

# Public Comment Process on Fare/Service Changes

## Procedure for fare/route changes

The City of Fargo must solicit and consider public comment before implementation of all changes in fares or major changes in service.

Public hearings will be held for all fare and major route changes. Public hearing dates are set and hearing notices appear in the Fargo newspaper approximately two weeks prior to the actual hearing. Hearings are held during the City Commission's regularly scheduled meetings in the Fargo City Hall. Hearings are open to the public; anyone wishing to speak at the hearing is afforded the opportunity. If someone is unable to attend the hearing, written comments are accepted prior to the hearing.

The Transit Director and/or Assistant Transit Director will summarize all comments received prior to the public hearing. The summary and an analysis will be provided to the City Commission during the scheduled public hearing for consideration.

## Definition of Temporary Service Changes

Temporary service changes are those that are in effect for a limited time period due to road construction, special events, etc., and are not intended to be permanent.

The Transit Director or Assistant Transit Director shall make temporary service changes administratively. If a temporary service change is to become permanent, the Transit Director or Assistant Transit Director will evaluate the change to determine if it is minor or major based on the following.

### Definition of Major Service Changes

Route or service changes are considered major if any of the following apply:

1. Elimination or addition of a route
2. Any change in routes in excess of 25% of the route's mileage and/or annual revenue hours.
3. Changes that would reduce or eliminate service to schools, elderly/public housing, hospitals or social service agencies.

All major route changes will be subject to the public hearing process and implemented after approval by the City Commission.

### Definition of Minor Service Changes

Route or service changes are considered minor if they are less than 25% of the route's mileage and/or annual revenue hours.

APPROVED BY:

\_\_\_\_\_  
Dr. Timmothy J. Mahoney

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Steve Sprague, City Auditor

\_\_\_\_\_  
Date