



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 18, 2012

TO: Mayor and Councilmembers

FROM: Transportation Division, Public Works Department

SUBJECT: Memorandum Of Understanding With Santa Barbara County And Concerned Citizens For Safe Passage

RECOMMENDATION:

That Council authorize the City Administrator to enter into a Memorandum of Understanding, approved as to form by the City Attorney, with Santa Barbara County and Concerned Citizens for Safe Passage to develop a plan to improve pedestrian circulation in the lower Mission Canyon area.

DISCUSSION:

At the request of Mayor Schneider and Councilmember Francisco, a community group known as Concerned Citizens for Safe Passage (Safe Passage) made a presentation to Council in September 2012. This community group desires to improve pedestrian circulation in the lower Mission Canyon area. Pedestrian concerns are focused on Mission Canyon Road and Los Olivos Street, between the Santa Barbara Mission and Natural History Museum. This corridor spans both the City and Santa Barbara County (County) limit. Council directed staff to work with Safe Passage and the County to create a plan that will work towards developing a community consensus for solutions to improve pedestrian circulation in that area, and to return to Council.

Background

Staff has met with Safe Passage representatives and County staff to develop the attached bullet point list of roles and responsibilities required to further investigate and present possible pedestrian circulation solutions within the community. This list will be the basis of a Memorandum of Understanding (MOU) between the City, County, and Safe Passage representatives. If Council authorizes the City Administrator to execute the MOU, City staff will work with the County and Safe Passage to elicit community feedback and prepare a short and long-term list setting forth the community consensus for pedestrian safety and circulation improvements developed for the Mission Canyon area. The City's role in this process is to provide a staff member to act as a resource at all meetings, and to coordinate and give presentations to City boards and commissions

for preliminary review and comment as appropriate. Rob Dayton, Principal Transportation Planner, will be the sole staff member assigned to represent the City in this planning process unless the County, the City, and Safe Passage, jointly decide to contract paid assignments to engineering staff members in the Public Works Department.

BUDGET/FINANCIAL INFORMATION:

This collaborative planning effort and process is funded by a recently County acquired Caltrans grant in the amount of \$89,000. The City's in-kind contribution is staff support. Once community consensus solutions are developed, funding the short and long-term improvements is the next step. Funding for such improvements is not currently identified in the City's Capital Improvement Program.

ATTACHMENT: Outline of Roles and Responsibilities for Improved Mission Park to Mission Canyon Pedestrian Circulation

PREPARED BY: Browning Allen, Transportation Manager/RD/kts

SUBMITTED BY: Christine F. Andersen, Public Works Director

APPROVED BY: City Administrator's Office

**Outline of Concerned Citizens for Safe Passage, Santa Barbara County, and
City of Santa Barbara Roles and Responsibilities
for Improved Mission Park to Mission Canyon Pedestrian Circulation**

Pre-Caltrans Grant Award to Conduct Community Stakeholder Process (Fall 2012 – Spring 2013)

County

- Respond to Caltrans program conditions request by October 15, 2012 (complete)
- Prepare Board of Supervisor's agenda letter and present project to Board of Supervisors on October 16, 2012 (complete)
- Meeting between County, Safe Passage, and City (hereinafter the "project team"), to discuss grant objectives and plan for developing a community consensus for pedestrian circulation improvements, and each entities roles and responsibilities (complete)
- Review and approve contract between Caltrans and County
- Participate in "brainstorm" community stakeholder meeting(s) facilitated by Safe Passage
- Create project webpage

City

- Meet with project team to discuss grant objectives and plan for developing a community consensus for pedestrian circulation improvements, and each entities roles and responsibilities (complete)
- Respond to City Council's motion to scope out a work plan and return to Council in December 2012/January 2013 (In process)
- Participate in "brainstorm" community stakeholder meeting(s) facilitated by Safe Passage

Safe Passage

- Present project to City Council and Board of Supervisors (complete)
- Meet with project team to discuss grant parameters and scope of work
- Determine volunteer expertise and time available to assist County and City to fulfill grant objectives
Organize and facilitate community stakeholder brainstorming meeting(s)

Grant Funded Project (Spring 2013 – Feb 2015)

County

- Manage project including schedule, budget, consultant contracts (if used), and invoicing, quarterly reports to Caltrans etc.
- Organize and attend Kick Off Meeting with Caltrans (within 10 days of contract approval)

- Hold monthly project team status meetings with City and County staff representatives
- Prepare Request for Proposal and select consultant (if necessary) or approve/schedule staff resources for tasks
- Conduct project team walking tour (with consultant if selected)
- Conduct outreach strategies (webpage, mailing list, noticing)
- Organize and lead three community meetings
- Prepare portions and/or review multimodal concept plan(s) and illustrations
- Prepare staff reports and present concept plan(s) and illustrations to County HLAC, SBAR and Planning Commission
- Prepare and review County and City administrative memorandum of understanding

City

- Attend project team status meetings
- Assist with Request for Proposal and consultant selection (if necessary)
- Attend project team walking tour (with consultant if selected)
- Attend community stakeholder meetings
- Review and comment on draft multimodal concept plan(s) and illustrations
- Prepare staff reports and present concept plan(s) and illustrations to City Historic Landmarks Commission, Transportation and Circulation Committee, and Planning Commission
- Prepare/review administrative memorandum of understanding

Safe Passage

- Attend project team status meetings
- Assist with Request for Proposal and consultant selection (if necessary) or provide staff resources for tasks
- Attend project team walking tour (with consultant if selected)
- Assist with and attend community stakeholder meetings
- Prepare portions and/or review multimodal concept plan(s) and illustrations
- Attend staff presentation to various boards and committees
- Review County and City administrative memorandum of understanding