



# *Camarillo City Council*

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## **AGENDA REPORT**

Date: June 11, 2025

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Dave Klotzle, Public Works Director

Subject: Bus Stop Improvements Project Agreement No. CC 2025-103 –  
Ventura County Transportation Commission

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## **BACKGROUND**

The Ventura County Transportation Commission (VCTC) Partnership Program is part of the Regional Early Action Planning (REAP) program funded through a grant to Southern California Association of Governments (SCAG) from the State of California Department of Housing and Community Development (HCD). On April 12, 2023, SCAG issued a Call for Projects and Final Guidelines for the 2023 County Transportation Commission Partnership Program. Since issuance of Draft Guidelines in September 2022, VCTC staff collaborated with SCAG to identify eligible projects and prepare for the Call for Projects. Eligibility extended to the six County Transportation Commissions within the six-county SCAG region to support transformative planning and implementation of the Regional Transportation Plan/Sustainable Communities Strategy (2020 Connect SoCal) Key Connection strategies.

On July 6, 2023, the SCAG Regional Council approved four project applications submitted by VCTC for a total grant award of \$3,777,000. There is no local funding match required, however, the grant funds must be used and expended by June 30, 2026. Approved projects and corresponding award amounts include:

1. Countywide Transit Stops and Stations Needs Assessment and Infrastructure Improvements (\$1,500,000).
2. Santa Paula Branch Line (SPBL) Trail Master Plan and Environmental Impact Report (EIR) Update (\$1,677,000).
3. Countywide Paratransit Integration Analysis (\$300,000).
4. Community Traffic Calming and Pedestrian and Bicycle Safety Program (\$300,000).

## **DISCUSSION**

The City of Camarillo intends to participate in the Countywide Transit Stops and Stations Needs Assessment and Infrastructure Improvements project and therefore must enter into a grant agreement with VCTC. The City will receive 100% reimbursement of up to \$150,000 for bus stop improvements plus up to \$75,000 for bus shelter design work. The City intends to use the funding for some if not all of the following projects, depending on final costs:

- Design/build a custom bus shelter at the bus stop on Fieldgate Drive in front of the Camarillo Library.
- Procuring automated bus stop announcement systems for the fixed route and trolley vehicles.
- Solar lighting for some of the City's bus stops.
- Adding trash cans and regular bus benches at other stops.
- Adding real-time bus arrival display equipment at bus stops.

Staff will return to City Council as necessary for procurement of the above projects if required by the purchasing thresholds in the City's procurement policy.

## **FISCAL IMPACT**

Award of the grant will result in \$225,000 in additional revenue for FY 2025/26 in the Transit Fund, State Operating Grants, Account No. 810-0000-335.39-00.

An appropriation of \$150,000 is required in the Transit Fund, Supplies & Materials, Account No. 810-3801-438.61-01 for FY 25/26 for the purchase of a bus shelter and bus stop improvement materials. An appropriation of \$75,000 is required in the Transit Fund, Professional Services, Administrative Account No. 810-3801-438.32-01 for FY 25/26 for the bus shelter design work. Staff will return to Council in FY 2025/26 to recommend the revenue and budget adjustments.

## **CEQA DETERMINATIONS**

Staff has determined, in accordance with Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines that the VCTC Bus Stop Improvement Projects Agreement is not subject to CEQA review because it can be seen with certainty that there is no possibility that the Agreement may have a significant effect on the environment. The activity is a continuation of services and is designed to enhance the existing bus stops.

## **RECOMMENDATION**

1. Find the Agreement for Bus Stop Improvement Project is exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) and 15301 of the CEQA Guidelines; and

2. Authorize the City Manager to execute Agreement No. CC-2025-103 with VCTC for Bus Stop Improvement Projects; and
3. Authorize the City Manager to execute other documents as may be necessary for the grant funding.

**ATTACHMENTS**

1. CC Agreement No. 2025-103

**REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL**

None