

Public Comment Process Policy



Citizens Advisory Committee, January 17, 2024

Prepared by Michelle Louie, Title VI & Social Equity Administrator | Office of Civil Rights

The Public Comment Process

Background & Definitions

What is a Public Comment Process?

- Since 1987, the Federal Transit Administration (FTA) requires agencies to have:

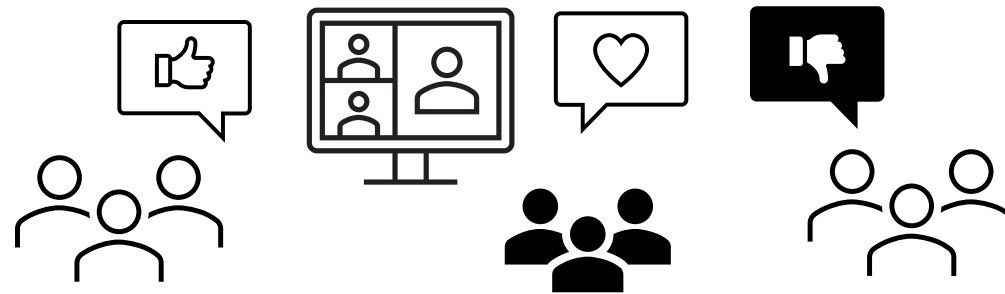
“a process to solicit and consider public comment prior to raising fares or implementing a major reduction of transit service.”

- Highlights **public engagement** as an essential part of the decision-making process



Caltrain's Public Comment Process

October 1998: Caltrain developed public comment processes for fare and service changes



Public Hearing VS. Public Meeting

An opportunity to make public comments to be **included in the record of a Board action**

An opportunity to make public comments at a **meeting conducted by Caltrain staff**

Public Notice

A publicized, written announcement that Public Comment is being sought in advance of a Board Action

- Newspaper posting
- Agency press release
 - Website notice
- Social media post

Caltrain to Hold Public Meeting on Fare Structure Changes

08/16/2023

Caltrain will hold a meeting on August 21 to receive public comment regarding future changes in the Caltrain fare structure.

In this public meeting, staff will review the following:

- The proposed updated timeline for fare increases
- Changes to the fare structure that will be effective upon board adoption on 1/1/2024
- Changes to the fare structure upon completion of the Clipper Next Generation project
- Lower Go Pass pricing

Public Meeting

Monday, August 21, 5 p.m.

Zoom Info: <https://bit.ly/CaltrainMeetingFares>

Webinar ID: 83683061437

Access via Telephone: 1.669.219:1437; Meeting ID: 83683061437

Public Hearing

Monday, August 28, 2:30 p.m.

(or as soon thereafter as the matter may be heard)

Zoom Info: <https://us02web.zoom.us/j/81843266625?pwd=aDExTGltUUJSOUc5TkNnbU1QMTRHUT09>

Webinar ID: 81843266625

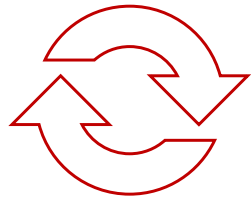
Access via Telephone: 1.669.900.6833; Meeting ID: 818 4326 6625

Public Comment Process

2024 Update

Why Update Now?

Caltrain's Public Comment Process has not been revised since 2013



Two processes under one District:

Caltrain and **SamTrans**

Updated, single process to streamline both agencies



Increase Overall Public Engagement



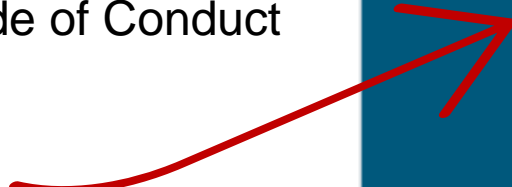
Decisions That Require:

PUBLIC HEARING

- Adoption or Changes in Fare Policy and Fares (Increases or Decreases)
- Property Transfers
- Adoption / Amendment of General Transit Plan
- Amenities Fees
- Budget and Funding Approval
- Penalization of Infractions of the Code of Conduct
- ~~Major Service Changes~~

PUBLIC MEETING

- Amendment of the Major Service Change Policy
- Amendment of the Disparate Impact or Disproportionate Burden Policy
- Surplus Land Findings and Determinations
- **Major Service Changes**



Fare Adoption or Change

Public Hearing Required



Adoption of New
Fares



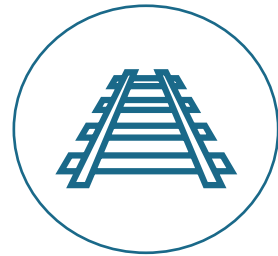
Changes in Existing
Fare Pricing



Eliminating Fares

Major Service Change

Public Meeting Required Only

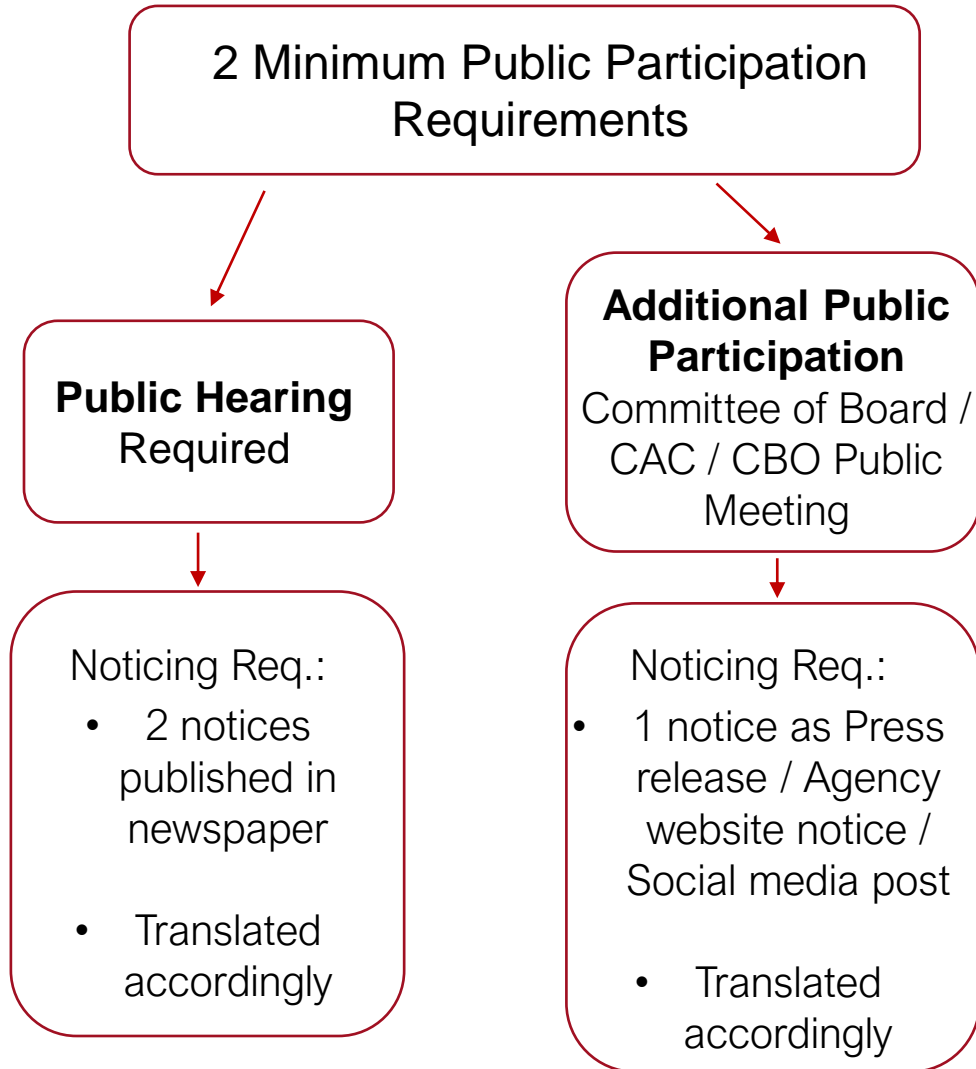


Revenue Train Miles
 $\geq 25\%$

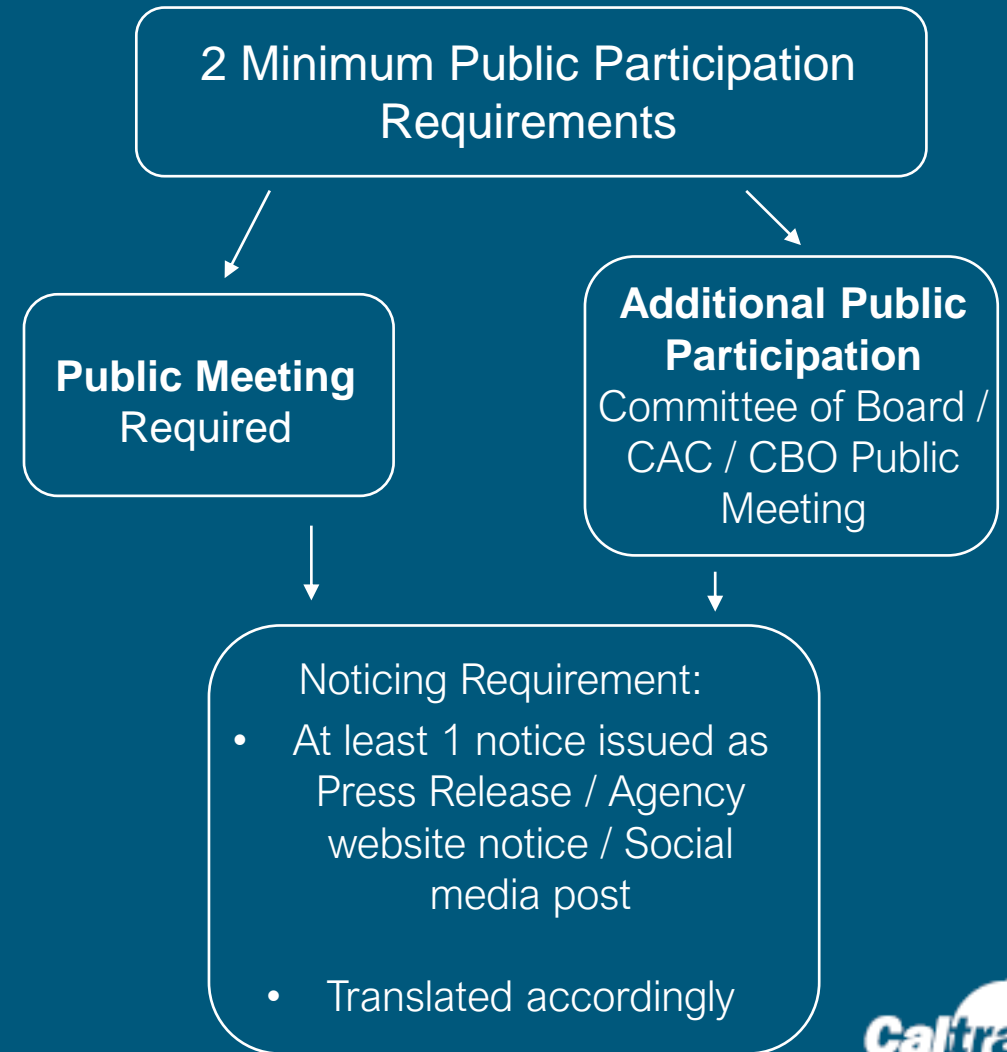


Station Stops
 $> 50\%$

FARES



MAJOR SERVICE CHANGE



Staff Toolkit

Government &
Community Affairs

Marketing &
Communications

Office of Civil
Rights

Caltrain
Planning

Public Comment Process

Q&A

Thank You!

FOR MORE INFORMATION

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