



MENDOCINO
COUNCIL OF GOVERNMENTS

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August 8, 2019

To: MCOG Board of Directors
From: Janet Orth, Deputy Director / CFO
Subject: Information Packet of August 19, 2019 Meeting - No Action Required

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The following items are attached.

1. Transportation Planning Work Program – 4th Quarter report, Fiscal Year 2018/19.

MCOG
FY 2018/19 Transportation Planning Work Program
Fourth Quarter Status Report
(April – June, 2019)

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 fourth quarter included general transportation planning duties, including management of the Overall Work Program, preparation of quarterly reports and claims, preparation of Final FY 2019/20 OWP, 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
1st Quarter Expenditures	\$28,377.86	\$0.00	\$28,377.86
2nd Quarter Expenditures	\$22,191.20	\$0.00	\$22,191.20
3rd Quarter Expenditures	\$24,023.10	\$0.00	\$24,023.10
Apr. 1 - June 30			
MCOG	\$30,063.44	\$224.11	\$30,287.55
4th Quarter Expenditures	\$30,063.44	\$224.11	\$30,287.55
Total Expenditures	\$104,655.60	\$224.11	\$104,879.71
Total Allocation of Funds	\$105,081.00	\$250.00	\$105,331.00
Claimed by Percentage	99.6%	89.6%	99.6%

2. WORK ELEMENT 2: PLANNING MANAGEMENT & GENERAL COORD. (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 fourth 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, preparation of Final FY 2019/10 OWP; 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;

coordination on Covelo ATP project; 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
1st Quarter Expenditures	\$22,944.75	\$22,944.75
2nd Quarter Expenditures	\$23,136.68	\$23,136.68
3rd Quarter Expenditures	\$27,622.48	\$27,622.48
Apr. 1 - June 30		
MCOG	\$16,758.16	\$16,758.16
4th Quarter Expenditures	\$16,758.16	\$16,758.16
Total Expenditures	\$90,462.07	\$90,462.07
Total Allocation of Funds	\$90,475.00	\$90,475.00
Claimed by Percentage	100.0%	100.0%

3. WORK ELEMENT 3: COMMUNITY TRANSPORTATION PLANNING & COORD. (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: Fourth 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
1st Quarter Expenditures	\$846.84	\$846.84
2nd Quarter Expenditures	\$327.81	\$327.81
3rd Quarter Expenditures	\$718.80	\$718.80
Apr. 1 - June 30		
MCOG	\$535.27	\$535.27
4th Quarter Expenditures	\$535.27	\$535.27
Total Expenditures	\$2,428.72	\$2,428.72
Total Allocation of Funds	\$10,250.00	\$10,250.00
Claimed by Percentage	23.7%	23.7%

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: Fourth quarter work included attending public workshop (webcast) of California Air Resources Board (CARB) FY 2019-20 Funding Plan for Clean Transportation Incentives, and monitoring issues from Strategic Growth Council and other state agencies. In addition, staff time spent on MCOG’s Zero Emissions Vehicle (ZEV) Regional Readiness Plan update effort was charged to this work element after staff’s budget for that project (W.E. 17) was expended; and time was spent on preparing RFP for SB 743 Vehicle Miles Traveled (VMT) Regional Baseline Study.

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
1st Quarter Expenditures	\$109.28	\$109.28
2nd Quarter Expenditures	\$191.23	\$191.23
3rd Quarter Expenditures	\$163.91	\$163.91
Apr. 1 - June 30		
MCOG	\$7,375.72	\$7,375.72
4th Quarter Expenditures	\$7,375.72	\$7,375.72
Total Expenditures	\$7,840.14	\$7,840.14
Total Allocation of Funds	\$10,000.00	\$10,000.00
Claimed by Percentage	78.4%	78.4%

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 the fourth quarter City of Ukiah staff provided comments to the consultant on the draft speed zone report, and the consultant completed the final speed zone report. The final report with the updated speed zone ordinance will be presented to the Ukiah City Council in September. ***This project is complete,*** and final report will be provided to MCOG after presentation to 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
1st Quarter Expenditures	\$0.00	\$0.00
2nd Quarter Expenditures	\$0.00	\$0.00
3rd Quarter Expenditures	\$0.00	\$0.00
Apr. 1 - June 30		
Ukiah (Consultant)	\$6,340.00	\$6,340.00
4th Quarter Expenditures	\$6,340.00	\$6,340.00
Total Expenditures	\$6,340.00	\$6,340.00
Total Allocation of Funds	\$6,833.00	\$6,833.00
Claimed by Percentage	92.8%	92.8%

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 finished the 2019 Road System Traffic Safety Review Report; continued review of the roads for the 2020 Road System Traffic Safety Review Report; conducted traffic speed surveys at Mill Creek Road, Feliz Creek Road, and Sanford Ranch Road; 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. The W.E. 6 Combined Special Studies Report and 2019 Road System Traffic Safety Review Report have been submitted to MCOG, and *this project is complete.*

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
1st Quarter Expenditures	\$0.00	\$0.00
2nd Quarter Expenditures	\$20,503.87	\$20,503.87
3rd Quarter Expenditures	\$0.00	\$0.00
Apr. 1 - June 30		
Co. DOT	\$39,496.13	\$39,496.13
4th Quarter Expenditures	\$39,496.13	\$39,496.13
Total Expenditures	\$60,000.00	\$60,000.00
Total Allocation of Funds	\$60,000.00	\$60,000.00
Claimed by Percentage	100.0%	100.0%

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: Fourth quarter work included coordination and monitoring of current STIP projects; providing assistance to local agencies; interaction and coordination with local agencies, Caltrans and CTC, including participating in regular project status meetings; preparation of required forms and quarterly reports, and monitoring PPM funds. Staff also provided assistance to local agencies for various programs under SB 1, including required reporting for the Local Streets & Road program.

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
1st Quarter Expenditures	\$109.27	\$382.45	\$491.72
2nd Quarter Expenditures	\$8,178.80	\$0.00	\$8,178.80
3rd Quarter Expenditures	\$5,071.18	\$3,503.32	\$8,574.50
Apr. 1 - June 30			
MCOG	\$0.00	\$4,795.11	\$4,795.11
4th Quarter Expenditures	\$0.00	\$4,795.11	\$4,795.11
Total Expenditures	\$13,359.25	\$8,680.88	\$22,040.13
Total Allocation of Funds	\$73,879.00	\$28,750.00	\$102,629.00
Claimed by Percentage	18.1%	30.2%	21.5%

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: As previously reported, *this project was completed in the third quarter.*

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

PROBLEMS: None.

Reporting Period	State (PPM)	Total Expenditures by Quarter
1st Quarter Expenditures	\$8,003.18	\$8,003.18
2nd Quarter Expenditures	\$18,042.30	\$18,042.30
3rd Quarter Expenditures	\$19,188.44	\$19,188.44
Apr. 1 - June 30		
4th Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$45,233.92	\$45,233.92
Total Allocation of Funds	\$54,289.00	\$54,289.00
Claimed by Percentage	83.3%	83.3%

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

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

PROGRESS: As previously reported, MTA staff advised that *this project was dropped* and the funds are available for reprogramming by MCOG. It did not receive the type of response desired (*bid process was to be through CalACT*), and staff has other pressing priorities that affect the ability to deliver this project. *Project has been dropped and will not be completed.*

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

PROBLEMS: Project has been dropped, and funds will be available for reprogramming. It will not be carried over to next fiscal year.

Reporting Period	Local (LTF)	State (PPM)	Total Expenditures by Quarter
1st Quarter Expenditures	\$0.00	\$0.00	\$0.00
2nd Quarter Expenditures	\$0.00	\$0.00	\$0.00
3rd Quarter Expenditures	\$0.00	\$0.00	\$0.00
4th 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 fourth quarter, City staff continued to review the scope of work to determine what changes are needed to fit the budget for the project. Staff will consider reducing the survey area in order to align with available funding. *This project has been carried over to FY 2019/20 for completion.*

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

PROBLEMS: No new problems reported. Note: Project is funded with FY 2017/18 PPM funds which expire 6/30/20).

Reporting Period	State (PPM)	Total Expenditures by Quarter
1st Quarter Expenditures	\$0.00	\$0.00
2nd Quarter Expenditures	\$0.00	\$0.00
3rd Quarter Expenditures	\$0.00	\$0.00
4th 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 fourth quarter, the consultant worked on generated the Micro-Simulation traffic analysis of the proposed corridor, and continued work on the draft Feasibility Report. *This project has been carried over to FY 2019/20 for completion.*

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
1st Qtr Expenditures	\$0.00	\$0.00
2nd Qtr Expenditures	\$5,542.08	\$5,542.08
3rd Qtr Expenditures	\$0.00	\$0.00
Apr. 1 - June 30		
County DOT	\$3,403.12	\$3,403.12
4th Qtr Expenditures	\$3,403.12	\$3,403.12
Total Expenditures	\$8,945.20	\$8,945.20
Total Allocation of Funds	\$18,381.00	\$18,381.00
Claimed by Percentage	48.7%	48.7%

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: During the fourth quarter, City of Ukiah staff (one person) attended a “Complete Streets Planning and Design” training in Emeryville; County Department of Transportation staff (12 people) attended the Caltrans Federal Aid Series training in Ukiah; County Department of Transportation staff (one person) attended the Caltrans Resident Engineer Academy in Irvine, and a TRP webinar on roundabouts was provided for County Department of Transportation engineering staff.

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

PROBLEMS: None.

Reporting Period	Local (LTF)	Total Expenditures by Quarter
1st Quarter Expenditures	\$0.00	\$0.00
2nd Quarter Expenditures	\$0.00	\$0.00
3rd Quarter Expenditures	\$5,519.55	\$5,519.55
Apr. 1 - June 30		
MCOG	\$6,713.31	\$6,713.31
County/Cities/MTA	\$8,527.54	\$8,527.54
4th Quarter Expenditures	\$15,240.85	\$15,240.85
Total Expenditures	\$20,760.40	\$20,760.40
Total Allocation of Funds	\$43,531.00	\$43,531.00
Claimed by Percentage	47.7%	47.7%

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: City staff released the Request for Proposals for a traffic study, with proposals due 7/31/19. City staff reports that tasks related to circulation and transportation policies and a circulation plan for the site are approximately 80% complete, and tasks related to community based planning and agency consultation are approximately 75% complete. *This project has been carried over to FY 2019/20 for completion.*

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: No 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
1st Quarter Expenditures	\$0.00	\$0.00
2nd Quarter Expenditures	\$6,764.04	\$6,764.04
3rd Quarter Expenditures	\$0.00	\$0.00
Apr. 1 - June 30		
4th Quarter Expenditures	\$0.00	\$0.00
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 fourth 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). Staff time for duties related to the Pedestrian Needs Inventory & Engineered Feasibility Study

(Work Elements 19 & 21) were also charged to this work element after funding in those work element was expended. 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
1st Quarter Expenditures	\$5,313.56	\$5,313.56
2nd Quarter Expenditures	\$5,138.91	\$5,138.91
3rd Quarter Expenditures	\$6,669.38	\$6,669.38
Apr. 1 - June 30		
MCOG	\$12,876.60	\$12,876.60
4th Quarter Expenditures	\$12,876.60	\$12,876.60
Total Expenditures	\$29,998.45	\$29,998.45
Total Allocation of Funds	\$30,000.00	\$30,000.00
Claimed by Percentage	100.0%	100.0%

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: During the fourth quarter, the consultant met with the ZEV Advisory Group (ZAG) two additional times (ZAG meetings 3 & 4), and completed the Draft and Final Plan updates. The consultant gave a PowerPoint presentation of the draft Final Plan to MCOG on 5/6/19, and the plan was accepted, with staff directed to work with consultant on final edits. The Final Plan was delivered to MCOG on 7/3/19. *This project is complete.*

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

PROBLEMS: None.

Reporting Period	State (RPA)	Total Expenditures by Quarter
1st Quarter Expenditures	\$2,348.25	\$2,348.25
2nd Quarter Expenditures	\$582.42	\$582.42
3rd Quarter Expenditures	\$25,413.96	\$25,413.96
Apr. 1 - June 30		
MCOG	\$917.13	\$917.13
Consultant	\$23,945.80	\$23,945.80
4th Quarter Expenditures	\$24,862.93	\$24,862.93
Total Expenditures	\$53,207.56	\$53,207.56
Total Allocation of Funds	\$54,000.00	\$54,000.00
Claimed by Percentage	98.5%	98.5%

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 fourth quarter participated in an ArcGIS Webinar; reviewed the agenda and presentation documentation for the ESRI Annual Conference. Staff additionally began coordinating shapefile updates with the County of Mendocino.

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
1st Quarter Expenditures	\$489.68	\$489.68
2nd Quarter Expenditures	\$566.19	\$566.19
3rd Quarter Expenditures	\$920.06	\$920.06
Apr. 1 - June 30		
MCOG	\$1,775.10	\$1,775.10
4th Quarter Expenditures	\$1,775.10	\$1,775.10
Total Expenditures	\$3,751.03	\$3,751.03
Total Allocation of Funds	\$5,600.00	\$5,600.00
Claimed by Percentage	67.0%	67.0%

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 completed the draft and final reports, presented documents for review by partners; participated in bi-weekly project teleconferences and one Technical Advisory Group (TAG) meeting (TAG Meeting #5). The consultant gave a PowerPoint presentation of the draft final report to MCOG on 6/3/19, and MCOG accepted the report. MCOG staff coordinated with consultant, reviewed materials, participated in bi-weekly & TAG teleconferences/meetings, and performed project management duties. The final report was received on 6/24/19, ***and this project is complete.***

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
1st Quarter Expenditures	\$14,408.24	\$14,408.24
2nd Quarter Expenditures	\$6,124.90	\$6,124.90
3rd Quarter Expenditures	\$4,084.25	\$4,084.25
Apr. 1 - June 30		
Consultant	\$5,801.60	\$5,801.60
4th Quarter Expenditures	\$5,801.60	\$5,801.60
Total Expenditures	\$30,418.99	\$30,418.99
Total Allocation of Funds	\$30,451.00	\$30,451.00
Claimed by Percentage	99.9%	99.9%

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 fourth quarter included day-to-day and ongoing transportation planning duties related to various federal, state, and local transportation related grants. 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
1st Quarter Expenditures	\$0.00	\$2,103.46	\$2,103.46
2nd Quarter Expenditures	\$0.00	\$12,658.63	\$12,658.63
3rd Quarter Expenditures	\$138.47	\$546.35	\$684.82
Apr. 1 - June 30			\$0.00
MCOG	\$142.85	\$2,158.09	\$2,300.94
4th Quarter Expenditures	\$142.85	\$2,158.09	\$2,300.94
Total Expenditures	\$281.32	\$17,466.53	\$17,747.85
Total Allocation of Funds	\$8,259.00	\$22,300.00	\$30,559.00
Claimed by Percentage	3.4%	78.3%	58.1%

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 completed the draft and final reports, presented documents for review by partners; participated in bi-weekly project teleconferences and one Technical Advisory Group (TAG) meeting (TAG Meeting #5). The consultant gave a PowerPoint presentation of the draft final report to MCOG on 6/3/19, and MCOG accepted the report. MCOG staff coordinated

with consultant, reviewed materials, participated in bi-weekly & TAG teleconferences/meetings, and performed project management duties. The final report was received on 6/24/19, **and this project is complete.**

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
1st Quarter Expenditures	\$6,530.16	\$50,402.28	\$56,932.44
2nd Quarter Expenditures	\$3,230.88	\$24,937.25	\$28,168.13
3rd Quarter Expenditures	\$5,979.10	\$46,149.06	\$52,128.16
Apr. 1- June 30			
Consultant	\$2,029.22	\$15,662.33	\$17,691.55
4th Quarter Expenditures	\$2,029.22	\$15,662.33	\$17,691.55
Total Expenditures	\$17,769.36	\$137,150.92	\$154,920.28
Total Allocation of Funds	\$17,772.00	\$137,167.00	\$154,939.00
Claimed by Percentage	100.0%	100.0%	100.0%

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: As previously reported, the MCOG Board accepted the final report on 12/3/18, with minor edits. Final project closeout occurred in the third quarter. **This project is complete.**

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
1st Quarter Expenditures	\$49,963.40	\$49,963.40
2nd Quarter Expenditures	\$92,509.22	\$92,509.22
3rd Quarter Expenditures	\$18,084.44	\$18,084.44
Apr. 1 - June 30		
4th Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$160,557.06	\$160,557.06
Total Allocation of Funds	\$455,737.00	\$455,737.00
Claimed by Percentage	35.2%	35.2%

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	\$39,978.40	\$44,673.58	\$147,211.18
State PPM	\$221,552	\$8,602.13	\$33,551.33	\$25,179.68	\$1,775.10	\$69,108.24
State RPA*	\$340,582	\$53,043.10	\$67,391.16	\$64,404.27	\$127,429.62	\$312,268.15
State ATP Grant*	\$455,737	\$49,963.41	\$92,509.22	\$18,084.44	\$0.00	\$160,557.07
State Sus. Comm.	\$137,167	\$50,402.28	\$24,937.25	\$46,149.06	\$15,662.33	\$137,150.92
Totals	\$1,381,130	\$192,332.67	\$250,626.41	\$193,795.85	\$189,540.63	\$826,295.56
<i>* Local funds were used to pay invoices, pending reimbursement</i>						

Prepared by L. Ellard
8/6/19