



401 B Street, Suite 800  
 San Diego, CA 92101-4231  
 (619) 699-1900  
 Fax (619) 699-1905  
 sandag.org

# Meeting Notice and Agenda

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## Community-Based Organizations Working Group

The Community-Based Organizations Working Group may take action on any item appearing on this agenda.

Thursday, February 28, 2019

10 to 11:30 a.m.

SANDAG, Conference Room 7  
 401 B Street, Suite 800  
 San Diego, CA 92101

**Please take the elevator to the 8th floor to access the meeting room.**

Staff Contact: Jane Clough  
 (619) 699-1909  
 jane.clough@sandag.org

## Agenda Highlights

- **San Diego Forward: The Regional Plan - Proposed Action Plan**
- **Regional Transit Planning: Roles and Responsibilities**

**Please silence all electronic devices during the meeting**

### Mission Statement

*The 18 cities and county government are SANDAG serving as the forum for regional decision-making. SANDAG builds consensus; makes strategic plans; obtains and allocates resources; plans, engineers, and builds public transit; and provides information on a broad range of topics pertinent to the region's quality of life.*



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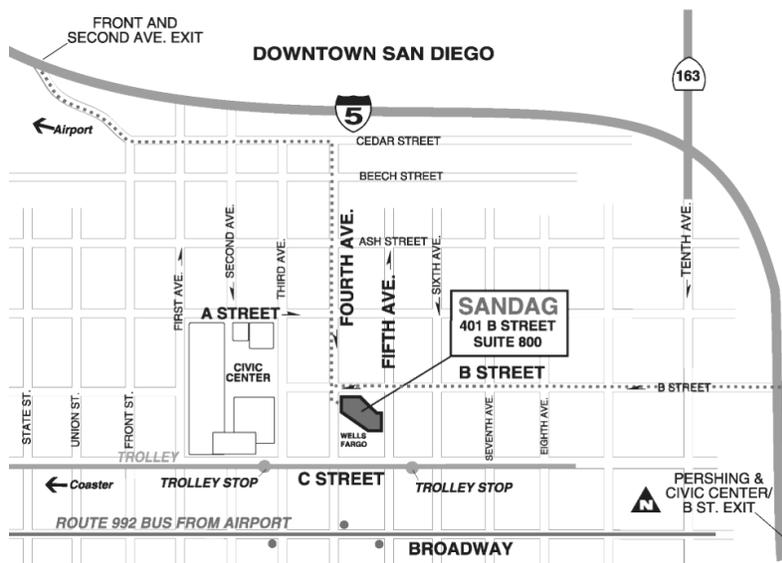
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# Community-Based Organizations Working Group

Thursday, February 28, 2019

<b>Item No.</b>		<b>Action</b>
+1.	<b>Approval of Meeting Minutes</b> The Community-Based Organizations Working Group (Working Group) is asked to review and approve the minutes from its February 7, 2019, meeting.	Approve
2.	<b>Public Comments/Communications</b> Members of the public shall have the opportunity to address the Working Group on any issue within the jurisdiction of SANDAG that is not on this agenda. Anyone desiring to speak shall reserve time by completing a Request to Comment form and giving it to the meeting coordinator prior to speaking. Public speakers should notify the meeting coordinator if they have a handout for distribution to Working Group members. Public speakers are limited to three minutes or less per person. Working Group members also may provide information and announcements under this agenda item.	
3.	<b>Member Communications</b> Members of the Working Group shall have the opportunity to share news and information regarding their organization of interest to the group.	
<b>Reports</b>		
4.	<b>Chair's Report (Hon. Richard Bailey, SANDAG Board Member)</b> The Chair will update the Working Group on SANDAG-related issues of concern to the Working Group.	Information
+5.	<b>San Diego Forward: The Regional Plan – Proposed Action Plan (Coleen Clementson and Robyn Wapner)</b> Staff will provide an update on the outcome of the Proposed Action Plan regarding San Diego Forward: The 2019-2050 Regional Plan that was presented at the Board of Directors meeting on February 22, 2019.	Information
+6.	<b>Regional Transit Planning: Roles and Responsibilities (Lisa Madsen)</b> Staff from SANDAG and transit agencies North County Transit District and the Metropolitan Transit System will give a presentation on how they work together to bring transit service to the region. Staff from each of the agencies will clarify their roles and responsibilities and share current projects in service planning and capital projects.	Information
7.	<b>Possible Topics for Next Meeting</b> The Working Group is asked to discuss possible topics for the next meeting.	Discussion/ Possible Action

**8. Upcoming Meetings**

**Information**

The next Working Group meeting is scheduled for Thursday, April 4, 2019, at 10 a.m.

**9. Adjournment**

+ next to an item indicates an attachment



# Community-Based Organizations Working Group

Item: **1**

February 28, 2019

Action Requested: **Approve**

## February 7, 2019, Meeting Minutes

Chair Hon. Richard Bailey, City of Coronado, called the meeting of the Community-Based Organizations Working Group (Working Group) to order at 10:07 a.m.

### 1. Approval of Meeting Minutes (Approve)

Action: Upon a motion by Brian 'Barry' Pollard (Urban Collaborative Project) and a second by Carol Lewis (El Cajon Collaborative), the Working Group approved the minutes from its December 6, 2018, meeting. Yes: Craig Jones (Alliance for Regional Solutions), Kim Heinle (Bayside Community Center), Heather Garcia (Casa Familiar), Alba Callejas (Chula Vista Community), Randy Torres-Van Vleck (City Heights Community Development Corporation), Carol Lewis (El Cajon Collaborative), Arcela Núñez-Alvarez (National Latino Research Center), Fe Seligman (Samahan Health Centers), Antonio Salang (Samahan Health Centers), Brian "Barry" Pollard (Urban Collaborative Project), Erica Leary (Vista Community Clinic). No: None. Abstain: Claire Groebner (Olivewood Gardens). Absent: Nile Sisters Development Initiative.

### 2. Public Comments/Communications/Member Comments

Hasan Ikhata, Executive Director at SANDAG, provided the Working Group members with an update on San Diego Forward: The 2019-2050 Regional Plan. Working Group members were given the opportunity to ask questions, and Mr. Ikhata provided clarifications.

### Chair's Report

#### 3. Chair's Report (Information)

Chair Bailey shared the new launch of the South Bay *Rapid* Service to the Working Group members.

### Reports

#### 4. 2019 Regional Plan Update (Information)

Coleen Clementson, Principal Planner provided an update on the status of the development of the Regional Plan Network Development.

Working Group members had a brief discussion on the topic and asked a few clarifying questions to SANDAG staff.

#### 5. 2018 Regional Monitoring Report (Information)

Ms. Clementson provided an overview of the 2018 Regional Monitoring Report to the Working Group members.

Craig Jones (Alliance for Regional Solutions) asked why on page 13/26 the Figure 7 has negative numbers. SANDAG staff will follow up and provide an answer at the next Working Group meeting.

Alba Callejas (Chula Vista Community) requested the latest report on the distribution of housing, particularly affordable housing in the region. SANDAG staff will send a link containing the latest housing report to members of the Working Group.

## **6. Specialized Transportation Strategic Plan (Discussion)**

The Specialized Transportation Strategic Plan was presented by Brian Lane, Senior Transit Planner. The Working Group members were given the opportunity to provide feedback on the Strategic Plan. The Working Group had a brief discussion on the topic and asked a few clarifying questions to SANDAG staff.

## **7. Possible Topics for Next Meeting and Adjournment (Discussion/Possible Action)**

Working Group members suggested adding items on the outcome of the Board of Directors meeting on February 22; the Airport Access Study; Roles and Responsibilities regarding SANDAG and the Transit Agencies, and the Census 2020 Complete Count Committee.

## **8. Upcoming Meetings (Information)**

The next Working Group meeting is scheduled for February 28, 2019, at 10 a.m. The original March 7, 2019, meeting was rescheduled to keep CBO Partners informed about the next steps for the development of the Regional Plan and options for consideration.

## **9. Adjournment**

Chair Bailey adjourned the meeting at 11:27 a.m.

## Confirmed Attendance at SANDAG Community-Based Organizations Working Group Meeting

February 7, 2019

Jurisdiction	Name	Attended	Comments
Alliance for Regional Solutions	Craig Jones	Yes	
	MaryLynn McCorkle, Alternate	No	
Bayside Community Center	Rose Ceballos	No	
	Kim Heinle, Alternate	Yes	
	Corey Pahanish, Alternate	No	
Casa Familiar	David Flores	No	
	Heather Garcia, Alternate	Yes	
Chula Vista Community	Margarita Holguin	No	
	Jovanna Penney, Alternate	No	
	Alba Callejas	Yes	
City Heights Community Development Corporation	Randy Torres-Van Vleck	Yes	
	Anastasia Brewster, Alternate	No	
	Vianney Ruvalcaba	Yes	
El Cajon Collaborative	Dana Stevens	No	
	Carol Lewis, Alternate	Yes	
National Latino Research Center	Arcela Nuñez-Alvarez	Yes	
	Marisol Clark-Ibáñez, Alternate	No	
Nile Sisters Development Initiative	Elizabeth Lou	Yes	Not present for approval of meeting minutes
	Mohammed Tuama, Alternate	No	
Olivewood Gardens	Jen Nation	No	
	Claire Groebner, Alternate	Yes	
	Rocina Lizarraga	No	
Samahan Health Centers	Fe Seligman	Yes	
	Antonio Salang, Alternate	Yes	
Urban Collaborative Project	Brian "Barry" Pollard	Yes	
	Marjorie Balcorta, Alternate	No	
Vista Community Clinic	Erica Leary	Yes	
	Nannette Stamm, Alternate	No	

**Other Attendees**

Carmela Munoz Vista Community Clinic

**SANDAG Staff**

Brian Lane  
Coleen Clementson  
Jane Clough  
John Delmer  
Sanna Stolpe



## **Board of Directors**

February 22, 2019

# **San Diego Forward: The Regional Plan – Proposed Action Plan**

### **Overview**

Throughout 2018, SANDAG heard from thousands of people—through a Board workshop, a series of open houses and subregional community conversations, community-based organization outreach events, surveys, and social media—about projects, programs, and policies to include in San Diego Forward: The 2019-2050 Regional Plan. In particular, SANDAG prepared three distinct network concepts for discussion that generated significant and specific input from the Board of Directors and public.

### **Key Considerations**

Using the input received, staff developed a multimodal transportation network that would provide key connections to jobs and other destinations, support housing growth and environmental preservation, address safety and congestion relief, and meet climate targets. Modeling results for this draft network show that, while it comes close, the network does not meet the new and ambitious 19 percent greenhouse gas emissions reduction target for 2035 that was set by the California Air Resources Board (CARB) in 2018. This challenge presents an opportunity to pause work on the 2019 Regional Plan and develop a bigger and bolder transportation vision for the San Diego region that is efficient, equitable, and environmentally sustainable. This report outlines the proposed action plan to develop a Regional Plan that builds on the public input received so far and reflects this new vision for the future.

### **Proposed Action Plan**

The proposed action plan calls for the creation of a fast, safe transportation system with true alternatives in the San Diego region that are as good or if not better than the car (Attachment 1). **The new vision would strive to go beyond state climate targets and support local jurisdictions' achievement of local Climate Action Plan goals.** Cutting edge technologies, social equity, sustainability, supporting land use, and economic opportunities would be considered to create a transformative Regional Plan through an inclusive process that engages stakeholders and the public.

It is anticipated that a conceptual framework of projects and policies will be released by the end of 2019. It will be based on preferred outcomes defined by the Board and informed by public input. This would provide the region, within the next year, a clear picture of what the next Regional Plan could include.

After the concept is defined, SANDAG would focus on modeling the proposed network to ensure it meets state requirements and achieves the desired outcomes. The models SANDAG currently is using to develop the Regional Plan would be reconfigured and recalibrated to accommodate different methods of travel and travel behavior. This effort would require additional staff, new data, and consultant resources and is expected to

### **Action: Approve**

The Board of Directors is asked to approve the proposed action plan to develop the Regional Plan.

### **Fiscal Impact:**

The proposed action plan will require additional resources to complete the outreach, planning, modeling, legislative, and legal work needed to successfully carry it out. In FY 2019, it is anticipated that funds would be repurposed from the 2019 Regional Plan to support the proposed action plan. The FY 2020 Program Budget would include additional funding for consulting services and staffing for Board consideration to support continued implementation of the action plan.

### **Schedule/Scope Impact:**

Under the proposed action plan, it is anticipated that a conceptual framework of projects and policies will be released by the end of 2019.

take until fall 2020. Once those results are available, the Board would be asked to consider approval of a preferred scenario (the final mix of projects, programs, and policies to be included in the Regional Plan) so that work on the Environmental Impact Report (EIR) could begin. Development of the Regional Plan EIR typically takes about a year to complete. As such, it is estimated that it would take until November 2021 to fully complete the next Regional Plan.

### ***Statutory Requirements***

Federal and state laws require that SANDAG complete a Regional Plan every four years. Under this timeline, the next Regional Plan is required to be adopted in October 2019. In [September 2018](#), the Board approved extending completion of the 2019 Regional Plan by up to six months to allow for meaningful discussion regarding transportation projects, programs and policies. Under federal law, SANDAG has a 12-month grace period to adopt the 2019 Regional Plan and maintain air quality conformity. The federal grace period expires on December 2, 2020.

### ***Risks and Mitigation***

There are risks to extending completion of the Regional Plan to November 2021, as outlined in Attachment 2. To mitigate those risks and protect the vital funding that SANDAG has worked so hard to secure, the following mitigation measures are proposed. Work on these efforts would begin immediately and be carried out concurrently with Regional Plan tasks.

- a) Immediately begin preparing a Regional Transportation Plan (RTP) update that complies with federal requirements and submit it to the federal agencies in spring 2020 (within the federal grace period) to obtain an air quality conformity finding from the U.S. Department of Transportation. This would be developed as a separate, but parallel planning exercise with the new transportation vision, and would largely rely upon the existing 2015 Regional Plan. Initial dialogue with staff from the Federal Highway Administration, the Federal Transit Administration, and the U.S. Environmental Protection Agency indicates that there is a viable path to pursue a stand-alone federal update of the RTP.
- b) Pursue state legislation that would allow the current 2015 Regional Plan and its EIR to remain valid after October 9, 2019, and keep the sixth cycle Regional Housing Needs Assessment (RHNA) process on its current schedule. This would allow jurisdictions to still have an 18-month period to update their housing elements with the new RHNA allocations. The legislation also would seek a one-time exemption from California Environmental Quality Act (CEQA) for the federal RTP update that would be adopted in spring 2020.

### ***Resources***

The proposed action plan will require additional resources to complete the outreach, planning, modeling, legislative, and legal work needed to successfully carry it out. In FY 2019, it is anticipated that funds would be repurposed from the 2019 Regional Plan to support the proposed action plan. The FY 2020 Program Budget would include additional funding for consulting services and staffing for Board consideration to support continued implementation of the action plan.

### ***Next Steps***

Pending approval by the Board of Directors, the proposed action plan would be implemented immediately, and any needed budgetary actions would be brought forward for approval.

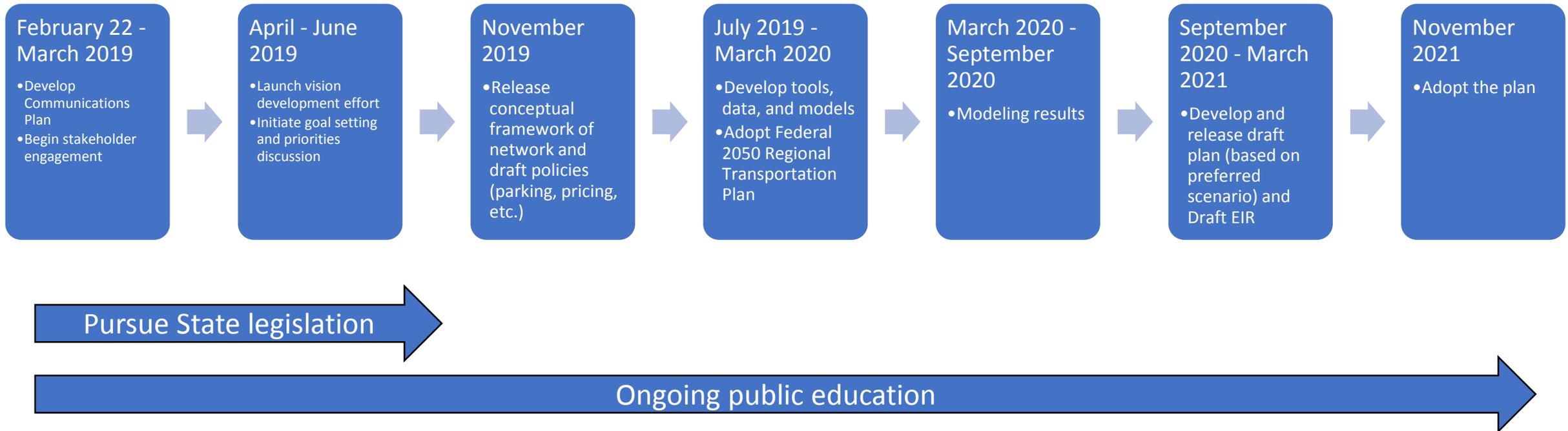
### ***Hasan Ikhata, Executive Director***

Key Staff Contact: Charles "Muggs" Stoll, (619) 699-6945, [muggs.stoll@sandag.org](mailto:muggs.stoll@sandag.org)

- Attachments:
1. Regional Plan: Proposed Action Plan and Overview of Key Milestones
  2. Categories of Legal Risks and Proposed Mitigation

# Regional Plan

## Proposed Action Plan and Overview of Key Milestones



**Categories of Legal Risks and Proposed Mitigation**

Risk Category	Risks	Proposed Mitigation	Risks That Will Not Be Fully Mitigated
<p><b>Federal Regional Plan Requirements and Air Conformity Determination Due December 1, 2019</b></p>	<p>The following projects/actions could not be approved or proceed for Caltrans, SANDAG, or member agencies during the period between December 1, 2019 and adoption of new federal RTP documents:</p> <ul style="list-style-type: none"> <li>• Federal funding or NEPA approval of non-exempt projects (non-transit capital projects that add capacity to the existing system) <i>that are not in</i> the Regional Transportation Improvement Program (RTIP) and Regional Plan at time conformity period expires on December 2, 2019</li> <li>• Regional Plan or RTIP amendments</li> </ul>	<p>Approve an update to the RTIP just prior to entering grace period, beginning December 2, 2019</p> <p>Adopt new Regional Plan that meets all federal requirements prior to end of grace period on December 2, 2020</p> <p>Submit new air quality conformity documentation for federal agency approval in spring 2020, which is prior to end of federal grace period</p>	<p>Significant changes to capacity-increasing projects or other non-exempt projects, currently under review may not be eligible for amendment into the RTIP during the grace period or beyond. Other agencies, including Caltrans and transit agencies, cities and the County may have their projects delayed. Additionally, SB 1 requirements as they relate to other state statutes may cause local/regional projects to not be eligible to compete for SB 1 funding in the next call for projects (likely late 2019 or early 2020)</p> <p>Some projects currently included in the 2015 Regional Plan may be modified or removed in the federal Regional Plan update due to increased project costs</p>
<p><b>State Regional Plan Requirements Due by October 2019</b></p>	<p>Lawsuit against SANDAG seeking to enforce state’s Regional Plan four-year adoption requirement</p> <p>Caltrans, SANDAG, and member agencies unable to make findings that projects are consistent with adopted Regional Plan</p>	<p>Legislation authorizing 2015 Regional Plan to continue to be considered the “adopted” RTP for purposes of planning and consistency findings until new Regional Plan is adopted</p>	<p>Legislation may not pass</p> <p>Approvals/funding for projects requiring a Regional Plan consistency may be delayed for SANDAG, Caltrans, and member agencies if those projects were not included in the 2015 Regional Plan. SB 1 requirements as they relate to other state statutes may cause local/regional projects to not be eligible to compete for SB 1 funding in the next call for projects (likely late 2019 or early 2020)</p>
<p><b>CEQA</b></p>	<p>Lawsuit against SANDAG seeking to enforce requirement for an Environmental Impact Report when adopting the federal RTP update</p>	<p>Legislation authorizing a one-time CEQA exemption for federal RTP update</p>	<p>Legislation may not pass</p> <p>New projects cannot be added to the Regional Plan until fall 2021</p>

### Categories of Legal Risks and Proposed Mitigation

Risk Category	Risks	Proposed Mitigation	Risks That Will Not Be Fully Mitigated
<b>Regional Housing Needs Assessment</b>	<p>Lawsuit against SANDAG seeking to enforce requirement that RHNA be consistent with an approved SCS (update to SCS due in October 2019)</p> <p>Local governments would be unable to use an updated RHNA to update Housing Elements and meet eight-year deadline, putting local governments at risk for loss of funding and litigation</p>	<p>Legislation to address potential need to realign RHNA allocation process in future cycles with a modified RTP/SCS adoption cycle</p>	<p>Legislation may not pass</p>
<b>Notice of Preparation for 2019 Regional Plan Issued in November 2016</b>	<p>Notice of Preparation may need to be supplemented or amended</p>	<p>Use as an opportunity to obtain public input for next Regional Plan</p>	<p>New scoping meeting and comment period may be required</p>



## Community-Based Organizations Working Group

Item: **6**

February 28, 2019

Action Requested: **Information**

### **Regional Transit Planning: Roles and Responsibilities**

Staff from SANDAG and transit agencies North County Transit District (NCTD) and the Metropolitan Transit System (MTS) will give a presentation on how they work together to bring transit service to the region. Staff from each of the agencies will clarify their roles and responsibilities and share current projects in service planning and capital projects.

SANDAG [Board Policy No. 018](#) (Attachment 1) specifies the transit service planning and transit development project planning responsibilities of SANDAG and transit agencies MTS and NCTD, and outlines a framework for transit service planning and roles and responsibilities for project development planning. Figure 1.1 of the policy includes a flow chart, based on the framework that documents the processes for transit service planning and implementation, for new services and adjustments to existing services. Figure 1.2 of the policy identifies the lead and support (active participant) agency responsibilities for both long and short-range transit service planning and development project planning.

Key Staff Contact: Lisa Madsen, (619) 595-1432, [lisa.madsen@sandag.org](mailto:lisa.madsen@sandag.org)

Attachment: 1. Board Policy No. 018



## BOARD POLICY NO. **018**

### **REGIONAL TRANSIT SERVICE PLANNING AND IMPLEMENTATION**

This policy specifies the transit service planning and transit development project planning responsibilities of SANDAG (the consolidated agency) and the transit agencies (Metropolitan Transit System and North San Diego County Transit Development Board), and outlines a framework for transit service planning and roles and responsibilities for project development planning. Figure 1.1 includes a flow chart, based on the framework that documents the processes for transit service planning and implementation, for new services and adjustments to existing services. Figure 1.2 identifies the lead and support (active participant) agency responsibilities for both long and short-range transit service planning and development project planning.

This policy will allow the transit system to quickly and efficiently respond to changes in travel demand and operating/fiscal environment, while ensuring that the system is adjusted and developed consistent with longer range regional transportation and land use goals as incorporated into the Regional Plan (the combined Regional Comprehensive Plan (RCP) and the Regional Transportation Plan/Sustainable Communities Strategy [RTP/SCS]), the *TransNet* Ordinance, the Coordinated Plan (the Regional Short-Range Transit Plan & Coordinated Public-Transit-Human Services Transportation Plan), or any other regional planning or legislative documents concerning regional projects (collectively referred to in this Policy as "Regional Planning Documents"). As a result, transit service changes that relate directly to implementation of regional policies, goals, and objectives (service changes with regional significance) are generally those that:

- Serve regional travel demand corridors that cross transit agency jurisdictional boundaries;
  - Significantly affect passenger trip making (as defined by the guidelines contained in the Coordinated Plan; for example, would be found to potentially have a detrimental impact on geographic connections, timed transfers, and the frequency/service span consistency of such services);
  - Require additional regional operating funds above the overall transit agency-adopted budget and projected budget capacity; and
  - Affect the policies, projects, services, and facilities included in Regional Planning Documents.
1. **Agency Responsibilities** – SANDAG and transit agency responsibilities are described below and further specified in Figure 1.2. There is an inherent overlap of some of the responsibilities between SANDAG and the transit agencies in conducting transit service planning and development project planning, as exhibited in Figure 1.2. In addition, SANDAG responsibilities pursuant to the Title VI Requirements and Guidelines for Federal Transit Administration Recipients (Circular 4702.1B) and Environmental Justice Policy Guidance for Federal Transit Administration Recipients (Circular 4703.1) should be coordinated with the related Title VI responsibilities of the transit agencies. Therefore, all planning responsibilities shall be conducted with coordination and consultation between SANDAG and the transit agencies. SANDAG responsibilities are described in Sections 1.1 and 1.2. Transit agency responsibilities are described in Section 1.3.

**1.1 SANDAG Planning Responsibilities** – carried out in collaboration with the transit agencies:

- 1.1.1 Prepare long-range transit plans and corridor studies consistent with Regional Planning Documents.
- 1.1.2 Prepare, no less often than every two years, the five-year Coordinated Plan that: (1) establishes the goals and objectives for short-range transit services and human services transportation; (2) defines the existing transit and human services transportation system; (3) sets the framework for a transit operations performance monitoring program as required by the Transportation Development Act and a monitoring program for human services transportation as defined by the Federal Transit Administration (FTA); (4) identifies transit and human service gaps and deficiencies; (5) evaluates existing transit and human services transportation services and programs; (6) establishes parameters for short-range (0-5 years) new and revised service development, as well as regionally significant and all other service adjustments; (7) defines a methodology for evaluating proposals for new and revised service; (8) identifies and prioritizes regional and subarea transit planning studies; and (9) evaluates and prioritizes new and revised services for implementation, including the adoption of an annual Regional Service Implementation Plan. SANDAG will initially maintain the existing service concepts upon which the service is based in order to preserve and improve mobility. FY 2003 budgeted revenue hours/miles will be considered as minimum levels of service for each transit agency with the addition of net service levels for the SPRINTER and Mission Valley East rail projects. If future funding shortfalls occur, necessitating cutbacks in service, then there will be a regionwide process of examination of service levels in order to ensure that service reductions are equitably distributed.
- 1.1.3 Conduct regional and subarea planning studies as prioritized in the Regional Planning Documents.
- 1.1.4 Develop proposals and service plans for new services or for service adjustments with regional significance, with active participation from the transit agencies, in response to changes in regional travel demand, to address regional service gaps and deficiencies, and to implement plans and programs identified in Regional Planning Documents.
- 1.1.5 Plan, locate, and design transit infrastructure and facilities (stations, priority treatments, supporting facilities, etc.) for regionally significant transit projects and services identified in Regional Planning Documents with active participation from the transit agencies.
- 1.1.6 Develop proposals for new and revised services to be included in the Regional Service Implementation Plan.

- 1.1.7 Ensure that all new and revised services and service adjustments of regional significance are consistent with the goals and objectives of the Coordinated Plan.
- 1.1.8 Coordinate with transit agencies to provide community outreach and conduct market research.
- 1.1.9 Conduct regional performance monitoring to provide input into the Coordinated Plan and other short-range transit studies. The regional performance monitoring will be based on the type of service and type of service area. Any net service reduction in a specific transit agency area resulting from the service evaluation process that takes that transit agency below its FY 03 service level (pursuant to Section 1.1.2) will be reprogrammed to that transit agency service area for other improvements up to the FY 03 base level of service.
- 1.1.10 Provide technical assistance to transit operators for local route planning.
- 1.1.11 Develop and update, as required, with input from the transit agencies, the Coordinated Transportation Plan for San Diego County as required by legislation. SANDAG also will manage the competitive process for granting FTA funds available as a result of production of a Coordinated Transportation Plan.
- 1.1.12 Participate in development of transit vehicle specifications for vehicles acquired for regionally significant projects and services that are funded through projects identified in Regional Planning Documents.
- 1.1.13 Collaborate with the transit agencies on a branding framework, compatible with the transit agencies' individual branding programs, that incorporates regionally significant projects and services identified in the Regional Planning Documents. The transit agencies and SANDAG will undertake a study to develop a mutually agreed upon branding framework for the region.

**1.2 SANDAG FTA Responsibilities** – carried out in collaboration with the transit agencies:

- 1.2.1 Fare Changes. SANDAG recognizes that the revenues generated from customer fares are a critical part of the respective transit agencies achieving a balanced budget that supports the provision of the highest levels of service. To the maximum extent possible, SANDAG will conduct its analyses in a manner that is consistent with the budget goals established by the transit agencies while adhering to the requirements specified by the FTA. SANDAG will evaluate, prior to implementation in the Fare Ordinance, all fare changes, to determine whether those changes will have a disparate impact on minorities (based on race, color, or national origin) or result in a disproportionate burden on low-income persons. SANDAG will prepare Environmental Justice or Title VI reports in accordance with SANDAG

disparate impact and disproportionate burden analysis methodologies, which are defined below.

1.2.1.1 SANDAG will determine the existence of disparate impacts to **minority** populations for all Fare Ordinance changes. Pursuant to Title VI of the Civil Rights Act, disparate impacts are found when there is a difference in adverse effects between minority and non-minority areas of ten percent (10%) or more. Minority populations will be deemed adversely affected when the proportion of minority persons adversely affected by the change exceeds the average proportion of minority persons in the analysis service area. If SANDAG, in consultation with the transit operators, chooses to implement a proposed fare change in the Fare Ordinance despite a finding of disparate impact on minority populations, or if SANDAG finds, in consultation with the transit operators, even after the revisions, that minority populations will continue to bear a disproportionate share of the adverse effects of a proposed fare change, SANDAG may implement the fare change only if:

1.2.1.1.1 There is a substantial legitimate justification<sup>1</sup> for the proposed fare change, and

1.2.1.1.2 A finding is made that there are no alternatives that would have a less disparate impact on minority populations and still accomplish the legitimate goals of the fare change.

1.2.1.2 SANDAG will determine the existence of disproportionate burdens on **low-income** populations for all Fare Ordinance changes. Pursuant to Executive Order 12898 (Clinton 1994), disproportionate burdens are found when there is a difference in adverse effects between low-income and non-low income populations of ten percent (10%) or more. Low-income populations will be deemed adversely affected when the proportion of low-income persons (using a threshold of at or below 200 percent of the U.S. Department of Health and Human Services poverty guidelines) adversely affected exceeds the average proportion of low-income persons in the analysis service area. If SANDAG chooses, in consultation with the transit operators, to implement a proposed fare change in the Fare Ordinance despite a finding of disproportionate burden on low-income ridership, or if SANDAG finds, in consultation with the transit operators, even after the revisions, that low-income riders will continue to bear a disproportionate burden due to the proposed fare change, SANDAG may implement the fare change only if the transit agency(ies) show that they will:

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<sup>1</sup> This standard is met if the fare change is needed to meet a goal that is legitimate, important, and integral to the agency.

- 1.2.1.2.1 Take steps to avoid, minimize, or mitigate impacts where practicable, and
- 1.2.1.2.2 Provide a description of alternatives available to low-income populations affected by the fare changes.
- 1.2.2 Reporting. SANDAG will prepare Title VI reports in accordance with this policy, which shall be posted to the SANDAG website, as required by FTA for Metropolitan Planning Organizations and transit agencies.
- 1.2.3 Service Changes. SANDAG will notify the transit agencies of any service changes that may be required as a result of New Start, Small Start, or other new transit capital projects that will be constructed by SANDAG in adequate time to allow the transit agency(ies) to conduct a service change equity analysis at least six months prior to the beginning of revenue operations. SANDAG will provide information and cooperate with the transit agency(ies) on any service change equity analyses that are needed as a result of such construction.

**1.3 Transit Agency Responsibilities** – carried out in collaboration with SANDAG:

- 1.3.1 Develop service and schedule adjustments to ensure system optimization and to respond to immediate operational issues (e.g., detours, overcrowding, on-time performance, and minor out-of-direction routing changes).
- 1.3.2 Conduct local transit studies and analyses within the transit agency’s service area in response to changes in local travel demand, to address service gaps and deficiencies, to develop service reductions/efficiencies, to address operating budget deficits, and to address goals and implement plans developed in the Coordinated Plan.
- 1.3.3 Develop proposals for new and revised services to be included in the Regional Service Implementation Plan.
- 1.3.4 Develop proposals to reallocate unproductive resources to implement unfunded services identified as high priority in the Regional Service Implementation Plan or consistent with the Coordinated Plan.
- 1.3.5 Develop a public input process and hold required public hearings for service changes. The transit agencies should ensure that the public input process for public hearings on service changes would be conducted in a manner to facilitate public input from the affected area.
- 1.3.6 Develop marketing and branding programs for the transit services within its jurisdiction and collaborate with SANDAG on a compatible branding framework that incorporates regionally significant projects and services identified in Regional Planning Documents. The transit agencies and SANDAG will undertake a study to develop a mutually agreed upon branding framework for the region.

- 1.3.7 Provide community outreach and conduct market research, in coordination with SANDAG.
- 1.3.8 Develop operating plans for special event transit service and service contingencies.
- 1.3.9 Monitor existing operations and services to provide input into service analyses and short-range transit studies.
- 1.3.10 Conduct bus stop location planning.
- 1.3.11 Implement service, including scheduling, run-cutting, operations, contract services, service management, and labor contract administration.
- 1.3.12 Provide input on long- and short-range transit plans, and regional performance monitoring.
- 1.3.13 If a service addition or change will last longer than twelve months and qualifies as a major service change, or if a New Starts, Small Starts, or other new fixed guideway capital project is proposed, conduct a service change equity analysis consistent with the FTA Circulars if required by FTA for transit agencies, and provide the reports to SANDAG and FTA.
- 1.3.14 Actively participate in the development of service plans for service adjustments with regional significance, in response to changes in regional travel demand, to address regional service gaps and deficiencies and to implement plans and programs identified in Regional Planning Documents.
- 1.3.15 Actively participate in the planning, location and design of transit infrastructure and facilities (stations, priority treatments, supporting facilities, etc.) for regionally significant transit projects and services identified in Regional Planning Documents.
- 1.3.16 Develop transit vehicle specifications, with active participation from SANDAG, for vehicles for all service types, including local bus, shuttles, bus rapid transit, rail, and others.
- 1.3.17 Conduct a fare equity analysis for promotional or temporary fare changes when required by FTA and provide the analysis to SANDAG in the event the fare change must be incorporated into the Fare Ordinance.

- 2. **Transit Service Planning Framework** – This framework allows the transit system to quickly and efficiently respond to changes in travel demand and operating/fiscal environment, while ensuring that the system is adjusted and developed consistent with longer range regional transportation and land use goals.

### ***Step 1: Guidance***

A Coordinated Plan, consistent with SANDAG's RTP and RCP, will be drafted annually by SANDAG, with active participation from the transit agencies. The Coordinated Plan will establish goals and objectives and provide guidance for service planning during the upcoming year and will balance the immediate needs of optimizing the transit system in response to operational and financial constraints, with the mid- and long-range system development goals established in the long-range plans.

### ***Step 2: Develop Service Adjustments***

Throughout the year, transit agency and SANDAG staff develop proposals, in accordance with the Coordinated Plan, to adjust existing services and develop new services. These service adjustments help to optimize existing services, reflect changes to the operating and fiscal environment, respond to customer comments and requests, and begin to implement and support services envisioned in the long-range plans. Service adjustments can be a result of such things as schedule analysis, trip and route level evaluation, and subregional and regional transit studies. Service adjustments with regional significance should be developed as collaborative efforts between SANDAG and transit agency staff.

### ***Step 3: Evaluation and Approval***

Prior to approval for implementation, all service adjustments should be:

- Consistent with the Coordinated Plan;
- Presented for public hearing in the impacted service area if required by SANDAG, the appropriate transit agency, or by FTA policies and regulations; and
- Fully funded either through a reallocation of resources or as part of the budget process.

Service adjustments with regional significance should be endorsed by the appropriate transit agency and determined to be consistent with regional policies, goals and objectives by SANDAG prior to public hearing and implementation, while local and minor service adjustments may be approved for implementation by the transit agencies after advising SANDAG of the proposed changes.

### ***Step 4: Implementation***

As a general practice, service changes should be implemented during a regularly scheduled service change date (scheduled for winter, spring, and summer). Implementation of major service changes should be preceded by community outreach, a marketing campaign, and public notices, as appropriate. Service implementation is the responsibility of the transit agencies.

### **Step 5: Monitoring**

Performance monitoring will be conducted on an ongoing basis to evaluate new and existing services and service adjustments. SANDAG will monitor the transit system performance on a systemwide and transit agency level on an annual and quarterly basis. Transit agencies will monitor their operations performance on an annual, quarterly, and monthly basis, as appropriate. Performance measures will evaluate productivity, cost-effectiveness, and quality of service. Performance results will be used as a basis for developing the Coordinated Plan, and other planning studies and analysis.

Attachments: Figure 1.1 – Regional Transit Service Planning and Implementation Process  
Figure 1.2 – Roles and Responsibilities for Service Planning Activities

Adopted June 2003

Amended September 2004

Amended March 2005

Amended August 2006

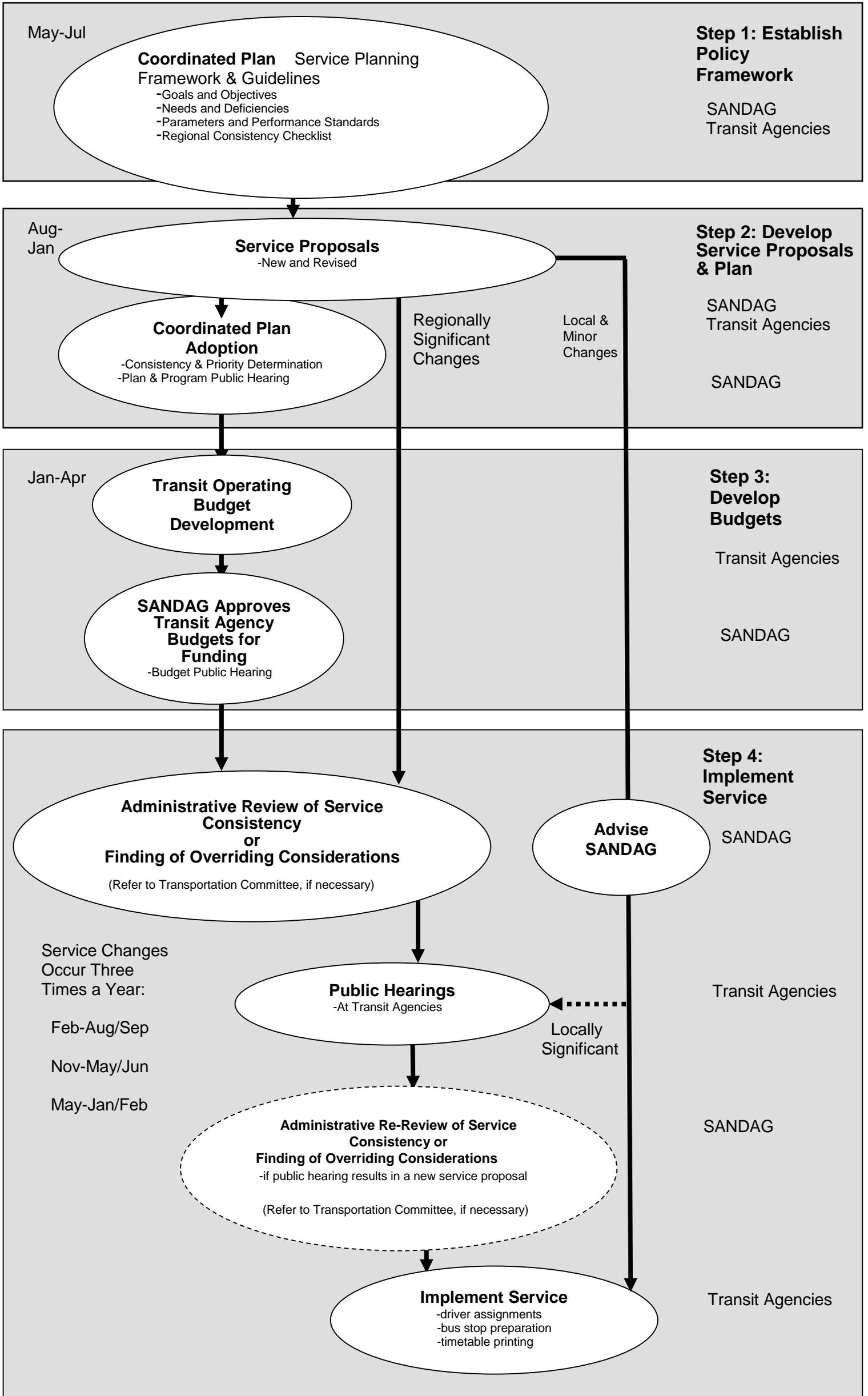
Amended December 2008

Amended February 2012

Amended May 2013

Amended January 2017

**Figure 1.1  
Regional Transit Service Planning and Implementation Process**



**FIGURE 1.2  
ROLES AND RESPONSIBILITIES FOR TRANSIT PLANNING AND IMPLEMENTATION ACTIVITIES**

	TRANSIT AGENCY			SANDAG		
	Operations	Marketing	Service Planning	Development Planning	Long Range Planning	
<b>POLICY AND GUIDANCE</b>						
Regional Transportation Plan (RTP)					Lead	
Short Range Transit Plan (SRTP)			Lead			
<b>LONG-RANGE SERVICE DEVELOPMENT</b>						
Subarea Studies					Lead	
<b>MID-RANGE SERVICE DEVELOPMENT</b>						
BRT/Rail System Development (Service Plan)*				Lead		
Transit Centers (Station Location/Facility Design)				Lead		
Regional Branding Framework		Shared				
<b>SHORT RANGE SERVICE RESTRUCTURING</b>						
Feeder Bus Studies/BRT Supporting Networks			Lead			
Subarea Studies (e.g. Downtown, NB/PB/LJ, Univ. Ave)			Shared			
Systemwide Service Optimization (e.g. COA)			Lead			
<b>COMMUNITY OUTREACH</b>						
<b>Service Change Public Hearings</b>			Lead			
Developer Plan Review - land use, regional plan conformity				Lead		
Developer Plan Review - community liaison			Lead			
Market Research		Shared				
Transit Liaison to Communities		Shared				
Respond to Community Service Requests			Shared			
Respond to Operational Issues	Lead					
Marketing/Branding Jurisdiction Services		Lead				
<b>PERFORMANCE MONITORING</b>						
Annual Route Monitoring			Lead			
New Service Proposal Evaluation			Shared			
Performance Improvement Program				Lead		
Quarterly Operations Evaluation			Lead			
Operational Data Collection			Lead			
Assistance to Transit Operators (ATO) Data Collection				Lead		
Monthly Operations Reporting			Lead			
National Transit Database (NTD) Reporting			Lead			
<b>ROUTE SPECIFIC ADJUSTMENTS</b>						
Bus Stop Location Planning			Lead			
Trip Level Schedule Adjustments			Lead			
Minor Route Changes			Lead			
Service Reductions - Minor			Lead			
Service Reductions - Regionally Significant				Lead		
<b>OPERATIONS AND MAINTENANCE</b>						
Scheduling			Lead			
Runcutting	Lead		Lead			
Driver Bids	Lead					
Ensure Implementation of Service Plans	Lead					
Service Provision	Lead					
Vehicle Specification/Procurement	Lead					

\* Includes Mid-Coast LRT/BRT and South Bay to Sorrento Mesa BRT  
Revised December 2016

**Lead** - Primary or Lead Function  
 - Active Participation and Support