

## REDDING AREA BUS AUTHORITY BOARD POLICY

SUBJECT	RESOLUTION NUMBER	POLICY NUMBER	EFFECTIVE DATE
PUBLIC PARTICIPATION POLICY FOR TRANSPORTATION PLANNING	RABA-115	116	11/20/95
AMENDED	RABA-160	116	05/21/07

### BACKGROUND

The Federal Highway Administration and Federal Transit Administration of the U.S. Department of Transportation strongly support public participation throughout transportation planning and project development. Transportation providers are encouraged to develop, with the public, effective participation processes which are customized to local conditions.

### PURPOSE

To develop public participation policies and procedures that shall be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing participation.

### POLICY

It is the policy of the Redding Area Bus Authority (RABA) to:

1. Require a minimum public comment period of 45 days before the public participation process is initially adopted or revised;
2. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, other affected employee representatives, private providers of transportation, and other interested parties.
3. Encourage those persons traditionally under-served by existing transportation systems, such as low income or minority housing and the elderly, to take part in the public participation process.
4. Provide reasonable public access to technical and policy information used in the development of plans and programs.
5. Provide adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to, fare increases or a reduction in transit services.
6. Require a minimum of one public meeting held by RABA staff and advertised in the local media to solicit comments on any draft transportation plan developed under the direction of the RABA.

7. Demonstrate explicit consideration and response to public input received during the planning and program development processes.
8. Provide a summary, analysis, and report on the disposition of comments when significant written and oral comments are received on a draft transportation plan.
9. At the option of RABA, provide an additional opportunity for public comment on any Shasta County Regional Transportation Planning Agency (RTPA) revised and/or final transit plan if it differs significantly from the one which was made available for public comment by RABA and raises new material issues which interested parties could not reasonably have foreseen from the public participation efforts.
10. Review public participation processes periodically in terms of their effectiveness in assuring that the process provides full and open access to all.
11. Use buildings that are wheelchair accessible for all public meetings in conformance with the Americans with Disabilities Act. Special provisions will be made available for hearing impaired and vision impaired community participants upon request.
12. Establish a RABA Transit Advisory Committee. The California Transportation Development Act statutes and regulations require that each transportation planning agency shall provide for the establishment of a Social Services Transportation Advisory Council (SSTAC) under Section 99238 of the Public Utilities Code, Chapter 4, Transportation Development. To minimize duplication, RABA staff shall utilize the committee established by the RTPA.
13. Comply with the requirements with regard to public participation in paratransit planning and implementation as specified in the ADA regulations.

## PROCEDURE

To encourage a greater public participation in the planning process and in plan and program development, the following procedures shall be followed:

1. Staff shall solicit comments from the community on transit related issues, including, but not limited to, modifications to service, fare increases, service reductions, etc., and solicit comments from the community groups:
  - a. Publish display ads in one or more newspapers, depending on the scope of the subject, or leaflet homes within two blocks of the affected bus routes (old and new), whichever is deemed most effective.
  - b. Design, produce and distribute information brochures/notices through the mail to regular punch card purchasers, on the buses, and at schedule rack locations.
  - c. Establish contacts with school districts, homeowners' associations, churches, community centers, and other agencies for this purpose.
  - d. Comments made in response to an action under consideration by the Board and received by mail, e-mail, or telephone prior to the meeting will be provided to the Board for consideration as if they were received during the public hearing comment period.

Include member jurisdictions to distribute public meeting information using newsletters/publications (if available), and any other current locations utilized by member jurisdictions, as follows:

- a. Inform RABA staff of publication dates and deadlines for newsletters/publications.
- b. Inform RABA staff of the name of one member jurisdiction staff member to be responsible for coordinating information distribution with RABA.
- c. Provide RABA with a list of locations where public posting may be made and written authorization to use these locations.

Include the Shasta County Regional Transportation Planning Agency (RTPA) to distribute public meeting information to assist RABA staff with the following activities:

- a. Contact agencies, applicable RTPA committees, and other organizations in their jurisdiction to inform them of the public meetings.

## 2. Meetings

- a. All meetings of the Board and the Committee shall be open to the public and shall provide opportunities for public comment either oral or written.
- b. Meetings, other than for emergencies, shall be held at times and in places that are convenient and readily accessible to the public and shall be convened only after at least 72 hours notice to the members of the Board, the press, and the public. Special meetings shall be convened only after at least 24 hours notice.
- c. Meeting notices will be mailed to individuals who have asked for them.
- d. Time shall be set aside at every meeting of RABA, whether or not they have been scheduled as public hearings, to receive comments and/or requests from citizens. When citizen comments and/or requests are submitted, they will be responded to verbally or in writing in a timely manner, but in no case longer than 30 days.

## 3. Public Hearings

- a. Public hearings shall be published at least ten (10) days prior to the date of the meeting of the public hearing in the non-legal section (display ad) of a newspaper of general circulation.
- b. The public hearings shall be held at times and locations convenient to those parties interested in transit issues and held in wheelchair accessible buildings in conformance with the Americans with Disabilities Act.
- c. If circumstances occur that prevent a lower-income person from participation in the public involvement process because of a language barrier or other specific handicap,

accommodations will be made to provide the technical assistance necessary for their participation.

4. Public Hearing Notices

- a. The Redding Record Searchlight, a local daily general circulation newspaper, and the following local weekly newspapers will be utilized as appropriate to attract participation in areas served by RABA:

<b>Name</b>	<b>Readership</b>
Redding Record Searchlight P.O. Box 492397 Redding CA 96049-2397 (530) 246-2626 FAX: (530) 225-8212	Redding, Shasta County
Valley Post P.O. Box 1148 Anderson CA 96007 (530) 365-2797	Anderson, Southern Shasta County
Shasta Lake Bulletin P.O. Box 8025 Shasta Lake CA 96019 (530) 275-1716 FAX: (530) 275-1699	Shasta Lake, Northwestern Shasta County

- b. Public service announcements may be provided to local television stations (KRRCR TV, Redding) and local radio stations (KQMS, Redding; and KAVA, Burney).
- c. Public notices shall be distributed and posted at the following locations.
- Post Offices in the areas served by RABA
  - Redding City Hall
  - Shasta County Courthouse
  - RABA Intermodal Passenger Facility
  - RABA Maintenance Facility
- d. Meeting notices will be mailed to individuals who have expressed interest.