

**REDDING AREA BUS AUTHORITY
BOARD POLICY**

SUBJECT	RESOLUTION NUMBER	POLICY NUMBER	EFFECTIVE DATE
FEE EVALUATION, SETTING, AND ADJUSTMENT	RABA-114	115	11/20/95

BACKGROUND

The Redding Area Bus Authority (RABA) provides various services to the public. Fees are established to recover all or a portion of the cost of providing services.

PURPOSE

The purpose of this policy is to set forth a procedure for RABA to follow when considering and enacting fees. The intent is to periodically ensure that the established fee levels are adequate to recoup the cost of providing the service, or, in the circumstance that RABA is partially subsidizing the cost of the service, that RABA is recovering the targeted cost of service level.

POLICY

The Redding Area Bus Authority will adopt, evaluate, and adjust, if necessary, fees and service charges as part of the Board's regular budget process, provided that new fees or changes to bus rate schedules may be considered as often as needed or mandated by an outside agency.

PROCEDURE

1. Perform administrative reviews of the cost of services and the relationship of the cost to the current fee for the service.
2. Fee reviews shall be performed at various times throughout the year, depending on the date the last review was performed or the need for review at a specific time.
3. Submit recommendations for new fees or fee adjustments to the Board for approval.
4. Incorporate such fees into a master rate schedule.
5. Any new fee or fee increase shall require a public hearing. A fee reduction shall not require a public hearing.
6. A one time charge that is not a regular business activity, nor a bus rate schedule, may be approved by the City Manager or his designee.