

<b>SHASTA COUNTY RTPA POLICY AND PROCEDURE MANUAL</b>		Number
		6-5
SECTION: TDA Guidelines and Procedures	Policy Adopting Performance Criteria and Procedures Used to Evaluate Community Transit Service Claims	
APPROVAL DATE: Rev No2. 2/22/05		
Page No. 1 of 2		

## BACKGROUND

Transportation Development Act (TDA) funds are available under California Public Utilities Code Section 99275 to the Shasta County Regional Transportation Planning Agency (SCRTPA) for allocation to community transit services. Community transit service claims can be filed with the SCRTPA under 99275 for the purpose of transit services, which link intracommunity origins and destinations. Claims may be filed with the transportation planning agency by claimants for community transit services, including such services for those, such as the disabled, who cannot use conventional transit services.

Eligible claimants include cities, the County and the designated Consolidated Transportation Services Agency.

Section 99275.5 requires that claims shall be filed in the same manner as claims are filed for purposes of Article 4 Section 99260. The claims for funds are to be used for the following purposes: The support of public transportation systems, aid to public transportation research and demonstration projects, and contributions for the construction of grade separation projects specified in Section 99318.3.

### Performance Criteria

Community transit services must be provided at a TDA subsidy of less than \$15.00 per passenger trip, and the cost per hour shall not exceed \$35.00 per service hour. These amounts shall be adjusted for changes in the consumer price index.

### Required Findings

Certain findings must be made by the RTPA before claims filed for community transit services may be approved. These findings will be included in the resolution approving annual claims, including claims revisions. These findings are:

1. The service links intracommunity origins and destinations (99275b).
2. The service responds to a transportation need currently not being met in the community of the claimant (99275.5 c 1).
3. The service is integrated with existing transit services, where appropriate (99275.5 c 2).
4. The claimant has prepared an estimate of revenues, operating costs, and patronage.
5. The proposed community transit service meets the performance criteria adopted by the SCRTPA.
6. The claimant is in compliance with Section 99155 and 99155.5. Each transit operator that offers reduced fares to senior citizens shall honor the federal Medicare identification card as sufficient identification to receive reduced fares.

Reports shall be provided to RTPA on a quarterly basis and include patronage, financial and performance data for the service(s) provided under the transit agreement adequate to satisfy the monitoring requirements of the TDA, and shall prepare such reports as are necessary to satisfy these requirements.

## **PROCEDURES**

The following procedure is designed to streamline the claims process:

1. Annual claim is submitted after TDA claimant meeting in April.
2. Funds are apportioned based on 5% of TDA available for community transit services, Reference TDA Article 4.5, 99233.7.
3. Transit service shall request payment for services by submitting an invoice reflecting the actual number of trips for the invoice period.
4. Fiscal audits shall be provided within 180 days from the close of the fiscal year.
5. Community Transit service contracts are maintained and updated as needed.
6. Reports are to be submitted on a quarterly basis that include total vehicle mileage, number of CTSA passengers, number of frail and elderly passengers, and the total service hours.

REPORT TO SHASTA COUNTY RTPA

SUBJECT		MEETING DATE	ITEM NUMBER
Amendment #2 of Policy 6-5 for Community Transit Service Claims		2/22/05	3-3

RECOMMENDATION

It is recommended that the Agency approve the attached Amendment #2 to the policy regarding community transit claims.

SUMMARY

It is recommended that the Agency amend Policy 6-5 to increase the Transportation Development Act (TDA) passenger subsidy from \$10.00 per passenger trip to \$15.00 per passenger trip, and add additional performance criteria that the cost per service hour shall not exceed \$35.00. These amounts shall be adjusted for changes in the consumer price index.

DISCUSSION

On July 22, 2003, the existing policy for community transit service claims was revised to a TDA subsidy of less than \$10.00 per passenger trip. Over the past several years operating costs have increased primarily in fuels, repairs, and workers compensation. It is no longer possible for the community transit operator, Shasta Senior Nutrition Programs, to say within the \$10.00 subsidy.

It is recommended that new performance criteria be established as follows:

1. That community transit services shall be provided at a TDA subsidy of less than \$15.00 per passenger trip; and
2. That community transit services cost per hour shall not exceed \$35.00 per service hour.

These performance criterions shall be adjusted for changes in the consumer price index.

ALTERNATIVES

Identified alternatives to the staff recommendation are:

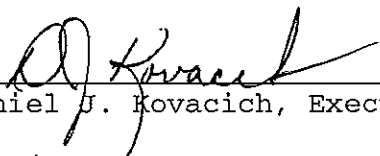
1. Maintain the existing policy. This would require going out to bid for a new CTSA provider. Staff is not aware of any other agencies that could provide the level of service as efficiently as Shasta Senior Nutrition Programs (SSNP).
2. Make additional changes to the policy as appropriate.

OTHER AGENCY INVOLVEMENT

The agency affected by this policy is Shasta Senior Nutrition Programs (SSNP). The policy has been reviewed by SSNP and they concur with the recommendation. All local agencies and the Technical Advisory Committee (TAC) have reviewed this policy. No comments have been received.

FINANCING

Adoption of the staff recommendation will have no financial impact.



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Daniel J. Kovacich, Executive Officer

SLC/jac

Attachment:           Amendment to Performance Criteria and Procedures Used to  
                          Evaluate Community Transit Service Claims