



**Item #12-11-4
Action**

Government Relations & Public Affairs Committee

November 13, 2012

Fiscal Year 2012-13 Overall Work Program Amendment #3

Issue: Consider Amendment #3 to the Overall Work Program (OWP) for Fiscal Year 2012-13.

Recommendation: That the Government Relations & Public Affairs Committee recommend that the Board approve Amendment #3 to the Overall Work Program (OWP) for Fiscal Year 2012-13.

Discussion: The Board of Directors adopted the Fiscal Year 2012-13 OWP in May. Administrative amendments to the OWP are typical throughout every year to modify OWP projects, to add revenue to the OWP, or to adjust staff and expenditures between OWP projects. The primary purpose of this amendment is to bring in six new competitive grant awards from Caltrans, totaling \$444,354. These include three SACOG-led grant projects and three grants awarded to agencies who applied through SACOG. The net fiscal effects of the amendments are positive and keep the agency on a course consistent with the parameters of the budget for the new fiscal year. Additionally, this amendment adds a Partnership Planning grant project awarded to the San Joaquin Council of Governments but that will be conducted in partnership with SACOG, for \$148,915.

Other administrative changes include reinstating one small project from last year, deleting two “memo” projects, consultant cost reclassifications for two projects, and various other small adjustments. A Shared Services project has been added to the OWP as a placeholder for now, as no revenues or expenses have been assigned. A small grant contract arrangement called the *Challenge Grant with the Sacramento Housing and Redevelopment Agency (SHRA) for Food Hub*, for \$53,000 was also added.

Attachments A and B provide descriptions of the work element changes proposed. Attachment A provides a summary of the changes by work element, while Attachment B includes worksheets itemizing the costs and revenues for each work element and project. Attachment C includes detailed project descriptions.

Approved by:

Mike McKeever
Chief Executive Officer

MM:MC:ef

Attachments

Key Staff: Kirk Trost, Chief Operating Officer/General Counsel, (916) 340-6210
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OWP Amendment #3 Support Information

Adding Seven New Caltrans Transportation Planning Grants

- ***13-003-23, Connectivity Study of Transportation Services to Improve Health Care Access across the SACOG Region.*** Caltrans awarded SACOG a Statewide /Urban Transit Planning Studies grant for \$95,000 to conduct this study. The project will focus on ways to create a more effective and seamless system for demand-response transit and supplemental transportation service users for low-income residents who need to reach medical care and other essential services across jurisdictional boundaries. The Final Connectivity Study will include project findings, community input, alternatives evaluation, financial analysis, and recommendations. Total cost of the grant is \$107,038 including the match amount of \$12,308. A rough estimate of staff costs for FY12/13 is \$14,012, which is reflected in the category of staffing resources not yet allocated. Estimate of remaining costs activity occurring in future years is \$93,296, as a majority of the funds are anticipated to be expended in FY 13/14.
- ***13-003-24, Yuba-Sutter Short Range Transit Plan.*** Caltrans awarded SACOG and Yuba-Sutter Transit a Rural or Small Urban Transit Planning Studies grant for \$85,000 for an update of Yuba-Sutter Transit's Short-Range Transit Plan. The total project cost is \$96,013 including the matching funds. The majority of the work is planned for FY 13/14, so related costs are shown as costs in the next fiscal year, but there might be some costs that occur in the current fiscal year.
- ***13-003-25, SACOG Connect Card Transit Planning Student Internship.*** Caltrans awarded SACOG with a two-year transit planning student internship grant in the amount of \$25,920. Students in planning or a related program will be hired to work with the transit team, and will assist primarily with pre- and post-surveying, implementation and evaluation of the Connect Card electronic fare system. Total project costs is \$29,278, including matching costs of \$3,358. Estimated costs shown in the OWP for FY 12/13 are \$14,639, and remaining funds are anticipated to be expended in FY 13/14.
- ***13-008-12, YCTD Transit Planning Student Internship.*** Yolo County Transportation District (YCTD) received a Caltrans award through SACOG for a transit planning student internship in the amount of \$35,412. Through this grant, YCTD will select a student to assist with activities including onboard surveys, transit service research and marketing, and analyses of demand, ridership, service standards, bus stops and amenities. Total project cost is \$40,000, including matching funds of \$4,588. Costs are shown as pass-through costs.
- ***13-008-13, SacRT Transit Planning Student Internship.*** Sacramento Regional Transit (RT) received a Caltrans award through SACOG for a transit planning student internship in the amount of \$33,022. Through this grant, RT will select a student to assist with Connect Card and annual fare survey reporting, and other transit support tasks. Total project cost is \$37,300, including matching funds of \$4,278. Costs are shown as pass-through costs.
- ***13-009-07, Interregional Transportation Demand Management Action Plan.*** San Joaquin Council of Governments (SJCOG), in partnership with SACOG, received a Caltrans Partnership Planning grant award totaling \$148,915. Total project cost is \$188,500 including matching funds of \$39,585. Working with Caltrans Districts 10 and 3, SJCOG and SACOG will develop an Interregional Travel Demand Management Action Plan for reducing single occupant vehicle travel on the Interstate Route 5 and State Route 99 commute corridors

between San Joaquin and Sacramento Counties, to preserve capacity and improve system operations. SACOG will act as a sub-recipient to SJCOG. Costs are shown as pass-through for now, with final scope refinements possible later.

- **13-009-08, *Interjurisdictional Traffic Impact Mitigation Management*.** Caltrans awarded a Partnership Planning grant in the amount of \$170,000 for a partnership between Sutter, Placer, and Sacramento Counties, the City of Roseville, and Caltrans District 3, with participation from SACOG. The project seeks to develop an agreement between the local entities to address inter-jurisdictional transportation impacts on regional and state transportation facilities, including State Routes 65, 70, 99, and Interstate Route 5, due to expected population growth. SACOG is developing a sub-recipient agreement with Sutter County, who will lead the project. Total project cost is \$226,670 including matching costs of \$56,670. Costs are shown as pass-through for now, with final scope refinements possible later.

Adding a new Grant (contract) arrangement with Sacramento Housing and Redevelopment Agency (SHRA).

13-005-12, Challenge Grant with SHRA for Food HUB.

- The Sacramento Housing and Redevelopment Agency (SHRA) contracted with SACOG on the development of a business plan for a food hub. The food hub concept links local food production with local markets by providing a facility (or facilities) where food from a range of small to large farms can be aggregated, sorted, boxed, stored and then distributed to a range of customers. The SHRA is particularly interested in how such a facility may be able to serve low income communities and provide market opportunities for minority farmers. A business plan is needed to assess the feasibility of such a facility and identify the scale(s) at which such a facility must operate in order to be financially successful. This work will be done in conjunction with the food hub efforts included in two other elements: Rural-Urban Connections Strategy/Sustainable Communities Strategy Implementation (#13-005-09) and Specialty Crop Block Grant Program (#13-005-10). Total contract prices is \$53,000, of which \$50,000 is for the consultant and \$3,000 is for contractor staff time

Adding one Project as a Placeholder for now

- *13-007-21, Shared Services.* This project is being added as a placeholder for now. No revenues or costs are have been assigned yet to this project. A potential outcome of the December Board Retreat or January Strategic Planning Committee meeting will be new tasks that will be amended into a subsequent OWP amendment.

Reinstating One Project from Last Year

13-002-12, Interregional Truck Operations on I/5 & SR 99 and STAA Truck Route Improvement Project. Caltrans has given SACOG approval to reinstate this project because it has unused funds at year-end and Caltrans wants additional work performed as it related to the final report issued by the consultant. Caltrans has given SACOG permission to incur costs prior to having this project amended back into the **OWP/OWPA**. However, SACOG will not be able to invoice for those costs until the **OWP/OWPA** has been formally amended to include the project. Revenue amount is \$23,651 plus match of \$5,913, to total \$29,564. Costs will be incurred by staff; however, the staffing resources are uncertain at this time.

Deleting Two “Memo” projects from the Miscellaneous Other Funding Element

- **13-009-01, Unitrans CNG Fueling Facility Study – memo entry only.** This is being deleted because the project is closed and not in the Metropolitan Transportation Improvement Plan (MTIP).
- **13-009-02, Unitrans Parking Lot Study for Downtown Davis – memo entry only.** This is being deleted because the project is no longer using federal funds, as such it does not have to be included in the OWP. Also, the project is not in the Metropolitan Transportation Improvement Plan (MTIP).

Two Projects have costs reclassifications.

- **13-005-09, SGC#1 – Sustainable Communities Strategy Implementation.** \$100,000 was moved into Consultant costs from the “Costs for Next Year” column, and the new balance that is expected to carry over into next year is \$269,622. SACOG expects to contract for consultant work this fiscal year.
- **13-005-10, Specialty Block Grant.** \$125,000 was moved into Consultant costs from the “Costs for Next Year” column, and the new balance that is expected to carry over into next year is \$83,653. SACOG expects to contract for consultant work this fiscal year.

Small Change to Matching Funds

- **13-002-09, Statewide Development of Transportation/Land Use tools.** Adjusted PTA match by \$5. New number is \$6,640, to match Certification by Fund Source for 6/30/12. Costs were adjusted also.

PL Adjustment to this year

- Because of a late change to the FY 2012-13 PL and 5303 allocation from last year, SACOG is to adjust the FY 2012-13 PL estimate downward by \$8,963, to \$2,932,407. Project number 13-001-02 was adjusted accordingly, and now the Use of Unassigned Fund balance is \$20,124. As an additional note, the FY 2011-12 5303 adjusted amount ended up \$93,375 higher; however, staff recommends amending into the OWP the additional FTA 5303 money later..

Adjustment to Indirect Costs categories

- Reduced the Office Equipment Maintenance budget line by \$5,000 and moved it to Office Equipment <\$5,000.

FY 2012-13 TOTAL OVERALL WORK PROGRAM DIRECT SERVICES AND PASS THROUGH PROJECT COST ESTIMATES

Amendment #3

ACCT #	ELEMENT	TOTAL BUDGET	Salaries & Benefits	Indirect Services	Consultants/Membership/Legal for Specific Grant Projects	Consultants/Membership/Legal for Non Grant projects	Revenue unallocated at this time related to grant money or Staffing resources not yet allocated.	Meetings/ Other/in-kind	Pass-Through	Supplies/Data/ Telecommunication	Equipment/ Software	Marketing/ Advertising	Costs for next fiscal year
				44.25%									
13-001	Government Relations, Public Affairs, & Administration	\$ 1,399,077	\$ 936,932	\$ 414,593	\$ -	\$ 15,000	\$ 23,352	\$ 7,500	\$ -	\$ 1,700	\$ -	\$ -	\$ -
01	Interagency Relations	255,996	174,347	77,149			2,000	2,000		500			
02	Program Management	489,827	330,485	146,240	10,000								
03	Multi-Agency Planning & Coordination	226,854	154,873	68,531			250	2,000		1,200			
04	Legislative Analysis	173,214	120,079	53,135									
05	Education, Outreach, & Marketing	253,186	157,148	69,538	5,000		20,000	1,500					
13-002	Long Range Transportation Planning	1,265,787	620,857	274,730	259,000	67,531	42,819	0	850	0	0	0	0
01	Model Development	374,141	212,208	93,902		67,531			500				
02	Bicycle/Pedestrian Planning	48,981	33,782	14,949				250					
03	Regional Forecasting	189,099	131,091	58,008									
04	Major Investment Studies	91,259	63,195	27,964				100					
05	Human Services Transportation Coordination and Paratransit Monitoring	9,288	6,439	2,849									
06	Goods Movement / Freight Planning	2,171	1,505	666									
07	Regional Household Travel Survey	22,640	15,695	6,945									
09	Statewide Development of Transportation/Land Use Tools	33,226	13,845	6,126			13,255						
10	Model Development-Fine Grained Networks	25,981	18,011	7,970									
11	Urban Footprint Model Development	439,437	125,086	55,351	259,000								
12	Interregional Truck Operations on I-5 and SR 99 and STAA Truck Route Improvements	29,564					29,564						
13-003	Short Range Transportation Planning & Studies	1,293,239	364,997	161,511	204,311	0	30,935	100	1,206	0	0	0	530,179
01	CalTraction	2,870	1,920	850					100				
02	Complete Streets	6,405	3,955	1,750				100	600				
03	Sacramento Regional Transit District Planning	28,999	20,103	8,896									
04	Downtown Sac Transit Circulation, Facilities Plan, Phase I	14,014	2,783	1,231	10,000								
06	Safe Routes to School	173,842	4,844	2,143									166,855
07	South County Transit LINK Management Transition Plan	78,896	5,344	2,365	71,187								
14	Online Bike Trip Planner	82,128	15,701	6,948	5,000								54,479
15	Paratransit, Inc. SRTP	73,848	50,844	22,498				506					
16	YCTD Short Range Transit Plan	96,013	65,559	29,010			1,444						
17	Elk Grove Transit Short Range Transit Plan	96,100	68,050	30,111			-2,061						
18	Unitrans Short Range Transit Plan	96,013	64,799	28,674			2,540						
19	SACOG Transit Intern	21,759	14,834	6,564			361						
20	Calvans JPA Administration	241,211	12,610	5,580	118,124								104,897
21	Transit Grant Coordination & MAP 21 Implementation	46,133	31,981	14,152									
22	Prop 1B PTMISEA Grant Administration	2,409	1,670	739									
23	Transportation Connectivity Study to Improve Healthcare Access	107,308					14,012						93,296
24	Yuba-Sutter Transit Short Range Transit Plan	96,013											96,013
25	SACOG Connect Card Transit Planning Intern	29,278					14,639						14,639
13-004	Continuing Transportation Implementation	13,306,812	901,306	398,828	408,000	0	1,750	8,600	0	0	5,015,000	0	6,573,328
01	Regional Air Quality Planning	137,303	94,664	41,889			750						
02	Federal and State Programming	343,989	237,081	104,908			1,000	1,000					
03	Regional Transportation Monitoring	120,025	83,206	36,819									
04	Rural Transportation Planning Coordination	5,199	3,604	1,595									
05	Passenger Rail Improvements	77,823	53,881	23,842				100					
06	Connect Card Implementation	11,934,169	241,718	106,960	192,000			7,500		5,015,000			6,370,991
07	Transit Technical Assistance and Programming	234,018	162,231	71,787									
08	JARC/New Freedom Administration	4,286	2,971	1,315									
09	Title VI Connect Card Transit Survey	450,000	21,950	9,713	216,000								202,337
13-005	Land Use and Housing Planning	2,316,261	995,473	440,497	477,903	600	16,050	100	0	29,363	0	0	353,275
01	Sacramento Region Blueprint Implementation	85,966	59,422	26,294			150	100					
02	Regional Land Use Monitoring	385,635	246,982	109,290						29,363			
03	Regional Housing Needs Planning	28,920	19,355	8,565	600		400						
04	Community Design Program	67,783	46,990	20,793									
05	Rural-Urban Connections Strategy	254,221	165,838	73,383			15,000						
06	Airport Land Use Commission - General	7,357	5,100	2,257									
08	ALUC - Sacramento County - SMF	197,540	30,944	13,693	152,903								
09	SGC #1 - Sustainable Communities Strategy Implementation	818,809	311,395	137,792	100,000								269,622
10	Specialty Block Grant Program	362,387	106,575	47,159	125,000								83,653
11	ALUC - Sacramento County - MCC	54,643	2,872	1,271	50,000			500					
12	Challenge Grant with SHRA for Food Hub	53,000			50,000		3,000						
13-006	Metropolitan Transportation Plan/SCS Implementation	1,474,092	486,516	215,283	188,370	578,923	5,000	0	0	0	0	0	0
04	MTP/SCS Implementation	624,018	192,787	85,308		345,923							
05	Sustainable Communities Regional Planning Grant Program	850,074	293,729	129,975	188,370	233,000	5,000						
13-007	Member, Agency, & Transportation Services	16,762,594	1,366,761	604,793	995,500	555,134	145,000	10,000	11,570,212	76,605	0	45,473	1,391,218
01	Project Delivery	374,072	216,520	95,810		61,492		250					
02	Regional Information Center	210,447	143,464	63,483				1,500		2,000			
03	Transportation Development Act Administration	686,033	130,947	57,944		491,142	5,000	250		750			
06	511/ STARNET Capital Improvements	1,861,374	46,890	20,749	800,000			3,000					990,735

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Amendment #3

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				44.25%										
07	Transportation Demand Management (formerly called Rideshare)	1,355,473	239,962	106,183	178,000			140,000	2,000	590,000	53,855		45,473	
08	511/STARNET Operations	103,705	55,948	24,757					3,000		20,000			
09	511 Automated Transit Trip Planning	70,925	33,285	14,729										22,911
10	SECAT Program	10,982,712				2,500				10,980,212				
13	Sustainability and Climate Action Planning Assistance	72,768	50,446	22,322										
14	Integrated Basemap Program	298,387	206,854	91,533										
17	I-PLACE ³ S Training for Maricopa Association of Governments	0		0										
18	Capitol Area Plug-In Electric Vehicle Planning	216,913	36,648	16,217	15,000									149,048
19	California Plug-In Electric Vehicle Collaborative	29,785	17,599	7,788	2,500		1,898							
20	Sacramento County Plug-In Electric Vehicle Planning	500,000	188,198	83,278	0									228,524
21	Shared Services	0												
13-008	Pass-Through to Other Agencies	2,612,688	0	0	0	0	0	0	0	2,612,688	0	0	0	0
08	Regional Transit Comprehensive Operational Analysis	78,189								78,189				
09	American River Crossings Alternatives Study Project	336,955		0						336,955				
10	Unitrans ITS Project	300,000		0						300,000				
11	SACOG Managed Fund Projects	1,820,244								1,820,244				
12	YCTD Transportation Planning Intern	40,000								40,000				
13	SRTD Internship Program	37,300								37,300				
13-009	Miscellaneous Other Funding	9,543,549	60,579	26,806	0	0	0	0	0	9,456,164	0	0	0	0
01	Unitrans CNG Fueling Facility Study - memo entry only - delete	20,018								20,018				
03	Unitrans Parking Lot Study for Downtown Davis - memo entry only - delete	200,018								200,018				
04	SRTD Downtown-Natomas-Airport Rail Project - memo entry only	3,696,113								3,696,113				
05	Downtown Riverfront Transit Alternatives Project	1,442,885	60,579	26,806						1,355,500				
06	Green Line Planning - memo entry only	3,769,345								3,769,345				
07	Interregional TDM action Plan (SJCOG,SACOG receipt)	188,500								188,500				<not sure what costs SACOG will have
08	Interjurisdictional Traffic Impact Mitigation Management	226,670								226,670				<not sure what costs SACOG will have
13-012	FIA Job Access Reverse Commute and New Freedom Program Administration	3,285,054	0	0	100,000	0	0	0	0	3,085,054	0	0	0	100,000
01	SRTD JARC Operating Assistance	539,489								539,489				
02	Roseville Transit JARC Operating Assistance	135,282								135,282				
03	Vanpool Incentive Program	200,000			100,000					0				100,000
05	County of Sacramento Department of Health JARC operating Assistance	957,340								957,340				
06	Yolo County Transportation District JARC Operating Assistance	65,000								65,000				
07	City of Roseville South Placer County New Freedom One-Stop Call Center	38,000								38,000				
08	Paratransit, Inc. New Freedom Mobility Management	455,721								455,721				
09	SRTD New Freedom Capital Improvements	603,552								603,552				
10	Western Placer CTSA New Freedom Operating Assistance	162,206								162,206				
11	County of Sacramento Department of Health New Freedom Assistance	48,464								48,464				
12	Yolo County Transportation District New Freedom Operating Assistance	80,000								80,000				
13-013	SGC #2 - Sustainable Communities Grant	1,019,440	274,846	121,619	0	0	0	0	0	0	0	0	0	622,975
01	Round #2 - Sustainable Communities Strategy Implementation Grant from SGC.	1,019,440	274,846	121,619										622,975
13-015	Services to Other Agencies	213,022	136,165	60,257	1,000	0	0	100	0	15,000	500	0	0	0
01	Capitol Valley SAFE	165,707	103,364	45,743	1,000			100		15,000	500			
02	Glenn County SAFE	0		0										
03	CALCOG work	47,315	32,801	14,514										
	TOTAL EXPENDITURES for OWP Reporting Purposes	54,491,615	6,144,432	2,718,917	2,634,084	1,217,188	73,754	191,352	28,256	26,739,118	108,168	5,015,000	45,473	9,570,975
	Add: Carry forward Costs from FY 2010/11 included in the indirect costs	386,012		386,012										
	TOTAL EXPENDITURES for SACOG budgeting reporting purposes	\$ 54,877,627	\$ 6,144,432	\$ 3,104,929	\$ 2,634,084	\$ 1,217,188	\$ 73,754	\$ 191,352	\$ 28,256	\$ 26,739,118	\$ 108,168	\$ 5,015,000	\$ 45,473	\$ 9,570,975

* Represents revenue on the project that has not yet be allocated to consultant or staff time as of the preparation of the amendment. It could be used for consultant or staff, and could go unused.

DETAIL OWP PROJECT DESCRIPTIONS

12. INTERREGIONAL TRUCK OPERATIONS ON I/5 & SR 99 AND STAA TRUCK ROUTE IMPROVEMENT PROJECT *Project #13-002-12*

Caltrans has given SACOG approval to reinstate this project because it had unused funds at year-end and Caltrans wanted additional work performed as it related to the final report issued by the consultant. Caltrans has given SACOG permission to incur costs prior to having this project amended back into the OWP/OWPA. However, SACOG will not be able to invoice for those costs until the OWP/OWPA has been formally amended to include the project.

23. CONNECTIVITY STUDY OF TRANSPORTATION SERVICES TO IMPROVE HEALTH CARE ACCESS ACROSS THE SACOG REGION *Project #13-003-23*

(Caltrans Statewide or Urban Transit Planning Studies Grant)

This project will address greater connectivity and seamlessness for demand-response transit and supplemental transportation service users and low-income residents needing to make cross-jurisdictional trips in the Sacramento Region, especially to reach health care services. SACOG staff will work with operators and stakeholders to document existing transportation services and health care service locations; assess additional needs and demand for cross-jurisdictional travel for accessing health care; and identify, assess, and recommend options for a more seamless, connected system of public transportation and supplemental services in the region.

This work will be performed by SACOG staff.

Tasks and *End Products*:

- a. Project Kick-Off (February 2013)
- b. Review existing services (May 2013)
- c. Assess current demand and destinations for cross-jurisdictional travel (June 2013)
- d. Assess issues based on service inventory (September 2013)
- e. Conduct surveys (November 2013)
- f. Complete outreach and input-gathering (March 2014)
- g. Review/prioritize connectivity options (April 2014)
- h. Complete preliminary alternatives analysis (July 2014)***
- i. Complete financial analysis (September 2014)***
- j. Develop draft recommendations (October 2014)***
- k. Complete Draft Connectivity Study for review (December 2014)***
- l. Complete Final Connectivity study (February 2015)***
- m. Project Management & Administration (Ongoing)
- n. Kick-Off Meeting Notes (January 2013)
- o. Inventory of Services (May 2013)***
- p. Summary of stakeholder/community input, priorities (April 2014)
- q. Alternatives analysis (September 2014)***
- r. Draft Connectivity Study (December 2014)***
- s. Final Connectivity Study (February 2015)***
- t. Quarterly Reports/Invoices (Quarterly)***
- u. Final Caltrans Report and Invoice (February 2015)***

24. YUBA-SUTTER SHORT RANGE TRANSIT PLAN

Project #13-003-24

(Caltrans Statewide or Urban Transit Planning Studies Grant)

The project is an update of the 2008 Yuba-Sutter Short Range Transit Plan (SRTP). Stakeholders will be included in development of the plan. The new SRTP will guide future transit services and planning for the population and areas served by Yuba-Sutter Transit.

This work will be performed by SACOG staff and/or a consultant, and is funded by a Caltrans Rural or Small Urban Transit Planning Studies discretionary grant.

Tasks and *End Products*:

- a. Project Kick-Off (February 2013)
- b. Work Plan Responsibilities (March 2013)
- c. *Develop existing conditions information (July 2013)***
- d. Analyze and draft SRTP sections on goals, policies, objectives and opportunities (August 2013)
- e. Complete financial analysis (October 2013)
- f. Assess community values, priorities and preferences (January 2014)
- g. Draft service alternatives (December 2013)
- h. Complete capital plan (December 2013)
- i. Complete draft SRTP (January 2014)
- j. Complete final SRTP (February 2014)
- k. Project Management & Administration (On-going)
- l. Kick-Off Meeting Notes (February 2013)
- m. Work plan and (if necessary) RFP and contract (March 2013)
- n. *Summary of Outreach Efforts (December 2013)***
- o. *Draft SRTP sections (January 2014)***
- p. *Summary of public comments on draft SRTP, Final SRTP (February 2014)***
- q. *Quarterly Reports/Invoices (Quarterly)***
- r. *Final Caltrans Report and Invoice (April 2014)***

25. SACOG TRANSIT INTERN

Project #13-003-25

(Caltrans Statewide or Urban Transit Planning Studies Grant)

This project will continue the Transportation Intern program through SACOG, providing interested students in planning or related fields the opportunity to gain real-world planning experience while assisting SACOG with pre- and post-surveying, implementation and evaluation of the Connect Card electronic fare system.

This work will be performed by the intern and is funded by a Caltrans Transit Planning Internship grant.

Tasks and *End Products*:

- a. Kick-Off Meeting (January 2013)
- b. Intern Selection (January 2013)
- c. Pre-Implementation Survey and Analysis (August 2013)
- d. *Post-Implementation Survey and Analysis (July 2013)***
- e. *Survey Report and Recommendations (August 2013)***
- f. Implementation Assistance (January 2014)
- g. Project Management & Administration (Ongoing)
- h. Intern Hiring Paperwork (January 2013)
- i. *Preliminary Survey Results (August 2013)***

- j. Post-Implementation Survey Results (July 2013)*
- k. Survey Report (August 2013)*
- l. Quarterly Reports/Invoices (Quarterly)*
- m. Final Caltrans Report and Invoice (August 2015)*

12. CHALLENGE GRANT WITH SHRA FOR FOOD HUB

Project #13-005-12

The Sacramento Housing and Redevelopment Agency (SHRA) contracted with SACOG on the development of a business plan for a food hub. The food hub concept links local food production with local markets by providing a facility (or facilities) where food from a range of small to large farms can be aggregated, sorted, boxed, stored and then distributed to a range of customers. The SHRA is particularly interested in how such a facility may be able to serve low income communities and provide market opportunities for minority farmers. A business plan is needed to assess the feasibility of such a facility and identify the scale(s) at which such a facility must operate in order to be financially successful.

This work will be performed by SACOG staff in conjunction with the food hub efforts included in two other elements: Rural-Urban Connections Strategy/Sustainable Communities Strategy Implementation (#13-005-09) and Specialty Crop Block Grant Program (#13-005-10).

Tasks and End Products

- a. Determine needs for agriculture infrastructure to support more locally consumed food (January 2013 – June 2013)*
- b. Review existing research and interview growers and stakeholders to establish existing conditions and barriers to growing product for local markets (January 2013— June 2013).*
- c. Identify incentives and programs to overcome barriers (January 2013 – April 2013).*
- d. Assess current food bank operations and assess feasibility of expanding operations to increase supply for other entities (January 2013 – June 2013).*
- e. Assemble business plan, reports of project findings (May 2013 - December 2013).*
- f. Conduct workshops to report project analysis; Present report to SACOG Board and other organizations (Ongoing).*
- g. Inventory of current processing and distribution facilities and assessment of facilities that can be supported by various regional crop production patterns (January 2013 – June 2013)*
- h. Report on existing barriers to local production, incentives and programs to overcome barriers (May 2012 – April 2013).*
- i. Report on food bank operations and feasibility of expanding operations to supply other entities (June 2012 - June 2013).*
- j. Business plan and report on the feasibility and economics of a food hub (May 2013 – December 2013)*
- k. Workshops with local food system stakeholders (Ongoing).*

21. SHARED SERVICES & NEW INITIATIVES

Project #13-007-21

(Board Policy)

This project will provide coordinated support for the Board of Directors, member jurisdictions, and other local public agencies for opportunities for shared and direct services that save money or improve services; includes communication and coordination with member jurisdiction staff, other local public agencies; to research, analyze, solicit comment, share best practices and strategies and coordinate regional discussions for shared service opportunities either as related to MPO/COG functions or as a conduit to independent member jurisdiction shared service efforts in the future.

This element provides the overall management, coordination and direction for the Shared Services & New Initiatives activity including the Board Task Force and working groups representing city managers, county executives, other local public agency executives, and local public agency departmental staff. Activities in this element will include interaction with the Board of Directors, its committees, coordination of local public agencies. SACOG's work in this area will align with member jurisdictions and other local public agencies shared interests.

This work will be performed by SACOG staff.

Tasks and **End Products:**

- a. Preparation of meeting agendas and staff reports for SACOG Board Task Force and staff advisory group meetings
- b. Attendance at local jurisdiction, sub-regional and regional discussions of shared services and new governance structure considerations
- c. Meeting summaries and comments on research and projects of partner organizations (upon request)
- d. Special publications for SACOG's coordination with stakeholders/partners (as needed)
- e. Website information on project outcomes and member highlights (as needed)
- f. Highlight summary to Task Force Members /Chief Executive Officer's Report (as needed)
- g. Board committee agendas and staff reports (Monthly)**
- h. Regional Report (Quarterly)**

12. YOLO COUNTY TRANSPORTATION DISTRICT TRANSIT INTERNSHIP

Project # 13-008-12

(Caltrans Transit Planning Student Internship Grant)

The Yolo County Transportation District (YCTD) will select an intern to assist with transportation planning activities, including onboard surveys, transit service research and marketing, and analyses of demand, ridership, service standards, bus stops and amenities. The internship will last for one year.

This work will be performed by the YCTD intern.

Tasks and **End Products:**

- a. Select transit intern (January 2013)
- b. Internship orientation and training (June 2013)
- c. Intern transportation planning activities (January 2014)
- d. Project management and administration (Ongoing)
- e. Copies of intern work (January 2014)**
- f. Quarterly Reports/Invoices (Quarterly)**
- g. Final Caltrans Report and Invoice (August 2015)**

13. SACRAMENTO REGIONAL TRANSIT STUDENT INTERNSHIP

Project # 13-008-13

(Caltrans Transit Planning Student Internship Grant)

Sacramento Regional Transit (RT) will select an intern to assist with transportation planning activities, including Connect Card and annual fare survey reporting, and other transit support tasks. The funding is for two consecutive years of internships.

The work will be performed by the RT intern.

Tasks and ***End Products:***

- a. Select transit intern (February 2013 and February 2014)
- b. Internship orientation and training (February 2013 and February 2014)
- c. Smart Card reporting (November 2014)
- d. Annual Fare Survey Report (November 2013 and November 2014)
- e. Automatic Passenger Counter Support Program (January 2014 and January 2015)
- f. Miscellaneous Support Tasks (January 2014 and January 2015)
- g. Project management and administration (Ongoing)
- h. Copies of reports and databases (January 2014 and January 2015)
- i. ***Quarterly Reports/Invoices (Quarterly)***
- j. ***Final Caltrans Report and Invoice (February 2015)***

7. INTERREGIONAL TRANSPORTATION DEMAND MANAGEMENT ACTION PLAN

Project #13-009-07

(Caltrans Partnership Planning Grant)

In this project, SACOG and SJCOG will partner to develop a Transportation Demand Management (TDM) Action Plan to reduce current and future interregional capacity demands on the I-5 and SR 99 corridors between San Joaquin and Sacramento Counties. To complete the plan, SJCOG and SACOG will work together with interregional stakeholders, including Caltrans Districts 10 and 3, to develop, assess and select from scenarios with various combinations of TDM strategies to address commute-related congestion between the two regions.

This work will be performed by SACOG staff, SJCOG staff, and outside consultants.

Tasks and ***End Products:***

- a. Project Kick-Off meeting (February 2013)
- b. Establish Project Steering Committee (April 2013)
- c. Establish project website (April 2013)
- d. Document existing conditions and characteristics (June 2013)
- e. Develop interregional vision statement (July 2013)
- f. Secure consulting services (October 2013)
- g. Prepare travel demand forecasts (January 2014)
- h. Develop future TDM/multimodal service scenarios (February 2014)
- i. Assess and select preferred scenarios (February 2014)
- j. Complete more detailed implementation analysis (June 2014)
- k. Develop strategies and draft Action Plan (August 2014)
- l. Complete Action Plan, executive summary and technical report (December 2014)
- m. Take Action Plan to SJCOG and SACOG Boards (February 2015)
- n. Project management and administration (Ongoing)
- o. Working paper on existing conditions (June 2013)
- p. Vision Statement (July 2013)

- q. Potential, Preferred Scenarios (February 2014)
- r. Implementation Analysis (June 2014)
- s. ***Draft Action Plan (August 2014)***
- t. ***Final Action Plan (December 2014)***
- u. ***Board item/minutes (February 2015)***
- v. ***Quarterly Reports/Invoices (Quarterly)***
- w. ***Final Caltrans Report and Invoice (February 2015)***

8. INTERJURISDICTIONAL TRAFFIC IMPACT MITIGATION MANAGEMENT *Project #13-009-08*
(Caltrans Partnership Planning Grant)

This project, a partnership between Sutter, Placer, and Sacramento Counties, the City of Roseville, Caltrans District 3, with participation from SACOG, seeks to develop an agreement between the local entities to address inter-jurisdictional transportation impacts on regional and state transportation facilities, including State Routes 65, 70, 99, and Interstate Route 5, due to expected population growth. SACOG is developing a sub-recipient agreement with Sutter County, who will lead the project.

The work will be performed by a consultant, with additional support from SACOG.

Tasks and ***End Products:***

- a. Project Kick-Off meeting (February 2013)
- b. Secure consulting services (April 2013)
- c. Complete Partner/Stakeholder interviews (July 2013)
- d. Complete data collection (June 2014)
- e. Determine accounting parameters (October 2014)
- f. Complete traffic model development (November 2014)
- g. Draft traffic model and financial accounting provisions (November 2014)
- h. Complete facilitated meetings (December 2014)
- i. Complete financial responsibility provisions (January 2015)
- j. Fair share determination (January 2015)
- k. Complete accounting procedures (January 2015)
- l. Complete Memorandum of Agreement sessions/public workshops (February 2015)
- m. Partner Consensus (February 2015)
- n. Partner coordination, project management and administration (Ongoing)
- o. Consultant Contract (April 2013)
- p. Interview Summary (June 2013)
- q. ***Website of Collected Data (June 2014)***
- r. ***Technical Report on Accounting Parameters (October 2014)***
- s. ***Technical Report on Traffic Model, Assumptions, Base Data (November 2014)***
- t. ***Draft Model and Financial Accounting Provisions (November 2014)***
- u. Notes of Facilitated Meetings (December 2014)
- v. ***Technical Report on Model Run, Fair Share Results (January 2015)***
- w. ***Accounting Software/Manual (January 2015)***
- x. ***Draft and Final Financial Responsibility Provisions (January 2015)***
- y. ***Memorandum of Agreement Study Sessions/Workshops (February 2015)***
- z. ***Partner Consensus Outline (February 2015)***
- aa. ***Quarterly Reports/Invoices (Quarterly)***
- bb. ***Final Caltrans Report and Invoice (February 2015)***