



MENDOCINO
COUNCIL OF GOVERNMENTS

367 North State Street~Ukiah~California~95482
www.mendocinocog.org

PHILLIP J. DOW, EXECUTIVE DIRECTOR

Administration: Suite 206
(707) 463-1859
Transportation Planning: Suite 204
(707) 234-3434

November 27, 2017

To: MCOG Board of Directors
From: Janet Orth, Deputy Director/CFO
Subject: Information Packet of December 4, 2017 Meeting - No Action Required

* * * * *

The following items are attached.

1. Opposition to Assembly Bill 1640 (Garcia) – Letter from Executive Director Dow to the author, with copies to our state legislators, as approved by the Council on November 6.
2. Transportation Planning Work Program – 1st Quarter report, Fiscal Year 2017/18.



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November 13, 2017

Assembly Member Eduardo Garcia
Capitol Office, Room 4140
Sacramento, CA 94249-0002

Information # 1
MCOG Meeting
12/4/2017

RE: Opposition to Assembly Bill 1640

Honorable Assembly Member Garcia:

I wish to inform you that the Board of Directors of the Mendocino Council of Governments (MCOG) took action to oppose Assembly Bill 1640 at their regular meeting on November 6, 2017. MCOG is the regional transportation planning agency for Mendocino County. It is MCOG's responsibility to prepare the Regional Transportation Improvement Program (RTIP) within this region to program our share of Regional Improvement Program funding for the State Transportation Improvement Program (STIP).

The basis for opposition to AB 1640 is that it conflicts with local control over the Regional Improvement Program funding that is guaranteed under Senate Bill 45. Currently the California Transportation Commission has authority to reject a proposed RTIP only if an included project (or projects) conflicts with STIP guidelines. In this manner, local priorities that are in general concert with statewide principles and priorities can be funded through the STIP.

Locally, just one year ago we opened a bypass project that was conceived in the 1950's. Only through the partnership fostered by SB 45 was funding eventually made available to complete this large project. At times, we were required to dedicate 100% of our Regional Improvement Program shares to this project that was of high priority for decades. Legislation directed by the State that would have required programming a percentage of our shares for a lower priority project could have placed our priority project in jeopardy.

Most of our rural county is economically disadvantaged and transportation options are very limited. The existing unconstrained process under SB 45 continues to permit our local officials to strike the best balance in fulfilling transportation needs for Mendocino County residents.

Your effort to address transportation issues in disadvantaged communities is commendable. However, MCOG is concerned that a broad-brush, statewide approach in dealing with this issue conflicts with the intent SB 45 and may be counter-productive to implementation of locally established priorities.

Sincerely,

Phillip J. Dow, P.E.
Executive Director

Copies: Dan Gjerde, MCOG Chair
Assembly Member Jim Wood
Senator Mike McGuire

MCOG
FY 2017/18 Transportation Planning Work Program
First Quarter Status Report
(July – September, 2017)

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 first quarter included general transportation planning duties, including management of the Overall Work Program, preparation of quarterly and annual 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 MAP 21/federal 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	\$22,757.05	\$0.00	\$22,757.05
Consultants/Others	\$2,000.00	\$0.00	\$2,000.00
1st Quarter Expenditures	\$24,757.05	\$0.00	\$24,757.05
Total Expenditures	\$24,757.05	\$0.00	\$24,757.05
Total Allocation of Funds	\$81,725.00	\$250.00	\$81,975.00
Claimed by Percentage	30.3%	0.0%	30.2%

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 first 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 and annual 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	\$20,471.84	\$20,471.84
1st Quarter Expenditures	\$20,471.84	\$20,471.84
Total Expenditures	\$20,471.84	\$20,471.84
Total Allocation of Funds	\$90,700.00	\$90,700.00
Claimed by Percentage	22.6%	22.57%

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: First quarter tasks included meetings, 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	\$945.36	\$945.36
1st Quarter Expenditures	\$945.36	\$945.36
Total Expenditures	\$945.36	\$945.36
Total Allocation of Funds	\$14,750.00	\$14,750.00
Claimed by Percentage	6.4%	6.4%

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. Mainly, 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	\$157.56	\$157.56
1st Quarter Expenditures	\$157.56	\$157.56
Total Expenditures	\$157.56	\$157.56
Total Allocation of Funds	\$10,000.00	\$10,000.00
Claimed by Percentage	1.6%	1.6%

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: The Ukiah City Council awarded the contract for this carryover project in the fourth quarter of FY 2016/17. The consultant (Omni-Means) has initiated data collection for the speed zone surveys.

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

PROBLEMS: None.

Reporting Period	State (PPM)	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30			
Ukiah (Consultant)	\$0.00	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00	\$0.00
Total Allocation of Funds	\$5,680.00	\$32,596.00	\$38,276.00
Claimed by Percentage	0.0%	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: No progress was reported for the first quarter, as MCOG did not provide the “authorization to proceed” to Co. DOT until 10-13-17, after the executed Local Agency Subrecipient Agreement was received.

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
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$60,000.00	\$60,000.00
Claimed by Percentage	0.0%	0.0%

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: First quarter work included ongoing 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 STIP forms and quarterly reports, and allocation of funds. Staff also monitored 2018 STIP development, including adoption of the 2018 Fund Estimate. Staff worked with local agencies to identify priorities for the 2018 RTIP and assess existing STIP projects.

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)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$9,453.33	\$9,453.33
1st Quarter Expenditures	\$9,453.33	\$9,453.33
Total Expenditures	\$9,453.33	\$9,453.33
Total Allocation of Funds	\$78,163.00	\$78,163.00
Claimed by Percentage	12%	12%

8. WORK ELEMENT 8: PUBLIC PARTICIPATION PLAN (MCOG)

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”.

PROGRESS: None. This project is expected to begin in the second quarter.

PRODUCT EXPECTED: Staff summary of update requirements, staff summary of update needs, documentation of tribal consultation, public notices, flyers, e-mail distribution lists, website postings, Draft and Final Public Participation Plan – 2017 Update, public notice, staff report, recommendations, resolution or minute order.

PROBLEMS: None.

Reporting Period	Local (LTF)	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30			
Consultant/Other	\$0.00	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00	\$0.00
Total Allocation of Funds	\$250.00	\$5,000.00	\$5,250.00
Claimed by Percentage	0.0%		0.0%

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

PURPOSE: To update and broaden the scope of the City’s Residential Streets Safety Plan to include all City streets, retitling the document to the Street Safety Plan. 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: City of Fort Bragg staff reviewed and amended the work plan, and is in the process of scheduling the plan to complete the project by the end of the fiscal year. Staff has commenced review of the 2010 Residential Streets Safety Plan and held an internal meeting to discuss traffic study needs. Community Development Staff will work with Public Works staff to determine where to focus new studies or study updates.

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	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$64,975.00	\$64,975.00
Claimed by Percentage	0.0%	0.0%

10. WORK ELEMENT 10: REGIONAL TRANSPORTATION PLAN (RTP) – 2017 UPDATE, PH. 2 (MCOG) – CARRYOVER

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

PROGRESS: During this quarter, a working draft of the RTP was completed for local agency review. The draft was presented to the TAC. Additional data was collected from stakeholders.

PRODUCT 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.

PROBLEMS: None.

Reporting Period	State (RPA)	Local (LTF)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$14,467.05	\$0.00	\$14,467.05
Consultant/Other	\$0.00	\$0.00	\$0.00
1st Quarter Expenditures	\$14,467.05	\$0.00	\$14,467.05
Total Expenditures	\$14,467.05	\$0.00	\$14,467.05
Total Allocation of Funds	\$25,000.00	\$7,500.00	\$32,500.00
Claimed by Percentage	57.9%	0.0%	44.5%

11. WORK ELEMENT 11: TRAFFIC ANALYSIS FOR REALIGNMENT OF TALMAGE ROAD (CITY OF UKIAH)

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.

PROGRESS: City of Ukiah staff began work on developing a draft Request for Proposals (RFP) during the first quarter.

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

PROBLEMS: None.

Reporting Period	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30		
City of Ukiah	\$0.00	\$0.00
1st Quarter Expenditures	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$25,000.00	\$25,000.00
Claimed by Percentage	0.0%	0.0%

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

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

PROGRESS: City of Ukiah staff began work on developing a draft Request for Proposals (RFP) during the first quarter.

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

PROBLEMS: None.

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
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)

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: This work element was added to the FY 2017/18 OWP on 8/21/17. During the first quarter, Co. DOT staff worked with Caltrans to provide the required resolution and paperwork to initiate this grant project. The contract was executed and sent to Caltrans after this reporting period, in October.

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
Total Expenditures	\$0.00	\$0.00
Total Allocation of Funds	\$19,556.00	\$19,556.00
Claimed by Percentage	0.0%	0.0%

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 first quarter MCOG staff attended three training workshops in Sacramento: (1) Subrecipient Agreement procedures (RCTF); Non A & E procurement procedures (RCTF); and SB 1 planning grants (Caltrans). City of Ukiah staff attended A & E Consultant Contracts training in Eureka (Caltrans).

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	\$2,547.22	\$2,547.22
County/Cities/MTA	\$365.28	\$365.28
1st Quarter Expenditures	\$2,912.50	\$2,912.50
Total Expenditures	\$2,912.50	\$2,912.50
Total Allocation of Funds	\$38,846.00	\$38,846.00
Claimed by Percentage	7.5%	7.5%

15. *Deleted*

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 first 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 monitoring LTF 2% Bike & Pedestrian program; 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	\$4,149.08	\$4,149.08
1st Quarter Expenditures	\$4,149.08	\$4,149.08
Total Expenditures	\$4,149.08	\$4,149.08
Total Allocation of Funds	\$20,000.00	\$20,000.00
Claimed by Percentage	20.7%	20.7%

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

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 record for determining roadway pavement maintenance, rehabilitation and reconstruction needs.

PROGRESS: This carryover project was amended into the OWP on 8/21/17. Work during the first quarter included coordinating with the consultant and local agencies. Final reports were distributed to local agencies. Project is complete, and remaining withheld retention will be released in the second quarter.

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.

PROBLEMS: None.

Reporting Period	State (PPM)	Total Expenditures by Quarter
July 1 - Sept. 30		
Consultant	\$21,364.10	\$21,364.10
1st Quarter Expenditures	\$21,364.10	\$21,364.10
Total Expenditures	\$21,364.10	\$21,364.10
Total Allocation of Funds	\$34,110.00	\$34,110.00
Claimed by Percentage	62.6%	62.6%

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 first quarter staff worked to develop and update bicycle and pedestrian shapefiles in the ArcView program that would be later used to develop the Active Transportation Plan maps that will also be used for the Regional Transportation Plan document.

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

PROBLEMS: None.

Reporting Period	Local (LTF)	State (RPA)	Total Expenditures by Quarter
July 1 - Sept. 30			
MCOG	\$0.00	\$1,177.20	\$1,177.20
1st Quarter Expenditures	\$0.00	\$1,177.20	\$1,177.20
Total Expenditures	\$0.00	\$1,177.20	\$1,177.20
Total Allocation of Funds	\$600.00	\$5,000.00	\$5,600.00
Claimed by Percentage	0.0%	23.5%	21.0%

19. Work Element 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.

PROGRESS: Work during the first quarter included day-to-day and ongoing transportation planning duties related to various federal, state, and local transportation related grants, including Rural Planning Assistance (RPA) grants, SB 1 planning and adaptation grants, Affordable Housing Sustainable Communities (AHSC) grants, Urban Greening grants, Active Transportation Program (ATP) grants, and Sustainable Communities grants. MCOG staff attended meetings and teleconferences, researched questions, 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)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$2,225.92	\$2,225.92
1st Quarter Expenditures	\$2,225.92	\$2,225.92
Total Expenditures	\$2,225.92	\$2,225.92
Total Allocation of Funds	\$15,500.00	\$15,500.00
Claimed by Percentage	14.4%	14.4%

21. *Work Element 21 – Intentionally Left Blank*

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 first 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, monitored activities, reviewed task force agendas and minutes, and attended task force (or subcommittee) meetings/teleconferences.

NCO/WBM staff worked on project management duties including coordination and meetings with MCOG, HHSa, and subcontractor (Laytonville Healthy Start), quarterly reporting and invoicing, and attending task force meetings. Work continued on various grant tasks, and NCO/WBM staff participated in numerous events this quarter, with highlights including: six traffic safety education classes; six summer bike rodeos; two pedestrian safety education classes; five walk/bus to school day events; and eight (plus ongoing) community/outreach events.

Health & Human Services Agency (HHSa) staff continued work on various tasks including coordination and meetings with MCOG, North Coast Opportunities/Walk and Bike Mendocino, school staff, task forces, school site councils and/or subcommittees. HHSa staff continued work with schools to develop wellness policies, and continued work on task force development and providing technical assistance to sustain Safe Routes to School activities. HHSa staff worked with task forces on eligible uses of grant funds per Memorandum of Understanding (MOU) with MCOG. 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, conducted outreach and promotion, and advocated for increased enforcement during school drop off and pick up hours. HHSa staff also worked on grant reporting and invoicing tasks. California Conservation Corps (CCC) staff assisted with two rodeo events.

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: Challenges continue on task force development and participation by Potter Valley schools, however NCO/WBM and HHSA staff continue to reach out to school staff and community members.

Reporting Period	State (ATP)	Total Expenditures by Quarter
July 1 - Sept. 30		
MCOG	\$4,868.13	\$4,868.13
Consultants (* see note)	\$8,193.82	\$8,193.82
1st Quarter Expenditures	\$13,061.95	\$13,061.95
Total Expenditures	\$13,061.95	\$13,061.95
Total Allocation of Funds	\$701,240.00	\$701,240.00
Claimed by Percentage	1.9%	1.9%

**Note: 1st quarter consultant invoices were not received in time for inclusion in this report.*

RESERVED FOR FUTURE PROJECTS – TO BE DETERMINED:

Reporting Period	State (RPA)	Total Expenditures by Quarter
<i>July 1 - Sept. 30</i>		
<i>1st Quarter Expenditures</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Total Expenditures</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Total RESERVED Funds</i>	<i>\$62,275.00</i>	<i>\$62,275.00</i>
<i>Claimed by Percentage</i>	<i>0.0%</i>	<i>0.0%</i>

Total Expenditures - First Quarter						
Summary of Funding Sources	Amount Programmed	1st Qtr Expenditures	2nd Qtr Expenditures	3rd Qtr Expenditures	4th Qtr Expenditures	Total Expenditures
Local LTF	\$220,548	\$26,555.62	\$0.00	\$0.00	\$0.00	\$26,555.62
State PPM	\$217,928	\$30,817.43	\$0.00	\$0.00	\$0.00	\$30,817.43
State RPA*	\$294,000	\$44,707.94	\$0.00	\$0.00	\$0.00	\$44,707.94
State ATP Grant*	\$701,240	\$13,061.95	\$0.00	\$0.00	\$0.00	\$13,061.95
Totals	\$1,433,716	\$115,142.94	\$0.00	\$0.00	\$0.00	\$115,142.94
<i>* Local funds were used to pay invoices, pending reimbursement</i>						

Prepared by L. Ellard
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