

# CITY OF TALLAHASSEE

## CITY COMMISSION AGENDA ITEM

<b>ACTION REQUESTED ON:</b>	October 26, 2011
<b>SUBJECT/TITLE:</b>	Approval of Amended StarMetro Charter Service Policy and Procedures
<b>TARGET ISSUE:</b>	N/A

---

### STATEMENT OF ISSUE

This agenda item requests approval of an Amended StarMetro Charter Service Policy and Procedures document (Attachment 1). The Federal Transit Administration (FTA) requires this document to be approved by the Commission in order to be in compliance with federal regulations.

The FTA now requires charter service reports be submitted by the transit provider on a quarterly basis. To that end, staff has amended their operating procedures to reflect this change by adding language in the StarMetro Charter Service Policy and Procedures stating that “FTA Charter Exceptions Quarterly Reporting Form will be maintained on a current basis and submitted for inclusion in the quarterly TEAM reporting.”

### RECOMMENDED ACTION

Option 1 – Approve the StarMetro Charter Policy and Procedures as required by the Federal Transit Administration.

### FISCAL IMPACT

There is no current fiscal impact. Failure to approve and submit this Policy and Procedure to the Federal Transit Administration could jeopardize future federal funding.

---

Ronald L. Garrison, Executive Director  
StarMetro

---

Anita Favors Thompson  
City Manager

For information, please contact: Alphonzo Menendez, Operations. Supt. 891-5210 or Pollie Howell, FTA Grants – 891-5197

### SUPPLEMENTAL MATERIAL/ISSUE ANALYSIS

**HISTORY/FACTS & ISSUES**

In 2010, StarMetro underwent a Triennial Review by the Federal Transit Administration (FTA). One of the findings in the report identified the absence of a documented procedure in place for reporting charter service to the FTA. StarMetro was not aware that the reporting requirements for charter service had been changed. Federal regulations now require quarterly reports to be submitted to the FTA by the transit provider. To bring StarMetro into compliance with said requirement, staff has amended the “Charter Service Policy and Procedures” (Attachment 1) to include language to that effect. The added language is included under the subheading “Reporting” and states that “the FTA Charter Exceptions Quarterly Reporting Form will be maintained on a current basis and submitted for inclusion in the quarterly TEAM reporting.” For your convenience, this section has been highlighted in the attachment.

FTA requires approval by the City Commission, of any updates or changes to operating policies and procedures. Therefore, this agenda item requests City Commission approval of the amended Charter Service Policy and Procedures.

**CHARITABLE CONTRIBUTIONS**

Since this item addresses a deficiency with the FTA, charitable contributions are not applicable.

**OPTIONS**

1. Approve the StarMetro Charter Policy and Procedures as required by the Federal Transit Administration.

**Pros:**

- StarMetro remains in compliance with FTA Charter Regulations allowing us to continue to receive Section 5307 funds.
- Allows the Federal Transit Administration to give final approval and close out the 2010 Triennial Review.

**Con:**

- None identified.

2. Do not approve and provide alternative direction to staff.

**Pro:**

- None identified.

**Cons:**

- StarMetro could be found in non-compliance with FTA Charter Regulations which affects future receipt of federal funds.
- 2010 Triennial Review is not approved and remains open.

**ATTACHMENTS**

1. StarMetro Charter Service Policy and Procedures Document