

**FINAL**

MENDOCINO COUNCIL OF GOVERNMENTS  
TRANSPORTATION PLANNING WORK PROGRAM

FY 2017/2018



***Adopted by MCOG on 6/5/17***

Prepared by:

Loretta Ellard, Deputy Planner  
Mendocino Council of Governments  
367 N. State Street, Suite 204  
Ukiah, CA 95482  
(707) 463-1859  
[www.mendocinocog.org](http://www.mendocinocog.org)

## TABLE OF CONTENTS

<b><u>Topic</u></b>	<b><u>Page</u></b>
Introduction	3
Public Participation Process	5
Final FY 2017/2018 Overall Work Program – Overview	6
Funding Needs	7
Financial – Summary of Funding Sources	8
Financial – Allocation & Expenditure Summary	9
Financial – Budget Revenue Summary	10
Financial – Summary of Carryover Funds	11

### **Summary of Work Elements**

Work Element 1	MCOG – Regional Government & Intergovernmental Coordination	12
Work Element 2	MCOG – Planning Management & General Coordination (Non-RPA)	16
Work Element 3	MCOG – Community Transportation Planning & Coordination	19
Work Element 4	MCOG – Sustainable Transportation Planning	21
Work Element 5	City of Ukiah – Update Speed Zone Report - <i>Carryover</i>	24
Work Element 6	Co. DOT – Combined Special Studies	25
Work Element 7	MCOG – Planning, Programming & Monitoring	27
Work Element 8	MCOG – Public Participation Plan Update	30
Work Element 9	City of Fort Bragg – Street Safety Plan	32
Work Element 10	MCOG – Regional Transportation Plan 2017 Update - <i>Carryover</i>	34
Work Element 11	City of Ukiah – Traffic Analysis for Realignment of Talmage Rd	36
Work Element 12	City of Ukiah – Comprehensive ADA Access Plan Update	38
Work Element 14	MCOG – Training	39
Work Element 15	MTA – Bus Stop Review (Ph. 3 <i>Carryover</i> & Ph. 4)	40
Work Element 16	MCOG – Multi-Modal Transportation Planning	42
Work Element 18	MCOG – Geographic Information Systems (GIS) Activities	44
Work Element 20	MCOG – Grant Development & Assistance	46
Work Element 22	MCOG – Safe Routes to School - Active Transportation Program (ATP) Non-Infrastructure Grant - <i>Carryover</i>	48

*Note: Some work element numbers were left blank for potential carryover projects*

### **Schedule**

FY 2017/2018 Overall Work Program Schedule	55
--	----

### **Appendices**

• Appendix A – Status of Projects Funded in FY 2016/2017 Work Program	56
• Appendix B – Information Element	61
• Appendix C – Federal Planning Factors and/or Planning Emphasis Areas (PEAs)	62
• Appendix D – List of Transportation Acronyms	63
• Appendix E – Memorandum of Understanding	65

## 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 2017/2018 Work Program are developed in accordance with the goals and policies of the 2010 RTP (*adopted 9/19/11*). The 2017 RTP Update is currently in progress, and scheduled to be completed in FY 2017/18.

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. 2010 Department of Finance population figures place Mendocino County population at 87,841. This figure includes an unincorporated population of 59,156, and an incorporated population of Ukiah (16,075), Fort Bragg (7,273), Willits (4,888) and Point Arena (449). 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). The SSTAC *(or a subcommittee thereof)* also serves 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 Act: 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 scheduled to be updated in this FY 2017/18 Overall Work Program to ensure compliance with the current federal transportation legislation "Fixing America's Surface Transportation" (FAST) Act.

In FY 2013/14, MCOG completed the final phases of the Regional Blueprint project for the Mendocino County region. 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.

In FY 2013/14, MCOG initiated Phase 1 of the update to the 2010 Regional Transportation Plan to conduct a review of Goals, Objectives, and Policies. Phase 2 of the RTP update began in FY 2014/2015; however, a decision was made by the MCOG Board in December 2014 to halt work on the update and adopt a revised 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 next RTP update due date to December, 2017. Work on the RTP update continued in FY 2016/17 with a thorough public participation process, including numerous workshops held throughout the county. It is being carried over to FY 2017/18 for completion by December, 2017.

In FY 2014/2015, MCOG completed an update to the 2008 Coordinated Public Transit Human Services Transportation Plan required under SAFETEA-LU. This 2015 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 updated Plan. The 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 2017/2018 OVERALL WORK PROGRAM - OVERVIEW

The Final FY 2017/2018 Work Program totals **\$1,239,550**. There continues to be interest among local agencies for transportation planning projects, and required mandates on MCOG as the Regional Transportation Planning Agency, remain at a high level. The Final 2017/2018 Work Program includes a variety of projects, as identified below.

Beginning with this fiscal year, MCOG's transportation planning staff work elements have been reorganized to shift away from a large comprehensive general work element for routine day-to-day tasks, to several new more focused work elements, to more closely align tasks with eligible funding sources. In this cycle, MCOG planning staff will be responsible for implementation of twelve work elements: **Work Element 1** – Regional Government & Intergovernmental Coordination – covers regional 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 new 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 new 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 new work element to support the goals of SB 375 and AB 32 to reduce greenhouse gas emission and conduct sustainable transportation planning activities; **Work Element 7** - Planning, Programming & Monitoring – covers ongoing planning, programming and monitoring of STIP projects and related issues; **Work Element 8** – Public Participation Plan Update – is a project to prepare an update to MCOG's 2008 Public Participation Plan; **Work Element 10** – Regional Transportation Plan 2017 Update – is a carryover project to complete the RTP update; **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; **Work Element 20** – Grant Development and Assistance – covers all aspects of grant-related activities, including providing assistance to local agencies; and **Work Element 22** – Safe Routes to School Active Non-Infrastructure Project – is a carryover project to implement an awarded Active Transportation Program (ATP) grant.

The Mendocino County Department of Transportation will be responsible for one work element: **Work Element 6** – Combined Special Studies – which includes a variety of minor studies and data gathering on County roads and city streets.

The City of Ukiah will be responsible for three projects: **Work Element 5** - a carryover project to update the City's Speed Zone Reports; **Work Element 11** – a project to prepare a traffic analysis for a proposed realignment of Talmage Road, and **Work Element 12** - a project to prepare an updated Americans with Disabilities Act (ADA) Plan.

The City of Fort Bragg will be responsible for one project: **Work Element 9** - a project to develop a Street Safety Plan, which is an update and retitling of the current Residential Streets Safety Plan.

The Mendocino Transit Authority (MTA) will be responsible for one project: **Work Element 15** – a carryover project to conduct the final phases of the Bus Stop Review (Phases 3 and 4, combined).

The Final FY 2017/2018 Work Program contains a total of **18** work elements.

## FUNDING NEEDS

The Final FY 2017/2018 Transportation Planning Overall Work Program requires total funding of **\$1,239,550** 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 twentieth consecutive year, State RPA funding is expected to be available to assist in funding the Work Program. FY 2017/2018 RPA funds are expected to total **\$294,000**. **Note: \$37,275 of these FY 2017/18 RPA funds are being reserved in this Final Overall Work Program for a regional transportation planning project that has not yet been identified.** These reserved funds may be programmed in a future FY 2017/18 OWP Amendment (subject to approval by Caltrans) or they may be carried over to FY 2018/19, pursuant to allowed carryover provisions. Possible regional projects that may utilize these reserved RPA funds include additional work on the Regional Transportation Plan (RTP) update, and the Environmental Impact Report (EIR) for the RTP, if needed.

**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 **\$164,000** in FY 2017/2018 PPM funds is programmed in this Final Work Program, plus **\$2,325** in PPM carryover, for a total PPM commitment of **\$166,325**.

**Active Transportation Program (ATP)** - This Final Work Program includes a total of **\$585,000** in estimated ATP Non-Infrastructure grant carryover funds.

The total State funding programmed in this Final Work Program is **\$1,045,325**.

### **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 **\$122,750** in FY 2017/2018 LTF funds, plus **\$71,475** in estimated LTF carryover funds. The total LTF commitment in this Final Work Program is **\$194,225**.

Of the total **\$1,239,550** Final FY 2017/2018 Overall Work Program, the commitment from local funding sources totals **\$194,225 (15.7%)**.

**MENDOCINO COUNCIL OF GOVERNMENTS  
FY 2017/2018 FINAL OVERALL WORK PROGRAM  
SUMMARY OF FUNDING SOURCES**

NO.	WORK ELEMENT	LOCAL LTF	STATE PPM	STATE RPA	STATE ATP	FEDERAL	TOTAL
1	MCOG - Regional Government & Intergovernmental Coordination	\$250		\$81,725			\$81,975
2	MCOG - Planning Management & General Coordination (Non-RPA) (NEW)	\$90,700					\$90,700
3	MCOG - Community Transportation Planning & Coordination (NEW)	\$14,750					\$14,750
4	MCOG - Sustainable Transportation Planning (NEW)			\$10,000			\$10,000
5	Ukiah - Update Speed Zone Reports - <i>Carryover</i>	\$32,675	\$2,325				\$35,000
6	Co. DOT - Combined Special Studies			\$60,000			\$60,000
7	MCOG - Planning, Programming & Monitoring		\$64,025				\$64,025
8	MCOG - Public Participation Plan Update (NEW)	\$250		\$5,000			\$5,250
9	Fort Bragg - Street Safety Plan (NEW)		\$64,975				\$64,975
10	MCOG - Regional Transportation Plan 2017 Update, Ph. 2 - <i>Carryover</i>	\$7,000		\$25,000			\$32,000
11	Ukiah - Traffic Analysis for Realignment of Talmage Road (NEW)			\$25,000			\$25,000
12	Ukiah - Comprehensive ADA Access Plan Update (NEW)		\$35,000				\$35,000
14	MCOG - Training	\$21,000					\$21,000
15	MTA - Bus Stop Review (Ph. 3 <i>Carryover</i> & Ph. 4) (Ph. 4 NEW)	\$12,000		\$25,000			\$37,000
16	MCOG - Multi-Modal Transportation Planning			\$20,000			\$20,000
18	MCOG - Geographic Information System (GIS) Activities	\$600		\$5,000			\$5,600
20	MCOG - Grant Development & Assistance	\$15,000					\$15,000
22	MCOG - Safe Routes to School ATP Non-Infrastructure Grant - <i>Carryover</i>				\$585,000		\$585,000
---	<i>Reserved for Future Projects - To be Determined (NEW)</i>			\$37,275			\$37,275
	<b>TOTAL</b>	<b>\$194,225</b>	<b>\$166,325</b>	<b>\$294,000</b>	<b>\$585,000</b>	<b>\$0</b>	<b>\$1,239,550</b>
<b>TOTAL WORK PROGRAM SUMMARY</b>							
Local		\$194,225					\$122,750
State		\$1,045,325					\$71,475
Federal		\$0					\$164,000
<b>TOTAL</b>		<b>\$1,239,550</b>					\$2,325
							\$294,000
							\$585,000
<b>PROGRAM MATCH</b>							\$0
Local		\$194,225	15.7%				<b>TOTAL</b> <b>\$1,239,550</b>
State		\$1,045,325	84.3%				
Federal		\$0	0.0%				
<b>TOTAL WORK PROGRAM SUMMARY</b>		<b>\$1,239,550</b>	<b>100.0%</b>				

**MENDOCINO COUNCIL OF GOVERNMENTS  
FY 2017/2018 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					\$79,725	\$2,250	\$81,975
2	MCOG - Planning Management & General Coordination (Non-RPA) (NEW)					\$90,700		\$90,700
3	MCOG - Community Transportation Planning & Coordination (NEW)					\$14,500	\$250	\$14,750
4	MCOG - Sustainable Transportation Planning (NEW)					\$10,000		\$10,000
5	Ukiah - Update Speed Zone Reports - <i>Carryover</i>						\$35,000	\$35,000
6	Co. DOT - Combined Special Studies	\$60,000						\$60,000
7	MCOG - Planning, Programming & Monitoring					\$56,775	\$7,250	\$64,025
8	MCOG - Public Participation Plan Update (NEW)					\$5,000	\$250	\$5,250
9	Fort Bragg - Street Safety Plan (NEW)				\$45,475		\$19,500	\$64,975
10	MCOG - Regional Transportation Plan 2017 Update, Ph. 2 - <i>Carryover</i>					\$25,000	\$7,000	\$32,000
11	Ukiah - Traffic Analysis for Realignment of Talmage Road (NEW)						\$25,000	\$25,000
12	Ukiah - Comprehensive ADA Access Plan Update (NEW)						\$35,000	\$35,000
14	MCOG - Training					\$10,000	\$11,000	\$21,000
15	MTA - Bus Stop Review (Ph. 3 <i>Carryover</i> & Ph. 4) (Ph. 4 NEW)						\$37,000	\$37,000
16	MCOG - Multi-Modal Transportation Planning					\$20,000		\$20,000
18	MCOG - Geographic Information System (GIS) Activities					\$5,000	\$600	\$5,600
20	MCOG - Grant Development & Assistance					\$15,000		\$15,000
22	MCOG - Safe Routes to School ATP Non-Infrastructure Grant - <i>Carryover</i>					\$75,000	\$510,000	\$585,000
---	<b>Reserved for Future Projects - To be Determined (NEW)</b>						\$37,275	\$37,275
	<b>TOTAL</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,475</b>	<b>\$406,700</b>	<b>\$727,375</b>	<b>\$1,239,550</b>

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 (approx \$34-\$118/hr - various positions, per contract)

\* MCOG planning staff funding level is based on contracted obligation with DBC Consulting (\$359,347 estimate), and includes a 2.26% CPI increase.

In addition, \$4,901.14 in carryover funding (\$2,537.73 FY 2014/15 + \$2,363.41 FY 2015/16) is available from under-expending prior years' contracted funding.

FY 2016/17 unexpended funding (if any) will be identified after 6/30/17.

**MENDOCINO COUNCIL OF GOVERNMENTS  
FY 2017/2018 FINAL OVERALL WORK PROGRAM  
BUDGET REVENUE SUMMARY**

NO.	WORK ELEMENT TITLE	STATE ATP	STATE RPA	STATE PPM	Local Match		TOTAL
					Local TDA	In-kind Service	
1	MCOG - Regional Government & Intergovernmental Coordination		\$81,725		\$250		\$81,975
2	MCOG - Planning Management & General Coordination (Non-RPA) (NEW)				\$90,700		\$90,700
3	MCOG - Community Transportation Planning & Coordination (NEW)				\$14,750		\$14,750
4	MCOG - Sustainable Transportation Planning (NEW)		\$10,000				\$10,000
5	Ukiah - Update Speed Zone Reports - <i>Carryover</i>			\$2,325	\$32,675		\$35,000
6	Co. DOT - Combined Special Studies		\$60,000				\$60,000
7	MCOG - Planning, Programming & Monitoring			\$64,025			\$64,025
8	MCOG - Public Participation Plan Update (NEW)		\$5,000		\$250		\$5,250
9	Fort Bragg - Street Safety Plan (NEW)			\$64,975			\$64,975
10	MCOG - Regional Transportation Plan 2017 Update - <i>Carryover</i>		\$25,000		\$7,000		\$32,000
11	Ukiah - Traffic Analysis for Realignment of Talmage Road (NEW)		\$25,000				\$25,000
12	Ukiah - Comprehensive ADA Access Plan Update (NEW)			\$35,000			\$35,000
14	MCOG - Training				\$21,000		\$21,000
15	MTA - Bus Stop Review (Ph. 3 <i>Carryover</i> & Ph. 4) (Ph. 4 NEW)		\$25,000		\$12,000		\$37,000
16	MCOG - Multi-Modal Transportation Planning		\$20,000				\$20,000
18	MCOG - Geographic Information System (GIS) Activities		\$5,000		\$600		\$5,600
20	MCOG - Grant Development & Assistance				\$15,000		\$15,000
22	MCOG - Safe Routes to School ATP Non-Infrastructure Grant - <i>Carryover</i>	\$585,000					\$585,000
--	<b>Reserved for Future Projects - To be Determined (NEW)</b>		<b>\$37,275</b>				<b>\$37,275</b>
<b>TOTALS</b>		<b>\$585,000</b>	<b>\$294,000</b>	<b>\$166,325</b>	<b>\$194,225</b>	<b>\$0</b>	<b>\$1,239,550</b>
<i>Note: Several work element numbers have been left blank for potential carryover projects</i>							

**MENDOCINO COUNCIL OF GOVERNMENTS  
 FY 2017/2018 FINAL OVERALL WORK PROGRAM  
 SUMMARY OF CARRYOVER FUNDS**

<b>NO.</b>	<b>WORK ELEMENT</b>	<b>LOCAL LTF</b>	<b>STATE PPM</b>	<b>STATE ATP</b>	<b>STATE RPA</b>	<b>TOTAL</b>	<b>FY C/O</b>
2	MCOG - Planning Management & General Coordination (Non-RPA)	\$19,800				\$19,800	2015/16
5	Ukiah - Update Speed Zone Reports - <i>Carryover</i>	\$32,675	\$2,325			\$35,000	2016/17 LTF 2016/17 PPM
10	MCOG - Regional Transportation Plan - 2017 Update, Ph. 2 - <i>Carryover</i>	\$7,000				\$7,000	2016/17
15	MTA - Bus Stop Review (Ph. 3 <i>Carryover</i> & Ph. 4)	\$12,000				\$12,000	2016/17
22	MCOG - Safe Routes to School ATP Non-Infrastructure Grant - <i>Carryover</i>			\$585,000		\$585,000	2014/15
	<b>TOTAL</b>	<b>\$71,475</b>	<b>\$2,325</b>	<b>\$585,000</b>	<b>\$0</b>	<b>\$658,800</b>	

## 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. *Beginning in FY 2017/18, this work element includes only tasks that are eligible for Rural Planning Assistance (RPA) funds. A new work element (W.E. 2) has been developed to fund 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 2018/2019 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 Fixing America's Surface Transportation (FAST) Act 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 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. Willits Bypass project; Brooktrails Second Access, Orchard Avenue Extension, etc.*); and assist agencies in implementing recommendations. (MCOG)

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

12. 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

13. 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

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

Products may include: Documentation of tribal consultation

15. 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

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

Products: Payment to RCTF

**FUNDING AND AGENCY RESPONSIBILITIES**

<b>Responsible Agency</b>	<b>Estimated Person Days</b>	<b>Budget</b>	<b>Funding Source</b>	<b>Fiscal Year</b>
MCOG <i>Direct Costs</i>	100 <i>n/a</i>	\$79,725 \$250	State RPA* Local LTF	2017/2018 2017/2018
Rural Counties Task Force	<i>n/a</i>	\$2,000	State RPA *	2017/2018
<b>Total</b>	<b>100</b>	<b>\$81,975</b>	<b>\$81,725 State RPA</b> <b>\$250 Local LTF</b> <b>\$81,975 Total</b>	

\* 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**

<b>Tasks</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>1</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>2</b>				x	x	x	x	x	x	x	x	x
<b>3-15</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>16</b>	x											

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

**PURPOSE:**

This new 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). They have been separated into this 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 2018/2019 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. Regional Surface Transportation Program (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; responding to/implementing changes in RSTP process that may arise from FAST Act and/or a change in MCOG policies; participation in local partnerships for awarding MCOG's "regional share" of RSTP d(1) funds; developing recommendations or policies for MCOG consideration to award RSTP funds for project development (or other project component) activities, and administering 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, and document review for Orchard Avenue Extension feasibility study (for awarded FY 2017-18 Caltrans’ Sustainable Communities planning project). (MCOG)

Products may include: Public outreach materials, attendance at community meetings, attendance at coordination meeting attendance, 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	181	\$19,800 \$70,900 \$90,700	Local LTF Local LTF	2015/2016 C/O 2017/2018
<b>Total</b>	<b>181</b>	<b>\$90,700</b>		

**ESTIMATED SCHEDULE**

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

**WORK ELEMENT (3) MCOG – COMMUNITY TRANSPORTATION PLANNING & COORDINATION (NEW)**

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

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

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

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

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

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

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

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

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

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

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

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

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

Products may include: Documentation of tribal consultation

**FUNDING AND AGENCY RESPONSIBILITIES**

<b>Responsible Agency</b>	<b>Estimated Person Days</b>	<b>Budget</b>	<b>Funding Source</b>	<b>Fiscal Year</b>
MCOG	18	\$14,500	Local LTF	2017/2018
<i>Direct Costs</i>	<i>n/a</i>	\$250	Local LTF	2017/2018
<b>Total</b>	<b>18</b>	<b>\$14,750</b>		

**ESTIMATED SCHEDULE**

<b>Tasks</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>1-7</b>	X	x	x	x	x	x	x	x	x	x	x	x

**WORK ELEMENT (4) MCOG – SUSTAINABLE TRANSPORTATION PLANNING (NEW)**

**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, Active Transportation Plan, and other planning efforts to 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**

<b>Responsible Agency</b>	<b>Estimated Person Days</b>	<b>Budget</b>	<b>Funding Source</b>	<b>Fiscal Year</b>
MCOG	13	\$10,000	State RPA*	2017/2018
<b>Total</b>	<b>13</b>	<b>\$10,000</b>		

\* 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**

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

**WORK ELEMENT (5) CITY OF UKIAH – UPDATE SPEED ZONE REPORTS (CARRYOVER)**

**PURPOSE:**

The purpose of this project is to provide the five year update of engineering and traffic surveys for speed studies for the City of Ukiah. The adopted speed zone ordinance will provide for legally enforceable speed zones for all persons driving within the City of Ukiah.

This work element supports the Local Streets and Roads goal in the Regional Transportation Plan to “provide a safe and efficient transportation network...” and the Non-Motorized Goal to “provide a safe and useable network for bicycle and pedestrian facilities...” as speed limit enforcement is expected to help improve safety for both motorized and non-motorized users.

**PREVIOUS WORK:**

The City of Ukiah completed and adopted (by ordinance) speed zone studies on July 18, 2012, funded through MCOG’s FY 2011/12 Overall Work Program.

**TASKS:**

*Task 1 is expected to be completed in FY 2016/17*

1. Prepare and distribute Request for Proposals, select consultant, award consultant contract. (City)
2. Conduct speed zone surveys, perform traffic counts, and complete traffic surveys and analysis. (Consultant)
3. Present speed zone survey report with ordinance to Ukiah City Council for approval. (City)

**PRODUCTS:** (1) Request for Proposals; (2) Citywide speed zone survey report; (3) Ordinance adopting speed zone survey report.

**FUNDING AND AGENCY RESPONSIBILITIES**

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
Consultant	35	\$ 2,325 \$32,675 \$35,000	State PPM Local LTF	2016/2017 C/O 2016/2017 C/O
<b>Total</b>	<b>35</b>	<b>\$35,000</b>		

**ESTIMATED SCHEDULE**

Tasks	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>2</b>	x	x	x	x	x	x	x	x				
<b>3</b>									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 2017/2018 work element will continue these and similar efforts.

### **TASKS:**

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

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

**FUNDING AND AGENCY RESPONSIBILITIES**

<b>Responsible Agency</b>	<b>Estimated Person Days</b>	<b>Budget</b>	<b>Funding Source</b>	<b>Fiscal Year</b>
Co. DOT	100	\$60,000	State RPA*	2017/2018
<b>Total</b>	<b>100</b>	<b>\$60,000</b>		

\* 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**

<b>Tasks</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>1-8</b>	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 2018 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 2018 RTIP.

Products may include: RTIP application forms, staff reports/recommendations

5. Preparation of 2018 RTIP, RTIP Amendments, Allocation Requests and Time Extension Requests, as needed; and monitoring of RTIP/STIP projects. (MCOG)

Products may include: 2018 RTIP, 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 (*including various programs included under SB 1 – Road Maintenance and Rehabilitation Program, chaptered 4/28/17*) 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. 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)

Products may include: Annual web-based licenses

**PRODUCTS:**

Products may include staff reports, comments, and recommendations on STIP/RTIP Guidelines, policies, and correspondence; RTIPs and 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**

<b>Responsible Agency</b>	<b>Estimated Person Days</b>	<b>Budget</b>	<b>Funding Source</b>	<b>Fiscal Year</b>
MCOG	86	\$56,775	State PPM	2017/2018
<i>Direct Costs (PMP User Fees)</i>	<i>n/a</i>	\$7,250	State PPM	2017/2018
<b>Total</b>	<b>86</b>	<b>\$64,025</b>		

**ESTIMATED SCHEDULE**

<b>Tasks</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>1-3</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>4</b>		x	x	x	x	x	x	x	x			
<b>5-11</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>12</b>							x					

**WORK ELEMENT (8)**      **MCOG – PUBLIC PARTICIPATION PLAN UPDATE**  
**(NEW)**

**PURPOSE:**

To update MCOG’s 2008 Public Participation Plan to be consistent with the current federal transportation bill “Fixing America’s Surface Transportation (FAST) Act”.

**PREVIOUS WORK:**

The 2008 Public Participation Plan was adopted by MCOG on December 1, 2008.

**TASKS:**

1. Research current federal transportation legislation Fixing America’s Surface Transportation (FAST) Act to review requirements for Public Participation Plans. (MCOG)

Products may include: Staff summary of update requirements

2. Review MCOG’s 2008 Public Participation Plan to determine update needs, as may be required. (MCOG)

Products may include: Staff summary of update needs

3. Provide coordination and consultation with all tribal governments, to solicit input on the Plan update; document tribal consultation. (MCOG)

Products may include: Documentation of tribal consultation

4. Develop and distribute notices advertising opportunities for local agency and general public input on the Plan update; hold workshops at various countywide locations to solicit feedback. Appropriate outreach strategies will be utilized to solicit feedback, pursuant to the strategies contained in the 2008 Public Participation Plan. (MCOG)

Products may include: Public notices, flyers, e-mail distribution lists, website postings

5. Prepare Draft Public Participation Plan – 2017 Update (MCOG)

Products may include: Draft Public Participation Plan – 2017 Update

6. Advertise Draft Plan for agency, public, and tribal review and comment for 45 days prior to adoption by MCOG, as required. (MCOG)

Products may include: Public notices, flyers, e-mail distribution lists, website postings

7. Review all input received for incorporation in Final Public Participation Plan – 2017 Update, as appropriate. Prepare Final Plan. (MCOG)

Products may include: Final Public Participation Plan – 2017 Update

8. Present Final Public Participation Plan – 2017 Update to MCOG Board for adoption at a public hearing, with hearing to be properly noticed, as may be required. (MCOG)

Products may include: Public notice, staff report, recommendations, resolution or minute order

**FUNDING AND AGENCY RESPONSIBILITIES**

<b>Responsible Agency</b>	<b>Estimated Person Days</b>	<b>Budget</b>	<b>Funding Source</b>	<b>Fiscal Year</b>
MCOG	6	\$5,000	State RPA*	2017/2018
<i>Direct Costs</i>	<i>n/a</i>	\$250	Local LTF	2017/2018
<b>Total</b>	<b>6</b>	<b>\$5,250</b>		

\* 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**

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

**WORK ELEMENT (9)**      **CITY OF FORT BRAGG – STREET SAFETY PLAN**  
**(NEW)**

**PURPOSE:**

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

**PREVIOUS WORK:**

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

**TASKS:**

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

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

**FUNDING AND AGENCY RESPONSIBILITIES**

<b>Responsible Agency</b>	<b>Estimated Person Days</b>	<b>Budget</b>	<b>Funding Source</b>	<b>Fiscal Year</b>
City of Fort Bragg	76	\$45,475	State PPM	2017/2018
Consultant	20	\$19,500	State PPM	2017/2018
<b>Total</b>	<b>96</b>	<b>\$64,975</b>		

**ESTIMATED SCHEDULE**

<b>Tasks</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>1</b>	x											
<b>2</b>	x	x	x	x	x							
<b>3</b>		x	x	x	x							
<b>4</b>		x	x									
<b>5</b>						x	x	x				
<b>6</b>								x				
<b>7</b>									x	x	x	
<b>8</b>												x

**WORK ELEMENT (10) MCOG - REGIONAL TRANSPORTATION PLAN (RTP) – 2017 UPDATE, PHASE 2 (CARRYOVER)**

**PURPOSE:**

To prepare the 2017 Regional Transportation Plan Update, due December, 2017. *This is a carryover project from FY 2016/17.*

**PREVIOUS WORK:**

The 2010 RTP was adopted by MCOG on September 19, 2011. In FY 2013/14, MCOG initiated Phase 1 of the update to conduct a review of Goals, Objectives, and Policies. Phase 2 of the RTP update began in FY 2014/2015; however, a decision was made by the MCOG Board in December 2014 to halt work on the update and adopt a revised 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 align the schedules for the RTP and the Regional Housing Needs Assessment which changed from a five year to eight year cycle. This decision reset the next RTP update due date to December, 2017.

**TASKS:**

*Tasks 1-3 are expected to be completed by 6/30/17.*

1. *Consult goals outlined in California Transportation Plan 2040, and address as needed. (MCOG)*
2. *Review and revise 2010 RTP to reflect changes brought about by updated RTP guidelines (if applicable) and/or new legislation (including requirements for performance measures); as appropriate; and to ensure consistency with the new federal transportation bill “Fixing America’s Surface Transportation (FAST) Act. (MCOG)*

Products may include: *Staff reports/recommendations; revised sections of RTP document*

3. *Conduct outreach process with State and local agency staff (County and Cities), and other stakeholders that may be identified, to solicit input on agency projects and overall RTP. Incorporate agency/stakeholder input in RTP, as appropriate. (MCOG)*

Products may include: *Staff reports; revised sections of RTP document*

4. *Conduct a thorough public outreach process (including coordination and consultation with the tribal community and all potentially impacted Tribal Governments) (i.e. workshops throughout the County, media releases, etc.) consistent with MCOG’s Public Participation Plan. (MCOG)*

Products may include: *Public notices, press releases, announcements; e-mail communications; workshop materials; agendas; meeting notes; documentation of tribal consultation*

5. *Review the 2003 EIR (adopted by MCOG May 5, 2003) and 2011 EIR Supplement (adopted on 9/19/11) for adequacy and make a recommendation; prepare EIR supplement, if needed. (EIR Consultant)*

Products may include: *Technical memoranda; staff report/recommendations; recommendation on adequacy of existing EIR/EIR Supplement; possible additional EIR Supplement*

6. Review SB 743 re: CEQA Guidelines to determine applicability and requirements. (MCOG)

Products may include: Technical memoranda; staff reports/recommendations

7. Prepare Draft 2017 Regional Transportation Plan, including preparation of maps and presentation materials, as needed, and present to Technical Advisory Committee and MCOG Board for review and comment. (MCOG)

Products may include: Staff reports/recommendations; Draft RTP

8. Prepare Final 2017 Regional Transportation Plan, incorporating and addressing comments received, as appropriate. (MCOG)

Products may include: Staff reports/recommendations; Final RTP

9. Present Final 2017 RTP to MCOG Board for adoption; and environmental document for appropriate action, at legally noticed public hearing. (MCOG)

Products may include: Legal notices, staff reports/recommendations, resolution

10. Transmit adopted 2017 RTP and environmental document to Caltrans and/or California Transportation Commission, as required. (MCOG)

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

### **FUNDING AND AGENCY RESPONSIBILITIES**

Responsible Agency	Estimated Person Days	Budget	Funding Source	Fiscal Year
MCOG	38	\$25,000	State RPA*	2017/2018
<i>Direct Costs</i>	<i>n/a</i>	\$2,000	Local LTF	2016/2017 C/O
Consultant	5	\$5,000	Local LTF	2016/2017 C/O
<b>Total</b>	<b>43</b>	<b>\$32,000</b>	\$25,000 State RPA \$7,000 Local LTF <b>\$32,000 Total</b>	

\* 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
<b>4</b>	x	x	x	x	x	x						
<b>5-6</b>		x	x	x								
<b>7</b>	x	x	x									
<b>8</b>			x	x	x							
<b>9</b>					x	x						
<b>10</b>						x	x					

**WORK ELEMENT (11) CITY OF UKIAH – TRAFFIC ANALYSIS FOR REALIGNMENT OF TALMAGE ROAD (NEW)**

**PURPOSE:**

To prepare a traffic analysis for proposed realignment of Talmage Road in Ukiah. Talmage Road is an important regional roadway, and one of the most-travelled routes in Ukiah (the county seat) for both passenger trips and goods movement. It provides a direct link from U.S. 101 to one of the largest shopping areas in the County, and to Ukiah’s main street (State Street). It transitions out of the city limits and becomes State Highway 222. This work element supports goals for Goods Movement and Local Streets and Roads in the Regional Transportation Plan.

**PREVIOUS WORK:**

None.

**TASKS:**

1. Prepare and distribute Request for Proposals, select consultant, award consultant contract. (City)
2. Survey existing conditions and prepare conceptual plan for proposed realignment of Talmage Road. (Consultant)
3. Obtain intersection traffic counts at South State Street and Observatory Avenue, and at South State Street and Talmage Road. (Consultant)
4. Evaluate South State Street and Observatory Avenue intersection alternatives (traffic signal versus roundabout). (Consultant)
5. Evaluate various alternatives to resolve traffic concerns at the South State Street and Talmage Road Intersection (Consultant)
6. Complete Final Report: Traffic Analysis for the Realignment of Talmage Road. (Consultant)
7. Present Traffic Analysis for the Realignment of Talmage Road to City Council for approval. (City)

**PRODUCTS:** (1) Request for Proposals; (2) Final Report on the Traffic Analysis for the Realignment of Talmage Road.

**FUNDING AND AGENCY RESPONSIBILITIES**

<b>Responsible Agency</b>	<b>Estimated Person Days</b>	<b>Budget</b>	<b>Funding Source</b>	<b>Fiscal Year</b>
Consultant	25	\$25,000	State RPA*	2017/2018
<b>Total</b>	<b>25</b>	<b>\$25,000</b>		

\* 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**

<b>Tasks</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>1</b>	x	x										
<b>2-6</b>			x	x	x	x	x	x	x	x	x	
<b>7</b>												x

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

**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.

**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**

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

**ESTIMATED SCHEDULE**

<b>Tasks</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>1</b>	x	x										
<b>2-5</b>			x	x	x	x	x	x	x	x	x	
<b>6</b>												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:**

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

**PRODUCTS:** Educational and training materials; trained/educated staff

**FUNDING AND AGENCY RESPONSIBILITIES**

<b>Responsible Agency</b>	<b>Estimated Person Days</b>	<b>Budget</b>	<b>Funding Source</b>	<b>Fiscal Year</b>
MCOG	15	\$10,000	Local LTF	2017/2018
<i>Direct Costs</i>	<i>n/a</i>	\$6,000	Local LTF	2017/2018
County/Cities/ MTA	<i>n/a</i>	\$5,000	Local LTF	2017/2018
<i>Direct Costs</i>				
<b>Total</b>	<b>15</b>	<b>\$21,000</b>		

**ESTIMATED SCHEDULE**

<b>Tasks</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>1</b>	x	x	x	x	x	x	x	x	x	x	x	x

**WORK ELEMENT (15) MTA – BUS STOP REVIEW (Ph. 3 CARRYOVER & Ph. 4 NEW)**

**PURPOSE:**

These are the final two phases of a four-phased project to survey and review all MTA bus stops, for safety, accessibility (as defined by the ADA), passenger convenience and relationship to traffic generators.

**PREVIOUS WORK:**

Phases 1 and 2 of this project were funded in FY 2012/13 and FY 2014/15 Work Programs. Phase 3 was funded in FY 2016/17, but not initiated. This FY 2017/18 work element includes carryover of Phase 3, and funding of Phase 4.

**TASKS:**

1. Identify remaining unmarked stops within Ukiah. (MTA)
2. Request quotes from qualified vendors, and select contractor per MTA’s Purchasing Policy. *Note: use of RPA funds must be in accordance with Caltrans’ procurement procedures.* (MTA)
3. Review and evaluate all the marked and identified unmarked stops. (Consultant)
4. Document reviewed stops, suggest changes and improvements and provide a detailed inventory of the stops. (Consultant)
5. Prepare and deliver Draft Report. (Consultant)
6. Prepare and deliver Final Report. (Consultant)

**PRODUCTS:**

Procurement documentation; documented Draft and Final Reports detailing existing stop conditions; suggested changes and improvements via drawings, maps, photos, and improvements such as signage, benches, bus stop shelters, simmi-seats, concrete pads, etc.; and detailed information regarding ADA accessibility requirements and individual site required improvements.

**FUNDING AND AGENCY RESPONSIBILITIES**

<b>Responsible Agency</b>	<b>Estimated Person Days</b>	<b>Budget</b>	<b>Funding Source</b>	<b>Fiscal Year</b>
Consultant	37	\$12,000 \$25,000 \$37,000	Local LTF State RPA*	2016/2017 C/O 2017/2018
<b>Total</b>	<b>37</b>	<b>\$37,000</b>		

*Note: \$13,000 in FY 2016/17 RPA carryover funds will be added to this project after Caltrans’ certification of RPA carryover amount (after 6/30/16), increasing total project to \$50,000. (MTA will contribute \$5,000 for Ph. 3, and \$5,000 for Ph. 4, for staff time and/or improvements.)*

**\* 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**

<b>Tasks</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>1</b>	x	x										
<b>2</b>			x	x								
<b>3-4</b>					x	x	x	x	x			
<b>5</b>										x		
<b>6</b>												x

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

### **PURPOSE:**

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

### **PREVIOUS WORK:**

This work element was first included in FY 2010/2011. Examples of tasks previously performed under this work element include attendance at MTA meetings and monitoring transit related issues; attendance at NCRA meetings and monitoring rail related issues; and monitoring bicycle and pedestrian related issues, including MCOG's LTF Two Percent Bicycle & Pedestrian program.

### **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*); respond to transit related issues as they arise. (MCOG)

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

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

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

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

Products may include: Staff reports/recommendations; correspondence

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

Products may include: Staff reports/recommendations; correspondence

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

Products may include: Staff reports/recommendations; meeting notes

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

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

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

### **FUNDING AND AGENCY RESPONSIBILITIES**

<b>Responsible Agency</b>	<b>Estimated Person Days</b>	<b>Budget</b>	<b>Funding Source</b>	<b>Fiscal Year</b>
MCOG	25	\$20,000	State RPA*	2017/2018
<b>Total</b>	<b>25</b>	<b>\$20,000</b>		

\* 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**

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

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

**PURPOSE:**

To provide Geographic Information System (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. Examples of tasks previously performed under this work element include preparing maps for Active Transportation Plan and Regional Transportation Plan update, and updating shapefiles and data.

**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. Prepare maps and presentation materials for Regional Transportation Plan update. (MCOG)

Products may include: Maps and presentation materials

9. 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**

<b>Responsible Agency</b>	<b>Estimated Person Days</b>	<b>Budget</b>	<b>Funding Source</b>	<b>Fiscal Year</b>
MCOG	11	\$5,000	State RPA*	2017/2018
<i>Direct Costs (GIS Software)</i>	<i>n/a</i>	\$600	Local LTF	2017/2018
<b>Total</b>	<b>11</b>	<b>\$5,600</b>		

\* 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**

<b>Tasks</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>1-8</b>	x	x	x	x	x	x	x	x	x	x	x	x
<b>9</b>										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. Examples of tasks previously performed under this work element include coordination with state and local agencies and providing assistance with grant applications and letters of support for the Active Transportation Program and Caltrans' Sustainable Transportation Planning Grant Program; researching guidelines and eligibility requirements for various grant programs; attending grant workshops, trainings, and webinars; and coordination/follow up with Caltrans and local agencies on previously completed transportation planning projects sponsored by MCOG.

### **TASKS:**

1. Research and distribute information to local agencies on upcoming grant opportunities, including Caltrans Sustainable Transportation Planning Grant Program (Strategic Partnerships and Sustainable Communities); Active Transportation Program (ATP), Highway Safety Improvement Program (HSIP), High Risk Rural Roads (HR3), Transportation Investment Generating Economic Recovery (TIGER), Environmental Enhancement & Mitigation (EEM); Federal Lands Access Program (FLAP), Strategic Growth Council grant programs, and other federal, state or local grant opportunities that may arise. (MCOG)

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

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

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

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

Products may include: Training materials, workshop notes

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

Products may include: Grant applications; staff reports/recommendations

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

Products may include: Rankings; recommendations; ranking forms

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

Products may include: Informational notices; staff reports/ recommendations

7. Review FTA Sec. 5310 applications, provide technical assistance, and participate on Regional Evaluation Committee. (MCOG)

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**

<b>Responsible Agency</b>	<b>Estimated Person Days</b>	<b>Budget</b>	<b>Funding Source</b>	<b>Fiscal Year</b>
MCOG	19	\$15,000	Local LTF	2017/2018
<b>Total</b>	<b>19</b>	<b>\$15,000</b>		

**ESTIMATED SCHEDULE**

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

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

**PURPOSE:**

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

**PREVIOUS WORK:**

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

**TASKS:**

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

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

**1 Project Management & Coordination**

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

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

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

**1.2 Kick-off and Coordination Meetings**

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

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

### 1.3 Invoicing

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

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

### 1.4 Ongoing Project Management

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

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

### 1.5 Final Reports

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

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

## **2 Build School Capacity to Implement Safe Routes to School Activities**

### 2.1 Revise School Wellness Policies

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

- Provide stakeholders with an opportunity to review and provide feedback

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

## 2.2 Develop Safe Routes to School Task Force

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

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

## 2.3 Provide Technical Assistance to Institutionalize and Sustain SRTS Activities

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

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

## 2.4 Train Crossing Guards as needed

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

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

### **3 Increase Student Participation in Safe Routes to School Activities**

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

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

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

#### **3.2 Coordinate Contests – e.g. mileage tracking**

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

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

#### **3.3 Increase Access to Bikes/Helmets**

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

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

#### **3.4 Provide School-based Safety Education**

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

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

#### **3.5 Develop Walk/Bike Maps for each site**

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

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

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

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

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

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

## 4 Increase Community Support and Awareness

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

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

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

#### 4.2 Conduct Outreach and Promotion

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

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

### **5 Increase Enforcement**

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

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

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

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

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

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

**FUNDING AND AGENCY RESPONSIBILITIES**

<b>Responsible Agency</b>	<b>Estimated Person Days</b>	<b>Estimated Carryover Budget</b>	<b>Funding Source</b>	<b>Fiscal Year</b>
MCOG <i>Includes staff time, travel &amp; direct costs for remainder of 3 year grant</i>	94	\$75,000	State ATP	2014/2015 C/O
Co. Health & Human Services Agency <i>Includes staff time, travel &amp; direct costs for remainder of 3 year grant</i>	355	\$150,000	State ATP	2014/2015 C/O
Schools	<i>n/a</i>	\$50,000	State ATP	2014/2015 C/O
CA Conservation Corps	<i>n/a</i>	\$10,000	State ATP	2014/2015 C/O
Consultant <i>Includes staff time, travel &amp; direct costs for remainder of 3 year grant</i>	600	\$300,000	State ATP	2014/2015 C/O
<b>* Total</b>	<b>1,049</b>	<b>\$585,000</b>		

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

**ESTIMATED SCHEDULE** – *This three-year grant project extends through FY 2017/2018; however, an extension to FY 2018/19 will be requested from the California Transportation Commission.*

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

**MENDOCINO COUNCIL OF GOVERNMENTS  
FY 2017/2018 OVERALL WORK PROGRAM  
SCHEDULE**

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

1	<*****>
2	<*****>
3	<*****>
4	<*****>
5	<*****>
6	<*****>
7	<*****>
8	<*****>
9	<*****>
10	<*****>
11	<*****>
12	<*****>
13	<i>intentionally left blank</i>
14	<*****>
15	<*****>
16	<*****>
17	<i>intentionally left blank</i>
18	<*****>
19	<i>intentionally left blank</i>
20	<*****>
21	<i>intentionally left blank</i>
22	<*****>

**Status of Projects Funded in  
Prior Year's (FY 2016/2017) Overall Work Program**

1. **WORK ELEMENT 1: REGIONAL GOVERNMENT & INTERGOVERNMENTAL COORDINATION (MCOG)** *This work element combined former W.E. 1 (Current Planning) and W.E. 2 (Long Range Planning).*

**PURPOSE:** Day to day, as well as long range Transportation Planner duties, including development of the Overall Work Program and general transportation planning duties.

**PRODUCT EXPECTED:** Minutes, reports, agendas, resolutions, quarterly reports, work programs, work program amendments, recommendations, and other documents.

**STATUS:** *This is an annual work element and is expected to be completed by 6/30/17.*

2. *Intentionally Left Blank*

3. **WORK ELEMENT 3: ACTIVE TRANSPORTATION PLAN DEVELOPMENT (MCOG) – Carryover**

**PURPOSE:** To develop a regional Active Transportation Plan.

**PRODUCT EXPECTED:** Outreach materials, staff reports, notices, meeting materials, Draft and Final Active Transportation Plans, resolution.

**STATUS:** *This project is expected to be completed by 6/30/17.*

4. *Intentionally Left Blank.*

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, Ordinance adopting speed zone survey report.

**STATUS:** *This project will be carried over to FY 2017/18 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 which identifies tasks, costs, products, and recipient agencies; and documentation of tribal government-to-government relations, as applicable.

**STATUS:** *This is an annual work element and is expected to be completed by 6/30/17.*

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

**STATUS:** *This is an annual work element and is expected to be completed by 6/30/17.*

**8. WORK ELEMENT 8: BICYCLE AND PEDESTRIAN COUNTERS (MCOG)**

**PURPOSE:** To purchase one bicycle and pedestrian counter, to provide for the collection of baseline count data for non-motorized transportation trips and to monitor travel patterns in the Mendocino County region

**PRODUCT EXPECTED:** One bicycle and pedestrian counter.

**STATUS:** *Two bicycle and pedestrian counters were purchased under ATP Safe Routes to School Non-Infrastructure grant (W.E. 22), so this work element is not needed. Unexpended funding (Local Transportation Funds) will be reprogrammed at a later date.*

**9. *Intentionally Left Blank***

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

**PURPOSE:** To prepare the 2017 Regional Transportation Plan Update, due December, 2017.

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

**STATUS:** *This project will be carried over to FY 2017/18 for completion.*

11. *Intentionally Left Blank*

12. **WORK ELEMENT 12: NOYO HARBOR ACCESS PLAN (CITY OF FORT BRAGG)**

**PURPOSE:** To complete a planning study to identify route alternatives for safe pedestrian and bicycle access to North Noyo Harbor from the City of Fort Bragg.

**PRODUCTS EXPECTED:** Analysis of the access route alternative(s) constraints and opportunities; Noyo Harbor Access Plan; Cost Estimate

**STATUS:** *This project is expected to be complete by 6/30/17.*

13. **WORK ELEMENT 13: DOWNTOWN STREETS & ALLEYS CIRCULATION & CONNECTIVITY STUDY (CITY OF WILLITS)**

**PURPOSE:** To conduct a study to review circulation, connectivity and safety among various streets, lanes, alleys and parking lots in the downtown business district.

**PRODUCT EXPECTED:** Products include RFP, Consultant Contract, Draft and Final Reports.

**STATUS:** *This project has been completed.*

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 6/30/17. Unclaimed funding will be carried over to FY 2017/18.*

15. **WORK ELEMENT 15: BUS STOP REVIEW, PH. 3 (MTA)**

**PURPOSE:** The third phase of a project to survey and review, over a four year period, all MTA bus stops, for safety, accessibility, passenger convenience, and relationship to traffic generators.

**PRODUCT EXPECTED:** RFP/procurement process documentation; drawings/maps/photos showing precise location of each stop as well as existing and suggested improvements (such as signs/poles, shelters/benches, concrete pads and access to the stops).

**STATUS:** *This project will be carried over to FY 2017/18 and combined with Phase 4.*

**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 fully expended by 6/30/17.*

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

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

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

**STATUS:** *This project is expected to be completed by 6/30/17.*

**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 6/30/17.*

**19. Intentionally left blank**

**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 6/30/17.***

21. ***Intentionally left blank***

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; hold various bike/pedestrian events; community education and outreach; data collection of walking and biking rates; Safe Routes to School task force assistance; bike/pedestrian trainings; 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 three-year grant project will be carried over to FY 2017/18 for continued work.***

**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 2017/2018:

<b><u>Title/Products(s)</u></b>	<b><u>Project Description</u></b>	<b><u>Funding Source</u></b>	<b><u>Due Date</u></b>
California Pacific Coast Bike Route Touring Guide and Navigation App	Statewide touring guide and navigation app of the PCBR	Caltrans D1	Feb. 2019
Transportation Concept Report (TCR) Updates	State Routes 222, 253, 162 and 20 West (Route 1 to Route 101)	Caltrans	Dec. 2017
Non-Motorized Traffic Census	Regular count schedule that collects data from non-motorized users. Multiple locations within Mendocino Co.	Caltrans	Annually
District 1 Bicycle Touring Guide	Update District 1 Bicycle Touring Guide, including all bicycle routes in Mendocino Co.	Caltrans	Mar. 2018
Orchard Avenue Extension Feasibility Study	A feasibility study to investigate alternatives for northerly extension of Orchard Ave. (Ukiah area)	Caltrans - FY 2017/18 Sustainable Communities Grant	Feb. 2020

**FY 2017/18 FEDERAL PLANNING FACTORS**

<b>WORK ELEMENT NO.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>18</b>	<b>20</b>	<b>22</b>
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	X	X
3. Increase the security of transportation system for motorized & non-motorized users.	X	X	X		X	X	X		X	X	X		X	X	X		X	X
4. Increase accessibility & mobility of people and for freight.	X	X	X			X	X	X	X	X	X	X	X	X	X		X	X
5. Protect & enhance the environment, promote energy conservation, improve quality of life, promote consistency between transportation Improvements & State & local planned growth & Economic development patterns.	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X
6. Enhance the integration & connectivity of the transportation system across & between modes, people & freight	X	X	X			X	X	X	X	X	X		X	X	X	X	X	X
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	
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
CAATS	California Alliance for Advanced Transportation Systems
CalACT	California Association for Coordinated Transportation
CALCOG	California Association of Councils of Governments
Caltrans	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CFMP	California Freight Mobility Plan
CIB	California Interregional Blueprint
CMAQ	Congestion Mitigation and Air Quality Program
CSAC	California State Association of Counties
CTC	California Transportation Commission
CTSA	Consolidated Transportation Service Agency
CWR	California Western Railroad
DOT	California Department of Transportation, a.k.a. Caltrans
EEM	Environmental, Enhancement & Mitigation
EFS	Engineered Feasibility Study
EV	Electric Vehicle
FAA	Federal Aviation Administration
FAS	Federal Aid System
FAST ACT	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GHG	Green House Gases
GUAMM	Greater Ukiah-Area Micro-Simulation Model
IRP	Inter-Regional Partnership
IRRS	Inter-Regional Roadway System
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITIP	Interregional Transportation Improvement Program
JARC	Job Access and Reverse Commute Program
LC/CAPC	Lake County / City Area Planning Council
LTF	Local Transportation Fund
MAP 21	Moving Ahead for Progress in the 21 <sup>st</sup> 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
TAP	Transportation Alternatives Program
TDA	Transportation Development Act of 1971
TE	Transportation Enhancement Program
TEA-21	Transportation Equity Act for the 21st Century
TIGER	Transportation Investments Generating Economic Recovery
TIGGER	Transit Investments for Greenhouse Gas & Energy Reduction
TPC	Transit Productivity Committee
TSM	Transportation System Management
USDOT	United States Department of Transportation
VMT	Vehicles Miles Traveled
WCIRP	Wine Country Inter-Regional Partnership
ZEV	Zero Emissions Vehicle

## Memorandum of Understanding

### Comprehensive Transportation Planning for RTPAs that receive Rural Planning Assistance Funding

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

#### Chapter 1: Recitals

##### 1.1 Basis for Organization

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

##### 1.2 Ability to Contract and Receive Grants

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

##### 1.3 Planning Area Boundaries

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

#### Chapter 2: Planning

##### 2.1 Provision for the Planning and Programming Process

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

## **2.2 State Requirement for a Transportation Plan**

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

## **2.3 Overall Work Program**

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

## **2.4 Statewide Transportation Planning**

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

# **Chapter 3: Programming**

## **3.1 Regional Transportation Improvement Plan (RTIP)**

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

## **3.2 Federal Statewide Transportation Improvement Program (FSTIP) Development**

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

### **3.3 Caltrans Role in Providing a Five-Year Funding Estimate**

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

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

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

## **Chapter 4: Partnership/Coordination**

### **4.1 State Role and Responsibilities**

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

### **4.2 Public Participation**

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

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

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

#### **4.3 Cooperation and Coordination**

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

#### **4.4 Consultation with Native American Tribal Governments**

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

#### **4.5 Air Quality**

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

#### **4.6 Caltrans and RTPA roles in Coordination of System Planning**

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

#### **4.7 Public Transportation Provider's Role in OWP**

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

#### **4.8 Public Transportation Provider's Role in RTP and TIP**

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

## **Chapter 5: Environmental Protection and Streamlining Coordination**

### **5.1 Environmental Protection and Streamlining**

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

## **Chapter 6: Certification Process**

### **6.1 Certification Process**

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

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

## **Chapter 7: General Provisions**

### **7.1 Review**

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

### **7.2 Amendment**

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

**7.3 Rescission of Prior Agreements**

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

**7.4 Monitoring**

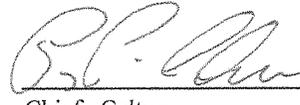
MCOG and Caltrans jointly agree to meet periodically to address and review issues of consistency with this MOU. Meetings will be held as often as is agreed. Other issues and activities of mutual interest or concern may also be addressed. During the term of this MOU, MCOG and Caltrans agree to notify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

**7.5 Termination**

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

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

 4/13/12  
Executive Director, MCOG                      DATE

 5/30/12  
Chief, Caltrans                                      DATE  
Division of Transportation Planning