



City of Camarillo

Department of Public Works

601 Carmen Drive, Camarillo, CA 93010
Office: 805.388.5340 - Fax: 805.388.5387

March 25, 2016

Ms. Judy Johnduff
Ventura County Transportation Commission (VCTC)
950 County Square Drive, Suite 207
Ventura, CA 93003

Subject: Transportation and Development Act, Article 3 Bicycle/Pedestrian Project Funds

Dear Ms. Johnduff:

The City of Camarillo is submitting a project application for Transportation and Development Act (TDA) Article 3 project funds for fiscal year 2016/17.

The City is proposing to construct and widen a bicycle/pedestrian trail along the south property line between Wickford Place and Village Commons Boulevard in the Pleasant Valley fields Sports Complex.

The City previously received \$65,856 in TDA Article 3 funds as partial funding for the project. The City is requesting an additional \$125,000 for construction funds for the project. The City is also proposing to provide a local match for these funds.

If you have any questions or require additional information on this matter, please contact Thang Tran, Associate Engineer, at (805) 388-5345 or ttran@cityofcamarillo.org.

Sincerely,

David Klotzle
Director of Public Works

Enclosure: TDA Application

- c. Ken Matsuoka, Principal Civil Engineer
Thang Tran, Associate Engineer
Ronnie Campbell, Director of Finance

**VENTURA COUNTY TRANSPORTATION COMMISSION
TRANSPORTATION DEVELOPMENT ACT ARTICLE 3
PEDESTRIAN AND BICYCLE PROGRAM**

**FISCAL YEAR 2016/17
PROJECT APPLICATION**

I. Project Name and Funding Request

- | | |
|---------------------------------|---|
| a. Applicant Agency: | City of Camarillo |
| b. Funds Requested: | \$125,000 |
| c. Project Title: | Wickford Place to Village Commons Blvd - Pedestrian/Bike Trail Connector |
| d. Project Summary (100 words): | Extend pedestrian/bike trail on the south side of the Sports Park from Wickford Place to Village Commons Boulevard. |
- e. Project Type (select one):
- ☐ Comprehensive Pedestrian/Bicycle Plan
 - ☐ Bicycle Safety Education
 - ☒ Capital: Pedestrian and/or Bicycle facility
 - ☐ Capital: Bicycle facility only

III. Clear and Complete Proposal

Please complete section III.a. for all project types:

- a. Describe the project elements. For capital projects indicate location, length, scope, size or extent.

Construction of approximately 1,300 feet of Class 1 Pedestrian/Bicycle Trail along the south property line of the Pleasant Valley Fields Sports Complex. It is the connection between the cul-de-sacs of Wickford Place to Village Commons Boulevard.

Please complete section III.b. for Comprehensive Plan projects only:

- b. Check one: ☐ New Plan
 ☐ Update to existing plan

Date of previous plan:

- c. Funding and Local Cash Match

Enter total project cost, totaling funds from all
sources, here: \$150,000

Funds requested:	\$125,000
Local match provided:	\$25,000
Local match percentage:	20%

To calculate local match percentage, divide Local match by Funds Requested
e.g.:

$$\frac{\text{Local match provided}}{\text{Funds requested}} = \text{percentage match}$$

*When a local match is provided by the applicant, the local match % must be used at each dollar is spent on the project.

d. Please provide the total Class I pathway miles in your jurisdiction: 4.22

IV. Meets Evaluation Objectives

a. *Please complete section - SAFETY*

- How will the proposed project affect safety at existing facilities or improve safety by building new facilities? When describing the project conditions, include any accident statistics and describe how the project will correct or improve the situation.
- How will the project be maintained?

The City of Camarillo is proposing to provide a link between Wickford Place and Village Commons Boulevard in the Pleasant Valley Fields Sports Complex. This will give the bicyclists and pedestrians safer access to go between Wickford and Village Commons with a Class 1 Pedestrian/Bicycle trail and connecting to the bicycle lanes on Wickford and Village Commons. The Pleasant Valley Recreation and Park District will maintain the proposed trails as part of the overall trail system in the park that is currently maintained by the Pleasant Valley Recreation and Park District.

b. *Please complete section – TRAFFIC GENERATORS*

- Please describe how the project connects to transit stops, train stations, schools, senior centers, work sites and other major traffic generators.
- Please describe how the project encourages multi-modal transit use.
- How will project benefit transit-dependent areas?

The recently completed portions of the Calleguas Creek trail is used by hundreds of people on a weekly basis. Joggers, walkers, bicyclists, serious runners and parents with children use the trail daily. Special Event organizers have begun to use the completed portion of the trail to hold 5k, 10k and half marathon events. The uncompleted portion is a dirt/grass access that is still used in its current condition.

c. *Please complete section – PROJECT READINESS*

- When will the project be implemented?
- Have past funds been spent? If not, why not? Please refer to claimant's annual TDA Article 3 audit for details.
- Can the project be partially funded or divided into phases? If yes, describe the different parts or how the project could be phased, and the cost associated with each phase:

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If granted funding, the City of Camarillo proposes to prepare the plans and specifications to construct within the next fiscal year, 2017/18. In the past, the City of Camarillo received partial funding and will use that funding to hire an engineering consultant to design the Class 1 Pedestrian/Bicycle Trail this fiscal year 2016/17.

d. *Please complete section – MISSING LINK AND CONNECTIVITY*

- Describe if other agencies are involved in the project and their role.
- Does the project connect with facilities within a city, or with another area and/or regional facilities?
- Please describe if or how the project fills in a “missing link” identified in the Countywide Bicycle Plan?

The City of Camarillo will work with the Pleasant Valley Recreation and Park District on this phase of the trail as it has on the previous project of the trail and with sports complex. The City of Camarillo will design and construct the proposed trails. There are numerous access links to the trail from residential areas on the south side of the trail as well as the industrial areas of the Village Commons area. The proposed east-west trail across the Pleasant Valley Fields Sports Complex will tie in to Village at the Park.

e. *Please complete section – SPECIAL CONSIDERATIONS*

- Please specify if a local match is being provided.
- Please describe how the project improves accessibility to the area.
- Please describe if there are special environmental advantages to the project.
- Please describe the degree of public support for the project.

The City previously received \$65,856 in TDA Article 3 funding which will fund design. This funding request is for an additional \$125,000 which will cover the cost of construction. The City will provide a 20% local match toward all grant funding. The Wickford/Village Commons is used extensively by runners, walkers, bicyclists and special event runs. The trail is within the Pleasant Valley Recreation and Park District. Based on the current use of the existing trail, over 100 people weekly use the Calleguas Creek Trail. Pleasant Valley Recreation and Park District is receiving requests monthly on using the trail for running events involving hundreds of participants.

f. *Project is consistent with local or regional plans (add lines, if necessary):*

<i>Type of Plan:</i>	<i>Name of Plan, page (if applicable)</i>
i. County of City facilities plan	
ii. Circulation element of general plan	
iii. <i>Ventura County Comprehensive Bicycle Plan</i>	

iv. Other bicycle, pedestrian, complete streets, or similar plan(s):	
v.	
vi.	

VIII. Project Contact Information <i>Please complete section VIII. for all project types:</i>	
Primary Contact Name and Title:	Ken Matsuoka, Principal Engineer
Applicant agency and address:	City of Camarillo 601 Carmen Drive Camarillo, CA 93010
Telephone:	(805) 388-5340
e-mail address:	kmatsuoka@cityofcamarillo.org

GRANT REPORTING REQUIREMENTS:

Successful applicants will be required to submit the following forms and information:

- VCTC Article 3 Claim Form
- VCTC Article 3 Financial Reporting Form
- Standard Assurances Form for Bicycle and Pedestrian Claims
- Authorizing Resolution of Allocated Article 3 Funds for Bicycle and Pedestrian Purposes
(A sample resolution is attached)

VCTC staff will contact selected applicants with a deadline date to submit these forms.

For each fiscal year of the Transportation Development Act (TDA) Program, VCTC funding requirements state that project sponsors must submit a fiscal and compliance audit within 180 days after the close of the fiscal year for each ongoing project, in accordance with Public Utilities Code Section 99245. Therefore, please ensure that your financial staff reports your Article 3 claim as part of VCTC's annual compliance audit.

**VCTC TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM FORM
BICYCLE AND PEDESTRIAN FACILITIES CLAIMS
ARTICLE 3 / PUC 99233.3**

Fiscal Year: 2016/17

Date: 3/25/16

Claimant: City of Camarillo
Address: 601 Carmen Drive
Camarillo, CA 93010

Contact Person: Ken Matsuoka
Title: Principal Engineer
Telephone #: (805) 388-5340 Fax #: (805) 388-5387
E-Mail: kmatsuoka@cityofcamarillo.org

REQUESTED PAYMENT:

AMOUNT

Article 3 Funds Requested

\$125,000

Claimant acknowledges that payment by the County Auditor of an allocation made by Ventura County Transportation Commission is subject to such monies being on hand and available for distribution and to the provision that such monies be used only in accordance with the terms of the allocation instruction issued by the Ventura County Transportation Commission and in accordance with applicable State regulations.

Authorizing Signature:

Print Name and Title:

Date:


David Klotzle, Director of Public Works

March 25, 2016

**TDA ARTICLE 3 BICYCLE AND PEDESTRIAN FACILITIES CLAIMS
FINANCIAL REPORTING FORM**

Claimant: City of Camarillo Date: 3/25/16

TDA ARTICLE 3 REVENUES & EXPENSES OF CLAIMANT

		FY 15/16 Estimated	FY 16/17 Requested
	<u>Revenues</u>		
1	Article 3 Revenues	0	\$125,000
2	Interest	0	0
3	Refunds	0	0
4	Total	0	\$125,000
	<u>Expenditures</u>		
5	Construction	0	\$125,000
6	Maintenance	0	0
7	Planning	0	0
	<u>Balance</u>		
8	Excess of Revenue over expenditures (subtract Lines 5, 6 & 7 from Line 4)	0	0
	<u>Fund Balance</u>		
9	Beginning of Year	0	0
10	End of Year	0	\$125,000

Project Name: Wickford Place to Village Commons Blvd - Bike Trail Connector
 Description: Construction approximately 1,300 feet of Class 1 Pedestrian/Bicycle Trail along the south property line of the Pleasant Valley Fields Sports Complex. It is the connection between the cul-de-sac of Village Commons Boulevard and Wickford Place.

Project Revenue Budget:

TDA Article 3 Bike/Ped	\$ <u>125,000</u>
TDA Article 8 Local Streets	\$ <u>0</u>
Other (specify) <u>20% City Match</u>	\$ <u>25,000</u>
TOTAL	\$ <u>150,000</u>

**STANDARD ASSURANCES
FOR BICYCLE AND PEDESTRIAN CLAIMANTS**

Claimant City of Camarillo **Fiscal Year:** 2016/2017

CLAIMANT ASSURANCE: (Initial below)

Initial

90-DAY ANNUAL REPORT

Claimant certifies that it has submitted a State Controller's report in conformance with the uniform system of accounts and reports, to VCTC and to the State Controller, pursuant to PUC 99245, for the prior year (project year minus two). Claimant assures that this report will be completed for the current fiscal year (project year minus one).

The undersigned hereby certifies that the above statement is true and correct.



(Authorizing Signature)

Ronnie Campbell, Director of Finance

(Print Name & Title)

(Note: The resolution does NOT need to accompany the claim; it can be sent later. However, it must be submitted before any Article 3 funds can be allocated)



CITY OF CAMARILLO

LOCATION MAP

**Wickford Place to Village commons Blvd
Pedestrian/Bike Trail Connector**



DEPARTMENT OF PUBLIC WORKS