



Camarillo City Council

AGENDA REPORT

Date: March 26, 2025

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Mark Uribe, Finance Director

Subject: Professional Services Agreement with Iteris Inc., to Update the City's Traffic Mitigation Fee Program

BACKGROUND

The City's Traffic Mitigation Fee (TMF) program was established in 1989 by City Council Ordinance No. 696 and added to the Camarillo Municipal Code as Chapter 11.68 – Traffic Impact Mitigation Fees. The TMF program includes a traffic model-based nexus study and fee calculation to determine the level of contribution to be collected from future land development projects for use towards the cost of certain proposed transportation system improvements. The impact fees are based on the volume of vehicle trips generated by the type of development and those trip's use of the proposed improvements. The TMF Program has been last updated in 2021 (Resolution No. 2021-39) based on updated traffic forecast model, Traffic Circulation Improvement Plan (TCIP) and remaining land areas zoned for development as of 2018.

The new agreement will comprehensively update the current version of the Camarillo Traffic Analysis Model (CTAM), Traffic Circulation Improvement Plan (TCIP) and Traffic Mitigation Fee calculation. The study will update the base year to 2025 and the future year to 2050 for estimated regional trips, and future year land use from General Plan.

DISCUSSION

On November 22, 2024, staff issued a Request for Proposal (RFP) for a Traffic Mitigation Nexus Study Update. The RFP closed on December 20, 2024, and the City received two (2) proposals for updating the City's Traffic Mitigation Nexus Study. Staff conducted interviews on January 15 and 16, 2025. The panel included staff from multiple departments in the City, including Public Works, Finance and City Manager's Office. After thorough evaluations, the panel selected Iteris Inc., as the most qualified firm.

Iteris, Inc.,	\$105,685
DKS	\$156,775
Willdan (Subconsultant of DKS)	<u>\$ 36,440</u>
Total DKS	\$193,215

Iteris, Inc., is a leader in traffic management solutions, with a long history of transportation planning efforts in Ventura County and a thorough understanding of traffic patterns, local issues, and concerns throughout the County. Iteris completed the previous update in 2021 and will use that experience along with other technical and local knowledge to update the program to present the most current conditions.

Staff recommends a professional services agreement with Iteris, Inc., in an amount not-to-exceed \$105,685 for the three-year term and authorizing a contingency of 15 percent or \$15,860 for unforeseen additional services if required, for a total agreement authorization of \$121,545.

FISCAL IMPACT

Funds for the traffic mitigation fee nexus study update are included in the General Fund, Finance Department budget, Account No. 101-1501-415.32-01.

CEQA DETERMINATIONS

Not applicable.

RECOMMENDATION

1. Authorize the City Manager to execute Professional Services Agreement No. 2025-7 with Iteris, Inc., in an amount of \$105,685 for updating the City's Traffic Mitigation Fee Program, and authorize a contingency of 15 percent, in the amount of \$15,860, for a total agreement authorization of \$121,545; and
2. Authorize the City Manager to execute future amendments to the agreement with Iteris, Inc., for unforeseen additional services up to the authorized contingency amount.

ATTACHMENTS

1. CC Agreement No. 2025-7

REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL

None