

# Community Input Plan



FOR PUBLIC PARTICIPATION IN  
REGIONAL TRANSPORTATION PLANNING

ADOPTED June 17, 2004

**Sacramento Area  
Council of  
Governments**

1415 L Street  
Suite 300  
Sacramento, CA  
95814

tel: 916.321.9000  
fax: 916.321.9551  
[www.sacog.org](http://www.sacog.org)

# SACOG MISSION

Delivering  
transportation  
projects;  
providing public  
information  
and serving  
as a dynamic forum  
for regional  
planning and  
collaboration in the  
greater Sacramento  
Metropolitan Area.



**Sacramento Area  
Council of  
Governments**

1415 L Street,  
Suite 300  
Sacramento, CA  
95814

tel: 916.321.9000  
fax: 916.321.9551  
tdd: 916.321.9550  
www.sacog.org

## **BOARD MEMBERS**

Sandra Hilliard  
*City of Yuba City*

Christopher Cabaldon (Chair)  
*City of West Sacramento*

Muriel Johnson  
*Sacramento County*

Ted Gaines (Vice-Chair)  
*Placer County*

Kathy Lund  
*City of Rocklin*

Ruth Asmundson  
*City of Davis*

Paul McNamara  
*City of Marysville*

Sherrie Blackmun  
*City of Colfax*

Steve Miklos  
*City of Folsom*

Linda Budge  
*City of Rancho Cordova*

Roger Niello  
*Sacramento County*

Robert Chapman  
*City of Winters*

Rocky Rockholm  
*City of Roseville*

Darryl Clare  
*City of Galt*

Donald Schrader  
*Yuba County*

James Shelby  
*City of Citrus Heights*

Tom Cosgrove  
*City of Lincoln*

Dan Silva  
*Sutter County*

Roger Dickinson  
*Sacramento County*

Helen Thomson  
*Yolo County*

Alice Dowdin  
*City of Auburn*

Gary Ulman  
*City of Wheatland*

Rusty Dupray  
*El Dorado County*

Marian Washburn  
*City of Placerville*

Heather Fargo  
*City of Sacramento*

Mel Wilkins  
*City of Live Oak*

David Flory  
*City of Woodland*

Jody Lonergan  
(Ex-Officio Member)  
*Caltrans District 3*

Guy Fuson  
*Town of Loomis*

Michael Gomez  
*City of Isleton*

Lauren Hammond  
*City of Sacramento*

## **MEMBER COUNTIES & CITIES**

El Dorado County  
Placer County  
Sacramento County  
Sutter County  
Yolo County  
Yuba County  
City of Auburn  
City of Citrus Heights  
City of Colfax  
City of Davis  
City of Elk Grove  
City of Folsom  
City of Galt  
City of Isleton  
City of Lincoln  
City of Live Oak  
Town of Loomis  
City of Marysville  
City of Placerville  
City of Rancho Cordova  
City of Rocklin  
City of Roseville  
City of Sacramento  
City of West Sacramento  
City of Wheatland  
City of Winters  
City of Woodland  
City of Yuba City

## **TABLE OF CONTENTS**

---

<b>INTRODUCTION</b>	<b>4</b>
<b>PURPOSE OF THE COMMUNITY INPUT PLAN</b>	<b>5</b>
<b>SECTION ONE: COMMUNITY INPUT ACTIVITIES</b>	
<b>REQUIRED ACTIVITIES FOR COMMUNITY INPUT</b>	<b>7</b>
<b>OPTIONAL ACTIVITIES FOR COMMUNITY INPUT</b>	<b>13</b>
<b>SECTION TWO: COMMUNITY INPUT PLAN DEVELOPMENT</b>	
<b>PART I: OUTLINE OF COMMUNITY INPUT PLAN</b>	<b>16</b>
<b>PART II: COMMUNITY INPUT SCHEDULE</b>	<b>21</b>
<b>PART III: COMMUNITY INPUT PLAN EVALUATION</b>	<b>22</b>
<b>SECTION THREE: NATIVE AMERICAN TRIBAL GOVERNMENT INPUT</b>	<b>24</b>
<b>APPENDIX A: INPUT ACTIVITIES FOR SPECIFIC PROGRAMS</b>	<b>25</b>
<b>APPENDIX B: ADVISORY COMMITTEES</b>	<b>34</b>
<b>APPENDIX C: SACMET MODEL RELEASE AGREEMENT</b>	<b>37</b>

## INTRODUCTION

---

The Sacramento Area Council of Governments (SACOG) is committed to effectively involving the public in its transportation planning and programming activities. Several federal laws and regulations guide the public participation efforts of SACOG. They include the following:

- **Federal Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)**  
ISTEA states that, prior to adopting plans or programs, the Metropolitan Planning Organization (MPO) “shall provide citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other affected employee representatives, and other interested parties with a reasonable opportunity to comment” (23 U.S.C. § 134 and 135). Federal regulations to implement ISTEA call for proactive public involvement processes.
- **Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21)**  
TEA-21 also requires a proactive public outreach program, with the basic requirement that an MPO have “a[n established] public participation program, by means of consulting with affected parties, and which, throughout the planning process provides citizens and interested parties complete information, timely public notice, full access to key decisions, and a reasonable opportunity to comment on [planning projects] prior to adoption.” 49 U.S.C.A. § 5303(f)(4); 60 Fed Reg. 510 et seq.
- **Title VI of the Civil Rights Act of 1964**  
Title VI states that “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Title VI serves as the legal foundation for what is today referred to as environmental justice.

### **Title 23 Code of Federal Regulations Part 450.13 (b):**

In addition, the metropolitan planning process shall:

(1) Include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs and meets the requirements and criteria specified as follows:

(i) Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;(iv) 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 non-attainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan, TIP and major amendment(s)].

**40 CFR 93.105 re: procedures for interagency consultation, resolution of conflicts, and public consultation.**

**40 CFR 93.126 and 40 CFR 93.217 re: determining conformity of federal actions to state or federal implementation plans; specifically, exempt projects.**

These Federal laws and regulations serve to ensure that input into SACOG's various planning activities is received from a representative cross section of the SACOG region. This includes both traditionally underserved communities (minorities, disabled, seniors, low-income) and Native American Tribal Governments.

### **PURPOSE OF THE COMMUNITY INPUT PLAN**

SACOG has developed this Community Input Plan as a guide to meeting the requirements for public participation outlined above. This plan has three purposes:

- 1. To inform the public about regional transportation issues;**
- 2. To establish the process by which the public can express itself;**
- 3. To ensure SACOG's transportation related programs are genuinely reflective of the region's values.**

The Community Input Plan was developed with the input and assistance of citizens within the Sacramento-region as well as professional planning and outreach staff. Several community-based organizations and community leaders representing a broad spectrum of the traditionally underserved and underrepresented in the Sacramento region also participated. These organizations included:

- Asian Resources, Inc.
- Burruss & Associates, African-American Community Leader
- Gray Panthers of Sacramento
- Inter-Tribal Council, Inc.
- La Familia Counseling Center
- Resources for Independent Living

In addition to recommendations received from the above organizations and individuals, SACOG held two publicly noticed hearings and made the draft Community Input Plan available for public comment for a 45-day period. Notice of the public comment period was sent to all of the organizations listed above, and to those persons and organizations who regularly receive our monthly agendas, and also posted on the SACOG website where the draft plan was available for viewing. The plan was available in alternative formats and languages upon request.

This Plan is designed to assist SACOG staff in implementing an effective public participation process through a variety of strategies. The Plan provides staff with a menu of techniques or activities from which they can tailor their specific program's input process. Which methods are

utilized will require a careful analysis of what staff wishes to accomplish as well as the scope of the project.

SACOG's many programs require varying levels of participation from transportation services partners, advocacy interest groups, and members of the general public. Long-term planning processes require different approaches than short-term project development. One size does not fit all. Therefore, staff is encouraged to utilize a diverse mix of techniques and activities to ensure aggressive encouragement of public participation from a wide spectrum of people.

The Community Input Plan is organized in three sections:

**Section One** is an overview of activities that can be utilized to generate public involvement in SACOG programs. The activities covered include required activities for all SACOG programs and a menu of optional activities that can be used to customize a community input effort. Efforts aimed at reaching traditionally underrepresented communities are integrated throughout all activities.

**Section Two** provides the framework for staff to develop a community input plan and evaluate its effectiveness.

**Section Three** provides staff guidance on working with and encouraging input from Native American Tribal Governments.

## **SECTION ONE: COMMUNITY INPUT ACTIVITIES**

---

The following activities are used by SACOG staff to meet the federal regulations for a proactive public involvement process. SACOG seeks public involvement throughout transportation decision-making, from the earliest planning stages, including the identification of the purpose and need, through the development of the range of potential solutions, up to and including the decision to implement specific solutions.

Ensuring a robust public involvement process that includes a diversity of perspectives will help SACOG build a stronger regional understanding of transportation needs to be utilized in the development of the MTP, the TIP, and other plans and projects. Active public involvement provides substantial added value to SACOG in the following ways:

- Diffuses potentially controversial issues by giving all sides accurate information and a central forum to both express their views and hear those of others;
- Allows more people to understand a process or project that is highly complex while allowing SACOG to gauge the level of understanding in the community;
- Encourages proactive participation by citizens who will remain involved throughout the life of the project or program and builder greater knowledge of the transportation planning process while providing their valuable input;

- Establishes good relationships with underserved groups who may not feel their voice matters in the transportation planning process;
- Breaks down historical barriers between jurisdictions, neighborhoods, and individuals by ensuring a diverse and representative group are jointly making decisions about the region's future;
- Increases chances of obtaining consensus through the education process that take place when diverse views are expressed and all given equal weight in the planning process.

Activities A.1 through A.12 are required activities while activities B.1 through B.9 are additional activities that staff can choose from at their discretion based on their specific programs. In addition, the activities are number-coded to correspond throughout the remainder of the plan where they are further defined in detail by specific program in Appendix A.

The following is a list of required activities for community input. Appendix A shows a matrix that provides an overview of how specific SACOG programs, such as long-range transportation plans, transportation programming and air-quality conformity analysis, are currently implementing the required and optional community input activities described below.

## **REQUIRED ACTIVITIES FOR COMMUNITY INPUT**

### **A.1 Define Purpose and Objectives for Public Involvement**

Before initiating a public dialogue on transportation plans, programs, and projects, program managers will clearly define purpose, objectives, and targeted populations based on the affected area's demographics.

### **A.2 Coordinate Public Involvement with other Agencies**

SACOG's public involvement processes are coordinated with statewide or local public involvement processes wherever possible to enhance public coordination of the issues, plans and programs and reduce redundancies and costs. Federal regulations require SACOG to provide for active involvement by the Federal Lands Agencies and Native American tribal governments to take place within the planning process in the State Transportation Improvement Plan (STIP) and the Transportation Improvement Program (TIP).

SACOG interagency consultation procedure as required by 40 CFR 93.105 will be utilized to ensure that appropriate consultation with Federal, State, and local agencies, resolution of conflicts, and public consultation take place. SACOG will provide reasonable opportunity for consultation with State air agencies, local air quality and transportation agencies, DOT, and EPA. In making its conformity determinations on transportation plans, programs, and projects, SACOG will establish a proactive public involvement process which provides opportunity for public review and comment by, at a minimum, providing reasonable public access to technical and policy information considered by the agency at the beginning of the public comment period and prior to taking formal action on a conformity determination for all transportation plans and TIPs, consistent with these requirements and those of 23 CFR 450.316(b). Any charges imposed for public inspection and copying will be consistent with the fee schedule contained in 49

CFR 7.95. In addition, SACOG will specifically address in writing all public comments that known plans for a regionally significant project which is not receiving FHWA or FTA funding or approval have not been properly reflected in the emissions analysis supporting a proposed conformity finding for a transportation plan or TIP. SACOG will also provide opportunity for public involvement in conformity determinations for projects where otherwise required by law.

### **A.3 Identify Stakeholders and Target Audience**

SACOG strongly encourages public involvement from individuals and groups of individuals who reside in, have interest in, or do business in a given area that may be affected by transportation decisions. They are the following:

- Private and public providers of transportation services, including, but not limited to, the trucking and rail freight industries, rail passenger industry, transit operators, taxi cab operators, ports and airports.
- Unconventional service operators, including school buses and social service agencies providing transportation for elderly persons, persons with disabilities, and other persons traditionally under-served by transportation agencies.
- Those persons who utilize non-motorized modes of transportation such as bicyclists and pedestrians.
- Those persons traditionally underserved by existing transportation systems, such as low income, seniors, persons with disabilities, minority community groups, ethnic groups, and Native Americans. Although these groups may be difficult to reach due to possible communication barriers, they should be explicitly encouraged to participate in the public involvement process.

SACOG staff is responsible for identifying and updating a mailing list with names of affected individuals and targeted audiences. The mailing list can be sorted by specific categories according to SACOG subregions.

### **A.4 Public Hearings**

A public hearing is a formal way to gather citizen comments and positions for public record and input into the decision making process. It is held prior to a decision point. Elements included in a public hearing process are:

1. Public notices: Public notices are used to inform the general public and media of public hearings. SACOG will publish a public hearing notice in a general circulation newspaper and at least two ethnic or non-English newspapers citing the time, date, and place of the hearing as well as the topics which will be discussed. Public notices will also be sent out to affected individuals and interested parties whose names are in the agency's mailing list, as well as public libraries. SACOG's goal for mailing public hearing notices will be at least fifteen days in advance of the meeting, unless otherwise required by statute. SACOG recognizes that the public notice period is effectively shortened for those who

request formatted or translated materials. SACOG's goal for completion of formatted or translated materials is five days from the time the request is received.

Regarding information about the monthly Board meeting, it is SACOG's goal to mail all Board meeting agenda packets to SACOG Directors and their administrative staff seven calendar days prior to the next regular meeting. SACOG will mail an agenda with supporting staff reports to all advisory committee members. Agendas will be sent to other public agencies, community gathering places, and to individual members of the public upon request. Agendas will also be posted in the SACOG building as well as on the SACOG website. The Brown Act requires that agendas contain a brief description of each item to be discussed or considered in open or closed session.

2. Public Comment Period: SACOG will accept prepared comments from the public during the period between the notice and hearing dates. Comments received in languages other than English will be translated if possible. All comments will be considered part of the public record. Also during this period, SACOG will accept questions and provide clarification on issues raised by the public.

Several Federally-required public comment periods exist for the adoption or revision of the public involvement process, the Transportation Improvement Plan (TIP), as well as other key decision points. These include the following:

- Adopting or Revising SACOG's Community Input Plan – 45 days per 23 CFR 450.316 (b) (1) (i).
- Approval of plans and TIPs, and major amendments – 30 days per 23 CFR 450.316 (b) (1) (iv).

3. Public Hearings: Public hearings will occur during the Board meeting and will be held in accessible buildings as close as possible to public transportation. Alternating the location of the hearings throughout the region may provide greater access to the public and better meet the needs of people with disabilities. In addition, the time of the hearing can be critical in determining the success of the public input process. The Board will hold evening public hearings on the Metropolitan Transportation Plan and the Metropolitan Transportation Improvement Program in order to give the public more opportunity to give their input.
4. Changes in Final Plans: If any of SACOG's final transportation plans or Transportation Improvement Programs (TIPs) differs significantly from the one which was made available for public comment and raises new 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 will be made available. Minor changes in plans and TIPs generally can be made after SACOG has completed its public comment process without further opportunities for public involvement. SACOG has defined what is considered a minor change during the development of the public involvement process, for example: minor changes in project scope or costs, and moving minor or non-controversial projects among the first three years of the TIP/STIP.

## **A.5 Advisory Committees**

The SACOG Board has established a number of advisory committees as a means of obtaining advice from citizens and key interests in the community on a variety of subjects. Through its standing and ad hoc committees, SACOG encourages the participation of all interest groups and citizens in the region as well as representatives from member jurisdictions, local agencies, and the private sector. Advisory Committee members are selected by the SACOG Board, with staff providing recommendations. Staff uses SACOG's public outreach processes to identify interested parties, and specifically with an interest in creating and maintaining diversity on those committees. SACOG staff presents plans, reports, and proposed programs to representative groups of the community for input and feedback early in the planning process. These committees are augmented, restructured, added to, or discharged from time to time based upon the issues and concerns faced by the Board.

Upon passage of ISTEA, SACOG expanded existing committees and developed new ones to address the new planning requirements. These regulations require that the process provide for the involvement of various transportation agencies, including operators of airports. In addition, the joint planning regulations encourage new modal representatives to boards and committees. Private sector and community group representatives have been appointed to key long-range development committees and in some cases transit, railroad, and trucking representatives have been added to technical committees to lend their expertise. SACOG also created two new committees, the Freight Advisory Council and the Bikeway and Pedestrian Committee. The Freight Advisory Council provides input from the private sector during plan development.

In regards to community input, staff will provide appropriate standing and ad hoc advisory committees with their TIP/STIP community input plans for review and comment. Advisory committee members come from all walks of life and can offer staff invaluable information, strategies, and community contacts to increase participation in SACOG programs.

All SACOG advisory committees meetings are open to the public. Membership lists, committee terms, vacancies, and meeting times and locations will be made available on the SACOG website. Similarly, each advisory committee will have a designated SACOG staff person who will be identified on the website and in committee materials. The Brown Act requires at least 72 hours public notice citing the time, date, and location before regular meetings. SACOG policy for posting notices for advisory committee meetings will be at least three days in advance of the meeting. The current committees are listed in Appendix B.

## **A.6 Public Access to Information**

SACOG's website ([www.sacog.org](http://www.sacog.org)) has components that include information about SACOG, transportation planning activities, and a calendar of meetings and events. Accessing the SACOG website will give the public an opportunity to review current transportation planning activities, and to comment on those of interest. The website also provides information on accessing reports and other materials in alternative formats.

The public should also have reasonable access to technical assumptions and specifications used in planning and emissions models. This includes access to input assumptions such as population projections, land use projections, fares, tolls, levels of service, the structure and specifications of travel demand and other evaluation tools. SACOG's Regional Data Center provides public access to SACOG publications, maps and digital data. Current and projected population, housing and employment data are available in a number of different digital and printed formats. Much of the data are available free of charge on SACOG's website. Jurisdictional level "Data Summaries" are provided free of charge and larger printed reports are available at reasonable cost or may be used at the SACOG offices at no charge. Major reports are also available at local libraries. Requests for raw data, special aggregations, non-standard formatting and custom GIS maps are charged on a "time and materials" basis. SACOG also has policy regarding the release of the traffic model. (Appendix C)

#### **A.7 Distribution of Final Documents**

Final documents are distributed to affected agencies and those individuals that provided significant comments during the public input process. In addition, members of the public wishing a copy of final documents may contact SACOG directly. (Some documents may require a minimal fee to cover reproduction). The Brown Act requires that written materials provided to the SACOG Board be made available to the public upon request. Final documents are available from the SACOG library, public libraries, and can be accessed through SACOG's website.

#### **A.8 Response to Public Input**

Members of the public who take the time and effort to provide their input into SACOG programs deserve to know how their suggestions or comments were utilized. Ensuring the public hears back from SACOG will encourage continued participation and help SACOG communicate that public input is truly valued.

Program managers maintain records of public involvement activities, input, comments, and concerns as well as document requests for information and responses to input received during the public involvement process. In many cases members of the public provide their mailing address along with their comments. Many SACOG activities generate only limited public comments while others generate thousands of pages of comments. Because of this, SACOG has implemented the following two-tiered Feedback Loop:

- **Direct Feedback Loop** – When the public input level permits, SACOG staff will send each individual or organization that provides significant comments a letter explaining how their comments were utilized. If comments were not ultimately incorporated into the program or project, staff will provide a brief explanation of why they were not used.
- **Consolidated Feedback Loop** – When individual contacts are not feasible due to the large volume of input received, staff will consolidate significant comments into general categories and provide comment on how the input was or was not incorporated. This consolidated feedback report will be available through regularly published newsletters, SACOG's website, and in reports and publications describing how projects are progressing.

### **A.9 Review of Public Involvement Process**

Public involvement processes will be periodically reviewed by SACOG in terms of their effectiveness in assuring that the process provides full and open access to all. These procedures will be reviewed by the FHWA and FTA during certification reviews to assure that full and open access is provided to MPO decision making processes. Including an evaluation component in a community input process is important to allow SACOG staff to make necessary adjustment as the process progresses and to improve subsequent efforts. A good indicator of an effective public involvement process is a well informed public that feels it has opportunities to contribute input into transportation decision-making. More specific indicators that the public involvement process is effective include: public meetings that are well attended, frequent news coverage on transportation issues, public forums where a broad representation of diverse interests is in attendance, and plans, TIPs, MIS alternatives, and project designs which reflect an understanding and consideration of public input.

### **A.10 The Brown Act**

The Ralph M. Brown Act (Government Code Section 54950 - 54962) governs the meeting and actions of governing boards of local public agencies and their created bodies. 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, reasonable regulations ensuring the public's right to address the agency, including regulations to limit the amount of time allocated for public testimony. Specific requirements of the Brown Act are also stated in the description of activities A.4 and A.5. SACOG has developed standard formats for agendas and public notices that are available on the interoffice computer system.

The Brown Act requires SACOG Board to conduct their business in meetings open to the public, but the law also allows boards to meet in private to discuss such issues as personnel, litigation, and labor negotiations.

### **A.11 Americans with Disabilities Act**

The Americans with Disabilities Act of 1990 (ADA) stipulates involving the community, particularly those with disabilities, in the development and improvement of services. SACOG fully complies with ADA through its ADA plan and policies. Measures such as wheelchair accessibility, elevators with floor numbers posted in Braille, communications devices for hearing-impaired persons *such as the California Relay System*, and sign language interpreters are made available for meetings upon request. A telecommunications device for the deaf (TDD) is available to communicate with people who are deaf or have communications impairment over the telephone. SACOG's building was constructed in 2003 to comply with ADA accessibility standards.

An ADA Compliance Committee meets on call to review unresolved ADA-related complaints, requests or suggestions from disabled persons regarding access to and participation in public facilities, services, activities and functions of SACOG. The five member committee is composed of an elected official, and representatives from the following sectors: disabled, business, nonprofit, education, and health/medical. SACOG also maintains an extensive mailing list for groups and individuals from the disabled community who may not have been involved in the

planning process in the past due to a lack of physical accessibility or a lack of information about the process.

#### **A.12 Native American Tribal Governments**

SACOG recognizes that Native American tribal governments in the Sacramento region are sovereign governments and as such shall be communicated with on a government-to-government basis. Section Three of the Plan provides strategies for informing tribal governments of SACOG activities and encouraging tribal input.

### **OPTIONAL ACTIVITIES FOR COMMUNITY INPUT**

#### **B.1 Public Meetings, Workshops and Open houses**

The purpose of public meetings and workshops is to present information to the public and obtain informal input from citizens. These meetings are typically held throughout the planning process and can be tailored to specific issues or citizen groups. They can be scheduled at specific milestones or phases within a participatory process. Public meetings provide citizens with a forum to bring their opinions and ideas into the planning process and exchange information with a wide representation of citizens.

Well -designed public meetings facilitate citizen participation. Pre-meeting materials will be prepared, including meeting announcements and agendas, displays, and any mailings or publicity that may be necessary. Public meetings and workshops may take place at regularly scheduled SACOG meetings. More informal evening and weekend meetings may occur in other locations acceptable to the affected community. It is SACOG's goal to post all public notices describing the purpose and citing the time, date, location, and purpose of the meeting fifteen days (15) prior to the meeting unless otherwise required by statute. SACOG will attempt to provide more than fifteen days notice where a particular community may require more time for translation services. The notices will be published in general circulation and ethnic newspapers, posted in locations such as public libraries, community centers, or on the SACOG website. SACOG will provide meeting summaries in the form of written minutes, describing areas of agreement and disagreement on its website and in hardcopy upon request. All points will be clearly and fairly stated. Meeting summaries will be provided in alternate languages upon request.

#### **B.2 Special Advisory Committees**

Through its ad hoc committees, SACOG encourages the participation of all interest groups and citizens in the region as well as representatives from member jurisdictions, local agencies, and the private sector. SACOG staff presents plans, reports, and proposed programs to representative groups of the community for input and feedback early in the planning process. These committees are augmented, restructured, added to, or discharged from time to time based upon the issues and concerns faced by the Board. All SACOG advisory committees are open to the public and must meet the requirements of the Brown Act. The current special committees are included in Appendix B.

Staff is encouraged to utilize ad hoc advisory committees to provide assistance with outreach to underserved communities such as the disabled, elderly, and minority groups. An advisory

committee composed of leaders of advocacy or service groups can lend valuable insight into communicating with and encouraging the participation of their respective communities.

### **B.3 Focus Groups**

A focus group is a small group discussion with professional leadership. It is a meeting of carefully selected groups of individuals convened to discuss and give opinions on a single topic. Geographically-based opinions and issues are more readily defined and discerned when focus groups are comprised of residents of specific areas within the SACOG region. Focus groups can also consist of underrepresented groups such as seniors, persons with disabilities, and minorities in order to discern opinions or needs of these groups.

### **B.4 Media Strategies**

SACOG developed effective media strategies help to generate interest in a project or program. Working with the media, SACOG takes an active role in disseminating information to the public and also allowing the agency to proactively frame the message, rather than allowing the media to do it. Effective use of media helps to deliver a uniform message and alleviates the spread of misinformation that often becomes a barrier to understanding or implementation. More people participate in the planning process when they have access to substantial and accurate information.

Develop an extensive media list of all major television stations, radio stations, and newspapers in the SACOG region, including ethnic non-English newspapers. The media list includes the names of the editor of the local events and the contact person for agenda calendars, when possible. Addresses, fax numbers, and telephone numbers can be used to get the information as quickly as possible and to do follow-up calls. When appropriate, SACOG will contact media directly to provide information or alert the media to regional issues or significant end products.

SACOG will prepare press releases to newspapers and broadcasting media of newsworthy events that affect the region, including major actions, notifications of workshops, completion of major projects and actions taken by state and federal agency decision-making bodies. SACOG will maintain an updated list of media contacts throughout the region.

### **B.5 Newsletters**

SACOG prepares various newsletters for wide distribution to all local government elected officials, planning commissioners, applicable member agency staff, media contacts, chamber of commerce, and interested organizations and individuals.

SACOG Regional Report is published monthly and provides information on SACOG work activities, items of regional interest, including: Census, Transportation and Air Quality, and Ridesharing. Similar information is also provided through SACOG's monthly e-newsletter.

SACOG Annual Report summarizes SACOG accomplishments during its previous work program year. The report is prepared and distributed in November-December of each year.

## **B.6 Information via Internet**

SACOG's website [www.sacog.org](http://www.sacog.org) is an effective way to distribute a wide variety of general information to the public and receive public comment. Available information includes planning reports, Census Data Summaries, current and projected population data, meeting agendas, and a calendar of upcoming SACOG events. Wherever possible SACOG will ensure its website information is accessible to the disability community. SACOG recognizes that internet access is either not available or not utilized by everyone in the community; therefore, SACOG views the use of the Internet as one of many avenues it will pursue to distribute information and receive comments from the public.

## **B.7 Speaker's Bureau**

SACOG has established a speakers' bureau for any club, organization, or group who is interested on learning about what SACOG is doing for the region. SACOG staff is knowledgeable in a number of areas including regional transportation and transit planning, air quality planning, general land use planning, airport land use planning, computer modeling and demography. While not all community organizations and clubs may take advantage of the Speaker's Bureau, efforts should be made to ensure these groups are aware of their existence and availability.

## **B.8 Citizen Surveys**

Citizen surveys assess widespread public opinion. Survey results show public reactions to agency actions and gather useful information for use in the planning process. They can accurately report on what people know or want to know. Surveys can test the agency's perception of what people think and reinforce decisions that have been made through participatory programs.

## **B.9 Miscellaneous Activities**

There are numerous other mediums for reaching the public. The use of video presentations can help make an otherwise technical issue more understandable to the general public. In many communities, churches and other religious meeting places serve as gathering places where community issues are discussed. Providing information and establishing contacts with religious organizations provides a central location of potentially interested citizens. The SACOG region has dozens of community-based organizations ranging from social service providers to civic clubs. Providing these organizations with meeting notices or offering speakers to discuss transportation issues is an excellent method of generating interest and understanding of SACOG activities.

Community activities such as transportation and environmental fairs help to bring an interest in transportation issues to citizens. SACOG participates in annual community activities such as Rideshare Week, Clean Air Week, Bike Sacramento, Environmental Conference, and the State Fair. SACOG will share information and discuss issues, giving the participants a status report on projects and programs. Participants will be encouraged to view exhibits, ask questions, consider the information, and give comments. SACOG's annual Regional Forum includes an aggressive marketing campaign to promote the event to a diverse mix of area residents and post-event meetings with community leaders to learn how to improve marketing and increase attendance. Strategies include changes in time, date and location of event as well as regular communication

with community-based organizations to assist in the outreach of traditionally underserved and underrepresented groups.

## **SECTION TWO: COMMUNITY INPUT PLAN DEVELOPMENT**

---

A public involvement plan should be developed for each individual planning project based on the following guidelines:

1. A plan should be developed at the beginning of each planning project.
2. A plan should be based on clear goals and an understanding of the target audience.
3. All required community input strategies (A.1 through A.12) should be utilized unless regulations have changed.
4. Identify all mailing lists used and how new mailing lists, if any, were created.
5. At least two optional activities should be incorporated in the plan. These should be selected with the input of appropriate advisory committees and based on the type of project, level of anticipated community interest, and type of input needed.
6. A timeline for community input activities should be laid out in relation to the project's milestones.
7. The community input plan should be reviewed and approved by the Deputy Executive Director for Planning and Project Delivery, and the Deputy Executive Director for Administration and Public Affairs.

### **PART I - OUTLINE OF COMMUNITY INPUT PLAN**

Based on the required and optional activities outlined in Section One, below is a recommended outline of a Community Input Plan which should assist staff in developing a well thought out and effective plan.

#### **REQUIRED ACTIVITIES**

##### **A.1 Purpose, objective, and knowledge of affected population.**

##### **A.2 Coordinate public involvement with other agencies**

- a. Determine appropriate agencies (e.g., Environmental Protection Agency (EPA), Federal Transit Administration (FTA), Federal Highway Administration (FHWA), Air Resources Board (ARB), Caltrans, CA Department of Rehabilitation (DOR), CMAs, Air Districts, Transit Operators, RPTAs, environmental resource agencies, local planning/public works departments)
- b. Explain how the plan will be coordinated with other plans (e.g., statewide plan)

### **A.3 Stakeholders and target audience**

- a. Identify target audience (e.g., general public)
- b. Determine strategies to reach traditionally underserved citizens.
- b. Identify stakeholder groups (e.g., local agencies & jurisdictions, neighboring regional planning agencies, public agency planning partners, transportation and air quality planning implementation agencies, environmental and bicycle advocacy groups, disabled, senior, and minority advocacy and service groups)
- c. Identify mailing list/identify sources (e.g., business directories, phone directories, minority listings including Native American nations, business development agencies, Chamber of Commerce directories including ethnic and small business Chambers, county assessor's records, professional and business organization mailing lists, etc.)
- d. Update mailing list

### **A.4 Public hearings - before adopting final plans, decide:**

- a. Notification
  - 1) Who will be notified of hearings?
  - 2) Which newspaper(s) will be used?
  - 3) Who will receive staff reports/how will public have access to staff reports?
  - 4) What other notification techniques will be used other than newspaper (e.g., SACOG Internet Home Page electronic bulletin board, posting, mail, direct contact with advocacy/community groups, fax)?
  - 5) How long before hearing date will notices need to be posted?
- b. Public comment period
  - 1) How long the comment period will be (e.g., 30 days minimum)?
- c. Public hearings
  - 1) Date, location (check SACOG meeting location) and schedule / alternate location and time for more convenient access?
  - 2) Purpose of each identified hearing?
  - 3) What materials will be made available during the hearings?
  - 4) In what languages or formats will materials be made available?

### **A.5 Advisory committees - decide:**

- a. What SACOG committees will be used to present staff analysis and products (e.g., Regional Planning Partnership, Sacramento Countywide Technical Advisory Committee (TAC), Transit Coordinating Committee,

- Policy and Technical Committees, Bicycle and Pedestrian Committee)?
- b. If an ad hoc committee is created, how will members be selected?
  - c. What types of input are being sought (e.g., general comments, approval/disapproval, etc.)?

**A.6 Public access to technical and policy information - decide:**

- a. What information will be made available (e.g., draft plans; writing on estimates of funds available, project selection process, and analytical methodology; transportation and air quality model, technical supporting documents)?
- b. How information will be available (e.g., libraries, Internet, mailing, at workshops and hearings, press releases, schools, SACOG office)?
- c. What alternative languages and/or formats (i.e., Braille) will be made available?

**A.7 Distribution of final documents**

- a. Who will receive final documents/how they will be distributed (e.g., affected agencies, commenters, libraries, local colleges, at hearings, SACOG office)?

**A.8 Response to public input**

- a. How will feedback be provided (e.g., newsletter, computer bulletin boards, reports and publications, response letters and final plans to commenters)?
- b. What input level will determine Direct or Consolidated Feedback Loop?

**A.9 Review of Public Involvement Process**

- a. Who will review (e.g., SACOG, FHWA, FTA, public) / how often?
- b. How the strategies will be evaluated (based on what criteria, e.g., ISTEA and SACOG policy)?

**A.10 The Brown Act**

How the plan will comply with the requirements (e.g., 72-hour to one-week notice prior to meetings, meetings open to public)?

**A.11 Americans with Disabilities Act**

How the plan will comply with the requirements (contract out review, specially trained staff)?

**OPTIONAL ACTIVITIES**

**B.1 Public meetings, workshops, and open houses (by geographic and study area)**

- a. What groups and/or organizations will be targeted?

- b. What strategies will be used to reach traditionally underserved citizens?
- c. What notification techniques will be used (e.g., electronic bulletin board, posting, mail, fax)?
- d. How long before meeting date will notices be posted (e.g., 7 to 15 days)?
- e. Date, location and schedule / alternate location and time for more convenient access?
- e. Purpose of each meeting?
- f. What visual techniques will be used (e.g., map displays, photo displays, brochures, video footage)?

## **B.2 Special Advisory Committees**

- a. What committees will be formed and who will be invited (e.g., Regional Planning Partnership sub committees, Modeling sub-committee, Technical and Policy Advisory Committees, other ad hoc committees)?
- b. How are interested members of the public notified of committee formation?
- c. What types of input are sought (e.g., general comments approval/disapproval)?

## **B.3 Focus Groups**

- a. Who will participate/who will lead (e.g., sub-group of TAC)?
- b. How the groups will be organized?
- c. Are minority, disabled, and seniors represented in groups?
- d. How the groups' input will be used?

## **B.4 Media Strategies**

- a. Who will participate (e.g., television, radio, newspaper)?
- b. Are non-traditional/ethnic media utilized?
- c. How will the input be used?

## **B.5 Newsletters**

- a. Which newsletters will be used (e.g., Mobility, SACOG Report, Special Bulletin, special publications)?
- b. Who the newsletters will be distributed (identify mailing lists)?
- c. What new mailing lists will be created to ensure underrepresented groups receive information?

## **B.6 Internet**

- a. Who will coordinate with Webmaster to get info on website?
- b. When must information appear?
- c. Will information be accessible to the disabled?

**B.7 Speaker's Bureau**

- a. How will groups and organizations become aware of the availability of SACOG's Speaker's Bureau availability?
- b. What groups and organizations will be targeted (e.g., neighborhood, advocacy, professional groups, local college classes)?

**B.8 Citizen Surveys**

- a. Who will participate in the survey?
- b. What efforts will be made to ensure survey captures opinions of underrepresented groups?
- b. What type of survey will be conducted (e.g., household travel survey, onboard transit survey, innovative financing survey, local governments)

**B.9 Miscellaneous Activities**

- a. Define specific activities (e.g., booklet with comment card, video and other graphic presentation, written responses to correspondence)
- b. Who will participate?



### PART III - COMMUNITY INPUT PLAN EVALUATION

At the beginning of each plan, the project manager will meet with SACOG's Manager of Communications to develop a Community Input Plan (CIP) specific to that project.

The following steps will be carried out to monitor and evaluate the effectiveness of the CIP:

1. Set community input objectives specific to the plan.
2. Develop community input activities, required and optional, tailored to meet the needs of the plan.
3. Set plan milestones to evaluate the effectiveness of each activity in meeting the community input objectives.
4. Seek comments on plan from appropriate advisory committees and the general public..
5. If community input objectives are not being met, modify the activities as necessary.
6. Upon the completion of the plan, evaluate each activity and the overall effectiveness of the CIP in meeting the community input objectives of the plan. Additional input on the overall effectiveness of the project-specific CIP will be sought from the public.

In order to regularly evaluate the Community Input Plan's effectiveness, five performance measures will be identified.

1. The **accessibility** of the outreach process to serve diverse geographic, language and ability needs.
2. The extent or **reach** of the process in involving and informing as many members of the public as possible.
3. The **diversity** of participants in the outreach process and its ability to reflect the broad range of ethnicities, incomes and special needs of the Sacramento region.
4. The **impact** of public outreach and involvement on the plan/program and on Policy Board actions.
5. The **satisfaction** with the outreach process expressed by participants.

The following quantifiable indicators will be used for the five performance measures outlined above. They will be applied as appropriate to both required and optional activities.

1. Accessibility Indicators:
  - Meetings are held throughout the county.
  - 100% of the meetings are reasonable accessible by transit.
  - All meetings are accessible under the requirements of the Americans with Disabilities Act.
  - Meetings are linguistically accessible to 100% of participants with 3 working days

advance request for translation. (*Meeting announcements will offer translation services with advance notice to participants speaking any language with available professional translation services.*)

2. Reach Indicators:
  - Number of comments logged into comment tracking and response system????
  - Number of individuals actively participating in outreach program.
  - Number of visits to the specific section of the SACOG website.
  - Number of newspaper articles mentioning plan/program.
  - Number of radio/television interviews or mentions on the plan or program.
3. Diversity Indicators:
  - Demographics or targeted workshop/meeting roughly mirrors the demographics of the Sacramento region.
  - Percentages of targeted organizations and groups participating in at least one workshop/meeting.
  - Participants represent a cross-section of people of various interests, places of residences, and primary modes of travel.
4. Impact Indicators:
  - 100% of written comments received are logged into the comment tracking system???, analyzed, summarized, and communicated in time for consideration by staff and Policy Board.
  - 100% of significant written and oral comments are acknowledged so that the person making them knows whether their comment is reflected in the outcome of a Policy Board action, or conversely why the Policy Board acted differently.
5. Participant Satisfaction: (*This information would be obtained via written surveys available at each workshop/open house/public meeting involving the plan or program.*)
  - Accessibility to meeting location.
  - Materials presented in appropriate languages for targeted audiences.
  - Adequate notice of the meeting provided.
  - Sufficient opportunity to comment.
  - Educational value of presentations and materials.
  - Understanding of other perspectives and priorities.
  - Clear information at an appropriate level of detail.
  - Clear understanding of items that are established policy versus those that are open to public discussion.
  - Responsiveness to comments received.

### **SECTION THREE: NATIVE AMERICAN TRIBAL GOVERNMENT INPUT**

---

Native American tribal governments are considered domestic sovereign nations; i.e., they have a direct and special relationship with the Federal government as a result of treaties and are independent of individual States. For example, tribes deal directly with the Federal government in securing funding for Native American reservation roads if they are tribes on a reservation. Because of their status, SACOG will work directly with Native American Tribal Governments on a government-to-government basis.

The following principles guide SACOG's work with Native American tribal governments:

1. SACOG adheres to Executive Order 13175 (Federal Register, November 6, 2000), which defines the relationship between Native American tribal governments, federal agencies, and governments receiving federal funds.
2. SACOG will actively seek to keep Native American tribal governments informed of the agency's activities and major decisions affecting a tribal government's geographic area.
3. SACOG Board of Director will communicate directly with Native American tribal leaders on a periodic basis to identify issues of common concern.

SACOG needs to identify issues affecting Native Americans and their transportation needs, plans, projects, and outreach early in the process. Expert guidance should be sought in developing relationships with tribes, reservations, and individuals. Since tribes are eligible to apply for and be awarded separate funding, SACOG staff needs to consult with both Federal transportation agencies and local tribes to coordinate plans and projects.

Recommended strategies aimed at encouraging Native American tribal government input on SACOG projects and programs include the following:

1. Ensure tribal government mailing lists are updated.
2. Send tribal governments and relevant advocacy and service groups SACOG public notices and final documents.
3. Actively seek tribal government input on relevant SACOG projects and programs through direct contact.
4. Respond to all tribal government comments or input in writing and address if and how their comments or input was utilized by SACOG.
5. Encourage the participation of Native American tribal members on SACOG advisory committees.

**APPENDIX A**

**INPUT ACTIVITIES FOR SPECIFIC PROGRAMS**

**REQUIRED ACTIVITIES FOR SPECIFIC PROGRAMS**

Activities	Long-Range Transportation Plans (MTP)	Transportation Programming (Regional TIP, MTIP)	Air-Transportation Quality/Conformity	MIS	Special Projects (Corridor Studies, Policy Studies, etc.)
A.1 Define purpose and objectives	Open process reflective of the values of the community	Community input into schedule of project delivery	Requirement of the EPA's Federal Transportation Conformity Regulations	Consensus of planning partners on major investment strategy in corridor or sub-area	Open process reflective of the values of the community
A.2 Coordinate with other agencies	EPA, FTA, FHWA, ARB, Caltrans, CMAs, Air Districts, Transit Operators, RPTAs, local planning/public works departments	EPA, FTA, FHWA, ARB, Caltrans, CMAs, Air Districts, Transit Operators, RPTAs, local planning/public works departments	EPA, FTA, FHWA, ARB, Caltrans, CMAs, Air Districts, Transit Operators, RPTAs, local planning/public works departments	EPA, FTA, FHWA, ARB, Caltrans, CMAs, Air Districts, Transit Operators, RPTAs, local planning/public works departments, and environmental resource agencies	EPA, FTA, FHWA, ARB, Caltrans, CMAs, Air Districts, Transit Operators, RPTAs, local planning/public works departments

Activities	Long-Range Transportation Plans (MTP)	Transportation Programming (Regional TIP, MTIP)	Air-Transportation Conformity	MIS	Special Projects (Corridor Studies, Policy Studies, etc.)
A.3 Identify stakeholders/target audience	General public	General public. Local agencies and jurisdictions, and neighboring regional planning agencies	Transportation and air quality planning implementation agencies, general public	General public; public agency planning partners	Depends on study
A.4 Conduct public Hearings	Before adopting EIR, conformity determinations, final plan. Legal notices 15 days before hearing. Public comment period is 30 days for MTP and conformity determinations.	Before adopting final MTIP or RTIP. Legal notices 15 days before hearing. Public comment period is 30 days for MTIP amendments for non-exempt projects and amendments for exempt projects	Whenever conformity determinations are done (MTP, MTIP, etc.). Public comment period is 30 days for conformity determinations.	No public hearing required, but public input meetings are. No specific requirements for comment period.	No public hearing required, but public input meetings are. Comment period depends on nature of study.

Activities	Long-Range Transportation Plans (MTP)	Transportation Programming (Regional TIP, MTIP)	Air-Quality/Transportation Conformity	MIS	Special Projects (Corridor Studies, Policy Studies, etc.)
A.5 Work w/ Advisory Committees	Partnership, Sac. Countywide TAC, Transit C & P, Bicycle & Ped., and Freight Advisory Committees	Partnership	Partnership	Policy and technical advisory committees	N/A
A.6 Provide access to technical and policy information	Circulate draft MTP to library throughout region; also available at SACOG	Provide access to estimates of funds available, project selection process & analytic methodology	Provide access to transportation modeling and regional emissions analysis	Provide reasonable access to technical supporting documents, MIS report	Provide reasonable access to technical support documents
A.7 Distribute final documents to public and make available on the SACOG website.	Distribute final documents to affected agencies and commenters/Available in SACOG library and website.	Distribute final documents to affected agencies and commenters/Available in SACOG library and website.	Distribute final documents to affected agencies and commenters/Available in SACOG library and website.	Distribute working and final documents to planning partners, interested members of public/Available on SACOG website or Bulletin Board System	Distribute final documents to affected agencies and commenters/Available in SACOG library and website.

Activities	Long-Range Transportation Plans (MTP)	Transportation Programming (Regional TIP, MTIP)	Air-Quality/Transportation Conformity	MIS	Special Projects (Corridor Studies, Policy Studies, etc.)
A.8 Document comments from public and response	A summary, analysis and report on how significant comments from the public or through the interagency consultation procedures were responded to as part of the final MTP and for formal amendments requiring Caltrans and Federal agency approval. Distribute final document to commenters	A summary, analysis and report on how significant comments from the public or through the interagency consultation procedures were responded to as part of the final TIP and for formal amendments requiring Caltrans and Federal agency approval. Periodic reports on project implementation	A summary, analysis and report on how significant comments from public or through the interagency consultation procedures were responded to as part of the final MTP or TIP or for formal amendments requiring Caltrans and Federal agency approval.	Response letters sent to commenters. Final MIS report sent to all commenters.	Periodically reviewed by SACOG Board. Reviewed by FHWA & FTA every 3 years. Public comment sought throughout the project
A.9 Review public involvement process	Periodically reviewed by SACOG Board. Reviewed by FHWA & FTA every 3 years. Public input throughout the project	Periodically reviewed by SACOG Board. Reviewed by FHWA & FTA every 3 years	Periodically reviewed by SACOG Board. Reviewed by FHWA & FTA every 3 years	Periodically reviewed by SACOG Board. Reviewed by FHWA & FTA every 3 years	Periodically reviewed by SACOG Board. Reviewed by FHWA & FTA every 3 years. Public comment sought throughout the project

Activities	Long-Range Transportation Plans (MTP)	Transportation Programming (Regional TIP, MTIP)	Air-Transportation Conformity	MIS	Special Projects (Corridor Studies, Policy Studies, etc.)
A.10 Meet Brown Act Requirements	Agendas and items for discussion distributed one week prior to meeting which is open to public	Agendas and items for discussion distributed one week prior to meeting which is open to public	Agendas and items for discussion distributed one week prior to meeting which is open to public	Agendas and items for discussion distributed one week prior to technical and policy committee meeting which is open to public	To extent that committees are formed by Board action, agendas and items or discussion distributed one week prior to meeting which is open to public
A.11 Meet ADA Requirements	All ADA requirements will be met	All ADA requirements will be met	All ADA requirements will be met	All ADA requirements will be met	All ADA requirements will be met

<p><b>Activities</b></p> <p>A.12 Communicate with tribal governments</p>	<p><b>Long-Range Transportation Plans (MTP)</b></p>	<p><b>Transportation Programming (Regional TIP, MTIP)</b></p>	<p><b>Air-Transportation Quality/Conformity</b></p>	<p><b>MIS</b></p>	<p><b>Special Projects (Corridor Studies, Policy Studies, etc.)</b></p>
<p>Government to government communications in addition to utilization of existing ethnic, low-income, and other appropriate outreach strategies.</p>					

**OPTIONAL ACTIVITIES FOR SPECIFIC PROGRAMS**

Activities	Long-Range Transportation Plans (MTP)	Transportation Programming (Regional TIP, MTIP)	Air-Quality/Transportation Conformity	MIS	Special Projects (Corridor Studies, Policy Studies, etc.)
B.1 Public meetings, workshops, open houses	Workshops by geographic area	Regional workshops		Workshops and public input meetings by geographic area	Workshops in study area
B.2 Convene special advisory committees	Various Partnership subcommittees		Partnership Conformity Subcommittee, Modeling Subcommittee	Technical and Policy Advisory Committees	Ad hoc committees
B.3 Organize focus Groups				Subgroups of TAC	Possibly

B.4 Develop media Strategies	Post advertisements on an as needed basis, press releases	News releases		Advertisements, press releases as needed	Press releases
B.5 Publish newsletters	Mobility, SACOG Report, special publications	Mobility, Special Bulletin, SACOG Report	Mobility	Mobility, SACOG Report	Mobility
B.6 Information via the Internet	Post agendas, information regarding plan	Post agendas, grant instructions, application forms	Post agendas	Fact sheet on project	Post agendas, information regarding plan
B.7 Speakers' Bureau	Neighborhood, advocacy, professional groups	On request	UC Davis classes, professional groups	Neighborhood, advocacy, professional groups	Neighborhood, advocacy, professional groups

B.8 Conduct citizen Surveys	Household Travel Survey, Onboard Transit Survey, Innovative Financing Survey, Local Governments		Urban Air-shed model	Consultants provide presentation graphics	Possibly
B.9 Miscellaneous Activities	MTP booklet with comment card				Written responses to correspondence

# APPENDIX B

## ADVISORY COMMITTEES

Airport Advisory Committees A fifteen-member committee composed of managers of the public use airports located within SACOG's Regional Transportation Planning Agency boundary, as well as representatives from Beale and McClellan Air Force Bases. The Committee provides recommendations to the SACOG Board of Directors regarding the Regional Aviation Capital Improvement Plan, and advises SACOG staff and the SACOG Board on aviation issues of regional concern. (Meets on call)

Congestion Management Agencies Each of SACOG's member counties has a Congestion Management Agency, required under state law to deal with traffic congestion. SACOG uses these agencies (both their staffs and their elected board of directors) as policy advisors, representing the interests of all the jurisdictions in their counties. SACOG works not only with the agencies' staff, but also with their policy or citizens advisory committees. These advisory committees typically include representatives of citizen advocacy groups, the private sector, major colleges and universities, transportation management professionals, and private citizens unaffiliated with any of the above groups. (Meetings with SACOG on call)

Social Services Transportation Advisory Councils There are four councils, one each for Sacramento, Yolo, Sutter, and Yuba Counties. Each council is composed of potential transit users who are low-income, elderly or handicapped, and representatives from social service transportation providers, the local Consolidated Transportation Services Agency, and transit operators. Each council participates in the identification of transit needs in the county it serves, makes recommendations regarding unmet transit needs, and advises the Council on other major transportation issues, including the coordination and consolidation of specialized transportation services. (Meet quarterly)

Transit Coordinating and Productivity Committee A committee composed of public and private transit operators which provides a forum for the discussion of transit plans and issues, coordinates transit studies and systems on a regional basis, disseminates federal, state and local transit information, offers peer review on productivity improvement recommendations, reviews and comments on short range transit plans, the Metropolitan Transportation Plan and the Transportation Improvement Program, gives input into SACOG's Overall Work Program, and involves the private sector in the transit planning process. (Meets annually)

Bikeway and Pedestrian Committee An eighty-two member committee made up of representatives from local bicycle advocacy groups and local government and nonprofit groups involved in bikeway planning. In addition, representatives from pedestrian and disabled advocacy groups make up this committee. The committee recommends priorities for bicycle projects funded under the ISTEA, TEA-21 and other funding programs. It advises SACOG on the development of its Regional Bikeway and Pedestrian Planning Study. (Meets on call)

Freight Advisory Council A committee of about fifty members consisting of representatives from the freight industry, county Congestion Management Agencies, and Caltrans. The council was formed in March 1994 to help SACOG better reflect freight-industry issues in its planning process. (Meets on call)

Regional Planning Partnership Representatives are from local, regional, state, and federal agencies, as well as public associations and organizations that assist the council with its transportation and air quality planning process. The Partnership fulfills SACOG's interagency consultation requirements under the conformity rule per 40 CFR 93.105 (b). (Meets monthly)

SACMET Travel Demand Model Technical Advisory Committee A fifty -seven-member committee composed of planning and engineering professionals from planning and public works departments of jurisdictions within the air quality non-attainment area, transit districts, Congestion Management Agencies, Caltrans, community organizations, and local consulting firms. The committee reviews working papers and provides comments on the development of a revised travel demand model for the Sacramento area. (Meet on call)

**Ad Hoc Committees:**

Occasionally, projects of great significance warrant the formation of committees of stakeholders of especially interested parties. In these circumstances, the Board has appointed special committees to assist in guiding effort on the projects. Currently the following are active Ad Hoc Committees:

ADA Compliance Committee A five-member committee composed of an elected officials, and representatives from the following sectors: disabled, business, nonprofit, education, and health/medical. The committee reviews unresolved ADA-related complaints, requests or suggestions from disabled persons regarding access to and participation in public facilities, services, activities and functions of SACOG. (Meets on call)

U.S. 50 Corridor Major Investment Study Technical Advisory Committee A thirty two-member committee that assists SACOG in the conduct of an evaluation of alternative approaches to phasing in light rail and high-occupancy-vehicle lanes in the U.S. 50 corridor. Members include staff from local jurisdiction governments and representatives from government agencies along the corridor. (Meets on call)

U.S. 50 Corridor Major Investment Study Policy Advisory Committee A seven-member committee composed of elected officials from local jurisdictions and representatives from government agencies along the corridor. The committee advises the SACOG Board of Directors on policy alternatives and selection of a preferred alternative for the U.S. 50 study. (Meets on call)

## **SACMET MODEL RELEASE AGREEMENT**

**Between the Sacramento Area Council of Governments**

**And** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Conditions for Release**

The suitability for use of these data is the responsibility of the recipient. SACOG makes no warranty on the results or opinions derived from these data for any project/study not conducted by SACOG. "Project/study" includes the development of a plan, programming document or project/corridor evaluation.

The recipient shall include the following statement in any document that makes use of these data, either in part or in whole: "SACOG makes no warranty on the results or opinions derived from these data for any project/study not conducted by SACOG."

The recipient will not claim to use the SACMET model, either in writing or verbally, unless SACOG examines all the input data and concludes in writing that no changes have been made to any dataset provided under this agreement. The evaluation of the input data shall be the responsibility of SACOG. The recipient agrees to provide these data in the format requested.

The recipient will not distribute the SACMET model to other potential users. Instead they will refer those users to SACOG for an independent dataset and documentation. In this manner all users of the model will be known and subsequent versions can be efficiently distributed.

### **The definition of the SACMET model**

The SACMET travel demand model will be produced and distributed as versions of the basic model. The initial version is 94.0. Subsequent versions will be numbered by the year of the release, and if needed the sequence number within each year. For example, the second release for the year 1995 would be version 95.1. Each new version of the model will include a complete dataset and documentation of the changes from the previous version. When significant changes to the model are made, the documentation will be completely revised and updated.

The model is composed of several distinct components. Each component is important for the base year calibration and/or future year forecasts. The geographic area for the model is Sacramento County, Yolo County, Sutter County south of the Bear River, Placer County west of the Sierra Nevada crest line, and El Dorado County west of the Sierra Nevada crest line. This area is divided into 1,031 Travel Analysis Zones (TAZs). An additional 30 TAZs are used to represent areas outside the region and are located at major roadways as they enter the model area.

The three model components are:

Base year (1990) input data. These data include demographic data on households, employment and school enrollment in each TAZ, number of trips to/from external areas, land use characteristics (Pedestrian Environment Factors) for each TAZ, parking cost per TAZ, road and transit networks, and traffic counts and transit riderships. This information is used in the calibration of model.

Future years input data. The data categories are the same as for the base year. The forecast years' data come from the MTP and its air quality conformity analysis. The years are 1995, 1996, 1999, 2005, and 2015. This information is used in producing forecasts of future conditions.

Model specifications and parameters. This includes the model parameters and coefficients (i.e., trip rates, mode choice coefficients, percent of daily trips in the AM peak period), model processes and structures (i.e., feeding back" travel times from trip assignments to trip distribution, sequence of sub-models), and model analysis programs (i.e., network summary of vehicle miles traveled, trip table summary from TAZs to counties). This information is used in both base year calibration and in the production of forecasts.

### **Documentation of Changes to Model Components**

The user agrees to document all changes made to model components in the course of a study. The changes will be summarized by type of data that is modified and the magnitude of the change. The documentation will be forwarded to SACOG at an appropriate time. SACOG encourages the user to also document the known or probable impacts of these changes. SACOG also requests that the revised data be transmitted to SACOG in an electronic format to facilitate the possible incorporation of the changes into the regional model.

### **Technical Assistance**

Technical assistance includes user training on data sources, data preparation and management, model assumptions, model operation, theoretical basis of either base year calibration or forecasts, and formats of model output. This service has traditionally been offered by SACOG to assist other agencies that use the SACMET model for their particular studies and projects.

Training sessions will be offered on the basics of the model operation and interpretation of the results. A half-day session will be offered for users, with the emphasis on the model operation and data management. A half-day session will be offered for managers, with the emphasis on overall model structure and final output formats and data interpretation.

Upon agreement between SACOG and the user, other technical assistance will be offered by SACOG within time and budget constraints.

Technical assistance does not include SACOG staff participation in any technical advisory committees for studies undertaken by partner planning agencies. These activities will be covered under other SACOG projects. A possible exception would be if another agency requests SACOG staff to review particular travel model processes or products that is beyond a normal TAC review done by other committee members.

## **Costs**

Three categories of users have been identified.

1. Member agencies and agencies (Caltrans and Regional Transit) that historically have contributed significantly to SACOG's overall work program will receive the model data and documentation at no cost. They will also be offered both half-day training sessions at no cost. Other technical assistance requests, up to current budgeted amounts, will also be addressed at no cost. If assistance is required which is not within the OWP budget, staff time and materials costs will be assessed. For subsequent OWPs, appropriate staff resources will be allocated for technical assistance to these agencies.
2. Agencies that are composed of member jurisdictions involved in related planning and programming efforts, such as the Congestion Management Agencies and air quality districts of member jurisdictions, will be assessed cost for the model data and documentation as well as all technical assistance activities. Member agencies, Caltrans, and Regional Transit may, at their discretion, assign some part of the technical assistance budget to these agencies to cover model data and technical assistance costs. For example, a member agency may "cover" the training cost for a Congestion Management Agency that uses the model for CMP development. These designations will be made in writing to SACOG.
3. All other users agree to reimburse SACOG for the cost of production of the model data and documentation. The cost for the model data and documentation is \$150.00. Subsequent versions of the model will be distributed on an appropriate materials production cost basis.

This third category of users agree to reimburse SACOG for any technical assistance on a staff time and materials basis.

Category #2 and #3 users that are public agencies and have not budgeted for these costs may, by written agreement with SACOG, defer payment until resources have been allocated.

I agree to abide by the conditions of this document and have the authority to bind my organization to the conditions of this agreement.

Name, Title, Organization

Date: \_\_\_\_\_

SACOG Staff

Received by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# WHAT WE DO

The Sacramento Area Council of Governments (SACOG) is an association of Sacramento Valley governments formed from the six regional counties—El Dorado, Placer, Sacramento, Sutter, Yolo and Yuba—and 22 member cities. SACOG's directors are chosen from the elected boards of its member governments. SACOG's primary charge is to provide regional transportation planning and funding, as well as a forum for the study and resolution of regional issues. In this role, SACOG prepares the region's long-range transportation plan; approves distribution of affordable housing around the region; keeps a regionwide database for its own and local agency use; helps counties and cities use federal transportation funds in a timely way; assists in planning for transit, bicycle networks, clean air and airport land uses; and has undertaken the Blueprint Project to link transportation and land development more closely. SACOG has an annual operating budget of about \$9.6 million, funded from local, regional, state and federal transportation funds. It has a staff of about 50, including employees and consultants.

## **EXECUTIVE STAFF**

Martin Tuttle  
*Executive Director*

Peter Hathaway  
*Deputy Executive Director,  
Planning and Project  
Delivery*

Joan Medeiros  
*Deputy Executive Director,  
Administration and Public  
Affairs*

Kenneth Hough  
*Director of Planning*

## **SUPPORT STAFF**

Trish FasEler  
*Web Page*

Kent Giacomozzi  
*Graphic Design*

Scott Overton  
*Reprographics*

Florene Kunder  
*Database / Library*