



THE CITY OF
NOVATO
CALIFORNIA

STAFF REPORT

MEETING

DATE: February 12, 2019

TO: City Council

FROM: Christopher Blunk, Deputy Public Works Director/City Engineer

PRESENTER: Christopher Blunk

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SUBJECT: **ADOPT A RESOLUTION AMENDING THE 2018/19 BUDGET TO ADD CAPITAL IMPROVEMENT PROJECT # 19-009, INTERSECTION IMPROVEMENTS AT NOVATO BOULEVARD AND SAN MARIN DRIVE/SUTRO AVENUE, TO THE CAPITAL IMPROVEMENT PROGRAM.**

REQUESTED ACTION

Adopt a Resolution amending the 2018/19 Budget to add Capital Improvement Project #19-009, Intersection Improvements at Novato Boulevard and San Marin Drive/Sutro Avenue, to the Capital Improvement Program.

DISCUSSION

In early 2018, Girl Scout Ashley Leonard and her advisor, Paul LaPerriere, approached city staff with a Girl Scout Gold Award project proposal. The Gold Award is the most prestigious award in Girl Scouts, recognizing extraordinary leadership and civic engagement—only six were given to Girl Scouts in California in 2017. The steps toward achieving the Gold Award include identification of a challenging community issue; investigation and preparation of an action plan; presenting the plan and gathering feedback; and implementation. Ashley's Gold Award project proposal was to enhance conditions for pedestrians and bicyclists at the intersection of Novato Boulevard and San Marin Drive/Sutro Avenue. As a student at San Marin High School, Ashley had noticed that this intersection has high volumes of students walking and biking to and from school but does not have crosswalks, curb ramps, bike lanes, or sidewalks in all directions.

In addition to Ashley's request, an August 2017 Traffic Memorandum prepared as a part of the Draft Novato General Plan 2035 Update identified the same intersection (Novato Boulevard and San Marin Drive/Sutro Avenue) as currently operating at Level of Service (LOS) F--breakdown flow conditions--during afternoon peak hour traffic. This current condition violates the city's

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minimum operating standard of LOS D for intersections with signals or four-way stop signs. This memorandum is included as Attachment 2.

To help Ashley achieve her Gold Star Award, staff partnered with her to initiate a new Capital Improvement Program (CIP) project to improve the intersection at Novato Boulevard and San Marin Drive/Sutro Avenue. The proposed project would:

- 1) Study the traffic, bicycle, and pedestrian operations of the intersection;
- 2) Prepare recommendations for improvements, develop conceptual designs, and gather public feedback through a formal outreach process;
- 3) Prepare and circulate an environmental document;
- 4) Develop construction plans and specifications and relocate any necessary utilities;
- 5) Construct improvements.

As the first step to initiate a new capital improvement project, Ashley and Paul helped to prepare a Project Initiation Document to identify the purpose and need for improvements to the intersection of Novato Blvd. and San Marin Drive/Sutro Avenue. See Attachment 3. The second step required Ashley to present her proposed project to the Novato Planning Commission for a General Plan consistency finding. On November 5, 2018, the commission found that the proposed project was consistent with the General Plan. This request for City Council adoption of the proposed project is the third and final step to formally adopt Ashley's proposed project into the CIP.

Typically, new CIP projects are proposed as a part of the annual budget process, however this project is being proposed separately in order for Ashley to have the opportunity to present her Gold Award proposal to the City Council.

FISCAL IMPACT

This project is being proposed without any funding at this time, however staff intend to program future capital dollars toward a future traffic study and conceptual design work as a part of the upcoming 2019-2024 CIP Budget preparation process.

PUBLIC OUTREACH

A formal public outreach program will be implemented for the project after the initial studies have been performed and recommendations for improvements have been prepared. This process will include neighborhood meetings and public workshops to share project information and solicit community input.

This proposed project was published on the November 5, 2018 Novato Planning Commission Agenda for the required General Plan consistency finding. As a result, city staff received several emails from residents who were opposed to a traffic signal at the intersection at Novato Boulevard and San Marin Drive/Sutro Avenue, but generally supported enhancements for bicyclists and pedestrians.

This item is listed on the City Council agenda and the agenda is posted on the City's Community Service Boards and website 72 hours prior to the City Council meeting as required by California Government Code section 54954(a) "Brown Act."

RECOMMENDATION(S)

Adopt the Resolution amending the 2018/19 Budget to add Capital Improvement Project #19-009, Intersection Improvements at Novato Boulevard and San Marin Drive/Sutro Avenue, to the Capital Improvement Program.

ALTERNATIVES

Do not adopt the resolution, direct staff at Council discretion.

ATTACHMENTS

1. Resolution
2. Traffic Memorandum dated August 10, 2017
3. Project Initiation Document
4. Proposed CIP #19-009 Budget Excerpt