

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** The Honorable City Council

**FROM:** Yugal K. Lall, City Engineer/Public Works Director  
Prepared by: Shaun Kroes, Management Analyst

**DATE:** January 3, 2008 (CC meeting of January 16, 2008)

**SUBJECT:** Consider Providing Comments on Possible Unmet Transit Needs to the Ventura County Transportation Commission and Receive Report on Unmet Transit Needs Findings and Goals



**SUMMARY**

On April 18, 2002, Council directed staff to prepare an annual report on Moorpark City Transit's performance regarding the findings and goals that the Ventura County Transportation Commission (VCTC) adopts each year at the conclusion of the Unmet Transit Needs process. Attachment "A" serves as this year's annual report on Moorpark's performance. The Council is being asked to review the annual report, provide comments, and direct staff to forward the comments to VCTC prior to February 11, 2008.

**DISCUSSION**

On February 4, 2008, VCTC will hold its annual public hearing on Unmet Transit Needs at Camarillo City Hall. The public may also fax, email, telephone, or mail comments to VCTC until February 11, 2008. The information on how to submit comments is on the attached flyer, Attachment "B". Staff advertised the comment period in the Moorpark City Transit buses, on the City cable TV Channel 10, and on the City website. The public was encouraged to submit their comments to VCTC. Additionally, information about the City Council's consideration of unmet transit needs at its January 16, 2008 meeting was also distributed.

Most public transit operators in Ventura County use Local Transportation Funds (LTF) to support portions of their system. The LTF is authorized by the Transportation Development Act (TDA) and its revenue is derived from ¼ cent of the 7.25-cent retail sales tax collected statewide. LTF is distributed to the cities and counties based on population. This revenue, often referred to as TDA funds, must first be spent on transit needs that are

“reasonable to meet.” After those needs are met, any remaining TDA funds may be used for streets and roads by the receiving jurisdiction.

The specific requirement of the TDA act, Public Utilities Code (PUC) Section 99401.5(c), requires that the local transportation planning agency (VCTC) hold at least one public hearing each year for the purpose of soliciting comments on the unmet transit needs that may exist within the jurisdiction and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation, or by expanding existing services. All unmet transit needs that are deemed reasonable to meet must be funded before any allocation is made to streets and roads. The definition used to determine if a need is reasonable to meet is outlined on Attachment “C”.

According to PUC, VCTC must decide, by adopting a resolution, either that:

1. There are no unmet transit needs;
2. There are no unmet transit needs that are reasonable to meet; or,
3. There are unmet transit needs, including needs that are reasonable to meet.

The resolution must include information that provides the basis for VCTC’s decision.

A number of the public comments received over the years do not fall into the category of “unmet transit needs.” However, VCTC recognizes that they may be attainable operational changes. VCTC adopts some of these comments as goals. These goals, where applicable, are included in the City’s annual report and are differentiated from the Unmet Needs Findings.

### **STAFF RECOMMENDATION**

Provide comments and direct staff to forward them to VCTC, prior to the end of the public comment period.

Attachment A – Report of Performance  
Attachment B – Transit Needs Flyer  
Attachment C – Unmet Needs Definition

**Report of Performance  
2007/08 Unmet Transit Needs  
Moorpark City Transit**

The following information identifies the Unmet Transit Needs Findings adopted by VCTC including the Commission's approved goals for FY 2007/08, and the City's efforts to meet the findings and goals where applicable.

**Findings adopted by VCTC May 4, 2007.**

1. Continue all existing bus services, including all demonstration services.
  - Moorpark City Transit continued its previous levels of service, operating two fixed route buses Monday – Friday. Route 1 operates from 6:00 a.m. to 5:30 p.m., and Route 2 operates from 6:40 a.m. to 6:10 p.m. Ridership grew to 53,951 trips in FY 2006/07. The service's farebox ratio was 28.50%, meeting the target farebox ratio of 14.95% for the year.
  
2. Continue all public senior and disabled services in all jurisdictions in the County.
  - This Fiscal Year, Moorpark senior and handicapped (ADA) Dial-A-Ride services continued, including the Inter-City Dial-A-Ride paratransit service. Transportation to the congregate AAA meal site and discounted rates on Moorpark City Transit for seniors and disabled continued as well. Senior and disabled travel on Moorpark City Transit decreased 15.7% in FY 2006/07. Trips performed on the Intra-City Dial-A-Ride program increased 26.1% during FY 2006/07. Trips performed on the Inter-City ADA program increased by 21.6%. At the end of FY 2006/07, there were a total of 157 registered Senior Dial-A-Ride members and 200 registered ADA members.

After adopting the recommendations listed above and based on the analysis of the written and verbal testimony provided to the Commission, the finding was that there were no unmet transit needs that are reasonable to meet.

**In addition to the Unmet Transit Needs Findings, VCTC also adopted transit goals. The following is the list of adopted goals that relate to Moorpark's transit programs.**

1. Continue to identify and pursue funding to allow local agencies to install more bus benches and shelters, and on-site transit information, where warranted and feasible.
  - There are eighteen City bus shelters and twelve private bus shelters along the bus route-ways. There are two more City bus shelters installed at the Metrolink Train Station. City staff is currently identifying locations to install five additional bus shelters during FY 2007/08.
2. Continue to improve schedule coordination and transfer connections between different bus systems where operationally feasible.
  - VISTA East County connects with Moorpark City Transit. CUSA (the City's contractor) uses the same radio frequency for both services (VISTA and Moorpark City Transit) so that bus drivers can coordinate transfers between the services. This has improved Inter-City connections. Moorpark City Transit schedules are designed to optimize transfers between VISTA and Moorpark City Transit.
3. Continue to adjust fixed route transit services, stops and schedules throughout Ventura County as needed and operationally feasible.
  - The City of Moorpark continues to review its operating hours and schedules to determine if adjustments can or should be made to accommodate as many passengers as possible.
4. Continue community outreach and marketing efforts to increase awareness of the availability of transit services for the general public, seniors and the disabled, to be coordinated by VCTC.
  - The City of Moorpark advertises its transit program in the Moorpark City Newsletter and Recreation Guide, which comes out quarterly. The Moorpark Summer Youth Bus Pass (\$20.00), which provides unlimited ridership for the Moorpark Beach Bus and Moorpark City Transit between June and the first half of September, gives Moorpark youth an opportunity to use the bus system for fun, which may increase their likelihood to continue using Moorpark City Transit throughout the year. VCTC continues its own public outreach efforts for its transit programs.
5. Continue operation of NEXTBUS countywide and provide additional NEXTBUS signs at appropriate locations.
  - The NEXTBUS web pages are promoted on the Moorpark City buses, website, Ride Guide, and bus stops.

6. Ensure that bus stops and bus signage, vehicles, and operations are all in compliance with the Americans with Disabilities Act (ADA) requirements.
  - Moorpark City Transit has placed route maps and timetables on poles at bus stops to make them readable by a person sitting in a wheelchair. Bus stops are ADA compliant.
  
7. Continue to provide Senior Nutrition Transportation services throughout the county.
  - The City of Moorpark has participated in the Senior Nutrition Program for several years. Passengers are able to travel to and from the Active Adult Center using Moorpark City Transit and Paratransit services free of charge. The City of Moorpark receives grant funding from VCTC to participate in the program.

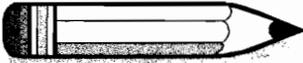
# DO YOU HAVE TRANSIT NEEDS?

## Ventura County Transportation Commission Announces Its Public Hearing On Transit Needs

The Ventura County Transportation Commission (VCTC) would like to hear your views on public transit service needs within Ventura County, and between Ventura County and Los Angeles/Santa Barbara counties as part of its process to identify unmet transit needs which it can reasonably meet.

Are transit services adequate, or are there specific areas in which unmet transit needs could be reasonable to meet through the expansion of existing transportation systems, by establishing new systems, or by contracting for service from private operators? VCTC is especially interested in hearing about the specific transit needs of senior citizens, persons with disabilities, persons of low income, and for environmentally sensitive areas.

There are several ways you can submit your comments:

	<p>Send them by mail to the Ventura County Transportation Commission, Unmet Transit Needs Process, 950 County Square Drive, Suite 207, Ventura CA 93003</p>
	<p>E-mail us at <a href="mailto:vkamhi@goventura.org">vkamhi@goventura.org</a> or through our web site at <a href="http://www.goventura.org">www.goventura.org</a></p>
	<p>Fax us at (805) 642-4860 Call us at 1-800-438-1112</p>
	<p>Come to our public meeting:</p> <p style="text-align: center;"><b>WEDNESDAY, January 16, 2008</b> <b>7:00 P.M.</b> <b>MOORPARK CITY HALL –</b> <b>COUNCIL CHAMBERS</b> <b>799 MOORPARK AVENUE</b> <b>MOORPARK, CALIFORNIA</b></p>

**MONDAY, FEBRUARY 4, 2008**  
**1:30 P.M.**  
**CAMARILLO CITY HALL –**  
**COUNCIL CHAMBERS**  
**601 CARMEN DRIVE**  
**CAMARILLO, CALIFORNIA**



**We look forward to hearing from you. All comments must be received by February 11, 2008.**

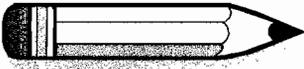
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# La Comisión de Transporte del Condado de Ventura le invita a presentar sus comentarios ante una Audiencia Pública acerca de los Servicios de Transporte

La Comisión de Transporte del Condado de Ventura (VCTC) le invita a participar en un foro acerca de los servicios de transporte públicos dentro del Condado de Ventura, y entre el Condado de Ventura y los Condados de Los Angeles y Santa Bárbara. Es parte del proceso para identificar servicios de transportacion que faltan que pueden proveer razonablemente.

¿Son adecuados los servicios de transporte? ¿Son suficientes? ¿Existen aún sectores especificas que no cuentan con medios de transporte adecuados? ¿Se podría proporcionar un mejor servicio de transporte a través de la expansión de los sistemas actualmente en existencia, a través del establecimiento de nuevos sistemas, o mediante los servicios de operadores del sector privado? A VCTC le interesa especialmente saber cuales son las necesidades de transporte de las personas de la tercera edad, de las personas discapacitadas, personas de bajos ingresos y la necesidad de transporte en las regiones con condiciones ambientales vulnerables.

Existen varias formas de presentar sus comentarios:

   	<p>Envíenos por correo a: Ventura County Transportation Commission, Unmet Transit Needs Process, 950 County Square Drive, Suite 207, Ventura CA 93003</p> <p>Un mensaje por el correo electrónico a <a href="mailto:vkamhi@goventura.org">vkamhi@goventura.org</a> o por nuestra telaraña de pagina a <a href="http://www.goventura.org">www.goventura.org</a></p> <p><u>Llamenos al 1-800-438-1112</u></p> <p>Envíenos un Fax al (805) 642-4860</p> <p><u>Asista a nuestra audiencia pública (y visite nuestra página electrónica para tener la oportunidad de hacer comentarios al Concejo Municipal y a la Mesa Directiva de Supervisores del Condado).</u></p> <p><b>MIÉRCOLES, 16 DE ENERO DE 2008 7:00 P.M. MOORPARK CITY HALL - COUNCIL CHAMBERS 799 MOORPARK AVENUE MOORPARK, CA</b></p>
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**LUNES, 4 DE FEBRERO DE 2008**

**1:30 P.M.**

**CAMARILLO CITY HALL –  
COUNCIL CHAMBERS  
601 CARMEN DRIVE  
CAMARILLO, CA**



Esperamos su participación. Todos los comentarios deberán ser recibidos para el 11 de Febrero

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Item # 11 (a)

December 7, 2007

**MEMO TO:** VENTURA COUNTY TRANSPORTATION COMMISSION

**FROM:** MARY TRAVIS, MANAGER OF REGIONAL & RAIL PROGRAMS

**SUBJECT:** FY08/09 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBLIC HEARING SCHEDULE, PROCEDURES AND DEFINITIONS OF "UNMET TRANSIT NEEDS" AND "REASONABLE TO MEET"

**RECOMMENDATIONS:**

- Review and approve the schedule, procedures and definitions of "Unmet Transit Needs" and "Reasonable to Meet" for the FY 08/09 Unmet Transit Needs Public Hearing.
- Chair request volunteers from Commission sit as public hearing board to take testimony February 4, 2008 and review findings/recommendations April 21, 2008.

**DISCUSSION:**

Each year, the State Transportation Development Act (TDA) requires a public hearing be held to discuss public transit. 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 against adopted definitions describing what are "unmet transit needs" and what is "reasonable to met".

A schedule for the FY 08/09 public hearing is attached. A Hearing Board will be appointed by the Chair, and they will hold the public hearing Monday, February 4, 2008 at 1:30 PM at Camarillo City Hall and then review the testimony and draft staff findings/recommendations at the same time and place on April 21, 2008. The procedures for the hearing will be the same as in past years, that is, testimony will be collected from the public and local agencies interested in transportation. Testimony can be submitted by letter, email, telephone call to VCTC's toll-free "800" number and/or by appearing at the public hearing. The testimony will be reviewed by VCTC staff and transit providers and analyzed in the context of the adopted definitions of "unmet transit needs" and "reasonable to meet".

Two years ago, a thorough discussion took place at VCTC's Citizen's Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC) about the required definitions used in the hearing process. Included as part of the discussion was a review of how other counties define the terms, and it was reassuring to discover that Ventura is setting the model for many other areas. Accordingly, staff is recommending the definitions stay basically the same.

**"Unmet Transit Need":**

"Unmet transit needs" are, at a minimum, those public transportation services that have been identified by substantial community input through the public hearing process or are identified in a Short Range Transit Plan, in local Americans with Disabilities Act (ADA) paratransit plans and/or in the Regional Transportation Plan that have not yet been implemented or funded.

**"Reasonable to Meet":**

Following is the VCTC adopted definition of "Reasonable to Meet" including the recommended benchmarks for the passenger farebox recovery ratio for new transit services in Ventura County.

An unmet transit need shall be considered "reasonable to meet" if the proposed service<sup>(1)</sup> is in general compliance with the following criteria:

**Equity**

1. The proposed service will not cause reductions in existing transit services that have an equal or higher priority.
2. The proposed service will require a subsidy generally equivalent to other similar services.

**Timing**

1. The proposed service is in response to an existing rather than future transit need.

**Feasibility**

1. The proposed service can be provided within available funding.<sup>(2)</sup>
2. The proposed service can be provided with the existing fleet or under contract to a private provider.

**Performance**

1. The proposed service will not unduly affect the operator's ability to maintain the required passenger fare ratio for its system as a whole.
2. The proposed service will meet the scheduled passenger fare ratio standards as described in the recommended benchmarks for the passenger farebox recovery ratio for new transit services in Ventura County.
3. The estimated number of passengers to be carried will be in the range of other similar services, and/or, the proposed service provides a "link" or connection that contributes to the effectiveness of the overall transit system.

**Community Acceptance**

1. The proposed service has community acceptance and/or support as determined by the unmet needs public hearing record, inclusion in adopted programs and plans, adopted governing board positions and other existing information.

(1) Proposed Service is defined as the specific transit service identified as an unmet need (as defined) and which requires evaluation against this definition of "reasonable to meet".

(2) Per state law, the lack of available resources shall not be the sole reason for finding that a transit need is not reasonable to meet.

**RECOMMENDED BENCHMARKS FOR PASSENGER FAREBOX RECOVERY RATIO FOR NEW  
 TRANSIT/PARATRANSIT SERVICES IN VENTURA COUNTY.**

The State has established a basic requirement in Section 99268 of the Public Utility Code for all proposed transit services in urban areas. This requirement is to achieve a 20% passenger fare ratio by the end of the third year of operation. A similar targeted passenger fare ratio of 10% exists for special services (i.e. elderly and disabled) and rural area services.

VCTC has established more detailed interim passenger fare ratio standards, which will be used to evaluate services as they are proposed and implemented, which are described below. Transit serving both urban and rural areas, per state law, may obtain an "intermediate" passenger fare ratio. (1)

**END OF TWELVE MONTHS**

<u>Performance Level</u>		<u>Recommended Action</u>
<u>Urban Service</u>	<u>Rural/Special Services</u>	
Less than 6 %	Less than 3 %	Provider may discontinue service
3% or more	3% or more	Provider will continue service, with modifications if needed

**END OF TWENTY-FOUR MONTHS**

<u>Performance Level</u>		<u>Recommended Action</u>
<u>Urban Service</u>	<u>Rural/Special Services</u>	
Less than 10%	Less than 5%	Provider may discontinue service.
10% or more	5% or more	Provider will continue service, with modifications, if needed

**END OF THIRTY-SIX MONTHS (2)**

<u>Performance Level</u>		<u>Recommended Action</u>
<u>Urban Service</u>	<u>Rural/Special Services</u>	
Less than 15%	Less than 7%	Provider may discontinue service
15-20%	7-10%	Provider may consider modifying and continuing service
20% or more	10% or more	Provider will continue service, with modifications if needed

1) Per statute the VCTC may establish a lower fare ratio for community transit (dial-a-ride) services.  
 2) A review will take place after 30 months to develop a preliminary determination regarding the discontinuation of proposed services.

**Fiscal Year 08/09 Unmet Transit Needs Public Hearing and Process Schedule**

November 6, 2007	CTAC/SSTAC reviews FY 08/09 unmet transit needs public hearing process, schedule and definitions
December 7, 2007	VCTC approves FY 08/09 unmet transit needs public hearing process, schedule and definitions
December 10, 2007	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 4, 2008	Legal notice for public hearing published
January 14 and 28, 2008	Display advertisements on public hearing published in local English and Spanish language newspapers
January 22, 2008	Reminder notices on the public hearing sent to agencies/citizens
February 4, 2008	Public Hearing, 1:30 p.m. at Camarillo City Hall
February 11, 2008	5 PM, hearing record closed - no further public testimony accepted
March 13, 2008	Transit Operators Advisory Committee (TRANSCOM) reviews testimony and makes recommendations regarding the staff proposed findings
March 20, 2008	(Tentative Date) Managers Policy Advisory Committee (MPAC) reviews testimony and makes recommendations regarding the proposed findings
April 8, 2008	CTAC/SSTAC reviews testimony and makes recommendations regarding the staff proposed findings
April 21, 2008	1:30 p.m. at Camarillo City Hall - Hearing Board reviews and approves findings
May 2, 2008	10:00 a.m. at Camarillo City Hall - VCTC adopts Unmet Transit Needs Public Hearing Findings
May 5, 2008	Adopted findings are forwarded to the State for review
August 15, 2008	Deadline for State review of findings