

**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

SUBJECT:

Soliciting and Considering Public Comments Prior to Raising Fares or Implementing a Major Service Reduction.

SECTION NO: 1.05.00

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EFFECTIVE DATE: 10/13/08

RESOLUTION: _____

POLICY STATEMENT:

The Kalamazoo County Transportation Authority (KCTA) shall implement the procedures contained herein prior to raising fares or implementing a major service reduction.

DEFINITIONS:

1. A **Fare Increase** is defined as an increase in the basic fare structure. Fare decreases and special fares are specifically excluded.
2. **Major Service Reductions** are defined as decreases in service that represent a net loss of five percent (5%) of total service miles.

IMPLEMENTING PROCEDURES:

Calculation of Service Miles:

In determining whether this procedure applies to a specific service reduction, the KCTA shall calculate and compare the total current service miles for seven (7) calendar days to the proposed estimated total service miles to be provided for a seven (7) calendar day period after reduced service would be implemented.

Public Participation Process:

Upon determination of applicability of this procedure, the process for soliciting and considering public comment before raising fares or implementing a major service reduction are as follows:

1. Public transportation passengers will be notified of a proposed fare increase or major service reduction not less than forty-five (45) days before such changes are scheduled to take place. Such notification will take place by display of information on the modesty panel or similar location on each bus on a posting of at least 8½” x 11”. The posting will include the proposed change, the proposed date of the change, and will provide passengers with the opportunity to provide written comment and/or to request a public hearing. The address to which written comment can be sent will be included in the notice. The deadline for written comment or request for public hearing will be included in the posting. Finally, the posting will include the date at which the KCTA will consider the proposed fare increase or major schedule reduction, inviting the public to attend.
2. ADA certified passengers and all individuals receiving demand/response service within the previous 60-day period will be notified in writing and by mail delivery to their last known address of KCTA’s proposed fare increase or major service reduction. A copy of the posting placed on each of the buses, in a size of at least 8½” x 11” is considered to be appropriate notification, but any format which

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provides all of the information provided to fixed route passengers (as included in Item #1 above) can be substituted if desired.

3. A public notice will be placed in the *Kalamazoo Gazette* not less than thirty (30) days before such changes are scheduled to take place. Such notification will include the proposed change, the proposed date of the change, and will provide the public with the opportunity to comment and/or to request a public hearing. The public notice will include the address at which written comment or request for public hearing will be received, and a deadline for receipt of such written request. In addition, the public will be invited to attend the KCTA meeting when the proposed fare increase or major service reduction is considered.
4. Upon completion of the public comment period, KCTA staff will a) determine whether a request for a public hearing has been made; and b) compile all correspondence received regarding the proposed fare increase and/or major service reduction.
 - If a written request for public hearing is received, KCTA staff will submit a request to the KCTA to schedule and hold a public hearing at the earliest possible date, but not less than seven (7) calendar days after such public hearing date has been established by the KCTA.
 - Copies of any written comments regarding the fare increase and/or major service reduction will be prepared for presentation to the KCTA at the date and time stated in public notices as described above, along with specific information regarding the proposed fare increase and/or proposed major service reduction.
 - If no request for public hearing has been received, KCTA staff will request that the KCTA consider and accept a fare increase and/or major service reduction on the nearest possible date following the KCTA meeting.
5. The KCTA will review and consider written comment regarding the proposed fare increase and/or major service reductions at the time and place published in the public information notices distributed as outlined in this procedure. The KCTA will also offer the opportunity for public comment at the place in the agenda where the proposed fare increase and/or major service reduction is discussed.
6. Upon receipt of all public comment and all written comment, the KCTA will be asked to approve or reject the proposed fare increase or major service reduction. All public comment, whether in writing or verbal, shall be considered by the KCTA in their decision.

APPROVAL:

KCTA Chairperson

KCTA Secretary