

FINAL

MENDOCINO COUNCIL OF GOVERNMENTS
TRANSPORTATION PLANNING WORK PROGRAM

FY 2018/2019



Proposed for MCOG approval on 6/4/18

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INTRODUCTION

The Mendocino Council of Governments

The Region served by the Mendocino Council of Governments exists totally within the boundaries of Mendocino County. Mendocino County lies within the northern extension of California's coastal ranges. These mountains are characterized by a series of southeast to northwest trending ridges which are separated occasionally by narrow valleys. Although the relief is not particularly great except in the extreme eastern part of the county, the mountainous nature of the county tends to minimize ground transportation options. Transportation routes tend to be located within intermontane valleys. East-west travel is especially arduous, since parallel ridges must be traversed.

The Mendocino Council of Governments (MCOG), as the Regional Transportation Planning Agency (RTPA) for Mendocino County, annually adopts its Transportation Planning Work Program to identify and program transportation planning tasks for the coming fiscal year. The objectives and tasks contained within this 2018/2019 Work Program are developed in accordance with the goals and policies of the 2017 Regional Transportation Plan (RTP) (*adopted 2/5/18*).

MCOG is a Joint Powers Agency comprised of the unincorporated County of Mendocino and the incorporated cities of Fort Bragg, Point Arena, Ukiah and Willits. 2016 Department of Finance population estimates place Mendocino County population at 88,771. This figure includes an unincorporated population of 59,458 and an incorporated population of Ukiah (16,254), Fort Bragg (7,707), Willits (4,901) and Point Arena (451). The bulk of the population in Mendocino County is concentrated in a few areas. Ukiah, Talmage, and Redwood Valley make up the largest single population concentration. Fort Bragg and the coastal area southward to the Navarro River is another population center. Willits, the surrounding Little Lake Valley and the Brooktrails subdivision is the only other large settlement area in the County. Much of the rest of Mendocino County is rural and undeveloped.

The MCOG Board of Directors is comprised of seven members: two members of the County Board of Supervisors, one member from each of the four city councils, and one countywide representative appointed by the Board of Supervisors. With the addition of an eighth member, the representative of the Caltrans District One Director, the MCOG Board becomes the Policy Advisory Committee (PAC).

The MCOG Board annually appoints an Executive Committee to carry out the administrative and executive functions of the Council between regular meetings. The Executive Committee may also be used to review the budget, personnel and policy issues, and make recommendations to the full Council. This three-member committee consists of the MCOG Chair, Vice-Chair, plus one additional Council member selected by the Council. The Council attempts to appoint members to the Executive Committee that reflect a balance between City and County representation. The Executive Committee meets on an as-needed basis.

In addition, MCOG has established the following three advisory committees:

1. Technical Advisory Committee (TAC). Advising the MCOG Board of Directors on technical matters is the Technical Advisory Committee. This ten member committee consists of representatives of planning and public works/transportation staff of each of the Joint Powers entities, an MTA representative, an Air Quality Management District representative, a Caltrans representative, and a non-voting rail representative. In addition to routine items, the TAC is involved in development of the Regional Transportation Improvement Program (RTIP), review of the Regional Transportation Plan (RTP), and development of the annual Transportation Planning Work Program. Meetings are routinely held on a monthly basis, or as needed.
2. Social Services Transportation Advisory Council (SSTAC). A Social Services Transportation Advisory Council has been established in compliance with requirements imposed by Senate Bill 498 (1987) to advise MCOG on the transportation needs of the elderly, handicapped, and economically disadvantaged. The SSTAC also has statutory responsibilities to advise the transportation planning agency on any other major transit needs and recommend new service and service changes to meet those needs. This ten member committee includes representatives of the transit community, including handicapped and senior transit users; various social service provider representatives; low income representatives, and representatives of the Consolidated Transportation Service Agency (CTSA). A subcommittee of the SSTAC may also serve with MCOG staff as MCOG's Regional Evaluation Committee to rank and review Federal Transit Administration (FTA) Section 5310 program applications for vehicle and equipment acquisitions. SSTAC meetings are typically held twice per year.
3. Transit Productivity Committee (TPC). The Transit Productivity Committee is comprised of five members: two representatives each from the MTA Board and the MCOG Board, plus one senior center representative. The purpose of the TPC is to review transit performance and productivity issues in accordance with standards adopted by MCOG. The TPC also reviews and makes recommendation to MCOG on the annual transit claim, and provides input on the annual unmet transit needs process. Meetings are held at least once annually, or more often as needed.

Consolidated Transportation Services Agency (CTSA)

As required under TDA regulations, MCOG has established a Consolidated Transportation Services Agency (CTSA). In 1981, MCOG designated the Mendocino Transit Authority (MTA) to serve as the CTSA for Mendocino County. According to TDA regulations, A CTSA may provide transportation services itself or contract with one or more entities to provide service. In either case, the CTSA alone is the claimant for funds under TDA, and bears all the responsibilities of a claimant, including: filing of claims, maintaining accurate records, complying with fare revenue requirements, and submittal of fiscal and compliance audit reports. With input from the TPC, the relationship between MCOG and MTA continues to be a positive one in which the community is well served by an efficient and effective local transit system.

PUBLIC PARTICIPATION PROCESS

In 2008 MCOG adopted a “Public Participation Plan” as required under SAFETEA-LU (Safe, Accountable, Flexible, Efficient, Transportation Equity Action: A Legacy of Users). This Plan established a process for public participation (as well as interagency and intergovernmental participation) activities of MCOG, as they pertain to the agency’s primary responsibilities, including development of the Regional Transportation Plan, Regional Transportation Improvement Program, Regional Blueprint planning and other planning processes. The 2018 Public Participation Plan update is scheduled to be completed in FY 2017/2018, to ensure continued compliance with the federal transportation legislation “Fixing America’s Surface Transportation” (FAST) Act.

The Final “Vision Mendocino 2030 Blueprint Plan” was adopted by MCOG on December 2, 2013. This comprehensive planning process (four phases, funded through Federal Blueprint planning grants) included a thorough public outreach process (including direct consultation with each Native American tribe) as well as partnerships with the County and Cities.

The 2017 Regional Transportation Plan (RTP) was adopted by MCOG on February 5, 2018. In December 2014 MCOG adopted a revised RTP update schedule (*as allowed under SB 375*) to shift from a five-year update cycle, to a four-year cycle. This change in RTP cycles was needed to allow an increase in the planning period for the Regional Housing Needs Assessment from a five-year to an eight-year cycle. This decision reset the RTP update due date to December, 2017. The 2017 RTP update process included a thorough public participation process, including numerous workshops held throughout the county, as well as Native American Tribes.

In 2015 MCOG updated the 2008 “Coordinated Public Transit Human Services Transportation Plan” required under SAFETEA-LU. This update was part of a Caltrans-funded statewide consultant contract, with participation by MCOG staff, and included a thorough public outreach process to obtain input on development of the Plan. This 2015 Coordinated Plan includes a comprehensive strategy to maximize public transportation service delivery and address transportation priorities for the countywide service area. An amendment to the 2015 Plan was adopted by MCOG on February 6, 2017.

MCOG will continue to provide these various public outreach methods to ensure continued opportunities for public participation, and encourage attendance at MCOG meetings. Consultation with the Native American community will continue on a direct communication basis with each tribal government, in addition to encouraging Native American public participation through Native American communities, organizations, groups and individuals. Beginning in FY 2012/13, MCOG increased efforts to include the tribes in the earliest stages of the transportation planning process by inviting representatives of all federally recognized tribal governments in Mendocino County to Technical Advisory Committee meetings, the forum for early discussion of many of MCOG’s programs and projects. Those efforts will continue in this work program.

All input gained through this ongoing public participation process will be reviewed and evaluated for integration into plans, projects and policies, as appropriate.

FINAL FY 2018/2019 OVERALL WORK PROGRAM - OVERVIEW

The Final FY 2018/2019 Work Program totals \$1,221,126. There continues to be interest among local agencies for transportation planning projects, and required mandates on MCOG as the Regional Transportation Planning Agency, remain at a high level. The Final 2018/2019 Work Program includes a variety of projects, as identified below.

Beginning in FY 2017/2018, MCOG's transportation planning staff work elements were reorganized to shift away from a large comprehensive general work element for routine day-to-day tasks, to several new more focused work elements, to more closely align tasks with eligible funding sources. In this cycle, MCOG planning staff will be responsible for implementation of thirteen work elements: **Work Element 1** – Regional Government & Intergovernmental Coordination – covers day-to-day transportation planning tasks as well as long range planning duties that are eligible for State Rural Planning Assistance (RPA) funding; **Work Element 2** – Planning Management & General Coordination (Non-RPA) - is a work element funded solely with local funds to provide day-to-day management of the work program and general coordination duties that may not be RPA-eligible; **Work Element 3** – Community Transportation Planning – is a work element to follow-up with communities that have had Caltrans transportation planning grants, and work with other communities regarding transportation needs; **Work Element 4** – Sustainable Transportation Planning – is a work element to support the goals of SB 375 and AB 32 to reduce greenhouse gas emission and conduct sustainable transportation planning; **Work Element 7** - Planning, Programming & Monitoring – covers ongoing planning, programming and monitoring of STIP projects and related issues; **Work Element 14** - Training - provides training for MCOG's planning staff and local agency staff; **Work Element 16** – Multi-Modal Transportation Planning – covers day to day bicycle, pedestrian, rail and transit planning activities; **Work Element 17** – Zero Emissions Vehicles & Alternative Fuels Readiness Plan Update – is a project to update the Plan developed in FY 2012/13; **Work Element 18** – Geographic Information System (GIS) Activities – covers GIS related tasks; **Work Element 19** – Pedestrian Facility Needs Inventory and Engineered Feasibly Study (South Coast) – is a carryover project to explore pedestrian needs and priorities in the south coast areas of the County. *It has been combined with W.E. 21 into one comprehensive countywide project.* **Work Element 20** – Grant Development and Assistance – covers all aspects of grant-related activities, including providing assistance to local agencies; **Work Element 21** – Pedestrian Facility Needs Inventory and Engineered Feasibly Study (Inland/North Coast) – is a carryover grant-funded project to explore pedestrian needs and priorities in the inland/north coast areas of the County. *As noted above, it has been combined with W.E. 19 into one comprehensive countywide project.* **Work Element 22** – Safe Routes to School Active Non-Infrastructure Project – is a carryover project to continue implementation of a multi-year Active Transportation Program (ATP) Non-Infrastructure grant.

The Mendocino County Department of Transportation will be responsible for two work elements: **Work Element 6** – Combined Special Studies – which includes a variety of minor studies and data gathering on County roads and city streets; and **Work Element 13** – a carryover project to provide the local match for the Orchard Avenue Extension Feasibility Study, Sustainable Communities Transportation Planning grant.

The City of Ukiah will be responsible for one work element: **Work Element 12** - a carryover project to prepare an updated Comprehensive ADA Access Plan.

The City of Fort Bragg will be responsible for two projects: **Work Element 9** – a carryover project

to develop a Street Safety Plan, which is an update and retitling of the current Residential Streets Safety Plan; and **Work Element 15** - a project to conduct transportation planning for the Mill Site re-use and rezoning effort.

The Mendocino Transit Authority (MTA) will be responsible for one project: **Work Element 10** – a project to develop a Transit Designs Guidelines Manual.

The Final FY 2018/2019 Overall Work Program contains a total of **19** work elements.

FUNDING NEEDS

The Final FY 2018/2019 Transportation Planning Overall Work Program requires total funding of **\$1,221,126** and will be funded from a combination of State and Local funds. There is no Federal funding in this Final Work Program.

State Funding

Rural Planning Assistance (RPA) - For the twenty first consecutive year, State RPA funding is expected to be available to assist in funding the Work Program. FY 2018/2019 RPA funds are expected to total **\$294,000**. FY 2017/18 RPA carryover funds in the amount of **\$27,500** are expected to be available (subject to certification by Caltrans), for a total RPA commitment of **\$321,500**.

Planning, Programming & Monitoring (PPM) - In accordance with SB 45 provisions (as revised under AB 608, effective 1/1/02) up to 5% of Mendocino County's Regional Choice (SB 45) funds may be utilized for eligible PPM activities. A total of **\$89,000** in FY 2018/2019 PPM funds is programmed in this Final Work, plus **\$87,659** in PPM carryover funds, for a total PPM commitment of **\$176,659**.

Sustainable Communities Transportation Planning Grant (Road Maintenance & Rehabilitation Account) - This Final Work program includes a total of **\$138,992** in estimated Sustainable Communities Transportation Planning Grant carryover funds.

Active Transportation Program (ATP) - This Final Work Program includes a total of **\$400,151** in estimated ATP Non-Infrastructure grant carryover funds.

The total State funding programmed in this Final Work Program is **\$1,037,302**.

Federal Funding

There is no Federal funding programmed in this Final Work Program.

Local Funding

Local Transportation Fund (LTF) - This Final Overall Work Program programs **\$147,816** in FY 2018/2019 LTF funds, plus **\$36,008** in estimated LTF carryover funds. The total LTF commitment is this Final Work Program is **\$183,824**.

Of the total **\$1,221,126** Final FY 2018/2019 Overall Work Program, the commitment from local funding sources totals **\$183,824 (15.1%)**.

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2018/2019 FINAL OVERALL WORK PROGRAM
SUMMARY OF FUNDING SOURCES**

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	STATE RPA	STATE Sust. Comm.	STATE ATP Grant	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination	\$250		\$107,950			\$108,200
2	MCOG - Planning Management & General Coordination (Non-RPA)	\$90,475					\$90,475
3	MCOG - Community Transportation Planning	\$10,250					\$10,250
4	MCOG - Sustainable Transportation Planning			\$10,000			\$10,000
6	Co. DOT - Combined Special Studies			\$60,000			\$60,000
7	MCOG - Planning, Programming & Monitoring		\$35,275	\$28,750			\$64,025
9	Fort Bragg - Street Safety Plan - Carryover		\$48,000				\$48,000
10	MTA - Transit Designs Guidelines Manual	\$30,341	\$4,659				\$35,000
12	Ukiah - Comprehensive ADA Access Plan Update - Carryover		\$35,000				\$35,000
13	Co. DOT - Orchard Ave. Extension Feas. Study Grant Match - Carryover	\$13,000					\$13,000
14	MCOG - Training	\$21,000					\$21,000
15	Fort Bragg - Transportation Planning for Mill Site Reuse & Rezoning		\$48,125				\$48,125
16	MCOG - Multi-Modal Transportation Planning			\$30,000			\$30,000
17	MCOG - Zero Emissions Vehicle & Alternative Fuels Readiness Plan Update			\$35,000			\$35,000
18	MCOG - Geographic Information System (GIS) Activities		\$5,600				\$5,600
19	MCOG - Ped. Facility Needs Inventory/EFS (S. Coast) - Carryover			\$27,500			\$27,500
20	MCOG - Grant Development & Assistance	\$500		\$22,300			\$22,800
21	MCOG - Ped. Facility Needs Inventory/EFS (Inland/N. Coast) - Carryover	\$18,008			\$138,992		\$157,000
22	MCOG - Safe Routes To School ATP Non-Infrastructure Grant - Carryover					\$400,151	\$400,151
	TOTAL	\$183,824	\$176,659	\$321,500	\$138,992	\$400,151	\$1,221,126

Note: Some work element numbers have been left blank for potential carryover projects

TOTAL WORK PROGRAM SUMMARY

Local	\$183,824	Local LTF 2018/19 Alloc.	\$147,816
State	\$1,037,302	Local LTF c/o	\$36,008
Federal	\$0	State PPM 2018/19 Alloc.	\$89,000
TOTAL	\$1,221,126	State PPM c/o	\$87,659
		State RPA 2018/19 Alloc.	\$294,000
		State RPA 2017/18 c/o	\$27,500 * see note below
		State Sust. Comm. Grant c/o	\$138,992
		State ATP Grant c/o	\$400,151
		Federal	\$0
		TOTAL	\$1,221,126

PROGRAM MATCH		
Local	\$183,824	15.1%
State	\$1,037,302	84.9%
Federal	\$0	0.0%
TOTAL WORK PROGRAM SUMMARY	\$1,221,126	100.0%

* Note: RPA Carryover Funds are pending Caltrans' certification

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2018/2019 FINAL OVERALL WORK PROGRAM
FUNDING ALLOCATION & EXPENDITURE SUMMARY**

NO.	WORK ELEMENT TITLE	COUNTY DOT	COUNTY DPBS	MTA	CITIES	MCOG STAFF	CONSULT/ OTHERS/ DIRECT COSTS	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination					\$105,950	\$2,250	\$108,200
2	MCOG - Planning Management & General Coordination (Non-RPA)					\$90,475		\$90,475
3	MCOG - Community Transportation Planning					\$10,000	\$250	\$10,250
4	MCOG - Sustainable Transportation Planning					\$10,000		\$10,000
6	Co. DOT - Combined Special Studies	\$60,000						\$60,000
7	MCOG - Planning, Programming & Monitoring					\$56,775	\$7,250	\$64,025
9	Fort Bragg - Street Safety Plan - Carryover				\$3,000		\$45,000	\$48,000
10	MTA - Transit Designs Guidelines Manual						\$35,000	\$35,000
12	Ukiah - Comprehensive ADA Access Plan Update - Carryover						\$35,000	\$35,000
13	Co. DOT - Orchard Ave. Extension Feas. Study Grant Match - Carryover						\$13,000	\$13,000
14	MCOG - Training					\$10,000	\$11,000	\$21,000
15	Fort Bragg - Transportation Planning for Mill Site Reuse & Rezoning						\$48,125	\$48,125
16	MCOG - Multi-Modal Transportation Planning					\$30,000		\$30,000
17	MCOG - Zero Emissions Vehicle & Alternative Fuels Readiness Plan Update					\$8,500	\$26,500	\$35,000
18	MCOG - Geographic Information System (GIS) Activities					\$5,000	\$600	\$5,600
19	MCOG - Ped. Facility Needs Inventory/EFS (S. Coast) - Carryover						\$27,500	\$27,500
20	MCOG - Grant Development & Assistance					\$22,300	\$500	\$22,800
21	MCOG - Ped. Facility Needs Inventory/EFS (Inland/N. Coast) - Carryover					\$7,000	\$150,000	\$157,000
22	MCOG - Safe Routes to School ATP Non-Infrastructure Grant - Carryover					\$50,000	\$350,151	\$400,151
	TOTAL	\$60,000	\$0	\$0	\$3,000	\$406,000	\$752,126	\$1,221,126

Note: Some work element numbers have been left blank for potential carryover projects

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Reimbursement Rates Used For Calculating Days Programmed (estimate only):

County/Cities/Local Agencies (\$75/hr); Consultants (\$125/hr); MCOG Planning Staff (approx \$36-\$122/hr - various positions, per contract)

* MCOG planning staff funding level based on contracted obligation with DBC Consulting (\$373,641), and includes a 2.94% CPI increase.

In addition, \$23,832.20 in carryover funding (\$2,537.73 FY 2014/15 + \$2,363.41 FY 2015/16 + \$18,931.06 FY 2016/17) is available from under-expending prior years' contracted funding, for a total available of \$397,473.20. FY 2017/18 unexpended funding (if any) will be identified after 6/30/18.

** Consultant mark-up of subconsultant & direct costs is not allowed. Travel costs are limited to Caltrans' approved rates.

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2018/2019 FINAL OVERALL WORK PROGRAM
BUDGET REVENUE SUMMARY**

NO.	WORK ELEMENT TITLE	STATE GRANT	STATE ATP	STATE RPA	STATE PPM	Local Match and/or		TOTAL
						Local TDA	In-kind Service	
1	MCOG - Regional Government & Intergovernmental Coordination			\$107,950		\$250		\$108,200
2	MCOG - Planning Management & General Coordination (Non-RPA)					\$90,475		\$90,475
3	MCOG - Community Transportation Planning					\$10,250		\$10,250
4	MCOG - Sustainable Transportation Planning			\$10,000				\$10,000
6	Co. DOT - Combined Special Studies			\$60,000				\$60,000
7	MCOG - Planning, Programming & Monitoring			\$28,750	\$35,275			\$64,025
9	<i>Fort Bragg - Street Safety Plan - Carryover</i>				\$48,000			\$48,000
10	MTA - Transit Designs Guidelines Manual				\$4,659	\$30,341		\$35,000
12	<i>Ukiah - Comprehensive ADA Access Plan Update - Carryover</i>				\$35,000			\$35,000
13	<i>Co. DOT - Orchard Ave. Ext. Feas. Study Grant Match - Carryover</i>					\$13,000		\$13,000
14	MCOG - Training					\$21,000		\$21,000
15	Fort Bragg - Transportation Planning for Mill Site Reuse & Rezoning				\$48,125			\$48,125
16	MCOG - Multi-Modal Transportation Planning			\$30,000				\$30,000
17	MCOG - Zero Emission Vehicle & Alt. Fuels Readiness Plan Update			\$35,000				\$35,000
18	MCOG - Geographic Information System (GIS) Activities				\$5,600			\$5,600
19	<i>MCOG - Ped. Facility Needs Inventory/EFIS (S. Coast) - Carryover</i>			\$27,500				\$27,500
20	MCOG - Grant Development & Assistance			\$22,300		\$500		\$22,800
21	<i>MCOG - Ped. Facility Needs Inv./EFIS (Inland/N. Coast) - Carryover</i>	\$138,992				\$18,008		\$157,000
22	<i>MCOG - Safe Routes to School ATP Non-Infrastructure Grant - Carryover</i>		\$400,151					\$400,151
TOTALS		\$138,992	\$400,151	\$321,500	\$176,659	\$183,824	\$0	\$1,221,126

Note: Some work element numbers have been left blank for potential carryover projects

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2018/2019 FINAL OVERALL WORK PROGRAM
SUMMARY OF CARRYOVER FUNDS**

NO.	WORK ELEMENT	LOCAL LTF	STATE GRANT	STATE RPA *	STATE PPM	STATE ATP	TOTAL	FY C/O
7	MCOG - Planning, Programming & Monitoring				\$4,659		\$4,659	2016/17
9	Fort Bragg - Street Safety Plan - (C/O)				\$48,000		\$48,000	2017/18
10	MTA - Transit Designs Guidelines Manual	\$5,000					\$5,000	2016/17
12	Ukiah - Comprehensive ADA Access Plan Update (C/O)				\$35,000		\$35,000	2017/18
13	Co. DOT - Orchard Ave. Extension Feasibility Study - Grant Match (C/O)	\$13,000					\$13,000	2014/15
*19	MCOG - Ped Facility Needs Inventory/EFS (S. Coast) (C/O)			\$27,500			\$27,500	2017/18
21	MCOG - Ped Facility Needs Inventory/EFS (Inland/N. Coast) (C/O)	\$18,008	\$138,992				\$157,000	LTF 2016/17 Grant 2017/18
22	MCOG - Safe Routes to School ATP Non-Infrastructure Grant (C/O)					\$400,151	\$400,151	2014/15
	TOTAL	\$36,008	\$138,992	\$27,500	\$87,659	\$400,151	\$690,310	

*Note: RPA carryover funds are pending Caltrans' Certification

WORK ELEMENT (1) MCOG – REGIONAL GOVERNMENT & INTER-GOVERNMENTAL COORDINATION

PURPOSE:

This comprehensive work element covers **RPA-eligible** regional transportation planning duties and ongoing coordination with state, regional and local agencies; as well as long range transportation planning duties including streets/roads/highways, air quality, aviation, and transit planning. *This work element includes only tasks that are eligible for Rural Planning Assistance (RPA) funds. A separate work element (W.E. 2) funds similar tasks that may not be RPA-eligible with local transportation funds.*

PREVIOUS WORK:

This represents an ongoing process of current and long range transportation planning in Mendocino County. In addition to ongoing transportation planning and intergovernmental coordination, examples of past projects include staff time spent on road feasibility study projects for County Department of Transportation and Caltrans, Highway 101 interchange projects, and long range planning projects in Gualala, Covelo, and Hopland. *Prior to FY 2016/17, these duties were included in separate work elements for current planning duties and long range duties.*

TASKS:

1. Regional transportation planning duties, including attendance at **RPA-eligible portions of** Rural Counties Task Force (*bi-monthly*) and California Transportation Commission meetings (*monthly/bi-monthly*); travel and work assignments; and evaluation of regional highway planning issues as directed by MCOG. (MCOG)

Products may include: Meeting notes; staff reports/recommendations; correspondence

2. Preparation of the **RPA-eligible portions** of draft and final 2019/2020 work program; work program amendments, and agreements. (MCOG)

Products may include: Staff reports/recommendations; draft and final work programs; amendments; agreements; required forms and certifications

3. Management of the **RPA-eligible portions of the** annual work program, including processing of amendments and agreements, coordination with Caltrans and local agency staff; monitoring budgets, reviewing and processing claims; and preparation of quarterly status reports. (MCOG)

Products may include: Staff reports/recommendations; written and verbal communications; claims; quarterly reports

4. Meeting preparation and attendance for **RPA-eligible portions** of MCOG (*monthly, or as needed*), and TAC (*monthly, or as needed*) meetings, and accommodations for citizen participation. (MCOG).

Products may include: Agendas; minutes; staff reports/ recommendations; resolutions; public notices

5. Meeting attendance, as necessary, at **RPA-eligible portions** of local agency meetings (e.g. City Council/Board of Supervisors) on transportation related matters; and coordination with local agencies on transportation-related matters. (MCOG)

Products may include: Staff reports/recommendations; meeting notes

6. Implementation of FAST Act (Fixing America's Surface Transportation); including responding to required changes in transportation planning process brought about by the FAST Act and California legislation; meeting attendance; teleconference participation; review related correspondence and responding to issues, as needed. (MCOG)

Products may include: Research and analysis of issues and legislation; staff reports/recommendations; policies and procedures resulting from FAST Act implementation; meeting notes; correspondence

7. Current and long range **RPA-eligible** transportation planning, meeting attendance (*as needed*), and work assignments. MCOG staff's involvement in these tasks is of a **planning nature**, and may include communication, review of documents, plans, or studies; and preparation of correspondence, etc. MCOG staff's involvement in these tasks is not engineering or political. (MCOG)

Products may include: Staff reports/recommendations; correspondence; meeting notes

8. Aviation related planning duties including reviewing/ responding to correspondence from Caltrans District One and Caltrans Division of Aeronautics, and coordinating regional surface transportation planning activities with airport management, as necessary. MCOG staff's involvement in these tasks is of a **planning nature**, and may include meeting attendance, communication, review of documents, plans, or studies; preparation of correspondence, etc. MCOG staff's involvement in these tasks is not engineering or political. (MCOG)

Products may include: staff reports/recommendations; correspondence; meeting notes

9. Goods movement/freight-related transportation planning duties, including responding to correspondence, providing coordination with federal, state, local agencies, tribal communities and airport management and air cargo service providers, on long range issues as needed. MCOG will coordinate with Caltrans District 1 and the Office of System and Freight Planning (OSFP) on related issues, needs, projects and strategies for developing or updating the California Freight Mobility Plan, as needed, including participation on the California Freight Advisory Committee. MCOG staff's involvement in these tasks is of a **planning nature**, and may include meeting attendance, communication, review of documents, plans, or studies; preparation of correspondence, etc. MCOG staff's involvement in these tasks is not engineering or political. (MCOG)

Products may include: Staff reports/recommendations; correspondence; meeting notes

10. Ongoing participation and coordination with Caltrans District System Management planning process, and coordination with Caltrans Systems Planning staff on long-range planning documents and processes. MCOG staff's involvement in these tasks is of a **planning**

nature, and may include meeting attendance, communication, review of documents, plans, or studies; preparation of correspondence, etc. MCOG staff's involvement in these tasks is not engineering or political. (MCOG)

Products may include: Staff reports/recommendations; correspondence; meeting notes

11. Participation in Advanced Transportation Systems (ATS) applications to rural counties, as necessary. (MCOG)

Products may include: Staff reports/recommendations; correspondence; meeting notes

12. Participation on Project Development Teams (PDTs) for various road feasibility study projects or transportation planning projects, as may be requested by Caltrans, County or cities (*i.e. Brooktrails Second Access, Orchard Avenue Extension, etc.*); and assist agencies in implementing recommendations. (MCOG)

Products may include: Staff reports/recommendations; correspondence, and meeting notes

13. Work with Caltrans and local agencies to identify and document transportation facilities, projects and services required to meet regional and interregional mobility and access needs, including working to improve the efficiency of Highway 101 interchanges, as well as local and regional transportation facilities. (MCOG).

Products may include: Staff reports/recommendations; correspondence, and meeting notes

14. Participate with regional, local and state agencies, the general public, and the private sector in planning efforts to identify and plan policies, strategies, programs and actions that maximize and implement the regional transportation infrastructure. (MCOG)

Products may include: Staff reports/recommendations; correspondence, and meeting notes

15. Coordination and consultation with all tribal governments. (MCOG)

Products may include: Documentation of tribal consultation

16. Participate and respond to Advanced Transportation System (ATS) and Intelligent Transportation System (ITS) applications, documents, and issues, as they may relate to rural regions, including meeting attendance, review of documents and plans, and development of grant applications. (MCOG)

Products may include: Staff reports/recommendations, correspondence, meeting notes, comments on documents reviewed, grant applications

17. Provide \$2,000 contribution to Rural Counties Task Force for annual dues. (RCTF)

Products: Payment to RCTF

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
MCOG <i>Direct Costs</i>	132 <i>n/a</i>	\$105,950 \$250 \$106,200	State RPA* Local LTF	2018/2019 2018/2019
Rural Counties Task Force	<i>n/a</i>	\$2,000	State RPA*	2018/2019
Total	132	\$108,200	\$107,950 State RPA \$250 Local LTF \$108,200 Total	

* Use of State RPA funds must be in accordance with Caltrans' procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact MCOG staff with questions.

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	x	x	x	x	x	x	x	x	x	x	x	x
2						x	x	x	x	x	x	x
3-16	x	x	x	x	x	x	x	x	x	x	x	x
17	x											

WORK ELEMENT (2) MCOG – PLANNING MANAGEMENT & GENERAL COORDINATION (Non-RPA)

PURPOSE:

This comprehensive work element includes transportation planning tasks that **may not be eligible for Rural Planning Assistance (RPA) funds**, including development and management of the Overall Work Program, routine day-to-day transportation planning duties, general coordination activities with state, regional, local, and community agencies. It covers current as well as long range duties for all transportation modes, including streets/roads/highways, non-motorized transportation, air quality, aviation, and transit planning.

PREVIOUS WORK:

Many of these routine duties were previously performed under Work Element 1 (Regional Government & Intergovernmental Coordination). In FY 2017/2018, they were separated into a new work element (funded with Local Transportation Funds) to segregate non-RPA eligible activities. In addition to ongoing transportation planning and coordination, examples of past projects include staff time spent on road feasibility study projects for County Department of Transportation and Caltrans, Highway 101 interchange projects, and long range planning projects in Gualala, Covelo, and Hopland.

TASKS:

1. Day-to-day transportation planning duties that **may not be eligible for RPA funds**, including attendance at Rural Counties Task Force (*bi-monthly*) and California Transportation Commission meetings (*monthly/bi-monthly*) **that may include administrative, non-planning agenda items**; travel and work assignments. (MCOG)

Products may include: Meeting notes; staff reports/recommendations; correspondence

2. Preparation of draft and final 2019/2020 work program and work program amendments, for work elements that **do not involve Rural Planning Assistance (RPA) funds**. (MCOG)

Products may include: Staff reports/recommendations; draft and final work programs; amendments; required forms and certifications

3. Management of the **non-RPA funded work elements** of the annual work program, including processing of amendments, coordination with Caltrans and local agency staff; monitoring budgets, reviewing and processing claims; and preparation of quarterly status reports. (MCOG)

Products may include: Staff reports/recommendations; written and verbal communications; claims; quarterly reports

4. Meeting preparation and attendance for MCOG (*monthly, or as needed*), and TAC (*monthly, or as needed*) meetings, and accommodations for citizen participation, for agenda items that involve **non-RPA eligible activities**. (MCOG).

Products may include: Agendas; minutes; staff reports/ recommendations; resolutions; public notices

5. Meeting attendance, as necessary, at local agency meetings (e.g. City Council/Board of Supervisors) on transportation related matters; and coordination with local agencies on transportation-related matters, **on non RPA-eligible issues**. (MCOG)

Products may include: Staff reports/recommendations; meeting notes

6. Conduct multi-modal transportation planning duties **that may not be RPA-eligible**, for all transportation modes, including reviewing/commenting on correspondence and planning documents, and monitoring local, regional, statewide, and federal transportation issues. (MCOG)

Products may include: Staff reports/recommendations; written and verbal communications.

7. Meeting preparation and attendance for Social Services Transportation Advisory Council (SSTAC) meetings (*bi-annually, or as needed*); review/comment on findings and recommendations of SSTAC regarding unmet transit needs process; hold public hearings (*annually*), publish public notices, and overall SSTAC coordination. (MCOG)

Products may include: Agendas, minutes, staff reports/recommendations; correspondence; public notices

8. RSTP planning related duties that **may not be eligible for RPA funds**, including coordination with local agencies to receive annual RSTP d (1) formula funding; respond to/implement changes in RSTP process that may arise from FAST Act and/or a change in MCOG policies; participate in local partnerships for awarding MCOG's "regional share" of RSTP d(1) funds; develop recommendations or policies for MCOG consideration to award RSTP funds for project development (or other project component) activities, and administer competitive RSTP application cycle, if warranted. (MCOG)

Products may include: Staff reports/recommendations; policies and procedures resulting from implementation of FAST Act; correspondence; application materials.

9. Current and long range transportation planning, meeting attendance (*as needed*), and work assignments that **may not be RPA eligible**. MCOG staff's involvement in these tasks is of a **planning nature**, and may include meeting attendance, communication, review of documents, plans, or studies; preparation of correspondence; etc. MCOG staff's involvement in these tasks is not engineering or political. (MCOG)

Products may include: Staff reports/recommendations; correspondence; meeting notes

10. Follow-through, as needed, on transportation-related issues identified in the completed Interregional Partnership Program (IRP) grant that was funded through the California Department of Housing & Community Development (HCD), and subsequent phases (i.e. coordination with Lake County/City Area Planning Council on Wine Country IRP/Phase III – four county traffic model.) MCOG staff's involvement in these tasks is of a **planning nature**, and may include meeting attendance, communication; review of documents, plans, or studies; preparation of correspondence, etc. MCOG staff's involvement in these tasks is not engineering or political. (MCOG)

Products may include: Staff reports/recommendations; correspondence; meeting notes

11. Participation on Project Development Teams (PDTs) for various road feasibility study projects or transportation planning projects **that may not be RPA-eligible**, as may be requested by Caltrans, County or cities, and assist agencies in implementing recommendations. (MCOG)

Products may include: Staff reports/recommendations; correspondence, and meeting notes

12. Monitor and respond to transportation-related legislation (*e.g. SB 743 CEQA – Transportation Analysis; Transportation Funding Reform legislation*) including applicability to local agencies and regional transportation planning agencies. (MCOG)

Products may include: Staff reports/recommendations; correspondence; meeting notes.

13. Assist County Department of Transportation staff, as needed, with coordination, public outreach, consultant procurement, participation on Technical Advisory Group (TAG), and document review for grant-funded (*Caltrans Sustainable Communities Transportation Planning Grant*) Orchard Avenue Extension feasibility study. (MCOG)

Products may include: Public outreach materials, attendance at community meetings, attendance at coordination meeting attendance, attendance at TAG meetings, meeting notes.

14. Participate and respond to Advanced Transportation System (ATS) and Intelligent Transportation System (ITS) applications, documents, and issues, as they may relate to rural regions, including meeting attendance, review of documents and plans, and development of grant applications. (MCOG)

Products may include: Staff reports/recommendations, correspondence, meeting notes, comments on documents reviewed, grant applications

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
MCOG	113	\$90,475	Local LTF	2018/2019
Total	113	\$90,475		

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	x	x	x	x	x	x	x	x	x	x	x	x
2						x	x	x	x	x	x	x
3-14	x	x	x	x	x	x	x	x	x	x	x	x

WORK ELEMENT (3)

MCOG – COMMUNITY TRANSPORTATION PLANNING & COORDINATION

PURPOSE:

This work element covers transportation planning duties including ongoing coordination, outreach, and support to all local communities in Mendocino County (including cities and unincorporated areas) *to identify and plan policies, strategies, programs and actions that maximize and implement the regional and **community** transportation infrastructure, including all transportation modes, and improve community livability.*

PREVIOUS WORK:

Some of these duties were previously performed under Work Element 1 (Regional Government & Intergovernmental Coordination) and Work Element 16 (Multi-Modal Transportation Planning).

TASKS:

1. Meet with representatives of local communities and agencies (*Gualala, Point Arena, Laytonville, Westport, Hopland, Anderson Valley*) that have previously received Caltrans' transportation planning grants (*e.g. Sustainable Community grants, Environmental Justice grants, etc.*) to develop downtown plans or transportation planning studies, to review and confirm project priorities. If priority projects are not feasible, work with communities to establish alternate priorities that meet community goals and objectives. (MCOG)

Products may include: Meeting attendance; meeting notes; staff reports/recommendations;

2. Work with local community and agency representatives to research, identify, and develop funding strategies for identified priority transportation projects, to improve community livability. (MCOG)

Products may include: Research results; recommendations; correspondence, meeting notes

3. Work with local community and agency representatives to conduct community outreach on local transportation planning issues (motorized and non-motorized transportation modes) to identify challenges and opportunities to improve community livability. (MCOG)

Products may include: Public notices and outreach materials; meeting notes

4. Work with representatives from local communities and agencies that have not previously developed community plans to identify transportation planning needs, and assist with preparation of grant applications or other funding opportunities. (MCOG)

Products may include: Reports, recommendations; meeting notes; grant application materials

5. Meeting attendance, as necessary, at local agency or community meetings (e.g. City Council, Board of Supervisors, Municipal Advisory Committees) on transportation related matters. (MCOG)

Products may include: Meeting attendance, staff reports/recommendations; meeting notes

6. Current and long range transportation planning duties including coordination with Caltrans, the County of Mendocino, the cities of Ukiah, Willits, Fort Bragg, and Point Arena, the Mendocino Transit Authority, Municipal Advisory Committees (MACs) and other local or community agencies, to identify and address transportation planning needs in local communities. (MCOG)

Products may include: Meeting attendance, staff reports/recommendations; correspondence; meeting notes

7. Coordination and consultation with all tribal governments. (MCOG)

Products may include: Documentation of tribal consultation

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
MCOG	13	\$10,000	Local LTF	2018/2019
<i>Direct Costs</i>	<i>n/a</i>	\$250	Local LTF	2018/2019
	13	\$10,250		
Total	13	\$10,250		

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-7	x	x	x	x	x	x	x	x	x	x	x	x

WORK ELEMENT (4) MCOG – SUSTAINABLE TRANSPORTATION PLANNING

PURPOSE: To support the goals of SB 375 and AB 32 to reduce greenhouse gas emissions and respond to goals of the Air Resources Board and Strategic Growth Council, and conduct sustainable transportation planning activities.

PREVIOUS WORK: Some of these tasks were previously performed under Work Element 1 (Regional Government & Intergovernmental Coordination).

TASKS:

1. Current and long range transportation planning duties to implement the goals of the Regional Transportation Plan; and support SB 375 and AB 32 concepts to reduce greenhouse gas emissions. (MCOG)

Products may include: Staff reports/recommendations; correspondence

2. Participate in Federal and State Clean Air Act transportation related air quality planning activities that may arise. (MCOG)

Products may include: Staff reports/recommendations; correspondence

3. Review/respond, as needed, to issues identified by the Strategic Growth Council, including reviewing/commenting on emerging programs and guidelines that may be developed, including applicability and opportunities/challenges for rural areas. (MCOG)

Products may include: Staff reports/recommendations; correspondence

4. Review/respond, as needed, to issues identified by the Air Resources Board, including reviewing/commenting on emerging programs and guidelines that may be developed, including applicability and opportunities/challenges for rural areas. (MCOG)

Products may include: Staff reports/recommendations; correspondence

5. Review/respond, as needed, to emerging cap and trade issues, including reviewing/commenting on various programs and guidelines that may be developed. (MCOG)

Products may include: Staff reports/recommendations; correspondence

6. Review/respond, as needed, to climate change related issues and programs related to transportation. (MCOG)

Products may include: Staff reports/recommendations; correspondence

7. Review/respond as needed, to issues related to the reduction of greenhouse gas emissions pertaining to motorized and non-motorized transportation, including regional planning and preparedness for alternative fuels, zero emission vehicles, and infrastructure for zero emission vehicles. (MCOG)

Products may include: Staff reports/recommendations; correspondence

8. Coordination with state and local agencies on sustainable transportation related matters, including meeting attendance, as necessary, at agency meetings (e.g. California Transportation Commission/City Councils/Board of Supervisors); and reviewing/responding to related issues. (MCOG)

Products may include: Staff reports/recommendations; correspondence

9. Coordinate with local agencies to encourage consistency with MCOG's adopted Regional Blueprint, as applicable, on local transportation planning and land use documents. (MCOG)

Products may include: Review/comment on local documents; meeting attendance; written and oral communications

10. Participate with Redwood Coast Energy Authority (and other partners that may be identified) on North Coast and Upstate Fuel Cell Vehicle Readiness project. (MCOG)

Products may include: Staff reports/recommendations; correspondence

11. Preparation of staff reports on various issues related to sustainable transportation, for Technical Advisory Committee (TAC) and MCOG, as needed. (MCOG)

Products may include: Staff reports/recommendations; correspondence

12. Meeting preparation and attendance for MCOG (*monthly, or as needed*), and TAC (*monthly, or as needed*) on items related to sustainable transportation. (MCOG)

Products may include: Agendas; minutes; staff reports/ recommendations; resolutions; public notices

13. Air quality planning duties including receiving agendas/monitoring activities of Air Quality Management District; coordination with Air Quality Management District regarding transportation planning activities which may impact regional air quality; reviewing correspondence from State/Federal and local agencies which pertain to air quality issues. MCOG staff's involvement in these tasks is of a **planning nature**, and may include meeting attendance, communication; review of documents, plans, or studies; preparation of correspondence, etc. MCOG staff's involvement in these tasks is not engineering or political. (MCOG)

Products may include: staff reports/recommendations; correspondence; meeting notes

14. Coordination and consultation with all tribal governments. (MCOG)

Products may include: Documentation of tribal consultation

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
MCOG	13	\$10,000	State RPA*	2018/2019
Total	13	\$10,000		

* Use of State RPA funds must be in accordance with Caltrans' procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact MCOG staff with questions.

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-14	x	x	x	x	x	x	x	x	x	x	x	x

WORK ELEMENT (6) CO. DOT – COMBINED SPECIAL STUDIES

PURPOSE:

To perform special studies that will aid in safety improvements, as well as prioritization of improvements, for the overall region's local streets and roads systems (*including County Maintained Road System and the Cities' Street Systems*) and to aid in implementation of the Regional Transportation Plan. This project will collect data and perform special studies for use by local agencies to improve the safety of the County Maintained Road System and Cities' Street Systems by identifying traffic signing and marking deficiencies; and other potential hazards on roads, updating the transportation database, and performing special studies, as needed.

PREVIOUS WORK:

This work element previously consisted of two separate work elements (*W.E. 4 Road System Traffic Safety Review & W.E. 6 Special Studies*) which have been included in the annual Work Program since the late 1980's. Together, they have provided for the maintenance and analyses of traffic accident records and the performance of numerous traffic studies on the County Maintained Road System; funded the collection and processing of data from traffic volume counts, radar speed surveys and other traffic studies for the incorporated cities; and have identified deficiencies and recommended improvements for numerous portions of the County Maintained Road System. They were combined into one work element, for efficiency, in FY 2012/13. This 2018/2019 work element will continue these and similar efforts.

TASKS:

1. Coordination and consultation with all tribal governments. (County DOT)
2. Provide traffic analysis support services for the incorporated cities in Mendocino County. (County DOT)
3. Update and analyze records of reported accidents on County Maintained Road System and make recommendations for improvements. (County DOT)
4. Perform traffic surveys and analyses as requested. (County DOT)
5. Research traffic accident records of area of County to be reviewed. (County DOT)
6. Conduct field review of traffic signing and markings. (County DOT)
7. Identify deficiencies and make recommendations for improvements. Pavement, roadway geometry and signing/marking requirements for efficient truck movements will be considered among recommendations for improvement on identified goods movement routes. (County DOT)
8. Update the Pavement Condition Index (PCI) in Streetsaver. (County DOT)

PRODUCTS: Products include: (1) a Special Studies Summary which identifies studies performed for County or City agencies, which will provide safety benefits to the region’s local streets and roads systems. The Summary will include tasks, products, and recipient agencies; (2) a Road System Traffic Safety Review report which identifies deficiencies and makes recommendations for improvements on the surveyed roads; and (3) documentation of tribal government-to-government relations, as applicable.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
Co. DOT	100	\$60,000	State RPA*	2018/2019
Total	100	\$60,000		

* Use of State RPA funds must be in accordance with Caltrans’ procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact MCOG staff with questions.

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-8	x	x	x	x	x	x	x	x	x	x	x	x

WORK ELEMENT (7) MCOG - PLANNING, PROGRAMMING & MONITORING

PURPOSE:

Planning, programming, and monitoring (PPM) activities associated with the State Transportation Improvement Program (STIP) process, including the Regional Transportation Improvement Program (RTIP).

PREVIOUS WORK:

This work element was first included in the 1998/99 Work Program, as the response to major changes in the transportation planning process brought about by the passage of SB 45, and has been present in each subsequent Work Program.

TASKS:

1. Attendance at STIP related meetings at the statewide, regional and local level (*as needed*). (MCOG)

Products may include: Staff reports/recommendations; correspondence

2. Review, comment, and participate in development of STIP Guidelines revisions, as necessary, to protect rural interests. (MCOG)

Products may include: Staff reports/recommendations; correspondence

3. Review STIP related correspondence and respond as needed. (MCOG)

Products may include: Staff reports/recommendations; correspondence

4. Preparation of RTIP Amendments, Allocation Requests and Time Extension Requests, as needed; and monitoring of RTIP/STIP projects. (MCOG)

Products may include: RTIP Amendments, Allocation Requests, Time Extension Requests; staff reports/recommendations; public notices, correspondence

5. Provide coordination and technical support to local agencies for project planning, programming, monitoring and funding of selected projects, including coordination with Caltrans and California Transportation Commission. (MCOG)

Products may include: Staff reports/recommendations; STIP programming forms; correspondence

6. Coordinate with Caltrans, California Transportation Commission, and local agencies on emerging transportation funding opportunities to address the backlog of regional and local transportation needs. (MCOG)

Products may include: Correspondence, staff reports/recommendations, meeting attendance

7. Duties related to implementation of any federal or state economic stimulus programs with transportation components (*i.e. BUILD - Better Utilizing Investments to Leverage*)

Development grant program) which may include project selection; providing support and technical assistance to local agencies; and project reporting and/or monitoring. (MCOG)

Products may include: Staff reports/recommendations; correspondence; economic stimulus programming documents

8. Participation in statewide local streets and roads need assessment (biennially) (MCOG)

Products may include: Correspondence, reports, meeting attendance

9. Coordination and consultation with all tribal governments. (MCOG)

Products may include: Documentation of tribal government-to-government relations

10. Reporting of PPM funds, as required. (MCOG)

Products may include: Quarterly and final reports

11. Purchase annual, on-line, web-based licenses (annual user fees) for “Streetsaver” program from Metropolitan Transportation Commission (MTC), for use in Pavement Management Program (PMP) for County DOT, City of Ukiah, City of Willits, and City of Fort Bragg. (MCOG/Direct Costs)

Products may include: Annual web-based licenses

PRODUCTS:

Products may include staff reports, comments, and recommendations on STIP/RTIP Guidelines, policies, and correspondence; RTIP Amendments, and Time Extension Requests; Federal or State Economic Stimulus related products; quarterly and final PPM reports; annual PMP user fees; and documentation of tribal government-to-government relations, as applicable.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
MCOG	86	\$23,366 \$4,659 <u>\$28,750</u> \$56,775	State PPM State PPM State RPA*	2018/2019 2016/17 C/O 2018/2019
<i>Direct Costs (PMP User Fees)</i>	<i>n/a</i>	\$7,250	State PPM	2018/2019
Total	86	\$64,025	\$35,275 State PPM \$28,750 State RPA*	

* Use of State RPA funds must be in accordance with Caltrans’ procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact MCOG staff with questions.

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-10	x	x	x	x	x	x	x	x	x	x	x	x
11							x					

WORK ELEMENT (9)

**CITY OF FORT BRAGG – STREET SAFETY PLAN
(CARRYOVER)**

PURPOSE:

To update and broaden the scope of the City’s Residential Streets Safety Plan to include all City streets, retitling the document to the Street Safety Plan. The update will include an analysis of the vehicular, pedestrian, and bicycle circulation and traffic patterns of the City’s street network. It will include the development of recommendations to improve vehicular and pedestrian safety measures, traffic control devices, etc. These recommendations will be used to inform future Active Transportation Program (including Safe Routes to School) grant applications and other traffic calming and circulation improvements throughout the City.

PREVIOUS WORK:

The City prepared the Residential Streets Safety Plan in 2005, and updated it in 2010. The existing plan identifies and prioritizes improvements to facilitate traffic circulation and to enhance pedestrian and bicyclist safety in residential neighborhoods. It assesses safety conditions and identifies key areas of concern with a focus on primary routes to school facilities, public parks, ball fields and other public facilities. The Plan has been helpful in identifying projects for Safe Routes to Schools grant applications and street safety implementation projects. *This is a carryover project from FY 2017/18.*

TASKS:

Tasks 1-2 will be completed in FY 2017/18.

1. *Develop detailed project scope of work and timeline. (City)*
2. *Prepare Request for Proposals (RFP); interview and select consultant; manage consultant; review consultant’s work product (City)*
3. Complete traffic study. (Consultant)
4. Engage in public outreach: (a) Hold two neighborhood meetings to identify specific traffic safety concerns; (b) Conduct community workshop with Council to identify additional concerns. (City, Consultant).
5. Prepare Draft Street Safety Plan. (City)
6. Seek Council direction regarding recommendations. (City)
7. Prepare Final Plan. (City)
8. Council adoption of Street Safety Plan. (City)

PRODUCTS: Request for Proposals; Draft and Final Street Safety Plan.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
City of Fort Bragg	5	\$3,000	State PPM	2017/2018 <i>C/O</i>
Consultant	45	\$45,000	State PPM	2017/2018 <i>C/O</i>
Total	50	\$48,000		

ESTIMATED SCHEDULE

Tasks 1-2 completed in FY 2017/18

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
3	x	x	x	x								
4		x	x	x								
5			x	x	x							
6					x	x						
7					x	x						
8					x	x						

WORK ELEMENT (10) MTA – TRANSIT DESIGNS GUIDELINES MANUAL

PURPOSE:

To develop a Transit Designs Guidelines Manual for Mendocino Transit Authority (MTA). MTA has bus stops and pullouts for all of its routes within Mendocino County. Many of these stops were completed years ago and are not in specification compliance with the Americans with Disabilities Act (ADA). In order to comply with ADA on future bus stop pullout and shelters, it is necessary to provide the cities and County with the specific mandated specifications.

PREVIOUS WORK:

A Bus Stop Review study (Ph. 1 & 2) was funded in the FY 2012/13 and FY 2014/15 Overall Work Programs. While this study identified stops that were non-compliant, the ability to provide guidelines for bus stops in the future or renovation of existing stops is hampered by the lack of an ADA compliant Design Manual. This project will provide the foundation on which future and existing bus stops can be renovated to ADA standards.

TASKS:

1. PROJECT INITIATION

Task 1.1: RFP for Consultant Services

MTA will complete an RFP for selection of the consultant to be awarded contract for the Transit Designs Guideline Manual; project timeline and budget for the project. (MTA)

Task 1.2: Select Consultant and Execute Contract

- MTA staff will create a consultant selection committee comprised of MTA and MCOG staff. The selection committee will review, evaluate and rank bid proposals according to an objective matrix and select the most qualified consultant firm. MTA staff will prepare and execute contract. (MTA/MCOG selection committee and MTA)

Products may include: Procurement documents including Request for Proposals, Consultant Selection Committee agenda and meeting notes, consultant contract

2. DEVELOPMENT OF TRANSIT DESIGNS GUIDELINE MANUAL

Task 2.1: Plan Development Kick-Off Meeting

- MTA will hold a kick-off meeting with consultant and MTA staff to review the scope of work, timeline, budget and parties responsible for each task as outlined. (MTA)

Task 2.2: Identifying Existing Conditions

- Consultant to be provided copies of Bus Stop Reviews from previous years. Consultant will review provided data, review MTA fleet for stop design. (MTA Staff and Consultant)

Task 2.3: Passenger Amenities

- Review existing passenger amenities, i.e. shelters, solar lighting, benches, bus top signage and make recommendations for improvements to comply with ADA Standards. (Consultant)

Products may include: Kick off meeting agenda and minutes; existing conditions/passenger amenities information for draft manual.

3. FINAL PLAN PREPARATION

Task 3.1: Draft Transit Designs Guideline Manual

- Consultant will submit a complete Draft Transit Designs Guideline Manual #1 that includes the entire plan elements listed in Task 2 (above) to MTA General Manager for review. MTA staff will provide comments to consultant during a joint meeting. Consultant will incorporate agreed-upon changes to the draft Transit Designs Guideline Manual. (MTA and Consultant)

Task 3.2: Present Final Transit Designs Guideline Manual

- MTA Board of Directors reviews and formally adopts the MTA Transit Designs Guideline Manual.
- MTA will post the Transit Designs Guideline Manual on its webpage for easy access. (MTA, MTA Board of Directors)

Products may include: Draft & Final Plans

4. Project Management

Task 4.1: Invoicing

- Consultant will submit invoice to MTA staff upon completion (Consultant, MTA)

Products may include: Invoices

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
Consultant	35	\$5,000 \$25,341 <u>\$4,659</u> \$35,000	Local LTF Local LTF State PPM	2016/2017 C/O 2018/2019 2018/2019
Total	35	\$35,000	\$30,341 Local LTF <u>\$4,659</u> State PPM \$35,000 Total	

MTA will contribute \$5,000 in staff time toward this project

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	x	x	x									
2-3				x	x	x	x	x	X	x	x	
4												x

WORK ELEMENT (12) CITY OF UKIAH – COMPREHENSIVE ADA ACCESS PLAN – UPDATE (CARRYOVER)

PURPOSE:

To prepare an updated comprehensive plan for achieving compliance with the access requirements of the Americans with Disabilities Act (ADA) on public streets and sidewalks in the City of Ukiah.

PREVIOUS WORK:

A draft ADA Right-of-Way Transition Plan was completed in 2006. In addition, the City has completed an inventory of ADA ramps at all intersections within the City limits. *This is a carryover project from FY 2017/18.*

TASKS:

Tasks 1 will be completed in FY 2017/18.

1. *Prepare and distribute Request for Proposals, select consultant, award consultant contract. (City)*
2. Survey existing conditions/review inventory of ADA ramps, etc. (Consultant)
3. Prepare facility access survey. Develop prioritization for ADA work. (Consultant)
4. Prepare ADA Self-Evaluation that summarizes policies and practices affecting ADA implementation and identifies any barriers to access for people with disabilities. (Consultant)
5. Prepare Transition Plan that identifies how access barriers will be removed. Prepare schedule for removal of barriers. (Consultant)
6. Present Comprehensive ADA Access Plan to City Council for approval. (City)

PRODUCTS: Request for Proposals; ADA Self-Evaluation; Facility Access Survey; Transition Plan; Comprehensive ADA Access Plan Final Report.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
Consultant	35	\$35,000	State PPM	2017/2018 C/O
Total	35	\$35,000		

ESTIMATED SCHEDULE

Task 1 completed in FY 2017/18

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2-5	x	x	x	x	x	x	x	x	x	x	x	
6												x

WORK ELEMENT (13) CO DOT – ORCHARD AVENUE EXTENSION FEASIBILITY STUDY – GRANT MATCH (CARRYOVER)

PURPOSE:

The Mendocino County Department of Transportation will hire a consultant to conduct a feasibility study for the northerly extension of Orchard Avenue (in Ukiah area). This work element will provide the required local match for the Caltrans Sustainable Communities Transportation Planning Grant, awarded for this project.

PREVIOUS WORK: None.

TASKS:

Tasks 1.1 & 1.2 were completed in FY 2017/18

Task 1 Project Initiation & Coordination

Task 1.1 Project Kick-off Meeting

- *Hold a kick-off meeting with MCDOT staff and Caltrans staff to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information. Provide written meeting summary.*

Responsible Party: MCDOT

Task 1.2 Procurement of Consultant; Request for Proposals Preparation; Consultant Selection

- *Prepare Request for Proposals (RFP) and distribute to various consulting firms to obtain competitive bids for this project*
- *Form a Consultant Selection Committee (expected to be comprised of representatives from MCDOT, MCOG and Caltrans District One) to review proposals and select a consultant.*
- *Prepare and execute a contract with the successful consultant.*

Responsible Party: MCDOT

Task 1.3 Coordination with Project Partners

- *Coordinate with MCDOT staff as primary technical resource staff.*
- *Form a Project Development Team (PDT) (expected to be comprised of representatives from MCDOT, MCOG, MCDPBS, and Caltrans District One) to provide input throughout the study.*
- *Hold a kick-off meeting with the consultant and PDT to refine the scope of work and discuss the intent of the project.*
- *The consultant will meet with the PDT as needed, and will prepare agendas and minutes for PDT meetings.*
- *Includes travel expenses.*

Responsible Party: MCDOT, Consultant

Task	Deliverable
1.1	Kick-off Meeting Agenda & Meeting Notes
1.2	RFP & Distribution List; Procurement Procedures; Executed Consultant Contract
1.3	PDT Membership List; PDT Agendas & Meeting Notes; Travel Expenses

Task 2 Data Collection & Mapping

Task 2.1 Research Data/Assess Existing Conditions

- Gather and review existing documents and data (e. g. right of way ownership, environmental conditions, corridor characteristics, etc.) and assess existing conditions of study corridor.
- Research applicable safety, Americans with Disabilities Act (ADA) and legal requirements, and road standards, as applicable.
- Consult with MCDOT regarding County regulations and requirements for facility development or improvement.

Responsible Party: Consultant

Task 2.2 Produce Aerial Maps

- Perform data collection.
- Gather and refine mapping data.
- Configure aerial maps to show key project features.
- Prepare (aerial map based) exhibits for public community meetings.

Responsible Party: Consultant

Task	Deliverable
2.1	Existing Conditions Memorandum
2.2	Roadway Data; Corridor Strip Maps; AutoCAD maps; Project Exhibits for Public Community Meetings

Task 3 Public Outreach

Task 3.1 Develop Stakeholder List/Prepare Outreach Materials

- Develop list of stakeholders for advertisement of three community meetings.
- Prepare outreach materials (including press releases, English and Spanish flyers, posters) introducing the project and announcing the public community meetings.
- Distribute outreach materials to PDT, stakeholders, low-income and minority communities, and local media.

Responsible Party: Consultant

Task 3.2 Hold Community Meetings

- Plan, organize, publicize, and hold first community meeting to introduce project and solicit community input.

- Plan, organize, publicize, and hold second community meeting to report progress and invite additional public input. (See Task 5.2)
- Plan, organize, publicize, and hold third community meeting to present draft feasibility report, and solicit public feedback. (See Task 6.2)
- Provide a Spanish translator at community meetings, as needed.
- Includes travel expenses.

Responsible Party: Consultant

Task	Deliverable
3.1	List of Stakeholders, Outreach Materials, Flyers, Posters, News Releases, Comment Cards, etc.
3.2	Three (3) Community Meetings, Agendas, & Meeting Notes; Attendance Sheets; PowerPoint Presentations; Travel Expenses

Task 4 Preliminary Technical Studies & Cost Estimates

Task 4.1 Preliminary Environmental Overview

- Identify environmental constraints (*identification only; no environmental work*)
- Gather geologic information.

Responsible Party: Consultant

Task 4.2 Preliminary Roadway Layouts

- Identify potential roadway alignments.
- Develop preliminary roadway layouts.

Responsible Party: Consultant

Task 4.3 Preliminary Cost Estimates

- Develop preliminary (conceptual) cost estimates for identified roadway alignments including design, environmental analysis, permitting, ROW acquisition (if required), and construction.

Responsible Party: Consultant

Task	Deliverable
4.1	Preliminary Environmental Overview Report; Geologic and Soils Report
4.2	Alignments Map; Roadway Layouts Map
4.3	Preliminary Cost Estimates

Task 5 Alternatives Analysis & Presentations

Task 5.1 Alternatives Analysis

- Develop ranking criteria for evaluation of alignments.
- Analyze and rank identified roadway alignments and roadway layouts.

- Include provisions for non-motorized facilities
- Utilize Greater Ukiah Area Micro-Simulation Model (GUAMM) to test top-ranked alignment scenarios (*in coordination with Caltrans modeling staff*).
- Based on rankings and GUAMM test results, develop ranked list of roadway alignments.

Responsible Party: Consultant

Task 5.2 Presentation of Alternatives

- Present alignment alternatives to PDT for review.
- Develop presentation materials and exhibits for community meeting.
- Present alignment alternatives at second community meeting. (*See Task 3.2*)
- Includes travel expenses.

Responsible Party: Consultant

Task	Deliverable
5.1	Ranking Criteria; Alignments Analysis Report; Alignments Ranking Exhibit; GUAMM Scenario Results; Ranked List of Alignments
5.2	PDT Agenda & Meeting Notes; Presentation Materials & Exhibits; Travel Expenses

Task 6 Draft and Final Feasibility Report

Task 6.1 Prepare Draft Report

- Prepare Draft Feasibility Study which will:
 - Include an analysis of existing conditions
 - Include a summary of predominant concerns and issues
 - Document public outreach process and summarize community input
 - Include alignment alternatives
 - Include alignment rankings
 - Include provisions for non-motorized facilities
 - Include traffic projections
 - Include GUAMM test results
 - Provide preliminary cost estimates
 - Provide conceptual plans for recommended alignment
 - Evaluate feasibility of constructing recommended alignment
 - Identify potential funding sources for recommended improvements
 - Support “complete streets” and “livable communities” concepts
 - Include funding strategy, include potential funding sources
 - Include project implementation/next steps

Responsible Party: Consultant

- Task 6.2 Present Draft Report
- Present Draft Report to PDT for feedback (7 copies; plus 2 CDs).
 - Present Draft Report to public at third community meeting. (See Task 3.2)
 - Includes travel expenses.

Responsible Party: Consultant

- Task 6.3 Prepare Final Report
- Prepare Final Report, incorporating PDT and public comment, as appropriate. (20 copies; plus 2 CDs).

Responsible Party: Consultant

- Task 6.4 Present Final Report
- Present Final Report (PowerPoint Presentation) at public meeting of Mendocino County Board of Supervisors.
 - Includes travel expenses.

Responsible Party: Consultant

Task	Deliverable
6.1	Draft Report (7 copies; 2 CDs)
6.2	PDT Agenda & Meeting Notes; Travel Expenses
6.3	Final Report (20 copies; 2 CDs)
6.4	PowerPoint Presentation at Board of Supervisors meeting

- Task 7 Project Implementation – Next Steps
- Task 7.1 Hold MCDOT Staff Implementation Workshop
- MCDOT will hold a staff workshop to discuss and develop implementation strategies, schedules and next steps.

Responsible Party: MCDOT

- Task 7.2 Identify Potential Funding Sources
- MCDOT staff will research and identify potential funding sources and grant opportunities, and assign staff responsibilities to implement recommendations in the final Orchard Avenue Extension Feasibility Study report.

Responsible Party: MCDOT

Task	Deliverable
7.1	Implementation Strategy
7.2	List of Potential Funding Sources; Staff Assignments

Task 8 Project Administration
 Task 8.1 Project Manager/Quarterly Reports

- MCDOT will act as project manager, and will monitor ongoing progress of project and provide required quarterly reports to Caltrans. MCDOT will oversee contractual agreements with Caltrans and the consultant, and will coordinate and participate with the PDT.

Responsible Party: MCDOT

Task 8.2 Fiscal Manager

- MCDOT will act as fiscal manager for project, including providing invoicing and ensuring proper documentation of expenditures and timely use of funds.

Responsible Party: MCDOT Responsible Party: MCDOT

Task	Deliverable
8.1	Quarterly Reports
8.2	Quarterly Invoices

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
MCDOT/Consultant	N/A (<i>grant match</i>)	\$13,000	Local LTF	2014/2015 C/O
Total		\$13,000		

ESTIMATED SCHEDULE

Tasks 1.1 & 1.2 were completed in FY 2017/18. This grant project continues through FY 2019/2020

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY 19/20
1	x	x	x	x	x	x	x	x	x	x	x	x	x
2	x												
3	x	x	x			x					x	x	x
4			x	x	x	x	x	x	x	x			
5									x	x	x		
6												x	x
7													x
8	x	x	x	x	x	x	x	x	x	x	x	x	x

WORK ELEMENT (14) MCOG - TRAINING

PURPOSE:

To provide funding for technical training in the transportation planning field to the Mendocino Council of Governments (MCOG) planning staff, and to local agency staff, to stay abreast of changes in the field.

PREVIOUS WORK:

This is an annual training work element that has been included in MCOG's Overall Work Program since FY 2003/04.

TASKS:

1. Attendance at transportation planning academies, seminars, workshops, forums or training sessions that may be offered through Caltrans or other agencies. (MCOG, County, Cities, MTA). *This task includes staff time and direct costs (i.e. registration, travel, lodging, meals, etc.)*

PRODUCTS: Educational and training materials; trained/educated staff

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
MCOG Staff	15	\$10,000	Local LTF	2018/2019
<i>Direct Costs</i>	<i>n/a</i>	\$6,000	Local LTF	2018/2019
County/Cities/ MTA	<i>n/a</i>	\$5,000	Local LTF	2018/2019
<i>Direct Costs</i>				
Total	15	\$21,000		

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	x	x	X	x	x	x	x	x	x	x	x	x

WORK ELEMENT (15) FORT BRAGG – TRANSPORTATION PLANNING FOR MILL SITE REUSE AND REZONING

PURPOSE:

The project includes the development of a Mill Site Reuse Plan and Local Coastal Program (LCP) Amendment for the 425-acre former Georgia-Pacific Mill Site (Mill Site) that comprises one-third of the City of Fort Bragg’s incorporated area and 65% of the Coastal Zone area within the City. The lumber mill shut down in 2002. The Mill Site Reuse and Rezoning Project and LCP Amendment represent a one-of-a-kind opportunity to complete a community-based planning process for this large vacant industrial site which will achieve many key transportation goals, including:

1. Implement sustainable practices in conjunction with future development. Incorporate green building, green infrastructure, and green site design techniques into the LCP amendment in order to reduce the impact of development on climate change and to adapt to climate change.
2. Incorporates “smart growth” practices such as compact design, mixed-use development, and higher density residential development adjacent to the City’s central business district in order to reduce vehicle miles traveled.
3. Extend the City street grid onto the site with a balanced circulation system and complete streets to encourage a variety of transportation choices and reduce greenhouse gas emissions.
4. Facilitate coastal access. Extend public access to the ocean from a variety of access points within the Mill Site and provide a strong connection between downtown and the coast.
5. Complete a transportation study of the effects of the Mill Site rezoning and development buildout on the capacity of Highway 1 and Highway 20 both within and outside of City Limits.

PREVIOUS WORK:

1. In 2010 the City acquired 92 acres of the site for a Coastal Trail and park, much of which was constructed in 2015, and the remaining segment will be completed by December of 2017.
2. The Local Coastal Plan (LCP) Amendment will build upon an already completed draft Mill Site Specific Plan. From 2009 through 2012, the City, the property owner (Georgia Pacific), the community and the Coastal Commission engaged in a collaborative process to plan for the eventual redevelopment of the property which culminated in the preparation of a Draft Mill Site Specific Plan. However, this Specific Plan process stalled in 2012, when Georgia Pacific withdrew its application to focus its attention on site remediation. The City did not have sufficient funding to complete the Specific Plan, prepare and certify an EIR, and prepare the LCP amendment so the project has languished since 2012.
3. In 2017, the City restarted the rezoning process. City Council has chosen to proceed with an LCP Amendment to rezone the site but will not proceed with development of a separate Specific Plan.
4. In September 2017 the City started the community planning process with two all-day open houses and six mini-workshops. Approximately 220 people attended the Mill Site reuse workshops. In September – October 2017 the City conducted a Mill Site reuse survey on Survey Monkey (in both English and Spanish). The survey completed by 954 people.

5. In October 2017 the City Council and Planning Commission held a joint workshop and provided initial direction based on the input received through the workshops and the survey to proceed with a paired down land use plan that would result in 30% of the development envisioned in the draft Specific Plan.
6. The City was awarded a Community Development Block Grant (CDBG) in the amount of \$50,000 to start this process. Additionally, the Coastal Commission awarded an additional \$110,000 for this LCP amendment.

TASKS:

(Task 1 has previously been completed)

Task 1 - Visioning and Community Workshops

The basic vision and issues for the reuse of the Mill Site have been identified and articulated in the Mill Site Specific Plan. However the vision for the Mill Site LCP amendment will need to be revisited through a community planning process. The community focused planning process will include multiple techniques to engage community involvement and to solicit input in order to develop a preferred land use map and key goals, policies, and regulations. Outreach approach included the following:

(1) Workshops & Open Houses. Conducted two all-day open houses (at Town Hall and CV Starr Center) to facilitate active participation by people who prefer one-on-one and small workshop formats and those with busy schedules. (2) Survey. Conducted a Mill Site reuse survey on Survey Monkey (in both English and Spanish). The survey provided feedback on the top land use maps, guiding principles, and key policies that will guide development.

Products: Mill Site Reuse Workshop and Survey Reports

Task 2 – Existing Conditions & Resource Reports

The City of Fort Bragg completed an existing conditions and trends assessment for the Mill Site Specific Plan. The City will complete a number of additional background documents and reports on the topics noted below, as required by Coastal Commission staff.

(1) Buildout analysis. This analysis will include buildout of the proposed Land Use Plan given development regulations. **(2) Service Analysis.** Analysis of the City’s capacity to serve future Mill Site development, including: water, sewer, police, fire, emergency medical, schools, dry utilities, public transit, etc. **(3) Transportation Planning & Study.** (A) Develop best transportation practices such as smart growth, compact development, complete streets and alternative transportation for Mill Site. These planning and regulatory changes will be rolled into the LCP Amendment which will include: circulation and transportation policies, regulations and a Circulation Plan for the site. (B) Complete traffic study to assess effects of project buildout on the capacity of Highway 1 and Highway 20 in and outside of City Limits, and major arterial streets within City limits. **(4) Climate Change.** The City will explore best practices to reduce the impact of new development on climate change and the impact of sea level rise/bluff vulnerability on future development under the proposed Land Use Plan **(5) Visitor Serving Facility Study.** Summary of current lower cost visitor serving facilities, including: room inventory, revenue per available room, occupancy rates, etc. **(6) Tsunami study** **(7) Botanical and wetland study** update for preferred Land Use Plan for non-paved areas of the site; **(8) Visual Analysis** of Land Use Plan and analysis of how the Citywide Design Guidelines would be revised and implemented on the Mill Site to reduce visual impacts.

Products: Buildout analysis, service capacity analysis, summary of City’s current visitor serving accommodations, tsunami study, botanical and wetland study update, climate change study, service analysis, energy use/conservation, **transportation study** and visual analysis.

Task 3 – Community Based Planning and Agency Consultation

(1) Joint City Council and Planning Commission workshops. At this series of five to seven workshops, the results from the community-based planning process described above in Task 1 will be utilized to develop and refine the draft LCP Amendment. The workshops will focus on City Council’s and Planning Commission’s vision and direction for the reuse of the Mill Site, and further refinement to the guiding principles, the land use map, and the policies and regulations that will protect Coastal Act resources and regulate development on the mill site.

(2) Tribal Consultation. The City of Fort Bragg has an excellent relationship and a three year consultation history with the Sherwood Band of Pomo Indians (SBPI). The City will consult with the tribe throughout this process to ensure the protection, preservation and restoration of cultural resources.

(3) Coastal Commission Coordination. The City will coordinate with Coastal Commission staff throughout the entire project term. Coordination will include a dedicated workshop in which the City will present the preferred plan, goals and policy to the Coastal Commission for input and critique. This input will be utilized to further refine the plan in Task 4 below.

Products: Based on input from the Community Involvement process, the City will develop a preferred land use map, and key LCP goals, policies, and regulations.

Task 4 – Refine Preferred Plan, Goals and Policy and LCP Outline into a Draft LCP Amendment

1. The City will prepare an administrative draft LCP amendment based on: 1) the background reports; 2) community input from the open houses, workshops, and community survey; 3) direction received from various joint City Council & Planning Commission meetings and the Coastal Commission workshop. The Administrative Draft LCP amendment will include proposed changes to the Land Use Plan, the Coastal General Plan, and the Coastal Land Use and Development Code.

2. The City will share the administrative draft LCP amendment with Coastal Commission staff for input and comment, and based on those comments will prepare a public draft LCP amendment.

3. Unveil public draft LCP Amendment on the City’s website, through social media and at a town hall open house and workshop. Obtain additional community input on the draft LCP Amendment through the open house and a joint workshop with the Planning Commission and City Council.

Products: Administrative Draft LCP Amendment; Pubic Draft LCP Amendment.

Task 5 – Prepare Final LCP Amendment

The City will refine the draft LCP Amendment based on input and direction received from Task 4 above and will present the refined LCP Amendment to the City Council and the Coastal Commission to obtain final input and direction on the LCP Amendment. The draft LCP Amendment will be finalized based on the input received from the Coastal Commission and the City Council. This task

will also include City Staff providing assistance where requested by CCC staff with environmental review of the LCP Amendment.

Products: Final LCP Amendment

Task 6 – Local Adoption and submittal of the LCP Amendment to the Coastal Commission

The City’s staff and City Council will engage with the Coastal Commission staff throughout the LCP Amendment review process in order to effectively address issues and concerns and effectively incorporate friendly modifications into the LCP Amendment. This task will consist of public hearings and process to adopt the LCP Amendment and to prepare and submit all documents required for the LCP submittal process. Coastal Commission approves the LCP Amendment the City will adopt the final LCP Amendment and rely upon the Coastal Commission’s CEQA equivalent document, to take action on the final LCP Amendment.

Products: Submittal documents and submittal of LCP Amendment to Coastal Commission

PRODUCTS

The MCOG-funded portion of this project will result in two products: (1) The incorporation of **best practice transportation planning** into the zoning, policies and regulations of the Local Coastal Program Amendment for the City of Fort Bragg. Best practice transportation planning will include smart growth and compact development policies and zoning as well as complete street standards and alternative transportation facilities for the Mill Site. These planning and regulatory changes will be rolled into the LCP Amendment which will include: circulation and transportation policies, regulations and a Circulation Plan for the site. (2) An updated **traffic study** to assess the effects of plan buildout on the capacity of Highway 1 and Highway 20 both in and outside of City limits, and on major arterial streets within City limits.

In addition to the products funded through MCOG, a number of additional project deliverables will also be created with other funding sources, including: Mill Site Reuse Workshop and Survey Reports; Buildout analysis; Service capacity analysis; Summary of City’s current visitor serving accommodations; Tsunami study; Botanical and wetland study update; Climate change study; Visual analysis; Preferred land use map, and key LCP goals, policies, and regulations; Administrative Draft LCP Amendment; Pubic Draft LCP Amendment; Final LCP Amendment; and LCP Amendment Submittal Documents.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
Consultant	48	\$48,125	State PPM	2018/2019
Total	48	\$48,125		

ESTIMATED SCHEDULE

Task 1 – has been completed

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2	x	x	x	x	x	x	x	x	x	x	x	x
3	x	x	x	x								
4		x	x	x	x	x						
5					x	x	x	x				
6	x	x	x	x	x	x	x	x	x	x	x	x

WORK ELEMENT (16) MCOG - MULTI-MODAL TRANSPORTATION PLANNING

PURPOSE:

Day to day multi-modal transportation planning duties, including bicycle, pedestrian, transit, rail, aeronautics, and goods movement planning activities.

PREVIOUS WORK:

This work element was first included in FY 2010/2011. These tasks were previously included in Work Element 1

TASKS:

1. Day to day multi-modal tasks involving **bicycle** transportation planning duties; coordinate with state and local agencies on various funding programs available for bicycle projects; program, and monitor MCOG funded bicycle projects. (MCOG)

Products may include: Staff reports/recommendations; meeting notes; quarterly reports

2. Day to day multi-modal tasks involving **pedestrian** transportation planning duties; coordinate with state and local agencies on various funding programs available for pedestrian projects; program and monitor MCOG funded pedestrian projects. (MCOG)

Products may include: Staff reports/recommendations; meeting attendance; meeting notes; quarterly reports

3. Day to day multi-modal tasks involving **transit** transportation planning duties; meeting preparation and attendance at Mendocino Transit Authority meetings (*monthly*); meeting preparation, attendance and coordination with Social Services Transportation Advisory Council (SSTAC); and respond to transit related issues as they arise. (MCOG)

Products may include: Staff reports/recommendations; MTA and SSTAC meeting notes

4. Day to day multi-modal tasks involving **rail** transportation planning duties; meeting preparation and attendance at NCRA meetings (*monthly*); monitoring and responding to rail issues; providing assistance to rail representatives (NCRA and Mendocino Railway) as requested. (MCOG)

Products may include: Staff reports/recommendations; NCRA meeting notes.

5. Day to day multi-modal tasks involving **aeronautics** transportation planning duties; respond to correspondence; provide coordination with state and local agencies; provide coordination and assistance to the six general aviation airports in the County; and address issues as they arise. **This task only involves aviation planning related to ground access and circulation.** (MCOG)

Products may include: Staff reports/recommendations; correspondence

6. Day to day multi-modal tasks involving **goods movement/ freight-related** transportation planning duties; respond to correspondence, provide coordination with federal, state, and local agencies; address issues as they arise. (MCOG)

Products may include: Staff reports/recommendations; correspondence

7. Meeting attendance, as necessary, at local agency meetings (e.g. City Council/Board of Supervisors) on multi-modal transportation related matters. (MCOG)

Products may include: Staff reports/recommendations; meeting notes

8. Coordination with Caltrans, local agencies and tribal governments regarding multi-modal transportation issues. (MCOG)

Products may include: Documentation of tribal government-to-government relations

PRODUCTS: Products may include staff reports, meeting attendance, quarterly reports, staff recommendations, documentation of tribal government-to-government relations, as applicable; and other documents supporting the above tasks; written reports, when applicable, on issues of concern to MCOG.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
MCOG	38	\$30,000	State RPA*	2018/2019
Total	38	\$30,000		

* Use of State RPA funds must be in accordance with Caltrans' procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact MCOG staff with questions.

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-8	X	x	x	x	x	x	x	x	x	x	x	x

WORK ELEMENT (17) MCOG – ZERO EMISSIONS VEHICLES & ALTERNATIVE FUELS READINESS PLAN UPDATE

PURPOSE:

The goal and purpose of this project is to develop plans for climate-ready transportation. By the time this project begins in FY 2018/19, the 2013 Mendocino County Zero Emission Vehicle (ZEV) Readiness Plan will be already out of date. There has been rapid progress in neighboring regions and throughout California, and indeed the world, relative to the uptake of zero emission vehicle technology and the electrification of transportation. Mendocino County has been slower to implement the transition, creating a gap in key transportation corridors and a further economic and environmental disadvantage to rural communities already disadvantaged in various ways. MCOG staff has contributed to interregional efforts to evaluate the feasibility of various alternative transportation fuels in Mendocino County and other North State counties; these plans could be incorporated into the existing readiness plan. With impacts from climate instability increasing and becoming more severe--in the form of wildfires, storms, floods, sea-level rise, and other disasters—efforts to reduce greenhouse gas emissions and reduce the use of fossil fuels has become an ever more urgent global objective. MCOG’s specific powers of both transportation planning and economic development planning can contribute to regional actions in response to this necessary transition.

MCOG’s 2013 Mendocino County ZEV Readiness Plan proposed creation of a countywide public network of electric vehicle charging equipment. In the 2015 Feasibility Study, community engagement helped to identify public support and optimal sites for chargers. However, no countywide entity has agreed to implement such a plan. While the plan has been successful in providing support for the funding of projects through state grants and partnerships, public and private entities have built independent networks (such as Tesla, ChargePoint, and State Parks), not an integrated or branded system as envisioned. Implementation steps recommended in the plan are being carried out in a piecemeal fashion and may no longer be relevant to what is actually occurring.

PREVIOUS WORK:

- In 2012-2013, MCOG developed the Mendocino County Zero Emission Vehicle (ZEV) Regional Readiness Plan, including analysis of travel characteristics, existing infrastructure, recommended charging station sites, technical issues, and implementation plan, funded by Local Transportation Funds.
- In 2014-2015, MCOG prepared the Mendocino County ZEV Regional Readiness Plan Phase 2 – Feasibility Report, including community outreach and engagement, site analysis, and cost estimates, funded by Caltrans Rural Planning Assistance.
- From 2014 to 2017, MCOG provided technical support and supplemental funding to the Mendocino Land Trust’s project “Bringing Electric Vehicle Charging Stations to Mendocino County State Parks” to install charging stations countywide in state parks and nearby cities, funded by the CEC.
- In 2015, MCOG sponsored a free ride-and-drive event as part of National Drive Electric Week, providing educational resources and the opportunity for local electric vehicle owners to demonstrate current makes and models to the public.
- From 2014 to 2016, MCOG participated in the five-county Northwest California Alternative Transportation Fuels Readiness Project to develop strategies for deployment of alternative fuel infrastructure and identify activities to encourage adoption of alternative fuel vehicles in rural, northwest California, funded by the CEC.

- In 2016, MCOG partnered with ChargePoint, a leading equipment manufacturer and network operator, on the Mendocino Express Interregional Corridor Project to install electric vehicle fast chargers along US-101 through northern Sonoma and Mendocino counties as part of a statewide network, funded by the CEC and due for completion in 2018.
- In 2017, MCOG participated in the North Coast and Upstate Fuel Cell Readiness Project to prepare eight of California's northernmost counties for the introduction of fuel cell electric vehicles, funded by CEC and due to be completed in 2018.

TASKS:

1. Form and convene a ZEV advisory group, including duties of a Plug-In Electric Vehicle Coordinating Council, to include local government members of MCOG's Joint Powers Agreement, MCOG Administrative and Planning staff members, and other key stakeholders identified in previous plans. (MCOG Administrative and Planning Staff)
2. Procure a qualified consultant (prepare Request for Proposals and related procedures). (MCOG Administrative and Planning Staff)
3. Review existing plan, compare with real-world conditions and objectives. (Consultant, Advisory Group, MCOG Administrative and Planning Staff)
4. Develop the draft Mendocino County Zero Emission Vehicle (ZEV) & Alternative Fuels Readiness Plan document, to update the adopted Mendocino County Zero Emission Vehicle (ZEV) Readiness Plan and to include various alternative fuels under consideration by interregional plans. (Consultant)
5. Review and comment on the draft plan; make recommendations for implementation options by key stakeholders (such as local government entities and public-private partnerships) and other actions to further develop readiness and support for current and future implementation (such as estimated deployment to meet increasing demand of traveling public and legislation/ordinances as needed to implement accordingly). (Consultant, Advisory Group, MCOG Administrative and Planning Staff)
6. Complete the final Mendocino County Zero Emission Vehicle (ZEV) & Alternative Fuels Readiness Plan and present to MCOG's Board of Directors for adoption in a public hearing. (Consultant and MCOG Administrative Staff)
7. Continue coordination with interregional partners; identify anticipated needs, goals and tasks for the Mendocino countywide region. (Advisory Group, MCOG Administrative and Planning Staff)
8. Provide project management (monitoring ongoing progress, producing required quarterly reports, overseeing contractual agreements, etc.). (MCOG Planning Staff)

PRODUCTS

- A ZEV Advisory Group (ZAG), serving as Plug-In Electric Vehicle Coordinating Council (PEVCC) and like purposes:
 - The PEVCC is required by the California Energy Commission to be eligible for certain infrastructure grant funding, such as EV charging station networks.
 - The ZAG will provide ongoing support for future projects to implement the plan, e.g. serve as a users' group; review plans and permits for consistency and best practices.
- Request for Proposals and Consultant Contract
- Draft and Final Mendocino County Zero Emission Vehicle (ZEV) & Alternative Fuels Readiness Plan

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
MCOG	11	\$8,500	State RPA*	2018/2019
<i>Direct Costs</i>	<i>n/a</i>	\$500	State RPA*	2018/2019
Consultant	26	\$26,000	State RPA*	2018/2019
Total	37	\$35,000		

* Use of State RPA funds must be in accordance with Caltrans' procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact MCOG staff with questions.

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	X	x	x	x				x			x	
2				x	x	x						
3-4						x	x	x				
5									x	x	x	
6											x	x
7					x	x	x	x	x	x	x	x
8	X	x	x	x	x	x	x	x	x	x	x	x

WORK ELEMENT (18) MCOG - GEOGRAPHIC INFORMATION SYSTEM (GIS) ACTIVITIES

PURPOSE:

To provide GIS support services related to the roadway transportation system, and all transportation modes in Mendocino County.

PREVIOUS WORK:

This work element was first included in FY 2010/2011. These tasks were previously included in Work Element 1.

TASKS:

1. Collection, input and manipulation of geographic information. (MCOG)

Products may include: Maps; reports; documentation; presentation materials; various databases and GIS layers

2. Facilitation and coordination with the County of Mendocino; Cities of Ukiah, Willits, Fort Bragg and Point Arena; Mendocino Transit Authority, and Caltrans regarding sharing of data. (MCOG)

Products may include: Correspondence; meeting notes

3. Coordinate with Caltrans Division of Aeronautics regarding the possibility of developing a GIS aviation layer to include airports and key airport attribute data, as part of MCOG's GIS. Also, coordinate with Office of System and Freight Planning (OSFP) regarding the possibility of developing GIS layers to include other freight movement modes, such as truck, rail and maritime routes, as feasible. (MCOG)

Products may include: Correspondence; GIS layers.

4. Assist in development of GIS applications. (MCOG)

Products may include: Maps; reports; documentation; presentation materials; various databases and GIS layers

5. Provide multimedia support for public presentations. (MCOG)

Products may include: Presentation materials; various databases and GIS layers

6. Conduct spatial analyses. (MCOG)

Products may include: Maps; reports; documentation; presentation materials; various databases and GIS layers.

7. Attend GIS related meetings, users groups, and training sessions (*as needed*). This may include the annual CalGIS meeting; GIS related meetings with Mendocino County Information Services; and ESRI (*Environmental Systems Research Institute*) sponsored trainings. (MCOG)

Products may include: Meeting notes

8. Purchases software upgrades to ensure compatibility of products with other agencies. (MCOG/Direct Costs)

Products may include: GIS software upgrades

PRODUCTS: Products may include maps, reports, documentation, presentation materials, and various databases and GIS layers to support the above tasks. Examples of previous GIS tasks include support for the Regional Transportation Plan, Regional Bikeway Plan, Wine-Country Inter-regional Partnership, Pavement Management Program, Regional Blueprint, and various Caltrans grant projects.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
MCOG	11	\$5,000	State PPM	2018/2019
<i>Direct Costs (GIS Software)</i>	<i>n/a</i>	\$600	State PPM	2018/2019
Total	11	\$5,600		

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-7	X	x	x	x	x	x	x	x	x	x	x	x
8										x	x	x

WORK ELEMENT (19) MCOG – MENDOCINO COUNTY PEDESTRIAN FACILITY NEEDS INVENTORY AND ENGINEERED FEASIBILITY STUDY – SOUTH COAST (CARRYOVER)

PURPOSE:

To conduct a study of the needs, priorities and feasibility of improving identifiable deficiencies within the pedestrian network of the City of Point Arena and greater Point Arena/south coast area (south of Highway 128) in Mendocino County.

PREVIOUS WORK: None.

TASKS:

Task 1 was completed in FY 2017/18

Task 1.1: Prepare a Request for Proposals (RFP) and Scope of Work and distribute to various qualified consulting firms to obtain competitive bids for this project. (MCOG)

Task 1.2: Form a Consultant Selection Committee (expected to be composed of representatives of MCOG, Caltrans, City of Point Arena, and County of Mendocino) to review proposals received and select a consultant to perform work. (MCOG)

Task 1.3: Prepare and execute a contract with the successful consultant. (MCOG)

Responsible Party: MCOG

<i>Task</i>	<i>Deliverable</i>
<i>1.1</i>	<i>Request for Proposals (RFP) (MCOG)</i>
<i>1.2</i>	<i>Agenda, Scoring Sheets, & Meeting Notes (MCOG)</i>
<i>1.3</i>	<i>Executed Consultant Contract (MCOG)</i>

Task 2: Coordination with Project Partners & Consultant

Task 2.1: Form a Technical Advisory Group (TAG) consisting of representatives from MCOG, County of Mendocino, City of Point Arena, Caltrans, and Tribal transportation to provide input and provide consultant oversight during the Mendocino County Pedestrian Facility & Engineered Feasibility Study – South Coast. (MCOG)

Task 2.2: Conduct study kick-off meeting with TAG and consultant to refine the scope of work, clarify the scope of the project, and resolve remaining issues. (MCOG, TAG & Consultant)

Task 2.3: Meet, as needed, as TAG throughout the course of the study and prepare agendas and minutes for TAG meetings. (TAG & Consultant)

Responsible Party: MCOG & Consultant

Task	Deliverable
<i>2.1</i>	<i>Technical Advisory Group Members Roster (MCOG)</i>
<i>2.2</i>	<i>Study Kickoff Meeting Agenda and Meeting Notes (Consultant)</i>
<i>2.3</i>	<i>TAG Meeting Agendas and Meeting Notes (Consultant)</i>

Task 3: Prepare Existing Conditions Report

Task 3.1: Gather and review existing data relevant to pedestrian infrastructure needs that may have been identified in prior planning studies, Regional Transportation Plan, development proposals, needs assessments, community plans, Safe Routes to Schools plans, or safety assessments. (Consultant)

Task 3.2: Identify gaps and deficiencies that exist in existing pedestrian facilities through consultation with TAG and through commercially available technology such as Google Earth. (Consultant)

Task 3.3: Prepare GIS based maps that depict previously identified pedestrian infrastructure needs as well as gaps in existing pedestrian facilities. Separate maps should be produced for the City of Point Arena, as well as unincorporated communities of Elk, Manchester, and Gualala. (Consultant)

Task 3.4: Develop data tables for each community that identifies, at a minimum, the source of the identified deficiency (planning study, gap study, etc.), type of facility (paved asphalt path, sidewalk-no curb & gutter, sidewalk with curb & gutter), approximate width and length, and termini. (Consultant)

Task 3.5: Prepare Draft Existing Conditions Report that documents the process that was used to develop the report and contains the maps and tables identified herein. (Consultant)

Task 3.6: Receive TAG comments on the Draft Existing Conditions Report, and then prepare Final Existing Conditions Report. (Consultant)

Responsible Party: Consultant

Task	Deliverable
3.1	<i>List of source documents and previously identified needs (Consultant)</i>
3.2	<i>List of identified pedestrian infrastructure gaps and deficiencies (Consultant)</i>
3.3	<i>GIS-based maps, by community (Consultant)</i>
3.4	<i>Pedestrian infrastructure data tables, by community (Consultant)</i>
3.5	<i>Draft Existing Conditions Report (Consultant)</i>
3.6	<i>Final Existing Conditions Report (Consultant)</i>

Task 4: Public Participation, Community, and Tribal Outreach

Task 4.1: With input from the TAG, identify and develop a list of stakeholders for advertisement of public workshops. (Consultant)

Task 4.2: Advertise public workshops in the community, using a variety of outreach methods consistent with MCOG's Public Participation Plan. This may include social media and online surveys in addition to traditional outreach methods. Efforts will target Tribal governments, low-income households, and under-represented Hispanic communities in Mendocino County. (Consultant)

Task 4.3: Conduct two community workshops to solicit input on projects identified in the Existing Conditions Report as well as other pedestrian infrastructure and/or pedestrian crossing locations of local concern. (Consultant)

Task 4.4: Record public comments on Existing Conditions Report as well as new pedestrian issues identified through the public process. (Consultant)

Responsible Party: Consultant

Task	Deliverable
4.1	<i>Stakeholders Roster (Consultant)</i>
4.2	<i>Advertising Materials, News Releases, Surveys, etc. (Consultant)</i>
4.3	<i>Workshop Agendas and Meeting Notes (Consultant)</i>
4.4	<i>Record of Public Comments on Existing Conditions Report; List of Issues/Projects identified in Public Process (Consultant)</i>

Task 5: Develop draft Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study – South Coast.

Task 5.1: Evaluate public comments, consider TAG input to evaluate projects and public comments identified in Task 4 for inclusion in the *Pedestrian Facilities Needs Inventory*. (Consultant)

Task 5.2: With TAG input, develop a methodology to prioritize pedestrian projects identified in the *Pedestrian Facility Needs Inventory*. This methodology should consider, at a minimum, pedestrian safety, Safe Routes to School plans, community development plans, adjacent vehicular traffic, costs, and constructability. (Consultant)

Task 5.3: Prepare draft *Pedestrian Facility Needs Inventory* that includes all projects identified in the Existing Conditions Inventory and those identified through the public participation process. Projects are to be prioritized and listed by community. (Consultant)

Task 5.4: Convene TAG to receive and review comments on the draft *Pedestrian Facility Needs Inventory*. (Consultant)

Task 5.5: Apply prioritization methodology and conduct field review of top priority candidate projects within in each jurisdiction to confirm pedestrian project type and materials, identify obstacles, verify dimensions, establish project termini, and determine constructability. (Consultant)

Task 5.6: Develop 20 preliminary planning level cost estimates for priority pedestrian and/or pedestrian crossing projects, as recommended by the TAG. (Consultant)

Task 5.7: Based on TAG and consultant technical input, prepare draft *Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study – South Coast*. (Consultant)

Responsible Party: Consultant

Task	Deliverable
5.1	<i>List of publically identified projects to be added to the Pedestrian Facility Needs Inventory as a result of public input (Consultant)</i>
5.2	<i>Prioritization Methodology (Consultant)</i>
5.3	<i>Draft Pedestrian Facility Needs Inventory (Consultant)</i>
5.4	<i>TAG Agenda & Meeting Notes (Consultant)</i>
5.5	<i>Priority Project Parameter Spreadsheet (Consultant)</i>
5.6.	<i>Preliminary Planning Level Cost Estimates Spreadsheet for Priority Projects (Consultant)</i>
5.7.	<i>Draft “Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study – South Coast” (Consultant)</i>

Task 6: Final Study Preparation & Hearing

Task 6.1: Present draft final *Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study – South Coast* to MCOG Technical Advisory Committee. (Consultant)

Task 6.2: Present draft final *Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study – South Coast* to the Mendocino Council of Governments at a public hearing. (Consultant)

Task 6.3: Make final changes as may be directed by the Mendocino Council of Governments, and then prepare the final *Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study – South Coast* for acceptance. (Consultant)

Task 6.4: Prepare and distribute final electronic and hard copies. (Consultant)

Responsible Party: Consultant

Task	Deliverable
6.1	<i>Presentation Materials (Consultant)</i>
6.2	<i>Presentation Materials (Consultant)</i>
6.3	<i>Final Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study – South Coast (Consultant)</i>
6.4	<i>Electronic & Hard Copies of Final Study (Consultant)</i>

Task 7: Project Management/Administration

Task 7.1: MCOG will administer project, provide coordination, prepare quarterly reports, process invoices and act as the fiscal administrator for the project, and will establish and oversee contractual agreements with consultant, coordinate involved agencies, as well as coordinate with and participate in the Technical Advisory Group. (MCOG)

Responsible Party: MCOG

Task	Deliverable
7.1	<i>Coordination & Quarterly Reports (MCOG)</i>

PRODUCTS: *Listed under each task above.*

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
Consultant	27	\$27,500	State RPA*	2017/18 C/O
Total	27	\$27,500		

* Use of State RPA funds must be in accordance with Caltrans' procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact MCOG staff with questions.

Note: FY 2017/18 RPA carryover funds are pending Caltrans certification.

ESTIMATED SCHEDULE

Task 1 completed in FY 2017/18

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2					x	x		x				
3	x											
4	x	x	x	x								
5					x	x	x	x				
6									x	x	x	
7	x	x	x	x	x	x	x	x	x	x	x	x

WORK ELEMENT (20) MCOG - GRANT DEVELOPMENT & ASSISTANCE

PURPOSE:

To provide technical assistance, research, and support to local agencies, Mendocino Transit Authority, tribal governments, North Coast Railroad Authority, and others, on federal, state, and local grant opportunities.

PREVIOUS WORK:

This work element was first included in FY 2010/2011. These tasks were previously covered under Work Element 1.

TASKS:

1. Research and distribute information to local agencies on upcoming grant opportunities, including Caltrans Sustainable Transportation Planning Grant Program (Strategic Partnerships and Sustainable Communities); Active Transportation Program (ATP), Highway Safety Improvement Program (HSIP), High Risk Rural Roads (HR3), Better Utilizing Investments to Leverage Development (BUILD) program, Environmental Enhancement & Mitigation (EEM); Federal Lands Access Program (FLAP), Strategic Growth Council grant programs; SB 1 grant programs (including Local Streets and Roads, Solutions for Congested Corridors, Trade Corridor Enhancement, Traffic Congestion Relief Program, Local Partnership Program) and other federal, state or local grant opportunities that may arise. (MCOG)

Products may include: Informational notices; correspondence; staff reports/recommendations.

2. Coordinate with potential grant applicants to seek MCOG sponsorship of transportation related grants. (MCOG)

Products may include: Informational notices; grant applications; staff reports/recommendations

3. Attend federal, state, or local training workshops and webinars on various grant programs. (MCOG)

Products may include: Training materials, workshop notes

4. Provide technical assistance (*including hosting local workshops*) to local agencies, tribal governments, MTA, NCRA, and others in preparation of various federal and state grant applications. (MCOG)

Products may include: Grant applications; staff reports/recommendations

5. Review and rank grant applications as requested by Caltrans; including possible participation on evaluation committees. (MCOG)

Products may include: Rankings; recommendations; ranking forms

6. Research and provide technical assistance on new grant opportunities that may arise from implementation of new federal transportation bill “Fixing America’s Surface Transportation” (FAST) Act. (MCOG)

Products may include: Informational notices; staff reports/ recommendations

7. Review FTA Sec. 5310 applications, provide technical assistance, and participate on Regional Evaluation Committee. (MCOG) *This involves planning duties, and does not include administration of FTA grants.*

Products may include: Staff reports/recommendations; evaluations; ranking forms

PRODUCTS: Products may include grant applications, informational notices, staff assistance, recommendations, distribution of grant materials, staff reports, documentation of tribal government-to-government relations, as applicable; and other documents supporting the above tasks.

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
MCOG Staff	28	\$22,300	State RPA*	2018/2019
<i>Direct Costs</i>	<i>n/a</i>	\$500	Local LTF	2018/2019
Total	28	\$22,800		

* Use of State RPA funds must be in accordance with Caltrans’ procurement and other requirements (no consultant mark-up; approved travel rates, etc.) Contact MCOG staff with questions.

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-6	x	x	x	x	x	x	x	x	x	x	x	x
7					x	x	x	x	x	x		

WORK ELEMENT (21) MCOG – MENDOCINO COUNTY PEDESTRIAN FACILITY NEEDS INVENTORY AND ENGINEERED FEASIBILITY STUDY – INLAND/NORTH COAST (CARRYOVER)

PURPOSE:

This grant-funded project will explore the needs, priorities and feasibility of improving identified deficiencies within the pedestrian network of the cities of Ukiah, Willits, and Fort Bragg, as well as most of the unincorporated communities in the County. *(Note: This project has been combined with W.E. 19 which has the same Scope of Work for the City of Point Arena and unincorporated south coast area.)*

PREVIOUS WORK: None.

TASKS:

Note: Staff time for Task 1 duties will not be charged to this grant-funded work element, as the procurement tasks performed under W.E. 19 encompassed this work as part of a combined countywide project, for efficiency. (Caltrans District 1 staff agreed to this approach.)

Task 1: Project Initiation: Kick-off Meeting; RFP Preparation; Committee Formation; Consultant Selection; Contract Preparation & Execution

Task 1.1: Hold a project kick-off meeting with MCOG staff and Caltrans staff to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information. (MCOG)

Task 1.2: Prepare a Request for Proposals (RFP) and Scope of Work and distribute to various qualified consulting firms to obtain competitive bids for this project. (MCOG)

Task 1.3: Form a Consultant Selection Committee (expected to be composed of representatives of MCOG, Caltrans, County of Mendocino, City of Ukiah, City of Willits, and City of Fort Bragg) to review proposals received and select a consultant to perform work. (MCOG)

Task 1.4: Prepare and execute a contract with the successful consultant. (MCOG)

Responsible Party: MCOG

<i>Task</i>	<i>Deliverable</i>
<i>1.1</i>	<i>Project Kick-off Meeting Agenda & Meeting Notes</i>
<i>1.2</i>	<i>Request for Proposals (RFP) (MCOG)</i>
<i>1.3</i>	<i>Agenda, Scoring Sheets, & Meeting Notes (MCOG)</i>
<i>1.4</i>	<i>Executed Consultant Contract (MCOG)</i>

Task 2: Coordination with Project Partners & Consultant

Task 2.1: Form a Technical Advisory Group (TAG) consisting of representatives from MCOG, County of Mendocino, City of Ukiah, City of Willits, City of Fort Bragg, Caltrans, and Tribal transportation to provide input and provide consultant oversight during the Mendocino County Pedestrian Facility & Engineered Feasibility Study. (MCOG)

Task 2.2: Conduct study kick-off meeting with TAG and consultant to refine the scope of work, clarify the scope of the project, and resolve remaining issues. Includes travel expense. (MCOG, TAG & Consultant)

Task 2.3: Meet, as needed, as TAG throughout the course of the study and prepare agendas and minutes for TAG meetings. (TAG & Consultant)

Responsible Party: MCOG & Consultant

Task	Deliverable
2.1	<i>Technical Advisory Group Members Roster (MCOG)</i>
2.2	<i>Study Kickoff Meeting Agenda and Meeting Notes, Travel Expenses (Consultant)</i>
2.3	<i>TAG Meeting Agendas and Meeting Notes, Travel Expenses (Consultant)</i>

Task 3: Prepare Existing Conditions Report

Task 3.1: Gather and review existing data relevant to pedestrian infrastructure needs that may have been identified in prior planning studies, Regional Transportation Plan, development proposals, needs assessments, community plans, Safe Routes to Schools plans, or safety assessments. Includes travel expenses. (Consultant)

Task 3.2: Identify gaps and deficiencies that exist in existing pedestrian facilities through consultation with TAG and through commercially available technology such as Google Earth. Includes travel expenses. (Consultant)

Task 3.3: Prepare GIS based maps that depict previously identified pedestrian infrastructure needs as well as gaps in existing pedestrian facilities. Separate maps should be produced for the each city as well as unincorporated communities (Leggett, Laytonville, Covelo, Potter Valley, Calpella, Hopland, Talmage, Caspar, Mendocino, Albion, etc. (Consultant)

Task 3.4: Develop data tables for each community that identifies, at a minimum, the source of the identified deficiency (planning study, gap study, etc.), type of facility (paved asphalt path, sidewalk-no curb & gutter, sidewalk with curb & gutter), approximate width and length, and termini. (Consultant)

Task 3.5: Prepare Draft Existing Conditions Report that documents the process that was used to develop the report and contains the maps and tables identified herein. (Consultant)

Task 3.6: Receive TAG comments on the Draft Existing Conditions Report, and then prepare Final Existing Conditions Report. (Consultant)

Responsible Party: Consultant

Task	Deliverable
3.1	<i>List of source documents and previously identified needs, Travel Expenses (Consultant)</i>
3.2	<i>List of identified pedestrian infrastructure gaps and deficiencies, Travel Expenses (Consultant)</i>
3.3	<i>GIS-based maps, by community (Consultant)</i>
3.4	<i>Pedestrian infrastructure data tables, by community (Consultant)</i>

3.5	<i>Draft Existing Conditions Report (Consultant)</i>
3.6	<i>Final Existing Conditions Report (Consultant)</i>

Task 4: Public Participation, Community, and Tribal Outreach

Task 4.1: With input from the TAG, identify and develop a list of stakeholders for advertisement of public workshops. (Consultant)

Task 4.2: Advertise public workshops in the community, using a variety of outreach methods consistent with MCOG’s Public Participation Plan. This may include social media and online surveys in addition to traditional outreach methods. Efforts will target Tribal governments, low-income households, and under-represented Hispanic communities in Mendocino County. (Consultant)

Task 4.3: Conduct up to four community workshops to solicit input on projects identified in the Existing Conditions Report as well as other pedestrian infrastructure and/or pedestrian crossing locations of local concern. Includes travel expenses. (Consultant)

Task 4.4: Record public comments on Existing Conditions Report as well as new pedestrian issues identified through the public process. (Consultant)

Responsible Party: Consultant

Task	Deliverable
4.1	<i>Stakeholders Roster (Consultant)</i>
4.2	<i>Advertising Materials, News Releases, Surveys, etc. (Consultant)</i>
4.3	<i>Workshop Agendas and Meeting Notes, Travel Expenses (Consultant)</i>
4.4	<i>Record of Public Comments on Existing Conditions Report; List of Issues/Projects identified in Public Process (Consultant)</i>

Task 5: Develop draft Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study – South Coast.

Task 5.1: Evaluate public comments, consider TAG input to evaluate projects and public comments identified in Task 4 for inclusion in the *Pedestrian Facilities Needs Inventory*. (Consultant)

Task 5.2: With TAG input, develop a methodology to prioritize pedestrian projects identified in the *Pedestrian Facility Needs Inventory*. This methodology should consider, at a minimum, pedestrian safety, Safe Routes to School plans, community development plans, adjacent vehicular traffic, costs, and constructability. (Consultant)

Task 5.3: Prepare draft *Pedestrian Facility Needs Inventory* that includes all projects identified in the Existing Conditions Inventory and those identified through the public participation process. Projects are to be prioritized and listed by community. (Consultant)

Task 5.4: Convene TAG to receive and review comments on the draft *Pedestrian Facility Needs Inventory*. Includes travel expenses. (Consultant)

Task 5.5: Apply prioritization methodology and conduct field review of top priority candidate projects within in each jurisdiction to confirm pedestrian project type and materials, identify obstacles, verify dimensions, establish project termini, and determine constructability. Includes travel expenses. (Consultant)

Task 5.6: Develop preliminary planning level cost estimates for priority pedestrian and/or pedestrian crossing projects within each local jurisdiction approximately as follows: (a) 10 within the City of Ukiah; (b) 10 within the City of Willits; (c) 10 within the City of Fort Bragg; (d) 20 in unincorporated areas within Mendocino County. The TAG may adjust the breakdown of distribution between entities, but total will not exceed 50. (Consultant)

Task 5.7: Based on TAG and consultant technical input, prepare draft *Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study*. (Consultant)

Responsible Party: Consultant

Task	Deliverable
5.1	<i>List of publically identified projects to be added to the Pedestrian Facility Needs Inventory as a result of public input (Consultant)</i>
5.2	<i>Prioritization Methodology (Consultant)</i>
5.3	<i>Draft Pedestrian Facility Needs Inventory (Consultant)</i>
5.4	<i>TAG Agenda & Meeting Notes; Travel Expenses (Consultant)</i>
5.5	<i>Priority Project Parameter Spreadsheet (Consultant)</i>
5.6.	<i>Preliminary Planning Level Cost Estimates Spreadsheet for Priority Projects; Travel Expenses (Consultant)</i>
5.7.	<i>Draft “Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study” (Consultant)</i>

Task 6: Final Study Preparation & Hearing

Task 6.1: Present draft final *Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study* to MCOG Technical Advisory Committee. Includes travel expenses. (Consultant)

Task 6.2: Present draft final *Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study* to the Mendocino Council of Governments at a public hearing. Includes travel expenses. (Consultant)

Task 6.3: Make final changes as may be directed by the Mendocino Council of Governments, and then prepare the final *Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study* for acceptance. (Consultant)

Task 6.4: Prepare and distribute final electronic and hard copies. (Consultant)

Responsible Party: Consultant

Task	Deliverable
6.1	<i>Presentation Materials, Travel Expenses (Consultant)</i>
6.2	<i>Presentation Materials, Travel Expenses (Consultant)</i>
6.3	<i>Final Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study (Consultant)</i>
6.4	<i>Electronic & Hard Copies of Final Study (Consultant)</i>

Task 7: Project Management/Administration

Task 7.1: MCOG will administer project, provide coordination, prepare quarterly reports, process invoices and act as the fiscal administrator for the project, and will establish and oversee contractual agreements with consultant, coordinate involved agencies, as well as coordinate with and participate in the Technical Advisory Group. (MCOG)

Responsible Party: MCOG

Task	Deliverable
7.1	<i>Coordination & Quarterly Reports (MCOG)</i>

PRODUCTS: *Listed under each task above.*

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
MCOG	9	\$803 \$6,197 \$7,000	Local LTF State Sustainable Comm. Grant	2016/17 C/O 2017/18 C/O
Consultant	15	\$17,205 \$132,795 \$150,000	Local LTF State Sustainable Comm. Grant	2016/17 C/O 2017/18 C/O
Total	24	\$157,000	\$18,008 Local LTF \$138,992 State Sust. Comm. Grant	

ESTIMATED SCHEDULE

Task 1 completed in FY 2017/18

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2					x	x		x				
3	x											
4	x	x	x	x								
5					x	x	x	x				
6									x	x	x	
7	x	x	x	x	x	x	x	x	x	x	x	x

WORK ELEMENT (22) MCOG – SAFE ROUTES TO SCHOOL – ACTIVE TRANSPORTATION PROGRAM (ATP) NON-INFRASTRUCTURE GRANT (CARRYOVER)

PURPOSE:

To implement two awarded Active Transportation Program (ATP) Non-Infrastructure grants (*one Countywide, and one in Covelo*) to incorporate a range of activities that will make it safer and easier for students to walk and bike to school in fourteen target schools (in seven communities) throughout the County of Mendocino. *The California Transportation Commission has extended this grant until February 22, 2019.*

PREVIOUS WORK:

This is a carryover project from the FY 2016/17 Overall Work Program. The project was initiated with minor activity in FY 2014/15. This project builds on priorities and recommendations in the Mendocino County Safe Routes to School Plan (2014) and the City of Ukiah Safe Routes to School Plan (2014)

TASKS:

The following tasks will be performed by staff from MCOG, Health & Human Services Agency, Schools, and consultants.

Task 1.1 was completed in FY 2015/16; remaining tasks are ongoing throughout the grant period.

1. Project Management & Coordination

1.1 Develop Request for Proposals (RFP), Select Contractors, Prepare & Execute Contracts

- Prepare & distribute RFP
- Form Consultant Selection Committee, prepare agenda & minutes
- Attend Consultant Selection Committee meeting; review & rank proposals
- Conduct interviews, if needed; select consultant
- Prepare & execute consultant contract (MCOG, HHSA)

Task 1.1 Deliverables: Request for Proposals, documentation of procurement process, including advertisement; Consultant Selection Committee agenda and minutes; Review & ranking of proposals – signed ranking sheets; Consultant contract

1.2 Kick-off and Coordination Meetings

- Prepare & distribute kick-off meeting agenda
- Attend kick-off meeting
- Prepare & distribute kick-off meeting minutes
- Hold bi-weekly or monthly coordination meetings or teleconferences as needed (MCOG, HHSA, Consultant)

Task 1.2 Deliverables: Kick-off meeting agenda & minutes; kick-off meeting attendance; attendance at bi-weekly or monthly coordination meetings/teleconferences; agendas & minutes of coordination meetings

1.3 Invoicing

- Prepare & submit monthly invoices
- Review & approve invoices
- Gather information from project partners & prepare quarterly status reports. (MCOG will provide report template)
- Assist MCOG Administration with preparing quarterly Requests for Reimbursement to submit to Caltrans (MCOG, HHSA, Consultant)

Task 1.3 Deliverables: Monthly invoices from MCOG Planning staff; processing of invoices from project partners and consultants; quarterly reports; quarterly Requests for Reimbursements (for submission to Caltrans)

1.4 Ongoing Project Management

- Review & comment on products & deliverables
- Coordination with contractors & partners, including coordination with other communities' consultants that may be hired to conduct Safe Routes to School activities
- Overall grant management; including monitoring project tasks and schedule

Task 1.4 Deliverables: Comments on products/deliverables, as needed; coordination and overall grant management duties; coordination with other communities' consultants that may be hired to conduct Safe Routes to School activities.

1.5 Final Reports

- Prepare Draft Final Report that summarizes activities performed under this multi-year grant, and deliverables produced for each task. Report shall include breakdown of activities and tasks for each school site/community.
- Present Draft Report to MCOG project partners for review and comment
- Prepare Final Report, incorporating suggested revisions, as appropriate
- Present Final Report (*e.g. PowerPoint or other acceptable format*) to MCOG Board of Directors, at conclusion of project

Task 1.5 Deliverables: Five (5) print copies, plus two (2) digital "pdf" copies (*on CD or flash drive*) of Draft Final Report; Twenty-five (25) print copies, plus three (3) digital "pdf" copy (*on CD or flash drive*) of Final Report; Presentation of Final Report at MCOG Board meeting.

2. Build School Capacity to Implement Safe Routes to School Activities

2.1 Revise School Wellness Policies

- Meet with District staff, school staff, parents and students to review school wellness policies and identify appropriate areas to include or enhance SRTS language
- Develop and introduce draft program and policy materials and data to key stakeholders
- Collaborate with school staff and administration to identify their objectives and to sculpt policies
- Provide additional sample policy language if needed

- Assess the need for additional data. Collect additional data as needed
- Provide stakeholders with an opportunity to review and provide feedback

Task 2.1 Deliverables: School wellness program and policy materials, sample policy language data collection

2.2 Develop Safe Routes to School Task Force

- Network with District staff, school staff, parents, clubs, programs, to identify opportunities to include Safe Routes to School activities in their work
- Convene meetings with key partners to expand outreach and strategize support for policy adoption and improvements
- Work with schools to establish formal SRTS task forces or other core group of stakeholders at each school and convene monthly meetings.

Task 2.2 Deliverables: Identified opportunities to include SRTS in schools in work; meetings with key partners to support SRTS policy adoption, establishment of SRTS task forces or other core-group of stakeholders, in each of the seven communities

2.3 Provide Technical Assistance to Institutionalize and Sustain SRTS Activities

- Provide training or training resources to increase capacity of schools to conduct SRTS activities and to develop future leadership
- Connect schools with one another and state walk/bike agencies for resources and networking
- Advocate with schools to include SRTS activities and funding in future Local Control and Accountability Plan (LCAP) or budget planning
- Work with schools to institutionalize SRTS activities through policy curriculum, transportation plans, and infrastructure development
- Meet with MCOG and county/city transportation departments (or other county/city agencies) to explore developing possible infrastructure projects
- Assist with identifying additional/future funding resources including development of a school bike fleet

Task 2.3 Deliverables: Training /training resources to increase SRTS capacity of schools; connect schools with other agencies for resources/networking; advocacy for inclusion of SRTS activities in budgets and Local Control and Accountability Plans (LCAPs); institutionalization of SRTS activities through policy, curriculum, transportation plans, and infrastructure development; meetings with MCOG, county and city transportation departments (or other county/city agencies) to explore development of infrastructure projects; identification of funding resources, including development of school bike fleet

2.4 Train Crossing Guards as needed

- Collaborate with school staff and administration to identify need for crossing guards
- Identify model programs that meet the needs of the school
- Provide training or training resources
- Assist with implementation of program as needed

Task 2.4 Deliverables: Identification of need for crossing guards, identified model programs or crossing guards, training/training resources for crossing guards; assistance with crossing guard program as needed

3. Increase Student Participation in Safe Routes to School Activities

3.1 Coordinate & Conduct Walk/Bike to School Days, Walking School Bus, Bike Trains & Rodeos

- Collaborate to promote and conduct walk/bike to school day activities, i.e. Walking School Bus, Bike Trains, Walk to School days, Bike to School days, and Bike Rodeos
- Provide resources (e.g. educational resources, tool kits, websites, information, equipment, event supplies, etc.)
- Organize trainings for schools on walking school bus, bike rodeos, etc.

Task 3.1 Deliverables: Walk/bike to school day activities (i.e. walking school bus, bike trains, walk and bike to school days, bike rodeos) including three events per year, per community (Round Valley, Anderson Valley, Fort Bragg, Laytonville, Ukiah, Willits, and Potter Valley); Resources to support walk/bus to school day activities; organized trainings for schools on walk/bike to school activities

3.2 Coordinate Contests – e.g. mileage tracking

- Work with schools to explore contest ideas
- Provide resources, materials, and support as needed

Task 3.2 Deliverables: Walk/bike to school contests; resources and materials to support contests

3.3 Increase Access to Bikes/Helmets

- Purchase and fit helmets for rodeos and school-based safety education programs
- Provide HHSA bike fleet for rodeos and school-based safety education programs
- Encourage development of bike mechanic programs, provide training and resources as needed

Task 3.3 Deliverables: Helmets and bike fleets for rodeos and school-based safety education programs, development of bike mechanic programs, training and resources for bike mechanic program

3.4 Provide School-based Safety Education

- Provide curriculum bicycle safety materials for review and selection
- Provide bicycle safety training to school students and staff/volunteers, as needed
- Provide pedestrian safety curriculum materials for review and selection
- Provide pedestrian safety training to school students and staff/volunteers as needed (High School students to work with Elementary students)
- Meet with school staff or task force to explore ways of institutionalizing programs

Task 3.4 Deliverables: Curriculum bicycle safety materials; bicycle safety training to school students and staff/volunteers; pedestrian safety curriculum materials, pedestrian safety training to school students and staff/volunteers; meetings with school staff/task force to explore ways to institutionalize programs

3.5 Develop Walk/Bike Maps for each site

- Collaborate with task forces to explore methods of assessing and selecting safe routes

- Provide assessment tools and resources
- Utilize GIS resources for creating maps of school neighborhoods
- Produce and distribute maps as appropriate

Task 3.5 Deliverables: Assessment/selection of safe routes; assessment tools and resources; creation, production, and distribution of GIS maps of safe neighborhoods

3.6 Work with High School Students to Assist with and Provide Role Models at Events

- Collaborate with high schools to identify student groups to assist with events/activities
- Explore youth service learning programs and resources for best practices
- Collaborate with schools to develop service learning plans
- Work with school staff and task force members to implement service learning activities that support SRTS activities
- Work with school staff and task force members to explore ways to institutionalize SRTS service learning activities through policy change

Task 3.6 Deliverables: Identification of student groups to assist with events/activities; identification of youth service learning programs and resources for best practices; development of service learning plans, implementation of service learning activities that support SRTS activities; policy changes that institutionalize SRTS service learning activities

4. Increase Community Support and Awareness

4.1 Recruit High School Students to use PhotoVoice for Audits and Advocacy

- Collaborate with SRTS task forces to identify youth groups in developing messages through tools such as PhotoVoice, leadership programs and public speaking classes, journalism, environmental, and health and wellness clubs
- Work with schools to conduct assessment such as PhotoVoice to gain understanding of conditions that are barriers to youth walking and biking to school and parent surveys to gain understanding of parental concerns and potential policy change support
- Research projects being considered by different agencies including transportation planning agencies in order to incorporate youth key messages and PhotoVoice projects as presentations to the appropriate Boards, Commissions, and Councils
- Utilize PhotoVoice or other assessment results in review of wellness policy and other school policy. Include feedback from various stakeholders
- Work with school leaders to summarize findings and draft recommendations
- Conduct conference calls with MCOG to address common themes revealed in the survey and to strategize policy efforts

Task 4.1 Deliverables: Identification of youth groups to utilize tools, programs and clubs to increase community support and awareness; conduct assessments (such as PhotoVoice); conduct parent surveys, incorporation of youth key messages and PhotoVoice projects as presentations to appropriate Boards, Commissions, and Councils, Utilize PhotoVoice or other assessment results in wellness and other school policies; finding and draft recommendations; conference calls with MCOG to strategize policy efforts

4.2 Conduct Outreach and Promotion

- Work with task forces to develop messaging appropriate for their community, including community-based safety education for drivers
- Develop localized and countywide media campaign, including press releases and public service announcements for kick-off of community education & outreach for bike/pedestrian events, presentations to community organizations, social media, etc. to promote walking and biking and safe driving near schools and neighborhoods

Task 4.2 Deliverables: Development of messaging appropriate for communities; develop localized and countywide media campaign for community education and outreach to promote bike/pedestrian events and safe driving near schools

5. Increase Enforcement

5.1 Advocate for Increased Enforcement during School drop off and pick up hours

- Continue to attend Traffic Safety Coalition meetings to continue to engage County Dept. of Transportation and Public Safety Officers and seek their support for Bike Pedestrian policy language and focus in future planning
- Work with task force members to initiate community enforcement such as crossing guard programs and student safety patrols
- Work with task force and MCOG project partners to dialogue with local enforcement authorities for increased enforcement

Task 5.1 Deliverables: Attendance at Traffic Safety Coalition meetings; work with task force members to initiate community enforcement and student safety patrols

5.2 Advocate with Animal Control and Local Law Enforcement for Enforcement of dog leash laws.

- Work with Animal Control and local enforcement authorities for increased enforcement

Task 5.2 Deliverables: Work with Animal Control and local law enforcement for increased enforcement of dog leash laws

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Estimated Carryover Budget	Funding Source	Fiscal Year
MCOG <i>Includes staff time, travel & direct costs for remainder of 3 year grant</i>	63	\$50,000 <i>Direct Costs</i> <u>\$1,400</u> \$51,400	State ATP	2014/2015 C/O
Co. Health & Human Services Agency <i>Includes staff time, travel & direct costs for remainder of 3 year grant</i>	300	\$130,000	State ATP	2014/2015 C/O
Schools	<i>n/a</i>	\$10,000	State ATP	2014/2015 C/O
CA Conservation Corps	<i>n/a</i>	\$16,000	State ATP	2014/2015 C/O
Consultant <i>Includes staff time, travel & direct costs for remainder of 3 year grant</i>	425	\$170,000	State ATP	2014/2015 C/O
<i>Undesignated/Unused</i>	<i>n/a</i>	\$22,751	State ATP	2014/2015 C/O
* Total	788	\$400,151		

* This combined project includes funding from two separate ATP grants awarded for Non-Infrastructure Safe Routes to School activities: Countywide Non-Infrastructure grant (\$871,000); Covelo Non-Infrastructure component (\$233,000) for a **total of \$1,104,000.**

ESTIMATED SCHEDULE – *An extension to December, 2019 will be requested from the California Transportation Commission, for this three-year grant project (currently scheduled to end in July, 2018).*

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-5	x	x	x	x	x	x						

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2018/2019 OVERALL WORK PROGRAM SCHEDULE**

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**Status of Projects Funded in
Prior Year's (FY 2017/2018) Overall Work Program**

1. WORK ELEMENT 1: REGIONAL GOVERNMENT & INTERGOVERNMENTAL COORDINATION (MCOG)

PURPOSE: This work element covers RPA-eligible regional transportation planning duties and ongoing coordination with state, regional, and local agencies, as well as long range transportation planning duties.

PRODUCT EXPECTED: Meeting notes, minutes, reports, agendas, resolutions, quarterly reports, work programs, work program amendments, and other documents.

STATUS: *This annual work element is expected to be completed by 6/30/18.*

2. WORK ELEMENT 2: PLANNING MANAGEMENT & GENERAL COORDINATION (MCOG)

PURPOSE: This work element covers transportation planning duties that may not be eligible for RPA funds, including development and management of the Overall Work Program, day-to-day transportation planning duties, general coordination with state, regional, local and community agencies.

PRODUCT EXPECTED: Meeting notes, minutes, reports, agendas, resolutions, quarterly reports, work programs, work program amendments, and other documents.

STATUS: *This annual work element is expected to be completed by 6/30/18.*

3. WORK ELEMENT 3: COMMUNITY TRANSPORTATION PLANNING & COORDINATION (MCOG)

PURPOSE: This work element covers transportation planning duties including ongoing coordination, outreach, and support to all local communities in Mendocino County (including cities and unincorporated areas) to identify and plan policies, strategies, programs and actions that maximize and implement the regional and community transportation infrastructure, including all transportation modes, and improve community livability.

PRODUCT EXPECTED: Meeting attendance, meeting notes, staff reports/recommendations, research results, correspondence, public notices, outreach materials, grant application materials, and documentation of tribal consultation.

STATUS: *This work element is expected to be completed by 6/30/18.*

- 4. WORK ELEMENT 4: SUSTAINABLE TRANSPORTATION PLANNING (MCOG)**

PURPOSE: To support the goals of SB 375 and AB 32 to reduce greenhouse gas emissions and respond to goals of the Air Resources Board and Strategic Growth Council, and conduct sustainable transportation planning activities.

PRODUCT EXPECTED: Agendas, minutes, staff reports/ recommendations, resolutions, public notices, correspondence, meeting notes, and documentation of tribal consultation.

STATUS: *This work element is expected to be completed by 6/30/18.*
- 5. WORK ELEMENT 5: Update Speed Zone Reports (City of Ukiah)**

PURPOSE: To provide the five year update of engineering and traffic surveys for speed studies for the City of Ukiah.

PRODUCT EXPECTED: Request for Proposals, Citywide speed zone survey report, and Ordinance adopting speed zone survey report.

STATUS: *This project is expected to be completed by 6/30/18.*
- 6. WORK ELEMENT 6: COMBINED SPECIAL STUDIES (CO. DOT)**

PURPOSE: To perform special studies that will aid in safety improvements, as well as prioritization of improvements, for the overall region's local streets and roads systems, and to aid in implementation of the Regional Transportation Plan.

PRODUCT EXPECTED: A Special Studies Summary, and documentation of tribal government-to-government relations, as applicable.

STATUS: *This annual work element is expected to be completed by 6/30/18.*
- 7. WORK ELEMENT 7: STIP PLANNING, PROGRAMMING & MONITORING (MCOG)**

PURPOSE: Planning, programming, and monitoring activities associated with State Transportation Improvement Program (STIP) process, Regional Transportation Improvement Program (RTIP) process, and Transportation Enhancement (TE) process.

PRODUCT EXPECTED: Staff comments, reports, recommendations on STIP/RTIP Guidelines, policies, correspondence; RTIPs and RTIP Amendments, Time Extension Requests; Pavement Management Program (PMP) User fees; and documentation of tribal government-to-government relations, as applicable.

STATUS: *This annual work element is expected to be completed by 6/30/18.*

8. WORK ELEMENT 8: PUBLIC PARTICIPATION PLAN UPDATE (MCOG)

PURPOSE: To update MCOG's 2008 Public Participation Plan to be consistent with the current federal transportation bill "Fixing America's Surface Transportation (FAST) Act".

PRODUCTS EXPECTED: Summary of update requirements & needs, documentation of tribal consultation, public notices, flyers, e-mail distribution lists, website postings, staff reports, resolution or minute order, Draft and Final Public Participation Plan – 2017 Update.

STATUS: *This project is expected to be completed by 6/30/18.*

9. WORK ELEMENT 9: STREET SAFETY PLAN (CITY OF FORT BRAGG)

PURPOSE: To update and broaden the scope of the City's Residential Streets Safety Plan to include all City streets, retitling the document to the Street Safety Plan.

PRODUCTS EXPECTED: Request for Proposals, Draft and Final Street Safety Plan.

STATUS: *This project will be carried over to FY 2018/19 for completion.*

10. WORK ELEMENT 10: REGIONAL TRANSPORTATION PLAN (RTP) 2017 UPDATE, PHASE 2 (MCOG)

PURPOSE: To prepare the 2017 Regional Transportation Plan Update.

PRODUCTS EXPECTED: Staff reports/recommendations, public notices, press releases, announcements, e-mail communications, workshops materials, agendas, meeting notes, documentation of tribal government-to-government interactions, technical memoranda, recommendation on adequacy of existing EIR/EIR Supplement, possible additional EIR Supplement, Draft and Final RTP, and transmittal letter.

STATUS: *This project has been completed.*

11. WORK ELEMENT 11: TRAFFIC ANALYSIS FOR REALIGNMENT OF TALMAGE ROAD (CITY OF UKIAH)

PURPOSE: To prepare a traffic analysis for proposed realignment of Talmage Road in Ukiah.

PRODUCTS EXPECTED: Request for Proposals, Final Report on the Traffic Analysis for the Realignment of Talmage Road.

STATUS: *This project is expected to be completed by 6/30/18.*

12. WORK ELEMENT 12: COMPREHENSIVE ADA ACCESS PLAN (CITY OF UKIAH)

PURPOSE: To prepare an updated comprehensive plan for achieving compliance with the access requirements of the Americans with Disabilities Act (ADA) on public streets and sidewalks in the City of Ukiah.

PRODUCTS EXPECTED: Request for Proposals, ADA Self-Evaluation, Facility Access Survey, Transition Plan, and Comprehensive ADA Access Plan Final Report.

STATUS: *This project will be carried over to FY 2018/19 for completion.*

13. WORK ELEMENT 13: ORCHARD AVENUE EXTENSION FEASIBILITY STUDY – GRANT MATCH (CO. DOT)

PURPOSE: To conduct a feasibility study for the northerly extension of Orchard Avenue (in Ukiah area). This work element will provide the required local match for the Caltrans Sustainable Communities Transportation Planning Grant, awarded for this project.

PRODUCT EXPECTED: Kick-off meeting agenda, meeting notes, procurement materials, contract, project development team membership list, agendas, meeting notes, travel expenses, existing conditions memorandum, roadway data, corridor maps, AutoCAD maps, exhibits, list of stakeholders, public outreach materials, community meetings, agendas, & meeting notes, attendance sheets, PowerPoint presentations, preliminary environmental overview report, geologic and soils report, alignments & roadway layouts maps, preliminary cost estimates, ranking criteria, alignments analysis report, alignments ranking exhibit, GUAMM scenario results, ranked list of alignments, presentation materials, final report; implementation strategy and list of potential funding sources.

STATUS: *This project will be carried over to FY 2018/19 for completion.*

14. WORK ELEMENT 14: TRAINING (MCOG)

PURPOSE: To provide funding for technical training in the transportation planning field to the MCOG planning staff, and to local agency staff, to stay abreast of changes in the field.

PRODUCT EXPECTED: Educational and training materials, and trained staff.

STATUS: *This is an annual work element and training funds are expected to be claimed by 6/30/18.*

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16. WORK ELEMENT 16: MULTI-MODAL TRANSPORTATION PLANNING (MCOG)

PURPOSE: Day to day multi-modal transportation planning duties, including bicycle, pedestrian, transit, rail aeronautics, and goods movement planning activities.

PRODUCT EXPECTED: Products may include staff reports, meeting attendance, quarterly reports, staff recommendations, documentation of tribal government-to-government relations, written reports on issues of concern to MCOG.

STATUS: *This annual work element is expected to be completed by 6/30/18.*

17. WORK ELEMENT 17: PAVEMENT MANAGEMENT PROGRAM TRIENNIAL UPDATE - CARRYOVER (MCOG)

PURPOSE: To perform a triennial update of the County's, City of Ukiah's, City of Willits, and City of Fort Bragg's Pavement Management Program (PMP) to provide a systematic method for determining roadway pavement maintenance, rehabilitation and reconstruction needs.

PRODUCT EXPECTED: Request for Proposals, Updated Pavement Condition Reports for the County Maintained Road System and for the cities of Ukiah, Fort Bragg, Willits, and Point Arena Road Systems.

STATUS: *This project has been completed.*

18. WORK ELEMENT 18: GEOGRAPHIC INFORMATION SYSTEM (GIS) ACTIVITIES (MCOG)

PURPOSE: To provide GIS support services related to the roadway transportation system, and all transportation modes in Mendocino County.

PRODUCT EXPECTED: Products may include maps, reports, documentation, presentation materials, and databases and GIS layers to support the above tasks. Examples of GIS tasks include support for the Regional Transportation Plan, Regional Bikeway Plan, Wine-Country Inter-regional Partnership, Pavement Management Program, etc.

STATUS: *This annual work element has been completed.*

19. WORK ELEMENT 19: MENDOCINO COUNTY PEDESTRIAN FACILITY NEEDS INVENTORY AND ENGINEERED FEASIBILITY STUDY – SOUTH COAST (MCOG)

PURPOSE: To conduct a study of the needs, priorities and feasibility of improving identifiable deficiencies within the pedestrian network of the City of Point Arena and greater Point Arena/south coast area (south of Highway 128) in Mendocino County.

PRODUCT EXPECTED: RFP/procurement materials, contract, Technical Advisory Group (TAG) roster, TAG agendas, meeting notes, list of existing conditions source documents, pedestrian facilities needs tables, GIS maps, data tables, existing conditions reports, public participation materials, advertisements, stakeholder lists, workshop agendas, meeting notes, list of public comments, presentation materials, prioritization methodology, cost estimates, quarterly reports, Draft and Final study reports.

STATUS: *This project will be carried over to FY 2018/19 for completion.*

20. WORK ELEMENT 20: GRANT DEVELOPMENT & ASSISTANCE (MCOG)

PURPOSE: To provide technical assistance, research, and support to local agencies, Mendocino Transit Authority, tribal governments, North Coast Railroad Authority, and others, on federal, state, and local grant opportunities.

PRODUCT EXPECTED: Products may include grant applications, informational notices, staff assistance, recommendations, distribution of grant materials, staff reports, documentation of tribal to tribal relations, and other documents.

STATUS: *This annual work element is expected to be completed by 6/30/18.*

21. WORK ELEMENT 21: MENDOCINO COUNTY PEDESTRIAN NEEDS INVENTORY AND ENGINEERED FEASIBILITY STUDY - INLAND/NORTH COAST (MCOG)

PURPOSE: This grant-funded project will explore the needs, priorities and feasibility of improving identified deficiencies within the pedestrian network of the cities of Ukiah, Willits, and Fort Bragg, as well as most of the unincorporated communities in the County.

PRODUCT EXPECTED: RFP/procurement materials, contract, Technical Advisory Group (TAG) roster, TAG agendas, meeting notes, list of existing conditions source documents, pedestrian facilities needs tables, GIS maps, data tables, existing conditions reports, public participation materials, advertisements, stakeholder lists, workshop agendas, meeting notes, list of public comments, presentation materials, prioritization methodology, cost estimates, quarterly reports, Draft and Final study reports.

STATUS: *This project will be carried over to FY 2018/19 for completion.*

22. WORK ELEMENT 22: SAFE ROUTES TO SCHOOL – ACTIVE TRANSPORTATION PROGRAM (ATP) NON-INFRASTRUCTURE GRANT IMPLEMENTATION (MCOG)

PURPOSE: To implement two awarded State Active Transportation Program (ATP) Non-Infrastructure grants (“*Safe Routes to School – ATP Non-Infrastructure Grant*” and “*SR 162 Corridor Multi-Purpose Trail, Phase I - Non-Infrastructure Component*”) which include a range of activities that will make it safer and easier for students to walk and bike to school.

PRODUCTS: Products include press releases, recruit/hire staff; develop MOUs with schools, meeting participation, implementation plans & schedules, identify Safe Route to School liaisons, bike/pedestrian events, community education and outreach, data collection of walking and biking rates, Safe Routes to School task force assistance; bike/pedestrian training, recruit high school students and initiate service learning, organize school contests, organize bike and walk groups, train crossing guards, review and make recommendations on school policies, develop and implement advocacy plan with law enforcement agencies, conduct community-based safety education, distribute educational information, hold summer bike rodeos and clinics, develop and distribute Safe Routes to School maps, and overall grant management including invoicing and reporting.

STATUS: *This multi-year grant project will be carried over to FY 2018/19 for completion.*

INFORMATION ELEMENT

Per Overall Work Program Guidelines, this Final Work Program includes an Information Element. The purpose of the Information Element is to list transportation planning activities that are being done by other agencies in the region.

The Mendocino Council of Governments is aware of the following planned activities in FY 2018/2019:

<u>Title/Products(s)</u>	<u>Project Description</u>	<u>Funding Source</u>	<u>Due Date</u>
Orchard Avenue Extension Feasibility Study	A feasibility study for the northerly extension of Orchard Avenue in the Ukiah area, resulting in a report with recommendations for a feasible alternative for a roadway extension.	2017/18 Sustainable Communities Planning Grant	Feb. 2020
Garcia River Climate Adaptation Feasibility Study	A study to identify, develop and compare the feasibility of alternatives that would reduce road closures caused by the perennial flooding of SR 1 at Garcia River.	Caltrans	July 2018
Non-Motorized Traffic Census	Regular count schedule that collects data from non-motorized users on a rotating, three-year basis. Multiple locations within Mendocino County are scheduled for collection.	Caltrans	Annually
2018 Pacific Coast Bike Route Survey	A survey of touring cyclists riding the Pacific Coast Bike Route during May through October of 2018.	Caltrans	Dec. 2018
Pacific Coast Bike Route Guide	A Pacific Coast Bike Route touring guide for cyclists in District 1, which includes maps and wayfinding to goods and services.	Caltrans D	Dec. 2018
District 1 Bicycle Touring Guide	An update of the District 1 Bicycle Touring Guide, including all bicycle routes in Mendocino Co. The effort will also include an interactive, online map.	Caltrans	Dec. 2018

FY 2018/19 FEDERAL PLANNING FACTORS

WORK ELEMENT NO.	1	2	3	4	6	7	9	10	12	13	14	15	16	17	18	19	20	21	22
1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity & efficiency.	X	X	X	X						x	X	X	X	X	X	x	X	x	
2. Increase the safety of the transportation system for motorized & non-motorized users.	X	X	X	X	X	X	X	X	X	x	X	X	X		X	x	X	x	X
3. Increase the security of transportation system for motorized & non-motorized users.	X	X	X		X	X	X	X		x	X	X	X			x	X	x	X
4. Increase accessibility & mobility of people and for freight.	X	X	X		X	X	X	X	X	x	X	X	X	X		x	X	x	X
5. Protect & enhance the environment, promote energy conservation, improve quality of life, promote consistency between transportation Improvements & State & local planned growth & Economic development patterns.	X	X	X	X	X	X	X		X	x	X	X	X	X	X	x	X	x	X
6. Enhance the integration & connectivity of the transportation system across & between modes, people & freight	X	X	X		X	X	X	X		x	X	X	X	X	X	x	X	x	X
7. Promote efficient system management & operation.	X	X	X	X	X	X	X	X	X	x	X	X	X	X	X	x	X	x	
8. Emphasize the preservation of the existing transportation system.	X	X	X	X	X	X	X	X		x	X	X	X			x	X	x	
9. Improve the resiliency & reliability of the transportation system & reduce or mitigate stormwater impacts of surface transportation.				X	X	X	X			x	X	X	X	X		x		x	
10. Enhance travel & tourism.	X		X		X	X		X		x	X	X	X	X	X	xx	X	x	

Transportation Acronyms

ADA	Americans with Disabilities Act of 1990
AQMD	Air Quality Management District
ARRA	American Recovery & Reinvestment Act
APC	Area Planning Council
ATP	Active Transportation Program
BTA	Bicycle Transportation Account
BUILD	Better Utilizing Investments to Leverage Development
CAATS	California Alliance for Advanced Transportation Systems
CalACT	California Association for Coordinated Transportation
CALCOG	California Association of Councils of Governments
Caltrans	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CFMP	California Freight Mobility Plan
CIB	California Interregional Blueprint
CMAQ	Congestion Mitigation and Air Quality Program
CSAC	California State Association of Counties
CTC	California Transportation Commission
CTSA	Consolidated Transportation Service Agency
CWR	California Western Railroad
DOT	California Department of Transportation, a.k.a. Caltrans
EEM	Environmental, Enhancement & Mitigation
EFS	Engineered Feasibility Study
EV	Electric Vehicle
FAA	Federal Aviation Administration
FAS	Federal Aid System
FAST ACT	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GHG	Green House Gases
GUAMM	Greater Ukiah-Area Micro-Simulation Model
IRP	Inter-Regional Partnership
IRRS	Inter-Regional Roadway System
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITIP	Interregional Transportation Improvement Program
JARC	Job Access and Reverse Commute Program
LC/CAPC	Lake County / City Area Planning Council
LTF	Local Transportation Fund
MAP 21	Moving Ahead for Progress in the 21 st Century
MCOG	Mendocino Council of Governments
MPO	Metropolitan Planning Organization
MTA	Mendocino Transit Authority
MTC	Metropolitan Transportation Commission
NCRA	North Coast Railroad Authority
NEPA	National Environmental Quality Act

NWP	Northwestern Pacific Railroad
OWP	Overall Work Program
PCBR	Pacific Coast Bike Route
PMP	Pavement Management Program
PPM	STIP Planning, Programming & Monitoring Program
PTA	Public Transportation Account
PTMISEA	Public Transportation Modernization, Improvement, and Service Enhancement Account
PUC	Public Utilities Commission / Public Utilities Code
PSR	Project Study Report
RMRA	Road Maintenance and Rehabilitation Account
RPA	Rural Planning Assistance
RSTP	Regional Surface Transportation Program
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agency
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SGC	Strategic Growth Council
SHA	State Highway Account
SHOPP	State Highway Operation and Protection Program
SLPP	State - Local Partnership Program
SP&R	State Planning & Research
SSTAC	Social Services Transportation Advisory Council
STA	State Transit Assistance
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAG	Technical Advisory Group
TAP	Transportation Alternatives Program
TDA	Transportation Development Act of 1971
TE	Transportation Enhancement Program
TEA-21	Transportation Equity Act for the 21st Century
TIGER	Transportation Investments Generating Economic Recovery
TIGGER	Transit Investments for Greenhouse Gas & Energy Reduction
TPC	Transit Productivity Committee
TSM	Transportation System Management
USDOT	United States Department of Transportation
VMT	Vehicles Miles Traveled
WCIRP	Wine Country Inter-Regional Partnership
ZEV	Zero Emissions Vehicle

Memorandum of Understanding

Comprehensive Transportation Planning for RTPAs that receive Rural Planning Assistance Funding

This Memorandum of Understanding (MOU), effective May 30, 2012, is entered into by the State of California acting through its Department of Transportation, herein referred to as Caltrans, and **Mendocino Council of Governments**, herein referred to as MCOG, established as the Regional Transportation Planning Agency (RTPA) for Mendocino County, pursuant to Section 29532 of the California Government Code, and establishes a general transportation planning and programming process codifying the responsibilities of MCOG and Caltrans.

Chapter 1: Recitals

1.1 Basis for Organization

MCOG is a joint powers agency established pursuant to Title I, Division 7, Chapter 5 of the State of California Government Code, Section 6500 et. seq.

1.2 Ability to Contract and Receive Grants

MCOG is empowered to make and enter into contracts in its own name and to accept grants, gifts, donations, and other monies to carry out its statutory purposes and functions

1.3 Planning Area Boundaries

For purposes of meeting the requirements of Government Code 65080 et seq., the boundaries of the RTPA include the county of Mendocino.

Chapter 2: Planning

2.1 Provision for the Planning and Programming Process

MCOG is recognized as the agency responsible for comprehensive regional transportation planning, pursuant to State law, for the county and incorporated cities included in the RTPA planning area. This responsibility includes, on a regional basis: providing a forum for regional transportation issues, developing and adopting goals and objectives, performing intermodal corridor and sub-area studies, providing policy guidance, allocating State and Federal transportation funds in accordance with applicable regulations and laws, assuring prioritization of proposed transportation improvements to be funded with State and Federal funds as required by applicable regulations, complying with the California Environmental Quality Act (CEQA), and coordinating the Regional Transportation Plan (RTP) with other plans and programs as appropriate. The parties above hereby express their joint intent to mutually carry out the above described transportation planning process for this RTPA planning area in a manner which will assure full compliance with the laws referenced in this MOU, the RTP Guidelines, the Caltrans Regional Planning Handbook, and the planning constraints of the United States Department of Transportation, where applicable.

2.2 State Requirement for a Transportation Plan

In accordance with the schedule and rules specified in California Government Code Sections 65080 et seq. and the California Transportation Commission (CTC) Regional Transportation Plan (RTP) Guidelines, MCOG shall prepare, adopt, and submit a RTP.

2.3 Overall Work Program

MCOG will prepare, adopt, and submit to Caltrans an annual Overall Work Program (OWP) in accordance with the Caltrans Regional Planning Handbook. The purpose of the OWP is to serve as a work plan to guide and manage the work of MCOG, identify transportation planning activities and products occurring in the region and to act as the basis for the MCOG budget for Rural Planning Assistance and, if applicable, other State and Federal planning funds. The Overall Work Program Agreement (OWPA) will serve as the general agreement by which State and Federal planning funds will be transferred to MCOG. The draft OWP and any amendments thereto will be subject to review and approval by the funding agencies. The OWP will also include all regional transportation planning and research activities conducted in the region, regardless of funding source.

2.4 Statewide Transportation Planning

In accordance with CA Government Code 65070 et al and 23 Code of Federal Regulations 450 Subpart B, Caltrans is responsible for the development of the multi-modal California Transportation Plan (CTP), which must explain how Caltrans plans to address statewide mobility needs over at least a twenty year period. Caltrans will provide for a coordinated process to prepare the CTP that includes the mutual sharing of plans, data, and data analysis tools and results. MCOG will engage in CTP development to help guide the direction of the State's long-range transportation planning process and help identify the best use of funds intended for interregional travel needs.

Chapter 3: Programming

3.1 Regional Transportation Improvement Plan (RTIP)

MCOG shall prepare, adopt and submit a five-year Regional Transportation Improvement Program to the CTC on or before December 15 of each odd-numbered year, updated every two years, pursuant to Sections 65080 and 65080.5 of the California Government Code and in accordance with the State Transportation Improvement Program (STIP) guidelines prepared by the CTC.

3.2 Federal Statewide Transportation Improvement Program (FSTIP) Development

Caltrans shall develop the FSTIP in accordance with the requirements of 23 CFR 450.200 et al for all areas of the State. The FSTIP shall cover a period of no less than four years and be updated at least every four years, or more frequently if Caltrans elects a more frequent update cycle.

3.3 Caltrans Role in Providing a Five-Year Funding Estimate

In compliance with CA Government Code Section 14524, Caltrans will, by July 15 of odd-numbered years, submit an estimate of all federal and state funds reasonably expected to be available during the following five fiscal years. The estimate shall specify the amount that may be programmed in each county for regional improvement programs and shall identify any statutory restriction on the use of particular funds.

3.4 Review of State Highway Operations and Protection Program (SHOPP)

Under California Government Code 14526.5, Caltrans is required to prepare a SHOPP, for the expenditure of transportation funds for major capitol improvements relative to maintenance, safety, and rehabilitation of state highways and bridges that do not add a new traffic lane to the system. The program covers a four-year horizon, starting with projects beginning July 1 of the year following the year in which the SHOPP is submitted. The SHOPP must be submitted to the CTC no later than January 31 of even numbered years, and is adopted separately from the State Transportation Improvement Program (STIP). Prior to submitting the program, Caltrans shall make a draft of its proposed SHOPP available to MCOG for review and comment and shall include the comments in its submittal to the commission.

Chapter 4: Partnership/Coordination

4.1 State Role and Responsibilities

Caltrans has a continuing duty of planning transportation systems of statewide significance, identifying potential transportation issues and concerns of overriding State interest, and recognizing conflicts in regional transportation improvement programs. In carrying out its duties, Caltrans will work in partnership with MCOG relative to activities within its transportation planning area and include MCOG in its dealings with cities, counties, public transit operators, rail operators, and airports. MCOG and Caltrans will mutually carry out the transportation planning process for this transportation planning area in a manner that will assure full compliance with the laws referenced herein and assure cooperation between all participants.

4.2 Public Participation

The RTPA planning process will be conducted in an open manner so members of the public, civic groups, interest groups, non-federally recognized Native American tribes, businesses and industries, and other agencies can fully participate. Public participation procedures shall be documented, periodically revised, and their effectiveness regularly evaluated. MCOG should take appropriate actions to ensure public participation through such formal means as:

(a) Posting of public hearing agendas, (b) appointment of eligible citizen members, where appropriate and allowed, to serve as committee members, (c) innovative outreach efforts targeting particularly the traditionally underserved public (i.e. minorities, senior citizens, and low income citizens), and (d) creation of standing advisory committees. Those committees not composed entirely of citizen members shall post public hearing agendas

in accordance with the Brown Act (California Government Code section 54950), when applicable, and all committees shall operate according to their adopted bylaws.

4.3 Cooperation and Coordination

As necessary, the planning process employed by MCOG will provide for the cooperation of, and coordination with, public transit and paratransit operators, public airport operators, local public works and planning departments, air pollution control districts, passenger and freight rail operators, seaports, neighboring RTPAs, State and Federal agencies, as appropriate, and Caltrans. MCOG will coordinate with Caltrans' District, MCOG's Air Pollution Control District, and other affected agencies within the same air basin to develop consistency in travel demand modeling, transportation air emission modeling, and other interregional issues related to the development of plans.

4.4 Consultation with Native American Tribal Governments

In accordance with State and Federal policies, MCOG will consult with all federally recognized Native American tribal governments within or contiguous to MCOG boundaries in the development of State and Federal transportation plans, programs, and projects, and related studies and environmental assessments.

4.5 Air Quality

MCOG will participate in interagency consultation under the Federal Clean Air Act (42 USC 7506(c)) and U.S. EPA's Transportation Conformity regulations (40 CFR 93) when required by the Caltrans' District for consideration of a regionally significant project in an isolated rural nonattainment or maintenance area (40 CFR 93.109(n)).

4.6 Caltrans and RTPA roles in Coordination of System Planning

Caltrans utilizes Transportation System and Freight Planning documents as a source for nominating capital and operational projects for inclusion and funding in the RTPA produced RTP and RTIP. In conducting its Transportation System and Freight Planning Program, Caltrans will coordinate its studies with those being conducted by MCOG, and in the development and priority of System and Freight Planning products, MCOG will provide substantive response and input, where appropriate.

4.7 Public Transportation Provider's Role in OWP

MCOG will provide publicly owned transportation service providers with timely notice of plans, programs and studies and the full opportunity to participate in and comment on OWP development and implementation.

4.8 Public Transportation Provider's Role in RTP and TIP

MCOG will give public transportation service providers the opportunity to propose priority order for projects to be listed in a fiscally constrained TIP and to actively participate in the development of the RTP.

Chapter 5: Environmental Protection and Streamlining Coordination

5.1 Environmental Protection and Streamlining

MCOG will be an equal partner with the Caltrans to promote environmental stewardship in planning and programming projects for California's transportation systems. MCOG and Caltrans will work to streamline the environmental review process to expedite the development of transportation projects. MCOG and Caltrans agree to comply with all applicable environmental laws, regulations, and policies and cooperatively address any informational needs associated with such statutes. MCOG will consult with Federal and State resource agencies to seek their input, coordinate environmental protection issues with its constituents and any other entities for which it has assumed planning and programming responsibilities, and resolve any disputes using the processes defined in the most current federal regulations. Caltrans will assist MCOG in developing its plans and programs by making available existing resources to MCOG, participating in appropriate planning activities and, wherever possible, improving the available environmental data.

Chapter 6: Certification Process

6.1 Certification Process

For purposes of certification, MCOG will establish a process that includes the following:

- (a) Fully executed copies of the State Transportation Planning Process Certification and, if receiving federal planning funding, FHWA and FTA Certifications and Assurances and debarment and suspension as part of the final adopted and approved OWP.
- (b) MCOG will provide Caltrans with documentation (e.g. quarterly reports, public notices, finished work element products, etc.) to support MCOG's planning process.

Chapter 7: General Provisions

7.1 Review

This MOU has been reviewed and endorsed by both parties to assure its continued effectiveness. Any proposed amendments shall be submitted in writing for the consideration of both parties.

7.2 Amendment

This MOU constitutes an expression of desire and means of accomplishing the general requirements for a comprehensive transportation planning process for MCOG. It may be modified, altered, revised, or expanded as deemed appropriate to that end by written agreement of both parties.

7.3 Rescission of Prior Agreements

This MOU supersedes any existing MOU designed to serve as a statement of the transportation planning relationship between Caltrans and MCOG.

7.4 Monitoring

MCOG and Caltrans jointly agree to meet periodically to address and review issues of consistency with this MOU. Meetings will be held as often as is agreed. Other issues and activities of mutual interest or concern may also be addressed. During the term of this MOU, MCOG and Caltrans agree to notify the other of events that have a significant impact upon the MOU.

7.5 Termination

Either party may terminate this understanding upon written notice provided at least ninety days prior to the effective date of termination and specifying that effective date.

IN WITNESS WHEREOF the parties hereto have caused this Memorandum of Understanding to be executed by their respective officers duly authorized.

	4/13/12		5/30/12
Executive Director, MCOG	DATE	Chief, Caltrans	DATE
		Division of Transportation Planning	