



## SACOG Board of Directors

REVISED Item #18-1-3  
Consent

January 11, 2018

### Approve FY 2017/18 Overall Work Program/Budget Amendment #3

**Issue:** Should Amendment #3 be made to the Overall Work Program (OWP) and Budget for Fiscal Year 2017-18?

**Recommendation:** The Strategic Planning Committee recommends that the Board approve Amendment #3 to the Overall Work Program (OWP) and Budget for Fiscal Year 2017-18 and authorize submittal to Caltrans and federal partners.

**Discussion:** SACOG's Overall Work Program (OWP) describes the continuing, comprehensive, and coordinated metropolitan planning process for the six-county Sacramento Region. The OWP includes annual agency revenues and expenditures, and is used by Caltrans, federal agencies, and others to track activities of SACOG, Caltrans, the El Dorado County Transportation Commission (EDCTC), and the Placer County Transportation Planning Agency (PCTPA).

Amendments to the OWP are typical throughout the year to modify OWP projects, add new projects or revenue to the OWP, change project descriptions, or adjust staff and expenditures between OWP activities. Amendment #1 was made in August 2017, to adjust revenues and expenditures for new grants and other funds awarded to SACOG and the related project expenditures. Amendment #2 was made in December 2017, to add a new project and related SB1 competitive grant funds based on approval of the CTC at its December 6, 2017, meeting.

Amendment #3 makes several adjustments, including the addition of all SB1 competitive and formula funds and related projects; the true-up of one-time grant funds and project obligations as of the close of FY 2016-17, and to account for anticipated shifts in workload for the second half of the fiscal year.

Following the January 8, 2018, Strategic Planning Committee meeting, staff revised Attachment A and B to reflect the amended final state fiscal year 2016-17 allocations for FTA 5303 funds *and to separate out the Sustainability and Climate Action Planning project into two separate projects as required by Caltrans to result in one project specifically for SB1 Sustainable Communities competitive grant funds*. The revised FTA 5303 amount, which increased by \$2,804, is reflected in Element 100 (Core and Long Range Member, Agency, and Transportation Services and Planning Activities). Staff also replaced language in the introduction section of the Rural-Urban Connections Strategies project detail sheet (included in Attachment C).

**Attachment A** shows the changes in overall expenditures by major work element. The primary changes include:

## New Projects/Revenues:

- 100-001-08 Legislative Analysis – new project funded by federal formula funds to track progress and understand the implications to the agency and the region of various state and federal proposed legislation.
- 100-006-10 Regional Environmental Justice Analysis – new project funded by SB1 formula funds to add environmental justice analysis element to the SCS development and implementation.
- 200-003-24 Feasibility Study of Connect Card Interoperability – added project funded by one-time grant funds inadvertently left out of original OWP.
- 220-007-22 PEV Infrastructure Implementation – added project funded by \$10K grant from the Sacramento Metropolitan Air Quality Management District (SMAQMD) to further EV work.
- 220-011-01 Innovative Transit Stop – added project approved by the Board in September, 2017 funded by grant from SMAQMD.
- Added \$839,292 in SB1 Sustainable Communities formula funds and \$150,000 of SB1 Sustainable Communities competitive grant funds to new/existing projects in the OWP. Projects funded by added SB1 funds are Pedestrian and Bicycle Planning, RUCS, SCS Implementation, and Sustainability & Climate Action Planning.

## Other Changes to the OWP/Budget include:

- Reallocation of staff hours between projects to reflect actual workload and anticipated employee utilization for the remainder of the fiscal year.
- Reduction or true-up of carryover revenue amounts and non-staff expenditures for multi-year grants as we close FY 2016-17 and have more accurate information. Examples of the types of changes included in this “true-up” effort are the Streetcar, Connect Card, and the various pass-through grants. In these cases, actual amounts spent in prior years may not have been reflected in the next year OWP due to timing of the expenditures during the fiscal year coupled with the various deadlines related to OWP adoption and review by Caltrans and federal partners.
- Added budget in Capital Assets for the emergency network infrastructure upgrade. The new capital asset budget for FY 2017/18 is \$295,000, all of which is funded from the Capital Equipment Reserve established by the Board in 2007. The balance in the reserve is \$295,070 as of 6/30/2017. It should be noted that of the \$228,000 in capital assets budgeted in FY 2016/17, only \$65,658 was actually spent, so the majority of this budget is work that was planned for FY 2016/17 that was delayed to the current fiscal year.
- Added \$5,000 for Sunshine Committee funded with local funds – inadvertently left out of original adopted budget.
- Updated SAFE funded activities to align with amended SAFE budget adopted by SAFE Board in September 2017.
- Added \$30,000 in RUCS project for consultant assistance with strategic visioning per 2018

SACOG work plan; focusing on implementation efforts such as Food Hub pilot work.

- Added \$35,000 (net) local funding in TDA project to fund required TDA audit of Sacramento Regional Transit (RT) – inadvertently left out of original adopted budget.
- Added \$50,000 in Regional Transportation Modeling and Analysis project for congestion management pricing assistance per 2018 work plan.

As shown in **Attachment A**, the net effect of all revisions is a reduction of \$2,828,320 in expenditure budgets needed to support the FY 2017-18 OWP. **Attachment B** summarizes the change in each revenue source. **Attachment C** includes descriptions of the new projects. The Board Resolution proposed for adoption of the budget changes presented in this report is included as **Attachment D**.

It should be noted that the new SB1 Sustainable Communities formula funds were added to the OWP, relieving local funds from the FY 2017-18 budget. Those funds are not proposed to be reallocated to other projects at this time, and instead are being held as surplus while individual and project/program team work plans are finalized and aligned with the new 2018 SACOG overarching priorities. As project scopes are finalized and budget needs identified to further the SACOG priorities in 2018, these funds will be programmed as necessary in a subsequent OWP/Budget amendment for FY 2017-18 and in the FY 2018-19 OWP and budget.

With Board authorization, the Finance Director will submit FY 2017-18 OWP Amendment #3 to Caltrans and federal partners for final approval.

Approved by:

James Corless  
Chief Executive Officer

JC:RR:le

Key Staff: Kirk E. Trost, Chief Operating Officer/General Counsel, (916) 340-6210  
Roberta Raper, Finance Director, (916) 340-6212

Element	OWP Amendment #2 Expenditures	OWP Amendment #3 Expenditures	Difference	Notes
100 - Core and Long-Range Member, Agency, and Transportation Services and Planning Activities	\$11,174,807	\$10,988,195	(\$186,612)	<p>Reallocated staff hours between projects and to staff new SB1 funded projects.</p> <p>New legislative Analysis project with Policy Manager's hours (moved from B&amp;A).</p> <p>Added \$50K to Regional Transportation Modeling &amp; Analysis for congestion toll pricing contract.</p> <p>Added new project (SB1 funded) - Environmental Justice Analysis</p> <p>Removed placeholder for carryover formula funds in original budget/OWP</p>
200 - Discretionary Transportation Planning Grant Activities	\$2,889,274	\$3,006,517	\$117,243	<p>Updated projects for remaining PO balances and grant funds available as of 6/30/17</p> <p>Eliminated project that was completed in prior FY</p> <p>New Sustainability &amp; Climate Action Planning project project funded with SB1 competitive grant funds</p>

220 - Other Planning Grant and Partnership Projects	\$1,764,487	\$1,976,519	\$212,032	Added project approved by Board in September - Innovative Transit Stop (\$60K) Added PEV Infrastructure Project with \$10K pass-through funding from AQMD Updated grant amounts and expenses for final balances as of 6/30/17
300 - Regional Bike Share Projects	\$1,917,476	\$1,917,476	\$0	
301 - Streetcar Projects	\$5,134,242	\$2,986,481	(\$2,147,761)	Updated for remaining grant funds and obligations as of 6/30/17
302 - Connect Card Project	\$3,562,396	\$2,615,579	(\$946,817)	Updated for remaining grant funds and obligations as of 6/30/17
400 - Pass-Through to Other Agencies	\$12,975,612	\$12,824,378	(\$151,234)	Updated for remaining grant funds and obligations as of 6/30/17
500 - Services to Other Agencies	\$3,920,881	\$4,143,057	\$222,176	Updated for budget increases approved by SAFE board in September 2017
960 - Local Expenses	\$120,043	\$125,043	\$5,000	Added in Sunshine Committee budget inadvertently left out of original budget
970 - Capital Assets	\$185,000	\$295,000	\$110,000	Updated for emergency network upgrade costs.
990 - Board & Advocacy	\$558,500	\$448,890	(\$109,610)	Moved Policy Manager's hours to new Legislative Analysis project in Work Element 100
999 - Indirect Services and Support	\$3,712,902	\$3,762,969	\$50,067	Re-allocated staff hours between indirect and direct.
<b>Total (All Elements)</b>	\$47,915,620	\$45,090,104	(\$2,825,516)	

*This project was split into two separate projects per Caltrans requirements - see next pages for second project (200-10-13)*

## **SCOPE OF WORK: Project-Level Climate Adaptation Strategies for the Sacramento Region (100-007-13)**

### **INTRODUCTION:**

The Sacramento region is one of significant geographic diversity, stretching from the Sacramento River Delta, through the Sacramento Valley, and to the Sierra-Nevada mountain range, and is home to over 2 million residents. Climate change has been a focus of the region for many years, with interest in understanding transportation-related climate vulnerabilities becoming a more recent concern.

This project will be undertaken to better define how climate change in the region will be expected to impact transportation infrastructure for a range of climate change concerns that are specific to the region. Compared to coastal regions of California, climate issues will be more diverse in this region including flooding, landslide and fire risks, which will be quantified as a part of this study.

This study of transportation-related climate adaptation is an action outlined in the region's Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS). The primary focus of this work will be to define how climate change may impact the region's transportation system, and to better define how transportation projects in the MTP/SCS may need to be altered to reflect climate adaptation needs.

The work scope has a few key actions that will benefit the region, and also approaches to defining climate concerns statewide. The scope specifically recommends the following actions:

1. Conduct an asset level criticality and climate change vulnerability assessment on the region's transportation network.
2. Identify projects that would address climate change risks.
3. Utilize the state guidance that is developing for assessing climate risks at the project level for a subset of the overall project list developed from the exposure assessment.
4. Draw conclusions on how incorporating climate change strategies may impact the MTP/SCS and local projects, including any long-term cost savings to projects from costs avoided later.
6. Incorporate conclusions from this effort into future SACOG transportation funding rounds.

With augmented resources, SACOG would conduct a one or more pilot test scenarios that evaluate lifecycle cost analysis of adaptation strategies to define costs and potential savings from climate adaptation measures. One or more projects would be selected from the MTP/SCS project list, including one in a disadvantaged community or other vulnerable population area.

### **RESPONSIBLE PARTIES:**

SACOG will lead the work effort, with supporting work supplied through a consulting contract.

### **OVERALL PROJECT OBJECTIVES:**

- Identify climate risks in the SACOG region
- Assess climate change risks on a variety of transportation projects

- Conduct outreach in climate vulnerable areas to help determine critical assets and identify potential solutions.
- Ascertain climate adaptation strategies for various transportation projects.
- Create project level guidance document for address climate impacts and adaptation strategies in transportation projects.
- Recommend project level climate adaptation policies and strategies for future SACOG transportation funding rounds.

## PROJECT TASKS

### 1. Project Initiation

#### Task 1.1: Project Kick-off Meeting

Hold kick-off with Caltrans staff to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information. Meeting summary will be documented.

- **Responsible Party: SACOG**

#### Task 1.2: RFP and Contract for Consultant Services

Complete an RFP process for selection of a consultant using proper procurement procedures, and complete consultant contract.

- **Responsible Party: SACOG**

Task	Deliverable
1.1	<i>Kick-off meeting summary</i>
1.2	<i>Consultant RFP, Contract</i>

### 2. Identify Areas of Concern and Select Project Types

#### Task 2.1. Identify Climate Risks

- Building on SACOG's work to date on regional vulnerability assessment, initially identify potential climate impacts and risks specific to the transportation system. Consider risks from:
  - Temperature
  - Wildfire
  - Precipitation and flooding
  - Landslides
  - Sea level rise and storm surge in the Delta
- **Responsible Party: SACOG and Consultant**

#### Task 2.2. Seek Input from Caltrans/State Agencies on Vulnerability Assessment

- Work with Caltrans District 3 and Headquarters staff and others to look at asset level vulnerability assessment for more specific impacts.
- Identify potential impacts to overlapping transportation assets between SACOG’s MTP/SCS project list and Caltrans District 3 facilities/projects.
- Coordinate with various state departments on the state’s 4<sup>th</sup> Climate Assessment to determine those products that will be appropriate for use in this SACOG region study.
- **Responsible Party: SACOG and Consultant**

**Task 2.3. Project Type Selection**

- Using results from Tasks 2.1 and 2.2, develop, through coordination with stakeholders, a listing of those elements of the transportation system anticipated to be impacted by climate change, including:
  - Existing planned projects listed in the MTP/SCS that may be impacted.
  - Other projects that may be identified as a result of the exposure assessment.
- Select three or more diverse and representative specific projects that would be impacted by climate change for more detailed study in Tasks 3 and 4.
- **Responsible Party: SACOG and Consultant**

<b>Task</b>	<b>Deliverable</b>
2.1	<i>Map(s) of where various climate risks are likely to occur within SACOG boundary</i>
2.2	<i>Map(s) of transportation projects impacted by various climate risks within SACOG boundary</i>
2.3	<i>List of select sample project types for analysis in later tasks, and white paper on project type identification methodology</i>

**3. Sample Project Analysis and Incorporating State Guidance at the Project Level**

**Task 3.1. Review State Guidance**

Review state guidance in Executive Order (EO) B-30-15 for climate impact analyses for projects/project types selected in Task 2.3.

- **Responsible Party: SACOG and Consultant**

**Task 3.2. Identify Adaptation Strategies**

Identify planning-level adaptation strategies to avoid potential climate impacts to projects/project types selected in Task 2.3

- **Responsible Party: SACOG and Consultant**

**Task 3.3. Conduct Climate Impact Project Analyses**



- Using any Executive Order guidance on cost analyses, estimate various costs to the selected projects from climate impacts and associated adaptation strategies.
- Develop recommendations for planning level adaptation strategies for selected projects/project types based upon cost, as well as other prioritizing factors listed in the EO as follows:
  - Prioritize natural infrastructure solutions
  - Protect vulnerable populations
  - Apply flexible, adaptive approaches
  - Prioritize actions that increase resiliency while reducing greenhouse gas emissions.
- **Responsible Party: SACOG and Consultant**

**Task 3.4. Develop Draft Guidance.**

Compile guidance for similar efforts:

- Document methodology for each project type and identify differences.
- Indicate how to utilize State guidance at a local, project level.
- Provide a framework on how to identify suitable adaptation options.
- Design a process for reference in future analyses of similar project types.
- **Responsible Party: SACOG and Consultant**

<b>Task</b>	<b>Deliverable</b>
3.1	<i>Identify climate impact analysis methods from State Executive Order</i>
3.2	<i>List of climate adaptation strategies for each selected project/project type</i>
3.3	<i>Report on different costs (economic, physical, and social) incurred on sample projects from climate related impacts and associated adaptation strategies, with a summary of benefit-cost analyses and recommended adaptation strategies for sample projects</i>
3.4	<i>Draft guidance document for state, MPOs, counties, and cities on incorporating climate analyses, adaptation planning, and EO B-30-15 guidance into project level work</i>

**4. Project Implementation**

**Task 4.1. Complete Guidance Documents and Final Report.**

- Circulate final draft Guidance Documents from Task 4.1 to stakeholders and Caltrans for review.
- Incorporate feedback as needed and complete Guidance Documents.
- Develop final project report for Caltrans.
- Develop recommendations on how to incorporate guidance into future SACOG MTP/SCS and transportation funding rounds.

- **Responsible Party: SACOG and Consultant**

<b>Task</b>	<b>Deliverable</b>
4.1	<i>Completed Guidance Documents, Final Project Report, Recommendations on including in SACOG regional planning and funding rounds.</i>

## 5. Fiscal Management

### Task 5.1: Invoicing

Submit complete invoice packages to Caltrans District staff based on milestone completion—at least quarterly, but no more frequently than monthly.

- **Responsible Party: SACOG**

### Task 5.2: Quarterly Reports

Submit quarterly reports to Caltrans District staff providing a summary of project progress and grant/local match expenditures.

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<b>Task</b>	<b>Deliverable</b>
5.1	<i>Invoice Package</i>
5.2	<i>Quarterly Reports</i>

## Project Revenue & Expense Estimates

<b>Total Expenses</b>		<b>\$80,217</b>
Salaries and Fringe	\$	-
Indirect	\$	-
Other	\$	80,217

<b>Total Revenues</b> (includes deferred)	\$	<b>80,217</b>
<i>FTA 5303 Toll Credit Match *</i>	\$	<i>1,068</i>
FTA 5303	\$	9,311
SB1 Sustainable Communities Formula Funds	\$	70,906

## **SCOPE OF WORK: Project-Level Climate Adaptation Strategies for the Sacramento Region (200-010-13)**

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3.4	<i>Draft guidance document for state, MPOs, counties, and cities on incorporating climate analyses, adaptation planning, and EO B-30-15 guidance into project level work</i>

**4. Project Implementation**

**Task 4.1. Complete Guidance Documents and Final Report.**

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- Incorporate feedback as needed and complete Guidance Documents.
- Develop final project report for Caltrans.
- Develop recommendations on how to incorporate guidance into future SACOG MTP/SCS and transportation funding rounds.

- **Responsible Party: SACOG and Consultant**

<b>Task</b>	<b>Deliverable</b>
4.1	<i>Completed Guidance Documents, Final Project Report, Recommendations on including in SACOG regional planning and funding rounds.</i>

## 5. Fiscal Management

### Task 5.1: Invoicing

Submit complete invoice packages to Caltrans District staff based on milestone completion—at least quarterly, but no more frequently than monthly.

- **Responsible Party: SACOG**

### Task 5.2: Quarterly Reports

Submit quarterly reports to Caltrans District staff providing a summary of project progress and grant/local match expenditures.

- **Responsible Party: SACOG**

<b>Task</b>	<b>Deliverable</b>
5.1	<i>Invoice Package</i>
5.2	<i>Quarterly Reports</i>

## Project Revenue & Expense Estimates

<b>Total Expenses</b>		<b>\$180,000</b>
Salaries and Fringe	\$	48,714
Indirect	\$	18,348
Other	\$	112,938

<b>Total Revenues</b> (includes deferred)	\$	<b>180,000</b>
<i>FTA 5303 Toll Credit Match *</i>	\$	<i>3,441</i>
FTA 5303	\$	30,000
SB1 Sustainable Communities Competitive Grant	\$	150,000



**SACRAMENTO AREA COUNCIL OF GOVERNMENTS**

**RESOLUTION NO. 6 – 2018**

**APPROVING OVERALL WORK PROGRAM AND BUDGET AMENDMENT #3  
FOR FISCAL YEAR 2017-18**

**WHEREAS**, the Sacramento Area Council of Governments (SACOG) is the Metropolitan Planning Organization (MPO) for the Sacramento Metropolitan area and the Yuba City/Marysville Urbanized area, the Regional Transportation Planning Agency (RTPA) for Sacramento, Yolo, Yuba and Sutter counties, the Areawide Clearinghouse for the cities and counties that are signatories of the SACOG Joint Powers Agreement, the Airport Land Use Commission for the counties of Sacramento, Sutter, Yolo and Yuba and a Joint Powers Agency with the purposes and functions defined in the Joint Powers Agreement; and

**WHEREAS**, annually each MPO/RTPA in California is required to develop and submit for state and federal approval an Overall Work Program (OWP) adopted by its Governing Board; and

**WHEREAS**, SACOG's OWP describes the continuing, comprehensive, and coordinated metropolitan planning process for the six-county Sacramento region, including annual agency revenues and expenditures; and

**WHEREAS**, SACOG's OWP is used by Caltrans, federal agencies, and others to track activities of SACOG, Caltrans, the El Dorado County Transportation Commission (EDCTC), and the Placer County Transportation Planning Agency (PCTPA); and

**WHEREAS**, amendments to the OWP are typical throughout the year to modify or add projects or revenues, change project descriptions, and adjust staff and expenditures between OWP activities; and

**WHEREAS**, approval is requested for Amendment #3 to the OWP and Budget for FY 2017-18 to include a new Caltrans Sustainable Communities Competitive Grant awarded to SACOG, SB1 Sustainable Communities Formula funds awarded to SACOG, and several other minor modifications to the budget;

**NOW THEREFORE, BE IT RESOLVED**, that the SACOG Board of Directors hereby approves Amendment #3 to the OWP and Budget for FY 2017/18 including total expenditures of



***\$40,111,169*** and authorizes its submission to Caltrans for review and approval.

**PASSED AND ADOPTED**, this 18th day of January 2018, by the following vote of the Board of Directors:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Jay Schenirer  
Chair

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James Corless  
Chief Executive Officer