

Support Material Agenda Item No. 4

General Policy Committee Meeting

March 8, 2017

9:00 a.m.

Location:

San Bernardino County Transportation Authority
First Floor Lobby
1170 W. 3rd Street, San Bernardino, CA

Discussion Items

Discussion - Administrative Matters

4. SBCTA Fiscal Year 2017/2018 Budget – General Policy Committee Task Review

Review and provide direction relative to proposed tasks to be included in the Fiscal Year 2017/2018 Budget.

The program and task narratives are attached.

General Government Program Budget

Description

The General Government Support Program provides general services and support to all of SBCTA and SBCOG. The program includes the following activities:

Board of Directors

The policy-making body of SBCTA and SBCOG includes elected representatives of all San Bernardino County cities and the Board of Supervisors.

Executive Administration and Support

This task provides administration and support services to the Board of Directors and management staff.

General Counsel

General Counsel is the legal representative and advisor of SBCTA and SBCOG and reports directly to the Board of Directors.

Financial Management

The Financial Management task provides for the strong fiscal stewardship necessary in administering the funds entrusted to SBCTA and SBCOG to carry out its work.

Management Services

Management Services is responsible for the information technology, records management and telecommunications of the organization.

Human Resources

This task is responsible for the overall personnel function of SBCTA. It includes recruitment, employee development, benefits administration, and special studies.

Intergovernmental

This task represents a large part of the Council of Governments function of SBCOG and includes regional collaboration with agencies throughout the County.

Legislation

Legislation advocates for policies, funding, legislation and regulatory actions to advance the transportation and council of governments priorities of the Board of Directors.

Public Affairs

This task maintains a comprehensive public communications program to engage member agencies, private partners, and the community on SBCTA and SBCOG programs and projects.

Building Operation

Building Operation manages and maintains the operation of the Santa Fe Depot.

General Government Program Budget

Goals and Objectives

Board of Directors

1. Maintain project delivery focus.
2. Nurture external relationships.

Executive Administration and Support

1. Continue development of records retention/destruction schedules and policies.
2. Continue to improve electronic record storage and access.

General Counsel

1. Oversee transition to consolidated statutory entity.
2. Update contracts, policies, legal documents to be consistent with SBCTA legislation.
3. Continue providing proactive strategic advice regarding risk mitigation.
4. Revise SBCOG By Laws for compatibility with SBCTA legislation.

Financial Management

1. Implement electronic accounts receivable records system.
2. Provide comprehensive quarterly budget to actual reports.
3. Develop financing plan for Interstate 10 corridor including Transportation Infrastructure Finance and Innovation Act (TIFIA), and procurement for design/build contract.

Management Services

1. Manage building improvements on first floor of the Depot for possible new tenants.
2. Upgrade network servers.
3. Continue to integrate Laserfiche into business processes.
4. Award contract and begin work with new Technology Support and Network Administrator Services contractor.

Human Resources

1. Conduct recruitments to keep SBCTA fully staffed.
2. Evaluate benefits for potential cost saving opportunities.
3. Automate application and employee evaluation processes.

Intergovernmental

1. Cooperate with Ontario International Airport Authority (OIAA) on regional approaches to help Ontario succeed and maximize its potential as an economic driver of the region.
2. Organize joint meeting with neighboring Council of Governments (COGS) to discuss regional issues.
3. Collaborate with Western Riverside Council of Governments, Riverside and San Bernardino Counties on health and wellness initiative.
4. Participate with County and U.S. Forest Services on forest management plan.
5. Work with regional public safety communications agencies on grant funding for new technology.
6. Work with stakeholders on local ways to address problems associated with opioid abuse.

General Government Program Budget

Legislation

1. Effectively advocate maintaining historic funding levels provided by state and federal sources, as well as represent SBCTA's interests as new funding sources and methodologies are considered in a special session/budget funding package or as funds are further distributed through Cap and Trade programs.
2. Build upon SBCTA's relationships with local, regional, state and federal policymakers and stakeholders, business and community leaders, the media, and the public.
3. Advocate to advance the state and federal legislative priorities of the Board of Directors including, but not limited to, promoting the inclusion of regional corridors in goods movement policies and plans at the state and federal level; supporting funding for freight priorities; working with statewide and regional partners on streamlining initiatives and expanded/extended authorities for alternative project delivery methods; and securing approval for SBCTA's sponsor legislation at the state level.
4. Support implementation of the Fixing America's Surface Transportation (FAST) Act in a manner that advances project streamlining initiatives and enhanced project delivery authority, prioritizes SBCTA projects and programs in funding decisions, and protects SBCTA's traditional funding and project selection roles and responsibilities.

Public Affairs

1. Continue to grow SBCTA's online and traditional media presence and evaluate new tools that would further facilitate the understanding of and engagement in SBCTA projects, programs, and services.
2. Build upon existing outreach and communication programs where possible, including enhancing graphic design services to develop a more comprehensive, uniform look for SBCTA materials.
3. Look for opportunities to partner with other agencies to build awareness of transit options, Measure I, and other SBCTA projects, programs, and services.
4. Partner with internal and external stakeholders to implement the agency-wide marketing and communications strategy, which serves as a toolbox and guidebook to promote effective communications policies within and outside the organization.
5. Seek opportunities to participate in community events, as appropriate, throughout the county to promote SBCTA programs and services and further engage with the public.

Building Operation

1. Complete improvements to Harvey House space for use by Local Agency Formation Commission (LAFCO).
2. Attract a new food/coffee tenant for the Depot lobby.
3. Evaluate building for possible efficiency improvements.

General Government Program Budget

Performance/Workload Indicators

	2014-2015 Actual	2015-2016 Actual	2016-2017 Revised Budget	2017-2018 Budget
Realized yield on operating investments	1.2%	1.2%	1.3%	1.2%
Sales tax revenue note/bond rating (S&P/Fitch)	AAA/AA+	AAA/AA+	AAA/AA+	AAA/AA+
Measure I sales tax revenue forecast	N/A	YES	N/A	N/A
Capital budget cash flow bond needs analysis	N/A	YES	N/A	N/A
Long-term/short-term financing	N/A	YES	YES	YES
City/County Conference	YES	YES	YES	YES
Countywide Vision Element Presentations to Board of Directors and Community	12	8	6	6
State and Federal Advocates achieve an overall rating of “Very Good” or “Excellent”	YES	YES	YES	YES
Grow social media and online presence	850	1,850	2,200	3,000
Maintain constitutional protections for existing state funds	YES	YES	YES	YES
Percentage of bill positions resulting in desired outcomes	86%	75%	80%	80%
Conduct series of regional forums	3	2	3	3
Programs and projects are able to proceed without major delays due to state or federal actions	YES	YES	YES	YES
Build awareness of SBCTA programs and services, Measure I and transit opportunities	YES	YES	YES	YES

General Government

Task 0100 Board of Directors

Purpose

The Board of Directors (Board) membership is comprised of the Mayor or a Council Member from each of the 24 cities within San Bernardino County and the 5 members of the County Board of Supervisors. The Board serves as the governing body of the County Transportation Authority and Council of Governments. The Board membership of the County Transportation Authority includes an ex-officio member appointed by the Governor of California. The Board is responsible for setting policies to enhance the quality of life of residents within the County, promote cooperative regional planning, strengthen economic development efforts, exert leadership in creative problem solving and establishing priorities for the expenditure of funds in the most efficient and beneficial way to deliver projects and services.

Accomplishments

The effective leadership and advocacy of the Board on behalf of the residents of San Bernardino County is essential. The policy guidance provided by the Board ensures the effective use of precious tax dollars and advances the delivery of critical programs and projects. Through these efforts, we have become a recognized voice in both the state and national discussion of freight movement, an area that directly impacts the quality of life of our residents. Additionally, in collaboration with the South Coast Air Quality Management District (SCAQMD), we have spurred a national discussion regarding the impacts of mobile pollution sources directly affecting our region's air quality. This led to The Environmental Protection Agency (EPA) agreeing to consider ultra-low NOx regulations on heavy-duty trucks traversing our nation's highways. As these vehicles are a primary factor preventing us from achieving the 2023 NOx threshold required by EPA, triggering a two-year period wherein SCAQMD is required to show conformance or the Federal Highway Administration must withhold federal transportation dollars from the region, it is critical that the federal government regulate this source. The Board's leadership also ensured the passage of Senate Bill 1305 (Morrell), modernizing our organization and simplifying procurement activities. Lastly, we ushered in the new calendar year with a fresh brand, signaling a renewed commitment to engage regionally and nationally on issues important to our community.

Work Elements

1. Establishing policy guidelines to advance key initiatives, programs and projects across the County.
2. Participation on SANBAG Policy Committees, Ad Hoc Committees and Study Sessions.
3. Participation on regional boards.
4. Legislative advocacy in Sacramento and Washington, D.C.

Product

Policy direction and goal setting for the agency.

Manager

Vicki Watson, Clerk of the Board/Administrative Supervisor

General Government

Task 0100 Board of Directors

	2014-2015	2015-2016	2016-2017	
	Actuals	Actuals	Revised	2017-2018
Expenditures	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Budget</u>
Professional Services	-	-	800	5,000
Attendance Fees	-	-	138,982	115,000
Security	-	-	20,470	23,260
Dues & Subscriptions	-	-	400	1,000
Training/Membership	-	-	1,000	6,000
Postage	-	-	200	7,300
Travel Expense - Non-Employee	-	-	31,500	11,500
Travel Expense-Mileage-Non-Employee	-	-	18,000	17,000
Meeting Expense	-	-	5,518	7,000
Office Equipment/Software-Inventorial	-	-	38,592	22,000
Total Expenditures	<u>-</u>	<u>-</u>	<u>255,462</u>	<u>215,060</u>
 Funding Sources				
MSI Valley Admin				143,800
Local Transportation Fund - Admin				10,000
Local Transportation Fund - Planning				35,760
SAFE-Vehicle Registration Fees				17,500
MSI Valley Fund-Freeway Projects				6,000
MSI Valley Fund-Fwy Interchange				2,000
Total Funding Sources				<u>215,060</u>

NOTE: New task created in Fiscal Year 2016/2017 budget. It does not include prior year history.

General Government

Task 0200 Executive Administration and Support

Purpose

Provide leadership and direction to implement Board of Directors (Board) policies and priorities. The Executive Administration and Support task provides for the overall administration of the agency and support services to the Board, management staff and internal/external customers. This includes preparation of agendas and minutes for the Board, Policy Committee and Technical Advisory Committee meetings.

Accomplishments

1. Using Laserfiche, automated processing of Public Records Requests.
2. Enhanced electronic records storage and access.
3. Engaged with Mobility 21, Inland Action, CARB, SCAQMD on advocacy regarding the federal 2023 emissions threshold and potential impacts to federal funding in the SCAQMD Basin.
4. Partnered with Self Help Counties Coalition, Inland Action, SCAG and other stakeholders regarding the FAA reinterpretation of existing law related to tax revenue generated from the sale of aviation fuel on airport properties. The financial impact may be insignificant to our county, but the potential precedent is enormous. Overall, the State of California stands to lose control of more than \$100 million in special assessment revenue from local transportation taxes such as Measure I and other special district assessments.
5. Continued coordination with Caltrans, the State Transportation Agency, and key stakeholders related to freight issues in the state. This dialogue in part led to a joint application for the second round of FASTLANE Grants with LA Metro and RCTC, which rose to top priority status from Caltrans, a key in elevating chances to receive funding from US DOT. Our I 10 Express Lanes project is coupled with improvements to the SR 57/60 Junction and SR 71 widening in LA County, as well as the I-15 Express Lanes project in Riverside County.

Work Elements

This task provides for the following:

1. Executive Director oversight and management to implement Board priorities and managing the executive staff.
2. Executive Director participation on conference panels as necessary to maintain agency presence and participation in issues of regional significance.
3. Executive Director advocacy in Sacramento and Washington, D.C.
4. Preparation of agendas and minutes.
5. Maintenance of all official records and documents.
6. Monitoring Political Reform Act and Conflict of Interest Code filings.
7. Certify documents pertaining to SANBAG affairs.
8. Administrative Support for agency wide functions within the agency.

Budgetary changes in this task are the result of administrative support allocation to specific tasks where appropriate.

Product

Executive leadership and oversight to ensure that Board priorities are met. Administrative support included in this task support overall agency functions and posting of agendas and preparation of minutes to document agency actions. Compliance with applicable laws and state requirements.

Contract Information

- a. New Contracts
 - i. RFP, Assist with development of Records Retention and Document Destruction Schedule, Amount Budgeted \$120,000, Total Estimated Contract Amount \$120,000.

Manager

Vicki Watson, Clerk of the Board/Administrative Supervisor

General Government

Task 0200 Executive Administration and Support

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	-	643,505	678,976	398,490
Overtime	-	6,285	12,100	7,500
Fringe Allocation-General	-	612,801	731,887	416,747
Professional Services	-	18,497	61,000	61,000
Consulting Services	-	-	120,000	120,000
Maintenance-Office Equipment	-	866	5,000	5,000
Rentals-Office Equipment	-	43,074	76,900	57,500
Dues & Subscriptions	-	360	2,500	2,500
Training/Membership	-	2,515	6,000	10,000
Postage	-	9,596	27,000	30,000
Travel Expense - Employee	-	6,914	5,000	12,000
Travel Expense-Mileage-Employee	-	916	1,000	1,500
Printing - External	-	2,407	5,000	10,000
Printing - Internal	-	10,206	42,000	64,000
Record/Equipment Storage	-	18,236	29,000	29,000
Office Expense	-	30,207	58,800	65,000
Meeting Expense	-	2,408	4,800	4,800
Office Equipment/Software-Inventorial	-	-	-	20,000
Indirect Allocation-General	-	295,284	389,588	111,124
Total Expenditures	-	<u>1,704,079</u>	<u>2,256,551</u>	<u>1,426,161</u>

Funding Sources

Local Transportation Fund - Planning	73,485
MSI Valley Admin	195,895
MSI Valley Fund-Freeway Projects	26,500
MSI Valley Fund-Fwy Interchange	5,500
MSI Valley Fund-Grade Separations	5,500
MSI Valley Fund-Traffic Mgmt Sys	9,239
Property Assessed Clean Energy Fund	5,000
SAFE-Vehicle Registration Fees	16,897
Indirect Cost Allocation Fund-General	1,088,145
Total Funding Sources	<u>1,426,161</u>

NOTE: New account structure implemented for the Fiscal Year 2015/2016 budget. It does not include prior year history.

General Government

Task 0300 Intergovernmental – County Transportation Authority

Purpose

To foster involvement in a broad range of local, regional, state, and federal transportation settings. This task also provides for participation with the California Transportation Commission and regional participation with other transportation agencies.

Accomplishments

This is a new task.

Work Elements

1. Monthly meetings with the Executive Officers of transportation agencies.
2. Membership and participation with the Self-Help Counties Coalition.
3. Membership and participation with Mobility 21.
4. Membership and participation with Inland Action.

Product

This task supports participation with regional, state and federal level to advocate for transportation projects and funding within our County.

Manager

Vicki Watson, Clerk of the Board/Administrative Supervisor

General Government

Task 0300 Intergovernmental - County Transportation Authority

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	-	-	-	132,831
Fringe Allocation-General	-	-	-	136,350
Training/Membership	-	-	-	28,900
Travel Expense - Employee	-	-	-	5,500
Travel Expense-Mileage-Non-Employee	-	-	-	900
Indirect Allocation-General	-	-	-	221,752
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>526,233</u>
Funding Sources				
Local Transportation Fund - Planning				247,980
MSI Valley Admin				243,050
MSI Valley Fund-Traffic Mgmt Sys				<u>35,203</u>
Total Funding Sources				<u>526,233</u>

NOTE: New task created in Fiscal Year 2017/2018 budget. It does not include prior year history.

General Government

Task 0350 General Counsel

Purpose

General Counsel is the chief legal advisor for SBCTA and SBCOG. The General Counsel, under the authority of the Board of Directors (Board), renders legal advice and provides legal representation for SBCTA and SBCOG regarding matters relating to or arising out of SBCTA's and SBCOG's projects, programs and policies.

Accomplishments

1. SB 1305, drafted by General Counsel, was enacted by the legislature and effective January 1, 2017.
2. Reviewed and revised SBCTA's policies for compliance with SB 1305.
3. Reinstated By Laws Ad Hoc Committee to make changes necessitated by SB 1305 and to update.
4. Provided comprehensive quarterly litigation and claims updates for the Board.
5. Continued improving contract templates and policies to simplify contract drafting and approval.

Work Elements

1. Provides legal advice to staff and the Board.
2. Oversees outside counsel representing SBCTA and SBCOG in litigation and right of way matters.
3. Reviews, drafts or provides advice regarding hundreds of contracts and related agenda items annually.
4. Updates and advises the Board regarding major legal issues and litigation matters.
5. Provides risk mitigation legal strategies and advice.
6. Aids SBCTA and SBCOG in attaining legal compliance in all activities.

Product

With the addition of an Assistant General Counsel position, law office management software and implementation services may be needed to organize and account for the legal services provided by General Counsel's office. A request for proposals may be issued.

In 2012, a panel of qualified legal counsel was established pursuant to a request for qualifications for various legal services needed from time-to-time by SBCTA. General Counsel will be issuing a new request for qualifications and/or request for proposals to refresh and augment the panel of qualified attorneys.

The Fiscal Year 2017/2018 budget includes costs in the indirect cost allocation funds, Local Transportation Funds (LTF), Property Assessed Clean Energy Fund (PACE), Measure I Valley Freeways and Interchanges. Specialty legal work provided by outside counsel, such as in the areas of environmental law, eminent domain, express lanes, bankruptcy, and litigation, are budgeted under the project task numbers that created the need for outside legal services.

Contract Information

- a. Existing Contracts
 - i. 00-1001010, Legal Services - Public Employment Law, Amount Budgeted \$5,000.
 - ii. 00-1000731, Legal Services - Assistant to General Counsel, Amount Budgeted \$50,000.
 - iii. 00-1000801, Legal Research Database, Amount Budgeted \$7,000.
 - iv. 00-1001039, Legal Services, Amount Budgeted \$20,000.
- b. New Contracts
 - i. RFP, Law Office and Case Management Software, Amount Budgeted \$10,000, Total Estimated Contract Amount \$50,000.

Manager

Eileen Monaghan Teichert, General Counsel

General Government

Task 0350 General Counsel

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	-	255,612	334,632	394,163
Overtime	-	1,847	2,300	2,500
Fringe Allocation-General	-	242,803	360,821	407,174
Professional Services	-	7,209	15,860	15,860
Consulting Services	-	46,614	10,000	10,000
Legal Fees	-	190,998	162,723	80,000
Training/Membership	-	3,152	3,995	5,832
Postage	-	-	200	200
Travel Expense - Employee	-	1,557	4,000	6,000
Travel Expense-Mileage-Employee	-	30	200	200
Printing - Internal	-	-	500	200
Office Expense	-	2,450	-	-
Meeting Expense	-	32	200	500
Indirect Allocation-General	-	74,215	-	225,391
Total Expenditures	-	826,518	895,431	1,148,020

Funding Sources

Indirect Cost Allocation Fund-General	649,030
Local Transportation Fund - Planning	329,367
MSI Valley Fund-Freeway Projects	63,928
MSI Valley Fund-Fwy Interchange	63,928
Property Assessed Clean Energy Fund	41,767
Total Funding Sources	1,148,020

NOTE: New account structure implemented in Fiscal Year 2015/2016 budget. It does not include prior year history.

General Government

Task 0400 Financial Management

Purpose

Provide for SBCTA's finance and accounting, revenue claiming, procurement and contract administration, and risk management activities.

Accomplishments

1. Implementing an electronic accounts receivable financial management system.
2. Received Government Finance Officers Association (GFOA) awards for the Comprehensive Annual Financial Report and Annual Budget.
3. Enhanced budget document to include budgetary schedules for SBCOG.
4. Establishing short-term financing programs including notes, commercial paper and other options.
5. Centralized revenue claiming functions.
6. Revised Investment Policy to include California Asset Management Program funds as a permissible investment for operating funds and change entity name from SANBAG to SBCTA.
7. Revised Debt Management Policy to reflect changed of entity name from SANBAG and SBCTA and added section for debt relating to Property Assessed Clean Energy (PACE) program

Work Elements

Finance and Accounting

This activity provides for the financial administration, general accounting, grant and project accounting, budgeting, payroll, accounts payable, independent audit, revenue forecasting, revenue claiming, and cash and debt management. The activity entails the following consulting contracts:

1. Auditing and accounting services:
 - i. Independent financial audit and single compliance audit.
 - ii. Financial Measure I and Transportation Development Act (TDA) compliance audits of transit operators, cities, and county.
2. Financial advisory services will include continuing review of strategic plan and cash flows, taking into account:
 - i. The short and long-term needs of SBCTA and SBCOG.
 - ii. Financing options and alternative debt structures.
 - iii. Financing timetables.
 - iv. Revenue forecasts.
3. Investment advisory services will include the following:
 - i. Advice on portfolio performance.
 - ii. Advice on current investment strategies, cash management and cash flow projections.
 - iii. Monthly preparation of investment report and review.
 - iv. Review investment policies, practices, procedures and portfolio status.
 - v. Observations and recommendations regarding the adequacy of investment controls.
4. As necessary, review financing timetables and structure new money bond issue, including rating agency presentations and official statements.

Budgetary changes include \$1.2 million of sales tax funds potentially to be returned to the State Board of Equalization based upon audits conducted.

Procurement and contract administration

This activity provides the centralized purchasing and contracts administration for the Agency. It includes federal, state and local agreements and contracts. Staff works with departments initiating requests for proposals, evaluating proposals, negotiations and contract awards. This ensures proper documentation and procedures are adhered to according to various federal and state regulations. The activity entails the following contracts:

General Government

Task 0400 Financial Management

1. Imaging software program to store various contract and support documents (accounted for in Management Services).
2. Disadvantaged Business Enterprise Services.
3. On-line Vendor Registration Database to disseminate bidding information to vendors (accounted for in Management Services).
4. On-call Labor Compliance Services during contract administration to ensure compliance.
5. Audit and Price Review services to verify consultant rates and obtain conformance letter on federal projects.

Risk Management

The activity includes the marketing and obtaining proposals for the Agency insurance coverage: 1) workers compensation, 2) property, 3) general and excess liability, 4) crime, 5) automobile, and 6) cyber insurance. It also includes review of various contracts for proper vendor coverage and certificate of insurance. The activity includes the following professional contracts:

1. Insurance and Risk Management consultant:
 - i. Marketing and seeking proposals from various carriers for Agency insurance policies.
 - ii. Review Agency contracts for proper insurance coverages and certificate of insurance.
2. Insurance Certificate Tracking to provide and maintain a database of all required certificates of insurance for all contracts (accounted for in Management Services).
3. Third Party Administrator to manage claims and negotiate possible outcomes before forwarding claim to insurance carrier.

Product

The majority of the costs attributed to financial management are accounted for in the indirect costs allocation funds and charged to various tasks.

Contract Information

- a. Existing Contracts
 - i. 00-1000874, Financial Advisory Services, Amount Budgeted \$35,000.
 - ii. 00-1000798, Investment Advisory Services, Amount Budgeted \$90,000.
 - iii. 00-1000726 & 00-1000736, On-call Labor Compliance Services, Amount Budgeted \$10,000.
 - iv. 15-1001107, Disadvantaged Business Enterprise Services, Amount Budgeted, \$10,000.
 - v. 15-1001158, Insurance and Risk Management Services, Amount Budgeted, \$60,000.
 - vi. 15-1001051, Third Party Administrator Services, Amount Budgeted, \$30,000.
 - vii. 15-1001183, 15-1001197 & 15-1001198, On-call Temporary Employment Services, Amount Budgeted \$200,000.
 - viii. 15-1001061 & 15-1001226, Agreed Upon Procedures and Price Review services, Amount Budgeted \$125,000.
 - ix. 17-1001569, Auditing Services for transit operators, Amount Budgeted \$144,000.
 - x. 17-1001569, Auditing Services for Measure I local pass-through recipients, Amount Budgeted \$290,000.
 - xi. 17-1001615, Auditing Services for SBCTA, Amount Budgeted \$125,000.
- b. New Contracts
 - i. RFP, Insurance and Risk Management Services, Amount Budgeted \$60,000, Total Estimated Contract Amount \$250,000.

Manager

Hilda Flores, Chief Financial Officer

General Government

Task 0400 Financial Management

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
51010 - Regular Full-Time Employees	-	704,934	741,154	819,731
51015 - Regular Part-Time Employees	-	6,523	-	12,000
51030 - Overtime	-	3,128	4,350	5,000
51122 - Retirement Contribution-Employer	-	51,768	-	-
51990 - Fringe Allocation-General	-	667,756	798,360	858,904
52001 - Professional Services	-	295,386	269,500	1,574,500
52005 - Consulting Services	-	17,650	110,000	145,000
52015 - County Fees	-	14,328	115,000	100,000
52100 - Auditing & Accounting	-	565,737	776,038	959,000
52110 - Investment Management Fees	-	68,619	83,000	90,000
54010 - General Liability Insurance	-	161,557	373,635	230,000
54020 - Umbrella Liability Insurance	-	86,857	-	82,000
54030 - Property Insurance	-	51,591	33,352	50,000
54040 - Crime Insurance	-	10,281	15,959	30,000
54050 - Public Officials Liability Insurance	-	198,057	-	-
54060 - Automotive Insurance	-	1,815	1,500	2,000
54070 - Cyber Liability Insurance	-	-	16,404	18,000
54100 - Dues & Subscriptions	-	870	1,550	3,000
54200 - Training/Membership	-	13,629	21,000	23,000
54300 - Postage	-	2,954	2,200	1,200
54410 - Travel Expense - Employee	-	3,210	1,000	4,000
54430 - Travel Expense-Mileage-Employee	-	825	750	2,500
54480 - Employee Commuter Subsidy	-	1,766	-	-
54500 - Advertising	-	751	1,000	1,000
54590 - Printing - External	-	14,219	10,000	10,000
54640 - Communications	-	827	2,000	3,000
54910 - Other Service Charges	-	-	10,962	-
55005 - Office Expense	-	691	5,000	-
55410 - Meeting Expense	-	(4,476)	2,200	2,500
56700 - Computer Hardware & Software	-	5,972	-	-
58110 - Indirect Allocation-General	-	267,324	530,503	224,311
Total Expenditures	-	3,214,547	3,926,417	5,250,646

Funding Sources

Local Transportation Fund - Admin	220,503
Local Transportation Fund - Planning	151,874
MSI Colorado River Fund-Local Street	480
MSI Colorado River Fund-Major Local High	1,306
MSI Colorado River Fund-Senior/Disabled	96
MSI Colorado River Fund-Traffic Mgmt Sys	38
MSI Morongo Basin Fund-Local Street	4,080
MSI Morongo Basin Fund-Major Local Hwy	11,098
MSI Morongo Basin Fund-Senior/Disabled	816

Funding Sources continued	2017-2018
	<u>Budget</u>
MSI Morongo Basin Fund-Traffic Mgmt Sys	326
MSI Mountain Fund-Local Street	3,840
MSI Mountain Fund-Major Local Highway	10,445
MSI Mountain Fund-Senior/Disabled	768
MSI Mountain Fund-Traffic Mgmt Sys	307
MSI North Desert Fund-Local Street	8,820
MSI North Desert Fund-Major Local Hwy	23,990
MSI North Desert Fund-Senior/Disabled	1,764
MSI North Desert Fund-Traffic Mgmt Sys	706
MSI Valley Admin	509,200
MSI Valley Fund-Express Bus//Rapid Trans	80,477
MSI Valley Fund-Freeway Projects	359,843
MSI Valley Fund-Fwy Interchange	178,771
MSI Valley Fund-Grade Separations	269,307
MSI Valley Fund-Local Street	201,192
MSI Valley Fund-Metrolink/Rail Service	80,477
MSI Valley Fund-Senior/Disabled	20,119
MSI Valley Fund-Traffic Mgmt Sys	20,119
MSI Victor Valley Fund-Local Street	31,290
MSI Victor Valley Fund-Major Local Hwy	85,109
MSI Victor Valley Fund-Senior/Disabled	6,258
MSI Victor Valley Fund-Traffic Mgmt Sys	2,503
Rail Assets	500
SAFE-Vehicle Registration Fees	63,877
Indirect Cost Allocation Fund-General	<u>2,900,347</u>
Total Funding Sources	<u><u>5,250,646</u></u>

NOTE: New account structure implemented in Fiscal Year 2015/2016 budget. It does not include prior year history.

General Government

Task 0450 Management Services

Purpose

Provide for the agency's information technology (IT), records management, telecommunications systems and vehicle maintenance.

Accomplishments

1. Implemented the eBoardroom wireless voting system for improved efficiency in the voting and minute taking process. The project included purchasing and configuring thirty-one (31) iPad devices and a wireless laptop, setting up a secure and central charging station for the equipment, and installing a dedicated wireless network platform on which to operate the system.
2. Streamlined internal administrative approval processes through the MinuteTraq.
3. Increased work efficiency for staff by upgrading to dual monitors with ergonomic stands.
4. Implemented a new online meeting and desktop conferencing solution that enables staff to meet with other computer users, customers, clients or colleagues via the Internet in real time.
5. Through the assistance of the contracted network administrator, resolved an average of sixty-eight (68) desktop support and data center work tickets per month within established service level agreement (SLA) guidelines.

Work Elements

Conduct administrative functions necessary to maintain the operation of SBCTA's information technology system, records management, telecommunications system, and vehicle maintenance.

Changes include an increase of \$78,000 for assistance in evaluating and integrating a new virtual network and disaster recovery program into operation, and \$292,488 for the purchase of associated equipment and software licensing.

Information Technology

This activity provides for the performance of computer hardware and software, computer networks, internet, Wi-Fi, software licenses and assurances, data network infrastructure and disaster recovery. This task provides for three contracts related to computer network administration.

Records Management

This activity provides for the management and upkeep of the agency Intranet site where agency related policies, procedures, forms, and related information is maintained.

Telecommunications

This activity provides for use and maintenance of SBCTA's electronic devices and ShoreTel telephone system.

Vehicle Maintenance

This activity provides for the use and maintenance of the single agency Sports Utility Vehicle (SUV).

General Government

Task 0450 Management Services

Product

1. Continue to improve administrative efficiency through automation of records processing using Laserfiche and SharePoint.
2. Examine the SharePoint, Eden, Laserfiche, and MinuteTraq software programs for increased efficiencies and opportunities for integration.
3. Replace 25 computer network workstations as part of a standard rotation plan.
4. Upgrade network environment to virtual servers.
5. Upgrade backup and recovery system to an enterprise solution with scalable storage and more efficient data restoration abilities.
6. Provide computer software training to increase employee learning and efficiency.
7. Procure consultant(s) for network system design and modernization.

Contract Information

- a. Existing Contracts
 - i. 15-1001256, Internet Bandwidth Service, Amount Budgeted \$24,000.
 - ii. 00-1000887, Depot WiFi Service, Amount Budgeted \$6,000.
 - iii. 17-1001582, Agiline, SharePoint 2013 Deployment and Migration, Amount Budgeted \$25,022.
- b. New Contracts
 - i. RFP, Professional Services - System Design and Modernization Consulting, Amount Budgeted \$78,000, Total Estimated Contract Amount \$78,000.
 - ii. RFP, Professional Services – Information & Communication Technology Services, Amount Budgeted \$120,000, Total Estimated Contract Amount \$954,800.
 - iii. IFB, Office Equipment/Software – Network Equipment Replacement and Software, Amount Budgeted \$292,488, Total Estimated Contract Amount \$292,488.

Manager

Duane Baker, Deputy Executive Director

General Government

Task 0450 Management Services

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	-	103,822	83,623	117,537
Fringe Allocation-General	-	97,912	89,552	120,652
Professional Services	-	168,692	256,950	329,550
Consulting Services	-	15,933	-	-
Maintenance-Motor Vehicles	-	1,408	1,500	1,500
Training/Membership	-	225	10,000	10,000
Postage	-	51	441	500
Travel Expense - Employee	-	797	1,000	1,000
Travel Expense-Mileage-Employee	-	60	200	200
Printing - Internal	-	-	100	-
Communications	-	13,746	94,700	102,328
Bank Charges	-	-	59	-
Office Expense	-	4,145	1,500	-
Meeting Expense	-	89	200	200
Office Equipment/Software-Inventorial	-	142,399	208,635	201,197
Computer Hardware & Software	-	11,333	221,482	332,488
Total Expenditures	<u>-</u>	<u>560,613</u>	<u>969,942</u>	<u>1,217,152</u>

Funding Sources

Indirect Cost Allocation Fund-General	<u>1,217,152</u>
Total Funding Sources	<u>1,217,152</u>

NOTE: New account structure implemented in Fiscal Year 2015/2016 budget. It does not include prior year history.

General Government

Task 0470 Human Resources

Purpose

Human Resources responsibilities include the recruitment, selection, and appraisal process; training and development; classification and compensation studies; benefits administration; preventative illness and injury program; employee relations; and, recommending implementing and maintaining personnel policies, procedures, and practices in accordance with state and federal guidelines.

Accomplishments

1. Recruited and filled eleven (11) full-time positions and one (1) intern position.
2. Processed over two hundred ninety-seven (297) employment applications.
3. Created a new Program Manager classification within the Administrative/Professional group and Assistant General Counsel within the Senior Management group.
4. Conducted agency-wide fire, earthquake, and other safety related training and practice drills.
5. Recognized and rewarded employee contributions, longevity, and successes through several service awards and employee recognition events.
6. Implemented new systems for online applicant tracking, performance evaluations, and employee onboarding.

Work Elements

1. Provide information to enhance the employee's knowledge of current personnel policies and procedures in various forms including electronic access, trainings, and printed information.
2. Ensure that employee personnel records are documented and updated timely for various personnel actions.
3. Provide tools to supervisors so they can complete annual employee evaluations.
4. Employ and recruit a dynamic and talented workforce.
5. Maintain a compensation program that ensures internal equity and external competitiveness.
6. Provide appropriate and timely training to meet the demands of the organization and professional growth and development of all staff members.
7. Provide a safe working environment with the maintenance of an injury and illness prevention program.
8. Assist employees in utilizing employer-paid benefits to enhance their health, wellness, and quality of life.
9. Maintain a proactive employee relations process by facilitating a collaborative, professional working environment with all staff members.
10. Maintain an employee recognition program that rewards employees for outstanding service delivery and longevity.
11. Promote a healthy work-life balance.

Product

1. Develop leadership competency across the agency through training and development initiatives, to ensure leaders have both the skills and the tools necessary to effectively and fairly manage staff.
2. Audit and replenish emergency kits.
3. Research, develop, and deliver ways to automate human resource processes to improve efficiency and reduce costs.
4. Utilize consultant services to seek medical, dental, and vision benefit plan options that are cost effective.

Contract Information

- a. New Contracts
 - i. RFP, Professional Services – Legal review of policies and procedures, Amount Budgeted \$15,000, Total Estimated Contract Amount \$15,000.

Manager

Duane Baker, Deputy Executive Director

General Government

Task 0470 Human Resources

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	-	63,479	71,302	64,388
Fringe Allocation-General	-	59,865	76,357	66,094
Professional Services	-	712	300	300
Legal Fees	-	-	15,000	20,000
Dues & Subscriptions	-	459	1,634	619
Training/Membership	-	1,532	15,450	14,580
Postage	-	7	200	200
Travel Expense - Employee	-	49	6,500	6,500
Travel Expense-Mileage-Employee	-	42	500	500
Advertising	-	9,878	10,000	10,000
Printing - Internal	-	-	1,000	-
Contributions/Subsidies	-	5,000	5,000	5,000
Office Expense	-	94	1,500	-
Meeting Expense	-	4,132	12,500	12,500
Total Expenditures	<u>-</u>	<u>145,249</u>	<u>217,243</u>	<u>200,681</u>

Funding Sources

Indirect Cost Allocation Fund-General	<u>200,681</u>
Total Funding Sources	<u><u>200,681</u></u>

NOTE: New account structure implemented in Fiscal Year 2015/2016 budget. It does not include prior year history.

General Government

Task 0501 Intergovernmental – Council of Governments

Purpose

Promote and encourage regional collaboration among agencies in San Bernardino County through our role as the Council of Governments.

Accomplishments

SBCOG facilitates collaboration among our members to improve the region. This is done by coordinating the monthly San Bernardino City/County Managers Technical Advisory Committee and by putting on the annual City/County Conference and the annual General Assembly. Participating in the coordination and implementation of the Countywide Vision is another way that SBCOG fosters collaboration through this task.

Work Elements

This task also covers the coordination of the Countywide Vision and regional programs.

1. Support of SBCOG's City/County Managers Technical Advisory Committee meetings and the League of California Cities San Bernardino County managers group.
2. Sponsorship, planning and logistics for the annual City/County Conference.
3. Coordination of the Countywide Vision implementation such as the Business Friendly County initiative and the "Cradle to Career" education initiative.
4. Coordination with local agencies and civic groups on regional programs on issues of importance to the various regions in the County.
5. Includes a \$5,000 sponsorship for preparation of the annual Community Indicators Report under contributions/subsidies.
6. Partner with the County, City of Rancho Cucamonga and the U.S. Forest Service by helping fund development of a Forest Management Plan with an emphasis on Cucamonga Canyon, Lytle Creek and other urban interface areas.
7. Host grant writing seminars for SBCOG member agencies.

Product

1. Monthly meeting of the City/County Managers Technical Advisory Committee.
2. Annual City/County Conference.
3. Three regional programs.
4. Forest Management Plan.
5. Grant writing workshops.

Contract Information

- a. Existing Contracts
 - i. 15-1001281, Forest Management Plan with U.S. Forest Service, Amount Budgeted \$198,334.
 - ii. 16-1001379, Grant Search and Writing services, Amount Budgeted \$98,500.

Local Funding Source Detail

- i. Rancho Cucamonga Fire Protection District - \$31,400.
- ii. San Bernardino County Forest Service - \$72,067.

Manager

Duane Baker, Deputy Executive Director

General Government

Task 0501 Intergovernmental – Council of Governments

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	87,126	64,038	187,145	276,059
Overtime	2,245	-	-	-
Fringe Allocation-General	87,045	60,393	196,200	283,375
Professional Services	-	47,463	129,722	108,500
Maintenance-Motor Vehicles	-	-	200	-
Dues & Subscriptions	-	753	500	500
Training/Membership	52,951	21,603	27,661	28,750
Postage	-	-	200	200
Travel Expense - Employee	4,493	1,426	5,000	-
Travel Expense - Non-Employee	-	-	1,000	1,000
Travel Expense-Mileage-Employee	297	222	500	500
Travel Expense-Mileage-Non-Employee	-	-	500	-
Travel Expense-Other-Metrolink Tickets	-	-	200	200
Printing - External	-	59	100	-
Printing - Internal	-	-	100	-
Contributions/Subsidies	5,800	23,799	194,334	180,534
Office Expense	-	-	100	100
Meeting Expense	33,574	47,884	84,089	90,000
Indirect Allocation-General	<u>120,718</u>	<u>93,466</u>	<u>389,083</u>	<u>460,862</u>
Total Expenditures	<u><u>394,249</u></u>	<u><u>361,105</u></u>	<u><u>1,216,634</u></u>	<u><u>1,430,580</u></u>

Funding Sources

Council of Governments Fund	103,467
General Assessment Dues	756,720
MSI Valley Admin	32,500
Property Assessed Clean Energy Fund	<u>537,893</u>
Total Funding Sources	<u><u>1,430,580</u></u>

General Government

Task 0503 Legislation

Purpose

Advocate for policies, funding, legislation, and regulatory actions that advance the transportation and council of government priorities as established by the Board of Directors in order to enable the efficient delivery of transportation projects and SBCTA programs.

Accomplishments

SBCTA continued to work with its member jurisdictions, State/Federal advocates, regional and statewide agencies, and key stakeholders to advance transportation policies beneficial to SBCTA, protect critical funding sources, and ensure that SBCTA's priority projects were able to move forward.

The work supported by this task included, but was not limited to, legislative outreach, policy research and bill analysis, drafting of support/advocacy materials, coordinating regional responses to various proposals, building coalitions, briefing elected officials and their staff on critical issues, and organizing advocacy trips to advance agency priorities.

At the Federal level, SBCTA Board Members' and staffs' advocacy efforts in Washington, D.C. resulted in:

1. Successfully securing an \$8.7 million Transportation Investment Generating Economic Recovery (TIGER) grant for the Redlands Passenger Rail Project.
2. Submission of a Fostering Advancements in Shipping and Transportation for the Long-Term Achievement of National Efficiencies (FASTLANE) grant opportunity (coordinated in conjunction with Southern California Association of Governments (SCAG), and the Counties of Los Angeles and Riverside) for the 1/10 Corridor project.
3. Submission of a letter of interest for a Small Starts grant for the Redlands Passenger Rail Project.
4. Enhanced awareness of and support for major SBCTA projects and programs through a series of meetings with Congressional members, staff, and Federal agencies.

In Sacramento, SBCTA Board Members and staffs' advocacy efforts included:

1. The successful development and passage of Senate Bill 1305 which created the new statutory entity the San Bernardino County Transportation Authority (SBCTA).
2. Successfully securing a \$9.2 million Transit and Intercity Rail Program (TIRCP) grant for the Redlands Passenger Rail Project.
3. Continued pursuit to replenish funding losses in the State Transportation Improvement Program (STIP) and local streets and roads programs which deprogrammed \$62 million for SBCTA projects.
4. Advocating for Cap and Trade program allocations for transportation projects and worked with statewide partners to promote maximum flexibility in program guidelines.
5. Representing SBCTA's interests as new funding proposals are considered to address the state's ongoing deferred maintenance and overall infrastructure funding shortfalls, including ensuring that a proper balance in state and local project delivery responsibilities is promoted as process reforms are considered as part of a final package.

Work Elements

This program has four components:

1. Represent SBCTA's positions on State and Federal legislative, funding, and regulatory actions as directed by the Board.

General Government

Task 0503 Legislation

2. Collaborate with both public and private sector regional, state, and federal level stakeholders to advance the agency's legislative priorities.
3. Where appropriate, sponsor legislative proposals and coordinate legislative strategies to address agency needs.
4. Support SBCOG's role as the council of governments through outreach and advocacy efforts at the regional, state, and federal levels.

Product

Products of this work element include the retention and/or expansion of funding for SBCTA's projects and programs; a more efficient project delivery system; the inclusion of SBCTA's positions and priorities in major legislative initiatives; and enhanced knowledge of State and Federal transportation and council of government issues amongst SBCTA Board Members and staff.

In Fiscal Year 2017/2018, SBCTA will continue to actively advocate for transportation funding at the State and Federal levels, promote the inclusion of SBCTA corridors into federal goods movement policies and funding plans, promote expanded alternative project delivery mechanisms and additional environmental process streamlining, as well as to advance SBCTA's adopted legislative platform through the legislative process.

Contract Information

- a. Existing Contracts
 - i. 15-1001161, Federal Advocacy Services, Amount Budgeted \$109,992.
 - ii. 15-1001149, State Advocacy Services, Amount Budgeted \$64,250.

Manager

Otis Greer, Director of Legislative and Public Affairs

General Government

Task 0503 Legislation

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	102,404	82,649	132,955	70,196
Overtime	5,647	-	-	1,000
Fringe Allocation-General	105,239	77,944	138,406	73,083
Professional Services	166,311	171,516	139,992	259,242
Dues & Subscriptions	9,723	9,242	16,428	19,500
Training/Membership	225	25,449	29,500	31,600
Postage	58	11	350	350
Travel Expense - Employee	36,591	17,034	9,200	34,550
Travel Expense-Mileage-Employee	2,347	2,932	5,800	7,600
Printing - External	544	130	2,000	-
Printing - Internal	-	-	500	-
Contributions/Subsidies	-	-	600	600
Record/Equipment Storage	-	-	200	200
Office Expense	-	-	500	500
Meeting Expense	1,534	6,493	11,150	13,150
Indirect Allocation-General	145,951	120,629	215,405	69,456
Total Expenditures	576,574	514,030	702,986	581,027

Funding Sources

Indirect Cost Allocation Fund-General	153,968
Local Transportation Fund - Planning	258,713
Local Transportation Fund - Rail	44,000
MSI Valley Admin	116,796
MSI Valley Fund-Freeway Projects	6,900
MSI Valley Fund-Grade Separations	650
Total Funding Sources	581,027

General Government

Task 0605 Public Affairs

Purpose

Maintain a comprehensive public communications program to engage member agencies, private partners, and the community on the broad range of SBCTA programs and projects, as well as opportunities to plan and provide input on future projects and needs.

Accomplishments

Through this task, SBCTA has established a cooperative working relationship with community and business stakeholders, the public, and the media that engages the public into the development and implementation of SBCTA programs and projects. In Fiscal Year 2016/2017, this included the following:

1. Continued to provide outreach, communications, and education programs to support highway, streets and roads, and transit/rail projects to mitigate impacts to commuters and local communities.
2. Expanded outreach opportunities by bringing forward new tools, including enhancing our social media and online presence through a growth in Twitter followers from 1,800 to more than 2,100, increasing our presence on Instagram to include agency and project-based profiles with a combined 385 followers, launched both agency and project-based Facebook pages with a combined following of 2,500, and continuing a news blog - @sbctanewsroom to share SBCTA and SBCTA; partner generated information.
3. Worked with the media to ensure accurate, consistent, and timely messages were communicated and promoted SBCTA programs and projects through newspaper, radio, and television opportunities. Issued more than 180 traffic alerts, press releases, and editorials that resulted in print media in the Valley and High Desert areas and twelve on-air interviews related to the agency.
4. Enhanced SBCTA's communications program through the execution of two contracts for marketing and for on-call graphic design services. Combined, these additional resources are helping to create a more uniform look for SBCTA materials, developing the new agency brand and brand execution plan, establishing an internal and external communications plan, and extending SBCTA's communications reach to improve engagement with the public.
5. Managed and on-call bench contract for major project-related outreach services to realign agency communications within the Public Affairs Office for more consistency and better resource management.
6. Further improved communications surrounding the SBCOG function, including the continuation of the COG Communicator, released quarterly and published quarterly and the establishment of a dedicated SBCOG website; providing communications support to the Home Energy Partnership Program (HERO), Alliance for Education, Countywide Vision, and Inland Empire Economic Partnership (IEEP); and lead the planning of the 7th Annual General Assembly on June 15, 2017 and helped support the planning and execution of the annual City-County Conference.
7. Hosting web content for a monthly rideshare publication and online content for the Freeway Service Patrol program.
8. Coordinated a special countywide training on live streaming, media training for executive management, and public engagement training for capital project leaders and Mobility Services staff.
9. Secured a Low Carbon Transit Operations Program grant to develop and provide resources towards transit marketing programs and subsidies for Mountain/Desert transit operators.

Work Elements

This task provides for SBCTA's outreach to the wide array of external customers interested in SBCTA's projects, programs and services. Communicating the vision of the Board, mitigating project impacts, developing content for a variety of digital engagement opportunities, and showcasing SBCOG and transportation successes through media and supplemental marketing are among the many activities managed by this office.

General Government

Task 0605 Public Affairs

Product

Products of this work element include advocacy materials, hosted-venue for strategic partners, media advisories, digital engagement materials like @SBCTAnews, COG Communicator, Executive Director Updates, social media engagement, and YouTube project updates, complement the ongoing efforts in the areas of graphic design, photography, speech writing, presentation development, project fact sheets, and a variety of agency-specific brochures. The task also participates in the planning and delivery of the annual City-County Conference, the SBCTA General Assembly, and multiple public events commemorating the start and/or finish of major capital improvement projects.

In Fiscal Year 2017/2018, SBCTA will actively grow communications opportunities including the further development of SBCTA's traditional and online media presence; continuing to evaluate new tools to engage the public and provide information on SBCTA's programs and services; and seek to build awareness of SBCTA, SBCOG Measure I, and transportation opportunities in the region.

Contract Information

- a. Existing Contracts
 - i. 16-1001370, On-Call Marketing Services, Amount Budgeted \$100,000.
 - ii. 16-1001371, 16-1001443, 16-1001444, 16-1001445 On-Call Graphic Design, Amount Budgeted \$45,000.
 - iii. (RFP – award by June 2017) Marketing & Branding Services for Mountain/Desert Transit Agencies, Amount Budgeted \$461,683.

- b. New Contracts
 - i. RFP, Measure I Outreach, Amount Budgeted \$90,000, Total Estimated Contract Amount \$90,000.
 - ii. RFP, On-call support services for implementation of agency marketing, Amount Budgeted \$100,000, Total Estimated Contract Amount \$100,000.

Manager

Otis Greer, Director of Legislative and Public Affairs

General Government

Task 0605 Public Affairs

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	74,014	197,201	173,997	65,968
Regular Part-Time Employees	-	-	1,536	-
Overtime	-	-	-	1,000
Fringe Allocation-General	72,087	185,975	184,730	68,743
Professional Services	9,895	6,985	271,600	796,683
Maintenance-Office Equipment	-	20	-	-
Dues & Subscriptions	4,398	3,250	4,500	4,000
Training/Membership	1,379	3,341	23,600	9,000
Postage	18	116	1,100	1,100
Travel Expense - Employee	7,608	6,483	12,700	10,000
Travel Expense-Mileage-Employee	983	2,513	2,950	3,650
Advertising	313	-	-	-
Public Information Activities	22,918	24,301	87,650	90,500
Printing - External	1,636	-	5,000	2,500
Office Expense	719	-	1,500	-
Meeting Expense	1,858	642	1,700	4,000
Office Equipment/Software-Inventorial	177	1,437	6,000	3,000
Indirect Allocation-General	99,974	287,822	357,499	69,456
Total Expenditures	<u>297,979</u>	<u>720,086</u>	<u>1,136,062</u>	<u>1,129,600</u>

Funding Sources

Indirect Cost Allocation Fund-General	162,400
Local Transportation Fund - Planning	78,121
Local Transportation Fund - Rail	31,100
Low Carbon Transit Operations Program	461,683
MSI Valley Admin	378,646
MSI Valley Fund-Freeway Projects	9,650
MSI Valley Fund-Fwy Interchange	8,000
Total Funding Sources	<u>1,129,600</u>

General Government

Task 0805 Building Operation

Purpose

Manage the operations, maintenance, and improvement of the historic Santa Fe Depot.

Accomplishments

SBCTA oversees the day-to-day operations of the Santa Fe Depot which is co-owned by SBCTA and the City of San Bernardino. As a result, SBCTA has procured the services of a property manager to assist with managing and marketing the facility. In addition to SBCTA's tenancy, there are currently two tenants occupying the Depot which include; San Bernardino Historical and Pioneer Society, Southern California Association of Governments (SCAG) local office and teleconferencing location. Local Agency Formation Commission of San Bernardino County (LAFCO) is also expected to be relocating their offices to the Depot. The revenue from leasing these units aids in offsetting the operational and maintenance costs of the Depot along with the cost sharing arrangement between SBCTA and the City of San Bernardino. Staff has worked diligently in collaboration with our property management company to expand its added security measures which include the improvements to various windows and doors throughout the Depot, changes to the current security system in place designed to provide better monitoring of the perimeter at various entry points, establishment of a new employee access system, as well as a number of added measures designed to keep safety a top priority for all who work or visit SBCTA or attend the Board or Committee meetings.

Work Elements

1. Monthly review of property manager's reports and allocated costs to this task as appropriate.
2. Coordinate all facility maintenance activities between SBCTA and the property manager.
3. Continue the search for a new tenant for the snack shop space.
4. Coordinate all furniture procurements and repairs for SBCTA.
5. Review building operating budgets quarterly and adjust as necessary.
6. Ongoing oversight of the property management account.
7. Coordinate activities related to the Metrolink extension that will impact the Depot.
8. Continued oversight over added security measures.

Budgetary changes include the establishment of a Capital Replacement Fund of \$85,000 an amount which will roll over and continue to increase each year to build a reserve to be used for future capital improvements of such capital items as HVAC system and complete resurfacing of the exterior of the Depot. The increase also takes into consideration an additional \$200,000 of anticipated Property Management Funding required for the operation and maintenance of the Depot as well as various increases related to anticipated costs associated of absorbing Unit 110, the former Southern California Regional Rail Authority (SCRRA) unit, as part of SBCTA offices.

Product

Active management of the facility.

Contract Information

- a. New Contracts
 - i. Execute a new contract with the Southern California Associated Governments (SCAG) for lease of approximately 2,050 square feet of space in Unit 140 in the San Bernardino Santa Fe Depot.

Local Funding Source Detail

The fund that tracks this activity is a proprietary fund and is treated as an internal service fund. SBCTA receives \$12,000 annually from AMTRAK for the rail station host program and is recorded in the general fund.

Manager

Duane Baker, Deputy Executive Director

General Government

Task 0805 Building Operation

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	14,757	24,818	27,335	23,350
Fringe Allocation-General	14,373	23,405	29,273	23,969
Professional Services	2,400	7,444	65,408	80,530
Program Management Fees	-	2,565	-	-
Utilities	-	66,628	75,000	99,000
Maintenance-Buildings	5,300	554,635	763,328	829,053
Maintenance-Motor Vehicles	-	180	-	-
Advertising	-	185	-	-
Communications	-	11,337	20,000	20,000
Other Service Charges	-	-	5,000	5,000
Office Expense	-	5,686	13,450	15,500
Buildings & Structures	-	-	315,000	85,000
Office Furniture & Equipment	-	-	128,000	93,000
Office Equipment/Software-Inventorial	-	2,841	10,000	10,000
Computer Hardware & Software	-	29,572	25,000	-
Indirect Allocation-General	19,934	36,222	58,035	38,981
Total Expenditures	<u>56,765</u>	<u>765,518</u>	<u>1,534,829</u>	<u>1,323,383</u>
 Funding Sources				
Amtrak				12,000
Indirect Cost Allocation Fund-General				1,146,030
Local Transportation Fund - Rail				70,000
Rail Assets				<u>95,353</u>
Total Funding Sources				<u>1,323,383</u>

Environment & Energy Conservation Program Budget

Description

The Environment & Energy Conservation Program implements programs intended to improve air quality and reduce greenhouse gas emissions, encourage alternative fuels, reduce energy costs, and encourage energy and water conservation through Property Assessed Clean Energy (PACE) and San Bernardino Regional Energy Partnership (SBREP) programs.

Accomplishments

1. Added ten partnership cities to the SBREP and hosted five LED holiday light exchange and free energy efficient starter kit events.
2. Assisted jurisdictions with implementing the Regional Greenhouse Gas Inventory and Reduction Plan and prepared climate action plan implementation tools.
3. Participated in the review of White Papers that were used by the South Coast Air Quality Management District (SCAQMD) in the preparation of the updated Air Quality Management Plan.
4. Through the Home Energy Retrofit Opportunity (HERO) PACE program assisted more than 14,477 property owners to install \$313 million in energy/water efficiency and clean energy projects resulting in annual utility savings of \$16.8 million and the reduction of greater than 32,000 tons of greenhouse gasses.
5. Received a \$9.1 million grant from the California Air Resources Board (CARB) to fund a demonstration project to deploy electric yard and service trucks and install charging equipment at rail and distribution facilities at three sites, two which are located in the Inland Empire.
6. Received a \$450,000 grant from the Mobile Source Air Pollution Reduction Review Committee (MSRC) for electric vehicle (EV) infrastructure.
7. Submitted a grant proposal to the California Energy Commission (CEC) to develop a San Bernardino Countywide Zero-Emission Vehicle Readiness and Implementation Plan.
8. Completed a feasibility study for a Community Choice Aggregation electric power program with Western Riverside Council of Governments (WRCOG) and Coachella Valley Association of Governments (CVAG).

Goals and Objectives

1. Work to achieve SB 375 targets for greenhouse gasses as part of Southern California Association of Governments (SCAG's) Sustainable Communities Strategy.
2. Develop a zero-emission vehicle readiness and implementation plan for the San Bernardino County area.
3. Add cities to the SBREP and apply for strategic planning funds to conduct Benchmarking and Energy Action Plans for participating cities.
4. Assist 5,200 property owners with clean energy and energy/water efficiency improvements through PACE programs.
5. Implement a demonstration project to deploy 12 electric yard and service trucks and related charging equipment at rail and distribution facilities in San Bernardino and Fontana to provide data for future zero/near-zero emission equipment development.
6. Explore creating a separate Joint Powers Agreement (JPA) for a Community Choice Aggregation electric power program with WRCOG and CVAG as a way for residents and businesses to save money on electricity as shown in the feasibility study.
7. Install EV infrastructure at SBCTA/Santa Fe Depot and the San Bernardino Transit Center.
8. Seek grants for countywide EV infrastructure deployment.

Environment & Energy Conservation Program Budget

Performance/Workload Indicators

	2014-2015	2015-2016	2016-2017	2017-2018
	Actual	Actual	Revised Budget	Budget
Properties installing efficiency projects	5,128	4,742	5,000	5,200
Regional Energy Partnership Meetings	N/A	7	10	12
LED Holiday Light Exchanges/Energy Efficiency Starter Kit Events	N/A	5	5	5
Electric Vehicle Workshops held	NO	NO	YES	YES
Electric Vehicle Chargers Installed	N/A	N/A	N/A	11

Environment and Energy Conservation

Task 0101 Environment

Purpose

Improve air and general environmental quality of San Bernardino County through a variety of programs that reduce vehicle emissions, encourage alternative fuels, and reduce greenhouse gas emissions.

Accomplishments

1. Received a \$9.1 million grant award from the California Air Resources Board (CARB) for the Multi-class heavy duty zero emission yard and service truck development project for intermodal and warehouse facilities.
2. Participated in review of white papers prepared by the South Coast Air Quality Management District (SCAQMD) that will inform the creation of the updated Air Quality Management Plan.
4. Began feasibility study in cooperation with Western Riverside Council of Governments (WRCOG) and Coachella Valley Association of Governments (CVAG) of Community Choice Aggregation (CCA) for electric power.
5. Received a \$450,000 grant from the Mobile Source Air Pollution Reduction Review Committee (MSRC) for electric vehicle (EV) infrastructure.
6. Submitted a grant proposal to the California Energy Commission (CEC) to develop a San Bernardino Countywide Zero-Emission Vehicle Readiness and Implementation Plan.

Work Elements

1. Represent SBCTA through participation in technical committees of the SCAQMD, Mojave Desert Air Quality Management District (MDAQMD), MSRC and other groups for implementation of attainment strategies.
2. Provide information and analysis to the SBCTA Board regarding SCAQMD, CARB and Environmental Protection Agency (EPA) programs which may impact SBCTA's transportation programs, local governments, and the private sector.
3. Assist San Bernardino County fleets/site owners in securing funding sources from the MSRC and other State and/or Federal sources for clean or alternative vehicle implementation.
4. Participate with public and private sectors to study air quality issues important to the Inland Empire, and to formulate and advocate positions that will benefit the County.
5. Continue to monitor the progress of the completed Alternative Fuel project by Compressed Natural Gas (CNG) and Liquefied Natural Gas (LNG) fuel usage, as well as tracking emission reductions.
6. Develop a Zero-Emission Vehicle (ZEV) readiness and implementation strategy for the region. During this process, collaborate with local agencies on model ordinances to make ZEV adoption simpler and more uniform throughout the County.
7. Install EV infrastructure at SBCTA/Santa Fe Depot and the San Bernardino Transit Center. Work to achieve SB 375 targets for greenhouse gasses as part of Southern California Association of Governments (SCAG)'s Sustainable Communities Strategy.
8. Complete CCA feasibility study and present findings to Board for direction.
9. Oversee Phase I of CARB Zero Emission Truck Projects in San Bernardino, Fontana, and Los Angeles.

Budgetary changes include incorporating revenues and expenditures of nearly \$4.5 million for the CARB Zero Emission Truck project. Changes also include an increase of \$175,000 for the preparation of a ZEV readiness and implementation plan should the CEC grant be successful.

Environment and Energy Conservation

Task 0101 Environment

Product

1. Completion of a regional Electric Vehicle (EV) readiness and deployment plan.
2. Develop model ordinances and other policies and procedures for use by local agencies to streamline EV implementation.
3. Obtain grants for installation of EV charging stations at public facilities.
4. Identify LNG/CNG funding opportunities to help the urban Valley improve air quality.
5. Completion of Phase I of CARB Zero Emission yard and service truck deployment in San Bernardino, Fontana and Los Angeles.
6. Completion of CCA feasibility study with WRCOG and CVAG.

Contract Information

- a. New Contracts
 - i. RFP, Electric Vehicle Readiness and Implementation Plan, Amount Budgeted \$150,000, Total Estimated Contract Amount \$150,000.
 - ii. RFP, Air Quality Management Plan Analysis, Amount Budgeted \$50,000, Total Estimated Contract Amount \$50,000.

Manager

Duane Baker, Deputy Executive Director

Environment and Energy Conservation

Task 0101 Environment

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	38,320	68,567	60,461	70,146
Regular Part-Time Employees	-	6,174	1,600	600
Overtime	53	1,337	2,000	-
Fringe Allocation-General	37,374	66,153	68,603	72,620
Professional Services	10,753	17,381	229,000	4,854,000
Consulting Services	2,990	-	-	-
Maintenance-Motor Vehicles	-	-	450	-
Training/Membership	299	116	2,200	2,000
Postage	-	213	350	350
Travel Expense - Employee	844	1,329	5,000	9,000
Travel Expense-Mileage-Employee	557	883	550	2,500
Printing - External	-	1,288	800	1,000
Printing - Internal	-	-	300	300
Contributions/Subsidies	-	25,734	150,000	100,000
Office Expense	-	423	325	325
Meeting Expense	660	-	750	3,000
Indirect Allocation-General	51,832	109,515	136,006	118,106
Total Expenditures	<u>143,684</u>	<u>299,114</u>	<u>658,395</u>	<u>5,233,947</u>

Funding Sources

Low Carbon Transit Operations Program	4,500,000
MSI Valley Fund-Traffic Mgmt Sys	<u>733,947</u>
Total Funding Sources	<u>5,233,947</u>

Environment and Energy Conservation

Task 0111 Energy Conservation

Purpose

Reduce energy costs, overall energy consumption and water use by encouraging property owners to install energy efficiency and water conservation improvements and assisting local governments with energy efficiency efforts.

Accomplishments

1. Helped more than 11,600 property owners complete greater than \$313 million in energy efficiency and water conservation improvements through the Home Energy Renovation Opportunity (HERO) Program (a Property Assessed Clean Energy program).
2. HERO Program projects created \$16.8 million in utility bill savings and 32,000 tons of greenhouse gas reductions.
3. Added ten cities to the San Bernardino Regional Energy Partnership (SBREP) and hosted ten meetings.
4. Hosted five holiday light emitting diode (LED) light exchange and free energy efficiency starter kit events.

Work Elements

1. Assist 5,000 property owners with energy efficiency and water conservation improvements through the HERO Program.
2. In partnership with Southern California Edison and Southern California Gas Company, continue assisting cities with reducing energy consumption and achieving savings through the SBREP.
3. Increase participation in the SBREP by encouraging additional cities to pass resolutions to join.
4. Host holiday LED light exchange and free energy efficiency starter kit events in 2017.

Budgetary changes include increases in salary and benefits for labor that was previously accounted for in different task(s) and an increase of \$170,000 to account for expenditures and services related SBREP activities.

Product

1. Increase economic activity in the County through private investment in energy efficiency and water conservation improvements.
2. Reduce energy and water consumption by private property owners and public agencies.
3. Add four cities to the SBREP and host 12 meetings.
4. Distribute 500 LED holiday light strings and 250 energy efficient starter kits.

Contract Information

- a. Existing Contracts
 - i. 00-1000735, Legal services for the HERO Program.
 - ii. 00-1000775, Financial Advisor and Program Manager for the HERO Program, Amount Budgeted \$388,800.
 - iii. 00-1000776, Special Tax Consultant and Assessment Engineer for the HERO Program.
 - iv. 00-1000872, Administration services for Commercial HERO Program.
 - v. 00-1000871, Administration services for the Residential HERO Program.
 - vi. 15-1001306, SBREP Implementation, Amount Budgeted \$70,000.
 - vii. 15-1001307, SBREP Implementation, Amount Budgeted \$336,000.
- b. New Contracts
 - i. RFP, Marketing Materials, Amount Budgeted \$50,000, Total Estimated Contract Amount \$50,000.
 - ii. RFP, Energy Planning, Amount Budgeted \$75,000, Total Estimated Contract Amount \$75,000.
 - iii. RFP, Energy Action Planning, Amount Budgeted \$100,000, Total Estimated Contract Amount \$100,000.

Environment and Energy Conservation

Task 0111 Energy Conservation

Local Funding Source Detail

- i. Southern California Edison - \$70,000.
- ii. Southern California Gas Company - \$112,000.

Manager

Duane Baker, Deputy Executive Director

Environment and Energy Conservation

Task 0111 Energy Conservation

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	27,182	39,202	51,467	70,335
Regular Part-Time Employees	-	-	6,720	10,080
Overtime	121	-	-	-
Fringe Allocation-General	26,592	36,742	62,313	82,547
Professional Services	687,143	418,796	777,256	1,059,700
Training/Membership	-	110	-	2,000
Postage	35	47	1,400	1,200
Travel Expense - Employee	-	1,113	3,600	6,000
Travel Expense-Mileage-Employee	83	561	1,100	2,500
Printing - External	-	-	2,000	10,000
Bank Charges	9,060	41,645	20,000	22,000
Other Service Charges	293,804	465,553	474,000	475,000
Office Expense	-	1,467	1,250	2,250
Meeting Expense	3	957	2,500	2,500
Indirect Allocation-General	36,879	54,367	123,538	134,247
Total Expenditures	1,080,902	1,060,559	1,527,144	1,880,359

Funding Sources

Property Assessed Clean Energy Fund	1,297,880
Council of Governments Fund	582,479
Total Funding Sources	1,880,359

Commuter & Motorist Assistance Program Budget

Description

The Commuter & Motorist Assistance Program implements programs intended to improve air quality, reduce congestion, and improve safety for the motoring public. These improvements are accomplished through various inter- and intra-county ridesharing modes (bike/walk, bus/train, carpool/vanpool, and telecommute) and employer assistance through the operation of IE Commuter (IECommuter.org), the availability of Park and Ride lots, the Call Box Program, the Freeway Service Patrol Program, and the operation of the Inland Empire 511 traveler information phone service and IE511.org traveler information website.

Accomplishments

1. Upgraded the call box system from 2G cellular service to 3G and transitioned carrier provider from AT&T to Verizon Wireless.
2. SBCTA was a successful recipient of a grant from the Mobile Source Air Pollution Reduction Review Committee (MSRC) for the implementation of a new Freeway Service Patrol Beat along Interstate 210 from the Los Angeles/San Bernardino County line to Citrus Avenue.
3. Expanded the number of qualified tow companies providing service to the Freeway Service Patrol (FSP) Program in San Bernardino County.
4. Expanded Rideshare support services through IE Commuter by providing additional online resources for employers and streamlined incentive processing for commuters.

Goals and Objectives

1. Evaluate satellite call box locations to see if a consistent digital signal is available with the new cellular network, replacing the call box with a standard digital cellular box and identify another area in need of a satellite call box.
2. Research implementation of a Mobile Call Box program.
3. Analyze and develop a plan for non-American with Disabilities Act (ADA) compliant call boxes.
4. Increase mobility on area freeways by removing disabled vehicles during rush hours in a safe and efficient manner.
5. Reduce the number of single occupancy vehicles by implementing a countywide ongoing subsidy vanpool program.
6. Reduce traffic congestion by encouraging ridesharing with enhanced marketing efforts and the use of IECommuter.org, IE511.org, and park and ride facilities.
7. Improve traffic flow by giving motorists knowledge of accidents and areas of congestion via 511 and IE511.org so that alternate routes can be taken.

Performance/Workload Indicators

	2014-2015	2015-2016	2016-2017	2017-2018
	Actual	Actual	Revised Budget	Budget
Annual Employer Participants	90	97	115	130
Park and Ride Lots	22	21	21	23
Motorists assisted by Freeway Service Patrol	34,051	36,000	36,000	36,000
Calls to 511	282,180	330,000	345,000	340,000
Visits to IE511.org	400,000	605,000	610,000	620,000
Calls to 1-866-RIDESHARE	N/A	5,026	5,750	5,920
Visits to IECommuter.org	N/A	806,893	900,000	902,000

Commuter & Motorist Assistance

Task 0383 Vanpool Program

Purpose

Operate and maintain a countywide vanpool program as an alternative mode of transportation for residents commuting within San Bernardino County.

Accomplishments

Based on the success of the Victor Valley Transit Authority (VVTA) vanpool program, SBCTA studied opportunities to expand a vanpool program countywide. After reviewing the final recommendations from the study, the SBCTA Board approved creating and implementing a vanpool program throughout San Bernardino County. Staff has worked with Southern California Association of Governments (SCAG) to add the SBCTA Vanpool Program into the Federal Transportation Improvement Program (FTIP) as well as worked with Omnitrans to become a sub-recipient in order to report and receive funds associated with the Vanpool Program. Currently, staff is in the early stages of implementing the vanpool program. Staff has developed draft vanpool guidelines, a participation agreement, and frequently asked questions. A Request for Proposal (RFP) was also been developed and released for Vanpool Leasing Services and for the implementation/development of an Online Software Application/System.

Work Elements

1. Continue to work with consultants for implementation and administration of the Vanpool Program.
2. Implement online system and procure a marketing/branding consultant.
3. Maintain accurate records and databases of vanpools for National Transit Database (NTD) database input for the Federal Transit Administration (FTA) review and evaluation.
4. Work with local FTA grantee agencies through a Memorandum of Understanding (MOU) for allocation of FTA funds derived from the vanpool program (Urbanized Area and Non-Urbanized Area).
5. Work closely with businesses on how to best utilize the Vanpool Program to increase participation with employees.

Budgetary changes include expenditures to advance the vanpool program.

Product

1. Begin vanpool subsidy in Fiscal Year 2017/2018.
2. Implement participation marketing campaign on introduction to new Vanpool Program.
3. Monitor and report on vanpool participation regularly to the SBCTA Board.

Contract Information

- a. Existing Contracts
 - i. 00-1000940, Consulting Services and Program Administration, Amount Budgeted \$525,000.
- b. New Contracts
 - i. RFP, Professional Services - Vanpool Leasing Vendor, Amount Budgeted \$551,800, Total Estimated Contract Amount \$2,197,400.
 - ii. RFP, Professional Services - Asset Management System, Amount Budgeted \$228,000, Total Estimated Contract Amount \$310,000.
 - iii. RFP, Professional Services - Marketing Services, Amount Budgeted \$150,000, Total Estimated Contract Amount \$230,000.

Manager

Duane Baker, Deputy Executive Director

Commuter & Motorist Assistance

Task 0383 Vanpool Program

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	-	-	31,969	31,718
Regular Part-Time Employees	-	-	1,500	1,951
Fringe Allocation-General	-	-	35,841	34,562
Professional Services	-	-	1,109,300	1,109,300
Consulting Services	-	47,682	595,000	525,000
Training/Membership	-	-	5,000	5,000
Postage	-	-	200	200
Travel Expense - Employee	-	-	5,000	5,000
Travel Expense-Mileage-Employee	-	-	3,000	3,000
Travel Expense-Other-Metrolink Tickets	-	-	200	200
Printing - External	-	-	5,000	5,000
Printing - Internal	-	-	200	200
Office Expense	-	-	1,000	1,000
Meeting Expense	-	-	1,000	1,000
Indirect Allocation-General	-	-	71,057	56,208
Total Expenditures	-	47,682	1,865,267	1,779,339

Funding Sources

Federal Transit Administration 5307 - CMAQ	1,634,300
MSI Valley Fund-Traffic Mgmt Sys	124,439
MSI Victor Valley Fund-Traffic Mgmt Sys	20,600
Total Funding Sources	1,779,339

Commuter & Motorist Assistance

Task 0406 Traveler Services

Purpose

Reduce congestion, increase mobility, and improve air quality in San Bernardino County by reducing single occupant vehicle trips. Trips will be reduced through assistance to county employers and through the provision of direct incentives to county residents, promoting ridesharing (carpooling, vanpooling, bus transit, rail transit, bicycling, walking, and telecommuting).

Accomplishments

Ongoing implementation of IE Commuter (IE Commuter, 1-866-RIDESHARE), a bi-county rideshare program providing employer services, ride-matching and incentives, and serving as a regional database of commuter information; offering a regional guaranteed ride home program; and the coordination of 511, a telephone (by dialing 511 or 1-877-MYIE511), web (www.IE511.org), and a smart phone application-based service providing transportation solutions, including real-time traffic information, and Park and Ride lot information. In 2016, the IE511 phone system had more than 600,000 calls and the website had in excess of 700,000 visits. The smartphone application, which launched in 2012 has more than 50,000 downloads.

In 2016, IE511 continued its special page and application section dedicated to focusing on major construction projects in the Inland Empire for the convenience of the motoring public. Major projects focused on were; the Interstate 10 Redlands Repavement Project, the Devore Interchange Project and Cajon Pass Rehab Project, as well as the 91 CIP Project. These highlighted featured sections of the website and App provide daily closure updates directly from construction project management. In 2016, the IE Commuter website expanded it's functionality to provide commuters access to apply for rideshare incentives online. This new functionality also provided employers the ability to approve applications using the newly expanded system. In addition, IE Commuter evolved to provide additional resources for employers and integrated with the Rideshare Plus and Entertainment® rideshare rewards program.

SBCTA continues its Park and Ride (P&R) lease program, which reimburses businesses for the use of their parking spaces for P&R purposes, in lieu of SBCTA constructing and owning P&R lots. To date, seven leased P&Rs have been added to the region's network of 21 lots. In addition, new marketing materials and other on-line tools have been developed and implemented over the past year.

Work Elements

1. Work with other agencies and vendors to market and manage IE Commuter and participate in the regional rideshare implementation committee.
2. Seek funds and grants to support the continuation of ridesharing and trip reduction activities.
3. Maintain accurate records and databases of commuters to evaluate the effectiveness of ridesharing programs. Use surveys of participants and employers to better evaluate programs.
4. Work closely with air quality grant agencies and other funding programs for ridesharing. Provide feedback, and participate in rideshare studies conducted by other public agencies.
5. Solicit public/private interest to lease parking for P&R spaces.
6. Research/explore the possibility of merging the IE511 system with the Los Angeles County Metropolitan Transportation Authority (LACMTA) and the Orange County Transportation Authority (OCTA) GO511 system. Commissions are planning to meet and discuss this possibility for cost savings, provide additional regional enhancements for motorists, and ideally provide a more customer friendly service to commuters.
7. Continue work with the media, especially with Traffic Reporters (radio and television), to promote and encourage commuters to Rideshare which includes public transit (bus/train), carpooling, vanpooling, bicycling, walking or telecommuting. Additional special emphasis will take place with the Traffic Reporters prior and during the Rideshare Week campaign, first full week of October, to help spread the message during the campaign each year.

Commuter & Motorist Assistance

Task 0406 Traveler Services

Budgetary changes include an increase of \$15,000 for additional rideshare and 511 marketing throughout the County and an additional \$40,000 for P&R lot leases.

Product

1. Add two new P&R lots to the current network.
2. Implement promotional rideshare marketing campaigns and materials during the year. Sponsor regional networking meetings, rideshare week, and other workshops/events with employer representatives throughout the year to increase rideshare participants.
3. Explore possible regional partnerships with other 511 systems in the Southern California region, which includes Los Angeles County Metropolitan Transportation Authority (LACMTA) and Orange County Transportation Authority (OCTA) and their GO511 system.
4. Continue to look for inventive ways to install 511 signage in the Inland Empire and promote and advertise 511 services and its website.

Contract Information

- a. Existing Contracts
 - i. 15-1001303, Park & Ride Lot lease, Amount Budgeted \$12,600.
 - ii. 15-1001253, Park & Ride Lot lease, Amount Budgeted \$3,060.
 - iii. 15-1001248, Park & Ride Lot lease, Amount Budgeted \$9,000.
 - iv. 15-1001247, Park & Ride Lot lease, Amount Budgeted \$10,200.
 - v. 15-1001246, Park & Ride Lot lease, Amount Budgeted \$6,636.
 - vi. 15-1001249, Park & Ride Lot lease, Amount Budgeted \$2,880.
 - vii. 15-1001046, Park & Ride Lot lease, Amount Budgeted \$10,800.
- b. New Contracts
 - i. RFP, San Bernardino County Implementation of Trip Reduction/Rideshare and 511 Programs, Amount Budgeted \$1,300,000, Total Estimated Contract Amount \$1,300,000.
 - ii. RFP, Park & Ride Lot Leases, Amount Budgeted \$40,000, Total Estimated Contract Amount \$40,000.
 - iii. RFP, Rideshare Marketing, Amount Budgeted \$15,000, Total Estimated Contract Amount \$15,000.

Manager

Duane Baker, Deputy Executive Director

Commuter & Motorist Assistance

Task 0406 Traveler Services

	2014-2015	2015-2016	2016-2017	
	Actuals	Actuals	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	67,897	89,097	50,243	50,368
Regular Part-Time Employees	-	-	1,500	-
Overtime	516	280	2,000	2,250
Fringe Allocation-General	66,632	84,289	57,554	54,013
Professional Services	854,033	1,291,952	1,670,176	1,775,176
Consulting Services	908	-	24,500	20,000
Program Management Fees	-	528	-	-
Maintenance-Motor Vehicles	-	-	200	200
Training/Membership	892	1,555	2,000	5,000
Postage	69	32	100	100
Travel Expense - Employee	1,822	1,771	3,000	5,000
Travel Expense-Mileage-Employee	3,728	3,301	3,200	3,200
Printing - External	1,675	398	45,000	45,000
Printing - Internal	-	-	100	100
Office Expense	-	64	250	250
Meeting Expense	48	91	250	250
Indirect Allocation-General	92,409	130,448	114,102	87,843
Indirect Allocation-Project Management	-	22	-	-
Total Expenditures	<u>1,090,629</u>	<u>1,603,827</u>	<u>1,974,175</u>	<u>2,048,750</u>
 Funding Sources				
Congestion Mitigation & Air Quality				
MSI Valley Fund-Traffic Mgmt Sys				1,420,176
MSI Victor Valley Fund-Traffic Mgmt Sys				214,474
				<u>414,100</u>
Total Funding Sources				<u>2,048,750</u>

Commuter & Motorist Assistance

Task 0702 Call Box System

Purpose

Maintain and operate a countywide motorist aid call box system responsive to the needs of motorists in San Bernardino County. The current system consists of approximately 1,020 call boxes along 1,800 centerline highway miles.

Accomplishments

Last year 6,618 calls were received through the call box system. Due to a nationwide phase out of 2G digital cellular service, the call box system was upgraded from 2G to 3G. The call box system also transitioned to Verizon Wireless from AT&T due to greater cellular coverage in San Bernardino County. Satellite call boxes previously installed are still available to the motoring public. These sites were selected to help fill large service gaps in areas that are more remote and/or in areas where the terrain is more limiting or does not provide a consistent digital signal, or in some cases where there has never been a call box available to motorists before. All call boxes, including satellite, are equipped with Text Telephone (TTY's – to assist the hearing and speech impaired) devices and improvements continue to be made to provide better access to motorists with physical and mobility disabilities. Literature promoting the call box system in San Bernardino County and briefly explaining how it works is placed in Department of Motor Vehicle (DMV) locations throughout the County.

Work Elements

Evaluate current satellite call box locations to see if a consistent digital signal is available due to new cellular wireless vendor. If so, replace sites with a digital call box, and relocate the satellite box to another location in need. Continue working with state agencies in finalizing SBCTA's ongoing approach in removing or updating all remaining B and C site locations in inventory. Analyze and determine if each call box is Americans with Disabilities Act (ADA) compliant and develop a plan to address any non-ADA compliant call boxes. Additionally, staff will begin researching and working with other agencies for implementing a Mobile Call Box program that would allow motorists to call for motorist assistance from their cellular phones.

1. Manage day-to-day operations and maintenance of the Call Box Program.
2. Oversee work performed by consultants and other agencies for the call box system.
3. Ensure knocked down or damaged call boxes are replaced or repaired in a timely manner to minimize inconvenience to motorists.
4. Update and maintain digitized photo log, call box locations via longitude/latitude indicators and global positioning systems, and coordinate transfer of digital data from contractors for input into the SBCTA Data Management Office.
5. Temporarily remove and/or install call boxes along highway construction corridors throughout the county, assisting California Department of Transportation (Caltrans) and California Highway Patrol (CHP) with traffic mitigation projects.
6. Continue to review and perhaps reduce call boxes in the urban/valley area, where call volume is low or where there are other existing motorist aid services available nearby.
7. Analyze and develop a plan to address non-ADA compliant call boxes.
8. Research implementation of a Mobile Call Box program.

Budgetary changes include a \$50,000 increase for a one time call box call answering center start-up should a new vendor be selected as a result of a Request for Proposal and \$150,000 for an ADA analysis and necessary upgrades as needed for the call box network.

Commuter & Motorist Assistance

Task 0702 Call Box System

Product

Operate an efficient Call Box Program providing maximum benefit to the public. Products include analyzing ADA compliance and upgrading the call boxes as needed, the repair or installation of call boxes which have been damaged/knocked down, and other upgrades/improvements. Oversee and monitor the Call Answering Center (CAC), ensuring a high level of quality assistance to the motoring public.

1. Audit random samples of recorded call box calls for quality control purposes.
2. Prompt repair or replacement of damaged call boxes.
3. Analyze ADA compliance and upgrade call boxes as needed.
4. Research a Mobile Call Box program.

Contract Information

- a. Existing Contracts
 - i. 15-1001189, Call Box Liaison support with CHP Sacramento, Amount Budgeted \$5,400.
 - ii. 00-1000829, Call Box Maintenance Services, Amount Budgeted \$920,000.
 - iii. 15-1001148, Call Box Knockdown Recovery Services, Amount Budgeted \$35,000.
- b. New Contracts
 - i. RFP, Call Box Technical Consultation/ADA Analysis, Amount Budgeted, \$150,000, Total Estimated Contract Amount \$150,000.
 - ii. RFP, Mobile Call Box Program, Amount Budgeted, \$150,000, Total Estimated Contract Amount \$150,000.
 - iii. RFP. Call Box Call Answering Services, Amount Budgeted \$250,000, Total Estimated Contract Amount \$900,000.

Manager

Duane Baker, Deputy Executive Director

Commuter & Motorist Assistance

Task 0702 Call Box System

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	49,004	38,722	46,012	41,950
Regular Part-Time Employees	-	-	1,560	600
Overtime	-	177	2,000	2,250
Fringe Allocation-General	47,728	36,685	53,088	45,988
Professional Services	135,198	141,793	390,400	590,400
Consulting Services	12,364	8,073	194,000	174,000
Mountain Avenue Callbox	403	408	1,425	1,425
Maintenance-Motor Vehicles	-	-	120	120
Maintenance-Call Boxes	570,545	1,174,410	980,000	920,000
Training/Membership	-	-	150	150
Postage	15	20	100	100
Travel Expense - Employee	1,105	2,813	4,150	5,000
Travel Expense-Mileage-Employee	705	426	620	620
Printing - External	1,239	-	500	500
Printing - Internal	-	-	150	150
Communications	94,362	85,163	60,000	30,000
Record/Equipment Storage	2,252	3,002	5,000	5,000
Office Expense	1,005	-	1,500	1,500
Meeting Expense	-	-	500	8,500
Call Boxes	88,080	-	-	-
Indirect Allocation-General	66,192	56,776	105,246	74,792
Total Expenditures	1,070,199	1,548,469	1,846,521	1,903,045

Funding Sources

MSI Valley Fund-Traffic Mgmt Sys	628,000
SAFE Reimbursement	121,425
SAFE-Vehicle Registration Fees	1,153,620
Total Funding Sources	1,903,045

Commuter & Motorist Assistance

Task 0704 Freeway Service Patrol/State

Purpose

To fund, implement, and maintain a Freeway Service Patrol (FSP) Program which is responsive to the needs of stranded motorists traveling on designated highways of San Bernardino County.

Accomplishments

San Bernardino County Transportation Authority (SBCTA) operates a FSP Program on a total of eight (8) Beats along 67 centerline miles of highway in the Valley area that assisted more than 36,000 motorists last fiscal year.

The FSP Program was successfully granted funding from the Mobile Source Reduction Review Committee (MSRC) to implement a new FSP Beat along the Interstate 210; which was shown to be one of the most congested segments along San Bernardino highways through an analysis that reviewed all possible FSP service areas. In addition, the FSP Program has recently implemented the use of “crew cab” tow trucks for the first time. The “crew cab” concept was encouraged so that the tow trucks had the internal capacity to carry more passengers when assisting motorists; therefore reducing the amount of time a motorist and their passengers may be waiting along the highway for assistance (waiting for a secondary tow truck to arrive or for California Highway Patrol (CHP) to arrive to escort the additional passengers off the freeway) if their vehicle is not able to be driven. The “crew cab” tow truck option allows for more efficiency and for quicker removal of passengers/motorists off of the highway when needed.

In December of 2016, and partnering with Riverside County Transportation Commission (RCTC), the FSP Program released an Request for Proposal (RFP) for a new, upgraded radio system which is used for the CHP to communicate and manage the motorists assists with the FSP drivers during the morning and after shifts Monday through Friday, as well as during the “construction work” shifts to help support FSP during construction activity. Several proposals were submitted, and after a short list was determined and oral interviews were conducted a new radio vendor was selected after extensive testing of radio systems was completed as well. The new system brings additional coverage, improved safety for the drivers and CHP as well as added efficiency to the overall program.

In addition, the program continued to provide Construction FSP (CFSP) services to three major construction projects in San Bernardino County under the Memorandum of Understanding (MOU) executed with California Department of Transportation (Caltrans) in March 2014 for CFSP services including: the Devore Interchange Project which concluded in October 2016, and the Cajon Pass Rehabilitation Project which ended in August 2016, and the I-10 Redlands repavement project which began in August of 2016.

SBCTA also participated in a presentation at the California Tow Truck Association (CTTA) Tow Show in San Diego. This opportunity provided the ability to do some outreach and networking with tow operators that showed some possible interest in providing FSP services in the Inland Empire region in the future. The opportunity also brought overall awareness to the Inland Empire FSP Program as well.

Work Elements

1. Explore further technology to enhance program efficiency, in addition to those mentioned above.
2. Prepare quarterly reports and invoices to the State for funding reimbursement.
3. Coordinate the program with the RCTC, local and state CHP, Caltrans District 8 and Caltrans Headquarters.
4. Attend Inland Empire FSP Technical Advisory Committee meetings, statewide FSP meetings, and other meetings as needed throughout the year.
5. Explore new and cost saving technologies for the program.
6. Continue to evaluate the current eight Beat areas of the FSP Program and to seek other possible service areas.

Commuter & Motorist Assistance

Task 0704 Freeway Service Patrol/State

7. Continue to explore ways in which the program can be changed to better serve the public and maximize resources.
8. Continue to work and encourage tow operators that are interested in converting their own diesel tow truck inventory to alternative fuel on any upcoming RFP's for FSP Beats.
9. Continue to work toward public awareness of the program.
10. Continue to expand the SBCTA FSP Marketing plan when is aimed at bringing awareness to the program, its requirements, and upcoming opportunities to tow companies in the area.

Changes also include a \$107,000 increase for contract towing services due to higher prices on the most recent proposal submittal costs.

Product

Oversight of the ongoing FSP Program. Produce FSP reports and statistics. Provide necessary reports and invoices to seek reimbursement from the State. Secure additional funding for program continuation and expansion.

1. Maintain close relationships with the tow industry for marketing and outreach of the program including presenting at local CTTA Chapter in San Bernardino Chapter, as well as the possibility of presenting the CTTA annual show in 2017.
2. Conduct periodic driver meetings to reinforce safety, customer service and FSP policies.
3. Update FSP Tablet software to include better, more efficient user ability for the drivers.

Contract Information

- a. Existing Contracts
 - i. 16-1001522, FSP tow services along Beat 9, Amount Budgeted \$254,613.
 - ii. 15-1001074, FSP tow services along Beat 10, Amount Budgeted \$175,424.
 - iii. 15-1001224, FSP tow services along Beat 11, Amount Budgeted \$251,520.
 - iv. 15-1001181, FSP tow services along Beat 5, Amount Budgeted \$193,132.
 - v. 15-1001095, FSP tow services along Beat 23, Amount Budgeted \$185,700.
 - vi. 16-1001523, FSP tow services along Beat 14, Amount Budgeted \$391,818
 - vii. 15-1001225, FSP tow services along Beat 29, Amount Budgeted \$254,310
 - viii. 16-1001556, FSP tow services along Beat 31, Amount Budgeted \$254,613.
 - ix. 15-1001184, FSP daily oversight and supervision plus additional ½ of a full-time CHP Officer, Amount Budgeted \$139,132.
 - x. 00-1000671, FSP digital radio services, Amount Budgeted \$20,000.
- b. New Contracts
 - i. Annual Revenue agreement between SBCTA and Caltrans, Amount Budgeted \$600,000 Total Estimated Contract Amount \$600,000.
 - ii. RFP, FSP Technical Services, Amount Budgeted \$24,000, Total Estimated Contract Amount \$24,000.

Manager

Duane Baker, Deputy Executive Director

Commuter & Motorist Assistance

Task 0704 Freeway Patrol Service/State

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	72,554	50,198	32,595	49,218
Regular Part-Time Employees	-	-	17,053	1,560
Overtime	1,633	-	-	-
Fringe Allocation-General	72,256	47,341	53,097	52,123
Professional Services	1,637,195	1,877,778	2,560,365	2,740,123
Consulting Services	23,863	21,306	25,500	26,000
Maintenance-Motor Vehicles	-	-	400	400
Training/Membership	-	-	300	300
Postage	262	29	1,000	1,000
Travel Expense - Employee	789	248	4,000	4,000
Travel Expense-Mileage-Employee	2,425	1,626	4,500	3,000
Printing - External	22,935	19,971	50,000	56,000
Printing - Internal	-	-	500	500
Communications	39,920	37,186	104,100	70,900
Office Expense	-	60	700	700
Meeting Expense	261	663	4,500	1,000
Indirect Allocation-General	100,208	73,266	104,483	84,771
Total Expenditures	1,974,299	2,129,671	2,963,093	3,091,595

Funding Sources

CALTRANS Local Reimbursement	600,000
Freeway Service Patrol	1,598,577
MSI Valley Fund-Traffic Mgmt Sys	298,258
SAFE-Vehicle Registration Fees	594,760
Total Funding Sources	3,091,595

Regional & Subregional Planning Program Budget

Description

The Regional & Subregional Planning Program represents the continuing responsibilities of the agency to comprehensively plan at the regional and county levels, compile and maintain planning and monitoring data in support of planning efforts, and support ongoing congestion management, travel demand modeling, growth analysis, and focused transportation study efforts.

There were several major focal points for Fiscal Year 2016/2017:

1. Update of the Measure I 2010-2040 Strategic Plan.
2. Initiation of the update to the SBCTA Long Range Transit Plan (LRTP).
3. Initiation of work on the 2020 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). Early activity on the 2020 RTP/SCS includes work with Southern California Association of Governments (SCAG) on the preparation of demographic and land use datasets.
4. Update of the Valley Freeway Interchange Program priorities, per Measure I policy, and approval of the Freeway Interchange Phasing Program by the SBCTA Board. These updates have been reflected in the 2017 10-year Delivery Plan.
5. Approximately \$50 million in State Active Transportation Program (ATP) grants has been awarded to San Bernardino County jurisdictions in Cycles 1, 2, and 3 of this program.
6. A full update of the Congestion Management Program was completed.
7. A new, more cost-effective methodology for the monitoring of the Congestion Management Program (CMP) roadway system was implemented in 2016 and is being applied to congestion monitoring countywide.
8. Phase II of the Habitat Preservation/Conservation Framework was initiated, being funded by the County of San Bernardino and SCAG, with leadership from the Environment Element Group of the Countywide Vision.
9. Input was provided to the update of the South Coast Air Quality Management Plan, approved in early 2017.
10. A draft of the Mountain Area Transportation Study (MATS) was completed.
11. SBCTA staff provided comments on a variety of statewide plans and guidelines and reported on those comments to the SBCTA Board. Examples include comments on SB 743 guidelines, the 2017 update to the Air Resources Board Scoping Plan for greenhouse gas reduction, and guidelines for several cap-and-trade grant programs.
12. SBCTA provided input to a variety of regional studies, including the Los Angeles/San Bernardino Inter-county Transit Connectivity Study.
13. A range of grant applications were pursued, including Federal Fostering Advancements in Shipping and Transportation for the Long-Term Achievement of National Efficiencies (FASTLANE) grants, state ATP and cap-and-trade grants, California Department of Transportation (Caltrans) transportation planning grants, and SCAG Sustainability Planning Grants.

Activities for Fiscal Year 2017/2018 include:

1. Implementation of the 2016 RTP/SCS will continue to be a theme for Fiscal Year 2017/2018, including continued delivery of Measure I transit and highway projects, as well as increased emphasis on delivery of active transportation projects and pursuit of freight initiatives.
2. Update of the SBCTA LRTP, a countywide plan addressing the provision of transit services countywide.
3. Completion of the Measure I 2010-2040 Strategic Plan update, with Board approval to be sought early in Fiscal Year 2017/2018.
4. Continued pursuit of grant applications and assistance to local jurisdictions for grants on ATP projects, Caltrans Sustainable Transportation Planning Grants, cap-and-trade funding, and other state/federal grant programs.

Regional & Subregional Planning Program Budget

5. Providing continuing input to and comments on a variety of state and regional plans and guidelines.
6. Continued support for SBCTA technical committees.
7. A variety of countywide and subarea planning efforts on active transportation, habitat conservation, Mountain/Desert studies, the High Desert Corridor, and input to several regional studies being conducted by SCAG.
8. The Planning Department will continue to support other SBCTA departments as well as individual jurisdictions with modeling, Geographic Information System (GIS), and analysis support where appropriate.

Goals and Objectives

1. Work with SCAG, other counties, and local jurisdictions in San Bernardino County to implement the 2016 RTP/SCS, with emphasis on Measure I projects, active transportation projects, and freight initiatives.
2. Provide updates on countywide plans, such as the LRTP and Measure I Strategic Plan, as well as Active Transportation Plans and the countywide and subarea level.
3. Work with SCAG on regional planning efforts related to freight corridors and inter-county transit planning.
4. Continue planning and implementation of sustainability initiatives, per the Memorandum of Understanding (MOU) between SCAG and SBCTA approved in 2014.
5. Maintain tools including travel demand modeling and GIS capabilities to support planning and project delivery activities.

Performance/Workload Indicators

	2014-2015 Actual	2015-2016 Actual	2016-2017 Revised Budget	2017-2018 Budget
RTP/SCS/RHNA Growth forecasts and project submittals	Coordinate Reviews for SBCTA Projects and 25 Jurisdictions	Coordinate Reviews for SBCTA Projects and 25 Jurisdictions	Coordinate Reviews for SBCTA Projects and 25 Jurisdictions	Coordinate Reviews for SBCTA Projects and 25 Jurisdictions
Transportation Modeling	Validated 2012 model and applied to projects	Applied to CTP, I-10 PA/ED and subarea analysis	Validate transit model for LRTP and transit planning	Validate transit model for LRTP and transit planning
Support SBCTA and Jurisdiction analysis of projects	20+ SBTAM Model Products	20+ SBTAM Model Products	20+ SBTAM Model Products	20+ SBTAM Model Products
Data Management Maintain data sets	Existing Land Use General Plan L.U. Proj. Mgmt. Dbbase Growth Forecast Model Answer calls/emails from 25 jurisdictions	Existing Land Use General Plan L.U. Proj. Mgmt. Dbbase Growth Forecast Model Answer calls/emails from 25 jurisdictions	Existing Land Use General Plan L.U. Proj. Mgmt. Dbbase Growth Forecast Model Answer calls/emails from 25 jurisdictions	Existing Land Use General Plan L.U. Proj. Mgmt. Dbbase Growth Forecast Model Answer calls/emails from 25 jurisdictions
Mapping/Data Products	40+ Monthly	40+ Monthly	40+ Monthly	40+ Monthly

Regional & Subregional Planning

Task 0110 Regional Planning

Purpose

Improve mobility, safety, and environmental quality by developing and coordinating countywide input to updates and amendments of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), and mobile source components of air quality plans to meet State and Federal requirements. Develop and coordinate countywide input and understanding of updates, revisions, refinement, policies, or other issues associated with the regional growth forecast used as the basis for State and Federally mandated regional plans, including regional transportation, freight, air quality, and housing plans, the SB 375 Sustainable Communities Strategy, and preparation of subregional and corridor travel demand forecasts. SBCTA represents the subregion on the Southern California Association of Governments' (SCAG's) and South Coast Air Quality Management District (SCAQMD) advisory committees which provide technical and policy recommendations at the regional level. In addition, SBCTA reviews and provides comments on State-level plans and programs, such as: California Transportation Plan 2040, Inter-regional Transportation Strategic Plan, California Freight Mobility Plan, Sustainable Freight Action Plan, and guidelines for State Cap-and-Trade programs and other statewide policy documents such as California Environmental Quality Act (CEQA) guidelines.

Accomplishments

Consistent with SBCTA's Memorandum of Understanding (MOU) and subsequent contracts with SCAG, SBCTA coordinates and provides subregional and County Transportation Commission input to the RTP/SCS. SBCTA has provided substantive input to the 1994, 1998, 2001, 2004, and 2008 Regional Transportation Plan (RTP)s, as well as the 2012 and 2016 RTP/SCSs. SBCTA worked with local jurisdictions to provide updated growth forecasts for the 2016 RTP/SCS and lists of highway, transit, and other projects for inclusion in San Bernardino County's portion of the RTP/SCS. The RTP/SCS also serves as the basis for the mobile source elements of the South Coast Air Quality Management Plans (AQMPs). SBCTA has participated in preparation of all South Coast AQMPs since 1994. SBCTA has been very active in many venues in its efforts to address critical RTP issues including impacts of growth, regional aviation, transportation finance, and freight movement, through its leadership in SCAG's Transportation Working Group and the Chief Executive Officers (CEO)s' Sustainability Working Group. The countywide transportation plan, various subarea and corridor studies, and current project development efforts serve as a basis for SBCTA's input to RTP/SCS updates. This task also includes technical support for SCAG delegates from San Bernardino County on regional transportation and emission reduction planning issues, and coordination with other subregional agencies and County Transportation Commissions in regional transportation, freight, and emission reduction planning, transportation finance, and plan implementation. Extensive input was provided to the statewide plans and guidelines listed above.

Work Elements

1. Track implementation of the 2016 RTP/SCS and provide technical input into initiation of the 2020 RTP/SCS and mobile source emission reduction elements for the 2017 AQMP for the South Coast Air Basin. SCAG has approved the 2016 RTP/SCS and Program Environmental Impact Report (PEIR) and has initiated growth forecasting and framework development for the 2020 RTP/SCS. Part of this work will involve the implementation of the Scenario Planning Model (SPM) to which SBCTA will provide input to develop land use scenarios for the 2020 RTP. SBCTA will coordinate with SCAG, other County Transportation Commissions, and other subregions to address regional or intercounty transportation planning and implementation issues.
2. Update Geographic Information System (GIS) coverages for existing land use, General Plan/Specific Plan land use, and student populations. Continue the upgrade to the SBCTA GIS growth distribution model to better address issues such as: higher density non-residential development; improved association of non-residential land use with employment sectors; additional Specific Plan land use mapping; control totals for additional unincorporated areas; and better analysis of infill/redevelopment areas.

Regional & Subregional Planning

Task 0110 Regional Planning

3. Monitor the updated growth distribution for San Bernardino County for use in the 2020 RTP/SCS. Coordinate local agency development and review of draft growth forecasts and scenario alternatives, including alternatives incorporating transit oriented development.
4. Coordinate with SCAG and other subregions in addressing regional growth-related planning, policy, and implementation issues, including monitoring and implementation of the 2016 RTP/SCS. SBCTA will continue participating in the SCAG CEOs' Sustainability Committee, RTP/SCS Technical Working Group, Aviation Technical Advisory Committee (ATAC), and other regional-level advisory committees.
5. Develop technical input and policy recommendations as needed for regional transportation, aviation, air quality and goods movement studies conducted by SCAG, California Department of Transportation (Caltrans), air districts, other subregional agencies, and transportation commissions, and participate on steering committees for those studies managed by other agencies, including follow-up analysis of SCAG's East-West Freight Corridor Study, regional open space/conservation studies, and Los Angeles/San Bernardino Inter-county Transit Connectivity Study.
6. Coordinate with other subregions, SCAG, and State and Federal Agencies in addressing regional goods movement issues through the Southern California National Freight Gateway Collaboration (SCNFGC).
7. Provide review and analysis of the statewide plans, programs, and guidelines identified in the Purpose section of this task, and provide formal comments where appropriate.
8. Provide technical support as needed for SCAG delegates regarding the RTP/SCS, air quality issues, and regional goods movement issues.
9. Assist in public outreach and information dissemination regarding technical and policy issues associated with the RTP/SCS, aviation, air quality issues, and goods movement.
10. Coordinate development and inclusion in the RTP of South Coast Air Basin Transportation Control Measures (TCM's) consistent with the TCM structure defined by the State Implementation Plans for ozone and fine particulates.
11. Participate in agency and industry conferences relevant to specific work elements such as GIS, air quality conformity, goods movement, inter-modal accessibility, sustainability, or land use planning.
12. Coordinate with Western Riverside Council of Governments (WRCOG) on developing bi-county joint healthy communities initiatives and other bi-county efforts, as appropriate.

Product

Updated growth databases at the transportation analysis zone level and coordination with SCAG and local jurisdictions on their generation; written materials addressing countywide project lists and other products and recommendations for incorporation into regional transportation plans and programs; informal and formal comments and recommendations related to each cycle of the RTP/SCS, AQMP, and subarea, corridor, or modal studies prepared by SCAG or statewide agencies; reporting on TCM implementation as needed to support air quality conformity findings by SCAG.

Manager

Steven Smith, Director of Planning

Regional & Subregional Planning

Task 0110 Regional Planning

	2014-2015	2015-2016	2016-2017	
	Actuals	Actuals	Revised	2017-2018
Expenditures	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Budget</u>
Regular Full-Time Employees	140,284	151,310	146,775	140,976
Overtime	49	-	-	-
Fringe Allocation-General	136,680	142,697	157,182	144,712
Professional Services	-	-	10,000	10,000
Training/Membership	450	-	-	-
Travel Expense - Employee	875	1,870	2,500	2,500
Travel Expense-Mileage-Employee	80	740	500	2,500
Travel Expense-Other-Metrolink Tickets	607	730	1,000	1,000
Office Expense	-	-	200	200
Meeting Expense	283	384	300	300
Indirect Allocation-General	<u>189,555</u>	<u>220,842</u>	<u>311,616</u>	<u>235,350</u>
Total Expenditures	<u><u>468,862</u></u>	<u><u>518,572</u></u>	<u><u>630,073</u></u>	<u><u>537,538</u></u>
 Funding Sources				
Local Transportation Fund - Planning				<u>537,538</u>
Total Funding Sources				<u><u>537,538</u></u>

Regional & Subregional Planning

Task 0203 Congestion Management

Purpose

Meet State and Federal Congestion Management requirements. Maintain performance levels on the regionally significant transportation system in ways that are consistent with air quality attainment strategies within all air basins of the County. Establish and maintain a nexus between land use decisions and the ability of the transportation system to support the use.

Accomplishments

The countywide Congestion Management Program (CMP) was adopted in November 1992, after more than two years work and preparation of an Environmental Impact Report. The program has been updated in odd-numbered years since that time. A major update was completed on the Development Mitigation Nexus Study (Appendix G of the CMP) in 2016 and another revision to cost estimates is anticipated in late 2017. All jurisdictions have adopted and implemented the Land Use Transportation Analysis Program as required by law and, along with California Department of Transportation (Caltrans), are continuing to monitor their portions of the regional transportation system, as specified in the CMP as a condition of compliance. A project to develop a refined methodology to satisfy State and Federal requirements regarding monitoring of the regional transportation system was completed in 2016. Tables and graphics on historical congestion levels are now available through the SBCTA Performance Measurement System (PeMS) system. Model improvements for the San Bernardino County Transportation Analysis Model (SBTAM), (Subregional Planning, Task 0404) have been undertaken periodically within the Valley, Victor Valley, Morongo Basin, and Barstow/Northeast Desert subareas.

Work Elements

1. A major update of the entire CMP was completed in 2016. In 2017, changes to the estimates of costs for the Development Mitigation Nexus Study will be tracked based on local input and the Caltrans Construction Cost Index, with periodic opportunities for new cost estimates.
2. Trends in traffic growth will be tracked through congestion monitoring based on vehicle probe data for freeways and arterials. These data are more robust and reliable indicators of system performance than the traditional reliance on traffic volume counts. SBCTA hosts these data on an external website which provides analysis capabilities and data extraction for the monitored sections of the CMP network. The statewide PeMS and locally collected traffic counts will continue to be used for traffic volume purposes. These data sources can also be used as a basis for traffic studies for roadway and land development projects and for prioritization of transportation projects by SBCTA for discretionary funding.
3. Review Traffic Impact Analysis (TIA) reports prepared by local governments in the rural Mountain/Desert areas, and monitor compliance with the program as required by law.
4. Represent the Congestion Management Agency in discussions with other counties and regional, State, and Federal agencies regarding CMP and Congestion Management System consistency, performance measurement, data requirements, intercounty mitigation, and other issues.
5. Provide travel demand forecasting support to local jurisdictions preparing TIAs, local traffic studies, and Environmental Impact Reports.

Product

Updated and continued implementation of the CMP for San Bernardino County. Updated process and data for monitoring system performance.

Contract Information

- a. Existing Contracts
 - i. 16-1001364, Congestion Management Program Monitoring Tool Maintenance, Amount Budgeted \$75,000. Total Contract Amount \$450,000.

Manager

Steven Smith, Director of Planning

Regional & Subregional Planning

Task 0203 Congestion Management

	2014-2015	2015-2016	2016-2017	
	Actuals	Actuals	Revised	2017-2018
Expenditures	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Budget</u>
Regular Full-Time Employees	20,899	30,644	29,177	24,177
Fringe Allocation-General	20,355	28,900	31,246	24,818
Consulting Services	95,263	67,548	75,500	75,923
Legal Fees	-	-	1,000	-
Travel Expense - Employee	-	-	500	500
Travel Expense-Mileage-Employee	-	-	1,000	500
Printing - Internal	-	-	500	200
Meeting Expense	-	-	200	500
Indirect Allocation-General	28,229	44,726	61,946	40,362
Total Expenditures	<u><u>164,746</u></u>	<u><u>171,817</u></u>	<u><u>201,069</u></u>	
 Funding Sources				
Congestion Management Program				40,923
MSI Valley Fund-Traffic Mgmt Sys				105,703
MSI Victor Valley Fund-Traffic Mgmt Sys				<u>20,354</u>
Total Funding Sources				<u><u>166,980</u></u>

Regional & Subregional Planning

Task 0404 Subregional Planning

Purpose

Optimize SBCTA investments in transportation infrastructure through a comprehensive, coordinated, and continuing process of identification and evaluation of multimodal transportation options and funding solutions. SBCTA will maintain a long-range Countywide Transportation Plan (CTP), for input into the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), developed in conjunction with the Southern California Association of Governments (SCAG) through Regional Planning (Task 0110). This task also includes the conduct of transportation and land use studies in individual corridors or for subareas of the county. It includes the update and maintenance of the Measure I 2010-2040 Strategic Plan, the Non-Motorized Transportation Plan, Long Range Transit Plan (LRTP), and work on various sustainability initiatives in conjunction with SCAG, local jurisdictions, and other stakeholders.

Accomplishments

Subregional planning is an ongoing process, and has provided a basis for SBCTA's input to the 1998, 2001, 2004, and 2008 Regional Transportation Plans and the 2012 and 2016 RTP/SCS. It has served as a foundation for the development of the Expenditure Plan for the reauthorization of Measure I and for the Congestion Management Program (Task 0203), including the Development Mitigation Nexus Study. In Fiscal Year 2015/2016 the CTP report was finalized and approved by the Board for submittal to SCAG for input into the RTP/SCS. An update to the SBCTA Long Range Transit Plan (LRTP) was initiated. An improved process for monitoring of Congestion Management Program roadways was implemented. The Planning Department continued to support other departments and jurisdictions with transportation analysis, such as interchange phasing analyses and the Mountain Area Transportation Study (MATS). This task supported the activities of both the Transportation Technical Advisory Committee (TTAC) and the Planning and Development Technical Forum (PDTF), key advisory committees for review of technical and policy issues.

SBCTA staff also worked on multiple sustainability initiatives in Fiscal Year 2016/2017. Implementation tools were developed in support of local Climate Action Plans; substantial progress was made on development of a Habitat Preservation/Conservation Framework for the Environment Element of the Countywide Vision; and planning studies were completed to assist in local implementation of the state's Complete Streets requirements Safe Routes to School plans, and bicycle/pedestrian plans for activity centers. Staff initiated, with SCAG, the Customer-Based Ridesharing and Transit Interconnectivity Study, focusing on ways to optimize SBCTA and transit agency investments in ridesharing and transit service. Staff assisted jurisdictions in competing for the state's third cycle of Active Transportation Program grants. The Data Management Office (DMO) supported the maintenance and update of fifteen datasets that are needed for regional and subregional planning activities and implemented a new Geographic Information System (GIS) mapping portal. The DMO provided mapping and analysis support for all SBCTA departments.

Work Elements

1. Work with SCAG and local jurisdictions to maintain and apply the San Bernardino County Transportation Analysis Model (SBTAM). SBTAM is the forecasting tool used to support traffic and environmental studies for all of SBCTA's primary transportation projects, as well as selected local planning projects, development-related traffic studies, and update to the LRTP. The model includes a more detailed network and zone system and is based on SCAG's TransCAD version five Regional Model.
2. Support the jurisdictions of San Bernardino County in the planning and implementation of sustainability initiatives and the Countywide Vision.
3. Support both TTAC and PDTF, consisting of staff from local jurisdictions providing input on transportation and local government planning issues.

Regional & Subregional Planning

Task 0404 Subregional Planning

4. Manage multiple SCAG and California Department of Transportation (Caltrans) grant-funded and other-funded projects, including:
 - a. Points of Interest Pedestrian Plan, Customer-Based Ridesharing and Transit Interconnectivity Study, San Bernardino County Habitat Conservation Framework, Safe Routes to School, Vehicle Technology and Alternative Fuels, and several State Active Transportation Program (ATP) grants. Submit additional grants for sustainability projects. The budget includes \$200,000 in contributions/subsidies to match planning, project development, and/or construction funds for Sustainability and Active Transportation studies/projects in the Valley and \$50,000 in contributions/subsidies for the Mountain/Desert Region.
 - b. Rim of the World Active Transportation Plan. SBCTA staff is managing this project on behalf of the County of San Bernardino at their request. The budget includes funding from a state grant.
5. Manage the development of an update to the 2009 SBCTA LRTP.
6. Support SBCTA project development efforts with traffic analyses and impact assessments.
7. Maintain the policies in the Measure I 2010-2040 Strategic Plan and update the full Plan in 2017.
8. Seek to implement the San Bernardino County Non-Motorized Transportation Plan (NMTP), in conjunction with local jurisdictions. A major update and rebranding of the NMTP is anticipated in FY 2017/2018 to include a pedestrian component from the Points of Interest Pedestrian Plan and safe-routes-to-school component from the Safe Routes to School (SRTS) Plan.
9. Manage the Active Transportation and Sustainability initiatives for SBCTA as part of the implementation of the SCAG RTP/SCS, based on the SCAG/SBCTA Sustainability Memorandum of Understanding (MOU) and in keeping with the goals and objectives of agencies in San Bernardino County.
10. Participate in subregional planning efforts led by local jurisdictions, SCAG, transit agencies or other agencies.
11. Maintain data management capabilities including the Data Management Office Network, Geographic Information System (GIS) workstations and data sets needed to support SBCTA programs.
12. As needed, provide assistance to local jurisdictions to access and manage planning and project data disseminated by SBCTA.
13. Maintain a monitoring database in coordination with the Congestion Management Program and GIS based regional planning data.
14. Collect and compile data, and distribute data as appropriate to other agencies and organizations.
15. Continue to manage \$1,250,000 in grant funds available from the South Coast Air Quality Management District (SCAQMD)/Mobile Source Review Committee (MSRC) as contributions/subsidies to support signal synchronization and other signal upgrades to improve arterial traffic flow in the Valley.
16. Manage \$50,000 in grant funds available from the SCAQMD/ MSRC as contributions/subsidies to support SCAG's *Go Human* Bike/Ped Safety Open Streets Events.
17. Coordinate implementation of SRTS programs in 25 public schools around the county, with funding from state and regional agencies.
18. Actively pursue grant applications across multiple sectors, to include planning, freight, transit, and active transportation.

Product

Update of the Non-Motorized Transportation Plan and supporting reports on active transportation; update of SBTAM; Analysis support for the Measure I Strategic Plan and project development activities; data and analyses supporting development and updating of the CTP, Modal Alternatives Analyses, and related activities.

Regional & Subregional Planning

Task 0404 Subregional Planning

Contract Information

- a. Existing Contracts
 - i. 15-1001172, Points of Interest Pedestrian Plan, Amount Budgeted \$40,000.
 - ii. 15-1001193, SRTS Phase II, Amount Budgeted \$150,000.
 - iii. 16-1001417, Rim of the World Active Transportation Plan, Amount Budgeted \$120,000.
 - iv. 16-1001454, Habitat Preservation/Conservation Framework, Phase II, Amount Budgeted \$225,000.
 - v. 15-1001101, MSRC Signal Synchronization Partnership Program, Amount Budgeted \$90,000 (City of Yucaipa).
 - vi. 15-1001102, MSRC Signal Synchronization Partnership Program, Amount Budgeted \$325,390 (City of Highland).
 - vii. 15-1001103, MSRC Signal Synchronization Partnership Program, Amount Budgeted \$305,000 (City of Chino).
 - viii. 15-1001104, MSRC Signal Synchronization Partnership Program, Amount Budgeted \$268,800 (City of Ontario).
 - ix. 15-1001105, MSRC Signal Synchronization Partnership Program, Amount Budgeted \$124,810 (City of Rancho Cucamonga).
 - x. 15-1001106, MSRC Signal Synchronization Partnership Program, Amount Budgeted \$136,000 (City of Colton).
 - xi. 17-1001588, MSRC Open Streets Events Funding Agreements, Amount Budgeted \$75,000.
Total Contract Amount \$250,000.
- b. New Contracts
 - i. RFP, SBTAM Update and Transit Model Calibration/Validation, Amount Budgeted \$150,000,
Total Estimated Contract Amount \$162,723.
 - ii. RFP, LRTP Support, Amount Budgeted \$50,000, Total Estimated Contract Amount \$50,000.

Local Funding Source Detail

- i. San Bernardino County - \$225,000.
- ii. Green House Gas - \$20,376.

Manager

Steven Smith, Director of Planning

Regional & Subregional Planning

Task 0404 Subregional Planning

Expenditures	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	272,617	280,037	296,801	280,266
Fringe Allocation-General	265,521	264,096	317,019	287,693
Professional Services	3,848	43,239	197,591	-
Consulting Services	179,614	378,502	1,100,000	838,511
Program Management Fees	-	48,012	-	-
Information Technology Services	33,404	32,913	35,000	35,000
Maintenance-Office Equipment	1,200	299	-	-
Training/Membership	1,761	3,089	3,000	3,000
Postage	16	-	-	-
Travel Expense - Employee	5,570	2,670	5,000	5,000
Travel Expense-Mileage-Employee	1,582	2,196	1,600	1,600
Travel Expense-Other-MetroLink Tickets	108	-	-	-
Advertising	-	50	500	200
Printing - Internal	670	119	500	500
Contributions/Subsidies	34,641	55,384	1,650,000	1,945,000
Office Expense	-	-	500	300
Meeting Expense	66	-	500	300
Office Equipment/Software-Inventorial	1,602	1,737	5,000	5,000
Computer Hardware & Software	-	-	1,000	1,000
Indirect Allocation-General	368,239	408,340	626,067	467,886
Indirect Allocation-Project Management	-	4,187	-	-
Total Expenditures	1,170,459	1,524,871	4,240,078	3,871,256

Funding Sources

Active Transportation Program - State	360,904
Greenhouse Gas Fund	20,376
Local Projects Fund	225,000
Local Transportation Article 3 - Bicycle/Pedestrian	320,000
Local Transportation Fund - Admin	37,063
Local Transportation Fund - Planning	441,039
Modeling Fees	17,102
MSI Morongo Basin Fund-Traffic Mgmt Sys	12,811
MSI Mountain Fund-Traffic Mgmt Sys	10,668
MSI North Desert Fund-Traffic Mgmt Sys	10,668
MSI Valley Fund-Express Bus//Rapid Trans	13,069
MSI Valley Fund-Fwy Interchange	4,310
MSI Valley Fund-Traffic Mgmt Sys	938,262
MSI Victor Valley Fund-Traffic Mgmt Sys	134,984
SCAQMD/Mobile Source Review Comm.	1,325,000
Total Funding Sources	3,871,256

Regional & Subregional Planning

Task 0941 Mountain/Desert Planning and Project Development

Purpose

Provide for policy oversight, planning, and project development support for projects in the Mountain/Desert subregion.

Accomplishments

Provided support to the Mountain/Desert Policy Committee for detailed review and discussion of items of specific impact to that subregion. The task also includes additional staff support in the areas of planning and project development for projects in the Mountain/Desert subregion. In Fiscal Year 2016/2017, SBCTA staff worked with staff of the Mountain/Desert subareas to identify both project priorities for inclusion in the 2017 update to the Ten-Year Delivery Plan, amendments to the 2012-2040 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and long-term priorities over the life of Measure I 2010-2040. In the Mountain subarea, additional efforts are required to identify priority projects, which led to initiation of the Mountain Area Transportation Study (MATS). SBCTA provided support for further development of the High Desert Corridor, including participation in the Investment Grade Rail Ridership and Revenue Forecast Study completed by the High Desert Corridor Joint Powers Authority (HDCJPA) and the traffic and revenue study being conducted by Los Angeles County Metropolitan Transportation Authority (LACMTA).

Work Elements

1. Identify and analyze issues of a routine or special nature that may require policy input specifically from Mountain/Desert jurisdictions, including regional transportation planning, allocation of funds, air quality issues, and legislative issues.
2. Provide support and coordination for regular meetings of the Mountain/Desert Policy Committee and Mountain/Desert Committee.
3. Respond to special requests for reports and materials related to program implementation in the Mountain/Desert subregion.
4. Assist Mountain/Desert representatives with identification of priority projects and strategies for implementing those projects.
5. Participate on project development teams for major transportation projects in the Mountain/Desert subregions.
6. Support efforts for regional cooperation and possible public private partnerships to realize construction of the High Desert Corridor.
7. Participate with the HDCJPA and project partners in the completion of the Investment Grade Rail Ridership and Revenue Forecast Study that was initiated in Fiscal Year 2015/2016.
8. Manage the MATS.

Product

1. Policy direction and involvement in SBCTA programs affecting the Mountain/Desert subregion.
2. Planning and technical assistance in cooperation with California Department of Transportation (Caltrans) and local jurisdictions relative to project development in the Mountain/Desert subregions.
3. MATS Final Report.

Contract Information

- a. Existing Contracts
 - i. 15-1001173, Mountain Area Transportation Study, Amount Budgeted \$25,000. Total Contract Amount \$125,000.

Manager

Steven Smith, Director of Planning

Regional & Subregional Planning

Task 0941 Mountain/Desert Planning and Project Development

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	25,015	6,554	27,686	18,586
Fringe Allocation-General	24,363	6,181	29,649	19,079
Professional Services	-	63,707	13,424	-
Consulting Services	-	-	96,576	25,000
Travel Expense-Mileage-Employee	1,143	889	-	-
Advertising	-	176	1,000	-
Office Expense	22	-	-	-
Meeting Expense	-	58	-	-
Indirect Allocation-General	33,788	9,566	58,780	31,028
Total Expenditures	<u>84,331</u>	<u>87,131</u>	<u>227,115</u>	<u>93,693</u>

Funding Sources

MSI Colorado River Fund-Traffic Mgmt Sys	3,266
MSI Morongo Basin Fund-Traffic Mgmt Sys	6,535
MSI Mountain Fund-Traffic Mgmt Sys	38,069
MSI North Desert Fund-Traffic Mgmt Sys	6,535
MSI Victor Valley Fund-Traffic Mgmt Sys	<u>39,288</u>
Total Funding Sources	<u>93,693</u>

Fund Administration & Programming Program Budget

Description

The Fund Administration & Programming Program contains tasks that are most central to SBCTA's responsibilities for administering state and federal funds and Measure I revenue. Maximizing transportation funding to San Bernardino County, determining how best to use the many federal, state, and local funding types to improve local and regional transportation systems within the county, and fulfilling the procedural and eligibility requirements associated with various funds are core functions under this program. Tasks within the program relate directly to the allocation, programming, and administration of funds for the implementation of various transportation projects. These tasks support the policy considerations that lead to project prioritization and distribution of funds under the discretion of SBCTA.

Fund Administration and Programming tasks include administering the Measure I Transactions and Use Tax and Measure I allocations per the Measure I Ordinance and Expenditure Plan and the Measure I Strategic Plan; programming projects that receive State and Federal highway and transit funds in required State and Federal transportation improvement programs; timely allocation of various fund types to meet project financial needs at the time of project delivery; administering timely expenditure of funds per State and Federal requirements; strategic planning of fund allocations to ensure that SBCTA maximizes opportunities to bring additional State and Federal funds to meet project commitments as established in the Measure I expenditure plan; and implementation and updating of SBCTA's 10-Year Delivery Plan. Note that while Fund Administration and Programming is also responsible for administering Local Transportation Fund, State Transit Assistance Fund, and Federal Transit Administration fund revenues for local transit operators, Mountain/Desert jurisdictions, and Metrolink, these activities are budgeted in the Transit Program.

Tasks in this program include pass through of an estimated \$43 million in Measure I funds for road priorities determined by local jurisdictions on their local streets, reimbursement of an estimated \$22 million in Measure I funds for projects in the Valley Major Street and Project Advancement Programs, and \$18 million in Measure I funds for projects in the Mountain/Desert Major Local Highway Programs.

Goals and Objectives

1. Manage the allocations of SBCTA public funds (non-pass through) such as Measure I and State and Federal funds per approved 10-Year Delivery Plan to meet project delivery needs.
2. Develop and implement funding strategies that result in SBCTA using all State and Federal funds available and receiving additional State and Federal funds in the form of Obligation Authority, apportionments, and new grants.
3. Develop and amend the Federal Transportation Improvement Program (FTIP) for projects within San Bernardino County as required by law.
4. Develop and amend the State Transportation Improvement Program (STIP) as required by the California Transportation Commission (CTC).
5. Provide support to local jurisdictions in the area of FTIP development, allocation and obligation processes, and fund management strategies that have impact to SBCTA's public funds.
6. Evaluate public fund revenue when revenue assumptions change, and make allocation planning recommendations for consideration in the SBCTA budget.
7. Manage Measure I reimbursement programs
 - a. For the arterial portion of the Measure I Valley Major Street Program, plan annual allocations in accordance with submitted Capital Project Needs Analyses, review and approve invoice submittals, and document information in SBCTA's arterial program database.
 - b. For Project Advancement Agreements, review consultant/contractor invoices, annually identify invoices eligible for reimbursement based on invoice chronology, and document information in SBCTA's project advancement database.
 - c. For Measure I Mountain/Desert Major Local Highway and Project Development/Traffic Management Systems Programs, convene subarea meetings to review/update projects identified in the 10-Year Delivery Plan, discuss proposed project allocations, recommend allocations to the Board, process funding agreements with local jurisdictions, and review and approve invoice submittals for payment.

Fund Administration & Programming Program Budget

8. Provide timely local pass through distribution to jurisdictions.
9. Complete the 2018 update to the 10-Year Delivery Plan and update the bonding strategy necessary to implement projects according to the plan.

Performance/Workload Indicators

	2014-2015 Actual	2015-2016 Actual	2016-2017 Revised Budget	2017-2018 Budget
State and Federal Funds Delivery ¹	47%	49%	114%	115%
FTIP Amendments	9	11	11	10
Additional state funds received	\$10,000,000	N/A	N/A	TBD
Additional federal funds received	\$5,000,000	N/A	N/A	TBD
Programming changes processed	268	250	200	200
10-Year Delivery Plan Update	N/A	NA	3/1/2017	4/4/2018
Measure I Valley Major Street/Arterial ²	\$8,292,988	\$8,623,528	\$13,319,336	\$20,958,276
Measure I Mtn./Desert Reimbursements	\$13,211,028	\$11,880,090	\$12,380,778	\$18,294,536
Project Advancement-Valley Interchanges ²	N/A	\$966,835	N/A	\$724,174
Project Advancement-Valley Arterials ²	\$11,361,899	\$10,560,651	\$8,188,822	\$1,020,209
Measure I Valley Local Pass-Through	\$24,196,165	\$23,547,000	\$24,663,079	\$25,918,100
Measure I Mountain/Desert Pass-Through	\$17,338,861	\$17,340,400	\$20,908,486	\$17,182,200
			\$	
Local Transportation Fund Pass-Through ³	\$76,534,678	\$103,623,636	\$77,400,000	\$86,700,000
State Transit Assistance Fund Pass-Through ³	\$10,087,220	\$24,429,181	\$22,176,420	\$15,607,550
Project Advancement Agreements managed	17	15	11	4
Arterial Program Jurisdiction Master				
Agreements managed	16	16	16	16
Advance Expenditure Agreements managed	3	4	4	7
Development Share Loan Agreements managed	2	3	5	9

¹ Low delivery was intentional as funds were being saved for large projects being delivered in the next five years

² Amounts represent annual allocation, not expenditure. Includes arterial funds previously adjusted to reduce project advancement commitments.

³ Pass-throughs specific to Transit are budgeted in the Transit Program Budget.

Fund Administration & Programming

Task 0500 Fund Administration & Programming

Purpose

Facilitate and oversee the administration and programming of transportation projects through funding provided by a variety of Federal and State revenue sources and Measure I to allow delivery of transportation projects on schedule and to demonstrate compliance with applicable State, Federal, and local guidelines, fiscal constraint and air quality conformity requirements. Federal and State revenue sources include Fixing America's Surface Transportation (FAST) Act programs, such as Surface Transportation Block Grant Program (STP), Congestion Mitigation and Air Quality (CMAQ), and National Highway Freight Program (NHFP); State Transportation Improvement Program (STIP); State Active Transportation Program (ATP); State Proposition 1B Bond programs; and various federal appropriations.

Accomplishments

SBCTA staff has administered and programmed the above funding based on the Board of Director's approved priorities and strategies as communicated through the Measure I Strategic Plan; 10-Year Delivery Plan, which was updated and approved by the Board in March 2017; program apportionments; and project-specific allocations. Through strategic fund management and timely delivery of existing committed funds, SBCTA has maximized and protected State and Federal funding revenues. In addition, SBCTA has supported local agencies with information on funding opportunities and transportation program guidelines, requirements, policies, and schedules. SBCTA serves as a liaison between local agencies and the California Department of Transportation (Caltrans), the California Transportation Commission (CTC), and various other state and federal agencies to assist local implementation of projects funded by State and Federal sources.

Work Elements

1. Program and allocate State and Federal funds, leverage funding, and integrate with local and private funds to maximize delivery of high priority transportation projects, comply with Measure I Strategic Plan Policy, and minimize administrative burdens. Ensure the region's delivery goals are met or exceeded on an annual basis, long-term projects can be adequately funded, and equity is maintained within the different subareas of the county.
2. Develop program-level annual delivery plans to ensure member agencies deliver projects as planned to maximize funding opportunities and guard against loss. Maintain SBCTA's program/project-level database to support program management activities. Monitor and track obligation and implementation progress of projects funded with State and Federal funds to protect SBCTA's fiscal allocations pursuant to timely use of funds deadlines.
3. Identify eligible candidate projects for various competitive grant programs and provide support to responsible agencies to submit applications and implement projects if selected.
4. Identify and submit candidate projects for inclusion into the Federal Transportation Improvement Program (FTIP) from the SBCTA Nexus Study and Measure I 2010-2040 Strategic Plan, the 10-Year Delivery Plan, the Regional Transportation Plan (RTP), local agencies, and Caltrans. Review and assist local candidate project submittals and work with Southern California Associated Governments (SCAG), Caltrans District 8, and Caltrans Headquarters to ensure that candidate FTIP projects meet eligibility requirements, including fiscal constraint. Prepare, submit, and track FTIP amendments.
5. Prepare recommendations for project funding from the State Transportation Improvement Program (STIP) to be considered by the SBCTA Board of Directors. Meet and confer with CTC staff and Commissioners to advocate for STIP funding of key projects through the Regional and Interregional Programs as appropriate. Assist in coordination of inter-county projects during the development of STIP candidate project recommendations. Assist in development of legislative support for candidate projects.
6. Implement and monitor the 2018 Update to the Measure I 2010-2040 10-Year Delivery Plan.

Fund Administration & Programming

Task 0500 Fund Administration & Programming

7. Request Capital Project Needs Analyses from Valley and Victor Valley subarea jurisdictions and SBCTA program managers and compile into a comprehensive assessment of funding needs for each fiscal year. Conduct cash-flow analyses of needs versus available revenues and develop alternatives for the allocation of Measure I funds, together with the use of State and Federal funds.
8. Review member agency Measure I policy compliance through audits, Capital Improvement Plans, and Capital Project Needs Analyses.
9. Facilitate Mountain/Desert subarea meetings for project identification, prioritization, and allocations, and present Mountain/Desert subarea representatives' recommendations to the Mountain/Desert Policy Committee and Board for approval.
10. Represent San Bernardino countywide programming interests at statewide meetings such as the Regional Transportation Planning Agencies' meeting, CTC meetings, Southern California's Programming/Planning group meeting, Transportation Conformity Working Group meetings, and the California Federal Programming Group meetings.
11. Coordinate activities and provide assistance in responding to inquiries from Board members, member agencies, and transit operators through the Transportation Technical Advisory Committee (TTAC) and other interagency forums.

Budgetary changes include the funding necessary for staff training for EcoSys, the database used by Fund Administration and Programming for development and monitoring of the 10-Year Delivery Plan.

Product

An objective, efficient, and timely process to program and allocate Federal, State, and local funds in cooperation with regional and local agencies to fulfill long-term and short-term objectives, to maximize the use of revenue sources, to support the delivery of transportation projects that provide the greatest transportation benefit relative to their cost, and to ensure that all transportation funds allocated to projects within San Bernardino County are used in a timely manner without risk of loss.

Contract Information

- a. Existing Contracts
 - i. 15-1001310, On-call Air Quality Analysis, Amount Budgeted \$10,100.
- b. New Contracts
 - i. Training for EcoSys Database Administration, Amount Budgeted \$22,500, Total Estimated Contract Amount \$45,000. Cost is shared with Task 0309 – Transit Operator Support.

Manager

Andrea Zureick, Director of Fund Administration and Programming

Fund Administration & Programming

Task 0500 Fund Administration & Programming

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	370,108	332,106	552,898	542,980
Regular Part-Time Employees	20,116	1,298	-	-
Overtime	286	93	-	-
Fringe Allocation-General	360,753	313,289	592,099	557,368
Professional Services	41,183	-	-	-
Consulting Services	-	149,530	10,100	10,100
Auditing & Accounting	287,468	-	-	-
Legal Fees	753	-	-	-
Training/Membership	1,413	925	4,000	26,500
Postage	165	90	400	400
Travel Expense - Employee	3,582	4,057	8,000	9,003
Travel Expense-Mileage-Employee	920	94	3,700	3,700
Advertising	-	73	-	-
Printing - External	-	-	3,700	7,200
Office Expense	-	-	500	500
Meeting Expense	57	103	850	850
Office Equipment/Software-Inventorial	-	43,200	-	-
Indirect Allocation-General	514,075	485,831	1,168,369	906,467
Total Expenditures	<u>1,600,878</u>	<u>1,330,689</u>	<u>2,344,616</u>	<u>2,065,068</u>

Funding Sources

Local Transportation Fund - Planning	45,364
MSI Valley Admin	422,740
MSI Valley Fund-Freeway Projects	102,950
MSI Valley Fund-Fwy Interchange	145,713
MSI Valley Fund-Metrolink/Rail Service	78,301
Planning, Programming & Monitoring	<u>1,270,000</u>
Total Funding Sources	<u>2,065,068</u>

Fund Administration & Programming

Task 0550 Allocations/Pass Throughs

Purpose

To serve as a depository for Measure I 2010-2040 local pass through and reimbursement funds prior to disbursement to local agencies.

Accomplishments

As the administrator of Measure I, SBCTA is responsible for the disbursement of funding from the Measure I 2010-2040 local pass through and reimbursement programs. SBCTA staff disburses these funds based on the Board of Director's approved priorities and strategies as communicated through the Strategic Plan, 10-Year Delivery Plan, program apportionments, and project-specific allocations.

Work Elements

1. Reimburse jurisdictions for Measure I Project Advancement Agreements, Measure I Valley Major Street/Arterial Sub-Program, and Measure I Mountain/Desert Major Local Highway (MLH) and Project Development/Traffic Management Systems Programs expenditures based on invoices received.
2. Disburse Measure I Local Pass Through funds to Valley jurisdictions and the Valley portion of the County based on the ratio of each jurisdiction's population to the total Valley population, as specified by Ordinance.
3. Disburse Measure I Local Pass Through funds to Mountain/Desert jurisdictions and the Mountain/Desert portion of the County with a formula based 50% on sales and use tax generated at point of generation in each subarea and 50% on population, as specified by Ordinance.

This Task represents only funding allocations and pass through payments. All administrative costs are budgeted in (Task 0500) Fund Administration and Programming.

Product

Fiscal Accounting. Disbursements that support the delivery of State and locally funded projects in San Bernardino County.

Contract Information

- a. Existing Contracts
 - i. Various, Jurisdictional Master Agreements, Amount Budgeted \$10,284,751.
 - ii. Various, Project Advancement Agreements, Amount Budgeted \$1,744,384.
 - iii. 00-1000662, Apple Valley Yucca Loma Bridge MLH, Amount Budgeted \$175,000.
 - iv. 15-1001116, Apple Valley Yucca Loma Road Widening MLH, Amount Budgeted \$3,166,159.
 - v. 15-1001119, Barstow First Avenue Bridge over BNSF MLH, Amount Budgeted \$1,789,208.
 - vi. 15-1001118, Barstow First Avenue Bridge over Mojave River MLH, Amount Budgeted \$600,000.
 - vii. 00-1000927, Needles Connector Project MLH, Amount Budgeted \$225,000.
 - viii. 00-1000847, San Bernardino County Yates Road MLH, Amount Budgeted \$150,000.
 - ix. 15-1001157, San Bernardino County Baker Boulevard MLH, Amount Budgeted \$300,000.
 - x. 16-1001374, San Bernardino County Park Boulevard MLH, Amount Budgeted \$1,215,951.
 - xi. 00-1001090, Twentynine Palms Lear Avenue Signal MLH, Amount Budgeted \$146,269.
 - xii. 15-1001115, Victorville Green Tree Boulevard MLH, Amount Budgeted \$1,177,646.
 - xiii. 16-1001376, San Bernardino County Arrowbear Drive Bridge Replacement, Amount Budgeted \$500,000.
 - xiv. 16-1001554, San Bernardino County National Trails Highway Resurfacing, Amount Budgeted \$3,402,303.

Fund Administration & Programming

Task 0550 Allocations/Pass Throughs

b. New Contracts

- i. Funding Agreements, Victor Valley MLH, Amount Budgeted \$5,340,000, Total Estimated Contract Amount \$21,579,605.
- ii. Funding Agreements, Morongo Basin MLH, Amount Budgeted \$107,000, Total Estimated Contract Amount \$941,355.

Manager

Andrea Zureick, Director of Fund Administration and Programming

Fund Administration & Programming

Task 0550 Allocations/Pass Throughs

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	43,217	266,038	-	-
Fringe Allocation-General	42,092	250,894	-	-
Travel Expense - Employee	-	1,011	-	-
Travel Expense-Mileage-Employee	-	516	-	-
Pass-Thru Payments	41,424,529	157,498,814	45,571,566	43,100,300
Project Advancements Payments	11,298,284	11,509,679	9,155,657	1,744,384
Major Street Payments	1,976,470	3,230,760	10,000,000	10,284,751
Major Local Highway Payments	8,519,292	6,359,979	16,208,081	18,294,537
Project Development Traffic Mgmt Sys Pmt	500,000	177,778	200,000	-
Indirect Allocation-General	58,375	388,292	-	-
Total Expenditures	<u>63,862,258</u>	<u>179,683,761</u>	<u>81,135,304</u>	<u>73,423,972</u>

Funding Sources

MSI Colorado River Fund-Local Street	168,500
MSI Colorado River Fund-Major Local High	225,000
MSI Morongo Basin Fund-Local Street	1,473,500
MSI Morongo Basin Fund-Major Local Hwy	1,469,220
MSI Mountain Fund-Local Street	1,388,300
MSI Mountain Fund-Major Local Highway	500,000
MSI North Desert Fund-Local Street	3,190,900
MSI North Desert Fund-Major Local Hwy	6,091,511
MSI Valley Fund-Arterials	10,284,751
MSI Valley Fund-Fwy Interchange	724,174
MSI Valley Fund-Local Street	25,918,100
MSI Valley Fund-Project Adv Agreements	1,020,210
MSI Victor Valley Fund-Local Street	10,961,000
MSI Victor Valley Fund-Major Local Hwy	9,858,806
Victor Valley Major Local Hwy Bond Fund	150,000
Total Funding Sources	<u>73,423,972</u>

Debt Service Program Budget

Description

This program accounts for the debt service principal, interest and fiscal charges attributed to the outstanding bonded indebtedness of SBCTA. The Fiscal Year 2017/2018 budget includes the 2012A and 2014A Sales Tax Revenue Bond debt service expenditures.

Goals and Objectives

1. Record and account for all trustee activity; including interest earnings and debt service costs.
2. Manage outstanding debt ensuring compliance with applicable law and regulations.
 - a. Meet continuing disclosure requirements of the debt program.
 - b. Prepare arbitrage calculation as required.

Performance/Workload Indicators

	2014-2015 Actual	2015-2016 Actual	2016-2017 Revised Budget	2017-2018 Budget
Debt Service:				
Principal	\$1,910,000	\$1,990,000	\$2,845,000	\$3,365,000
Interest	\$8,856,259	\$9,222,051	\$9,122,550	\$9,016,301
Arbitrage Calculation	N/A	YES	YES	YES
Debt continuing disclosure requirements	YES	YES	YES	YES

Debt Service

Task 0965 2012A Sales Tax Revenue Bond

Purpose

Account for the proceeds held by the Bond Trustee, for the Debt Service on the 2012A Sales Tax Revenue Bond.

Accomplishments

SBCTA monitored the activities of the trustee in the investment and disbursement of bond proceeds. This activity relates to the 2012A Sales Tax Revenue Bond issuance.

Work Elements

This task accounts for the debt service of the 2012A Sales Tax Revenue Bond.

The task contains the accounting of the principal, interest and fiscal charges of the debt service fund. This task is for accounting purposes only.

Product

Fiscal Accounting.

Manager

Hilda Flores, Chief Financial Officer

Debt Service

Task 0965 2012A Sales Tax Revenue Bond

	2014-2015	2015-2016	2016-2017	2017-2018
	<u>Actuals</u>	<u>Actuals</u>	<u>Revised Budget</u>	<u>Budget</u>
Expenditures				
Bond Principal	1,910,000	1,990,000	2,090,000	2,170,000
Bond Interest	4,163,338	4,086,938	3,987,437	3,903,838
Fiscal Agent Fees	2,360	2,290	7,000	8,000
Total Expenditures	<u>6,075,698</u>	<u>6,079,228</u>	<u>6,084,437</u>	<u>6,081,838</u>

Funding Sources

Sales Tax Revenue Bonds 2012A Fund				<u>6,081,838</u>
Total Funding Sources				<u>6,081,838</u>

Debt Service

Task 0966 2014A Sales Tax Revenue Bond

Purpose

Account for the proceeds held by the Bond Trustee, for the Debt Service on the 2014A Sales Tax Revenue Bond.

Accomplishments

SBCTA monitored the activities of the trustee in the investment and disbursement of bond proceeds. This activity relates to the 2014A Sales Tax Revenue Bond issuance.

Work Elements

This task accounts for the debt service of the 2014A Sales Tax Revenue Bond.

The task contains the accounting of the principal, interest and fiscal charges of the debt service fund. This task is for accounting purposes only.

Product

Fiscal Accounting.

Manager

Hilda Flores, Chief Financial Officer

Debt Service

Task 0966 2014A Sales Tax Revenue Bond

	2016-2017			
	2014-2015	2015-2016	Revised	2017-2018
Expenditures	Actuals	Actuals	Budget	Budget
Bond Principal	-	-	755,000	1,195,000
Bond Interest	4,692,921	5,135,113	5,135,113	5,112,463
Fiscal Agent Fees	2,625	2,375	7,000	8,000
Total Expenditures	<u>4,695,546</u>	<u>5,137,488</u>	<u>5,897,113</u>	<u>6,315,463</u>

Funding Sources

Sales Tax Revenue Bonds 2014A Fund	<u>6,315,463</u>
Total Funding Sources	<u>6,315,463</u>

Enterprise Program Budget

Description

Finance department is responsible for the finance/accounting, procurement and contract administration, and risk management activities for the Enterprise program.

Goals and Objectives

Finance will open position of Toll Financial Administrator to assist in accounting, budgeting, procuring and contract administration, and TIFIA loan reporting/compliance for the express lane project.

Performance/Workload Indicators

	2014-2015 Actual	2015-2016 Actual	2016-2017 Revised Budget	2017-2018 Budget
Hire Toll Financial Administrator	0	0	0	1
Complete the TIFIA loan process	0	0	0	1

Enterprise

Task 0750 Express Lane Operation

Purpose

Provide for SBCTA's express lane activity finance/accounting, procurement and contract administration, and risk management activities.

Accomplishments

1. Created new fund 7550, Express Lanes, to account for activities for this project.
2. Participated in establishing financing for the project which includes Transportation Infrastructure Finance and Innovation Act (TIFIA) and loan from Measure I freeway program.
3. Completed job description for Toll Financial Administrator. Salaries, fringe, and indirect are budgeted in this task fund 7550.

Work Elements

This activity will account for the finance/accounting, auditing of Express lane fund, audit of federal grant, TIFIA loan, and procurement/contract administration.

Product

The cost of operations for the express lanes will be accounted in fund 7550, enterprise fund. The federal loan with TIFIA will also be accounted for in this fund.

Manager

Hilda Flores, Chief Financial Officer

Enterprise

Task 0750 Express Lane Operation

	2014-2015	2015-2016	2016-2017	2017-2018
Expenditures	Actuals	Actuals	Revised Budget	Budget
Regular Full-Time Employees	-	-	-	43,921
Fringe Allocation-General	-	-	-	45,085
Indirect Allocation-General	-	-	-	73,323
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>162,329</u>

Funding Sources

I-10 Express Lanes	<u>162,329</u>
Total Funding Sources	<u>162,329</u>