

**Subject: Process for Public Comment Prior to Fare Changes or Major Reductions in Service of Sioux Area Metro**

This amends Executive Order No. 11-09.

In response to Part H of the Federal Transit Administration's Section 9 Certification requirements, the following process shall be used to solicit and consider public comment prior to raising fares or implementing a major reduction of transit services.

Step 1. All staff recommendations for fare increases or major reductions in service will be first presented to the Public Transit Advisory Board for its review and comment. These meetings are open to the public. Notice of the meeting will be sent to all media sources listed on the City Hall Media Mailing List as well as to all known mass transportation providers in the city.

Step 2. A public notice will be published in the official city paper. This notice will inform the public of the proposed change and schedule a date, time, and place for a public hearing if a request for such a hearing is made within one week of the notice's publication.

Step 3. The recommendation of staff and the Public Transit Advisory Board will be presented to the City Council at a regularly scheduled meeting. Staff shall provide the Council with verification of the completion of Steps 1 and 2. These meetings are open to the public.

Step 4. Comments made at the public hearing will be considered by the City Council prior to the implementation of any changes.

Step 5. A major reduction of regular transit services is defined as:

- A. Moving a regular route more than one-half mile;
- B. Dropping existing regular routes in their entirety;
- C. Decreasing the number of trips per day provided on any regular route; or
- D. Reduction of service hours per regular route by more than one hour in length.

Source: EO #14-44 (12-10-14) Huether  
EO #11-09 (01-28-11) Huether  
EO #02-74 (12-20-02) Munson  
EO #95-17 (03-06-95) Hanson

Responsible Party/MOU: \_\_\_\_\_ Transit \_\_\_\_\_ Expiration Date: \_\_\_\_\_ N/A \_\_\_\_\_