



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

DONALD L. WOLFE, Director

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

March 13, 2007

IN REPLY PLEASE
REFER TO FILE: PD-1

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**INTERSTATE 5/HASLEY CANYON ROAD INTERCHANGE IMPROVEMENTS
COUNTY-CALIFORNIA HIGHWAY PATROL COOPERATIVE AGREEMENT
SUPERVISORIAL DISTRICT 5
3 VOTES**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and instruct the Chairman of the Board to sign the enclosed Agreement between the County and the California Highway Patrol (CHP) for the Interstate 5 (I-5)/Hasley Canyon Road Interchange Improvements project. The Agreement provides for the CHP to perform Construction Zone Enhancement Enforcement Program (COZEEP) services during construction of the project and for the County to reimburse the CHP for the cost of the Program services, up to a maximum amount of \$160,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On May 2, 2006, Item No. 68, your Board approved Cooperative Agreement No. 75551, Supplement I with the Department of Transportation (Caltrans) for the construction of the project. Under the terms of the Agreement, the County must contract with the CHP to provide COZEEP services during the construction of the project.

Your Board's approval of the enclosed Agreement is necessary for the delegation of responsibilities and the financing of COZEEP services.

Implementation of Strategic Plan Goals

This action meets the County Strategic Plan Goal of Service Excellence. By implementing effective traffic control measures during the construction period, traffic flow will be enhanced for County residents who travel on these roads.

FISCAL IMPACT/FINANCING

The estimated cost for the CHP to provide COZEEP services is in the range of \$80,000 to \$160,000.

These services are part of the Interstate 5 (I-5)/Hasley Canyon Road Interchange Improvements project and will be reimbursed with funds from the Castaic Bridge and Major Thoroughfare Construction Fee District fees, the Tesoro del Valle Project Regional Transportation fees, the Los Angeles County Metropolitan Transportation Authority Call for Projects grant funds, and the Newhall Land and Farming Company. Funding for these services is included in the Fiscal Year 2006-07 Road Fund Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The enclosed Agreement has been signed by the CHP and has been reviewed and approved as to form by County Counsel.

ENVIRONMENTAL DOCUMENTATION

The California Environmental Quality Act requires public agency decision makers to document and consider the environmental impacts of their actions. On October 19, 2004, Synopsis No. 42, your Board approved the Negative Declaration certified by the State of California Department of Transportation on July 23, 2001, and the finding of no significant impact determination by the Federal Highway Administration on August 15, 2001, prepared for this project.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

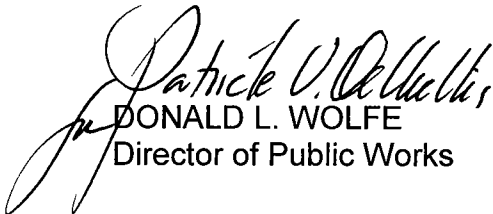
There will be no impact on current services or projects.

The Honorable Board of Supervisors
March 13, 2007
Page 3

CONCLUSION

Enclosed are two copies of the Agreement. Upon approval by your Board, please return one copy of the Agreement marked ORIGINAL along with one adopted copy of this letter for further processing. The Agreement marked COUNTY ORIGINAL is for your files.

Respectfully submitted,



DONALD L. WOLFE
Director of Public Works

JGG:rr

C070691

P:\pdpub\Federal\STATE\PROJECTS\hasley I5\BL-CHP Agmt.doc

Enc.

cc: Chief Administrative Office
County Counsel

AGREEMENT

THIS AGREEMENT, made and entered into by and between the CALIFORNIA HIGHWAY PATROL (hereinafter referred to as CHP), and the COUNTY OF LOS ANGELES, a political subdivision of the State of California, (hereinafter referred to as COUNTY):

WITNESSETH

WHEREAS, COUNTY entered into an Agreement with the State of California Department of Transportation (hereinafter referred to as CALTRANS) to construct interchange improvements at Hasley Canyon Road and Interstate 5, some of which will be transferred to Caltrans upon project completion, all of which work is hereinafter referred to as PROJECT; and

WHEREAS, COUNTY and CALTRANS have agreed that COUNTY will provide a Construction Zone Enhancement Enforcement Program (hereinafter referred to as COZEEP), as a PROJECT cost, and contract directly with the CHP for all traffic restrictions as outlined in the CALTRANS Construction Manual; and

WHEREAS, CHP is willing to perform the COZEEP services during construction of PROJECT in order to increase the safety of motorists and construction workers; and

WHEREAS, COUNTY is willing to reimburse CHP, up to a maximum amount of One Hundred Sixty Thousand and 00/100 Dollars (\$160,000.00), for all work necessary to perform the COZEEP services:

NOW, THEREFORE, in consideration of the mutual benefits to be derived by CHP and COUNTY and the promises herein contained, it is hereby agreed as follows:

(1) CHP AGREES:

- A. To perform COZEEP services by providing supplemental CHP officers to assist COUNTY in the management of public traffic during construction of PROJECT. The CHP will be the exclusive provider of these services, regardless of the law enforcement jurisdiction at the project site. The types of enhanced enforcement, which the CHP may provide through this AGREEMENT include, but are not limited to the following:
 - a. Roving patrol vehicle(s) (including but not limited to speed enforcement, queue control, limited monitoring of traffic control devices, etc.)
 - b. Stationary patrol vehicle(s)
 - c. Traffic control assignment
 - d. Mandatory truck inspection stations

- B. CHP personnel must have a clear understanding of their respective on-site duties. As such, CHP personnel are to work closely with COUNTY field representative to determine the appropriate measures necessary to address highway work crew and motorist safety concerns, traffic control procedures, and any information pertaining to anticipated traffic delays. These concerns should be addressed during both the pre-job planning process and the pre-job safety meeting prior to entering the work zone. Areas of discussion should include, but not be limited to:
 - a. Methods of communication (cell phone, radio call sign)
 - b. Traffic handling and roles
 - c. Defining acceptable traffic delays (e.g., determine when to monitor end of queue vs. remaining stationary)
 - d. Contingency plans to address unanticipated or unacceptable traffic congestion
 - e. Emergency vehicle routes
 - f. The positioning of COZEEP vehicles within the worksite to provide maximum visibility and safety, as well as establishing locations from which CHP personnel can safely observe the worksite and quickly respond to incidents without negatively impacting the worksite
- C. To furnish coordinated services that will enhance safety for highway work crews and the motoring public. All involved personnel shall remain alert, vigilant, and proactive for the duration of the detail. While assigned to COZEEP details, individuals should not engage in any activities that could distract them from their safety and traffic management duties.
- D. To work collaboratively with COUNTY to facilitate the safe and expedient placement and removal of planned lane closures.
- E. Officers shall advise CHP dispatch when they are enroute to and when they have arrived at the worksite.
- F. Upon arrival at the project site, each CHP uniformed member assigned to the project shall check in with the County Project Supervisor (or Resident Engineer in charge of the operation) to fill in the COZEEP Daily Report Form (Exhibit A) and to exchange necessary phone numbers and/or call signs. At the conclusion of each members daily assignment, the member shall check out with the County Resident Engineer (hereinafter referred to as RE) who shall complete the COZEEP Daily Report Form, have it initialed by the member(s), and approve it. A legible copy of the COZEEP Daily Report Form completed in full shall be provided to the senior CHP uniformed member on-site upon the completion of requested services that day.
- G. If an officer assigned to a COZEEP detail determines that he/she needs assistance to safely complete a detail or to mitigate incidents or unexpected

traffic congestion, the officer shall notify the CHP supervisor via dispatch and request assistance. The on-duty CHP supervisor shall then determine what type of support will be needed and the method by which it will be provided. Officers shall advise the RE of their request.

- H. Officers shall provide as much information as is available to the CHP dispatch center at the beginning of the COZEEP detail. In addition, officers shall provide CHP dispatch or the Traffic Management Center (hereinafter referred to as TMC) with pertinent traffic updates as the work progresses.
- I. CHP uniformed members (officers and sergeants) provided by the CHP for this program will be working outside their normal work shift and will be paid at standard overtime rates. CHP officers will normally be used. Sergeants may be used when officers are not available, when requested services warrant the use of a sergeant(s) for the supervision of officers (provided the RE is notified ahead of time), or when the CHP's operational needs make it impractical to use officers, e.g. sick employees, job action, unexpected decrease in available staffing.
- J. Two officers are normally assigned to patrol units between 2200 and 0600 hours for officer safety. This does not preclude the assignment of one officer field patrol units for COZEEP details during these hours, provided that there are at least two fixed-post traffic control assignments in close proximity, the beat environment affords reasonable safety, and the CHP Commander has given authorization. The CHP Commander will make this decision on a project-specific basis, and will decide in the interest of officer safety.
- K. If the CHP uniformed members report for the detail and work less than four (4) hours, COUNTY agrees to pay every assigned uniformed member a minimum of four (4) hours overtime. Exception: This does not apply to those cases when the hours worked are part of an extended regular on-duty, or other COZEEP duty shift. Hours worked as part of an extended shift will be identified on the COZEEP Daily Report Form completed by the RE.
- L. CHP shall notify COUNTY in five (5) working days if the actual travel time and or mileage is greater or less than the allowances estimated on the COZEEP Daily Report Form. CHP shall submit a modified copy of the COZEEP Daily Report Form that includes a written explanation for the change to the COUNTY staff person who issued the Daily Report. If no notice of change is received, the Daily Report will be submitted for processing.
- M. To ensure that all pertinent information in multi-shift COZEEP operations is communicated to the relieving officer.
- N. On-duty CHP Supervisor to periodically monitor construction sites.

- O. In an effort to reduce potential traffic problems and to enhance worker and public safety, officers should provide assistance to stranded motorists in and around construction work zones.
- P. Officers shall provide the traffic management services as agreed upon with the RE.
- Q. If requested by COUNTY, officers shall provide traffic control assistance during the setup and breakdown of construction work zones.
- R. Officers should consider wearing safety gear when working around construction equipment.
- S. Unanticipated/Unacceptable Delay
 - a. Decisions to abate or discontinue work for traffic considerations shall be made collaboratively with COUNTY and should include a CHP supervisor.
 - b. Officers will collaborate with the RE to mitigate traffic delays caused by construction operations.
 - c. Officers/field representatives will implement agreed upon contingency plans, if necessary.
- T. Officers should take the appropriate enforcement action for violations that could, in the officers' opinion, pose an immediate threat to life or public safety. National studies have shown that speeds increase in work zones even with police presence unless speed is enforced.
- U. Officers shall contact the RE prior to leaving the work zone unless an emergency necessitates an expeditious departure. As soon as possible, the officer shall notify the RE of the situation and their estimated return time (other than the first four (4) hours of the detail, if officers leave the work zone, they will not be compensated per this AGREEMENT for the time away from the operation).
- V. To provide detailed monthly billing invoices to COUNTY after execution of the AGREEMENT for costs incurred for the COZEEP.
- W. To furnish COUNTY, within one hundred twenty (120) calendar days after PROJECT completion, a final accounting of the actual costs of COZEEP including an itemized accounting of all actual labor, equipment, material, indirect, and miscellaneous costs incurred in the completion of the COZEEP.
- X. CHP shall indemnify, release, defend, and hold harmless COUNTY, its officers, agents, employees, and Board from and against any and all claims, liability and expenses, defense costs, and legal expenses (including attorney's and expert fees) of any kind whatsoever, including, without limitation, claims alleging

personal injury or property damage relating to, arising out of or connected with any acts or omissions on the part of CHP, or any of its officers, directors, agents, employees, representatives, contractors or subcontractors, under or in connection with any work, authority, or jurisdiction delegated to or determined to be the responsibility of CHP under this AGREEMENT.

(2) COUNTY AGREES:

- A. To reimburse CHP for all costs related to COZEEP for PROJECT, up to maximum amount of One Hundred Sixty Thousand and 00/100 Dollars (\$160,000.00).
- B. COUNTY agrees to reimburse the CHP at actual hourly and mileage rates. Overtime cost will be at the actual rates in effect at the time service is provided. Rates charged to COUNTY shall in no event exceed the actual cost to the CHP to perform the requested services. The rates shown below are estimates only.
 - a. Salary, Benefits, and Overhead of uniformed member(s) provided
 - i. Sergeant Pay Range \$85.76 to \$100.40 per hour
 - ii. Officer Pay Range \$70.64 to \$82.36 per hour
 - b. Vehicle mileage:
 - i. Automobile \$0.62 per mile
 - ii. Motorcycle \$0.93 per mile
 - c. Damaged uniforms and privately owned safety equipment are to be reimbursed in accordance with Annex G of the CHP Uniform/Grooming and Equipment Standards manual, HPM 73.5 (in accordance with Article II, Section 1.2.).
 - d. Actual costs for repair or replacement of damaged State property.
 - e. Actual time and vehicle mileage charges for travel to and from the CHP Area office and the project location. It is understood by both parties that increases in mileage, salaries, and benefits are governed by collective bargaining agreement and/or statute and that no advance written notification is necessary prior to implementing the increased rates. Within fifteen (15) working days following any rate change, the CHP Accounting Section shall submit to COUNTY, written notification of the rate change.
- C. COUNTY agrees that additional charges may be assessed for CHP supplies, additional equipment utilized, damaged uniforms or property repaired or replaced at CHP's expense, which are directly related to the services provided.
- D. Upon receipt and approval of each CHP invoice, to pay CHP for the amount invoiced within thirty (30) calendar days.
- E. To request service at least forty-eight (48) hours in advance prior to the date that traffic management will be needed. Services will be requested by the RE for the construction of PROJECT.

- F. The RE must have a clear understanding of their respective on-site duties. The RE will work closely with CHP personnel to determine the appropriate measures necessary to address highway work crew and motorist safety concerns, traffic control procedures, and any information pertaining to anticipated traffic delays. These concerns should be addressed during both the pre-job planning process and the pre-job safety meeting prior to entering the work zone. Areas of discussion should include, but not be limited to:
 - a. Methods of communication (cell phone, radio call sign)
 - b. Traffic handling and roles
 - c. Defining acceptable traffic delays
 - d. Contingency plans to address unanticipated or unacceptable traffic congestion
 - e. Emergency vehicle routes
 - f. The positioning of COZEED vehicles within the worksite to provide maximum visibility and safety as well as establishing locations from which CHP personnel can safely observe the worksite and quickly respond to incidents without negatively impacting the worksite
- G. To determine which operations will require COZEED services. Additional officers should be requested as part of the COZEED detail if the desired services include more than one activity be performed simultaneously.
- H. To review the traffic control plans with the CHP as part of the pre-planning process.
- I. To work collaboratively with CHP to facilitate the safe and expedient placement and removal of planned lane closures.
- J. RE will advise CHP officers of any changes to planned activities.
- K. If needed, COUNTY shall request CHP officers to provide traffic control assistance during the setup and breakdown of construction work zones.
- L. Unanticipated/Unacceptable Delay
 - a. COUNTY will maintain the authority to direct the removal of planned lane closures. Emergency requests for removal of planned closures shall be coordinated by the TMC subject to approval by the District Traffic Manager.
 - b. Collaborate with CHP to mitigate traffic delays caused by construction or maintenance operations.
 - c. Decisions to abate or discontinue work for traffic considerations shall be made collaboratively with field representatives and should include coordination with the TMC and the District Traffic Manager.

d. Assist with the implementation of agreed upon contingency plans if necessary.

M. COUNTY will supply safety vests upon request.

N. COUNTY shall indemnify, release, defend, and hold harmless CHP, its officers, agents, employees, and Board from and against any and all claims, liability and expenses, defense costs, and legal expenses (including attorney's and expert fees) of any kind whatsoever, including, without limitation, claims alleging personal injury or property damage relating to, arising out of or connected with any acts or omissions on the part of COUNTY or any of its officers, directors, agents, employees, representatives, contractors or subcontractors, under or in connection with any work, authority, or jurisdiction delegated to or determined to be the responsibility of COUNTY under this AGREEMENT.

(3) IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

A. This AGREEMENT may only be amended or modified in writing as mutually agreed to by COUNTY and CHP.

B. In the event of disaster or unforeseen emergency, COUNTY or CHP will have the right to cancel the scheduled services under this AGREEMENT without prior notice.

C. All cancellation notices to the CHP must be made during normal CHP business hours between 8 a.m. and 5 p.m., Monday through Friday, excluding legal holidays. The cancellation notice shall follow the format specified in Exhibit C. COUNTY agrees that if cancellation is not made at least twenty-four (24) hours prior to the scheduled detail and the assigned CHP uniformed member(s) cannot be notified of such cancellation, a minimum of four (4) hours overtime will be charged for each assigned CHP uniformed member. CHP agrees to make reasonable efforts to notify affected CHP uniformed members of the cancellation. If cancellation is made within twenty-four hours of the scheduled detail and the assigned CHP officer(s) is notified of such cancellation, COUNTY shall only be charged for a short cancellation fee of Fifty and 00/100 Dollars (\$50.00) per assigned CHP officer(s). COUNTY will not be charged for cancellations made more than twenty-four (24) hours prior to the scheduled detail.

D. If CHP cancels with less than twenty-four (24) hours notice to COUNTY then the CHP shall bear the responsibility of paying the four (4) hour minimum fee and or the short notice cancellation fee to the CHP officer.

E. Project location services required, dates and times of service shall be defined in a Task Order between the RE requiring service and the designated

representative from the involved CHP office. These may be amended by mutual consent of the parties involved.

- F. The Task Order shall follow the format specified in Exhibit B. Task Orders shall require the RE to utilize a COZEEP Daily Report Form, Exhibit A, to record hours worked and actual miles driven by CHP personnel for each occasion services are provided. The Task Order shall state that no other type of reports or forms will be required by the RE.
- G. Prior to the end of shift, officers and the COUNTY field representatives shall meet to complete all necessary paperwork. At the time the COZEEP Daily Report Form is completed, at the end of the detail shift, the senior CHP uniformed member on-site shall estimate the time for each uniformed member, and vehicle mileage, to travel from the project site to the CHP office. The total estimated travel time and mileage shall be calculated and entered on the COZEEP Daily Report Form.
- H. Project locations, times, and dates of service may be amended by mutual consent of the parties involved.
- I. COUNTY shall review the final accounting invoice prepared by CHP and report in writing any discrepancies to CHP within thirty (30) calendar days after the date of said invoice. Undisputed charges shall be paid by COUNTY to CHP within thirty (30) calendar days after the date of said invoice. CHP shall review all disputed charges and submit a written justification detailing the basis for those charges within thirty (30) calendar days of receipt of COUNTY'S written report. COUNTY shall make payment of the previously disputed charges or submit justification for nonpayment within thirty (30) calendar days after the date of the CHP'S written justification. If any disputed amounts remain following the above procedure, COUNTY shall immediately pay these to CHP, under protest, as long as the aggregate amount does not exceed the maximum amount authorized by this AGREEMENT and may proceed to file any claim that may be appropriate.
- J. Any correspondence, communication, or contact concerning this AGREEMENT shall be directed to the following:

CHP: Lieutenant Ralph Elvira
CHP Newhall Area
28648 The Old Road
Valencia, CA 91355
Phone: (661) 294-5440
Fax: (661) 294-5548

COUNTY: Mr. Donald L. Wolfe, Director
County of Los Angeles Department of Public Works
P.O. Box 1460
Alhambra, CA 91802-1460
Attention Paul Maselbas
Phone: (626) 458-3902
Fax: (626) 458-3179

- K. CHP shall not assign, transfer, convey or otherwise dispose of this AGREEMENT or its rights, title, or any interest therein, without COUNTY'S prior written consent.
- L. CHP is not an agent or employee of the COUNTY by virtue of this AGREEMENT.
- M. During the performance of this AGREEMENT, CHP shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, ancestry, age, marital status or national origin.
- N. If any provision or provisions of this AGREEMENT are for any reason adjudged to be unenforceable or invalid, it is the specific intent of both parties that the remainder shall subsist, be, and remain in full force and effect.
- O. This AGREEMENT shall be construed and interpreted under the laws of the State of California.
- P. In the event of a dispute arising from this AGREEMENT, the parties agree to participate in a non-binding mediation before resorting to litigation.
- Q. This AGREEMENT shall terminate upon completion and acceptance of the construction contract for PROJECT by COUNTY, or on April 30, 2009, whichever is earlier in time.
- R. Either party reserves the right to terminate this AGREEMENT without cause upon thirty (30) days written notice to the other Party, or immediately in the event of a material breach. In the event of termination, CHP shall be paid for all allowable costs incurred up to the date of termination, including any non-cancelable obligations.
- S. In the event that the total AGREEMENT amount is or will be expended prior to the expiration date, COUNTY may, at its sole discretion, terminate this AGREEMENT with thirty (30) days notice to CHP or such shorter period as may be necessary to avoid the total AGREEMENT amount from being exceeded.

//
//

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed by their representative officers, duly authorized by CALIFORNIA HIGHWAY PATROL on 1/25/07, 2007, and by the COUNTY OF LOS ANGELES on _____, 2007.

COUNTY OF LOS ANGELES

By _____
Chairman, Board of Supervisors

ATTEST:

SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of the
County of Los Angeles

By _____
Deputy

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
County Counsel

By 
Deputy

L. A. PAOLINI Administrative Services Officer

By 
State of California Department
of California Highway Patrol

COZEEP/MAZEPP TASK ORDER

PCA/PROJECT ID NO.	DATE OF REQUEST	CONTRACT NUMBER
--------------------	-----------------	-----------------

This task order is entered into pursuant to the provisions of the Agreement No. _____ for the period of _____, to _____, between County and the California Highway Patrol (CHP).

1. Project Description and Location (include the county, route, and post mile)

2. Type of Services Required

3. Date(s) and time(s) services are to be provided

Reporting Date _____	Reporting Date _____	Reporting Date _____
Reporting Time _____	Reporting Time _____	Reporting Time _____
*Completion Time _____	*Completion Time _____	*Completion Time _____
Reporting Date _____	Reporting Date _____	Reporting Date _____
Reporting Time _____	Reporting Time _____	Reporting Time _____
*Completion Time _____	*Completion Time _____	*Completion Time _____

* Estimated

4. Project Officials

County Project Supervisor/RE

Name _____
 Title _____
 Telephone No. _____
 Facsimile No. _____

CHP Coordinator (completed by CHP)

Name _____
 Title _____
 Telephone No. _____
 Facsimile No. _____

5. Reporting

County and CHP agree that all reporting for this job shall be accomplished through the standard COZEEP/MAZEPP Daily Report Form. Revisions, other versions, or additional forms shall not be used.

Approvals

County

California Highway Patrol

By _____
(Name and Title)

By _____
(Name, ID # and Title)

ADA NOTICE

Upon 72 hours notice, the Department can provide program information and publications in alternate formats or make other accommodations for people with disabilities. To request accommodations ONLY or for more Americans with Disabilities Act information, please contact our Departmental Americans with Disabilities Act Coordinator at (626) 458-4081 or TDD (626) 282-7829. Monday through Thursday, from 7 am to 5:30 p.m.

COZEEP/MAZEEP CANCELLATION FORM

FIRST CANCELLATION

Resident Engineer's Name:			Phone Number:		
Project PCA			Scheduled Work Date and Time		
Cancellation Notice Issued By (name of County Employee)			Signature:		
Officer's Name	Officer's ID	When Notified	No Charge	\$50	4 Hours
Person Receiving Notification (Print Name/ID#):			Signature		
Date and Time Notification RECEIVED BY CHP					

SECOND CANCELLATION

Resident Engineer's Name:			Phone Number:		
Project PCA			Date and Time Notification Issued		
Cancellation Notice Issued By (name of County Employee)			Signature:		
Officer's Name	Officer's ID	When Notified	No Charge	\$50	4 Hours
Person Receiving Notification (Print Name/ID#):			Signature		
Date and Time Notification RECEIVED BY CHP					

ADA NOTICE

Upon 72 hours notice, the Department can provide program information and publications in alternate formats or make other accommodations for people with disabilities. To request accommodations ONLY or for more Americans with Disabilities Act information, please contact our Departmental Americans with Disabilities Act Coordinator at (626) 458-4081 or TDD (626) 282-7829. Monday through Thursday, from 7 am to 5:30 p.m.