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Metropolitan Transportation Authority

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**OPERATIONS COMMITTEE  
APRIL 17, 2008**

**SUBJECT: JUNE 2008 SERVICE POLICY CHANGES**

**ACTION: APPROVE AMENDMENT TO TRANSIT SERVICE POLICY**

**RECOMMENDATION**

Approve amendment to Metro Transit Service Policy (Attachment 1) addressing notification of recommended service changes to potentially affected municipal operators.

**ISSUE**

The Board of Directors approved a motion at its March 27, 2008 meeting requesting the establishment of a formal consultation process with municipal and local operators for all future proposed service changes as they are being developed. The process should include written notification with details to each affected municipal operator at least ten business days before a public hearing, governance council, or Board meeting where the proposed service changes are to be discussed.

**POLICY IMPLICATIONS**

The recommended action will formalize procedures for informing municipal operators of pending significant service and fare changes both prior to public hearings and before formal consideration of proposed changes at sector council or Board of Directors meetings.

**OPTIONS**

There is no alternative to proposing a formal process as requested by the Board of Directors.

**FINANCIAL IMPACT**

There is no material financial impact from responding to the Board's request.

## **DISCUSSION**

Board discussion of June 2008 service changes identified a concern about sufficient advance notification of proposed service changes to potentially affected municipal operators. This notification would provide sufficient opportunity for review and comment on how proposed actions would potentially impact alternative services provided by municipal operators.

Staff was directed to develop a procedure to ensure that, in the future, municipal operators would be timely notified of pending changes and afforded an opportunity to provide meaningful input into the development of recommended actions. The recommended changes to our Public Hearing Procedures are intended to ensure timely notification of future proposed changes.

## **NEXT STEPS**

Future service change processes will follow the amended procedures.

## **ATTACHMENT**

1. Transit Service Policy Section 5.6 – Coordination with Other Operators

Prepared by: Conan Cheung, Deputy Executive Officer for Service Development  
Dana Woodbury, Transportation Project Manager IV

*Carolyn Flowers*

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Carolyn Flowers  
Chief Operations Officer

*RS*

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*RS* Roger Snoble  
Chief Executive Officer

## ATTACHMENT 1

### TRANSIT SERVICE POLICY

#### 5.6 COORDINATION WITH OTHER OPERATORS

In addition to the service provided by Metro, 40 other local operators provide fixed-route service and there are more than 100 other local return and non-profit agencies that provide community based transportation services. As the regional planning agency for Los Angeles County, Metro plays a lead coordination role. Metro Service Sectors are responsible for coordinating with the other operators within their area, especially when changes in service are being considered. Additionally, there are other more formal means of coordination.

The Bus Operations Subcommittee (BOS) and the Local Transit Systems Subcommittee (LTSS) were established to serve as a forum for interagency service coordination within Los Angeles County. These groups meet monthly at Metro headquarters. The BOS is comprised of representatives from entities that provide fixed route bus and paratransit service and are eligible to receive funds from the Formula Allocation Process (FAP). The LTSS is comprised of representatives from entities that provide fixed route or paratransit service funded with local return dollars or Proposition A incentive funds.

In April 2001, the Metro Board of Directors approved the Municipal Operations Service Improvement Program. As part of this program, \$15 million of Proposition C funds were programmed from 2002 through 2006. The funds were established to help reduce Metro operating costs in corridors where there is overlapping service and to reduce overcrowding. During FY06, the Metro Board of Directors approved a two-year extension of this program.

As part of the public hearing outreach period of the Metro service Change process, the Sector General Managers are responsible for coordinating with the local operators and municipalities within their area. This includes providing an opportunity to participate in the planning process (service changes, Metro Connections, rail feeder plans, bus/rail interface plans, system restructuring), and providing advance notification of service proposals, which may affect the local operators or communities within their Sector. Potentially affected local operators will be notified in writing at least 10 days prior to any public hearing, or policy board action, of significant service changes that will be considered. Similarly, the local operators are to provide Metro with advance notification of proposals that may affect Metro Bus operators or ridership.

Proposed amendment shown in underlined italics