, is a priority for the City. Installing safe routes to school has been a city initiative for many years.

B. Service/Delivery Impact:

During construction, minor impacts from construction will be experienced. The impacts should be minor and will be coordinated with property owners.

C. Fiscal Impact:

The project is part of a NDDOT TA grant which is funded 80% federal and 20% local. The estimated cost share at this time is as follows:

Construction	\$289,995
Construction Engineering	<u>\$ 30,000</u>
Total	\$319,995

City Cost Share Construction:	\$ 60,000
City Cost Share Construction Engineering	<u>\$ 30,000</u>
Total	\$ 90,000

The City's cost share will be funded with 2018 State Oil and Gas Funds.

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

Council must approve the recommendations above to keep the project moving forward.

VII. LIST OF ATTACHMENTS

- A. CPM Agreement
- B. Budget Amendment Ordinance