



## **AGENDA**

### **CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/ SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)**

**TUESDAY, DECEMBER 8, 2015 -- 1:30 PM – 3:30 PM**

County Government Center – Hall of Justice Pacific Meeting Room  
800 South Victoria Avenue, Ventura, CA 93009

- 1. CALL TO ORDER**
- 2. SELF INTRODUCTIONS**
- 3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
- 4. ELECTION OF CTAC/SSTAC CHAIR AND VICE-CHAIR**
- 5. APPROVAL OF 10/13/15 MEETING SUMMARY – PG.2**
- 6. APPROVAL OF 11/10/15 MEETING SUMMARY – PG.4**
- 7. APPROVE UNMET NEEDS SCHEDULE – PG.5**
- 8. APPROVE ARTICLE 3 CRITERIA – PG.11**
- 9. CHAIRMAN'S REPORT**
- 10. COMMITTEE MEMBER REPORTS**
- 11. ADJOURN TO JANUARY 12, 2016**

*In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Commission meeting, please contact the Clerk of the Board at (805) 642-1591 ext 101. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.*



Item #5

## MEETING SUMMARY

### CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/ SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)

**TUESDAY, OCTOBER 13, 2015 -- 1:30 PM – 3:30 PM**

County Government Center – Hall of Justice Pacific Meeting Room  
800 South Victoria Avenue, Ventura, CA 93009

**1. CALL TO ORDER**

**2. SELF INTRODUCTIONS**

**3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA - None**

**4. APPROVAL OF 9/8/15 MEETING SUMMARY**

Member Babbitt made a motion to approve the summary. The motion was seconded by Member Fitzgerald and passed with Member Wood abstaining.

**5. BIKE PLAN PRESENTATION**

VCTC Staff member Steve DeGeorge introduced new staff member Rick Holzer, who will be taking over the responsibility of matters relative to bicycles. Steve provided an overview of the network of bike paths throughout the county and identified gaps where there are no connections to link the paths between cities. In September of 2015, the VCTC approved a contract with Alta Planning + Design to develop a Ventura County Regional Bicycle Wayfinding Project. The Wayfinding Project will identify intercity and cross county bicycle routes, develop and create agreements to install common signage, as well as identify and prioritize gaps in the regional network. Directional signage will facilitate intercity bicycle travel as an alternative to the automobile. Steve suggested that the CTAC/SSTAC delay any modifications to the criteria for Article 3 funds until the Wayfinding Project has concluded. A copy of the scope of work will be forwarded to the group.

**6. REVIEW OF SCHEDULE AND CRITERIA FOR ANNUAL ALLOCATION OF FY 15/16 TDA  
ARTICLE 3 BICYCLIST AND PEDESTRIAN FUNDS**

In discussing past allocations, CTAC/SSTAC and the Commission have felt the submittals were mostly for routine projects such as curb cuts. While this example is a worthwhile activity, it has been suggested that the Article 3 funds could be used for more innovative and exciting projects, and also, for bigger projects that might involve more than one city or just the County. Traditionally the funds have been split among the applicants so that all would receive some funding, however, in the past, several worthy projects received all funds for several years, such as the Ojai bike trail. The group discussed if policies can be developed to utilize other funding sources for bike and ped projects, so staff will provide the group will with a detailed list of available funds for these projects prior to the December approval of schedule and criteria.

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**7. CHAIRMAN'S REPORT**

Chair Patton reported that no Ventura County projects will be awarded Active Transportation Project funds in this cycle. She suggested that members talk with their city's public works staff to discuss issues regarding projects and application process.

On October 31 the City of Thousand Oaks will host a bicycle event Spokes in the Oaks from 10-3.

**8. COMMITTEE MEMBER REPORTS - None**

**9. ADJOURN TO NOVEMBER 10, 2015**



Item #6

## MEETING SUMMARY

### CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE/ SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (CTAC/SSTAC)

**TUESDAY, NOVEMBER 10, 2015 -- 1:30 PM – 3:30 PM**  
County Government Center – Hall of Justice Pacific Meeting Room  
800 South Victoria Avenue, Ventura, CA 93009

**1. CALL TO ORDER**

*Due to the absence of both Chair and Vice Chair, the meeting was called to order by Member Robert Babbitt. Other than the Meeting Summary there are no items that require action.*

**2. SELF INTRODUCTIONS**

**3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA – *No Public Comments***

**4. APPROVAL OF 10/13/15 MEETING SUMMARY – *This Item Will be Carried Over to the December Meeting.***

**5. SCAG PRESENTATION**

SCAG Staff presented the 2016 Regional Transportation Plan/Sustainable Communities Strategy, an important planning document for the region, allowing project sponsors to qualify for federal funding. SCAG's plan takes into account operations and maintenance costs, to ensure reliability, longevity and cost effectiveness.

In addition, the RTP/SCS will be supported by a combination of transportation and land use strategies that will help the region achieve state greenhouse gas emission reduction goals and federal Clean Air Act requirements, preserve open space areas, improve public health and roadway safety, support our vital goods movement industry

**6. CHAIRMAN'S REPORT – *No Report***

**7. COMMITTEE MEMBER REPORTS- *No Reports***

**8. ADJOURN TO DECEMBER 8, 2015**



Item #7

December 8, 2015

**MEMO TO: CTAC/SSTAC**

**FROM: ELLEN TALBO, TRANSIT PLANNING MANAGER**

**SUBJECT: FY 16/17 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBLIC HEARING SCHEDULE, PROCEDURES AND DEFINITIONS OF "UNMET TRANSIT NEEDS" AND "REASONABLE TO MEET"**

**RECOMMENDATION:**

- Receive and file the schedule, procedures and definitions of "Unmet Transit Needs" and "Reasonable to Meet" for the FY 15/16 Unmet Transit Needs Public Hearing

**DISCUSSION:**

VCTC has been designated by the State as the Regional Transportation Planning Agency (RTPA) for Ventura County. One of the RTPA's responsibilities is administration of the Transportation Development Act (TDA) which is a major source of transportation funding for the cities and County of Ventura.

Each year, the State Transportation Development Act (TDA) - California Public Utilities Code (PUC) Section 99401.5(c) - requires a public hearing be held to discuss public transit needs. The purpose of the annual public hearing is to take testimony on local and/or regional transit needs, and then develop findings that ensure that all reasonable transit needs are satisfied before TDA funds can be allocated for street and road purposes. The testimony is reviewed by staff against adopted definitions describing what are "unmet transit needs" and what is "reasonable to meet" as listed in Attachment A.

A Hearing Board will be appointed by the VCTC Chair, and the public hearing is currently scheduled for Monday, February 8, 2016 at 1:30 PM at Camarillo City Hall. The Hearing Board will then review the testimony and draft staff findings/recommendations on April 18, 2015 at 1:30 PM at Camarillo City Hall. A schedule for the FY 16/17 public hearing is attached. The procedures for the hearing will be the same as in past years where testimony will be collected from the public interested in transportation. Testimony can be submitted by letter, email, telephone call to VCTC's toll-free "800" number, by appearing at one of three proposed "listening sessions" to be scheduled for the evenings during the second or third week January, in the East County, West County, and Santa Clara River Valley and/or at the public hearing. Public comments will be reviewed by VCTC staff and analyzed in the context of the adopted definitions of "unmet transit needs" and "reasonable to meet". Commission staff will also hold a listening session in the East County, West County and Heritage Valley. In addition to collecting public comment pertinent to the Unmet Needs process at the January listening sessions, the format for the listening sessions this year will extend to other modes of transportation; allowing the Commission to collect additional public feedback that can be used toward updating the Congestion Management Plan and other activities.

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Fiscal Year (FY) 2016/2017 Public Hearing Schedule: A detailed schedule with specific dates and locations of events will be distributed to the Commission and posted on the website in January. The draft schedule is included in Attachment B.

- The proposed Unmet Needs process and definitions were presented to the VCTC Citizens' Transportation Advisory Committee/Social Service Transportation Advisory Committee (CTAC/SSTAC) in September. They were accepted with a minor correction in definitions identified by the Commission last year.
- In January 2016, three community "listening" sessions will be held in cooperation with the transit providers, social service agencies represented on the SSTAC, the East County and the Gold Coast Transit District boundaries – these sessions will be participant-friendly and encourage public discussion on transit and other transportation modes. It will also be explained that the collection of transit need input will be a continuing effort throughout the year albeit punctuated by the annual Public Hearing.
- The required Public Hearing will be February 8, 2016. At the hearing, the Hearing Board will be briefed on the comments heard to date and will also take any additional comments, however, most of the input about transit needs should have already been received.
- Between February and May, staff will then work with the cities/County and interested local agencies to develop the draft findings and respond directly to people and agencies who submitted testimony. Also, the draft findings will be posted on the website to encourage public reaction. In keeping with development of more user-friendly materials, the findings will be easier to navigate and understand with the required legalese confined as much as possible to the Commission resolution approving the findings. Note that specific findings must be made for the cities of Camarillo, Fillmore, Moorpark and Santa Paula before these cities can claim any TDA funds for local street purposes.
- CTAC/SSTAC will review the draft findings in April.
- The Hearing Board may decide to review testimony and findings on April 18, 2016 or, consolidate the Hearing Session with the May Commission meeting.
- The Commission will consider the findings at its' May 6, 2016 meeting.
- The deadline for submittal of FY 2016/2017 findings to State is August 15<sup>th</sup>.

**“UNMET TRANSIT NEED”**

Public transportation services identified by the public with sufficient broad-based community support that have not been funded or implemented. Unmet transit needs identified in a government-approved plan meet the definition of an unmet transit need. Sufficient broad-based community support means that persons who will likely use the service on a routine basis demonstrate support: at least 15 requests for general public service and 10 requests for disabled service.

## Includes:

- Public transit services not currently provided to reach employment, medical assistance, shop for food or clothing, to obtain social services such as health care, county welfare programs and education programs. Service must be needed by and benefit the general public.
- Service expansions including new routes, significant modifications to existing routes, and major increases in service hours and frequency

## Excludes:

- Operational changes such as minor route changes, bus stop changes, or changes in schedule
- Requests for extended hour (less than one (1) hour
- Service for groups or individuals that is not needed by or will not benefit the general public
- Comments about vehicles, facilities, driver performance and transit organizational structure
- Requests for better coordination
- Requests for reduced fares and changes to fare restrictions
- Improvements funded or scheduled for implementation in the following year
- Future transportation needs
- Duplication or replacement of existing service

**“REASONABLE TO MEET”**

<b>Outcome</b>	<b>Definitions</b>	<b>Measures &amp; Criterias</b>
<b>Equity</b>	The proposed service will not cause reductions in existing transit services that have an equal or higher priority	<b>Measures:</b> Vehicle revenue service hours and revenue service miles. <b>Criteria:</b> Transit vehicle service hours and miles will not be reduced on existing routes to fund the proposed service
<b>Timing</b>	The proposed service is in response to an existing rather than future transit need	<b>Criteria:</b> Same as definition that proposed service is in response to an existing rather than future transit need; based on public input
<b>Feasibility</b>	The proposed service can be provided with the existing fleet or under contract to a private provider	<b>Measure:</b> Vehicle spare ratio: Transit system must be able to maintain FTA’s spare ratio requirement of 20% (buses in peak service divided by the total bus fleet cannot fall below 20%). If less than 20%, can additional buses be obtained (purchased or leased) or can service be provided under contract to a private provider?
<b>Feasibility</b>	There are adequate roadways to safely accommodate transit vehicles	<b>Measure &amp; Criteria:</b> Route inspection to determine adequacy of infrastructure to accommodate transit vehicles and passengers.
<b>Cost Effectiveness</b>	The proposed service will not unduly affect the operator’s ability to maintain the required passenger fare ratio for its system as a whole	<b>Measure:</b> Total estimate annual passenger fare revenue divided by total annual operating cost (the entire service including the proposed service) <b>Criteria:</b> fare revenue/operating cost cannot fall below the operator’s required passenger fare ratio.
<b>Cost Effectiveness</b>	The proposed service will meet the scheduled passenger fare ratio standards described in Attachment A	<b>Measures and criteria in Attachment A.</b>
<b>Service Effectiveness</b>	Estimated passengers per hour for the proposed service will not be less than the system-wide average after three years.	<b>Measure:</b> Passengers per hour. <b>Criteria:</b> Projected passengers per hour for the proposed service is not less than 70% of the system-wide average (without the proposed service) at the end of 12 month of service, 85% at the end of 24 months of service, and 100% at the end of 36 months of service.

**PASSENGER FARE RATIOS**

It is desirable for all proposed transit services in urban areas to achieve a 20% passenger fare ratio by the end of the third year of operation. A passenger fare ratio of 10% is desired for special services (i.e., elderly and disabled) and rural area services\*. More detailed passenger fare ration standards, which will be used to evaluate services as they are proposed and implemented, are described below. Transit service both urban and rural areas, per state law, may obtain an “intermediate” passenger fare ratio.

<b>Urban Service</b>	<b>Rural Service</b>	<b>Recommended Action</b>
<b>New Service Performance Criteria: End of Twelve Months</b>		
Less than 6%	Less than 3%	Provider may discontinue service
6% or more	3% or more	Provider will continue service, with modifications if needed
<b>New Service Performance Criteria: End of Twenty-four Months</b>		
Less than 10%	Less than 5%	Provider may discontinue service
10% or more	5% or more	Provider will continue service, with modifications if needed
<b>New Service Performance Criteria: End of Thirty-Six Months **</b>		
Less than 15%	Less than 7%	Provider may discontinue service
15% to 19%	7% to 9%	Provider may consider modifying and continue service
20% or more	10% or more	Provider will continue service, with modifications if needed
*Per statute the VCTC may establish a lower fare for community transit (dial-a-ride) services.		
**A review will take place after 30 months to develop a preliminary determination regarding the discontinuation of proposed services		

**Fiscal Year 16/17 Unmet Transit Needs Public Hearing and Process Schedule**

September 8, 2015	CTAC/SSTAC reviews FY 16/17 Unmet Transit Needs Public Hearing Definitions Completed – SSTAC approved the schedule and provided feedback.
December 4, 2015	VCTC approves FY 16/17 Unmet Transit Needs Public Hearing schedule and Definitions
December 14, 2015	Letters/flyers are sent to community groups, social service agencies, transit operators, and the general public to announce the public hearing and information is posted on the <a href="http://www.goventura.org">www.goventura.org</a> website.
January 6, 2016	Legal notice for public hearing published (La Vida)
January 6, 2016	Legal notice for public hearing published (Star)
January 27 (La Vida) and January 31 (Ventura Star), 2016	Display advertisements on public hearing published in local English and Spanish language newspapers
<b><u>January (week of Jan 26), 2016 East County public meeting, 6:30 PM in (location to be determined)</u></b>	
<b><u>January (week of Jan 26), 2016 West County public meeting, 6:30 PM in (location to be determined)</u></b>	
<b><u>January (week of Jan 26), 2016 Santa Clara River Valley public meeting, 6:30 PM in (location to be determined)</u></b>	
January 26, 2016	Reminder notices on the public hearing sent to agencies/citizens
<b><u>February 8, 2016</u></b> <b>Public Hearing, 1:30 PM Camarillo City Hall</b>	
February 19, 2016	5 PM Hearing record closed – no further public testimony accepted
March 10, 2016	Transit Operators Advisory Committee (TRANSCOM) reviews testimony and makes recommendations regarding the proposed findings
April 12, 2016	CTAC/SSTAC reviews testimony and makes recommendations regarding the staff proposed findings
<b><u>April 18, 2016</u></b> <b>1:30 PM Camarillo City Hall – VCTC Hearing Board approves Unmet Transit Needs Public Hearing Findings</b>	
May 6, 2016	9 am Camarillo City Hall – VCTC adopts Unmet Transit Needs Public Hearing Findings
May 9, 2016	Adopted findings are forwarded to the State for review
August 15, 2016	Deadline for State review of findings



Item #8

December 8, 2015

**MEMO TO: CTAC/SSTAC**

**FROM: ELLEN TALBO, PROGRAM ANALYST**

**SUBJECT: APPROVAL OF SCHEDULE AND CRITERIA FOR ANNUAL ALLOCATION OF FY 15/16 TDA ARTICLE 3 BICYCLIST AND PEDESTRIAN FUNDS**

**RECOMMENDATION:**

- Approve the evaluation criteria for the applications from cities/County for FY 15/16 TDA Article 3 bicycle/pedestrian funds.

**DISCUSSION:**

Pursuant to California PUC Section 99233.3, each year a portion of the available Transportation Development Act (TDA) Local Transportation Funds must be used for planning, maintaining and constructing facilities for the exclusive use of pedestrians and bicyclists. Traditionally, 15% of the total has been allocated to the cities/County based for trail maintenance on the Class I Bike Trails. After this is deducted, the remaining amount would be available for local bicycle or pedestrian projects on a competitive basis. For FY 16/17, it is estimated that approximately \$800,000 will be available for these purposes.

The annual allocation process is intended to be competitive and the Commission has assigned the responsibility to the Citizen's Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC) for reviewing the applications and making application ranking order recommendations to the Commission.

In October, staff presented the evaluation criteria to the CTAC/SSTAC to review. The group decided not to make changes to the criteria until after the Regional Wayfinding Plan has been drafted, so that regional projects can be prioritized, and criteria can be developed based on the prioritization of projects from that plan. Therefore, staff recommends approval of the criteria as is presented in Attachment 1. A timeline of the 16-17 call for projects is provided in Attachment 2.

## TDA ARTICLE 3 GRANT EVALUATION CRITERIA

<b>1. Matching Funds (Yes or No)</b>		<b>2. Safety (30 points possible)</b>	
<p>This criterion evaluates local support for the proposed project in terms of financial partnership. It is highly recommended that there be a minimum 50/50 match of the request.</p> <p><b>Is the City/County willing to match its request at 50 % or greater? Yes or No?</b></p>		<p>This criterion evaluates how the proposed project will effect safety at existing facilities or improve safety by building new facilities. When describing the project conditions include any accident statistics and how the project will improve or correct the situation.</p> <p><b>Will the proposed project improve safety or correct an existing safety problem including providing secure parking for bicycles?</b></p>	
<b>3. Project Readiness (15 points possible)</b>		<b>4. Special Considerations (15 points possible)</b>	
<p>This criterion evaluates deliverability of a proposed project. Please note that, funds not used within two years must be returned for redistribution the following year or a City and/or County may request that the project readiness be reevaluated so that the City and/or County may retain their allocation.</p> <p><b>Is this a new or continuing project and is the proposed project ready for construction in the fiscal year of allocation? Have past allocations been fully spent; please report on past allocations.</b></p>		<p>This criterion is designed to add flexibility and allows cities and/or agencies to be creative and discuss any other ways in which the proposed project will benefit City/County residents, for example, improving air quality, reducing VMT, serving older areas without recent improvements, making major improvements to accessibility and/or to serve lower income residents. When discussing this criterion please be specific!</p> <p><b>Does the proposed project provide a benefit to City/County residents that has not been discussed elsewhere?</b></p>	
<b>5. Maintenance of Facility (10 points possible)</b>		<b>6. Connectivity (5 points possible)</b>	
<p>This criterion evaluates whether a proposed project will be maintained at an appropriate level after the project is completed. Please discuss whether the proposed project has a long range maintenance plan associated with it.</p> <p><b>How will the proposed project be maintained?</b></p>		<p>This criterion evaluates the proposed project's relationship to regional and/or local planned pathway systems. When discussing this criterion please include an 8 1/2 " x 11" map illustrating the existing plan and the proposed project.</p> <p><b>Will the proposed project close a missing link in an existing local or regional bike or pedestrian plan?</b></p>	
<b>7. Involvement of Other Agencies (10 points possible)</b>		<b>8. Traffic Generators (5 points possible)</b>	
<p>This criterion evaluates whether the proposed project has local and/or regional significance. When discussing this issue please list all other agencies and/or special districts involved and their roles.</p> <p><b>Are any other agencies outside the applicant's jurisdiction involved in planning or constructing any phase of this proposed project?</b></p>		<p>This criterion evaluates the proposed project's usefulness in serving major traffic generators.</p> <p><b>Will the proposed project serve major bicycle or pedestrian traffic generators such as schools, libraries, work sites, downtown areas, retail centers, transit nodes?</b></p>	
<b>9. Expected Utilization Rate (5 points possible)</b>		<b>10. Multi-Modal Interface (5 points possible)</b>	
<p>This criterion evaluates the proposed project's usage. The project should be discussed in terms of the usage as a percentage of the applicant's population or as a percentage of the population the project affects.</p>		<p>This criterion evaluates the proposed project's connectivity to transit modes and other forms of transportation.</p> <p><b>How will the project encourage multi-modal travel?</b></p>	

- OCTOBER 13** - Review of schedule and criteria for annual allocation of FY 15/16 TDA Article 3 bicyclist and pedestrian funds
- Bike Plan Presentation
- NOVEMBER 10** -SCAG presentation
- DECEMBER 8** Approve Article 3 Criteria  
Election of CTAC/SSTAC Chair and Vice-Chair
- \*\* Staff releases Call for Projects after VCTC approves Art. 3 Criteria at Jan 8, 2016 Meeting.**
- JANUARY 12** **TBD**
- \*\*FEBRUARY** No official meeting in February but attendance suggested at Camarillo City Hall for public hearing on Unmet Transit Needs
- \*\* Project applications due 30 days from Call for Projects**
- MARCH 8** Presentations from local agencies applying for FY 16/17 Article 3 bicyclist/pedestrian funds
- APRIL 12** **TBD**
- MAY 10** Ranking of projects for FY 16/17 Article 3 funds