

<b>SHASTA COUNTY RTPA POLICY AND PROCEDURE MANUAL</b>		Number
		6-2
SECTION: TDA Guidelines & Procedures	Policy to Conduct the Annual Unmet Needs Process	
APPROVAL DATE: October 27, 1998		
Page No. 1 of 2		

## POLICY TO CONDUCT THE ANNUAL UNMET NEEDS PROCESS

### BACKGROUND

The annual unmet needs process shall be conducted subject to the requirements of Section 99401.5 and 99401.6 of the Public Utilities Code. The Regional Transportation Planning Agency (RTPA) must do the following.

- 1) Ensure that the size and location of groups likely to be dependent on transit, adequacy of existing services, and potential alternative services and service improvements that could meet all or part of the travel demand are considered.
- 2) Hold a public hearing to receive testimony on unmet needs.
- 3) Evaluate requests for unmet transit needs with the adopted definition for "unmet transit needs" and "reasonable to meet."
- 4) Adopt findings documenting unmet transit needs and allocate funds to address reasonable to meet transit needs.

### PROCEDURES

The following procedure shall be used annually to determine the unmet needs of claimant agencies of the Regional Transportation Planning Agency. These procedures outline the general time line for conducting the specific requests delineated in Section 99401 *et seq.*

- 1) During the month of January, the Social Services Transportation Advisory Committee (SSTAC) will hold an annual unmet needs workshop to discuss and determine specific dates for public hearings and other required meetings.
- 2) The Regional Transportation Planning Agency shall hold a public hearing for the purpose of determining potential unmet transit needs. This hearing will be advertised for 30 days and will be held during February or March.
- 3) During the month of March, RTPA staff will prepare responses to comments received from the public hearing process. These responses are then distributed to the claimant agencies for review.
- 4) The SSTAC will consider comments, draft responses and make a recommendation to the RTPA.

- 5) During the month of April, these unmet needs comments, responses, claimant recommendations and SSTAC recommendation will be presented to the RTPA for consideration.
- 6) The final transit claims and findings regarding unmet transit needs for the upcoming year will be documented with a RTPA resolution.
- 7) Documentation of the unmet needs findings will be forwarded to Caltans.

REPORT TO SHASTA COUNTY RTPA

SUBJECT		MEETING DATE	ITEM NUMBER
Policy to Conduct the Annual Unmet Needs Process		10/27/98	5-2

RECOMMENDATION

It is recommended that the Agency consider formally adopting a policy dealing with the annual unmet needs process.

SUMMARY

The annual unmet needs process shall be conducted annually subject to the requirements of Section 99401.5 and 99401.6 of the Public Utilities Code.

DISCUSSION

The purpose of the proposed policy is to set forth time lines and establish procedures for conducting the annual unmet needs process in accordance with the Public Utilities Code. The proposed policy sets forth the responsibilities by the RTPA, the Social Services Transportation Advisory Council (SSTAC) and required documentation of the unmet needs process to Caltrans' Headquarters. The most recent performance audit of the RTPA found that the RTPA should place a high priority on completing its policy and procedure manual and distributing it to all those involved in agency activities. The policy will be part of the "Policy and Procedure Manual". This policy was reviewed by the Technical Advisory Committee and no written comments were received.

OTHER AGENCY INVOLVEMENT

This policy has been discussed at the Technical Advisory Committee (TAC) meetings over the past year. This policy was recommended by the TAC committee on October 13, 1998. The City of Redding did comment that the RABA budget process occurs after the unmet needs process.

FINANCING

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

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Daniel J. Kovacich, Executive Officer

/jmg

Attachments: Policy to Conduct Annual Unmet Needs Process

SHASTA COUNTY  
REGIONAL TRANSPORTATION  
PLANNING AGENCY

MINUTE ORDER

STATE OF CALIFORNIA, COUNTY OF SHASTA

The Governing Board of the Shasta County Regional Transportation Planning Agency met in regular session on the 28th day of July, 1998, at Redding, California, there being present Board Members Dickerson, Clarke, Fust, Jones, McGeorge, and Siner.

FORMAL ADOPTION OF POLICIES FOR RTPA POLICY MANUAL

On recommendation of the Executive Officer Kovacich, and by motion made, seconded and carried, the Commission unanimously voted to adopt the following:

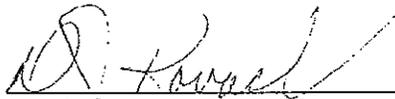
1. Policy to determine productivity improvements of transit operators
2. Policy to conduct the annual unmet needs process
3. Policy to determine Transportation Development Act (TDA) revenue to be made available to eligible transit operators
4. Policy to determine qualifying criteria for State Transit Assistance funding to transit operators

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STATE OF CALIFORNIA, COUNTY OF SHASTA:

I, DANIEL J. KOVACICH, Executive Officer of the Shasta County Regional Transportation Planning Agency, do hereby certify the foregoing to be a full, true and correct copy of the minute order of said Transportation Planning Agency Governing Board on October 27, 1998.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 30<sup>th</sup> day of October, 1998.



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Daniel J. Kovacich, Executive Officer  
Shasta County Regional  
Transportation Agency

RESOLUTION NO. 07-02  
REVISED SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING AGENCY  
TRANSPORTATION DEVELOPMENT ACT ALLOCATIONS AND CLAIMS FOR  
FY 2005/2006

WHEREAS, Section 99230 of the California Public Utilities Code (PUC) requires that "the designated transportation planning agency shall, from an analysis and evaluation of the total amount anticipated to be available in the Local Transportation Fund (LTF) and the relative needs of each claimant for the purposes for which the fund is intended, and consistent with the provisions of this chapter, annually determine the amount to be allocated to each claimant"; and

WHEREAS, PUC Section 99231 and the California Code of Regulations, Section 6655 require that "the transportation planning agency shall allocate to all claimants for a given area collectively only such moneys as represent that area's apportionment"; and

WHEREAS, the provisions of PUC Section 99401.5 require that the Regional Transportation Planning Agency (RTPA) annually review and make findings concerning "unmet transit needs" in each claimant jurisdiction and, prior to making any LTF allocations to claimants for other uses, fund such unmet transit needs in each claimant jurisdiction as have been found "reasonable to meet"; and

WHEREAS, the RTPA made the required transit needs findings process for each claimant agency in Shasta County for 2005/06 at its April 26, 2005, meeting, as reflected in Resolution No. 05-05; and

WHEREAS, the resulting proposed LTF allocations to the claimant jurisdictions will fund all identified transit needs that can be reasonably funded, and only thereafter will LTF funds be made available for other uses; and

WHEREAS, these revisions to the 2005/06 TDA allocations to the claimants maintain the existing level of transit service previously determined by the RTPA to be reasonable to meet. However, specified true-ups are proposed to more accurately reflect actual transit expenses incurred since the original claims were adopted. Actual expenses were agreed to the Redding Area Bus Authority's (RABA) audited financial statements and State Controller Report, and compared to the original claims resulting in RABA's actual costs being less than estimated by \$2,592,208. Burney Express costs increased \$13,984. Other changes to expenses were a decrease in rural transit administration of \$4,200. Changes in revenue include RABA's actual funding for 5307 was less than estimated by \$1,689,326. There was no change in 5311 revenue. There were decreases in "off-the-top" administration, core planning functions, and increases in LTF and State Transit Assistance revenue, resulting collectively in an increase to claimants of \$907,727.

The overall result is a net decrease of funds for RABA of \$925,835. The net impact to the agencies for other uses is an increase in funding to Redding of \$1,264,505, Shasta Lake - \$19,051, and Shasta County -

\$610,403. The City of Anderson has a decrease in funding of \$93,134 due to the implementation of the Anderson-only RABA service in October 2005. The combined impact on the agencies results in an overall increase in funds for other uses of \$1,800,825.

NOW, THEREFORE, BE IT RESOLVED that Shasta County Regional Transportation Planning Agency:

- (1) . Determines that the 80% service hours/20% population-based cost sharing formula represents the cost sharing alternative which reflects the most equitable distribution of RABA service area costs to the claimant agencies in light of the transit system benefits each will realize from the RABA provided services;
- (2) Approves the true-up of the 2005/06 claims as summarized in Exhibit A-2 to better reflect actual transit costs incurred to date;
- (3) Approves allocations for each claimant jurisdiction that are consistent with, and reflected in, the 2005/06 TDA Budget attached as Exhibit B; and
- (4) Approves the claims for TDA funds as submitted by claimants in the amounts not exceeding those shown on Exhibit B for fiscal year 2005/06.

PASSED AND ADOPTED this 17th day of April, 2007, by the Shasta County Regional Transportation Planning Agency.



Norma Connick, Chair  
Shasta County Regional  
Transportation Planning Agency