## CARSON AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO) POLICY ON PUBLIC COMMENT PROCESS FOR PROPOSED FARE AND SERVICE CHANGES

(Amended May 13, 2009)

## **Purpose**

To establish a policy for public participation regarding proposed fare changes or major service changes of transit operators in the CAMPO planning area.

## **General Provisions**

- 1. The term "governing body" refers to the governmental entity elected and/or appointed with operating authority over a transit service provider funded in part with Federal Transit Administration (FTA) funds allocated to the Carson Urbanized Area either directly to CAMPO or to CAMPO through the Nevada Department of Transportation (NDOT)
- 2. All meetings described below governing body meeting and any separate public meeting to receive comments must be held in ADA accessible facilities.
- 3. The transit operator proposing a service or fare change will make reasonable accommodations for members of the public who are disabled.

## **Policy**

- 1. This policy applies to a fare increase or decrease and a service increase or major service reduction. This policy does not apply to a temporary fare decrease or service increase as would occur, for example, for a special event. A major service reduction is defined as any of the following:
  - a. The elimination of an entire route or a portion of a route that reduces the geographic area of transit service area. The realignment of a route or elimination of a portion of a route when existing or new service will still be available within one-quarter mile of the previous alignment will not be considered a major service reduction.
  - b. A reduction in the service hours of any route of at least 10 percent of the total hours operated on the route on a daily basis.
  - c. The elimination of at least 10 percent of the stops on a route cumulative during a rolling one-year period.
- 2. A major service increase is defined as any of the following:
  - a. The creation of an entire route or an expansion of a route that extends the geographic area of transit service area a least a one-half mile in length.
  - b. An increase in the service hours of any route of at least 10 percent of the total hours operated on a daily basis, or an increase in service of the number of days of the week that any route operates.
- 3. When a fare increase or major service reduction is considered by a transit operator, the following steps, at a minimum, will be taken to ensure an adequate public comment process:
  - a. Notice the proposed major service reduction or fare increase with specific information regarding the existing and proposed service or fare levels. The notification will include the posting of documentation at all bus stops with shelters and inside all vehicles operating on the affected route(s) or that share

a transfer point with an affected route. Written notice will also be published in the appropriate local newspaper – Nevada Appeal or Record-Courier – as a paid advertisement of notice. Prior to the commencement of the comment period, notice will be provided to CAMPO staff for display on the CAMPO website, and the transit operator will display the notice on its website if the transit operator has a website. The notice will announce the starting and ending dates of a minimum 30-day public comment period. The notice will also announce a public meeting to be held during the required comment period. The public meeting will be held within the Carson Urbanized Area at a facility that is accessible through the use of public transit services. The meeting(s) will be scheduled at times that transit services are available to facilitate attendance by transit users. The public notification of the meeting and public comment at the meeting will follow the State of Nevada Open Meeting Law (NRS Chapter 241) requirements.

- b. The governing body of the transit operator will be notified of the comment period and proposed major service decrease or fare increase. Notification to the governing body may occur prior to or during the public comment period. If a regular meeting of the governing body is held during the comment period, the topic of the proposed major service reduction or fare increase shall be agendized to allow for discussion and public comment to be received by the governing body.
- c. Following the completion of the comment period and the conduct of the public meeting(s), the proposed major service decrease or fare increase will be agendized at a meeting of the governing body of the transit operator. The governing body meeting will be noticed in accordance with the State of Nevada Open Meeting Law (NRS Chapter 241) and with notices in vehicles as in paragraph "a." above. Any comments received during the public comment period will be documented. The documentation must be available for public review and distributed to the governing body of the transit operator prior to taking action. The governing body will act on the proposed service reduction or fare increase after consideration of comments received.
- 4. When a fare decrease or major service increase is proposed by a transit operator, the change shall be publicized in the following manner:
  - a. Notice of the proposed major service increase or fare decrease with specific information regarding the existing and proposed service or fare levels shall be posted at all bus stops with shelters and inside all vehicles operating on the affected route(s) or that share a transfer point with an affected route.
  - b. The governing body of the transit operator will be notified of the proposed major service increase or fare decrease. The topic of the proposed major service increase or fare decrease shall be agendized to allow for public comment to be received by the governing body.
  - c. Prior to the change, notice shall be provided to CAMPO staff for display on the CAMPO website, and the transit operator will display the notice on its website if the transit operator has a website.
  - d. Written notice will be transmitted to appropriate media outlets including the Nevada Appeal or Record-Courier to encourage media coverage.