

## EXECUTIVE ORDER NO. 2010-11

### EXECUTIVE ORDER ESTABLISHING POLICY AND PRESCRIBING PROCEDURES RELATED TO SERVICE REVISIONS, CHANGES IN FARE STRUCTURE, AND CAPITAL PROGRAMS FOR THE JACKSON PUBLIC TRANSPORTATION SYSTEM (JATRAN)

This Executive Order supersedes any and all prior Executive Orders pertaining to the policy prescribing the procedures for service revisions, changes in fare structure and capital programs for JATRAN.

#### Purpose

The purpose of this Order is to set forth the policy and prescribe procedures for service revisions, changes in fare structure and capital programs for JATRAN.

#### ***I. Major Service Revisions and Changes in Fare Structure***

Major service changes are determined by a 25% threshold (example: proposed service changes that affect 25% of a route's regular service hours and/or total mileage). Any changes in the fare structure are covered by this policy. ***Steps in the process for Major Service Revisions and Changes in Fares are as follows:***

- A. Draft recommendations are developed by JATRAN's Operations Department and authorized transit service division personnel.
- B. Technical support is provided by PTM of Jackson and JATRAN's General Manager.
- C. Proposed revisions are submitted to the Department of Planning and Development for review and consideration.
- D. Recommendation submitted by Department of Planning and Development to Chief of Staff for review and consideration.
- E. Administration briefs City Council on proposed recommendations.
- F. Public comment: Proposed service changes are introduced for review and comment to the general public via public meetings.
- G. Recommended service changes are placed on the Jackson City Council's agenda for consideration. The City Council may refer recommendations to the Council's Planning Committee for review before taking action. The process at the City Council level also includes a public comment opportunity prior to approval or denial.

*See Attachment 1: Chart 1, Process for Major Service Revisions and Changes in Fares*

## **II. Minor Service Revisions**

Minor service changes are determined by a twenty-four percent (24%) or less threshold (example: proposed service changes that affect 24% or less of a route's regular service and total mileage). *Steps in the process for Minor Service Revisions are as follows:*

- A. Draft recommendations are submitted by JATTRAN's Operations Department, support staff, and management.
- B. Public comment: Proposed service changes are introduced to the general public via public meetings.
- C. Department of Planning and Development reviews and submits proposed service changes to the Administration and City Council for approval.

*See Attachment 2: Chart 2, Process for Minor Service Revisions*

### **III. Capital Programs**

Capital needs for JATTRAN are determined by assessing the deficiencies in facilities and equipment for the JATTRAN system and the service area. *Steps in the process for the development of capital programs are as follows:*

- A. Assessment of JATTRAN's capital needs are made through the input of the general public via public meetings; customer service hotline; City Action Hotline; and the Operations Department at JATTRAN.
- B. Draft recommendations are developed by the JATTRAN General Manager and the City's Transportation Planning Staff based on both current needs and available resources.
- C. Recommendations for the purchase of capital items are submitted via the transportation funds budgeting process to the Director of the Department of Planning and Development for review and approval.
- D. Recommendations for the purchase of capital items are submitted by the Director of Planning through the budgeting process for the transportation fund to the Chief Administrator's Office for approval by the Mayor and submission to the City Council review and approval.

*See Attachment 3: Chart 3, Process for Capital Programs*

APPROVED, this the 29 of November 2010.

  
HARVEY JOHNSON, JR., MAYOR



## *Process for Major Service revisions & Changes in Fare Structure*

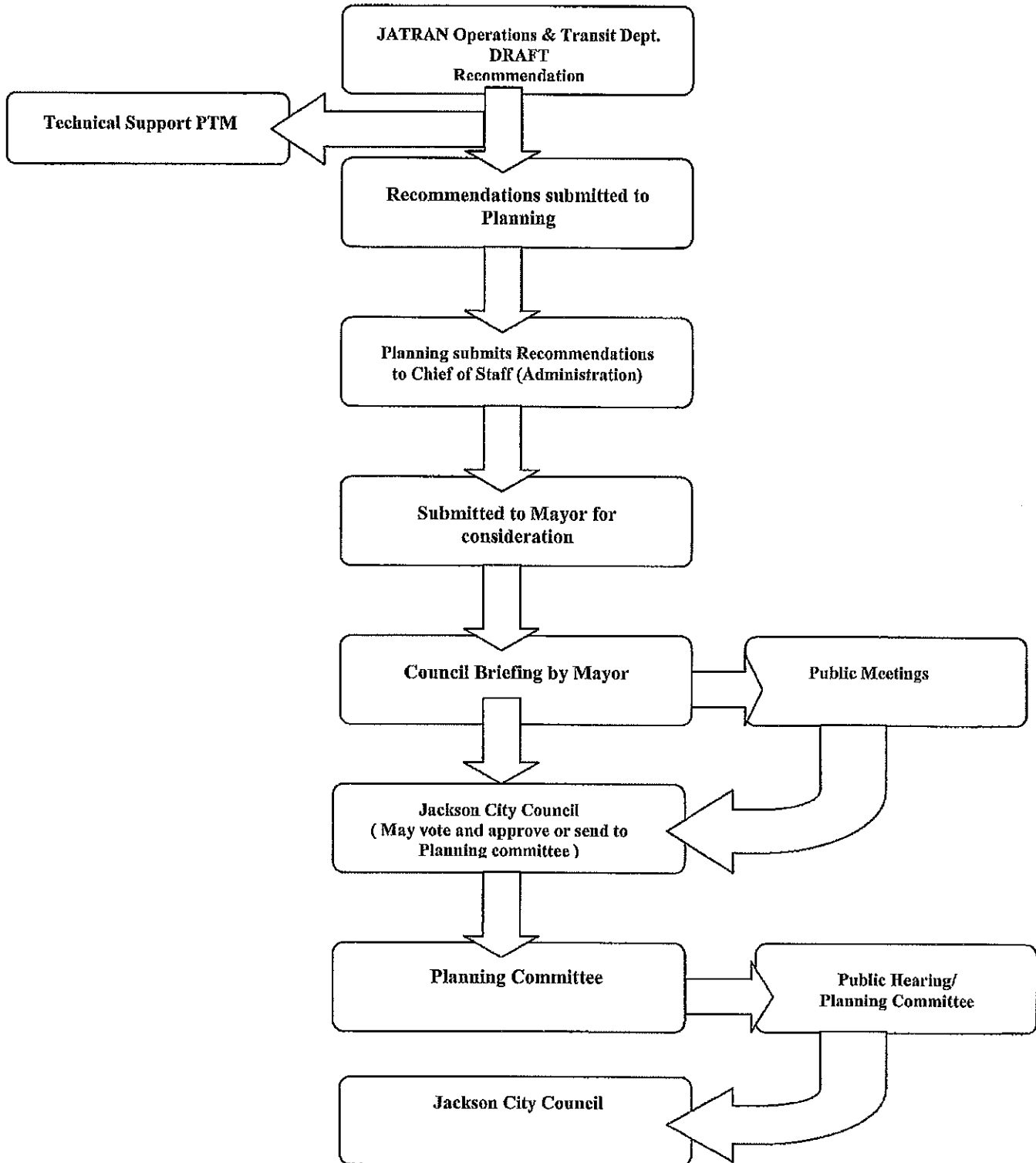


Chart 1: November 2010

*Process for Minor Service revisions & Changes in Fare Structure*

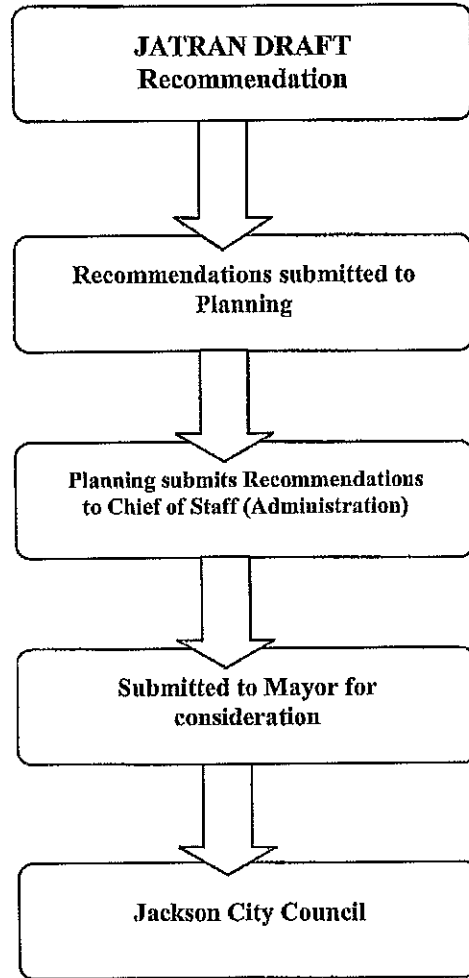


Chart 2: November 2010

## *Process for Development of Capital Programs*

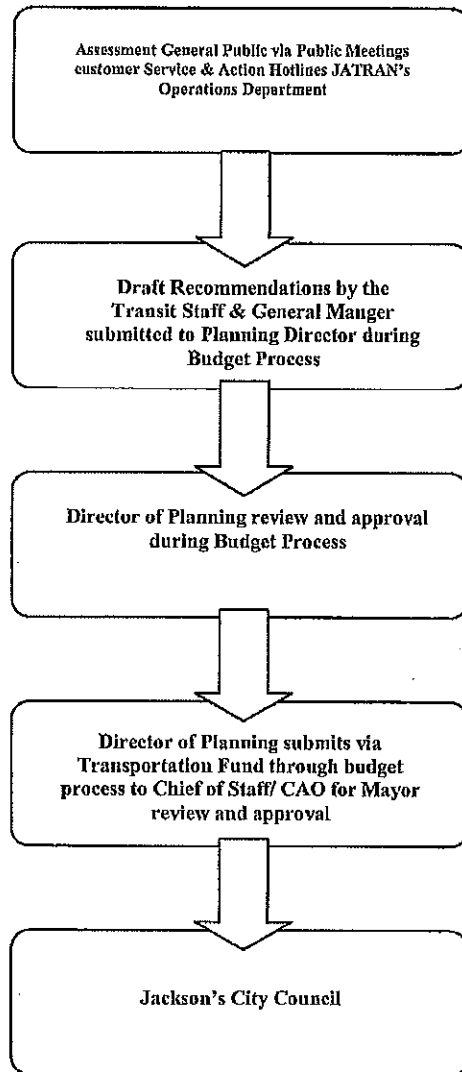


Chart 3: November 2010