



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

TUESDAY, JANUARY 11, 2011 -- 1:30 PM – 3:30 PM

NOTE: WE'RE BACK AT THE COUNTY GOVERNMENT CENTER!

Ventura County Government Center – Hall of Justice
Pacific Meeting Room (West side of cafeteria)
800 South Victoria Avenue, Ventura, CA 93003

Item # 1	Call to Order	Action
Item # 2	Self Introductions	Information
Item # 3	Public Comments for Items <u>Not</u> on the Agenda	Information
Item # 4	Review of 11/9/10 Meeting Summary	Action
Item # 5	Review of FY 11/12 TDA Article 3 Bicycle/ Pedestrian Grant Ranking Criteria - Mary Travis, VCTC Staff	Action
Item # 6	Update Report on VISTA Operations	Information
Item # 7	Chairman's Report	Information
Item # 8	Staff Report	Information
Item # 9	Committee Member Reports	Information
Item # 10	Adjournment	Action

**REMEMBER: UNMET TRANSIT NEEDS HEARING – MONDAY FEBRUARY 7, 2011
AT CAMARILLO CITY HALL COUNCIL CHAMBERS, 1:30 -3:30 pm**

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 # 4.
Action

**CTAC/SSTAC MEETING SUMMARY
October 12, 2010**

Item # 1 CALL TO ORDER

Charles Devlin, Vice-Chair, called the meeting to order at 1:45 PM. The meeting was held again at the Camarillo Health Care District office.

Item # 2 SELF INTRODUCTIONS

The committee members and audience introduced themselves, including a new member from Ventura, Chera Minkler.

Item # 3 PUBLIC COMMENTS (for items not on agenda)

There were no public comments.

Item # 4 REVIEW OF 10/12/10 MEETING SUMMARY

The meeting summary was approved; there were no changes.

Item # 5 REVIEW OF FY 11/12 UNMET TRANSIT NEEDS PUBLIC HEARING SCHEDULE AND EVALUATION CRITERIA

Mary Travis, VCTC staff, presented the FY 11/12 Unmet Transit Needs Public Hearing schedule and evaluation criteria. The annual public hearing is required by the State Transportation Development Act (TDA) regulations to take testimony concerning possible unmet transit needs that might be reasonable to meet by the cities/County with TDA funds.

The hearing will be on Monday February 7th, 1:30 – 3:30 PM at Camarillo City Hall. Instead of the usual monthly CTAC/SSTAC meeting, members are encouraged to attend the public hearing. There will also be two public meetings to take comments – on Tuesday January 18th, 6:30 -7:30 PM at the downtown Oxnard Public Library and on Wednesday January 19th, 6:30 – 7:30 PM at Thousand City Hall. The public or interested agencies can also submit comments by mail to the Commission, by email or by telephoning VCTC's Transit Info Center. After all the comments are received, they will be analyzed by VCTC staff working with local transit providers, and recommendations developed for CTAAC/SSTAC and finally Commission approval.

The Committee discussed the draft schedule and evaluation criteria at length and requested more info be included in the finding analysis about how many potential riders it takes to recommend new services. It was also suggested that unemployment impacts on findings be considered. It was noted that the unmet transit needs process has resulted in numerous improvements over the years. Although many times the findings declare there are no unmet transit needs, improvements are suggested as the result of the annual hearing process.

After discussion, the Committee approved the meeting schedule and evaluation criteria.

**Item # 6 REVIEW OF FY 11/12 SCHEDULE AND EVALUATION CRITERIA FOR
TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3
BICYCLE/PEDESTRIAN FUND APPLICATIONS**

Mary Travis, VCTC staff, reviewed the FY 11/12 Transportation Development Act (TDA) Article 3 Bicycle/Pedestrian fund application schedule and evaluation criteria. After lengthy discussion, the schedule was approved and several suggestions made about the evaluation criteria. The evaluation criteria will come back to the Committee at its next meeting for final consideration before the application packets are mailed to the cities/County in mid-January.

Item # 7 CHAIRMAN'S REPORT

Vice-Chair Devlin thanked the committee for attending and urged members to attend local and/or County meetings where transportation issues might be discussed. .

Item # 8 STAFF REPORT

Mary Travis, apologized for the confusion about the meeting room and mentioned she will try to get the old meeting room at the County Government Center in Ventura for the meetings for the rest of the fiscal year. She also noted that the December meeting might be cancelled; members will be informed if that occurs.

Item # 9 COMMITTEE MEMBER REPORTS

Representative Morris mentioned there will be a Westside Neighborhood gathering in Ventura on November 10th at 6 Pm sponsored by VCCool and CAUSE to discuss a variety of community needs and ideas including transportation issues.

Item # 10 ADJOURNMENT

The meeting was adjourned at 3:45 PM in memory of Chair White's mother, who recently passed away.

January 11, 2011

MEMO TO: CTAC/SSTAC

FROM: MARY TRAVIS, VCTC STAFF

SUBJECT: APPROVAL OF FY 11/12 EVALUATION CRITERIA FOR TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 BICYCLE/PEDESTRIAN FUND APPLICATIONS

RECOMMENDATION:

- o Review and approve the evaluation criteria for the applications from cities/County for FY 11/12 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 each year must be used for planning, maintaining and constructing facilities for the exclusive use of pedestrians and bicyclists. In FY 11/12, we expect about \$450,000 will be available for these purposes. About 20% or \$90,000 of the total will be allocated to the cities/County based on the Class I Bike Trail mileage the agency maintains under the Commission's Class I Bicycle Trail Maintenance program. After this is deducted, there should be about \$360,000 remaining for allocation to the cities and County of Ventura for local bicycle or pedestrian projects on a competitive basis.

VCTC has established an annual process for the cities/County to submit projects and compete for the available funds; please see the recommended FY 11/12 Article 3 allocation schedule (Attachment # 1) and project evaluation criteria (Attachment #2). VCTC 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.

Each city and the County is allowed to submit one project for funding consideration. The applicants are informed that it is strongly recommended they provide a 50/50 match with local and/or other grant funds to augment the Article 3 funds being requested. Every application must include a written response to each of evaluation criteria as part of the request for funds and a location map of the project is requested to facilitate field visits. Applicants are also asked to report on the status of projects for which they were awarded past Article 3 allocations.

In discussing past allocations, CTAC/SSTAC felt the submittals were mostly for routine projects such as curb cuts. While this example is a worthwhile activity, the Committee felt the Article 3 funds should be used for more innovative and exciting projects, and also, for bigger projects that might involve more than one city or just the County. This point will therefore be emphasized when the FY 11/12 application packets are distributed in January. CTAC/SSTAC discussed the 50/50 local match requirement and decided it should be mandatory, that is, if the applicant is not willing to match their request 50/50 with other money, the project would not be considered. The Committee also felt more consideration should be given to projects that benefit lower income, disabled and senior populations, and also, to projects that will lower the vehicle miles travelled in

the project area. It was tentatively decided to shift 5 points from the "Safety" evaluation category and increase the "Special Considerations" category by that same amount, with the idea being the projects benefitting the disabled, seniors, lower income populations and/or decreasing VMT would be awarded more discretionary points

**FY 11/12 TDA ARTICLE 3
BICYCLE/PEDESTRIAN FUND ALLOCATION SCHEDULE**

November 7, 2010	CTAC/SSTAC reviews draft FY 11/12 schedule and evaluation criteria
December 3, 2010	VCTC reviews/approves schedule and evaluation criteria
January 11, 2011	CTAC/SSTAC review/approves evaluation criteria
January 18, 2011	County Auditor estimates FY 11/12 TDA funds available
January 19, 2011	Article 3 application packets sent to cities/County for their consideration
<u>February 25, 2011</u>	<u>Noon - City/County applications due at VCTC office</u> (Note: resolutions authorizing the claims may be submitted at a later date but must be received at the VCTC before any funds will be allocated to the claimant.)
March 8, 2011	CTAC/SSTAC meeting to review project applications and interview project applicants
April 12, 2011	CTAC/SSTAC meeting with general discussion of projects and field visits
May 10, 2011	CTAC/SSTAC meeting to rank projects and make funding recommendation to VCTC
June 3, 2011	VCTC reviews recommendation and approves FY 10/11 Article 3 project funding allocations
November, 2011	Instructions sent to County Auditor allocating FY 11/12 Article 3 funds

g:mary/agenda/11/12 article3schedule&evalcrit

TDA ARTICLE 3 GRANT EVALUATION CRITERIA

1. Matching Funds (Yes or No)		2. Safety (20 points possible)	
<p>This criterion evaluates local support for the proposed project in terms of financial partnership. It is mandatory that there be a minimum 50/50 match of the request.</p> <p>Is the City/County willing to match its request at 50 % or greater? If not, the project will not be considered.</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>Will the proposed project improve safety or correct an existing safety problem including providing secure parking for bicycles?</p>	
3. Project Readiness (15 points possible)		4. Special Considerations (25 points possible)	
<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>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?</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 senior and disabled accessibility and/or to serve lower income residents. When discussing this criterion please be specific!</p> <p>Does the proposed project provide a benefit to City/County residents that has not been discussed elsewhere?</p>	
5. Maintenance of Facility (10 points possible)		6. Connectivity (5 points possible)	
<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>How will the proposed project be maintained?</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>Will the proposed project close a missing link in an existing local or regional bike or pedestrian plan?</p>	
7. Involvement of Other Agencies (10 points possible)		8. Traffic Generators (5 points possible)	
<p>This criterion evaluates whether the proposed project has local and/or regional significance. When discussing this issue please list all other agencies involved and their roles.</p> <p>Are any other agencies outside the applicant's jurisdiction involved in planning or constructing any phase of this proposed project?</p>		<p>This criterion evaluates the proposed project's usefulness in serving major traffic generators.</p> <p>Will the proposed project serve major bicycle or pedestrian traffic generators such as schools, libraries, work sites, downtown areas, retail centers, transit nodes?</p>	
9. Expected Utilization Rate (5 points possible)		10. Multi-Modal Interface (5 points possible)	
<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>How will the project encourage multi-modal travel?</p>	