



MENDOCINO
COUNCIL OF GOVERNMENTS

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February 25, 2019

To: MCOG Board of Directors
From: Janet Orth, Deputy Director / CFO
Subject: Information Packet of March 4, 2019 Meeting - No Action Required

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The following items are attached.

1. Transportation Planning Work Program – 2nd Quarter report, Fiscal Year 2018/19.

MCOG
FY 2018/19 Transportation Planning Work Program
Second Quarter Status Report
(October – December, 2018)

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

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

PROGRESS: Work during the second quarter included general transportation planning duties, including management of the Overall Work Program, preparation of quarterly reports and claims, Technical Advisory Committee (TAC) meeting preparation, attendance, and follow-up; MCOG meeting preparation, attendance and follow-up; monitoring Rural Counties Task Force (RCTF) meetings and issues; monitoring transportation related issues; monitoring legislation; reviewing/responding as necessary to correspondence and technical studies from the state; local agency assistance; phone calls from the state and local agencies; and coordination on planning-related issues with MCOG’s separate Administrative Contractor (Dow & Associates).

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

PROBLEMS: None.

Reporting Period	State (RPA)	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$26,377.86	\$0.00	\$26,377.86
Consultants/Others	\$2,000.00	\$0.00	\$2,000.00
1st Quarter Expenditures	\$28,377.86	\$0.00	\$28,377.86
Oct. 1 - Dec. 31			
MCOG	\$22,191.20	\$0.00	\$22,191.20
2nd Quarter Expenditures	\$22,191.20	\$0.00	\$22,191.20
Total Expenditures	\$50,569.06	\$0.00	\$50,569.06
Total Allocation of Funds	\$105,081.00	\$250.00	\$105,331.00
Claimed by Percentage	48.1%	0.0%	48.0%

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

PURPOSE: This work element include transportation planning tasks that may not be eligible for Rural Planning Assistance (RPA) funds, including development and management of the Overall Work Program, day-to-day transportation planning duties, general coordination duties with state, regional, local and community agencies, as well as long range transportation planning duties for all transportation modes.

PROGRESS: Work during the second quarter included work on general transportation planning duties and coordination on tasks that may not be RPA-eligible, including management of the Overall Work Program, preparation of quarterly reports and claims, Technical Advisory Committee (TAC) meeting preparation, attendance, and follow-up; MCOG meeting preparation, attendance and follow-up;

monitoring legislation; reviewing/responding as necessary to correspondence and technical studies from the state; local agency assistance and coordination; phone calls from state and local agencies; and coordination on planning-related issues with MCOG's separate Administrative Contractor (Dow & Associates).

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

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$22,944.75	\$22,944.75
1st Quarter Expenditures	\$22,944.75	\$22,944.75
Oct. 1 - Dec. 31		
MCOG	\$23,136.68	\$23,136.68
2nd Quarter Expenditures	\$23,136.68	\$23,136.68
Total Expenditures	\$46,081.43	\$46,081.43
Total Allocation of Funds	\$90,475.00	\$90,475.00
Claimed by Percentage	50.9%	50.9%

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

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

PROGRESS: Second quarter tasks included telephone calls and e-mail communication with local agency staff, and general coordination.

PRODUCTS: Meeting attendance; meeting notes; staff reports/recommendations; Public notices and outreach materials; grant application materials, correspondence; meeting notes, documentation of tribal consultation.

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$846.84	\$846.84
1st Quarter Expenditures	\$846.84	\$846.84
Oct. 1 - Dec. 31		
MCOG	\$327.81	\$327.81
2nd Quarter Expenditures	\$327.81	\$327.81
Total Expenditures	\$1,174.65	\$1,174.65
Total Allocation of Funds	\$10,250.00	\$10,250.00
Claimed by Percentage	11.5%	11.5%

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

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

PROGRESS: Very little work occurred on this work element during the second quarter. Staff monitored issues from the Strategic Growth Council.

PRODUCTS: Staff reports/recommendations, correspondence, agendas, minutes, resolutions; public notices, meeting notes, documentation of tribal consultation.

PROBLEMS: None.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$109.28	\$109.28
1st Quarter Expenditures	\$109.28	\$109.28
Oct. 1 - Dec. 31		
MCOG	\$191.23	\$191.23
2nd Quarter Expenditures	\$191.23	\$191.23
Total Expenditures	\$300.51	\$300.51
Total Allocation of Funds	\$10,000.00	\$10,000.00
Claimed by Percentage	3.0%	3.0%

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

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

PROGRESS: During this quarter, City of Ukiah staff continued to review the draft speed zone report. After review, staff will coordinate final revisions and will schedule presentation of the report with the updated speed zone ordinance to the City Council.

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

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
Ukiah (Consultant)	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
Ukiah (Consultant)	\$0.00	\$0.00
2nd Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$6,833.00	\$6,833.00
Claimed by Percentage	0.0%	0.0%

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.

PROGRESS: During this quarter, Co. DOT staff worked on inputting data for the review of the road signs for the 2019 Road System Traffic Safety Review Report; began review of the roads for the following year’s Road System Traffic Safety Review Report; conducted traffic speed surveys at the following locations: Mitchell Creek Drive, Simpson Lane, Gibney Lane, and Ward Avenue; continued updating the accident and signs database for the County Maintained Road System; responded to several reports of potential hazards that did not warrant investigation beyond initial assessment, and responded to public inquiries/local agency questions concerning traffic safety aspects of various County Maintained Roads.

PRODUCT EXPECTED: A Special Studies Summary; a Road System Traffic Safety Review Report; and documentation of tribal government-to-government relations, as applicable.

PROBLEMS: None.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
Co. DOT	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
Co. DOT	\$20,503.87	\$20,503.87
2nd Quarter Expenditures	\$20,503.87	\$20,503.87
Total Expenditures	\$20,503.87	\$20,503.87
Total Allocation of Funds	\$60,000.00	\$60,000.00
Claimed by Percentage	34.2%	34.2%

7. WORK ELEMENT 7: PLANNING, PROGRAMMING & MONITORING (MCOG)

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

PROGRESS: Second quarter work included monitoring STIP related issues, and monitoring PPM funds.

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

PROBLEMS: None.

Reporting Period	State (PPM)	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$109.27	\$382.45	\$491.72
1st Quarter Expenditures	\$109.27	\$382.45	\$491.72
Oct. 1 - Dec. 31			
MCOG	\$928.80	\$0.00	\$928.80
Cons/Other	\$7,250.00	\$0.00	\$7,250.00
2nd Quarter Expenditures	\$8,178.80	\$0.00	\$8,178.80
Total Expenditures	\$8,288.07	\$382.45	\$8,670.52
Total Allocation of Funds	\$73,879.00	\$28,750.00	\$102,629.00
Claimed by Percentage	11.2%	1.3%	8.4%

8. *Intentionally Left Blank*

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

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

PROGRESS: During this quarter the consultant refined final recommendations and presented to City. City staff reviewed recommendations and provided further input. City staff also analyzed data from surveys to gain a better understanding of community concerns to help inform future planning efforts. This information will be included as final chapter of 2018 Street Safety Plan.

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

PROBLEMS: None.

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
City of Fort Bragg	\$2,343.18	\$2,343.18
Consultant	\$5,660.00	\$5,660.00
1st Quarter Expenditures	\$8,003.18	\$8,003.18
Oct. 1 - Dec. 31		
City of Fort Bragg	\$3,279.80	\$3,279.80
Consultant	\$14,762.50	\$14,762.50
2nd Quarter Expenditures	\$18,042.30	\$18,042.30
Total Expenditures	\$26,045.48	\$26,045.48
Total Allocation of Funds	\$54,289.00	\$54,289.00
Claimed by Percentage	48.0%	48.0%

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

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

PROGRESS: MTA reported that the notice for bids for this project is being issued in January (*third quarter*) through CalACT.

PRODUCT EXPECTED: Request for Proposals; Draft and Final Transit Designs Guidelines Manual.

PROBLEMS: None.

Reporting Period	Local (LTF)	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30			
MTA	\$0.00	\$0.00	\$0.00
Consultant/Other	\$0.00	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00	\$0.00
Oct. 1 - Dec. 31			
MTA	\$0.00	\$0.00	\$0.00
Consultant/Other	\$0.00	\$0.00	\$0.00
2nd Quarter Expenditures	\$0.00	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00	\$0.00
Total Allocation of Funds	\$30,341.00	\$4,659.00	\$35,000.00
Claimed by Percentage	0.0%	0.0%	0.0%

11. Intentionally Left Blank

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

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

PROGRESS: As previously reported, only one proposal was received in response to the City’s Request for Proposals issued for this project. City staff rejected the proposal, and planned to re-advertise the RFP. During the second quarter, City staff reviewed the scope of work for the RFP, and will make corresponding changes to the scope in order to hopefully generate more responses.

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

PROBLEMS: As previously reported, the RFP will be re-advertised due to an insufficient number of responses.

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
City of Ukiah	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
City of Ukiah	\$0.00	\$0.00
2nd Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$35,000.00	\$35,000.00
Claimed by Percentage	0.0%	0.0%

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

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

PROGRESS: During the second quarter, the consultant updated the traffic model and future forecasts analysis and ran the model under four different scenarios, and updated the Future Land Use Memorandum. A Project Development Team phone conference was held in December.

PRODUCT EXPECTED: Kick-off meeting agenda & notes; RFP and procurement procedures, contract, Project Develop Team formation, agendas & meeting notes; existing conditions memorandum; roadway data, maps, exhibits for community meetings, list of stakeholders, outreach materials, three community meetings, agendas & meeting notes, attendance sheets, PowerPoint presentations, preliminary environmental overview report, geologic and soil report, alignment maps, roadway layout maps, preliminary cost estimates, ranking criteria, alignment analysis report & ranking exhibit, Greater Ukiah Area Microsimulation Model (GUAMM) scenario results; ranked list of alignments; draft and final reports, and PowerPoint presentations.

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
County DOT	\$0.00	\$0.00
1st Qtr Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
County DOT	\$5,542.08	\$5,542.08
2nd Qtr Expenditures	\$5,542.08	\$5,542.08
Total Expenditures	\$5,542.08	\$5,542.08
Total Allocation of Funds	\$18,381.00	\$18,381.00
Claimed by Percentage	30.2%	30.2%

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.

PROGRESS: No funds were claimed under this work element in the second quarter.

PRODUCT EXPECTED: Educational and training materials; and trained/educated staff.

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$0.00	\$0.00
County/Cities/MTA	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
MCOG	\$0.00	\$0.00
County/Cities/MTA	\$0.00	\$0.00
2nd Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$43,531.00	\$43,531.00
Claimed by Percentage	0.0%	0.0%

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

PURPOSE: The Mill Site Reuse and Rezoning project will complete a community based process for a large vacant industrial site which will achieve many key transportation goals.

PROGRESS: As previously reported, the Request for Proposals for a traffic study has been prepared, but the City is holding off on hiring a consultant, pending obtaining traffic counts this summer. No new progress was reported.

PRODUCT EXPECTED: (1) Best practice transportation planning in zoning, policies, and regulations of the Local Coast Program Amendment for the City of Fort Bragg, and (2) An updated traffic study.

PROBLEMS: Now new problems reported. As previously reported, the Fort Bragg City Council settled on a land use plan and circulation plan in September 2018, which was too late to complete the traffic study in 2018. The traffic study must be completed in July 2019 when tourist traffic flows are the greatest. Project completion is anticipated by September, 2019.

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
City of Fort Bragg	\$0.00	\$0.00
Consultant	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Oct. 1 - Dec. 31		
City of Fort Bragg	\$6,764.04	\$6,764.04
Consultant	\$0.00	\$0.00
2nd Quarter Expenditures	\$6,764.04	\$6,764.04
Total Expenditures	\$6,764.04	\$6,764.04
Total Allocation of Funds	\$48,125.00	\$48,125.00
Claimed by Percentage	14.1%	14.1%

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.

PROGRESS: Work during the second quarter included day-to-day transportation planning duties related to bicycle, pedestrian, transit, and rail related activities; attendance at NCRA and MTA meetings; coordination, teleconferences and duties related to the State’s Active Transportation Program (ATP). Duties also included local agency coordination/assistance, and non-motorized transportation related issues.

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

PROBLEMS: None.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$5,313.56	\$5,313.56
1st Quarter Expenditures	\$5,313.56	\$5,313.56
Oct. 1 - Dec. 31		
MCOG	\$5,138.91	\$5,138.91
2nd Quarter Expenditures	\$5,138.91	\$5,138.91
Total Expenditures	\$10,452.47	\$10,452.47
Total Allocation of Funds	\$30,000.00	\$30,000.00
Claimed by Percentage	34.8%	34.8%

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

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

PROGRESS: As previously reported, an RFP was advertised for this project in the first quarter, for which no proposals were received. During the second quarter, the modest consultant budget was increased by \$19,000 (*through an OWP Amendment*) and the project was re-advertised. Proposals were due on January 4, 2019, just after this reporting period.

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

PROBLEMS: No new problems.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$2,348.25	\$2,348.25
Consultant	\$0.00	\$0.00
1st Quarter Expenditures	\$2,348.25	\$2,348.25
Oct. 1 - Dec. 31		
MCOG	\$582.42	\$582.42
Consultant	\$0.00	\$0.00
2nd Quarter Expenditures	\$582.42	\$582.42
Total Expenditures	\$2,930.67	\$2,930.67
Total Allocation of Funds	\$54,000.00	\$54,000.00
Claimed by Percentage	5.4%	5.4%

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.

PROGRESS: During the second quarter staff participated in two GIS webinars on upcoming changes to the ArcGIS program.

PRODUCT EXPECTED: Products may include maps, reports, documentation, presentation materials, and various databases and GIS layers to support project tasks.

PROBLEMS: None.

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$489.68	\$489.68
1st Quarter Expenditures	\$489.68	\$489.68
Oct. 1 - Dec. 31		
MCOG	\$566.19	\$566.19
2nd Quarter Expenditures	\$566.19	\$566.19
Total Expenditures	\$1,055.87	\$1,055.87
Total Allocation of Funds	\$5,600.00	\$5,600.00
Claimed by Percentage	18.9%	18.9%

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

PURPOSE: To conduct a study of the needs, priorities and feasibility of improving identifiable deficiencies within the pedestrian network of the City of Point Arena and greater Point Arena/south coast area (south of Highway 128) in Mendocino County. *This project has been combined with W.E. 21.*

PROGRESS: During this quarter, the consultant team worked on key elements of the draft project evaluation report including criteria and methodology for evaluating projects; draft gap/project maps and tables, and report format; presented documents for review by partners; and participated in bi-weekly project teleconferences, as well as individual teleconferences with local agency staff regarding project lists. MCOG staff coordinated with consultant, reviewed materials, participated in bi-weekly teleconferences, and performed project management duties.

PRODUCTS EXPECTED: Procurement documents including Request for Proposals, consultant selection process; and executed contract; Technical Advisory Group (TAG) agenda and meeting notes; Existing Conditions data including list of source documents, list of identified gaps & deficiencies; GIS maps; pedestrian infrastructure data tables; draft and final Existing Conditions reports; stakeholders roster, advertising materials, public workshop agendas & meeting notes; record of public comments; list of issues/projects identified; various deliverables resulting in draft and final “Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study”.

PROBLEMS: None.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
Consultant	\$14,408.24	\$14,408.24
1st Quarter Expenditures	\$14,408.24	\$14,408.24
Oct. 1 - Dec. 31		
Consultant	\$6,124.90	\$6,124.90
2nd Quarter Expenditures	\$6,124.90	\$6,124.90
Total Expenditures	\$20,533.14	\$20,533.14
Total Allocation of Funds	\$30,451.00	\$30,451.00
Claimed by Percentage	67.4%	67.4%

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.

PROGRESS: Work during the second quarter included day-to-day and ongoing transportation planning duties related to various federal, state, and local transportation related grants. MCOG staff prepared and submitted two grant applications, one each under the Sustainable Communities and Adaptation grant programs. Staff monitored and reviewed grant information and guidelines, and provided information and assistance to local agencies.

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

PROBLEMS: None.

Reporting Period	Local (LTF)	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$0.00	\$2,103.46	\$2,103.46
1st Quarter Expenditures	\$0.00	\$2,103.46	\$2,103.46
Oct. 1 - Dec. 31			
MCOG	\$0.00	\$12,658.63	\$12,658.63
2nd Quarter Expenditures	\$0.00	\$12,658.63	\$12,658.63
Total Expenditures	\$0.00	\$14,762.09	\$14,762.09
Total Allocation of Funds	\$8,259.00	\$22,300.00	\$30,559.00
Claimed by Percentage	0.0%	66.2%	48.3%

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

PURPOSE: To conduct a study of the needs, priorities and feasibility of improving identifiable deficiencies within the pedestrian network of the cities of Ukiah, Willits, and Fort Bragg, as well as most of the unincorporated communities in the County. *This project has been combined with W.E. 19.*

PROGRESS: During this quarter, the consultant team worked on the public input summary, consolidating comments into location maps and spreadsheets for each community; continued work on Existing Conditions Report; worked on Project Evaluation report, including format of maps and project descriptions, presented documents for review by partners; and participated in bi-weekly teleconferences, as well as individual teleconferences with local agency staff regarding project lists. MCOG staff coordinated with consultant, reviewed materials, participated in bi-weekly teleconferences, and performed project management duties.

PRODUCTS EXPECTED: Procurement documents including Request for Proposals, consultant selection process; and executed contract; Technical Advisory Group (TAG) agenda and meeting notes; Existing Conditions data including list of source documents, list of identified gaps & deficiencies; GIS maps; pedestrian infrastructure data tables; draft and final Existing Conditions reports; stakeholders roster, advertising materials, public workshop agendas & meeting notes; record of public comments; list of issues/projects identified; various deliverables resulting in draft and final “Mendocino County Pedestrian Facility Needs Inventory and Engineered Feasibility Study”.

PROBLEMS: None.

Reporting Period	Local (LTF)	State (Sust. Comm. Grant)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$573.19	\$4,424.10	\$4,997.29
Consultant	\$5,956.97	\$45,978.18	\$51,935.15
1st Quarter Expenditures	\$6,530.16	\$50,402.28	\$56,932.44
Oct. 1 - Dec. 31			
MCOG	\$358.17	\$2,764.56	\$3,122.73
Consultant	\$2,872.71	\$22,172.69	\$25,045.40
2nd Quarter Expenditures	\$3,230.88	\$24,937.25	\$28,168.13
Total Expenditures	\$9,761.04	\$75,339.53	\$85,100.57
Total Allocation of Funds	\$17,772.00	\$137,167.00	\$154,939.00
Claimed by Percentage	54.9%	54.9%	54.9%

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

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, Ph. 1” – Non-Infrastructure component).

PROGRESS: During the second quarter MCOG staff participated in monthly coordination meetings with consultants; coordinated with Caltrans and project partners; and performed grant management duties including invoicing, preparing reimbursement invoice packages for Caltrans, budget tracking, and reporting. Staff reviewed work products and quarterly reports from consultants and monitored activities, and prepared required ATP progress reports.

NCO/WBM staff worked on project management duties including coordination and meetings with MCOG, HHSA, and subcontractor (Laytonville Healthy Start), and quarterly invoicing. Work continued on grant tasks, and NCO/WBM staff participated in remaining school events, mapping of routes, and community outreach, and completed a final report summarizing activities performed under this three-year grant period. NCO/WBM staff gave a PowerPoint presentation of their final report at the December 3, 2018 MCOG Board meeting. The MCOG Board accepted the report, with minor edits.

Health & Human Services Agency (HHSA) staff completed their work on various tasks including coordination and meetings with MCOG, North Coast Opportunities/Walk and Bike Mendocino, school staff, task forces and/or subcommittees. HHSA staff continued work with schools to provide technical assistance to sustain Safe Routes to School activities. HHSA staff worked with project partners to coordinate and conduct walk and bike to school days in various communities, provide school-based safety education, coordinate contests, increase access to helmets, and work with high schools students on events. Staff worked on tasks to increase community support and awareness, and conducted outreach and promotion. HHSA staff also worked on grant reporting and invoicing tasks.

PRODUCT EXPECTED: Press releases; staff recruitment; develop MOUs with schools; meeting participation; implementation plans & schedules; identify Safe Route to School liaisons; hold bike/pedestrian events and trainings; community education & outreach; data collection of walking and biking rates; Safe Routes to School task force assistance; recruit high school students and initiate service learning; organize school contests; organize bike/walk groups; train crossing guards; review/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/clinics; develop and distribute Safe Routes to School maps; and overall grant management including invoicing and reporting.

PROBLEMS: None.

Reporting Period	State (ATP)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$3,950.94	\$3,950.94
Consultants & Direct Costs	\$46,012.46	\$46,012.46
1st Quarter Expenditures	\$49,963.40	\$49,963.40
Oct. 1 - Dec. 31		
MCOG	\$4,927.36	\$4,927.36
Consultants & Direct Costs	\$87,581.86	\$87,581.86
2nd Quarter Expenditures	\$92,509.22	\$92,509.22
Total Expenditures	\$142,472.62	\$142,472.62
Total Allocation of Funds	\$455,737.00	\$455,737.00
Claimed by Percentage	31.3%	31.3%

Total Expenditures - Second Quarter

Summary of Funding Sources	Amount Programmed	1st Qtr Expenditures	2nd Qtr Expenditures	3rd Qtr Expenditures	4th Qtr Expenditures	Total Expenditures
Local LTF	\$226,092	\$30,321.75	\$32,237.45	\$0.00	\$0.00	\$62,559.20
State PPM	\$221,552	\$8,602.13	\$33,551.33	\$0.00	\$0.00	\$42,153.46
State RPA*	\$340,582	\$53,043.10	\$67,391.16	\$0.00	\$0.00	\$120,434.26
State ATP Grant*	\$455,737	\$49,963.41	\$92,509.22	\$0.00	\$0.00	\$142,472.63
State Sus. Comm.	\$137,167	\$50,402.28	\$24,937.25	\$0.00	\$0.00	\$75,339.53
Totals	\$1,381,130	\$192,332.67	\$250,626.41	\$0.00	\$0.00	\$442,959.08
* Local funds were used to pay invoices, pending reimbursement						

*Prepared by L. Ellard
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