



Agenda Item No: 1.c

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: September 2, 2025

Submitted by: Jesus Avila

From: Public Works

Subject:

Program Supplement Agreement for Highway Safety Improvement Program (HSIP) Cycle 12 Project and Resolution Authorizing City Administrator to Execute State Agreements for Transportation Projects Between Caltrans and the City of Placentia

Financial Impact:

Fiscal Impact:

There is no direct fiscal impact associated with this recommended action.

Summary:

On February 21, 2025, the Caltrans Division of Local Assistance (DLA) approved projects for the Local Highway Safety Improvement Program (HSIP) Cycle 12 and awarded the City a total of \$252,990 in funding for the Leading Pedestrian Interval Project for upgrading pedestrian crossings at various locations throughout the City. This funding is to complete the preliminary design and construction of the Project. The California Department of Transportation (Caltrans) is the agency tasked with overseeing the administration of state transportation grant funds in California. In order for the City to be able to obligate the funds and receive reimbursement, a Program Supplement Agreement (PSA) is needed to amend the master agreement between the State and the City of Placentia allocating \$34,200 of the \$252,990 in grant funding awarded to the City for project engineering design services. Caltrans also requires an authorizing resolution adopted by the City Council in order to obligate funds for grant funding.

Recommendation:

Recommended Action: It is recommended that the City Council take the following actions:

1. Approve Program Supplement Agreement No. 00000A805 with the California Department of Transportation; and
2. Approve Resolution No. 2025-42, a Resolution of the City Council of the City of Placentia, California authorizing the City Administrator and/or her designee to execute Program Supplement Agreement No. 00000A805 and all state and federal agreements for transportation grant funded projects with the California Department of Transportation; and
3. Authorize the City Administrator and/or her designee to execute all necessary documents, in a form approved by the City Attorney.

Strategic Plan Statement:

This item is consistent with the City Council approved 5-Year Strategic Goal #1 to ensure

long-term fiscal sustainability, under Objective #1.2, which is to continue efforts to seek and obtain new sources of state and federal grants, including federal and state earmarks and Biden Infrastructure Package.

Discussion:

On February 21, 2025, the Caltrans Division of Local Assistance (DLA) approved projects for the Local Highway Safety Improvement Program (HSIP) Cycle 12 and awarded the City a total of \$252,990 in funding for the Leading Pedestrian Interval Project (Project) for upgrading pedestrian crossings at various locations throughout the City. The state funding for this project is administered by Caltrans and is comprised of \$34,200 in funds to complete the preliminary engineering design phase of the Project and \$218,790 in funds for the construction phase. In July 2025, the City received authorization to move forward with completion of the preliminary engineering design phase of the project. In order for the City to be able to obligate the funds and receive reimbursement, the City must execute a Program Supplement Agreement (PSA) with Caltrans (Attachment 1).

Caltrans is the agency tasked with overseeing the administration of State transportation grant funds throughout the State. The use of these funds requires the execution of program supplement agreements between Caltrans and local agencies. These agreements outline how the funds are to be used, identifies eligible expenses and accounting requirements. The attached PSA allocates a total of \$34,200 of the \$252,990 grant for engineering design services. A separate agreement will be required in the future for the construction and construction management/inspection dollars allocated to the Project. As such, Staff is recommending approval of PSA No. 00000A805 between Caltrans and the City of Placentia.

Caltrans also requires an authorizing resolution adopted by the City Council in order to obligate funds for grant funding. Staff is currently required to seek Council approval for a resolution on each individual project, even if the City Council has already authorized the receipt and expenditure of the funding during the annual budget adoption process. The attached resolution (Attachment 2) authorizes the City Administrator and/or her designee to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements, and any amendments, thereto, with Caltrans. Staff is recommending adoption of Resolution No. 2025-42 to expedite this process. By authorizing the City Administrator to execute these agreements and any related amendments in advance, Staff will be able to:

- Accelerate the availability of funds
- Speed up the approval process for the design phase with Caltrans
- Streamline the approval process for the bidding and construction phases with Caltrans
- Decrease the time spent on preparing Staff reports.

Fiscal Impact Summary:

There are no direct costs associated with the recommended actions. The estimated cost for the engineering design phase of the Leading Pedestrian Interval Project is \$34,200 and funds have been included in the Adopted Fiscal Year (FY) 2025-2026 Capital Improvement Program (CIP) Budget. The construction phase of the project is scheduled to be programmed in the FY 2025-26, once the City has completed the engineering design phase and received authorization to move forward with construction. Any future grant funds will be presented to the City Council for approval and allocation in the City's CIP Budget.

Attachments

[Attachment 1 - Program Supplement Agreement No, 00000A805.pdf](#)

[Attachment 2 - Resolution No. R-2025-42.pdf](#)