

REPORT TO SHASTA COUNTY RTPA

SUBJECT	MEETING DATE	ITEM NUMBER
Public Involvement Procedure Update - Consider Action	12/10/02	4

RECOMMENDATION

It is recommended that the Board authorize initiation of the 45-day public and agency review of the Draft Public Involvement Update.

SUMMARY

Federal regulations require that Metropolitan Planning Organizations (MPO) develop public involvement procedures. The Board last adopted the Public Involvement Procedures for Transportation Planning in December 1998 and considered a revision in July 2002. Based upon feedback from the Agency at that meeting, the procedures considered in July were revised. The purpose of this document is to promote public participation and interagency consultation in the comprehensive transportation planning process.

DISCUSSION

The Public Involvement Procedures contain objectives, strategies, and measures of effectiveness.

The plan contains the following objectives:

1. Raise understanding of the transportation planning process in the region and identify how interested citizens can become involved.
2. Provide opportunities for public involvement in the transportation planning process.
3. Maintain contact with interested citizens and key stakeholders throughout the process of developing MPO plans and programs.
4. Identify and involve traditionally under-served persons (those who are of minority, low-income or elderly status).
5. Inform and educate incoming MPO Board members and local commissioners/council members regarding MPO functions, responsibilities and programs.

The plan will be evaluated annually to enhance public participation and program effectiveness. The written objectives provide a more systematic means to document the evaluation process.

This Agency action will authorize an advertisement of a 45-day public and Agency comment period. It is anticipated that this plan will be returned to the Agency for final approval at the February meeting.

ALTERNATIVES

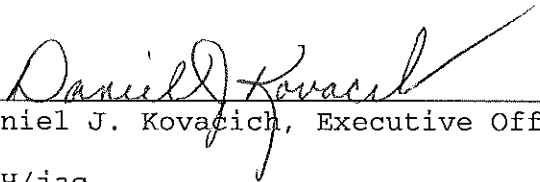
The Board could choose not to update the current practice. Staff does not recommend this because it is a Federal recommendation to update this practice every three years.

OTHER AGENCY INVOLVEMENT

Caltrans District 2, Shasta County, the cities of Redding, Shasta Lake and Anderson and the Redding Area Bus Authority have all been consulted via memos and TAC meetings.

FINANCING

The funding for development of this plan and the monitoring of goals and objectives are budgeted in the Overall Work Program (OWP), under Element 709 Overall Work Program Development/Interagency Coordination.



Daniel J. Kovacich, Executive Officer

TLH/jac

Attachment: Public Involvement Procedures For Transportation Planning

**PUBLIC INVOLVEMENT PROCEDURES
FOR
TRANSPORTATION PLANNING**

draft

2002

**SHASTA COUNTY REGIONAL
TRANSPORTATION PLANNING AGENCY**

**PUBLIC INVOLVEMENT PROCEDURES
FOR
TRANSPORTATION PLANNING**

**SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING
AGENCY**

December 2002

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In Cooperation with:

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Shasta County
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1. INTRODUCTION AND PURPOSES

This document is an update of the 1998 Public Involvement Procedures, which outlined the Shasta County Regional Transportation Planning Agency's (RTPA) policy of promoting public participation and interagency consultation in the comprehensive transportation planning process. It contains the policies, strategies and procedures Shasta County RTPA will use to encourage public involvement in the development and approval of various transportation plans, programs, and environmental reviews.

Meaningful and effective public participation is essential to the successful implementation of any public planning program or project. Without the involvement of the local citizenry, it is difficult to design a program that effectively meets the greater needs of the public. In addition, public involvement is necessary to gauge the effectiveness of an agency's planning activities. The Shasta County Metropolitan Planning Organization (MPO) actively seeks to incorporate the involvement of the public in its planning efforts pursuant to its Public Involvement Procedures that is designed to accomplish the following objectives:

- 1) Provision of opportunities for county residents and citizen-based organizations to discuss their views and to provide input on the subject areas addressed in plans, projects or policies of the MPO; and
- 2) Inform and educate citizens and other interested parties about the MPO's ongoing planning initiatives;
- 3) Compliance with the public involvement requirements of the Transportation Equity Act for the 21st Century (TEA-21) [Section 450.316(b)(1)CFR].

The purpose of this document is to provide a clear directive for the public involvement activities undertaken by the Shasta County MPO as they pertain to the agency's primary responsibilities. This includes the development and implementation of the following:

- The Regional Transportation Plan (RTP);
- The State and Federal Transportation Improvement Program (STIP & FTIP);
- Transit Studies;
- Other activities associated with MPO projects.

The MPO currently engages in a number of strategies that facilitate public participation. A description of these activities is provided in the Procedure along with discussions about existing and proposed public involvement strategies. A section is also included

that outlines a methodology for evaluating the effectiveness of the plan.

2. LEGAL REQUIREMENTS

The legal requirements that govern the MPO public outreach activities are defined in Appendix A.

3. OBJECTIVES, STRATEGIES AND POLICIES

The Shasta County MPO shall provide for public involvement consistent with the following objectives and strategies in the development of its short and long-range transportation plans, programs and projects.

The purpose of the TEA-21 provisions (see Appendix A, 9.2) is to encourage greater public participation in the planning process. The intent is not to merely have the public review documents, but to encourage participation in plan and program development. Access should be provided throughout the process in order to allow the public input to be incorporated into the various plans, programs and studies at an earlier point in the process.

- **Objective 1:** Raise the level of understanding of the transportation planning process in the region and identify how interested citizens can become involved.

Strategy 1.1: Produce plans and programs in a user-friendly format that is easily understood by the general population.

Strategy 1.2: Produce an MPO newsletter every three months providing information concerning current and future MPO activities. Information will also be provided to citizens on how they can become more involved in the MPO planning process. During updates to the RTIP, STIP and RTP, the newsletter will discuss various issues involved with these tasks in detail and solicit public input, as appropriate.

Strategy 1.3: When appropriate, the MPO shall produce a newsletter specifically oriented for major plans and programs it initiates such as the Regional Transportation Plan. For plans and projects of a less encompassing scope, the MPO will include discussion on these items in the MPO newsletter and/or other inserts.

- Strategy 1.4: Maintain the MPO web site to provide useful information concerning current and future MPO planning activities.
- Strategy 1.5: Solicit public speaking engagements during the development of major planning initiatives such as the RTP, RTIP and STIP through the various public involvement strategies discussed herein.
- Strategy 1.6: Work with the local media to attract attention to and provide notice of MPO planning activities.
- Strategy 1.7: Provide information to the regions youth about modes of transportation, including transit, bicycles, walking, etc.
- **Objective 2:** Provide the public with opportunities for involvement in the transportation process.
- Strategy 2.1: Utilize citizen-based task forces or committees to address issues relative to the Regional Transportation Plan.
- Strategy 2.2: Review plans and programs to determine the appropriate public involvement strategies needed to encourage effective citizen participation and input.
- Strategy 2.3: Select appropriate community outreach locations to accommodate different segments of the affected population including elderly, handicapped, minority and low-income persons.
- Strategy 2.4: When selecting potential locations for community outreach activities, prioritize those that are served by means of alternative transportation, particularly mass transit.
- Strategy 2.5: Provide details on how to obtain transit information such as routes, schedules, etc., serving the community outreach location in materials announcing the meetings.
- Strategy 2.6: Utilize the technical committees to gather technical expertise and citizen input regarding the development of plans, projects and programs.

- Strategy 2.7: Ensure that representation on the Social Services Transportation Advisory Committee (SSTAC) is reflective of the different segments of the county's population.
- Strategy 2.8: Conduct opinion surveys to help identify the needs and interests of the affected population(s) regarding transportation planning issues. These surveys shall not only reflect the views of those affected, they will also serve as a benchmark to validate the input received from participants in other outreach efforts.
- Strategy 2.9: Provide copies of draft planning documents to affected local jurisdictions for their review and comment.
- Strategy 2.10: Place copies of MPO documents in selected locations throughout the county for citizens to review such as municipal government centers and public libraries.
- Strategy 2.11: Utilize the MPO Internet site to increase public awareness of the MPO and its activities and to provide another means of accessing MPO planning documents. (See Appendix B for current site map of work products).
- **Objective 3:** Maintain contact with interested citizens and key stakeholders throughout the process of developing MPO plans and projects.
- Strategy 3.1: Maintain a mailing list of interested citizens for distribution of public involvement materials such as newsletters and the MPO Annual Report.
- Strategy 3.2: Provide opportunities for individuals and organizations to be added to the MPO mailing list through the various public involvement activities described in this Public Involvement Plan.
- Strategy 3.3: Identify key individuals representing groups or organizations most directly affected by an MPO-sponsored project or program and initiate correspondence with them as deemed appropriate.

- **Objective 4:** Identify and involve traditionally under-served persons (those who are of minority, low -income or elderly status) in transportation planning issues.

Strategy 4.1: Utilize input from county's transportation disadvantaged community, including transportation providers and citizens, to identify transportation problems associated with the elderly, economically disadvantaged, and/or mentally or physically disabled.

Strategy 4.2: Hold community forums to solicit public input and to reach a better understanding of problems and challenges confronting the disadvantaged population of Shasta County.

Strategy 4.3: Meeting announcements shall be placed in selected publications targeting traditionally under-served population segments.

Strategy 4.4: Enhance access to the MPO planning process by selecting some meeting sites for public workshops or community forums that are more easily accessible to traditionally under-served communities.

- **Objective 5:** Inform and educate incoming MPO Board members and local commissioners/council members regarding the MPO's functions, responsibilities and programs.

Strategy 5.1: Participate in local commission/council meetings to present and discuss information, issues and programs relating to the MPO and its responsibilities.

Strategy 5.2: Develop and maintain orientation manuals for new board members serving the MPO and its citizen-based advisory committees.

See Section 8 for measures of effectiveness of these objectives.

3.1 OPEN MEETING POLICY

During the transportation planning process, the Shasta County RTPA and its advisory bodies are required to hold open meetings in accordance with the Brown Act (see Appendix A, 9.1).

3.2 PUBLIC WORKSHOP POLICY

On certain high-profile projects or where controversy is anticipated, the Shasta County RTPA will hold Public Workshops.

3.3 PUBLIC INVOLVEMENT POLICY

Shasta County RTPA shall notify interested or affected members of the community who may be impacted by the plan or program through legal notices, meeting announcements, public service announcements, press releases, RTPA Newsletter, special mailers, e-mail, updates on the RTPA Homepage, publications and agendas of committees, meetings and other opportunities to participate, as appropriate. Community members or organizations may include but are not limited to:

Elected officials	Business and Industry
Academic and Scientific communities	Environmental organizations
Native American Tribes of Shasta County	U.S. Dept. of Interior Bureau of Indian Affairs
Service organizations	Youth services groups
Operators of major modes of transportation	Health and handicapped organizations
Recreation groups	Airport authorities
Minority groups	Senior citizen groups
Appropriate private transportation providers	Local public and private transit operators
Local, state and Federal agencies	Traffic, ridesharing, and enforcement agencies

4. ADVISORY COMMITTEES

In addition to citizen's involvement and staff analysis to identify community needs, the MPO receives input and recommendations from two standing committees, focused working groups and workshops. These committees and groups provide recommendations on various projects, plans and policies. This process allows the Board to make informed decisions.

4.1 CURRENT STATUS OF ADVISORY COMMITTEES

SSTAC, TAC, and WORKING GROUP - SSTAC and TAC will meet as often as required. A Working Group will be convened during the development phase of major transportation projects. The Working Group would actively participate throughout the project and would produce a plan or recommended action. TAC would review the Working Group's

product and make a final recommendation. TAC also ensures a review of all meeting agendas.

4.2 COMMITTEE SELECTION/COMPOSITION

TAC - The Technical Advisory Committee (TAC) is made up of two members each from the staffs of Shasta County and the Cities of Redding, Shasta Lake, and Anderson, with one member each from Redding Area Bus Authority, Redding Airports, Shasta County Air Quality Management District and Caltrans -- as required by RTPA rules.

SSTAC - The RTPA shall appoint the nine Social Services Transportation Advisory Council members who are required to represent various groups of under-served transit users as mandated. The members will serve staggered three-year terms as outlined in the Public Utilities Code 99238. (See Appendix A, 9.3)

SSTAC will vote for a chairperson and vice-chairperson. Voting for chairpersons should take place each year at the first SSTAC meeting following the "Unmet Needs" hearings, but before the end of the year.

WORKING GROUP - Staff members of the cities and county plus impacted property owners, Fish and Game, U.S. Fish and Wildlife Services, law enforcement, FHWA, FTA, fisheries, property owners, Native Americans, SSTAC members, stakeholders and interested citizens would all be invited to participate in various Working Groups depending on the project. The composition of the Working Group for a particular project will be reviewed and approved by the RTPA Board.

As different projects may require different participants, there may be several separate Working Groups operating at once.

WORKSHOP - On projects that generate public interest, Workshops will be held. The public and stakeholders of that specific project will be notified. The Workshop format will involve more interaction between participants. The role of the staff will be to monitor the meeting, convey information, and answer questions. Private citizens who attend the Workshops will be added to the mailing list for future meetings.

4.3 FUNCTION OF THE COMMITTEES

The Committees and groups will function as the primary public involvement advisory tools to the Regional Transportation Planning Agency. SSTAC will offer recommendations during the "Unmet Transit Needs that Are Reasonable to Meet" findings.

When a recommendation is required, TAC, the Working Group and Workshops will take the following action:

- **TAC** - TAC will consider the recommendation of the Working Group while coming up with their own recommendation. TAC's recommendation will be taken before the RTPA Board. This committee reviews and evaluates all programs and projects for consideration by the Board, and provides its recommendations to the Board.
- **WORKING GROUP** - The recommendation will be taken to TAC as needed.
- **WORKSHOP** - The information and comments that arise from the Workshop will be presented to the Working Group as needed.

RTPA staff will provide technical expertise, mail information, oversee and take minutes at the meetings, and interact with the committee members. As an advisory committee to the RTPA, the Committees must be available to meet at the discretion of the RTPA and/or as required by law as outlined below:

- a) TAC and the Working Group (or Working Groups) and Workshops will meet as often as may be necessary to participate in the review process for the transportation plans, programs and studies listed. Special meetings of the Committees may be convened and the public notified (as outlined below) as needed in order to review environmental reports and other documents that appear periodically but in no predictable time frame. TAC meets at least once before every RTPA meeting to review agenda items and offer input prior to action by the RTPA Board. They provide staff technical expertise and recommendations.
- b) SSTAC is statutorily required to meet as necessary, and no less than annually, to provide recommendations to the RTPA on "Unmet Transit Needs that Are Reasonable to Meet". See page 20 for TDA law that govern the functions of this important committee.
- c) Ten days, or a minimum of 72 hours, before each meeting, a public notice will be placed in the legal advertising section of the Redding Record Searchlight daily newspaper. Agendas will be sent to each member of the Committees and others who have expressed interest.

5. CURRENT PUBLIC INVOLVEMENT ACTIONS

5.1 PUBLIC INVOLVEMENT TECHNIQUES

Public involvement is an on-going activity of the MPO, with several techniques occurring on a continuous basis. Public involvement is also an integral part of one-time activities and regularly repeated activities such as the annual STIP process and Regional Transportation Plan updates.

This section contains descriptions of public involvement tools currently used by the MPO.

MPO Web Site

Description: The site (WWW: SCRTPA.ORG) was established in 1999 with basic information about the MPO process, members, meeting times and contact information. Work products; such as staff reports, the OWP, RTP, RTIP, FTP and TNA have been added to the site. The site has been expanded to include our *TRANSPORTER* Quarterly Newsletter, the RTPA Agenda and related attachments. The site provides many links to other transportation related sites from the local to state level. The site is continually maintained and updated by the MPO staff.

Activities: The site is used to promote regular and special meetings, planning studies, publications and work products. See site map at Appendix B for current information.

MPO Master List

Description: MPO staff maintains a master list of all contacts, both business and public, on a continuous basis. The list includes committee membership, mailing information, phone and fax numbers, and e-mail and internet addresses. The list is used for maintaining up-to-date committee membership lists, special interest groups and homeowners association contacts, and the newsletter mailing list. Membership lists generated using the list are provided to the public, municipalities and other agencies on request. The list is used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements.

Activities: The list is used to enhance other public involvement activities.

Legal Advertisements

Description: The Brown Act (See Appendix A, 9.1) requires advertisement of any public meeting where a decision could be made or that may be attended by more than one elected official. The MPO regularly advertises the MPO, the TAC and the SSTAC meetings. The ads include the full text of the meeting agenda, including contact information.

Activities: Regular meetings, other public meetings, rule changes.

MPO Newsletter

Description: MPO Staff produces a quarterly newsletter that is distributed to over 400 citizens, municipalities, media and other agencies. Citizens are added to the distribution list by their own request. Opportunities to request being added to the list occur during public meetings hosted by the MPO, on the MPO web site, and when citizens contact MPO staff. Each issue of the newsletter includes staff contact information, upcoming meeting schedules, the MPO web site address, project highlights, and current planning project status reports.

Activities: The newsletter is used to promote regular and special meetings, planning studies, publications and work products.

Display Ads

Description: These ads are used to promote meetings that are not regularly scheduled, such as corridor study workshops. They are published in the local section of the newspaper in order to reach a larger audience than those that typically read legal ads.

Activities: Project specific meetings, workshops, open houses or hearings.

Direct Mailings

Description: Used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings are usually post cards, but can be letters or fliers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups are targeted that may have an interest in a specific issue, for example avid cyclists may be targeted for greenways and trail projects.

Activities: Project-specific meetings, workshops, open houses, corridor studies, small-area studies, other planning studies or major activities.

Press Releases

Description: Formal press releases are sent to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the MPO or their committees.

Activities: Corridor or other planning studies, workshops, open houses, public hearings, and other MPO activities.

Project Workshops/Open-Houses

Description: These are public meetings that are generally open and informal, with project team members interacting with the public

on a one-on-one basis. Short presentations may be given at these meetings. The purpose of project-specific meetings is to provide project information to the public and to solicit public comment.

Activities: Corridor studies, small-area studies, other planning studies, annual TIP and project priority process, certification review, Regional Transportation Plan updates and other major MPO activities.

Small Group Meetings

Description: During projects such as planning studies, meetings are held with small groups that have an interest in the project. Meetings could be with homeowners or neighborhood associations, civic groups, special interest groups, or other groups of affected or interested parties.

Activities: Corridor studies, small-area studies, other planning studies, and other MPO activities.

Public Hearings

Description: These are public meetings used to solicit public comment on a project or issue being considered by the MPO. Hearings provide a formal setting for citizens to provide comments to the MPO or another decision-making body. They are recorded and transcribed for the record.

Activities: Corridor studies, other planning studies and as needed for other MPO activities.

Posters and Flyers

Description: Posters and flyers are used to announce meetings and events and are distributed to public places such as City Halls, libraries and community centers for display. The announcement may contain a brief description of the purpose of the meeting, the time(s) and location(s), and contact information. Posters and flyers may be used to reach a large audience that cannot be reached using direct mailings and/or newsletters.

Activities: Corridor studies, small-area studies, other planning studies, regular and special MPO activities.

5.2 PLANS/DOCUMENTS

Documents at all stages will be available for viewing by the public at the Shasta County Department of Public Works. A copy of draft documents will be made available at the following locations, as appropriate:

5.3 ADVERTISING

The Redding Record Searchlight, the only local daily general circulation newspaper, and local weekly newspapers will be utilized as appropriate to attract regional participation.

LOCAL NEWSPAPERS

NAME	READERSHIP
Redding Record Searchlight P.O. Box 492397 Redding, CA 96049-2397 (530) 246-2626 FAX: 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: 275-1699	Shasta Lake, Northwestern Shasta County
Mountain Echo P.O. Box 224 Fall River Mills, CA 96028	Fall River Mills, Burney, Eastern Shasta County
Intermountain News P.O. Box 1030 Burney, CA 96013 (530) 335-4533 FAX: 335-5335	Burney, Eastern Shasta County
Dunsmuir News P.O. Box 127 Mt. Shasta, CA 96067 (530) 926-5214 FAX: 926-4166	Dunsmuir, Northern Shasta County
Shingletown Ridge Rider News P.O. Box 210 Shingletown, CA 96088 (530) 474-3434 FAX: 474-3448	Eastern Shasta County

In addition, public service announcements may be provided to local television stations (KRCR TV, Redding) and local radio stations (KQMS, Redding and KAVA, Burney).

6. REVIEW OF PUBLIC INVOLVEMENT PROCEDURES

- The Public Involvement Procedures for Transportation Planning, and any significant future changes, shall be published and made available 45 days for public review and comment before final procedures are adopted.
- The public review process will be reviewed annually by the Shasta County Regional Transportation Planning Agency staff and tri-annually by the public.

7. PUBLIC INVOLVEMENT ACTIVITIES FOR THE TRADITIONALLY UNDERSERVED

Over the past few years, the Federal Highway Administration (FHWA) has put an increasing emphasis for MPOs to develop public involvement activities targeted for the traditionally underserved - those with characteristics that preclude them from participating in the traditional methods of soliciting public input. FHWA has identified classifications for the traditionally underserved. They are:

- Those with special cultural, racial, economic, or ethnic characteristics;
- Those with disabilities;
- Those with low-incomes; and

These classifications are accounted for in our strategies and through the annual unmet needs process. Currently the RTPA is working on a Tribal Consultation policy to ensure this important local group is appropriately involved in the planning process. As additional ways to inform the traditionally underserved become known and available, they will be incorporated into this procedure.

For instance, we will consider techniques and strategies to identify the transportation underserved including: notices in non-English language newspapers; public service announcements on radio stations which tailor their programming to non-English speaking Americans; and fliers and notices on public involvement opportunities distributed to senior citizens' centers, minority neighborhoods and urban housing projects.

Addressing the needs of these groups will require gaining a thorough understanding both of why they have been traditionally underserved and of what their current and future transportation needs are. Continuous interaction between these groups and transportation professionals will be critical to better serving their needs in the future.

8. PUBLIC INVOLVEMENT MEASURES OF EFFECTIVENESS

These measures of effectiveness are consistent with the MPO's adopted Public Involvement Procedures. They are proposed for an annual evaluation of the process.

1. Make the Public Aware:

- Number of MPO newsletters distributed
- Number of Newspaper advertisements and public notices

2. Give the Public the Opportunity to Participate

- Number of MPO public forums, workshops or meetings sponsored
- Number and origin of participants at public forums, workshops or meetings
- Number of hits to the MPO Web page
- Number of comments received during open time at TAC and regular Agency meetings.

3. Make Information Clear/Improve Understanding

- Mail-back comment cards in agency publications and at events. Comment cards would ask the public to provide feedback on purpose of the event, information presented, adequacy of materials and time allowed for discussion

4. Result of Public Input

- Percentage of comments responded to within five working days
- Documents revisions to plans based on citizen input

5. How Should the Public Involvement Process be Improved

- Periodic public involvement process surveys
- Updates to the MPO's public involvement process at least every three years

APPENDIX "A"

MPO'S LEGAL REQUIREMENTS REFERENCE MATERIAL

9.1 THE BROWN ACT

California Government Code Section 54950-54962, commonly known as the Brown Act, requires that actions of California agencies be performed in full view of the public and that opportunities be provided for public input. Requirements of the Brown Act also apply to any committee or other subsidiary body of a local agency, whether permanent or temporary, decision-making or advisory, which is created by such a governing board. The Brown Act sets minimum standards for open meetings relative to access to public, location of meetings, notice posting, agenda distribution, and public input. The public agency may adopt reasonable regulations ensuring the public's right to address the agency, including regulations to limit the total amount of time allocated for public testimony.

The legislative intent of the Ralph M. Brown Act is to have public agencies conduct their business and make their decisions in open public meetings. Each board, commission, committee, or other body of a local agency created by charter, resolution or formal action of a legislative body is a legislative body itself, covered by the requirements of the Brown Act. This includes boards and committees in which members serve in an official capacity and which are supported in whole or in part by a local agency.

Basic compliance with the Brown Act requires:

1. Public notice of the time and place of the meeting.
2. An agenda posted in a public place 72 hours before the meeting, and the meeting must be open to the public.
3. Public input on any subject on the agenda.
4. A public comment period for items not on the agenda; committee discussion and action must be limited to the items on the agenda; and each agenda item must be sufficiently descriptive to inform the public as to the nature of the subject matter.
5. There are very limited provisions for closed sessions under the Brown Act. They are primarily related to personnel, labor relations, litigation, and real estate negotiations.
6. A board member cannot discuss the business of the board with a majority of the board jointly or serially unless at a noticed public hearing.

The following defines a meeting under the Brown Act:

1. The general rule is that a *meeting* is a gathering of a quorum of the public body, no matter how informal, where the public's business is discussed or transacted.
2. Informal gatherings such as lunches or dinners may not constitute a *meeting* unless official business is discussed. If the gathering is a meeting it must be properly noticed and the public must have an opportunity to observe and participate.
3. A conference, workshop, or retreat may or may not be a meeting depending upon how specific the event may be to the business or agency. Providing public notice is a safe rule.
4. Serial meetings involve personal, telephonic, or other communications, including email or online communications, between governing board members concerning official business outside the open meeting arena and are prohibited. The prohibition extends to staff members contacting each of the governing board members to discuss or reach decisions on matters, which require open discussion.
5. The *less than a quorum exception* provides that a gathering of less than a quorum of a legislative body is not a *meeting* under the Brown act. This permits *ad hoc* subcommittees made up only of board members to investigate topics and bring information to the full legislative body.

9.2 TRANSPORTATION EQUITY ACT OF 1998 (TEA-21)

The US Department of Transportation has issued Regulations [23 Code of Federal Regulations, Part 450.316(b)(1-5) and 450.212 (a-g) et seq] to guide the development of public involvement procedures to be used in the implementation of the Transportation Equity Act of 1998 (TEA-21). These regulations require that:

1. Public involvement procedures shall be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement of the public in developing plans and TIPS and meets the requirements and criteria specified;

In addition, the metropolitan planning process shall:

- o Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;
- o Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects;

- Provide reasonable public access to technical and policy information used in the development of plans and Transportation Improvement Programs (TIP) and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;
- Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs [in nonattainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan, TIP and major amendment(s)];
- Demonstrate explicit consideration and response to public input received during the planning and program development processes;
- Seek out and consider the needs of those traditionally under-served by existing transportation systems, including but not limited to low-income and minority households;
- When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the U.S. Environmental Protection Agency's conformity regulation, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP;
- If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the Metropolitan Planning Organization (MPO) and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available;
- Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;
- These procedures will be reviewed by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) during certification reviews for Transportation Management Areas (TMA), and as otherwise necessary for all MPOs, to assure that full and open access is provided to MPO decision-making processes;

- Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans and programs and reduce redundancies and costs.
- 2. Be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794, which ensure that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation;
- 3. Identify actions necessary to comply with the Americans With Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and U.S. DOT regulations "Transportation for Individuals With Disabilities" (49 CFR parts 27, 37, and 38);
- 4. Provide for the involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials; and
- 5. Provide for the involvement of local, State, and Federal environment resource and permit agencies as appropriate.

§ 450.212 Public involvement.

- a. Public involvement processes shall be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement. The processes shall provide for:
 - 1. Early and continuing public involvement opportunities throughout the transportation planning and programming process;
 - 2. Timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects;
 - 3. Reasonable public access to technical and policy information used in the development of the plan and STIP;
 - 4. Adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to action on the plan and STIP;

5. A process for demonstrating explicit consideration and response to public input during the planning and program development process;
 6. A process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households which may face challenges accessing employment and other amenities;
 7. Periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all and revision of the process as necessary.
- b. Public involvement activities carried out in a metropolitan area in response to metropolitan planning requirements in § 450.322(c) or § 450.324(c) may by agreement of the State and the MPO satisfy the requirements of this section.
 - c. During initial development and major revisions of the statewide transportation plan required under § 450.214, the State shall provide citizens, affected public agencies and jurisdictions, employee representatives of transportation and other affected agencies, private and public providers of transportation, and other interested parties a reasonable opportunity to comment on the proposed plan. The proposed plan shall be published, with reasonable notification of its availability, or otherwise made readily available for public review and comment. Likewise, the official statewide transportation plan (see § 450.214(d)) shall be published, with reasonable notification of its availability, or otherwise made readily available for public information.
 - d. During development and major revision of the statewide transportation improvement program required under § 450.216, the Governor shall provide citizens, affected public agencies and jurisdictions, employee representatives of transportation or other affected agencies, private providers of transportation, and other interested parties, a reasonable opportunity for review and comment on the proposed program. The proposed program shall be published, with reasonable notification of its availability, or otherwise made readily available for public review and comment. The approved program (see § 450.220(c)) if it differs significantly from the proposed program, shall be published, with reasonable notification of its availability, or otherwise made readily available for public information.
 - e. The time provided for public review and comment for minor revisions to the statewide transportation plan or statewide transportation improvement program will be determined by the State and local officials based on the complexity of the revisions.

- f. The State shall, as appropriate, provide for public comment on existing and proposed procedures for public involvement throughout the statewide transportation planning and programming process. As a minimum, the State shall publish procedures and allow 45 days for public review and written comment before the procedures and any major revisions to existing procedures are adopted.
- g. The public involvement processes will be considered by the FHWA and the FTA as they make the planning finding required in § 450.220(b) to assure that full and open access is provided to the decision making process.

9.3 CALIFORNIA TRANSPORTATION DEVELOPMENT ACT
(Calif. Public Utilities Code Sections 99200 et seq.)

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

99238. Each transportation planning agency shall provide for the establishment of a social services transportation advisory council for each county, or counties operating under a joint powers agreement, which is not subject to the apportionment restriction established in Section 99232.

- a. The social services transportation advisory council shall consist of the following members:
 - 1. One representative of potential transit users who is 60 years of age or older.
 - 2. One representative of potential transit users who is handicapped.
 - 3. Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
 - 4. Two representatives of local social service providers for the handicapped, including one representative of a social service transportation provider, if one exists.
 - 5. One representative of a local social service provider for persons of limited means.
 - 6. Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.
 - 7. The transportation planning agency may appoint additional members in accordance with the procedure prescribed in subdivision (b).

- b. Members of the social services transportation advisory council shall be appointed by the transportation planning agency which shall recruit candidates for appointment from a broad representation of social service and transit providers representing the elderly, the handicapped, and persons of limited means. In appointing council members, the transportation planning agency shall strive to attain geographic and minority representation among council members. Of the initial appointments to the council, one-third of them shall be for a one-year term, one-third shall be for a two-year term, and one-third shall be for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for three years, which may be renewed for an additional three-year term. The transportation planning agency may, at its discretion, delegate its responsibilities for appointment pursuant to this subdivision to the board of supervisors.
- c. The social services transportation advisory council shall have the following responsibilities:
 - 1. Annually participate in the identification of transit needs in the jurisdiction, including unmet transit needs that may exist within the jurisdiction of the council and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services.
 - 2. Annually review and recommend action by the transportation planning agency for the area within the jurisdiction of the council which finds, by resolution, that
 - A. there are no unmet transit needs,
 - B. there are no unmet transit needs that are reasonable to meet, or
 - C. there are unmet transit needs, including needs that are reasonable to meet.
 - 3. Advise the transportation planning agency on any other major transit issues, including the coordination and consolidation of specialized transportation services.
- d. It is the intent of the Legislature that duplicative advisory councils shall not be established where transit advisory councils currently exist and that those existing advisory councils shall, instead, become part of the social services transportation advisory council and shall assume any new responsibilities pursuant to this section.

99238.5

- a. The transportation planning agency shall ensure the establishment and implementation of a citizen participation process appropriate for each county, or counties if operating under a joint powers agreement, utilizing the social services transportation advisory council as a mechanism to solicit the

input of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means. The process shall include provisions for at least one public hearing in the jurisdiction represented by the social services transportation advisory council. Hearings shall be scheduled to ensure broad community participation and, if possible, the location of the hearings shall be rotated among the various communities within the advisory council's jurisdiction. Notice of the hearing, including the date, place, and specific purpose of the hearing shall be given at least 30 days in advance through publication in a newspaper of general circulation. The transportation planning agency shall also send written notification to those persons and organizations, which have indicated, through its citizen participation or any other source of information, an interest in the subject of the hearing.

- b. In addition to public hearings, the transportation planning agency shall consider other methods of obtaining public feedback on public transportation needs. Those methods may include, but are not limited to, teleconferencing, questionnaires, telecanvassing, and electronic mail.

9.4 AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act of 1990 (49 Code of Federal Regulations, Part 37) requires the involvement of the community, particularly those with disabilities, in the development and improvement of transportation services. All events held for programs or projects with Federal aid and open to the general public must be made accessible to everyone, including the disabled. Each transit operator that is required to submit a complementary paratransit plan must ensure public participation in the development of its plan, including at least the following: outreach, consultation with individuals with disabilities, opportunity for public comment, at least one public hearing, a special public hearing for phasing-in of paratransit service, and creation of an ongoing mechanism for the participation of individuals with disabilities in the continued development and assessment of services to persons with disabilities.

9.5 CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

The California Environmental Quality Act of 1970 requires a 20- or 30-day notice to the public of the opportunity to review negative declarations and a 30- or 45-day notice to review environmental impact reports, both prior to adoption or certification of the documents.

9.6 NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

The National Environmental Policy Act of 1969, as amended, is the basic national charter for protection of the environment. It establishes policy, sets goals and provides a means for carrying out the policy. NEPA requires that a Draft Environmental Assessment undergo a 45-day public circulation period.

The Shasta County MPO complies with the public involvement requirements of TEA-21 through the employment of strategies discussed in the Plan.

APPENDIX "B"

REGIONAL TRANSPORTATION PLANNING AGENCY SITE MAP

REGIONAL TRANSPORTATION PLANNING AGENCY SITE MAP

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- [City of Anderson](#)
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Caltrans

- Passenger Rail Element
- Amtrack Railroad
- McCloud River Railway
- Transit for Shasta County

- California Historical Railroad Museum
- Union Pacific Railroad

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for the
Regional Transportation Planning Agency

APPENDIX "C"

PUBLIC INVOLVEMENT GUIDELINES RELATED TO SPECIFIC PROJECTS AND ACTIONS

APPENDIX "C"
PUBLIC INVOLVEMENT GUIDELINES

TRANSPORTATION PROJECTS AND ENVIRONMENTAL DECISIONS*											
Public Involvement Actions	Special Studies	RTP&FTIP Update	RTP&FTIP Amendment	OWP	Negative Declaration	EIR	Public Involvement Plan	Bikeway Plan	RTP Update	RTP Amendment	"Unmet Needs" Findings
Public Notice in Daily Newspaper											
Meeting notices mailed											
Public comments responded to											
Meeting transcripts available											
Significant changes for review											
Public Hearing											
Recommendation by Working Group											
Draft Available for 30 days											
Draft Available for 45 days											
Display Ad											
Public Workshop											
State Clearing House Review											
SCAC makes recommendation											
Internet Site Updated											

LEGEND	
Unnecessary Discretionary based on significance of project and public controversy	
Required by statute or RTPA policy	

* Public involvement requirements include but are not limited to the projects listed here

APPENDIX "D"

EXAMPLES OF APPROACH TO OBJECTIVES

SUMMARY OF OBJECTIVES (Full Text in Section 3)	EXAMPLE OF APPROACH
1.1 Produce plans and programs that are User Friendly	See this practice, OWP, RTP. Ask for peer review, monitor other practices
1.2 Produce Newsletters	Continue the current course of action, produce on a quarterly basis
1.3 Produce specific newsletter when needed	Will plan to do with next RTP update
1.4 Maintain web site	Continue the current course of action, monitor for enhancements on other web sites
1.5 Solicit public speaking opportunities during major planning initiatives	Use the practice strategies, consider CTSA, other Boards, Chamber of Commerce, McConnell Foundation, Faithworks, Forest Service, CHCW, RMC, Win-River, others
1.6 Work with local media to attract attention to planning activities	Continue good relations with editor of Record Searchlight and other press members
1.7 Provide information about transportation to the regions youth.	Add linkage to the Website "Transportation Wonderland"
2.1 Utilize citizens task forces	In next update consider creating a working group of citizens, consider meeting with City of Redding Downtown action group
2.2 Review plans for appropriateness	Continue the current course of action, monitor for enhancements
2.3 Outreach location rotation to accommodate all	Agency meeting rotation, consider adding SSNP/CTSA
2.4 Base location priority based on transit accessibility	Will consider as needed. Unmet needs process always considers this need going forward
2.5 Provide transit details in notice	Add to notices when appropriate
2.6 Utilize TAC	Continue the current course of action, monitor for enhancements
2.7 Ensure SSTAC is well represented	Done annually as part of the process

SUMMARY OF OBJECTIVES (Full Text in Section 3)	EXAMPLE OF APPROACH
2.8 Conduct opinion survey	Review other agencies samples, consider using surveys in an upcoming meeting and/or publish in newsletter
2.9 Make copies of draft documents available to the public	Continue the current course of action
2.10 Place copies in various locations	Continue the current course of action, discuss at TAC, add CTSA and other church groups
2.11 Utilize web site to increase awareness	Continue the current course of action, monitor other web sites for state of the practice improvements
3.1 Maintain mailing list	Monitor kickbacks and make required changes
3.2 Additions to mailing list	Monitor, add to list with every edition based on feedback, contact management
3.3 Identify other key stakeholders and initiate correspondence	Begin official tribal consultation, other Boards, Builders Exchange, others
4.1 Identify traditionally underserved	Follow practice, discuss at SSTAC and gain their ideas, discuss with other MPOs and research literature
4.2 Hold community forums	Unmet needs process is an example of a forum, consider additional work with CTSA, Golden Umbrella, gain SSTAC recommendations
4.3 Meeting announcements other than net and press	Consider posting flyers at church groups, CTSA, Golden Umbrella, others
4.4 Additional meeting site to enable underserved	Discuss with Board, gain input on surveys, consider hosting a meeting at one new location a year
5.1 Participate in local commission/council meetings	Attend RABA, goal could be to attend a City Council meeting once a quarter, but is dependant on review of their respective agenda items
5.2 Provide agency board members MPO orientation manuals	Provide FHWA manuals to members via net and/or hard copy

APPENDIX "E"

RESPONSES TO COMMENTS