

**REDDING AREA BUS AUTHORITY
BOARD POLICY**

SUBJECT	RESOLUTION NUMBER	POLICY NUMBER	EFFECTIVE DATE
BUDGET SERVICE LEVEL GOALS	RABA-90	108	2/22/94

BACKGROUND

To develop an Annual Budget, several specific assumptions need to be stated to facilitate the budget development process.

PURPOSE

To facilitate the budget development process by establishing base-level procedures for the development of the Budget.

POLICY

It is the policy of the Redding Area Bus Authority:

1. That budget decisions to increase service levels or add a new program will be financed with either a new revenue source, rate adjustment, or by a deliberate reduction in, or elimination of, existing services.
2. That decisions to reduce service levels or eliminate programs will be based on county-wide priorities and needs when revenue sources are inadequate to maintain existing services at current program levels.
3. To maintain programming flexibility to address priority user needs based on historical usage and demographic trends within service areas, if a service is provided at many facilities throughout the county and a service-level reduction is necessary.
4. To incorporate self-reliance in both day-to-day operation of RABA and the development of its long-range plans. A self-reliant entity makes greater use of its own resources, takes care of its own, and creates its own opportunities for a better life. More specifically, "self reliance" should:
 - Encourage community involvement;
 - Strengthen our neighborhoods through service delivery and cooperation with neighborhood groups; and

- Strengthen RABA as an organization dedicated to serving the people of Shasta County.
- 5.To avoid duplication of services with other units of government and seek joint-use opportunities for public facilities with both governmental units and non-profit organizations when effective service delivery can be provided at less cost or no cost.
- 6.To recognize that RABA employees are its most valuable asset and that, as such, their concerns, participation, and morale are crucial to delivering high quality, efficient services to the residents and taxpayers of Shasta County.
- 7.To employ good management practices when planning for service delivery by including in budget requests money to pursue activities, such as:
- Office automation and computer applications that increase productivity;
 - Equipment modernization;
 - Work-hour simplification;
 - Risk management/employee safety;
 - Preventive maintenance;
 - Energy conservation;
 - Life-cycle costing and purchasing of equipment;
 - Lease-purchase options for high-cost equipment purchases which reduce operating expenses;
 - Performance planning, reporting, and evaluation;
 - Employee training; and
 - Competitive bidding for services.
- 8.To modernize the physical and organization structure of RABA offices to facilitate better management of resources. Create an environment which encourages innovate problem-solving and pursuit of opportunities to improve service delivery within existing budgets.

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