

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council

FROM: Mary Lindley, Parks, Recreation, and Community Services 
Director

Prepared by: Shaun Kroes, Management Analyst 

DATE: January 4, 2007 (CC meeting of January 17, 2007)

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 13.

DISCUSSION

On February 5, 2007, 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 13, 2007. 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 17, 2007 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
2006/07 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 2006/07, and the City's efforts to meet the findings and goals where applicable.

Findings adopted by VCTC May 5, 2006.

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 49,519 trips in FY 2005/06, The service's farebox ratio was 26.54%, meeting the target farebox ratio of 14.95% for the year. During FY 2005/06, Moorpark City Transit also put into service two new MST II buses. The two new 2006 buses function as the main buses for Route 1 and Route 2, with the earlier 2002 model year buses used for the Relief Route and back-up buses.

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 increased 17.5% in FY 2005/06. Trips performed on the Intra-City Dial-A-Ride program increased 20% during FY 2005/06. Trips performed on the Inter-City ADA program increased by 17%. At the end of FY 2005/06, there were a total of 137 registered Senior Dial-A-Ride members and 147 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 adopts transit goals. 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. The City also installed trash containers at the City bus shelters to reduce litter. At this time, the City has not installed more bus shelters. With the expansion of new neighborhoods and shopping centers, the City is examining possible adjustments to the routes to accommodate the growing City. At this time, staff felt it prudent to leave bus stops open to change as opposed to installing more permanent shelters that could limit the possible adjustments to the City's route.
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. Additional information regarding VISTA and Moorpark City Transit is provided in Moorpark's comments section below.
3. Continue to adjust VISTA stops and schedules as needed and operationally feasible to improve service and interconnections.
 - The City of Moorpark frequently speaks with members of the VCTC (who operated VISTA). The VCTC has expressed interest in adding and/or adjusting current VISTA stops in Moorpark to increase the number of passengers.
4. Continue to work with all local fixed route transit operators (SCAT, CATS, Simi Valley Transit, Moorpark Transit, and Ojai Trolley) to adjust bus stops and schedules as needed and operationally feasible.
 - The City of Moorpark does routinely check its bus stop times compared to VISTA stops and Metrolink's schedule. At this time, the schedule appears to work for the majority of passengers. As the bus routes expand and new stops are added, possible time adjustments may be made to accommodate new bus stops, as well as transfer times between VISTA, Metrolink and Amtrak.

5. Continue to coordinate and provide community outreach and marketing efforts to increase awareness of the availability of transit services for the general public, seniors and the disabled.
 - 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.
6. 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. NEXTBUS was installed on the new City buses prior to going into circulation.
7. 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.
8. Complete the study of paratransit services and coordination in Ventura County to improve the service levels, improve coordination and ease of trip making, and maximize efficient use of resources.
 - The City of Moorpark is maintaining an active role in all paratransit study meetings and providing input on all surveys and group meetings. At this time, the VCTC has entered into an agreement with Trapeze for a software program that will assist paratransit providers (such as Moorpark's contracted provider, MV Transportation) with scheduling trips, transfers, fare accounting, as well as GIS tracking of all paratransit vehicles. This service will eventually be provided to all paratransit service providers in Ventura County.

Comments received affecting Moorpark.

Although the VCTC determined that there were no specific Unmet Transit Needs in the City of Moorpark, the City of Moorpark did forward the following information to VCTC during the Hearing process.

1. One citizen expressed a desire for more trips between Moorpark and Simi Valley and Thousand Oaks.
 - In the Fall of 2005, VISTA adjusted its East County route schedule to provide trips to the new Simi Valley Town Center. By doing this, Moorpark residents now have the benefit of selecting which VISTA bus to use to arrive at their desired location faster. Before the adjustment, Moorpark was the last stop of the East County route. Now, Moorpark is between Simi Valley and Thousand Oaks. Passengers who wish to go to Simi Valley can choose a VISTA bus that goes directly to Simi Valley, or, if they want to go to Thousand Oaks, can select a VISTA bus that goes directly to Thousand Oaks. The VISTA East County Southbound route (to Thousand Oaks) also added an extra trip (from 11 trips to 12 trips).
 - As mentioned above, the VCTC staff has been investigating adding additional bus stops within the City of Moorpark. VISTA's latest farebox ratio report shows a farebox ratio of 21.14%, which is just above the 20% farebox requirement. Adding additional trips at this time could negatively affect VISTA's farebox ratio.
2. The Moorpark City Council also requested consideration of improved bus connections between surrounding cities and between East County jurisdictions and the Ventura County Government Center.
 - The City of Moorpark is fortunate that at this time both Moorpark City Transit and VISTA bus drivers work for CUSA, and consequently, are within radio contact with one another in the event that they have a transfer. This is especially handy during a few trips where both Moorpark City Transit and VISTA East County buses arrive and depart from the same stop within a couple of minutes from one another.
 - The VCTC has also begun the process of a "Transportation Visioning Effort" that will include looking to the public for ideas for improvements to transit and hopefully will lead to an expansion of services and convenient transfer procedures.

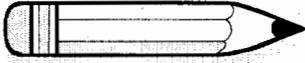
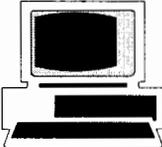
DO YOU HAVE TRANSIT NEEDS?

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 vkamhi@goventura.org or through our web site at www.goventura.org</p>
	<p>Fax us at (805) 642-4860</p>
	<p>Call us at 1-800-438-1112</p>
<p>Come to our public meeting:</p>	
<p>WEDNESDAY, January 17, 2007 7:00 P.M. MOORPARK CITY HALL – COUNCIL CHAMBERS 799 MOORPARK AVENUE MOORPARK, CALIFORNIA</p>	

<p>MONDAY, FEBRUARY 5, 2007 1:30 P.M. CAMARILLO CITY HALL – COUNCIL CHAMBERS 601 CARMEN DRIVE CAMARILLO, CALIFORNIA</p>	
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Item # 10(e)

November 3, 2006

MEMO TO: VENTURA COUNTY TRANSPORTATION COMMISSION

FROM: GINGER GHERARDI, EXECUTIVE DIRECTOR
MARY TRAVIS, VCTC STAFF

SUBJECT: FY07/08 TRANSPORTATION DEVELOPMENT ACT (TDA) UNMET TRANSIT NEEDS PUBLIC HEARING SCHEDULE, PROCEDURES AND DEFINITIONS OF "UNMET TRANSIT NEEDS" AND "REASONABLE TO MEET"

RECOMMENDATION:

- Review and approve the following schedule and definitions of "Unmet Transit Needs" and "Reasonable to Meet" for the FY 07/08 Unmet Transit Needs Public Hearing.
- Chair appoint volunteers to serve as Hearing Board

DISCUSSION:

Each year, the State Transportation Development Act (TDA) requires the Commission hold a public hearing to take testimony about possible unmet public transit needs. A hearing board composed of Commissioner volunteers will hear the testimony and then staff will develop findings that ensure that all reasonable transit needs are or will be satisfied before TDA funds are allocated for street/road purposes.

A schedule for the FY 07/08 public hearing is attached. In addition to reviewing the schedule and definitions for the hearing, a Hearing Board should be appointed. The critical dates for the Hearing Board are Monday February 5, 2007 when the hearing will be held, and Monday April 16th when the draft findings will be discussed; both the hearing and follow up meeting will be from 1:30 to 3:30 pm in the Camarillo City Hall Council Chambers.

The procedures for the hearing will be the same as in past years i.e. testimony will be sought from the public and local agencies interested in transportation. 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". Findings will then be prepared for review by the Commission's Citizens' Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC), the Hearing Board and the Commission.

A thorough discussion about the FY 07/08 hearing schedule, procedures and definitions took place at the October CTAC/SSTAC meeting when all items were approved. Included as part of the CTAC/SSTAC discussion was a look at how other counties conduct their hearings and define the required terms; it appears VCTC has set the model practices for many other areas.

"Unmet Transit Need":

"Unmet transit needs" are, at a minimum, those public transportation services that have not yet been implemented or funded 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) plans, in other area/local paratransit plans, and/or, in the Regional Transportation Plan.

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"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⁽¹⁾ 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.⁽²⁾
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. (1) 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.

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
5% 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 07/08 Unmet Transit Needs Public Hearing and Process Schedule

October 9, 2006	CTAC/SSTAC reviews and approves FY 07/08 unmet transit needs public hearing process, schedule and definitions
November 3, 2006	VCTC reviews and approves FY 07/08 unmet transit needs public hearing process, schedule and definitions, and, select members of Hearing Board
December 8, 2006	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 www.goventura.org website
January 3, 2007	Legal notice for public hearing published
January 15 and 29, 2007	Display advertisements on public hearing published in local English and Spanish language newspapers
January 22, 2007	Reminder notices on the public hearing sent to agencies/citizens
February 5, 2007	Public Hearing, 1:30 p.m. at Camarillo City Hall
February 13, 2007	5 PM, hearing record closed - no further public testimony accepted
March 8, 2007	Transit Operators Advisory Committee (TRANSCOM) reviews testimony and makes recommendations regarding the staff proposed findings
March 22, 2007	(Tentative) Managers Policy Advisory Committee (MPAC) reviews testimony and makes recommendations regarding the proposed findings
April 10, 2007	CTAC/SSTAC reviews testimony and makes recommendations regarding the staff proposed findings
April 16, 2007	1:30 p.m. at Camarillo City Hall - Hearing Board reviews and approves findings
May 4, 2007	10:00 a.m. at Camarillo City Hall - VCTC adopts Unmet Transit Needs Public Hearing Findings
May 7, 2007	Adopted findings are forwarded to the State for review/letters sent to those who testified reporting findings
August 15, 2007	Deadline for State review of findings