Atascadero City Council
Agenda Report – Public Works Department

Atascadero Transit
Approval of Federal Transit Administration
Procedures for Public Comment

RECOMMENDATION:

Council approve the attached procedures as required by the Federal Transit Administration (FTA) regarding public comment.

DISCUSSION:

As an urbanized area eligible for Federal transit funding, the City of Atascadero is required to establish procedures through which public input shall be obtained regarding transit fare increases or service changes.

FISCAL IMPACT:

None

ATTACHMENT:

Procedures for Public Comment Regarding Fare and Service Changes to Atascadero Transit
City of Atascadero

Procedures for Public Comment Regarding Fare and Service Changes to Atascadero Transit

Effective May 12, 2009, the City of Atascadero hereby establishes procedures through which public input shall be obtained regarding transit fare increases or service changes. These procedures comply with Federal Transit Administration (FTA) regulations for federally supported transit projects. The City of Atascadero transit system is supported in part through funds available through the FTA.

The City of Atascadero requires solicitation of public comment for the following fare or service changes:

**Fare Changes:** Any fare increase is considered a major change and requires solicitation of public comment. This includes any modification of transfer policy.

**Fixed Route Service Changes:** A change in fixed route transit service is considered a major change if any of the following pertain to the change:

- Service Reduction: Major service reduction is defined as reduction in service headways, decrease in operating hours, reduction in service days, or significant restructuring or realignment of service. Stop elimination is not considered a major service reduction.

**Dial-a-Ride Service Changes:** A change in Dial-a-Ride service is considered a major change if any of the following pertain to the change:

- Service Reduction: Major service reduction is defined as a reduction in operating hours, reduction in days on which service is available, reduction in the area served by Dial-a-Ride.

- Service Availability: A major change in service availability is defined as the introduction of revised eligibility criteria for access to the service, introduction of significant changes in procedures for service participation (e.g. introduction of an application process).

In all cases defined above, the City of Atascadero shall adhere to the following procedures:

- Schedule a meeting to solicit public comment at a convenient public location.
- Publish an advertisement in a locally distributed newspaper announcing the public meeting no less than five (5) days prior to the date of the meeting.
- Post announcements of any public meetings in all City fixed route and Dial-a-Ride buses at least five (5) days prior to the date of the meeting.
- Receive and document comments via telephone, email, US mail, or fax.
- Report in summary format all information received in the public comment process to the City Council as part of the hearing process.