

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
11	03/25/13	Open	Action	02/27/13

Subject: Public Hearing on Service and Fare Change Policies

ISSUE

Hold a Public Hearing on Service and Fare Change Policies.

RECOMMENDED ACTION

Hold a Public Hearing on Service and Fare Change Policies.

FISCAL IMPACT

None.

DISCUSSION

On February 25, 2013, the RT Board set a public hearing for March 25, 2013 to consider service and fare change policies. Pursuant to Board direction, outreach efforts have been under way since February 26, 2013, and have included notice on RT vehicles, at major stops/stations, in RT's monthly newsletter, press releases to news outlets, letters to RT stakeholders and advocacy groups, and special outreach to non-English speaking communities. Staff will continue to accept comments through March 29, 2013, after which, all comments will be summarized for presentation to the Board, along with any necessary revisions to the policy documents.

Staff recommends the Board open the public hearing and receive comments from members of the public. The next steps will be to incorporate any changes requested by the RT Board and to prepare a final document for adoption on either April 8 or April 22, 2013, depending on the scope of the changes. All comments and feedback will be summarized and presented at that time as well.

Attached hereto are:

- Attachment 1 - Example Letter to Stakeholders Summarizing Project
- Attachment 2 - Draft Service and Fare Change Policies Document
- Attachment 3 - Power Point

Approved:

Presented:

Final 03/19/13

General Manager/CEO

RoseMary Covington, AGM of Planning & Transit System Development

J:\Board Meeting Documents\2013\06 March 25, 2013\Service & Fare Change Policies - Public Hearing IP.doc

[Date]

[Address]
[Address]
[Address]

Example

Dear _____:

I am writing to let you know that RT is currently seeking comments on several proposed policy changes pertaining to RT's bus and light rail system, as well as to RT's fares. *This is not a service change or a fare increase*; rather, these policies determine *how* RT goes about making service changes and fare increases.

On March 25, 2013, RT will hold hearings on two proposed policy documents. The first document, entitled Regional Transit Service Standards, sets forth a number of quantitative standards for RT bus and light rail service, including areas such as productivity, on-time performance, service area coverage, and others. These standards are to be used for regular monitoring. The second document, entitled Regional Transit Service and Fare Change Policies, sets forth a definition for what constitutes a "major" service change, as well as what RT's public involvement program will be for major service changes or changes to the fare structure.

Both of these proposed policy documents have been heavily influenced by federal requirements under Title VI of the Civil Rights Act of 1964. Title VI, and related environmental justice laws, provide protections for minority and low-income populations. RT's new policy documents will assure that RT meets updated Title VI requirements released by the Federal Transit Administration on October 1, 2012.

In addition to responding to the new Title VI guidelines, RT is treating this project as an opportunity to consolidate and clarify several existing policies into two more cohesive documents. An important output of RT's 2012 TransitRenewal project was a new set of productivity standards, a quarterly monitoring process, and a "sunset clause" for new transit routes. These policies and others will be included in the new policy documents.

In order to give the public sufficient opportunity to comment on this project, on Monday, February 25, 2013, the RT Board approved the release of draft policy documents for public review, with a public hearing

scheduled for the March 25, 2013 regular meeting of the RT Board of Directors. Information on the project is being provided on RT vehicles, at major stops/stations, on RT's web site, in RT's monthly newsletter, and is being distributed in non-English languages as well.

I am bringing this project to your attention because RT is hoping to receive meaningful input from the community on this project. To that end, I would like to invite you, should you desire more detailed information on the project, to contact Delores Thornburg at 916-556-0515, to set up a personal meeting with RoseMary Covington, Assistant General Manager for Planning and Transit System Development. Alternatively, more information is available on our web site at www.sacrt.com, and written comments may be directed to James Drake at jdrake@sacrt.com.

Thank you for your support of RT.

Respectfully,

Michael R. Wiley
General Manager/CEO

c: RoseMary Covington, AGM of Planning & Transit System Development



Regional Transit
Service and Fare Change Policies

- DRAFT -

February 25, 2013

1. INTRODUCTION

It is the policy of the Sacramento Regional Transit District (RT) to provide quality service to all customers regardless of race, color, national origin, or income. This document formally establishes RT policy and describes several policies and procedures relating to fixed-route service changes and fare structure changes. This document satisfies several requirements of Title VI of the Civil Rights Act of 1964, Executive Order 12898, and related federal civil rights laws, which help ensure that RT's services are provided in a non-discriminatory manner, specifically with regards to minority populations and low-income populations. This document also provides guidelines for meeting the requirements of the California Environmental Quality Act (CEQA) as they relate to service changes.

Title VI requires RT to adopt a numerical standard defining what constitutes a major service change, to include public engagement in the development of the definition, and to provide to the Federal Transit Administration (FTA) a copy of the resolution demonstrating the RT Board of Directors' consideration, awareness, and approval of the policy. This definition and policy is discussed in Section 2.

RT's 2012 TransitRenewal also established a sunset clause for new routes which is incorporated in Section 3.

RT policy requires a public hearing prior to adoption of major service changes or any changes to the fare structure. Section 4 describes RT's public involvement process for major service changes and fare structure changes in more detail.

Prior to adopting major service changes or any change to the fare structure, Title VI and federal environmental justice regulations require RT to prepare an equity analysis to determine if the proposed changes are likely to result in adverse and disparate impacts (DI) on minority populations and/or disproportionate burdens (DB) on low-income populations. RT's DI and DB definitions must use an objective, quantitative standard for measuring adverse effects on passengers and must be developed with public engagement. RT must also provide FTA with a copy of the resolution demonstrating the RT Board's consideration, awareness, and approval of the policy. These definitions and policies are set forth in Section 5. Sections 6 and 7 discuss their application with regards to service changes and fare changes respectively.

Section 8 discusses RT's requirements under CEQA as it relates to service changes.

2. MAJOR SERVICE CHANGE DEFINITION

Title VI requires RT to adopt a numerical standard defining what constitutes a major service change, to include public engagement in the development of the definition, and to provide to the Federal Transit Administration (FTA) a copy of the resolution demonstrating the RT Board of Directors' consideration, awareness, and approval of the

 Service and Fare Change Policies

policy. In order to meet this requirement and to balance the needs of public involvement and responsiveness, RT categorizes service changes as either minor or major according to their size and likely impact. In order to maximize responsiveness, minor service changes can be authorized by RT's General Manager/CEO. Major service changes require a public hearing (discussed in Section 4 of this document) as well as RT Board approval. Definitions of each service change category are as follows:

Service Change Approval Requirements

Type of Service Change	Minor	Major
Approval needed	General Manager/CEO	RT Board (Public Hearing)
Percent of daily revenue miles for a given route directly affected	15% or Less	More Than 15%
Percent of daily ridership on a given route directly affected	15% or Less	More Than 15%
New route established	--	Any
Sunsetting (elimination) of new route failing to meet productivity standards within two years ¹	Automatic - No Approval Needed	
Temporary exemption from sunset clause	Requires Board Approval	
Schedule adjustments ²	Any	--
Emergency changes ³	Any	--
Temporary or demonstration service lasting one year or less	Any	--

If any element of an otherwise minor service change package meets the definition of a major service change, then the entire package shall be treated as a major service change, except for routes eliminated by or exempted from RT's sunset clause, as described in Section 3 of this document. RT's General Manager/CEO is also authorized to approve minor adjustments to a major service change package. Such adjustments are occasionally warranted, e.g., when it is determined shortly after approval of major

¹ See Section 3.

² Changes to supplemental routes, including creating or eliminating supplemental routes, shall be treated as schedule adjustments. Supplemental routes are peak-only routes that operate seasonally and which usually have no more than four trips per day. Supplemental routes provide additional capacity to accommodate heavy passenger volumes that would otherwise overload RT's regular routes. These routes must often be changed on short-notice due to quickly changing conditions.

³ Emergency changes may include both natural or man-made disasters as well as changes made due to a state of fiscal emergency.

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service changes that adjustment of a minor element of the plan is likely to yield significant and previously overlooked cost savings and/or customer benefits.

All revenue mile and ridership calculations made for the purpose of classifying the service change shall include the cumulative impact from service changes implemented in the twelve months preceding the effective date of the proposed new changes. Light rail revenue miles shall be counted at the level of entire trains rather than individual light rail vehicles.

3. ROUTE SUNSET PROCESS

RT's TransitRenewal study set forth a "sunset clause" whereby newly created routes must meet RT's productivity standards within two years of implementation.⁴ This sunset clause, as an element of TransitRenewal, was accepted by the RT Board as a guideline for future service development, and has been incorporated here as RT policy. Pursuant to this policy, RT reviews route productivity on a quarterly basis, maintains a "watch list" of deficient routes, and considers ways to improve productivity, including but not limited to:

- | | |
|-------------------------------|--|
| a) Marketing Campaigns | Including email blasts, press releases, newsletters, signage in vehicles, at major bus stops, and at stations, fliers and handouts, promotional events, etc. |
| b) Route/Schedule Adjustments | Including lengthening headways, reducing service span, route adjustments, adjusting connections, and/or route/schedule adjustments to nearby routes to shift riders from one route to another; RT will not as a practice operate headways longer than 60 minutes |
| c) Conversion to Smaller Bus | RT will assess the feasibility and savings from conversion of a full-size bus route to use a smaller bus ⁵ |
| d) Cost-Sharing | RT may pursue a cost-sharing agreement with nearby businesses, jurisdictions, or other organizations to reduce the net cost per passenger to a level equivalent to or exceeding RT's minimum productivity standards |

If a new route fails to meet RT's productivity standards within two years of operation, RT will initiate an automatic elimination process (sunset elimination).

⁴ RT's productivity standards are set forth in RT's Service Standards document.

⁵ This option may be constrained by RT's collective bargaining agreement with the operators' union.

Service and Fare Change Policies

Staff shall begin the sunset elimination process by advising the RT Board of the pending route elimination during a meeting of the Board of Directors.⁶ At that point, the RT Board may take action to temporarily exempt the route from RT's sunset clause.

Absent any Board action, RT will (1) determine an appropriate date for elimination,⁷ (2) notify riders of the route's pending elimination and alternative routes, if applicable, and (3) identify areas where resources could be redeployed. Since new routes are implemented with an understanding of RT's sunset clause, elimination of a route in this manner will be treated as a minor service change.

Alternatively, the RT Board may temporarily exempt the route in question from RT's sunset clause. An example resolution has been provided in Appendix B, although exemption may also be granted through a motion as well.

4. PUBLIC INVOLVEMENT

Hearing Requirement

A public hearing is required prior to the adoption of major service changes as well as prior to any fare structure change, with the exception of Spare the Air days, temporary fare reductions (e.g., mitigating measures for other actions), and promotional fare reductions lasting no more than six months. Public hearings held for either purpose are usually held during a subsequent meeting of the RT Board of Directors.

Public Notice

All meetings of the RT Board of Directors are noticed pursuant to the Brown Act. In addition, prior to holding the public hearing, RT will prepare and distribute a notice to riders and members of the public, an example of which has been provided as Appendix A. The public notice shall include:

- A title and one or two sentence description of the project and a statement that RT is seeking public comments
- Notice of documents available for review (e.g., draft service plan, Title VI equity analysis, and/or CEQA documents)
- All routes that may be changed, listed by number, or, in the case of light rail lines, by name, e.g., Blue Line (service changes only)
- The date, time, and location of the hearing and transit routes serving the location
- Contact information and where to find additional information
- The final date and time to submit comments

⁶ Previous productivity reports and watch list reports may be referenced or provided to document the failure of the route to meet RT's productivity standards.

⁷ As an example, RT may want to eliminate the route when other major changes are being made, so that outreach efforts can be consolidated, printed materials will be up-to-date, etc.

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RT will post the notice on RT's web site and will accept comments on the proposed changes for at least 30 calendar days. The notice will be posted in English as well as any non-English languages determined by RT policy on language assistance.⁸ RT will also provide information on the hearing in RT vehicles, at major stops and stations, to applicable mailing list subscribers, and in RT's monthly newsletter, *Next Stop News*, if time permits. RT may also notify riders through press releases or through social media.

For major service changes, RT will typically hold public outreach events at major bus stops and/or light rail stations. At least one presentation will typically be made to RT's Mobility Advisory Council. RT staff may also make presentations at the meetings of other interested organizations and groups.

Language Assistance

If requested and given sufficiently advanced notice (usually 3 business days or more), RT will provide an interpreter (including sign language) at the public hearing. RT's Language Line service also provides interpretation services over the phone for patrons calling for additional information, to make comments, or to arrange interpretation services at the public hearing.

5. EQUITY ANALYSIS – GENERAL**Requirements**

Prior to adopting major service changes or any change to the fare structure, Title VI and federal environmental justice regulations require RT to prepare an equity analysis to determine if the proposed changes are likely to result in adverse and disparate impacts (DI) on minority populations and/or disproportionate burdens (DB) on low-income populations.⁹ RT's DI and DB definitions must measure adverse effects on passengers and must be developed with public engagement. RT must also provide FTA with a copy of the resolution demonstrating the RT Board's consideration, awareness, and approval of the policy.¹⁰

Disparate Impacts

Title VI requires RT to analyze proposed major service changes and/or proposed changes to the fare structure to identify any possible disparate impacts on minority

⁸ Title VI requires RT to develop a Language Assistance Plan, as well as a broader Public Participation Plan. The provisions of this section may be superseded by any such official policy established by RT pertaining to public participation, language assistance, or related topics.

⁹ Due to the similarity of the DI and DB processes and definitions, both requirements are usually satisfied with a single equity analysis that addresses both requirements.

¹⁰ See FTA Circular 4702.1B, Chapter 4, Section 7.

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populations.¹¹ If a statistically significant adverse effect on minority populations is found to be likely, then in order to adopt the change, Title VI requires RT to provide a substantial legitimate justification, including a finding that there are no alternatives that would have a less disparate impact on minority riders but would still accomplish RT's legitimate program goals.¹²

FTA defines a minority person as anyone who is an American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, or Native Hawaiian or other Pacific Islander.

Disproportionate Burdens

Executive Order 12898 on Environmental Justice requires RT to analyze major proposed service changes and proposed changes to the fare structure to determine if they are likely to result in a disproportionate burden on low-income populations.¹³ A finding of disproportionate burden requires RT to take steps to avoid, minimize, or mitigate impacts where practicable¹⁴ and to describe alternatives available to low-income passengers affected by the changes.¹⁵

FTA defines a low-income person as a person whose household income is at or below the U.S. Department of Health and Human Services (HHS) poverty guidelines.¹⁶ The HHS definition varies by year and household size. For 2012, poverty guidelines ranged from \$11,170 for a single-person household to \$38,890 for a household of eight. The poverty guidelines for a household of four were \$23,050.

FTA encourages transit agencies to use a locally-developed threshold for low-income status, provided that the threshold is at least as inclusive as the HHS poverty guidelines. Since survey data does not always include household size or exact household income, RT shall, when necessary, define low-income status according to the poverty guideline for a household of four, rounded up to the nearest bracket boundary. For example, if household income data is available in \$15,000 brackets, RT will consider household income less than \$30,000 to be low-income.

¹¹ A disparate impact is defined as a facially neutral policy or practice that disproportionately affects minority populations where the policy or practice lacks a substantial legitimate justification and where there exists one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect. (See FTA Circular 4702.1B, Chapter 1, Section 5.)

¹² See FTA Circular 4702.1B, Chapter 4, Section 7.

¹³ A disproportionate burden is defined as a neutral policy or practice that disproportionately affects low-income populations more than non-low-income populations. (See FTA Circular 4702.1B, Chapter 1, Section 5.)

¹⁴ See FTA Circular 4702.1B, Chapter 1, Section 5.

¹⁵ See FTA Circular 4702.1B, Chapter 4, Section 7g.

¹⁶ See FTA Circular 4702.1B, Chapter 1, Section 5.

Data Sources

In accordance with FTA guidance, when feasible, RT will use data from on-board passenger surveys for Title VI equity analyses. For service changes, if sufficient on-board survey data is not available or deemed unreliable, RT may substitute demographic data on the service area of the affected routes.

When using service area data, RT uses data from the U.S. Census Bureau's most recent five-year American Community Survey aggregated at the level of census block groups. Using GIS software, RT computes a population estimate (broken down by minority and low-income status) for each affected route and for the overall RT system. As recommended by FTA, RT will usually assume a walk distance of a quarter mile from bus routes and a half mile from light rail stations.

For major proposed service changes, in addition to the above calculations, RT will prepare maps showing the potentially affected routes overlaid on a demographic map of the service area.

6. SERVICE CHANGE EQUITY ANALYSIS

Requirements

As discussed in Section 5 of this document, RT is required to conduct an equity analysis prior to adopting major service changes. Title VI requires RT to establish a locally-developed definition for determining disparate impacts/disproportionate burdens (DI/DB) on minority/low-income populations including thresholds for statistical significance.

Definitions and Methodology

RT uses revenue miles to measure adverse effects. Revenue miles provide an objective way of quantifying the level of service on a route as well as the impact of a proposed service change. When major service changes are proposed, RT computes the change in revenue miles for minority populations at the route level and in aggregate. This is compared to the percent minority of RT's overall ridership.

RT's Title VI goal is for minority populations to receive at least their share of the benefits in the case of a net service increase, and no more than their share of the adverse effects, in the case of net service reductions. A disparate impact may exist if there is a statistically significant deficiency from this goal.

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The threshold for statistical significance depends upon the accuracy and precision of available demographic data.¹⁷ The random sampling techniques employed in standard passenger surveys yield demographic data that is relatively accurate for large populations,¹⁸ but which has a more substantial margin of error for smaller populations.¹⁹ The threshold for statistical significance for a service change equity analysis will therefore depend on the number of daily riders affected.

Based upon RT's historical ridership patterns, the following thresholds of statistical significance shall apply according to the percent of RT's riders affected, by mode:²⁰

Percent of Daily Riders Affected	Threshold for Statistical Significance
Less than 0.50 percent	25 percent
0.50 to 0.99 percent	20 percent
1.00 to 1.99 percent	15 percent
2.00 to 7.99 percent	10 percent
8.00 percent or more	5 percent

If RT finds a potential disparate impact on minority populations, but chooses not to alter the proposed service change, then Title VI permits RT to implement the change only if: (1) RT has a substantial legitimate justification, and (2) RT can show that there are no alternatives that would have a less disparate impact on minority riders but would still accomplish RT's legitimate program goals.²¹

Disproportionate burdens on low-income populations are determined in like fashion. If RT finds a potential disproportionate burden on low-income populations, then federal environmental justice requirements mandate that RT take steps to avoid, minimize, or mitigate impacts where practicable.²²

Review and Approval

The Title VI equity analysis must be approved by the RT Board prior to adoption of major service changes. Upon adoption of the equity analysis and the service changes,

¹⁷ In FTA's example disparate impact policy, a deficiency from parity is considered a disparate impact only if it exceeds 10 percent; however, FTA cautions that 10 percent is used for example purposes only and that agencies are required to develop their own definitions.

¹⁸ For example, demographic data for the entire system will usually have a margin of error that is 10 percent or less, with a 90 percent confidence level or better.

¹⁹ For example, demographic data for individual routes may have margins of error exceeding 30 percent.

²⁰ In order to properly weight weekend service, annualized figures are usually used in the analysis.

²¹ FTA Circular 4702.1B, Chapter 4, Section 7a1f.

²² FTA Circular 4702.1B, Chapter 4, Section 7a2g.

RT will submit a copy of the resolution to FTA documenting the RT Board's consideration, awareness, and approval of the Title VI equity analysis.

7. FARE EQUITY ANALYSIS

Requirements

As discussed in Section 5 of this document, RT is required to conduct an equity analysis prior to the adoption of fare structure changes (including fare reductions), with the exception of Spare the Air days, temporary fare reductions that are mitigating measures for other actions, and promotional fare reductions lasting no more than six months.²³ Title VI requires RT to establish a locally-developed definition for determining disparate impacts/disproportionate burdens (DI/DB) on minority/low-income populations, including a threshold for statistical significance.

Definitions and Methodology

RT uses two different surveys to capture information on fare payment. First, an annual fare survey of approximately 5-10 percent of daily riders provides an estimate of annual boardings broken down by fare payment category. Second, at least once every five years, per FTA requirements, RT conducts an on-board passenger survey that includes fare type, ethnicity, and household income.

When a fare change is proposed, RT uses data from the annual fare survey to compute the average fare per boarding for each fare type, including multi-ride passes. RT then computes the absolute and percent change (per boarding) for each fare type, according to the proposed changes. These figures are then broken down by minority status based on RT's on-board survey.

RT's Title VI goal is for the aggregate change in fare for minority populations to be less than or equal to that for RT's overall population in the case of a net fare increase and equal or greater to that for RT's overall ridership in the case of a net fare decrease. A disparate impact may exist if there is a statistically significant deficiency from this goal.

The threshold for statistical significance depends upon the accuracy and precision of available demographic data. Since the calculations involved in a fare equity analysis involve the use of both an annual fare survey and a separate on-board survey, both of which usually have margins of error of at least 5 percent, the threshold for disparate impacts shall be differences of 10 percent. This threshold may be set lower depending on the accuracy and precision of available data. Disproportionate burdens on low-income populations are determined in like fashion.

²³ See FTA Circular 4702.1B, Chapter 4, Section 7b.

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As an example, assume an increase is proposed to RT's daily pass price, and it is projected to increase RT's average fare per boarding by 15 percent overall. If the average fare for minority persons is projected to increase by 15 percent or less, then RT's Title VI goal is met. An increase between 16 and 25 percent would fail to meet RT's Title VI goal, but would be statistically insignificant. An increase exceeding 25 percent would constitute a potential disparate impact.

If a potential disparate impact on minority populations exists, then the fare change may be implemented only if (1) a legitimate justification has been prepared in written form, and (2) there are no alternatives that would have a less disparate impact on minority riders but would still accomplish RT's legitimate program goals.²⁴ If a potential disproportionate burden on low-income riders exists then RT must take steps to avoid, minimize, or mitigate impacts where practicable and must also describe alternatives to low-income passengers affected by the fare change.²⁵

Review and Approval

The Title VI fare equity analysis must be approved by the RT Board prior to adoption of any fare change, except as exempted above. Upon adoption of the equity analysis and the fare change, RT will submit a copy of the resolution to FTA documenting the RT Board's consideration, awareness, and approval of the Title VI equity analysis.

8. CEQA GUIDELINES FOR SERVICE CHANGES

RT has defined service changes as either "minor" or "major" as described in Section 2 of this document. The California Environmental Protection Act (CEQA) requires an Initial Study be prepared prior to adoption of any major service changes to determine if the changes will have any significant effects on the environment.²⁶ If no significant effects are identified, the RT Board may, after a 20 calendar day comment period, adopt a Negative Declaration (ND) affirming that there are no significant effects. If there are potentially significant effects but they can be mitigated, a Mitigated Negative Declaration (MND) is prepared and may be adopted. If the proposed service changes are determined in the Initial Study to potentially pose a significant effect on the environment, an Environmental Impact Report is required.²⁷

A ND/MND consists of a one-page project summary and declaration that is attached to the front of the Initial Study, both of which must be approved by the RT Board prior to adoption of major service changes. CEQA requires a Notice of Intent to be filed with Sacramento County at least 20 calendar days prior to the adoption of the ND (or MND) and therefore at least 20 calendar days prior to adoption of the service changes. If the

²⁴ See FTA Circular 4702.1B, Chapter 4, Section 7b3d.

²⁵ See FTA Circular 4702.1B, Chapter 4, Section 7b3f.

²⁶ Minor service changes do not require any CEQA filings.

²⁷ Most transit service changes will require only a ND or MND. It would be unusual to find an EIR necessary for transit service changes.

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Initial Study finds that there are no effects on biological resources, then a No Effect Determination waiver must be requested from the California Department of Fish and Wildlife (DFW). It is RT policy to request this waiver prior to the filing of the Notice of Intent.²⁸

If a minor service change is determined by the RT General Manager/CEO, or his/her designee, to be exempt from CEQA under Section 15061(b)(3) of the California Code of Regulations, a Notice of Exemption will be filed with Sacramento County within five business days of Board adoption.

Upon adoption of service changes for which a ND, MND, or EIR has been prepared, RT will file a Notice of Determination with Sacramento County within five business days.

Public Review

CEQA requires a public comment period of at least 20 calendar days for an Initial Study prior to adoption of a ND/MND. RT will accept comments by phone, mail, email, or testimony before the RT Board. In addition to the Notice of Intent that must be filed with Sacramento County, RT will include information on the Initial Study in its other public notice efforts described in Section 4 of this document.

See RT's CEQA Guidelines for more information.

²⁸ Failure to file this request with DFW prior to the filing of the Notice of Intent with Sacramento County results in a higher administrative fee from DFW.

Public NoticeRT to Hold Public Hearing
On Service Changes

NOTICE IS HEREBY GIVEN that the Sacramento Regional Transit District (RT) will hold a public hearing to receive comments regarding proposed changes to RT's bus and light rail system, including Bus Routes X, X, and X and the [Blue, Gold, Green] Line. If adopted by the RT Board of Directors on [Month DD, YYYY], the proposed changes would take effect on [Month DD, YYYY]. The hearing will be held on [Day, Month DD, YYYY] at the RT auditorium at 1400 29th Street. This location is served by Routes 38, 67, 68 and light rail at the 29th Street light rail station. The meeting will be streamed live on www.sacrt.com and will be replayed on Metrocable Channel 14 and at www.sacmetroable.tv.

Additional information, including the draft plan, a Title VI equity analysis, and an Initial Study prepared in accordance with the California Environmental Quality Act is available at www.sacrt.com or by request. A Notice of Intent to Adopt a Negative Declaration has also been filed with the County of Sacramento. Comments may be submitted in writing or by phone but must be received within 48 hours from the closing of the hearing. RT will provide language interpretation services if requested prior to 5:00 p.m. on [Day, Month DD, YYYY].

All comments and inquiries can be directed to RT Planning Dept., P.O. Box 2110, Sacramento, CA 95812-2110 or emailed to servicechanges@sacrt.com. To comment by phone please call 916-556-XXXX. To request documents or arrange interpretation services only please call 916-556-XXXX.

RESOLUTION NO. YY-MM-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

Month DD, YYYY

**TEMPORARILY EXEMPTING ROUTE X FROM
SACRAMENTO REGIONAL TRANSIT DISTRICT'S SUNSET CLAUSE**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

WHEREAS, Route X is designated to be eliminated, pursuant to Section 3 of Regional
Transit's Service and Fare Change Policies; and

WHEREAS, the Board of Directors finds that special circumstances justify that Route X
be temporarily exempted from this policy,

THAT, Route X shall be exempt from the sunset clause provisions of Section 3 of
Regional Transit's Service and Fare Change Policies for a period of _____.

[CHAIR'S NAME], Chair

A T T E S T:

[GENERAL MANAGER], Secretary

By: _____
[BOARD CLERK], Assistant Secretary

Proposed Service and Fare Change Policies

Informational Presentation
March 2013

Overview

- Major Service Change Definition
- Route Sunset Process
- Public Involvement Guidelines
- Equity Analysis Process
 - Disparate Impacts and Disproportionate Burdens (DI/DB)
- Service Change DI/DB Thresholds
- Fare Change DI/DB Thresholds
- CEQA Guidelines

Major Service Changes

Type of Service Change	Minor	Major
Approval needed	General Manager/CEO	RT Board (Public Hearing)
Percent of daily revenue miles for a given route directly affected	15% or Less	More Than 15%
Percent of daily ridership on a given route directly affected	15% or Less	More Than 15%
New route established	--	Any
Sunsetting (elimination) of new route failing to meet productivity standards within two years*	Automatic - No Approval Needed	
Temporary exemption from sunset clause	Requires Board Approval	
Schedule adjustments*	Any	--
Emergency changes*	Any	--
Temporary or demonstration service lasting one year or less	Any	--

See official document for more details

Route Sunset Process

- Newly created routes must meet RT's productivity standards within first two years
- Failure to meet standards results in automatic elimination
- Monitored quarterly

Public Involvement

- All RT Board meetings subject to Brown Act
- Public hearing required for major service changes and for most fare changes
- Hearings noticed on RT web site
- Comment period of 30-calendar days
- Key information translated into five languages
 - Spanish, Chinese, Vietnamese, Hmong, Russian

Equity Analysis

- Determines if changes may result in:
 - Disparate Impacts on Minority Populations (Title VI)
 - Disproportionate Burdens on Low-Income Populations (Environmental Justice)
- Based on ridership demographics and estimated impacts of changes
- FTA requires locally-developed thresholds for statistical significance
 - Example: Minority populations make up 55% of RT's ridership. If only 45% of a service increase benefits minority populations, is this a statistically significant disparate impact? (*Example only*)
- FTA requires public review of agency definition

DI/DB Thresholds for Service Changes

Percent of Daily Riders Affected	Threshold for Statistical Significance
Less than 0.50 percent	25 percent
0.50 to 0.99 percent	20 percent
1.00 to 1.99 percent	15 percent
2.00 to 7.99 percent	10 percent
8.00 percent or more	5 percent

DI/DB Thresholds for Fare Changes

- Depends on two surveys
 - Annual Passenger Fare Survey
 - On-Board Demographic Survey (every five years)
- Margin of error usually 5 percent or more on each survey
- Recommended threshold for DI/DB is 10 percent

CEQA Guidelines

- CEQA = California Environmental Quality Act
- Applies to major service changes
- Initial Study determines if any significant environmental impacts are likely
- If not, RT Board adopts Negative Declaration
- If so, RT prepares Mitigated Negative Declaration
- If mitigation impossible, RT prepares Environmental Impact Report
- 20-calendar day comment period for Negative Declaration