

FINAL

MENDOCINO COUNCIL OF GOVERNMENTS
TRANSPORTATION PLANNING WORK PROGRAM

FY 2019/2020



Proposed for MCOG approval on 6/3/19
(TAC recommended approval on 5/22/19)

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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 2019/2020 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. 2018 California Department of Finance population figures place Mendocino County population at 89,299. This figure includes an unincorporated population of 59,985 and an incorporated population of Ukiah (16,226), Fort Bragg (7,512), Willits (5,128) and Point Arena (448). 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 Public Participation Plan is expected to be updated in coordination with the next Title VI Plan update, due in FY 2020/21, to ensure its 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 was adopted by MCOG on February 5, 2018. In December 2014 MCOG adopted a revised Regional Transportation Plan (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 2019/2020 OVERALL WORK PROGRAM - OVERVIEW

The Final FY 2019/2020 Overall Work Program totals **\$989,346**. It includes a variety of projects as identified below, and required mandates on MCOG as the Regional Transportation Planning Agency, remain at a high level.

In this cycle, MCOG planning staff will be responsible for implementation of eleven 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 respond and conduct sustainable transportation planning; **Work Element 5** – a project to conduct a SB 743 Vehicle Miles Travelled (VMT) Regional Baseline Study (*an awarded Sustainable Communities Transportation Planning grant*); **Work Element 7** - Planning, Programming & Monitoring – covers ongoing planning, programming and monitoring of STIP projects and related issues; **Work Element 8** – a project to conduct the Mendocino County Fire Vulnerability Assessment and Emergency Preparedness planning study (*an awarded Sustainable Communities Adaptation Planning grant*); **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 18** – Geographic Information System (GIS) Activities – covers GIS related tasks; and **Work Element 20** – Grant Development and Assistance – covers all aspects of grant-related activities, including providing assistance to local agencies.

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 one project: **Work Element 15** - a carryover project to conduct transportation planning for the Mill Site re-use and rezoning effort.

In addition to the above work elements, this Final Work Program includes a reserve of \$50,000 in Planning Programming & Monitoring (PPM) funds for the next update of the Pavement Management Program (PMP) in FY 2020/2021.

The Final FY 2019/2020 Overall Work Program contains a total of 15 work elements.

FUNDING NEEDS

The Final FY 2019/2020 Transportation Planning Overall Work Program requires total funding of **\$989,346** 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 second consecutive year, State RPA funding is expected to be available to assist in funding the Work Program. FY 2019/2020 RPA funds are expected to total **\$294,000**.

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 **\$90,000** in FY 2019/2020 PPM funds is available for programming in this Final Work Program, plus **\$76,361** in PPM carryover funds, for a total PPM commitment of **\$166,361**.

Caltrans Transportation Planning Grant Program – MCOG has been awarded two grants through the FY 2019/20 California Transportation Planning Grant Program, as follows:

SB 1 Sustainable Communities Transportation Planning Grant - Road Maintenance & Rehabilitation Account - This Final Work Program includes a total of **\$119,516** in awarded Sustainable Communities Transportation Planning Grant funds for Work Element 5.

SB1 Sustainable Communities Adaptation Planning Grant – Public Transportation Account – This Final Work Program includes a total of **\$248,769** in awarded Adaptation Planning Grant funds for Work Element 8.

The total State funding, including awarded grant funds, programmed in this Final Work Program is **\$828,646**.

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 2019/2020 LTF funds, plus **\$12,884** in LTF carryover funds, for a total of **\$160,700**.

Of the total **\$989,346** Final FY 2019/2020 Overall Work Program, the commitment from local funding sources totals **\$160,700 (16.2%)**.

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2019/2020 FINAL OVERALL WORK PROGRAM
SUMMARY OF FUNDING SOURCES**

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	STATE RPA	STATE SB 1 Sust. Comm. Grant	STATE SB 1 Adaptation Grant	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination	\$250		\$113,248			\$113,498
2	MCOG - Planning Management & General Coordination (Non-RPA)	\$82,276	\$12,723				\$94,999
3	MCOG - Community Transportation Planning	\$250	\$10,500				\$10,750
4	MCOG - Sustainable Transportation Planning			\$10,500			\$10,500
5	MCOG - SB 743 VMT Regional Baseline Study - Grant Awarded	\$15,485			\$119,516		\$135,001
6	Co. DOT - Combined Special Studies			\$60,000			\$60,000
7	MCOG - Planning, Programming & Monitoring		\$16,777	\$50,087			\$66,864
8	MCOG - Mendo. Co. Fire Vulnerability Assessment & Emergency Preparedness - Grant Awarded (2-year project)	\$32,231				\$248,769	\$281,000
12	Ukiah - Comprehensive ADA Access Plan Update - Carryover		\$35,000				\$35,000
13	Co. DOT - Orchard Ave. Extension Feas. Study - Grant Match - Carryover	\$7,608					\$7,608
14	MCOG - Training	\$21,500					\$21,500
15	Fort Bragg - Transp. Planning for Mill Site Reuse & Rezoning - Carryover		\$41,361				\$41,361
16	MCOG - Multi-Modal Transportation Planning			\$31,500			\$31,500
18	MCOG - Geographic Information System (GIS) Activities	\$600		\$5,250			\$5,850
20	MCOG - Grant Development & Assistance	\$500		\$23,415			\$23,915
	<i>Pavement Management Program (PMP) Triennial Update - RESERVE</i>		\$50,000				\$50,000
	TOTAL	\$160,700	\$166,361	\$294,000	\$119,516	\$248,769	\$989,346

TOTAL WORK PROGRAM SUMMARY

Local	\$160,700	Local LTF 2019/20 Alloc.	\$147,816
State	\$828,646	Local LTF Carryover	\$12,884
Federal	\$0	State PPM 2019/20 Alloc.	\$90,000
TOTAL	\$989,346	State PPM Carryover	\$76,361
		State RPA 2019/20 Alloc.	\$294,000
		State SB 1 Sust. Communities Grant	\$119,516
		State SB 1 Adaptation Grant	\$248,769
		Federal	\$0
		TOTAL	\$989,346

PROGRAM MATCH

Local	\$160,700	16.2%
State	\$828,646	83.8%
Federal	\$0	0.0%
TOTAL WORK PROGRAM SUMMARY	\$989,346	100.0%

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2019/2020 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					\$111,248	\$2,250	\$113,498
2	MCOG - Planning Management & General Coordination (Non-RPA)					\$94,999		\$94,999
3	MCOG - Community Transportation Planning					\$10,500	\$250	\$10,750
4	MCOG - Sustainable Transportation Planning					\$10,500		\$10,500
5	MCOG - SB 743 VMT Regional Baseline Study - Grant Award					\$15,000	\$120,001	\$135,001
6	Co. DOT - Combined Special Studies	\$60,000						\$60,000
7	MCOG - Planning, Programming & Monitoring					\$59,614	\$7,250	\$66,864
8	MCOG - Mendo. Co. Fire Vulnerability Assessment & Emergency Preparedness - Grant Award (2-year project)					\$36,000	\$245,000	\$281,000
12	Ukiah - Comprehensive ADA Access Plan Update - Carryover						\$35,000	\$35,000
13	Co. DOT - Orchard Ave. Extension Feas. Study - Grant Match - Carryover						\$7,608	\$7,608
14	MCOG - Training					\$10,500	\$11,000	\$21,500
15	Fort Bragg - Transp. Planning for Mill Site Reuse & Rezoning - Carryover				\$1,111		\$40,250	\$41,361
16	MCOG - Multi-Modal Transportation Planning					\$31,500		\$31,500
18	MCOG - Geographic Information System (GIS) Activities					\$5,250	\$600	\$5,850
20	MCOG - Grant Development & Assistance					\$23,415	\$500	\$23,915
	<i>Pavement Management Program Triennial Update - RESERVE</i>						\$50,000	\$50,000
	TOTAL	\$60,000	\$0	\$0	\$1,111	\$408,526	\$519,709	\$989,346

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

Reimbursement Rates Used For Calculating Days Programmed (estimate only)
County/Cities/Local Agencies (\$75/hr); Consultants (\$125/hr); MCOG Planning Staff (est. @ approx \$38-\$130/hr - various positions)

* MCOG planning staff funding level is based on contracted obligation with DBC Consulting (\$390,542). DBC's contract extension (approved 5/6/19) goes through 9-30-20. In addition, **\$45,877.90** in carryover funding (\$2,537.73 FY 2014/15; \$2,363.41 FY 2015/16; \$18,931.06 FY 2016/17; \$22,045.70 FY 2017/18) is available from under-expending prior years' funding, for a total available of \$436,419.90. (FY 2018/19 unexpended funding, if any, will be identified after 6/30/19)

**MENDOCINO COUNCIL OF GOVERNMENTS
 FY 2019/2020 FINAL OVERALL WORK PROGRAM
 BUDGET REVENUE SUMMARY**

NO.	WORK ELEMENT TITLE	STATE SB 1 Sustainable Comm. Grant	STATE SB 1 Adaptation Grant	STATE RPA	STATE PPM	Local Match and/or		
						Local TDA	In-kind Service	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination			\$113,248		\$250		\$113,498
2	MCOG - Planning Management & General Coordination (Non-RPA)				\$12,723	\$82,276		\$94,999
3	MCOG - Community Transportation Planning				\$10,500	\$250		\$10,750
4	MCOG - Sustainable Transportation Planning			\$10,500				\$10,500
5	MCOG - SB 743 VMT Regional Baseline Study - Grant Award	\$119,516				\$15,485		\$135,001
6	Co. DOT - Combined Special Studies			\$60,000				\$60,000
7	MCOG - Planning, Programming & Monitoring			\$50,087	\$16,777			\$66,864
8	MCOG - Mendoc. Co. Fire Vulnerability Assessment & Emergency Preparedness - Grant Award (2-year project)		\$248,769			\$32,231		\$281,000
12	Ukiah - Comprehensive ADA Access Plan Update - Carryover				\$35,000			\$35,000
13	CO. DOT - Orchard Ave. Ext. Feas. Study - Grant Match - Carryover					\$7,608		\$7,608
14	MCOG - Training					\$21,500		\$21,500
15	Fort Bragg - Transp. Planning for Mill Site Reuse & Rezoning - Carryover				\$41,361			\$41,361
16	MCOG - Multi-Modal Transportation Planning			\$31,500				\$31,500
18	MCOG - Geographic Information System (GIS) Activities			\$5,250		\$600		\$5,850
20	MCOG - Grant Development & Assistance			\$23,415		\$500		\$23,915
	<i>Pavement Management Program Triennial Update - RESERVE</i>				\$50,000			\$50,000
TOTALS		\$119,516	\$248,769	\$294,000	\$166,361	\$160,700	\$0	\$989,346

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

**MENDOCINO COUNCIL OF GOVERNMENTS
 FY 2019/2020 FINAL OVERALL WORK PROGRAM
 SUMMARY OF CARRYOVER FUNDS**

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	TOTAL	Notes
2	MCOG - Planning Management & General Coord. (Non-RPA)	\$5,276		\$5,276	17/18 LTF - no exp.
12	Ukiah - Comprehensive ADA Access Plan Update - Carryover		\$35,000	\$35,000	17/18 PPM - exp. 6/30/20
13	Co. DOT - Orchard Ave. Extension Feas. Study - Grant Match - Carryover	\$7,608		\$7,608	14/15 LTF - no exp.
15	Fort Bragg - Transp. Planning for Mill Site Reuse & Rezoning - Carryover		\$41,361	\$41,361	18/19 PPM - exp. 6/30/21
	TOTAL	\$12,884	\$76,361	\$89,245	

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 FY 2020/2021 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>	\$111,248 \$250 \$111,498	State RPA* Local LTF	2019/2020 2019/2020
Rural Counties Task Force	<i>n/a</i>	\$2,000	State RPA*	2019/2020
Total	132	\$113,498	\$113,248 State RPA \$250 Local LTF \$113,498 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 FY 2020/2021 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	\$5,276 \$77,000 <u>\$12,723</u> \$94,999	Local LTF Local LTF State PPM	2017/2018 C/O 2019/2020 2019/2020
Total	113	\$94,999	\$82,276 Local LTF <u>\$12,723</u> State PPM \$94,999	

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, including monitoring local agencies' meeting agendas. (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	\$10,500	State PPM	2019/2020
<i>Direct Costs</i>	<i>n/a</i>	<u>\$250</u>	Local LTF	2019/2020
		\$10,750		
Total	13	\$10,750		

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	\$10,500	State RPA*	2019/2020
Total	13	\$10,500		

* 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.

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 (5)

**MCOG – SB 743 VEHICLE MILES TRAVELED (VMT)
REGIONAL BASELINE STUDY – Grant Awarded**

PURPOSE:

Senate Bill 743 (2013) will require jurisdictions within the State to evaluate traffic impacts from development projects under the California Environmental Quality Act (CEQA) using standards based on Vehicle Miles Traveled (VMT), beginning January 1, 2020. This project would analyze existing traffic conditions in the region to arrive at a baseline standard from which to determine significance thresholds for future land use projects proposed after that date, and develop technical tools and procedures.

PREVIOUS WORK: None.

TASKS:

Task 1: Project Initiation/Coordination with Project Partners

Task 1.1: Hold Grant Kick-off Meeting: MCOG will hold a grant 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, Caltrans)

Task 1.2: Form a Technical Advisory Group (TAG): MCOG will form a TAG to provide input during the Study. TAG is expected to include representatives from MCOG, County of Mendocino, City of Ukiah, City of Willits, City of Fort Bragg, and Caltrans. (MCOG)

Task 1.3: Conduct Study Kick-off Meeting: A study kick-off meeting will be held with MCOG, TAG and consultant (*to be selected in a separate competitive procurement process, separate from this grant*) to refine and clarify scope of work, and resolve any remaining issues. Includes travel expenses. (MCOG, TAG & Consultant)

Task 1.4: Hold TAG Meetings: The TAG will meet as needed (*approx. 3-4 times*), throughout the course of the study. Consultant will prepare agendas and minutes for TAG meetings. Includes travel expenses. (MCOG, TAG & Consultant)

Task 1.5 Hold Monthly Teleconferences: Consultant will schedule and hold monthly teleconference status meetings, and provide meeting notes. (MCOG, Consultant, Caltrans)

Task 1.6 Project Coordination & Technical Review – MCOG staff will provide general project coordination and technical review of deliverables. (MCOG)

- **Responsible Party: MCOG & Consultant**

Task	Deliverable
1.1	<i>Project Kick-off Meeting Agenda & Meeting Notes (MCOG)</i>
1.2	<i>TAG Roster (MCOG)</i>
1.3	<i>Study Kickoff Meeting Agenda and Meeting Notes, Travel Expenses (Consultant)</i>
1.4	<i>TAG Meeting Agendas & Minutes, Travel Expenses (Consultant)</i>
1.5	<i>Teleconferences & Meeting Notes (Consultant)</i>

1.6	<i>Project Coordination & Technical Review & Comment on Deliverables (MCOG)</i>
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Task 2: Data Collection/Establish Baseline Vehicle Miles Traveled (VMT) Data

Task 2.1: Collect, Review, and Incorporate Relevant Data from Planning Documents: The consultant will conduct an initial review and analysis of the 2017 Regional Transportation Plan (RTP), County and City General Plans and Circulation Elements, recent Environmental Impact Reports (EIRs), and any other relevant planning documents. (Consultant)

Task 2.2: Review/Update Existing Travel Demand Models: The consultant will conduct a review of the existing MCOG Countywide Travel Demand Model and Greater Ukiah Area Microsimulation Model (GUAMM), to determine applicability for developing baseline VMT for use in establishing thresholds. The consultant will determine if any portions of the county are not covered by a travel demand model, and shall delineate such areas (if any), and provide a recommendation on how to address such areas.. This information will be used in the analysis to determine how to best establish VMT baselines, including potential methodologies for establishing VMT baselines for each jurisdiction, and to identify any necessary model modifications. Consultant shall update traffic demand models, as needed. (Consultant)

Task 2.3: Develop Baseline VMT Data: Based on the review of the travel demand models in Task 3.2 and data collected, the consultant will estimate and summarize the baseline VMT by major trip types by jurisdiction for review by the TAG. The consultant will also compare this data and make a recommendation regarding the best approach to generate baseline VMT for areas not covered by the travel demand models (if any). (Consultant)

Task 2.4 Document Jurisdictional VMT Data: After reviewing the draft baseline VMT with the TAG and incorporating any recommended revisions, the consultant will document the Baseline VMT Methodology and Data in a Technical Memorandum. (Consultant)

- **Responsible Party: Consultant**

Task	Deliverable
2.1	<i>List of Resources Reviewed (Consultant)</i>
2.2	<i>Technical Memoranda #1 – Travel Demand Models (Consultant) Updates to Travel Demand Model (Consultant)</i>
2.3; 2.4	<i>Technical Memoranda #2 – Baseline VMT & Jurisdictional Data (Consultant)</i>

Task 3: Development of VMT Mitigation Measures

Task 3.1: Review Applicable VMT Mitigation Measures: The consultant will review available data on strategies to reduce VMT, with a focus on those most applicable in the rural Mendocino County region and document a minimum of seven (7) strategies. (Consultant)

Task 3.2: Identify Five (5) High Priority VMT Mitigation Measures: The consultant will prioritize the potential VMT reduction strategies, based on effectiveness, focusing on those that are applicable to common projects in the Mendocino County region and identify the estimated level of VMT reduction. (Consultant)

Task 3.3: Develop Localized Quantification Methodology for High Priority Mitigation Measures: The consultant will identify methodologies and approaches to quantify VMT reductions associated with the five (5) high priority mitigation measures. (Consultant)

- **Responsible Party: Consultant**

Task	Deliverable
3.1; 3.2; 3.3	<i>Technical Memoranda #3 – VMT Mitigation Measures (Consultant)</i>

Task 4: Public Participation and Stakeholder Outreach

Task 4.1: Develop Stakeholder Roster: With input from the TAG, identify and develop a list of stakeholders for participation in public meetings. (Consultant)

Task 4.2: Advertise Meetings: Advertise public meetings to stakeholders, as well as community, using outreach methods consistent with MCOG’s Public Participation Plan. This may include social media and online surveys in addition to traditional outreach methods. Consultant shall provide a brief summary of SB 743 requirements and project goals to ensure stakeholders and community members have an adequate understanding of the project, in advance of the meetings. (Consultant)

Task 4.3: Hold Stakeholder/Public Meetings: Conduct two public meetings (coastal and inland) to solicit input on methodologies, thresholds, and potential mitigation measures from stakeholders and community. The consultant will plan and schedule meetings at appropriate stages of the project, contact invitees, and perform other logistical tasks for the meetings, and will prepare an outreach summary documenting stakeholder and public comments. Includes travel expenses. (Consultant)

Responsible Party: Consultant

Task	Deliverable
4.1	<i>Stakeholder Roster (Consultant)</i>
4.2	<i>Advertising Materials; SB 743 Summary (Consultant)</i>
4.3	<i>Stakeholder/Public Meeting Agendas and Meeting Notes, Outreach Summary; Travel Expenses (Consultant)</i>

Task 5: Development of Potential VMT Thresholds, Methodologies & Forecasting Tool

Task 5.1: Review and Analyze Potential VMT Thresholds: The consultant will review the recommended OPR guidance on the implementation of VMT thresholds in rural non-MPO regions of the state and compare it with the information collected in Tasks 2 and 3. The consultant will review and analyze different VMT metrics (i.e. per capita, per employee, etc.) to determine the most appropriate metric to apply when establishing the VMT thresholds within Mendocino County. The consultant will also consider the amount of VMT mitigation that is determined to be achievable when recommending appropriate thresholds.

In addition to the review and analysis of project level VMT thresholds by jurisdiction, the consultant will also review and analyze potential VMT thresholds and analysis methods as they relate to transportation projects as well as land use and transportation planning documents (i.e.

Regional Transportation Plan, General Plans Circulation Elements, General Plan Environmental Impact Reports, etc.). The consultant will also analyze the need for and applicability of establishing sub-regional VMT thresholds. The potential thresholds will be shared with stakeholders including the TAG, representatives of local Contractors' or Builders' Association, and other key stakeholders for their review and comment. (See task 4.3) (Consultant)

Task 5.2: Develop, Evaluate & Recommend Threshold Alternatives: Based on the stakeholder meetings, the consultant will identify up to three (3) potential thresholds by jurisdiction that could be used for projects of varying sizes, types of uses, and other considerations. One likely threshold will be some type of screening criteria that could limit the need for detailed analysis on smaller scale projects. The consultant will test the alternative thresholds to verify these thresholds can be applied in Mendocino County and do not create unintended consequences. The consultant will make a final recommendation on the potential VMT thresholds for each jurisdiction within the region. (Consultant)

Task 5.3: Prepare VMT Threshold Guidance Documents: The consultant will prepare model guidance documents that can be incorporated into each jurisdiction's planning guidelines, should they choose to apply these thresholds. (Consultant)

Task 5.4: Identify, Review & Recommend Potential VMT Calculation Methodologies: The consultant will identify a minimum of three (3) and up to five (5) potential VMT calculation methodologies for use by the jurisdictions in Mendocino County. These methodologies will consider projects of varying size and scale. The consultant will evaluate a minimum of three (3) and up to five (5) projects using the VMT calculation methodologies to verify they are appropriate to use in the Mendocino County region. The consultant will recommend the implementation of one or more VMT calculation methodologies for use by the jurisdictions within Mendocino County. (Consultant)

Task 5.5: Prepare Updated Guidance Documents for VMT Calculations: The consultant will develop guidelines and other materials to document VMT calculation approaches that can be used by the jurisdictions within Mendocino County. It is anticipated that this task will include the development of model traffic study guidelines that the jurisdictions can incorporate into their existing guidelines. (Consultant)

Task 5.6: Develop VMT Forecasting Tool & User Manual: Anticipating the need for a tailored VMT forecasting tool that could be easily utilized for small and medium sized projects, the consultant will review available tools that could be modified for use in the Mendocino County region. The consultant will develop a tailored VMT forecasting tool for the jurisdictions in Mendocino County, using localized data on travel behavior where appropriate. The consultant will be responsible for documenting the localized tools and producing a "user manual" for use by jurisdiction staff. (Consultant)

Task 5.7: Conduct Legal Review – The consultant shall arrange for a legal review of the recommended methodologies and procedures to be conducted by a qualified individual experienced in CEQA and legal matters. Consultant shall document results of legal review. (Consultant)

- **Responsible Party: Consultant**

Task	Deliverable
5.1; 5.2 5.3	<i>Technical Memoranda #4 – VMT Thresholds, Alternatives & Guidance (Consultant)</i>
5.4	<i>Technical Memorandum #5 – VMT Calculation Methodologies (Consultant)</i>
5.5	<i>Technical Memoranda #6 - VMT Calculations Guidance Documents (Consultant)</i>
5.6	<i>VMT Forecasting Tool & User Manual (Consultant)</i>
5.7	<i>Documentation of Legal Review (Consultant)</i>

Task 6: Draft & Final Reports

Task 6.1: Prepare and Present Draft Report: The consultant will prepare a draft report for review and comment by the TAG. (Consultant)

Task 6.2: Prepare and Present Final Report: The consultant will incorporate the comments received on the draft report into the final report, as appropriate, and present it at a public meeting of the Mendocino Council of Governments. Includes Travel Expenses. (Consultant)

- **Responsible Party: Consultant**

Task	Deliverable
6.1	<i>Draft Report (Consultant)</i>
6.2	<i>Final Report; Presentation to MCOG; Travel Expenses (Consultant)</i>

Task 7: Training

Task 7.1: Conduct Local Agency Training: The consultant will schedule and conduct a half-day training session for local agency staff on the use and application of the tools, procedures, and “user manual” developed under Tasks 2, 3, and 5. A facility for the training will be provided by MCOG or local agencies. Includes travel expenses. (Consultant)

Task	Deliverable
7.1	<i>Half-Day Training Session; Travel Expenses</i>

Task 8: Project Management/Administration

Task 8.1: Prepare Invoices: MCOG will prepare 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)

Task 8.2: Prepare Quarterly Reports: MCOG will prepare quarterly reports. (MCOG)

- **Responsible Party: MCOG**

Task	Deliverable
8.1	<i>Invoices (MCOG)</i>
8.2	<i>Quarterly Reports (MCOG)</i>

Project Implementation/Next Steps

Project implementation includes the application of adopted methodology, thresholds, and procedures in future CEQA analysis of land use and transportation projects and plans in the local jurisdictions within Mendocino County, in compliance with SB 743.

PRODUCTS: *Listed under each task above.*

FUNDING AND AGENCY RESPONSIBILITIES

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
MCOG Staff	19	\$1,721 <u>\$13,280</u> \$15,000	Local LTF State SB 1 Sust. Comm Grant Award	2019/2020 2019/2020
Consultant	120	\$13,764 <u>\$106,236</u> \$120,001	Local LTF State SB 1 Sust. Comm Grant Award	2019/2020 2019/2020
Total	139	\$135,001	\$15,485 Local LTF <u>\$119,516</u> State SB 1 Sust. Comm. Grant Award	

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
3				x	x	x	x					
4	x	x	x	x	x	x	x	x	x	x	x	
5					x	x	x	x	x	x		
6										x	x	x
7												x
8	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 work element will continue these and similar efforts.

TASKS:

1. Update and analyze records of reported accidents on County Maintained Road System and make recommendations for improvements. (County DOT)
2. Perform traffic surveys and analyses as requested. (County DOT)
3. Research traffic accident records of area of County to be reviewed. (County DOT)
4. Conduct field review of traffic signing and markings. (County DOT)
5. Identify deficiencies and make recommendations for improvements on the surveyed roads. 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)
6. Update the Pavement Condition Index (PCI) in Streetsaver. (County DOT)
7. Provide traffic analysis support services for the incorporated cities in Mendocino County. (County DOT)
8. Coordinate and consult with all tribal governments. (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. Conduct 2020 RTIP application cycle if Fund Estimate provides funding for application cycle. Distribute application forms, review applications received, work with Technical Advisory Committee and MCOG Board to select projects for inclusion in 2020 RTIP.

5. 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

6. 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

7. 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

8. Duties related to implementation of any federal or state economic stimulus programs with transportation components (i.e. Transportation Investment Generating Economic Recovery (TIGER) 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

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

Products may include: Correspondence, reports, meeting attendance

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

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

11. Monitoring and reporting of PPM funds, as required. (MCOG)

Products may include: Quarterly and final reports

12. 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). *This annual task aids in preserving the region’s existing transportation facilities, and provides critical data for transportation facilities’ rehabilitation, operation and maintenance activities.*

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	\$9,527 <u>\$50,087</u> \$59,614	State PPM State RPA*	2019/2020 2019/2020
<i>Direct Costs (PMP User Fees)</i>	<i>n/a</i>	\$7,250	State PPM	2019/2020
Total	86	\$66,864	\$16,777 State PPM <u>\$50,087</u> State RPA \$66,864	

*** 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
1-3	x	x	x	x	x	x	x	x	x	x	x	x
4		x	x	x	x	x	x	x	x			
5-11	x	x	x	x	x	x	x	x	x	x	x	x
12							x					

WORK ELEMENT (8) **MCOG – MENDOCINO COUNTY FIRE VULNERABILITY ASSESSMENT & EMERGENCY PREPAREDNESS – Grant Awarded**

PURPOSE:

To conduct a Fire Vulnerability Assessment and Emergency Evacuation Preparedness Plan in order to better prepare for wildfire emergencies that are likely to continue as a result of climate change.

PREVIOUS WORK: None

TASKS:

Task 1: Project Initiation/Coordination with Project Partners

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

Task 1.2: Develop a Request for Proposal for Consultant Services: MCOG will develop and issue a Request for Proposal for consultant services. (MCOG)

Task 1.3: Consultant Selection and Contract Execution: MCOG will review consultant proposals and work with a selection committee to recommend a preferred consultant. MCOG will develop and execute a contract with the preferred consultant. (MCOG)

Task 1.4: Conduct Study Kick-off Meeting: A study kick-off meeting will be held with MCOG and the consultant to refine and clarify the scope of work, and resolve any remaining issues. Includes travel expenses. (MCOG, Consultant)

Task 1.5 Hold Monthly Teleconferences: Consultant will schedule and hold monthly teleconference status meetings, and provide meeting notes. (MCOG, Consultant)

Task 1.6: Project Coordination and Review: MCOG will establish and oversee contractual agreements with the consultant, coordinate involved agencies, coordinate and participate in the Technical Advisory Group, and review and comment on project deliverables. (MCOG)

- **Responsible Party: MCOG & Consultant**

Task	Deliverable
1.1	<i>Project Kick-off Meeting Agenda & Meeting Notes (MCOG)</i>
1.2	<i>RFP (MCOG)</i>
1.3	<i>Consultant Contract (MCOG)</i>
1.4	<i>Study Kickoff Meeting Agenda and Meeting Notes, Travel Expenses (Consultant)</i>
1.5	<i>Monthly Teleconference Meetings, Meeting Notes (Consultant)</i>
1.6	<i>Project Coordination, Review & Comment on Deliverables (MCOG)</i>

Task 2: Interagency Collaboration

Task 2.1: Form a Technical Advisory Group: MCOG and the consultant will form a Technical Advisory Group (TAG) to provide oversight and guidance for the project. The group shall consist of representatives from MCOG, Calfire, the Mendocino County Department of Transportation, the Mendocino County Sheriff's Department, Mendocino Transit Authority, the Mendocino County CEO, the Mendocino County Emergency Services Coordinator, representatives from the Cities of Ukiah, Willits, Fort Bragg, and Point Arena, and representatives from Tribal governments. (MCOG, Consultant)

Task 2.2: Hold TAG Meetings: The TAG will meet as needed (*approx. 6 times*), throughout the course of the project. Consultant will prepare agendas and minutes for TAG meetings. Includes travel expenses. (MCOG, Consultant)

Task 2.3: Engage and Coordinate with Local Agencies to Share Data: The consultant shall reach out to local agencies and organizations (County, Cities, Municipal Advisory Committees [MACs], Fire Safe Councils, etc.) to engage them in the planning process and to collect and share data. (Consultant)

- **Responsible Party: Consultant**

Task	Deliverable
2.1	<i>Technical Advisory Group Members Roster (Consultant)</i>
2.2	<i>TAG Meeting Agendas & Minutes, Travel Expenses (Consultant)</i>
2.3	<i>Coordination Memorandum (Consultant)</i>

Task 3: Public Outreach

Task 3.1: Develop a Public Outreach Plan: The consultant will develop a Public Outreach Plan (POP) with the support and direction of the TAG that is within the proposed timeline and budget. The POP will outline objectives of the outreach, identify specific activities and roles and responsibilities. The POP should include education on fire preparedness and primary/alternate evacuation routes and input on evacuation needs for vulnerable populations/communities. It is anticipated that the POP will include at least four (4) public workshops, as well as an online survey. (Consultant)

Task 3.2: Public Outreach: Consultant shall conduct public outreach in accordance with the POP developed in Task 3.1. (Consultant)

- **Responsible Party: Consultant**

Task	Deliverable
3.1	<i>Public Outreach Plan (Consultant)</i>
3.2	<i>Stakeholder/Public Meeting Agenda and Meeting Notes, Outreach Summary, Travel Expenses (Consultant)</i>

Task 4: Fire Vulnerability Assessment

Task 4.1: Risk Assessment: The consultant will identify areas of the county that are most vulnerable during a fire emergency based on factors including, but not limited to:

- Fire risk based on the MC1 fire model from the USDA Forest Service or similar model
- Limited ingress and egress for evacuation (i.e. Brooktrails, Vichy Springs, etc.)
- Location of population segments that may require assistance/be at risk during evacuations (i.e. elderly, disabled, low income, etc.) (*Consultant*)

Task 4.2: Location Analysis: The consultant will identify key transportation facilities serving the areas identified in Task 4.1 that are likely to be closed/impacted by these emergencies or may become impassible due to congestion or inadequate capacity. The consultant will identify adaptation strategies to remedy the impacts caused by wildfires that have co-benefits to public health, social equity, and the economy. (*Consultant*)

Task 4.3: Vulnerability Assessment Summary: The consultant will prepare a summary memorandum for review by MCOG and the TAG. (*Consultant*)

- **Responsible Party: Consultant**

Task	Deliverable
4.1 – 4.3	<i>Fire Vulnerability Assessment Summary (Consultant)</i>

Task 5: Emergency Evacuation Preparedness Plan

Task 5.1: Current Situation: The consultant will contact appropriate local jurisdictions, agencies, and organizations to learn about their experience during the Mendocino Lake Complex (2017) and Mendocino Complex (2018) fires. The consultant will also:

- Document problems related to transportation or evacuation that arose during the emergencies
- Create a list of transportation facilities or services that were affected and determine which were most vulnerable to harm or disruption from the emergencies
- Document any transportation emergency services that were provided and compile what data is available on usage, cost, and other aspects of those services (*Consultant*)

Task 5.2: Institutional Arrangements: Based on Task 5.1, the consultant will determine what institutional arrangements are, or should be, in place to deal with future fire emergencies and how agencies assigned roles and responsibilities. The consultant will collect copies of any interagency Memoranda of Understanding (MOUs) and contracts that have been helpful in emergencies. The consultant will also provide recommendations on specific MOUs and contracts that should be in place ahead of future emergencies, particularly those governing interagency arrangements that would be necessary or helpful to use transit (public, school, etc.) vehicles or transportation employees during emergencies. (*Consultant*)

Task 5.3: Communication Needs: The consultant will review local plans and suggest improvements that can be made to emergency communication to the public before, during, and after emergencies regarding evacuations, returning to the area, and other information. The consultant will review the local agencies' website capability and social media presence in anticipation of the next emergency

and make recommendations to improve online communication. The consultant will also review best practices on:

- How the public can be notified of canceled transit service or temporary additional services
- How transportation agencies can most effectively share information on current conditions and plans
- How to assess the need for multi-lingual communication
- How coordinated and consistent messaging can be achieved
- Use of social media in rapidly changing situations (*Consultant*)

Task 5.4: Inventory of Transportation Assets and Identification of Needs: The consultant will create an inventory of transportation facilities and assets that need to be protected or used during an emergency. The consultant will identify alternate routes (public or private) that could be utilized for emergency evacuation. For routes across private property, the consultant will determine how access can be acquired (MOU, easement, etc.). The consultant will also identify physical improvements, including signage that will be needed to make the routes (primary or alternate) easily identifiable and accessible when needed. In instances where no feasible alternative route exists, the consultant will recommend where new routes can be developed, particularly in the most vulnerable areas. The consultant will provide a prioritized list of evacuation route improvements and/or developments and identify potential funding sources for these routes (primary and alternate). (*Consultant*)

Task 5.5: Evacuation Assistance: In conjunction with emergency service agencies, key transportation providers (MTA, senior centers, and school districts), and data from Task 4.1, the consultant will identify groups that may require evacuation assistance using transportation agency assets. The consultant will determine what preparations are necessary to use transit vehicles to evacuate people during emergencies. The consultant will also develop a methodology to select and remove critical transit vehicles and other assets from the danger zone. (*Consultant*)

Task 5.6: Resource Management: The consultant will recommend options for which agency (or agencies) would control evacuation services and how staff will be contacted and assigned during an emergency. The consultant will determine what data should be collected to document costs for FEMA or other funding sources. The consultant will determine where transit assets can be staged or stored during, or in preparation for, an emergency. (*Consultant*)

Task 5.7: Plan Implementation: The consultant will review the types of training and drills being employed by local agencies and recommend changes/additions to current practices. The consultant will also identify possible funding sources to implement the parts of the Emergency Evacuation Preparedness Plan, including:

- Continuing the TAG past the life of this project
- Training and drills
- Improved communication between agencies and with the public
- Ensuring evacuation routes (primary and alternate) are available when needed (*Consultant*)

Responsible Party: Consultant

Task	Deliverable
5.1 – 5.7	<i>Emergency Evacuation Preparedness Plan (Consultant)</i>

Task 6: Draft and Final Report

Task 6.1: Prepare and Present the Draft Report: The consultant will prepare a draft report for review and comment by the TAG. (*Consultant*)

Task 6.2: Prepare and Present Final Report: The consultant will incorporate the comments received on the draft report into the final report, as appropriate, and present it at a public meeting of the Mendocino County Board of Supervisors and the Mendocino Council of Governments. (*Consultant*)

- **Responsible Party: Consultant**

Task	Deliverable
6.1	<i>Draft Report (Consultant)</i>
6.2	<i>Final Report, Presentations to the Board of Supervisors & MCOG, Travel Expenses (Consultant)</i>

Task 7: Project Management/Administration

Task 7.1: Invoicing: MCOG will prepare invoices and be the fiscal administrator for the project. (*MCOG*)

Task 7.2: Prepare Quarterly Reports: MCOG will prepare quarterly reports. (*MCOG*)

- **Responsible Party: MCOG**

Task	Deliverable
7.1	<i>Invoices (MCOG)</i>
7.2	<i>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 Staff	45	\$4,129	Local LTF	2019/2020
		<u>\$31,871</u>	State Grant - SB 1 Adaptation Grant Award	2019/2020
Consultant	245	\$28,102	Local LTF	2019/2020
		<u>\$216,898</u>	State Grant - SB 1 Adaptation Grant Award	2019/2020
Total	290	\$281,000	\$32,231 Local LTF \$248,769 State Grant – SB 1 \$281,000 Adaptation Grant Award	

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	<i>FY 20/21</i>
1	x	x	x	x	x	x	x	x	x	x	x	x	<i>x</i>
2			x	x	x	x	x	x	x	x	x	x	
3						x	x	x	x	x	x	x	
4										x	x	x	<i>x</i>
5										x	x	x	<i>x</i>
6													<i>x</i>
7	x	x	x	x	x	x	x	x	x	x	x	x	<i>x</i>

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 2018/19.*

TASKS:

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

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	x	x	x									
2-3				x	x	x						
4-5						x	x	x	x			
6									x	x	x	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>)	\$7,608	Local LTF	2014/2015 C/O
Total		\$7,608		

ESTIMATED SCHEDULE

Tasks 2, 4, & 5 are expected to be complete by 6/30/19.

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	x	x	x	x	x	x	x	x				
<i>2 - complete</i>												
3	x											
<i>4 - 5 complete</i>												
6	x	x	x	x	x	x	x					
7								x				
8	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.)*

Specific training sessions are not identified. Examples of prior training funded under this annual work element include: workshops provided through U.C. Berkeley's Tech Transfer Program - SB 743/Vehicle Miles Traveled; Traffic Control for Safer Work Zones; and training offered through Caltrans - Resident Engineer Academy; Emergency Relief (ER); Consultant Contract training; training on various grant programs; as well as training offered through the Rural Counties Task Force, CalCOG, and other agencies.

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	\$10,500	Local LTF	2019/2020
<i>Direct Costs</i>	<i>n/a</i>	\$6,000	Local LTF	2019/2020
County/Cities/ MTA	<i>n/a</i>	\$5,000	Local LTF	2019/2020
<i>Direct Costs</i>				
Total	15	\$21,500		

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 (CARRYOVER)

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	40	\$40,250	State PPM	2018/2019
City of Ft. Bragg	2	\$1,111	State PPM	2018/2019
Total	42	\$41,361		

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				
3	x	x	x	x	x	x	x	x				
4	x	x	x	x								
5						x	x	x	x			
6									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, trail, 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 **trail** transportation planning duties; attendance at meetings related to development of the Great Railroad Trail (SB 1029), monitor and respond to related issues, provide coordination with federal, state, and local agencies; address issues as they arise. (MCOG)

Products may include: Staff reports/recommendations; correspondence

6. 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

7. 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

8. 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

9. 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	\$31,500	State RPA*	2019/2020
Total	38	\$31,500		

* 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.

ESTIMATED SCHEDULE

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1-9	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	\$5,250	State RPA*	2019/2020
<i>Direct Costs (GIS Software)</i>	<i>n/a</i>	\$600	Local LTF	2019/2020
Total	11	\$5,850		

* 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
1-7	x	x	x	x	x	x	x	x	x	x	x	x
8										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), Adaptation Planning Grants; Active Transportation Program (ATP), Highway Safety Improvement Program (HSIP), High Risk Rural Roads (HR3), Transportation Investment Generating Economic Recovery (TIGER), 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 federal transportation bill “Fixing America’s Surface Transportation” (FAST) Act, or next federal transportation bill. (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	\$23,415	State RPA*	2019/2020
<i>Direct Costs</i>	<i>n/a</i>	\$500	Local LTF	2019/2020
Total	28	\$23,915		

* 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		

**MENDOCINO COUNCIL OF GOVERNMENTS
FY 2019/2020 OVERALL WORK PROGRAM SCHEDULE**

W.E. JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

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**Status of Projects Funded in
Prior Year's (FY 2018/2019) 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 6/30/19.*

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 6/30/19.*

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 6/30/19.*

- 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 6/30/19.*
- 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 will be carried over to FY 2019/20 for completion.*
- 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 6/30/19.*
- 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 6/30/19.*

8. *Intentionally left blank*

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 has been completed.*

10. **WORK ELEMENT 10: TRANSIT DESIGNS GUIDELINES MANUAL (MTA)**

PURPOSE: To develop a Transit Designs Guidelines Manual for Mendocino Transit Authority (MTA).

PRODUCTS EXPECTED: Procurement documents, consultant contract, kick-off meeting agenda and minutes, existing conditions information, draft & final manuals.

STATUS: *This project has been dropped and will not be performed. Funding will be re-programmed.*

11. *Intentionally left blank*

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 2019/20 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 2019/20 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 6/30/19.

15. WORK ELEMENT 15: TRANSPORTATION PLANNING FOR MILL SITE REUSE & REZONING (CITY OF FORT BRAGG)

PURPOSE: A community based planning process, which will achieve many key transportation goals, to develop the Mill Site Reuse & Rezoning project and Local Coastal Plan Amendment,

PRODUCT EXPECTED: Products include incorporation of best practice transportation planning into zoning, policies, and regulations of the Local Coastal Plan Amendment for the City of Fort Bragg, and an updated traffic study.

STATUS: This project will be carried over to FY 2019/20 for completion.

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 6/30/19.

17. WORK ELEMENT 17: ZERO EMISSIONS VEHICLE & ALTERNATIVE FUELS READINESS PLAN UPDATE (MCOG)

PURPOSE: To update the Zero Emissions Vehicle & Alternate Fuels Readiness Plan

PRODUCT EXPECTED: Formation of Zero Emissions Vehicle (ZEV) Advisory Group; Request for Proposals, Draft and Final Plans.

STATUS: This project is expected to be completed by 6/30/19.

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 is expected to be completed by 6/30/19.*

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 is expected to be completed by 6/30/19.*

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 6/30/19.*

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 is expected to be completed by 6/30/19.*

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 project has been completed.*

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 2019/20:

<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
Non-Motorized Traffic Census	Regular count schedule in District 1 that collects data from non-motorized users on a rotating, three-year basis. Multiple locations within Mendocino County are scheduled for collection.	Caltrans	Annually
Pacific Coast Bike Route Signage Plan	A comprehensive plan that will ensure seamless signage for the Pacific Coast Bike Route in District 1	Caltrans	June 2020
District 1 Bicycle Touring Guide	An update of the District 1 Bicycle Touring Guide, including all routes in Mendocino Co. The effort will also include an interactive, online map.	Caltrans	Ongoing
District Climate Change Vulnerability Assessment	Identification of segments of the state highway system which are vulnerable to climate change impacts including precipitation, temperature, wildfire, storm surge, and sea level rise.	Caltrans	2020
District Active Transportation Plans	Active Transportation Plan for Caltrans District 1. The Plan will include an asset inventory of existing facilities and an analysis of gaps in existing active transportation network.	Caltrans	2021
California Transportation Plan 2050	The CTP is the state’s long-range transportation plan that establishes a vision to articulate strategic goals, policies and recommendations to improve multimodal mobility and accessibility while reducing GHG.	Caltrans	2021

FY 2019/20 FEDERAL PLANNING FACTORS

WORK ELEMENT NO.	1	2	3	4	5	6	7	8	12	13	14	15	16	18	20
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
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
3. Increase the security of transportation system for motorized & non-motorized users.	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
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
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
7. Promote efficient system management & operation.	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
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		
10. Enhance travel & tourism.	X		X			X	X			X	X	X	X	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
HIP	Highway Infrastructure Program
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

Note: Pg 70 MOU