

Green Infrastructure Planning Tasks, Roles, and Timeframes—Updated June 2018 (DRAFT)

#	Task Description (and reference to the specific subprovision within Provision C.3.j. that is addressed by the task)	Lead			Estimated Timeframe	Resources and Notes This task list and schedule is a living document and will be refined over the course of the Green Infrastructure Plan development process.
		Local	CCCWP	BASMAA		
Tasks that should have been completed or should be scheduled now						
1	Provide a staff report to City Management and Council regarding the Green Infrastructure Provision (C.3.j.i.(4)(c))	●			By June 30, 2016	See the CCCWP model staff report
2	Provide a presentation and training to interdepartmental staff regarding the Green Infrastructure Provision (C.3.j.i.(4)(b))	●			By Feb. 2017	See the CCCWP model presentation
3	Convene an interdepartmental Green Infrastructure Committee or Work Group	●			By Feb. 2017	
4	Identify planning documents requiring updates and integration with Green Infrastructure planning (C.3.j.i.(4)(h))	●			By Feb. 2017	
5	Develop a draft budget and staff assignments for completing the Green Infrastructure Plan during 2017-2019	●			By Feb. 2017	
6	Establish procedures and responsibilities for reviewing capital improvement projects (early implementation) (C.3.j.ii.)	●			By June 30, 2016	See BASMAA "Guidance for Identifying Green Infrastructure Potential in Municipal Capital Improvement Projects"
7	Begin discussions of strategy for developing capacity to plan, seek funding for, and implement Green Infrastructure projects	●			By Feb. 2017	
8	Coordinate within and between departments to develop concepts for integrated projects that serve multiple objectives	●			By Feb. 2017	
Preparation of the Framework (Required to be completed by June 30, 2017)						
9	Complete the Green Infrastructure Plan Framework and have it approved by the Council, Board, or City/Town Manager (C.3.j.i.(1)) and (C.3.j.i.(5)(a))					
A	Create a schedule for approval of the Framework	●			Jan. 2017	
B	Prepare a draft Framework	●			Feb. 2017	See the Framework template provided by CCCWP
C	Circulate and obtain comments on the draft Framework	●			March 2017	
D	Revise Framework and make final	●			March 2017	
E	Prepare a Staff Report and Presentation (if needed) for the Framework	●			April 2017	
F	Obtain Manager, Council, or Board Action	●			6/30/2017	
Tasks to complete July 1, 2017 – September 30, 2019						
10	Draft Green Infrastructure Plan (C.3.j.i.(2))					
A	Review and revise schedule for provision of resources to be provided countywide or regionally (this document)		●		June-Sept 2018	6/12/2018 draft update for discussion with Development Committee (6/27) and Management Committee (9/19)

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B	Obtain consultant resources to assist with Plan preparation	●			Aug. 2017	If needed
C	Create a detailed schedule for completion and approval of the Green Infrastructure Plan, and for submittal with the 2019 Annual Report	●			Aug. 2017	
D	Prepare a Green Infrastructure Plan Template		●		May 2018	Draft sent to Permittees 4/25/2018. Next steps: Get Permittee feedback, set schedule for updating template with new information
E	Draft the Green Infrastructure Plan	●			Jan. 2018 – Feb. 2019	The Green Infrastructure Plan will include locally originated elements and adaptation of resources produced countywide and regionally (see tasks below)
F	Circulate, obtain comments and revise the draft Plan	●			Mar.-May 2019	
G	Council or Board action to approve the Green Infrastructure Plan and any policies required to implement the Plan	●			May – Aug. 2019	
H	Submit the Green Infrastructure Plan	●			Sept. 2019	
11	Mechanism for Identifying and Prioritizing Projects					
A	Create or adopt a mechanism to locate, prioritize, and map areas for potential and planned public projects on a drainage-area-specific basis (C.3.j.i.(2)(a))		●		March 2018*	*Tasks 4.4 & 4.5 in CCSWRP Scope of Work. (needs update)
B	Identify targets for the amount of impervious surface to be retrofitted by 2020, 2030, and 2040 (C.3.j.i.(2)(c))	●	●			(Needs update)
C	Identify and prioritize projects and/or areas for potential projects for implementation by 2020, 2030, and 2040, consistent with the Reasonable Assurance Analysis (C.3.j.i.(2)(b) and C.3.j.iv.(1))	●	●			
12	Project Amount and Locations of Private Development (C.3.j.i.(2)(c))					
A	Identify or develop a methodology for projecting amount and locations of private development		●		Feb 2018	CCCWP retained LWA to obtain MTC projections from the UrbanSim program and process the data into maps. These maps are available in .kmz, GIS shapefiles, and excel summaries. Need to develop a process for Permittee staff to edit data/maps.
B	Apply methodology and revise/validate projections of private development based on local understanding and knowledge of development patterns	●			June 2018	
13	List of Prioritized Projects (C.3.j.i.(2)(b))					
A	Develop list of project concepts and prioritize based on evaluation of multiple benefits		●		Dec. 2017*	*Task 4.5 in the CCSWRP Scope of Work. (Needs update)
B	Revise/validate project lists based on local knowledge	●			Jan.-Mar. 2018	(Needs update)
C	Identify projects that may be candidates for grant funding, including funding under Round 2 of the Prop. 1 Stormwater Grant Program	●			March 2018	(Needs update)

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14	Early Implementation					
	A Prepare workplans to complete prioritized projects produced from capital improvement program review (C.3.j.i.(2)(j))	●			Annually in Sept-Dec.	
	B Prepare workplans for additional staff-identified Green Infrastructure projects	●				
	C Incorporate the lists of early implementation projects and additional staff-identified projects and associated workplans into the Green Infrastructure Plan	●			Jan. 2019	
15	Supporting Elements and Associated Tasks					
	A Develop a model ordinance, policy or policies for Green Infrastructure Plan Implementation (C.3.j.i.(3))		●		Dec 2018	The need for CCCWP assistance with this task, and the scope of any resulting deliverables, will be discussed with the CCCWP Development Committee (for discussion at June 23 meeting).
	B Review local ordinances, policies, and resolutions and determine if updates are needed to support implementation of Green Infrastructure. Document this review in the 2019 Annual Report (C.3.j.i.(5)(c))	●			June 2018	
	C Prepare an analysis of potential funding options for Green Infrastructure Projects (C.3.j.i.(2))	●		●	July 2018	A draft supplemental product has been developed through the BASMAA Regional Roundtable Project: "Roadmap for Funding of Sustainable Streets".
	D Analyze funding options for Green Infrastructure Projects and applicability to local conditions (C.3.j.i.(2)(k))	●			July 2018	
	E Develop Green Infrastructure Design Guidelines for streetscapes and other public infrastructure (C.3.j.i.(2)(e))		●		June 2018	The CCCWP Development Committee convened a Work Group, which made consensus recommendations on next steps for developing CCCWP guidance. The 2018-2019 budget includes \$45K and \$20K, respectively, for these tasks.
	F Develop specifications and typical design details for Green Infrastructure (C.3.j.i.(2)(f))		●		June 2018	
	G Develop sizing criteria for Green Infrastructure facilities in non-Regulated right-of-way projects (C.3.j.i.(2)(g))			●	Mar. 2018	A BASMAA Development Committee Work Group continues work on a "single approach" to sizing criteria, which will be basic and general. CCCWP Development Committee will need to develop sizing criteria and more detailed guidance and justifications.
	H Develop regionally consistent methods to track and report implementation of green infrastructure measures, including load reductions achieved (C.3.j.iv.(1))			●	Dec. 2017	(needs update)
16	Update Planning Documents (C.3.j.i.(2)(h))					
	A Review planning documents and identify potentially needed updates	●			Mar. 2017	
	B Update planning documents	●			Jul. 2017 – Jun. 2019	

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C	Identify remaining updates and reference in Green Infrastructure Plan (C.3.j.i.(2)(i))	●			Jul. 2019	
17	Outreach and Education (C.3.j.i.(4))					
A	Participate in countywide and regional Green Infrastructure outreach and education efforts, including general outreach and targeted outreach and training for professionals involved in infrastructure planning and design (C.3.j.iii.)		●		Jan2017 – Jun. 2019	Ongoing. 2017-2018 outreach included a segment of the April 24 C.3 workshop, and presentations to CASQA (5/10), CCTA (5/10), and CCEAC (6/21).
B	Implement Green Infrastructure outreach and education in connection with planning and design of green infrastructure projects (C.3.j.i.(4)(a))	●			Now – Jun. 2019	And ongoing
C	Develop a stakeholder education and engagement plan for Green Infrastructure Plan development, including outreach and education about the required Green Infrastructure Plan elements.	●				
D	Incorporate Green Infrastructure outreach on municipal websites	●			Now – Jun. 2019	
E	Provide updates to elected officials on Green Infrastructure requirements and methods of implementation (C.3.j.i.(4)(c))	●			Periodic	CCCWP assisted with outreach materials regarding GI Plan requirements through the Framework development process.