

<b>SHASTA COUNTY RTPA POLICY AND PROCEDURE MANUAL</b>		Number
		6-1
SECTION: TDA Guidelines & Procedures	Policy to Determine Productivity Improvement of Transit Operators	
APPROVAL DATE: October 27, 1998		
Page No. 1 of 2		

**POLICY TO DETERMINE  
PRODUCTIVITY IMPROVEMENT OF  
TRANSIT OPERATORS**

**BACKGROUND**

Section 99244 of the Public Utilities Code requires that transportation planning agencies shall annually identify, analyze, and recommend potential productivity improvements which cover the operating costs of public transit operations utilizing TDA funds. The recommendations for improvements and productivity shall include, but not be limited to, those recommendations related to productivity made in the performance audit conducted triennially pursuant to Section 99246, and the performance measure definitions as defined in Section 99247.

**PROCEDURES**

The following procedures are designed to generate information in a timely manner to allow the Regional Transportation Planning Agency (RTPA) to annually consider recommendations of productivity improvements:

1. The first Monday of November of each year, transit operators shall submit the following documents to the RTPA:
  - a. State Controller's Report for the prior fiscal year period, which is due by September 30.
  - b. Federal Transit Administration (FTA) National Transit Database report (formerly Federal Section 15 report) for the prior fiscal year period, which is due by October 31, if the report is a requirement by the FTA.
  - c. List of productivity improvements that have occurred over the past year and proposed improvements to be implemented the next year.

The State Controller's Report and the Federal National Transit Database report incorporate financial, ridership, and farebox data of the transit system.

2. During the months of November and December, the RTPA staff shall identify, analyze, and recommend potential productivity improvements. RTPA staff may request additional information from transit operators during this time. When the proposed recommendations have been formalized, then RTPA staff will submit the proposed recommendations to the transit operators for their review.

3. During the months of January and February, RTPA staff will formulate recommendations concerning productivity improvements to be considered by RTPA during their February meeting.
4. In the event the transit operator does not agree with the RTPA staff recommendation, a committee with membership as set forth in Section 99244 may be formed to evaluate the RTPA recommendation.

## REPORT TO SHASTA COUNTY RTPA

SUBJECT	MEETING DATE	ITEM NUMBER
Policy to Determine Productivity Improvement of Transit Operators	10/27/98	5-1

### RECOMMENDATION

It is recommended that the Agency consider formally adopting a policy that sets forth a procedure to determine recommendations for productivity improvements of transit operators in accordance with the Transportation Development Act (TDA).

### SUMMARY

Section 99244 of the Public Utilities Code requires that transportation planning agencies shall annually identify, analyze and recommend potential productivity improvements which cover the operating costs of public transit operators utilizing TDA funds.

### DISCUSSION

The purpose of this policy will be to set forth time lines for the annual recommendations concerning productivity improvements of transit operators. The Transportation Development Act requires RTPAs to perform this task annually, and the most recent performance audit of the Shasta County RTPA found that the RTPA needed a specific policy to accomplish this task. The RTPA is proposing a proactive approach to fulfilling this responsibility and has, therefore, prepared a policy which allows transit operators to submit information including a list of productivity improvements that have occurred over the past year and proposed improvements to be implemented in the next year.

The proposed policy has been reviewed by the RTPA Technical Advisory Committee (TAC) and written comments were received from the City of Redding and Caltrans. Written comments from Caltrans and the City of Redding focused on draft language that used the existing RTPA Technical Advisory Committee to review proposed transit improvements. Because the use of a committee in the TDA statutes is optional, all references to the TAC have been eliminated from the proposed policy. At the October 13 TAC meeting, the City of Redding requested additional language to form a committee as set forth in Section 99244 to consider conflict resolution on a as needed basis. The language has been added to policy.

### OTHER AGENCY INVOLVEMENT

This policy has been discussed at the Technical Advisory Committee meetings over the past year, and on October 13 was recommended with additional language requested by the City of Redding.

### FINANCING

Implementation of the staff recommendation will not have a significant financial impact.

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Daniel J. Kovacich, Executive Officer

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Attachment:       1)     Policy to Determine Productivity Improvement of Transit Operators  
                  2)     Section 99244