

AGENDA
General Policy Committee Meeting

March 10, 2021

9:00 AM

Location

MEETING ASSESSIBLE VIA ZOOM AT: <https://gosbcta.zoom.us/j/98154735255>

Teleconference

Dial: 1-669-900-6833

Meeting ID: 981 5473 5255

**This meeting is being conducted in accordance with Governor Newsom's
Executive Order N-29-20.**

General Policy Committee Membership

Chair – Vice President

Supervisor Curt Hagman, *MVSS Chair*
County of San Bernardino

President

Mayor Frank Navarro
City of Colton

Past President

Mayor Darcy McNaboe
City of Grand Terrace

East Valley Representatives

Mayor Pro Tem Larry McCallon
City of Highland

Supervisor Dawn Rowe
County of San Bernardino, *MDC Chair*

Mt./Desert Representatives

Council Member Art Bishop
Town of Apple Valley

Mayor Pro Tem Rick Herrick
City of Big Bear Lake

Council Member Rick Denison
Town of Yucca Valley

Supervisor Paul Cook
County of San Bernardino

West Valley Representatives

Mayor Acquanetta Warren
City of Fontana

Mayor Pro Tem Alan Wapner
City of Ontario

Mayor L. Dennis Michael
City of Rancho Cucamonga, *TC Chair*

**San Bernardino County Transportation Authority
San Bernardino Council of Governments**

AGENDA

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Interested persons may submit Public Comment in writing to the Clerk of the Board at clerkoftheboard@gobcta.com. Written comments must acknowledge the Agenda Item number, and specify whether the commenter wishes the comment be included with the minutes or read into the record. Comments read into the record will be read for three minutes; if three minutes pass and there is comment still unread, the time will not be extended and the remaining comment will not be read. Public Comment must be submitted no later than 5:00 pm on March 9, 2021.

To obtain additional information on any items, please contact the staff person listed under each item. You are encouraged to obtain any clarifying information prior to the meeting to allow the Board to move expeditiously in its deliberations. Additional “*Meeting Procedures*” and agenda explanations are attached to the end of this agenda.

CALL TO ORDER

(Meeting Chaired by Curt Hagman)

- i. Pledge of Allegiance
- ii. Attendance
- iii. Announcements
- iv. Agenda Notices/Modifications

Possible Conflict of Interest Issues

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

1. Information Relative to Possible Conflict of Interest

Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest.

This item is prepared monthly for review by Board and Committee members.

Pg. 10

CONSENT CALENDAR

Items listed on the Consent Calendar are expected to be routine and non-controversial. The Consent Calendar will be acted upon as a single motion. Items on the Consent Calendar may be removed for discussion by Board Members.

Consent - Administrative Matters

2. February 2021 Procurement Report

Pg. 11

Receive the February 2021 Procurement Report.

Presenter: Jeffery Hill

This item is not scheduled for review by any other policy committee or technical advisory committee.

3. Budget to Actual Report for Second Quarter Ending December 31, 2020

Pg. 19

Receive and file Budget to Actual Report for second quarter ending December 31, 2020.

Presenter: Lisa Lazzar

This item is not scheduled for review by any other policy committee or technical advisory committee.

DISCUSSION ITEMS

Discussion - Administrative Matters

4. SBCTA Fiscal Year 2021/2022 Budget – General Policy Committee Task Review

Pg. 29

Review and provide direction relative to proposed tasks and budgetary information to be included in the Fiscal Year 2021/2022 Budget.

Presenter: Hilda Flores

This item is not scheduled for review by any other policy committee or technical advisory committee.

5. Measure I Local Pass-Through Compliance Audits for Fiscal Year 2019/2020

Pg. 114

Review and receive the Measure I Audit Reports of Local Pass-Through Funds for Fiscal Year 2019/2020.

Presenter: Lisa Lazzar

The Measure I audit reports were reviewed by the Independent Taxpayer Oversight Committee on February 17, 2021. The Oversight Committee made a finding that Measure I expenditures for Fiscal Year 2019/2020 are consistent with the Expenditure Plan and Ordinance 04-01.

6. Transit Operators and Transportation Development Act Audits for Fiscal Year 2019/2020

Pg. 117

Review and receive the Transit Operators and Transportation Development Act Audit Reports for Fiscal Year 2019/2020.

Presenter: Lisa Lazzar

This item is not scheduled for review by any other policy committee or technical advisory committee.

Discussion - Air Quality/Traveler Services

7. Update on the Freeway Service Patrol Program and 2020 Freeway Service Patrol Driver Recognition Awards Pg. 119

Receive information pertaining to the Freeway Service Patrol (FSP) Program in San Bernardino County and acknowledge the 2020 FSP Driver Awards.

Presenter: Jenny Herrera

This item is not scheduled for review by any other policy committee or technical advisory committee.

Discussion - Regional/Subregional Planning

8. Active Transportation Program Cycle 5 Award List and Twenty Points Allocation Pg. 122

That the General Policy Committee, acting as the San Bernardino County Transportation Authority:

A. Adopt the Metropolitan Planning Organization (MPO) portion of the State Active Transportation Program (ATP) Cycle 5 project award list (Attachment A), specifically for:

- City of Fontana - Date Elementary School Street Improvements Project
- Town of Apple Valley - Yucca Loma Elementary School Safe Routes to School Phase 2
- County of San Bernardino - Santa Ana River Trail - Phase III
- City of Barstow - Pedestrian, Bicycle, and Safe Routes to Schools Corridors, Barstow

B. Adopt an additional 20 points allocation in the grant evaluation process to all projects in the MPO portion of the ATP as they have been determined to be consistent with regional plans, which is consistent with the methodology adopted by the San Bernardino County Transportation Authority Board of Directors for ATP Cycles 1, 2, 3, and 4.

Presenter: Josh Lee

This item is not scheduled for review by any other policy committee or technical advisory committee.

Public Comment

Brief Comments from the General Public

Interested persons may submit Public Comment in writing to the Clerk of the Board at clerkoftheboard@gosbcta.com. Written comments must acknowledge the Agenda Item number, and specify whether the commenter wishes the comment be included with the minutes or read into the record. Comments read into the record will be read for three minutes; if three minutes pass and there is comment still unread, the time will not be extended and the remaining comment will not be read. Public Comment must be submitted no later than 5:00 pm on March 9, 2021.

Comments from Board Members

Brief Comments from Board Members

ADJOURN TO:

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency Designated Representative: Duane Baker

Unrepresented Employee: All Unrepresented Employees of SBCTA

2. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code Section 54957

Title: Executive Director

3. **CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Designated Representative: Frank J. Navarro, Board President

Unrepresented Employee: Executive Director

4. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code Section 54957

Title: General Counsel

5. **CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Designated Representative: Frank J. Navarro, Board President

Unrepresented Employee: General Counsel

ADJOURNMENT

Additional Information

Attendance

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Acronym List

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Mission Statement

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The next General Policy Committee meeting is scheduled for April 14, 2021

Meeting Procedures and Rules of Conduct During COVID-19 'Stay in Place' Orders

Meeting Procedures - The Ralph M. Brown Act is the state law which guarantees the public's right to participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees. California Governor Gavin Newsom has issued Executive Order (N-29-20) waiving portions of the Brown Act requirements during the COVID-19 State of Emergency.

Accessibility – During the COVID-19 crisis, meetings are being held virtually using web-based or telephone technologies. If accessibility assistance is needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk can be reached by phone at (909) 884-8276 or via email at clerkoftheboard@gosbcta.com.

Agendas – All agendas are posted at www.gosbcta.com/board/meetings-agendas/ at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed online at that web address.

Agenda Actions – Items listed on both the “Consent Calendar” and “Discussion” contain recommended actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors or unanimous vote of members present as provided in the Ralph M. Brown Act Government Code Sec. 54954.2(b).

Closed Session Agenda Items – Consideration of closed session items excludes members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

Public Testimony on an Item – Public Comment may be submitted in writing to the Clerk of the Board via email at clerkoftheboard@gosbcta.com. Written comments must acknowledge the Agenda Item number, and specify whether the commenter wishes the comment be included with the minutes or read into the record. Comments read into the record will be read for three minutes; if three minutes pass and there is comment still unread, the time will not be extended and the remaining comment will not be read. Public Comment must be submitted no later than 5:00 pm the day before the meeting. Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should indicate their request when Public Comment is called for during the meeting. This request to speak can be achieved by either using the ‘Raise Hand’ feature in Zoom platform or by verbally stating interest when the Chair calls for Public Comment. When recognized by the Chair, speakers should be prepared to announce their name for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations. Members of the public requesting information be distributed to the Board of Directors must provide such information electronically to the Clerk of the Board via email at clerkoftheboard@gosbcta.com no later than 5:00 pm the day before the meeting. The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

Agenda Times – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

Public Comment – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board’s authority. Matters raised under “Public Comment” may not be acted upon at that meeting. “Public Testimony on an Item” still applies.

Disruptive or Prohibited Conduct – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to be removed from the virtual meeting. Disruptive or prohibited conduct includes without limitation: addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, posting profane or rude content in the virtual meeting environment, or otherwise preventing the Board from conducting its meeting in an orderly manner. Your cooperation is appreciated!

General Practices for Conducting Meetings
of
Board of Directors and Policy Committees

Attendance.

- The Chair of the Board or a Policy Committee (Chair) has the option of taking attendance by Roll Call or Self-Introductions. If attendance is taken by Roll Call, the Clerk of the Board will call out by jurisdiction or supervisorial district. The Member or Alternate will respond by stating his/her name. If attendance is by Self-Introduction, the Member or Alternate will state his/her name and jurisdiction or supervisorial district.
- A Member/Alternate, who arrives after attendance is taken, shall announce his/her name prior to voting on any item.
- A Member/Alternate, who wishes to leave the meeting after attendance is taken but before remaining items are voted on, shall announce his/her name and that he/she is leaving the meeting.

Basic Agenda Item Discussion.

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on “Request to Speak” forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.
- The “aye” votes in favor of the motion shall be made collectively. Any Member who wishes to oppose or abstain from voting on the motion, shall individually and orally state the Member’s “nay” vote or abstention. Members present who do not individually and orally state their “nay” vote or abstention shall be deemed, and reported to the public, to have voted “aye” on the motion.

The Vote as specified in the SANBAG Bylaws.

- Each Member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

Amendment or Substitute Motion.

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he or she would like to amend his or her motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is voted upon first, and if it fails, then the original motion is considered.
- Occasionally, a motion dies for lack of a second.

Call for the Question.

- At times, a Member of the Board/Committee may “Call for the Question.”
- Upon a “Call for the Question,” the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair’s discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

The Chair.

- At all times, meetings are conducted in accordance with the Chair’s direction.
- These general practices provide guidelines for orderly conduct.
- From time-to-time circumstances require deviation from general practice.
- Deviation from general practice is at the discretion of the Chair.

Courtesy and Decorum.

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.

Adopted By SANBAG Board of Directors January 2008

Revised March 2014

Revised May 4, 2016

Minute Action

AGENDA ITEM: 1

Date: March 10, 2021

Subject:

Information Relative to Possible Conflict of Interest

Recommendation:

Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest.

Background:

In accordance with California Government Code 84308, members of the Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual, except for the initial award of a competitively bid public works contract. This agenda contains recommendations for action relative to the following contractors:

| Item No. | Contract No. | Principals & Agents | Subcontractors |
|-----------------|---------------------|--------------------------------|-----------------------|
| | | None | |

Financial Impact:

This item has no direct impact on the budget.

Reviewed By:

This item is prepared monthly for review by Board and Committee members.

Responsible Staff:

Duane Baker, Deputy Executive Director

Approved
General Policy Committee
Date: March 10, 2021

Witnessed By:

Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

Minute Action

AGENDA ITEM: 2

Date: March 10, 2021

Subject:

February 2021 Procurement Report

Recommendation:

Receive the February 2021 Procurement Report.

Background:

The Board of Directors adopted the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997, and approved the last revision on June 3, 2020. The Board of Directors authorized the Executive Director, or his designee, to approve: a) contracts and purchase orders up to \$100,000, and for purchase orders originally \$100,000 or more, increasing the purchase order amount up to 10% of the original purchase order value, not-to-exceed \$25,000; b) Contract Task Orders (CTO) up to \$500,000 and for CTOs originally \$500,000 or more, increasing the purchase order amount up to 10% of the original CTO value, not-to-exceed \$100,000; c) amendments with a zero dollar value; d) amendments to exercise the option term if the option term was approved by the Board of Directors in the original contract; e) amendments that cumulatively do-not-exceed 50% of the original contract value or \$100,000, whichever is less; f) amendments that do-not-exceed contingency amounts authorized by Board; and g) release Request for Proposals (RFP), Request for Qualifications (RFQ), and Invitation for Bids (IFB) for proposed contracts from which funding has been approved in the Annual Budget, and are estimated not-to-exceed \$1,000,000.

The Board of Directors further authorized General Counsel to award and execute legal services contracts up to \$100,000 with outside counsel as needed, and authorized Department Directors to approve and execute Contingency Amendments that do-not-exceed contingency amounts authorized by Board of Directors. A list of all Contracts and Purchase Orders that were executed by the Executive Director, Department Director and/or General Counsel during the month of February 2021 are presented herein as Attachment A, and all RFPs and IFBs are presented in Attachment B.

Financial Impact:

This item is consistent with the Fiscal Year 2020/2021 Budget. Presentation of the monthly procurement report demonstrates compliance with the Contracting and Procurement Policy.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Jeffery Hill, Procurement Manager

Approved
General Policy Committee
Date: March 10, 2021

Witnessed By:

Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

Attachment A

February Contract Actions

New Contracts Executed:

| Contract No. | Description of Specific Services | Vendor Name | Dollar Amount |
|---------------------|---|---|----------------------|
| 21-1002526 | Redlands Passenger Rail Project (RPRP) Dispute Review Board Agreement | Manuel Jardin | \$75,000.00 |
| 20-1002421 | West Valley Connector – Phase 1 Cooperative Agreement with City of Montclair | City of Montclair | \$0.00 |
| 20-1002423 | West Valley Connector – Phase 1 Cooperative Agreement with City of Rancho Cucamonga | City of Rancho Cucamonga | \$0.00 |
| 21-1002513 | Regional Rideshare Golden Pylon Marketing Event | Los Angeles County Metropolitan Transportation Authority (LACMTA) | \$5,670.00 |

Attachment A

February Amendment Actions

Contract Amendments Executed:

| Contract No. & Amendment No. | Reason for Amendment (include a description of the amendment) | Vendor Name | Previous Amendments & Dollar Values | Dollar Amount of Amendment | Amended Contract Total |
|------------------------------|--|----------------------------|-------------------------------------|----------------------------|------------------------|
| 19-1002035 Amendment 1 | Exercised the first option year and increase not-to-exceed amount. Project: Agency Risk Management and Broker Services | Alliant Insurance Services | Original \$56,840.00 | \$29,705.00 | \$86,545.0 |

Attachment: February Procurement Report Attachment A (6968 : February 2021 Procurement Report)

Attachment A

February Contract Task Order Actions

Contract Task Order (CTO) Executed:

| Contract No. & CTO No. | Description of CTO | Vendor Name | Contract Amount | Previously Issued CTOs | Dollar Amount of CTO |
|------------------------|--|--------------------------|---|------------------------|----------------------|
| 19-1002002 CTO 1 | Legal Services to revise and adapt SBCTA's standard purchase and sales agreement templates and grant deeds to ensure compliance with Government Code Section 54220 et seq. | Richard Watson & Gershon | \$3,750,000.00 Shared with Meyers Nave Riback Silver & Wilson (18-1001925) | | Total \$13,500.00 |

Attachment: February Procurement Report Attachment A (6968 : February 2021 Procurement Report)

Attachment A

February Contract Task Order Actions

Contingency Released:

| Contract No. & Contingency No. | Reason for Contingency Amendment (include a description of the amendment) | Vendor Name | Previous Amendments & Dollar Values | Dollar Amount of Contingency Amendment | Amended Contract Total |
|--------------------------------|---|-------------|-------------------------------------|--|------------------------|
| None | | | | | |

Attachment: February Procurement Report Attachment A (6968 : February 2021 Procurement Report)

Attachment A

February Purchase Order Actions

Purchase Orders:

| PO No. | PO Issue Date | Vendor Name | Description of Services | PO Dollar Amount |
|---------|---------------|--------------------------|---|------------------|
| 4002110 | 2/3/21 | Potomac Partners DC, LLC | Federal Advocacy Services for January through April 2021 | \$30,000.0 |
| 4002114 | 2/9/21 | Koff & Associates, Inc. | Classification, Compensation and Organization Review Study 2021 | \$19,995.0 |

Attachment: February Procurement Report Attachment A (6968 : February 2021 Procurement Report)

Attachment A

February Purchase Order Amendment Actions

Purchase Order Amendments Executed:

| Purchase Order No. & Amendment No. | Description of Services and Reason for Amendment | Vendor Name | Previous Amendments & Dollar Values | Dollar Amount of Amendment | Amended PO Total |
|------------------------------------|--|-------------|-------------------------------------|----------------------------|------------------|
| None | | | | | |

Attachment: February Procurement Report Attachment A (6968 : February 2021 Procurement Report)

Attachment B

February RFP's and IFB's

Release of RFP's and IFB's

| Release Date | RFP/IFB No. | Anticipated Dollar Amount | Anticipated Award Date | Description of Overall Program and Program Budget |
|--------------|-------------|---------------------------|------------------------|---|
| None | | | | |

Attachment: February Procurement Report Attachment B (6968 : February 2021 Procurement Report)

Minute Action

AGENDA ITEM: 3

Date: *March 10, 2021*

Subject:

Budget to Actual Report for Second Quarter Ending December 31, 2020

Recommendation:

Receive and file Budget to Actual Report for second quarter ending December 31, 2020.

Background:

The Fiscal Year 2020/2021 Budget for new activity was adopted by the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) on June 3, 2020. This report provides a summary of program and task activity by fund compared to the original and revised budgets. The report provides a percentage of the budget received or expended through December 31, 2020.

The following are explanations for significant percentage changes by Fund type:

General Fund

A. Revenues:

1. Measure I Sales Tax revenue is low since July and August receipts are recorded in the prior fiscal year.
2. Interest recorded in the general fund is distributed to the appropriate funds at year-end based on ending cash balances.

B. Expenditures:

1. Expenditures to date are low and can be due to timing of capital expenditures or program activities.

C. Other Financing Sources:

1. Operating transfers in represent cash transfers to reimburse expenditures funded by the Local Transportation Fund, State Transit Assistance Fund, and State of Good Repair Fund. The amount is negative due to accrual reversals that have been higher than actual reimbursements thus far.
2. Operating transfers out are from cash transfers within the General Fund to fund the Indirect Cost Fund.

Federal Highway Fund

A. Revenues:

1. The timing for collections of revenues fluctuates as all federal grants are on a reimbursement basis.
2. Investment earnings are normally not budgeted.

B. Expenditures:

1. Expenditures are low and can be due to timing of capital expenditures, which can take several years.

Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

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C. Other Financing Sources:

1. Budgeted transfers in are from the issuance of commercial paper for \$22 million to fund the Mt. Vernon Viaduct Project that has not yet occurred. Commercial paper has not been issued as of December 31, 2020. Transfers in are recorded to reclassify expenditures from Federal Highway Funds to maximize the use of SB1 and local funding sources. Transfers out are to reclassify expenses to Measure I.

Federal Transit Administration Fund

A. Revenues:

1. The timing for collections of revenues fluctuates as all federal grants are on a reimbursement basis.

B. Expenditures:

1. Expenditures to date are low and can be due to timing of capital expenditures, which can take several years.

State Highway Fund

A. Revenues:

1. The timing for collections of revenues fluctuates as most state grants are on a reimbursement basis.
2. Investment earnings are normally not budgeted.

B. Expenditures:

1. Expenditures to date are low and can be due to timing of capital expenditures, which can take several years.

C. Other Financing Sources:

3. Transfers in are recorded to reclassify expenditures from State Highway Funds to maximize the use of SB1 and Measure I funding sources.

Proposition 1B Fund

A. Revenues:

1. The revenue recognition for most Proposition 1B funds is when expenditures are incurred, since the funds are received in advance.

B. Expenditures:

1. Expenditures to date are low and can be due to timing of capital expenditures, which can take several years.

Local Transportation Fund (LTF)

A. Revenues:

1. LTF revenue is low since July and August receipts are recorded in the prior fiscal year.
2. Investment earnings are negative due to the recording of a reversal of fair value adjustment recognized in the prior fiscal year per Government Accounting Standards Board Statement 31 (GASB 31). Interest is distributed to the appropriate funds at year-end based on ending cash balances.

San Bernardino Council of Governments

San Bernardino County Transportation Authority

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B. Expenditures:

1. Expenditures to date represent claims received and paid.

C. Other Financing Sources:

1. Operating transfers out are negative due to the reversal of a transfer from the prior year accruals.

State Transit Assistance Fund (STAF)

A. Revenues:

1. The timing for recording of revenues fluctuates based on the period of performance upon distribution from the state.
2. Investment earnings are negative due to recording of a reversal of fair value adjustment recognized in the prior fiscal year per GASB 31. Interest is distributed to the appropriate funds at year-end based on ending cash balances.

B. Expenditures:

1. Expenditures to date represent claims received and paid.

C. Other Financing Sources:

1. Operating transfers out are negative due to the reversal of a transfer from the prior year accruals.

Senate Bill 1

A. Revenues:

1. The timing for collections of revenues fluctuates as most state grants are on a reimbursement basis.

B. Expenditures:

1. Expenditures to date are low and can be due to timing of capital expenditures, which can take several years.

Other Financing Sources:

1. Operating transfers out represent cash transfers to maximize funding associated with the US 395 widening project.

Measure I 1990-2010 Fund

A. Revenues:

1. Investment earnings are negative due to recording of a reversal of fair value adjustment recognized in the prior fiscal year per GASB 31. Interest is distributed to the appropriate funds at year-end based on ending cash balances.

B. Expenditures:

1. Expenditures to date are low and can be due to timing of capital expenditures, which can take several years.

Measure I 2010-2040 Fund

A. Revenues:

1. Measure I Sales Tax revenue is low since July and August receipts are recorded in the prior fiscal year.
2. Investment earnings are negative due to recording of a reversal of fair value adjustment recognized in the prior fiscal year per GASB 31. Interest is distributed to the appropriate funds at year-end based on ending cash balances.

B. Expenditures:

1. Expenditures to date are low and can be due to timing of capital expenditures, which can take several years.
2. Funds for the Fund Administration program are encumbered to ensure they are available to pay for the allocations approved by the Board.

C. Other Financing Sources:

1. Operating transfers out represent cash transfers to the General Fund to fund the Indirect Cost Fund and to the Debt Service Fund to cover debt service expenditures.

Debt Service Fund

A. Revenues:

1. Investment earnings are not budgeted.

B. Expenditures:

1. Expenditures are low since debt service payments are processed semi-annually.

C. Other Financing Sources:

1. Transfers in represent a cash transfer from the Measure I Funds to cover debt service expenditures.

Capital Projects Fund

A. Revenues:

1. The timing for collections of revenues fluctuates as most projects are funded on a reimbursement basis.
2. Investment earnings are negative due to recording of a reversal of fair value adjustment recognized in the prior fiscal year per GASB 31. Interest is distributed to the appropriate funds at year-end based on ending cash balances.

B. Expenditures:

1. Expenditures to date are low and can be due to timing of capital expenditures, which can take several years.

C. Other Financing Sources:

1. Budgeted transfers out are from the issuance of commercial paper for \$22 million to fund the Mt. Vernon Viaduct Project. Commercial paper has not been issued as of December 31, 2020.
2. Operating transfers in/out represent cash transfers resulting from transfers within the capital projects funds as well as from SAFE and Measure I funding sources.

Nonmajor Governmental Funds – Excluding Council of Governments

A. Revenues:

1. The timing for collections of revenues fluctuates as most of the state grants are on a reimbursement basis.
2. Investment earnings are negative due to recording of a reversal of fair value adjustment recognized in the prior fiscal year per GASB 31. Interest is distributed to the appropriate funds at year-end based on ending cash balances.

B. Expenditures:

1. Expenditures to date are low and can be due to timing of capital expenditures, which can take several years. Some expenditures are negative due to a reversal of an estimates from the prior year.
2. Expenditures are negative due to accrual reversals that have been higher than actual reimbursements thus far.

C. Other Financing Sources:

1. Operating transfers out represent mainly cash transfers to fund the Indirect Cost Fund.
2. Operating transfers out/in represent cash transfers within the Nonmajor Governmental Funds for expenditures in the Freeway Service patrol, as well as with Federal and State Highway funds.

Council of Governments Fund

A. Revenues:

1. The timing of collection of revenues fluctuates as this program is mostly funded on a reimbursement basis.
2. Investment earnings are negative due to recording of a reversal of fair value adjustment recognized in the prior fiscal year per GASB 31. Interest is distributed to the appropriate funds at year-end based on ending cash balances.

B. Expenditures:

1. Expenditures to date are low and can be due to timing of program activities.

C. Other Financing Sources:

1. Operating transfers out represent cash transfers to fund the Indirect Cost Fund.

Financial Impact:

This item reports the status of expenditures against budget and imposes no financial impact on Fiscal Year 2020/2021 Budget.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Lisa Lazzar, Chief of Fiscal Resources

Approved
General Policy Committee
Date: March 10, 2021

Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

**Fiscal Year 2020-2021
Second Quarter Budget to Actual Report
December 31, 2020**

| | 2020-2021 Original Budget | | 2020-2021 Revised Budget | | Actual Revenues & Expenditures to Date | | Encumbrances | Balance | % of Budget Remaining |
|--|---------------------------------|----------|--------------------------------|--------------|--|-------------|--------------|---------|--------------------------|
| GENERAL FUND | | | | | | | | | |
| Revenues | | | | | | | | | |
| Sales Tax-MSI | 1,439,000 | - | 1,439,000 | 679,033 | - | 759,967 | 52.81% | | |
| Charges for Services | 564,809 | - | 564,809 | 375,800 | - | 189,009 | 33.46% | | |
| Investment Earnings | 97,350 | - | 97,350 | 1,443,751 | - | (1,346,401) | -1383.05% | | |
| Miscellaneous | - | - | - | 521 | - | (521) | 0.00% | | |
| Total Revenues | 2,101,159 | - | 2,101,159 | 2,499,105 | - | (397,946) | -18.94% | | |
| Expenditures | | | | | | | | | |
| General Government | 11,303,436 | - | 11,303,436 | 4,029,589 | 471,973 | 6,801,874 | 60.18% | | |
| Regional & Subregional Planning | 1,069,939 | - | 1,069,939 | 297,573 | - | 772,366 | 72.19% | | |
| Transit | 38,447,195 | (31,910) | 38,415,285 | 8,494,614 | 656,537 | 29,264,134 | 76.18% | | |
| Project Delivery | 21,855 | - | 21,855 | - | - | 21,855 | 100.00% | | |
| Fund Administration | 776,248 | - | 776,248 | 243,385 | 5,820 | 527,043 | 67.90% | | |
| Total Expenditures | 51,618,673 | (31,910) | 51,586,763 | 13,065,161 | 1,134,330 | 37,387,272 | 72.47% | | |
| Other Financing Sources | | | | | | | | | |
| Transfers in | 48,255,647 | - | 48,255,647 | (223,743) | - | 48,479,390 | 100.46% | | |
| Transfers out | (4,757,601) | - | (4,757,601) | (2,368,443) | - | (2,389,158) | 50.22% | | |
| Total Other Financing Sources | 43,498,046 | - | 43,498,046 | (2,592,186) | - | 46,090,232 | 105.96% | | |
| Revenues Over (Under) Expenditures | (6,019,468) | 31,910 | (5,987,558) | (13,158,242) | (1,134,330) | 8,305,014 | | | |
| Note: Transfers in are from LTF, STA, and SGR revenue for budget purposes. The comprehensive annual financial report accounts for the activity in the individual funds of LTF, STA, and SGR, not the general fund. | | | | | | | | | |
| FEDERAL HIGHWAY FUND | | | | | | | | | |
| Revenues | | | | | | | | | |
| Intergovernmental | 137,566,070 | - | 137,566,070 | 12,943,516 | - | 124,622,554 | 90.59% | | |
| Investment Earnings | - | - | - | 10,691 | - | (10,691) | 0.00% | | |
| Total Revenues | 137,566,070 | - | 137,566,070 | 12,954,207 | - | 124,611,863 | 90.58% | | |
| Expenditures | | | | | | | | | |
| Transit | 1,089,024 | - | 1,089,024 | 111,294 | 13,454 | 964,276 | 88.54% | | |
| Project Delivery | 158,477,046 | - | 158,477,046 | 21,105,189 | 2,393 | 137,369,464 | 86.68% | | |
| Total Expenditures | 159,566,070 | - | 159,566,070 | 21,216,483 | 15,847 | 138,333,740 | 86.69% | | |
| Other Financing Sources | | | | | | | | | |
| Transfers in | 22,000,000 | - | 22,000,000 | 160,971 | - | 21,839,029 | 99.27% | | |
| Transfers out | - | - | - | (13,907) | - | 13,907 | 0.00% | | |
| Total Other Financing Sources | 22,000,000 | - | 22,000,000 | 147,064 | - | 21,852,936 | 0.00% | | |
| Revenues Over (Under) Expenditures | - | - | - | (8,115,212) | (15,847) | 8,131,059 | | | |
| FEDERAL TRANSIT ADMINISTRATION FUND | | | | | | | | | |
| Revenues | | | | | | | | | |
| Intergovernmental | 41,652,319 | - | 41,652,319 | 112,410 | - | 41,539,909 | 99.73% | | |
| Total Revenues | 41,652,319 | - | 41,652,319 | 112,410 | - | 41,539,909 | 99.73% | | |
| Expenditures | | | | | | | | | |
| Transit | 41,652,319 | - | 41,652,319 | 16,229,275 | - | 25,423,044 | 61.04% | | |
| Total Expenditures | 41,652,319 | - | 41,652,319 | 16,229,275 | - | 25,423,044 | 61.04% | | |
| Revenues Over (Under) Expenditures | - | - | - | (16,116,865) | - | 16,116,865 | | | |
| STATE HIGHWAY FUND | | | | | | | | | |
| Revenues | | | | | | | | | |
| Intergovernmental | 95,713,255 | - | 95,713,255 | 3,727,894 | - | 91,985,361 | 96.11% | | |
| Investment Earnings | - | - | - | 801 | - | (801) | 0.00% | | |
| Total Revenues | 95,713,255 | - | 95,713,255 | 3,728,695 | - | 91,984,560 | 96.10% | | |
| Expenditures | | | | | | | | | |
| General Government | 4,178 | - | 4,178 | 467 | - | 3,711 | 88.82% | | |
| Regional & Subregional Planning | 331,366 | - | 331,366 | 5,816 | - | 325,550 | 98.24% | | |
| Transit | 15,783,255 | - | 15,783,255 | 7,726,095 | - | 8,057,160 | 51.05% | | |
| Project Delivery | 78,862,000 | - | 78,862,000 | 10,186,088 | - | 68,675,912 | 87.08% | | |
| Fund Administration | 732,456 | - | 732,456 | 305,452 | - | 427,004 | 58.30% | | |
| Total Expenditures | 95,713,255 | - | 95,713,255 | 18,223,918 | - | 77,489,337 | 80.96% | | |
| Other Financing Sources | | | | | | | | | |
| Transfers in | - | - | - | 297,435 | - | (297,435) | 0.00% | | |
| Transfers out | - | - | - | (82,593) | - | 82,593 | #DIV/0! | | |
| Total Other Financing Sources | - | - | - | 214,842 | - | (214,842) | 0.00% | | |
| Revenues Over (Under) Expenditures | - | - | - | (14,280,381) | - | 14,577,816 | | | |

Attachment: Budget to Actual 2nd Qtr 2021 (6918 : Budget to Actual Report - 2nd Qtr 2020/2021)

Fiscal Year 2020-2021
Second Quarter Budget to Actual Report
December 31, 2020

| | 2020-2021 | | 2020-2021 | Actual Revenues | Encumbrances | Balance | % of Budget Remaining |
|---|---------------------|--------------------|---------------------|---------------------------|--------------|---------------------|--------------------------|
| | Original Budget | Amendments | Revised Budget | & Expenditures to Date | | | |
| PROPOSITION 1B FUND | | | | | | | |
| Revenues | | | | | | | |
| Intergovernmental | 2,810,000 | - | 2,810,000 | 1,415,564 | - | 1,394,436 | 49.62% |
| Investment Earnings | 8,000 | - | 8,000 | 147,172 | - | (139,172) | -1739.65% |
| Total Revenues | <u>2,818,000</u> | <u>-</u> | <u>2,818,000</u> | <u>1,562,736</u> | <u>-</u> | <u>1,255,264</u> | <u>44.54%</u> |
| Expenditures | | | | | | | |
| Transit | 8,461,783 | - | 8,461,783 | 1,224,599 | - | 7,237,184 | 85.53% |
| Project Delivery | 2,810,000 | 8,638,000 | 11,448,000 | 775,220 | - | 10,672,780 | 93.23% |
| Total Expenditures | <u>11,271,783</u> | <u>8,638,000</u> | <u>19,909,783</u> | <u>1,999,819</u> | <u>-</u> | <u>17,909,964</u> | <u>89.96%</u> |
| Revenues Over (Under) Expenditures | <u>(8,453,783)</u> | <u>(8,638,000)</u> | <u>(17,091,783)</u> | <u>(437,083)</u> | <u>-</u> | <u>(16,654,700)</u> | |
| LOCAL TRANSPORTATION FUND | | | | | | | |
| Revenues | | | | | | | |
| Sales Tax-LTF | 83,771,793 | - | 83,771,793 | 38,315,366 | - | 45,456,427 | 54.26% |
| Investment Earnings | 1,200,000 | - | 1,200,000 | (1,440,214) | - | 2,640,214 | 220.02% |
| Total Revenues | <u>84,971,793</u> | <u>-</u> | <u>84,971,793</u> | <u>36,875,152</u> | <u>-</u> | <u>48,096,641</u> | <u>56.60%</u> |
| Expenditures | | | | | | | |
| Transit | 91,100,000 | (44,180) | 91,055,820 | 36,372,878 | - | 54,682,942 | 60.05% |
| Total Expenditures | <u>91,100,000</u> | <u>(44,180)</u> | <u>91,055,820</u> | <u>36,372,878</u> | <u>-</u> | <u>54,682,942</u> | <u>60.05%</u> |
| Other Financing Sources | | | | | | | |
| Transfers out | (25,334,420) | - | (25,334,420) | (2,342,509) | - | (22,991,911) | 90.75% |
| Total Other Financing Sources | <u>(25,334,420)</u> | <u>-</u> | <u>(25,334,420)</u> | <u>(2,342,509)</u> | <u>-</u> | <u>(22,991,911)</u> | <u>90.75%</u> |
| Revenues Over (Under) Expenditures | <u>(31,462,627)</u> | <u>44,180</u> | <u>(31,418,447)</u> | <u>(1,840,235)</u> | <u>-</u> | <u>(29,578,212)</u> | |
| STATE TRANSIT ASSISTANCE FUND | | | | | | | |
| Revenues | | | | | | | |
| Intergovernmental | 26,091,386 | - | 26,091,386 | 6,112,618 | - | 19,978,768 | 76.57% |
| Investment Earnings | 845,000 | - | 845,000 | (1,429,004) | - | 2,274,004 | 269.11% |
| Total Revenues | <u>26,936,386</u> | <u>-</u> | <u>26,936,386</u> | <u>4,683,614</u> | <u>-</u> | <u>22,252,772</u> | <u>82.61%</u> |
| Expenditures | | | | | | | |
| Transit | 22,480,112 | - | 22,480,112 | 6,465,430 | - | 16,014,682 | 71.24% |
| Total Expenditures | <u>22,480,112</u> | <u>-</u> | <u>22,480,112</u> | <u>6,465,430</u> | <u>-</u> | <u>16,014,682</u> | <u>71.24%</u> |
| Other Financing Sources | | | | | | | |
| Transfers out | (15,849,969) | - | (15,849,969) | 6,101,881 | - | (21,951,850) | 138.50% |
| Total Other Financing Sources | <u>(15,849,969)</u> | <u>-</u> | <u>(15,849,969)</u> | <u>6,101,881</u> | <u>-</u> | <u>(21,951,850)</u> | <u>138.50%</u> |
| Revenues Over (Under) Expenditures | <u>(11,393,695)</u> | <u>-</u> | <u>(11,393,695)</u> | <u>4,320,065</u> | <u>-</u> | <u>(15,713,760)</u> | |
| SENATE BILL 1 Fund | | | | | | | |
| Revenues | | | | | | | |
| Intergovernmental | 106,345,422 | - | 106,345,422 | 9,280,070 | - | 97,065,352 | 91.27% |
| Total Revenues | <u>106,345,422</u> | <u>-</u> | <u>106,345,422</u> | <u>9,280,070</u> | <u>-</u> | <u>97,065,352</u> | <u>91.27%</u> |
| Expenditures | | | | | | | |
| Commuter and Motorist Assistance | 996,271 | - | 996,271 | 241,563 | - | 754,708 | 24.25% |
| Regional & Subregional Planning Program | - | 537,377 | 537,377 | - | - | 537,377 | 0.00% |
| Transit | 31,803,855 | - | 31,803,855 | 16,290,040 | - | 15,513,815 | 48.78% |
| Major Project Delivery | 72,445,000 | - | 72,445,000 | 11,512,571 | - | 60,932,429 | 15.89% |
| Total Expenditures | <u>105,245,126</u> | <u>537,377</u> | <u>105,782,503</u> | <u>28,044,174</u> | <u>-</u> | <u>77,738,329</u> | <u>73.49%</u> |
| Other Financing Sources | | | | | | | |
| Transfers out | - | - | - | (239,130) | - | 239,130 | 0.00% |
| Total Other Financing Sources | <u>-</u> | <u>-</u> | <u>-</u> | <u>(239,130)</u> | <u>-</u> | <u>239,130</u> | <u>0.00%</u> |
| Revenues Over (Under) Expenditures | <u>1,100,296</u> | <u>(537,377)</u> | <u>562,919</u> | <u>(19,003,234)</u> | <u>-</u> | <u>19,566,153</u> | |

Attachment: Budget to Actual 2nd Qtr 2021 (6918 : Budget to Actual Report - 2nd Qtr 2020/2021)

Fiscal Year 2020-2021
Second Quarter Budget to Actual Report
December 31, 2020

| | 2020-2021 | | 2020-2021 | Actual Revenues | Encumbrances | Balance | % of Budget Remaining |
|--|-----------------|------------|----------------|------------------------|--------------|---------------|-----------------------|
| | Original Budget | Amendments | Revised Budget | & Expenditures to Date | | | |
| MEASURE I 1990-2010 FUND | | | | | | | |
| Revenues | | | | | | | |
| Investment Earnings | 30,000 | - | 30,000 | (81,359) | - | 111,359 | 371.20% |
| Total Revenues | 30,000 | - | 30,000 | (81,359) | - | 111,359 | 371.20% |
| Expenditures | | | | | | | |
| Environment and Energy Conservation | 335,000 | - | 335,000 | 2,236 | 13,644 | 319,120 | 95.26% |
| Commuter and Motorist Assistance | 200,000 | - | 200,000 | 63,325 | - | 136,675 | 68.34% |
| Project Delivery | 4,601,146 | - | 4,601,146 | 165,132 | - | 4,436,014 | 96.41% |
| Total Expenditures | 5,136,146 | - | 5,136,146 | 230,693 | 13,644 | 4,891,809 | 95.24% |
| Revenues Over (Under) Expenditures | (5,106,146) | - | (5,106,146) | (312,052) | (13,644) | (4,780,450) | |
| MEASURE I 2010-2040 FUND | | | | | | | |
| Revenues | | | | | | | |
| Sales Tax-MSI | 141,341,488 | - | 141,341,488 | 67,224,240 | - | 74,117,248 | 52.44% |
| Intergovernmental | 1,119,512 | - | 1,119,512 | - | - | 1,119,512 | 100.00% |
| Investment Earnings | 2,445,750 | - | 2,445,750 | (3,852,969) | - | 6,298,719 | 257.54% |
| Total Revenues | 144,906,750 | - | 144,906,750 | 63,371,271 | - | 81,535,479 | 56.27% |
| Expenditures | | | | | | | |
| General Government | 1,279,230 | - | 1,279,230 | 342,856 | 6,835 | 929,539 | 72.66% |
| Environment and Energy Conservation | 214,283 | - | 214,283 | 92,990 | - | 121,293 | 56.60% |
| Commuter and Motorist Assistance | 712,109 | - | 712,109 | 6,374 | 4,525 | 701,210 | 98.47% |
| Regional & Subregional Planning | 1,245,121 | - | 1,245,121 | 173,810 | 7,500 | 1,063,811 | 85.44% |
| Transit | 60,408,437 | - | 60,408,437 | 3,648,222 | 82,122 | 56,678,093 | 93.82% |
| Project Delivery | 100,124,988 | - | 100,124,988 | 17,553,859 | 902,167 | 81,668,962 | 81.57% |
| Fund Administration | 117,639,725 | - | 117,639,725 | 19,881,566 | 4,758,500 | 92,999,659 | 79.05% |
| Total Expenditures | 281,623,893 | - | 281,623,893 | 41,699,677 | 5,761,649 | 234,162,567 | 83.15% |
| Other Financing Sources | | | | | | | |
| Transfers in | 20,715 | - | 20,715 | 12,307 | - | 8,408 | 40.59% |
| Transfers out | (25,969,814) | - | (25,969,814) | (8,056,896) | - | (17,912,918) | 68.98% |
| Total Other Financing Sources | (25,949,099) | - | (25,949,099) | (8,044,589) | - | (17,904,510) | 69.00% |
| Revenues Over (Under) Expenditures | (162,666,242) | - | (162,666,242) | 13,627,005 | (5,761,649) | (170,531,598) | |
| Note: Sales tax - MSI is net of the 1% for Measure I Administration and accounted for in the General Fund. | | | | | | | |
| DEBT SERVICE FUND | | | | | | | |
| Revenues | | | | | | | |
| Investment Earnings | - | - | - | 170 | - | (170) | 0.00% |
| Total Revenues | - | - | - | 170 | - | (170) | 0.00% |
| Expenditures | | | | | | | |
| Debt Service | 13,043,300 | - | 13,043,300 | 4,292,100 | - | 8,751,200 | 67.09% |
| Total Expenditures | 13,043,300 | - | 13,043,300 | 4,292,100 | - | 8,751,200 | 67.09% |
| Other Financing Sources | | | | | | | |
| Operating Transfers In | 13,043,300 | - | 13,043,300 | 6,678,031 | - | 6,365,269 | 48.80% |
| Operating Transfers Out | - | - | - | - | - | - | 0.00% |
| Total Other Financing Sources | 13,043,300 | - | 13,043,300 | 6,678,031 | - | 6,365,269 | 48.80% |
| Revenues Over (Under) Expenditures | - | - | - | 2,386,101 | - | (2,386,101) | |
| CAPITAL PROJECTS FUND | | | | | | | |
| Revenues | | | | | | | |
| Intergovernmental | 50,523,822 | - | 50,523,822 | 3,232,716 | - | 47,291,106 | 93.60% |
| Investment Earnings | 140,600 | - | 140,600 | (143,605) | - | 284,205 | 202.14% |
| Miscellaneous | 12,136,525 | - | 12,136,525 | 213,852 | - | 11,922,673 | 98.24% |
| Total Revenues | 62,800,947 | - | 62,800,947 | 3,302,963 | - | 59,497,984 | 94.74% |
| Expenditures | | | | | | | |
| Environment and Energy Conservation | 1,120,000 | - | 1,120,000 | - | - | 1,120,000 | 100.00% |
| Commuter and Motorist Assistance | 497,399 | - | 497,399 | 39,094 | - | 458,305 | 92.14% |
| Regional & Subregional Planning | 275,000 | - | 275,000 | 28,737 | - | 246,263 | 89.55% |
| Transit | 19,021,144 | 31,910 | 19,053,054 | 1,910,556 | - | 17,142,498 | 89.97% |
| Project Delivery | 50,551,960 | - | 50,551,960 | 9,523,754 | 70,181 | 40,958,025 | 81.02% |
| Fund Administration | 302,128 | - | 302,128 | - | - | 302,128 | 100.00% |
| Total Expenditures | 71,767,631 | 31,910 | 71,799,541 | 11,502,141 | 70,181 | 60,227,219 | 83.88% |
| Other Financing Sources | | | | | | | |
| Operating Transfers in | 11,088,799 | - | 11,088,799 | 1,051,163 | - | 10,037,636 | 90.52% |
| Operating Transfers out | (22,000,000) | - | (22,000,000) | (720,997) | - | (21,279,003) | 96.72% |
| Total Other Financing Sources | (10,911,201) | - | (10,911,201) | 330,166 | - | (11,241,367) | 0.00% |
| Revenues Over (Under) Expenditures | (19,877,885) | (31,910) | (19,909,795) | (7,869,012) | (70,181) | (11,970,602) | |

Attachment: Budget to Actual 2nd Qtr 2021 (6918 : Budget to Actual Report - 2nd Qtr 2020/2021)

**Fiscal Year 2020-2021
Second Quarter Budget to Actual Report
December 31, 2020**

| | 2020-2021 | | 2020-2021 | Actual Revenues | Encumbrances | Balance | % of Budget Remaining |
|--|--------------------|-----------------|--------------------|---------------------------|------------------|------------------|--------------------------|
| | Original Budget | Amendments | Revised Budget | & Expenditures to Date | | | |
| NONMAJOR GOVERNMENTAL FUNDS - EXCLUDING COUNCIL OF GOVERNMENTS FUND | | | | | | | |
| Revenues | | | | | | | |
| Intergovernmental | 5,392,310 | - | 5,392,310 | 1,982,514 | - | 3,409,796 | 63.23% |
| Charges for Services | 12,000 | - | 12,000 | 365 | - | 11,635 | 96.96% |
| Investment Earnings | 50,000 | - | 50,000 | (31,938) | - | 81,938 | 163.88% |
| Total Revenues | <u>5,454,310</u> | <u>-</u> | <u>5,454,310</u> | <u>1,950,941</u> | <u>-</u> | <u>3,503,369</u> | <u>64.23%</u> |
| Expenditures | | | | | | | |
| General Government | 108,514 | - | 108,514 | 44,450 | 1,000 | 63,064 | 58.12% |
| Environment and Energy Conservation | 12,000 | - | 12,000 | (16,281) | 22,359 | 5,922 | 49.35% |
| Commuter and Motorist Assistance | 4,150,579 | - | 4,150,579 | 1,510,336 | 82,591 | 2,557,652 | 61.62% |
| Regional & Subregional Planning | 801,130 | - | 801,130 | (20,795) | - | 821,925 | 102.60% |
| Transit | 3,106,542 | 44,180 | 3,150,722 | 3,147,195 | 3,526 | 1 | 0.00% |
| Total Expenditures | <u>8,178,765</u> | <u>44,180</u> | <u>8,222,945</u> | <u>4,664,905</u> | <u>109,476</u> | <u>3,448,564</u> | <u>41.94%</u> |
| Other Financing Sources | | | | | | | |
| Transfers in | - | - | - | 5,239 | - | (5,239) | #DIV/0! |
| Transfers out | (322,588) | - | (322,588) | (171,774) | - | (150,814) | 46.75% |
| Total Other Financing Sources | <u>(322,588)</u> | <u>-</u> | <u>(322,588)</u> | <u>(166,535)</u> | <u>-</u> | <u>(156,053)</u> | <u>48.38%</u> |
| Revenues Over (Under) Expenditures | <u>(3,047,043)</u> | <u>(44,180)</u> | <u>(3,091,223)</u> | <u>(2,880,499)</u> | <u>(109,476)</u> | <u>(101,248)</u> | |
| COUNCIL OF GOVERNMENTS FUND | | | | | | | |
| Revenues | | | | | | | |
| Intergovernmental | 21,325 | - | 21,325 | - | - | 21,325 | 100.00% |
| Special Assessments | 257,539 | - | 257,539 | 257,539 | - | - | 0.00% |
| Investment Earnings | 12,200 | - | 12,200 | (19,192) | - | 31,392 | 257.31% |
| Miscellaneous | 229,190 | - | 229,190 | 134,720 | - | 94,470 | 41.22% |
| Total Revenues | <u>520,254</u> | <u>-</u> | <u>520,254</u> | <u>373,067</u> | <u>-</u> | <u>147,187</u> | <u>28.29%</u> |
| Expenditures | | | | | | | |
| General Government | 802,409 | - | 802,409 | 395,510 | - | 406,899 | 50.71% |
| Environment and Energy Conservation | 347,616 | - | 347,616 | 71,181 | 26,000 | 250,435 | 72.04% |
| Regional & Subregional Planning | 20,588 | - | 20,588 | - | - | 20,588 | 100.00% |
| Total Expenditures | <u>1,170,613</u> | <u>-</u> | <u>1,170,613</u> | <u>466,691</u> | <u>26,000</u> | <u>677,922</u> | <u>57.91%</u> |
| Other Financing Sources | | | | | | | |
| Transfers out | (174,069) | - | (174,069) | (87,035) | - | (87,034) | 50.00% |
| Total Other Financing Sources | <u>(174,069)</u> | <u>-</u> | <u>(174,069)</u> | <u>(87,035)</u> | <u>-</u> | <u>(87,034)</u> | <u>50.00%</u> |
| Revenues Over (Under) Expenditures | <u>(824,428)</u> | <u>-</u> | <u>(824,428)</u> | <u>(180,659)</u> | <u>(26,000)</u> | <u>(617,769)</u> | |

Attachment: Budget to Actual 2nd Qtr 2021 (6918 : Budget to Actual Report - 2nd Qtr 2020/2021)

Minute Action

AGENDA ITEM: 4

Date: *March 10, 2021*

Subject:

SBCTA Fiscal Year 2021/2022 Budget – General Policy Committee Task Review

Recommendation:

Review and provide direction relative to proposed tasks and budgetary information to be included in the Fiscal Year 2021/2022 Budget.

Background:

The review of tasks is intended to gain input on the appropriateness of the type and scope of the work effort. Narrative descriptions and detailed budget information are provided. Budget amounts, fund types, and narratives are preliminary pending agency-wide revenue and expenditure compilation, and review by San Bernardino County Transportation Authority (SBCTA) policy committees.

Explanations for major variances from prior year's budget are included in the Work Elements section for each task. Budgetary changes include:

- 1) Budget changes in the Special Projects and Strategic Initiatives Task are due to requiring two consultants for the implementation of a new Enterprise Resource Planning (ERP), anticipated increase in insurance premiums, completion of the Consolidation Study, and including full fiscal year costs of Procurement activities which were transferred from Task 0400 Financial Management in the middle of fiscal year 2020-2021.
- 2) Budget changes in the Management Services Task include an increase in expenditures for additional hours for information and communication technology professional services, replacement/upgrade of the Board of Directors voting tools, and new software as a service subscriptions for Office 365 Exchange and Adobe Acrobat Pro.
- 3) Budget for the Environment Task was decreased due to completion of Department Of Energy truck sales as well as completion of various projects.
- 4) Budget increase for Energy Conservation Task are due to an increase for professional services to pay for special tax consultant services related to the Property Assessed Clean Energy (PACE) program that were previously paid directly by the Trustee from fees paid by property owners. The Trustee is now passing those fees to San Bernardino Council of Governments (SBCOG) and SBCTA is paying for the professional services which is offset by an increase in revenues. A budget increase is also anticipated with the hopeful approval by the California Public Utilities Commission (CPUC) for a new Regional Energy Network (REN) in the two Inland Empire counties which is reimbursable by the CPUC.
- 5) Budget increase for Subregional planning Task is due to providing consulting support with the Regional Early Action Planning (REAP) program through Southern California Associated Governments (SCAG). Also, a new contract is being processed for the Sidewalk Inventory Phase 2 project.

Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

General Policy Committee Agenda Item

March 10, 2021

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Additional changes include an increase in the Indirect Fund as a result of additional labor and fringe allocated to the indirect fund; deferred maintenance and capital and technology improvements as reflected in the Capital Improvement Plan (CIP); and increase in professional services for ERP that includes a new financial system.

The following tasks are presented for Committee review:

| Task | General Government Support Program | Manager | Proposed Budget |
|-------------|--|----------------|------------------------|
| 0100 | Board of Directors | Roman | \$251,060 |
| 0200 | Executive Administration and Support | Roman | \$2,184,407 |
| 0350 | General Counsel | Tillquist | \$1,032,720 |
| 0400 | Financial Management | Flores | \$2,970,867 |
| Task | General Government Support Program, Continued | Manager | Proposed Budget |
| 0425 | Special Projects and Strategic Initiatives | Valdez | \$1,859,245 |
| 0450 | Management Services | Baker | \$1,127,900 |
| 0470 | Human Resources | Baker | \$363,177 |
| 0501 | Intergovernmental – Council of Governments | Baker | \$1,002,211 |
| 0503 | Legislation | Greer | \$492,904 |
| 0605 | Public Affairs | Greer | \$708,978 |
| 0805 | Building Operation | Baker | \$1,635,431 |
| Task | Environment and Energy Conservation Program | Manager | Proposed Budget |
| 0101 | Environment | Baker | \$1,255,478 |
| 0111 | Energy Conservation | Baker | \$3,353,793 |
| Task | Commuter and Motorist Assistance Program | Manager | Proposed Budget |
| 0406 | Traveler Services & Intelligent Transportation Systems | Baker | \$742,304 |
| 0702 | Call Box System | Baker | \$1,047,065 |
| 0704 | Freeway Service Patrol/State | Baker | \$4,812,117 |
| Task | Regional and Sub-Regional Planning Program | Manager | Proposed Budget |
| 0110 | Regional Planning | Smith | \$267,177 |
| 0203 | Congestion Management | Smith | \$150,325 |
| 0206 | Data Program Management | Smith | \$308,820 |
| 0404 | Subregional Planning | Smith | \$4,357,353 |
| 0941 | Mountain/Desert Planning & Project Development | Smith | \$477,936 |
| Task | Fund Administration Program | Manager | Proposed Budget |
| 0500 | Fund Administration | Zureick | \$1,499,448 |
| 0550 | Allocations/Pass Throughs | Zureick | \$127,407,471 |

| Task | Debt Service Program | Manager | Proposed Budget |
|-------------|------------------------------|----------------|------------------------|
| 0965 | 2012A Sales Tax Revenue Bond | Flores | \$6,084,640 |
| 0966 | 2014A Sales Tax Revenue Bond | Flores | \$7,090,615 |

The General Policy Committee serves as the primary policy committee for budget review. This agenda item provides for task level review of tasks that are generally under the purview of the General Policy Committee. In May 2021, in conjunction with the Budget Workshop, the anticipated levels of all revenue sources, staffing, and program level budgets will be presented.

Financial Impact:

The tasks under the purview of the General Policy Committee will be part of the overall budget adoption which establishes the financial and policy direction for the next fiscal year.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Hilda Flores, Chief Financial Officer

Approved
 General Policy Committee
 Date: March 10, 2021

Witnessed By:

General Government Program Budget

Description

The General Government Program provides general services and support to 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 of San Bernardino County cities and the Board of Supervisors.

Executive Administration and Support

This task provides administration and support services to the Board, management staff, and records management.

General Counsel

General Counsel is the legal representative and advisor of SBCTA and San Bernardino Associated Governments acting as the SBCOG and reports directly to the Board.

Financial Management

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

Special Projects and Strategic Initiatives

This task provides leadership for short or long-term projects to fulfill SBCTA's goals and initiatives and performs procurement and risk management functions.

Management Services

Provide for the SBCTA and SBCOG information technology (IT), data management, telecommunications systems and vehicle maintenance.

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 SBCTA and SBCOG which 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.

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. Foster and strengthen relationships with Federal and State partners.
3. Direct policy to enhance mobility through connectivity and improving air quality while maintaining economic equity.

Executive Administration and Support

1. Finalize and implement procedures for records retention/destruction in accordance with policy.
2. Nurture relationships with partners in the private sector and at the Federal, State and local level.

General Counsel

1. Assist with the implementation of agency Records Retention Policy.
2. Develop legal strategy and structure for Express Lanes tolling and operations, and monitor related Federal and State legislation.
3. Assist with the development of a Social Media Policy.
4. Review and update contract templates.
5. Assist with the development of the environmental approval procedures manual.
6. Provide timely, quality legal advice to, and representation of, Board and staff regarding matters relating to or arising from projects, programs or policies.

Financial Management

1. Update long-term debt and investment policies.
2. Oversee compliance of the financing plan for Interstate 10 (I-10) Corridor Contract 1 Project including Transportation Infrastructure Finance and Innovation Act (TIFIA) funding.
3. Manage the Commercial Paper Program to help advance capital projects while minimizing interest costs.
4. Update internal control assessment to ensure proper financial controls are in place.
5. Apply to Government Finance Officers Association for annual budget and financial audit awards.
6. Conduct biannual audits on compliance on Measure I programs.

Special Projects and Strategic Initiatives

1. Procure software and implementation vendor for a new Enterprise Planning Resource system needed for replacement of the current financial accounting system.
2. In coordination with the Clerk of the Board and General Counsel, assist in the implementation of the Records Retention Policy including preparation of procedures.
3. Develop a comprehensive Risk Management procedure manual.
4. Hold annual Business2Business Event.
5. In coordination with Management Services, secure services to support SBCTA's document imaging filing system.

Management Services

1. Provide computer software training to employees.
2. Upgrade from Exchange 2010 to Office 365 Exchange Online.
3. Replace voting equipment in Board Room.

General Government Program Budget

Human Resources

1. Conduct recruitments to keep SBCTA fully staffed.
2. Evaluate benefits for potential cost saving opportunities.

Intergovernmental

1. Organize annual City/County Conference.
2. Hold grant opportunity workshop for member agencies.
3. Develop COG work plan and funding plan for Board consideration.
4. Prepare tools to assist local agencies with changes to statewide housing policies and environmental regulations.
5. Work with Countywide Emergency Medical Care Committee to implement a plan, based on policy direction, for Optimizing Emergency Medical Services.

Legislation

1. Effectively advocate maintaining historic funding levels provided by Federal and State 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, Federal and State policymakers and stakeholders, business and community leaders, the media, and the public.
3. Advocate to advance the Federal and State legislative priorities of the Board including, but not limited to: promoting the inclusion of regional corridors in goods movement policies and plans at the Federal and State 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 Federal funding programs 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.
5. Support the expansion of environmental exemptions for zero emissions infrastructure (i.e. commuter rail and micro-transit)

Public Affairs

1. Continue to grow SBCTA's and SBCOG's online and traditional media presence and evaluate new tools that would further facilitate the understanding of and engagement in 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 and SBCOG materials.
3. Seek 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 and SBCOG programs and services and further engage with the public.

Building Operation

1. Develop and maintain a long-term capital improvement plan and budget for SBCTA owned facilities.
2. Evaluate the Santa Fe Depot building for possible energy efficiency improvements.

General Government Program Budget

Performance/Workload Indicators

| | 2018/2019 Actual | 2019/2020 Actual | 2020/2021 Revised Budget | 2021/2022 Budget |
|---|---------------------|---------------------|--------------------------------|---------------------|
| Realized yield on operating investments | 2% | .34% | .50% | .50% |
| Sales Tax revenue note/bond rating (S&P/Fitch) | AAA/AA+ | AAA/AA+ | AAA/AA+ | AAA/AA+ |
| Measure I Sales Tax revenue forecast | YES | YES | YES | YES |
| Capital budget cash flow bond needs analysis | N/A | YES | N/A | YES |
| Long-term/Short-term financing | YES | YES | YES | YES |
| Manage the agency procurement processes efficiently and effectively | YES | YES | YES | YES |
| Manage the agency insurance program | NO | NO | NO | YES |
| Manage claims effectively and efficiently | NO | NO | NO | YES |
| Implementation of Enterprise Resource Planning system | N/A | N/A | N/A | YES |
| City/County Conference | YES | NO | NO | YES |
| State and Federal Advocates achieve an overall rating of “Very Good” or “Excellent” | YES | YES | YES | YES |
| Maintain constitutional protections for existing state funds | YES | YES | YES | YES |
| Programs and projects are able to proceed without major delays due to Federal and State actions | YES | YES | YES | YES |
| Build awareness of SBCTA and SBCOG programs and services, Measure I and transit opportunities | YES | YES | YES | YES |

General Government

Task 0100 Board of Directors

Purpose

The Board membership is comprised of the Mayor or a Council Member from each of the twenty-two (22) cities and two (2) towns within San Bernardino County and the five (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

This past year proved extremely challenging with the COVID-19 pandemic effectively transitioning all operations to remote within the span of days. While this proved operationally challenging, the Board continued to meet and discuss program and project issues. Significant new projects were advanced during the year in spite of the challenges the pandemic posed, including issuing a Request for Qualifications (RFQ) for a tunnel connection between Metrolink's San Bernardino Line in Rancho Cucamonga and Ontario International Airport (ONT), and agreement with Brightline West to consider connecting from Apple Valley to Rancho Cucamonga. Both of these projects showcase the growing realization of the need to provide multimodal connectivity to afford transportation choices to residents and businesses in the County, with broad connections to communities throughout Southern California and beyond.

The continued effective leadership and advocacy of the Board on behalf of the residents of San Bernardino County remains essential. We are working on the second decade of a thirty year sales tax measure, and continue delivering critical programs and projects, with good stewardship of tax dollars remaining a priority guiding principle. *Promises Made, Promises Kept.*

Work Elements

1. Establish policy guidelines to advance key initiatives, programs and projects across the County.
2. Participate on SBCTA and SBCOG Policy Committees, Ad Hoc Committees and Study Sessions.
3. Participate on regional boards as these are critical to ensure our concerns are understood regionally.
4. Legislative advocacy in Sacramento and Washington, D.C., although likely virtually in the near term.

Product

Policy direction and goal setting for the agency.

Contract Information

- a. Existing Contracts
 - i. 19-1002183, Digital Boardroom Annual Subscription, Amount Budgeted \$7,145.

Manager

Marleana Roman, Clerk of the Board/Administrative Supervisor

General Government

Task 0100 Board of Directors

| | 2020/2021 | | | |
|---------------------------------------|----------------|----------------|----------------|----------------|
| | 2018/2019 | 2019/2020 | Revised | 2021/2022 |
| Expenditures | Actual | Actual | Budget | Budget |
| Professional Services | 4,860 | 1,125 | 9,000 | 8,000 |
| Consulting Services | - | 10,000 | - | - |
| Attendance Fees | 82,300 | 85,500 | 147,800 | 147,800 |
| Security | 8,957 | 6,894 | 23,260 | 23,260 |
| Training/Registration | - | - | 6,000 | 6,000 |
| Travel Expense - Non-Employee | 240 | 389 | 11,500 | 11,500 |
| Travel Expense-Mileage-Non-Employee | 14,975 | 11,001 | 17,000 | 17,000 |
| Meeting Expense | 5,282 | 6,542 | 19,500 | 17,000 |
| Office Equipment/Software-Inventorial | 6,023 | 13,633 | 20,500 | 20,500 |
| Total Expenditures | <u>122,637</u> | <u>135,084</u> | <u>254,560</u> | <u>251,060</u> |
| Funding Sources | | | | |
| MSI Admin | | | | 143,500 |
| Local Transportation Fund - Admin | | | | 10,000 |
| Local Transportation Fund - Planning | | | | 39,760 |
| SAFE-Vehicle Registration Fees | | | | 18,000 |
| General Assessment Dues | | | | 34,800 |
| MSI Valley Fund-Freeway Projects | | | | 5,000 |
| Total Funding Sources | | | | <u>251,060</u> |

General Government

Task 0200 Executive Administration and Support

Purpose

Provide appropriate leadership and direction to implement Board policies and priorities. The Executive Administration and Support task accommodates 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. Managed the transition from in-person operations to remote as a result of the COVID-19 pandemic.
2. Developed remote working policy reflecting the success of remote operations hoisted upon the agency as a result of the pandemic.
3. Continually reviewing internal policies and procedures to ensure compliance with Federal and State requirements, and consistent application internally. This remains an ongoing, but important effort to ensure the organization is functioning as the Board intended.
4. Highlighted concerns over a proposed new intermodal facility in Colton and staging tracks in Barstow contemplated as mitigation as the California High Speed Rail Authority (CHSRA) seeks to clear the segment from Anaheim to Los Angeles Union Station. Concerns over the increased truck traffic on local street, interchanges and freeways in the surrounding area, as well as pollution from train and truck traffic that needs to be properly identified and mitigated by the CHSRA project, not San Bernardino County.

Work Elements

This task provides for the following:

1. Executive Director oversight and management to implement Board priorities and support for 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 SBCTA and SBCOG affairs.
8. Administrative Support for agency-wide functions within the agency.

Product

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

General Government

Task 0200 Executive Administration and Support

Contract Information

- a. Existing Contracts
 - i. 19-1002197, Xerox located in Finance, Amount Budgeted \$4,000.
 - ii. 19-1002198, Xerox located in Mid-depot, Amount Budgeted \$4,000.
 - iii. 19-1002199, Xerox located in East depot, Amount Budgeted \$3,500.
 - iv. 21-1002523, Xerox located in West depot, Amount Budgeted \$5,000.
 - v. 21-1002524, Xerox located in Legislative/Public Affairs, Amount Budgeted \$3,000.
 - vi. 19-1002201, Xerox located in Project Room, Amount Budgeted \$16,000.
 - vii. 19-1002200, Xerox (Color) located in Project Room, Amount Budgeted \$13,000.
 - viii. 21-1002449, Xerox located in SCAG office, Amount Budgeted \$4,000.
 - ix. 17-1001718, Postage Machine Lease, Amount Budgeted \$4,000.
 - x. 18-1001964, Staples/County Participation Agreement, Amount Budgeted \$10,000.
- b. New Contracts
 - i. RFP, Offsite Record Storage, Amount Budgeted \$55,000, Total Estimated Contract Amount \$275,000.
 - ii. RFP, Records and Information Management Consultant, Amount Budgeted \$120,000, Total Estimated Contract Amount \$120,000.

Manager

Marleana Roman, Clerk of the Board/Administrative Supervisor

General Government

Task 0200 Executive Administration and Support

| Expenditures | 2020/2021 | | | |
|---|---------------------|---------------------|-------------------|---------------------|
| | 2018/2019 Actual | 2019/2020 Actual | Revised Budget | 2021/2022 Budget |
| Regular Full-Time Employees | 758,001 | 813,712 | 819,437 | 808,131 |
| Overtime | 6,276 | 2,510 | 14,850 | 14,850 |
| Fringe Allocation-General | 776,454 | 762,767 | 847,055 | 926,426 |
| Professional Services | 6,811 | 13,679 | 30,000 | 30,000 |
| Consulting Services | 22 | - | 120,000 | 120,000 |
| Maintenance-Motor Vehicles | (13) | - | - | - |
| Maintenance-Office Equipment | 143 | 863 | 1,500 | 1,500 |
| Rentals-Office Equipment | 41,207 | 40,747 | 55,000 | 55,000 |
| Dues/Memberships | 14,350 | 25,028 | 34,000 | 34,000 |
| Training/Registration | 3,377 | 2,399 | 11,000 | 11,000 |
| Postage | 7,578 | 3,990 | 20,600 | 14,150 |
| Travel Expense - Employee | 6,453 | 7,367 | 15,350 | 15,350 |
| Travel Expense-Mileage-Employee | 696 | 317 | 2,150 | 2,100 |
| Travel Expense-Mileage-Non-Employee | 211 | 55 | 300 | 300 |
| Advertising | - | - | 500 | 500 |
| Printing - External | 2,105 | 1,626 | 10,000 | 10,000 |
| Printing - Internal | 5,862 | 4,686 | 32,000 | 26,000 |
| Record/Equipment Storage | 23,352 | 26,960 | 44,900 | 58,000 |
| Other Service Charges | 27 | - | - | - |
| Office Expense | 18,111 | 13,827 | 35,000 | 33,500 |
| Meeting Expense | 266 | 322 | 3,600 | 3,600 |
| Office Equip/Software-Inventorial | 18,000 | - | 20,000 | 20,000 |
| Total Expenditures | 1,689,289 | 1,720,855 | 2,117,242 | 2,184,407 |
| Funding Sources | | | | |
| MSI Admin | | | | 286,548 |
| Local Transportation Fund - Admin | | | | 12,920 |
| Local Transportation Fund - Planning | | | | 230,966 |
| Planning, Programming and Monitoring | | | | 2,840 |
| SAFE-Vehicle Registration Fees | | | | 4,585 |
| General Assessment Dues | | | | 20,375 |
| Property Assessed Clean Energy Fund | | | | 6,075 |
| MSI Valley Fund-Freeway Projects | | | | 142,743 |
| MSI Valley Fund-Fwy Interchange | | | | 34,836 |
| MSI Valley Fund-Traffic Mgmt Sys | | | | 22,318 |
| MSI Victor Valley Fund-Traffic Mgmt Sys | | | | 5,678 |
| Council of Governments Fund | | | | 2,585 |
| Indirect Cost Fund | | | | 1,411,938 |
| Total Funding Sources | | | | 2,184,407 |

General Government

Task 0350 General Counsel

Purpose

General Counsel is the chief legal advisor for SBCTA and SBCOG. General Counsel, under the authority of the Board, renders legal advice and provides legal representation for SBCTA and SBCOG regarding matters relating to or arising from projects, programs and policies.

Accomplishments

1. Guided staff in implementation of Governor's Executive Orders allowing for remote Board and committee meetings during COVID-19 pandemic.
2. Advised staff and consultants regarding force majeure claims arising from COVID-19 pandemic.
3. Instituted processes to review and confirm business entity legal status and signing authority.
4. Assisted in creation and adoption of Confidentiality Policy and Confidentiality Agreement.
5. Revised Policy regarding Authority to Act Upon Certain Claims to better define delegated authority.
6. Provided comprehensive quarterly litigation and claims updates for the Board.

Work Elements

1. Assist with implementation of agency Records Retention Policy.
2. Develop legal strategy and structure for Express Lanes tolling and operations, and monitor related Federal and State legislation.
3. Assist with the development of a Social Media Policy.
4. Review and update contract templates.
5. Assist with the development of the environmental approval procedures manual.

Product

1. Provide legal advice to staff and the Board.
2. Oversee outside counsel representing SBCTA and SBCOG in litigation and right of way matters.
3. Review, draft and provide advice regarding hundreds of contracts and related agenda items annually.
4. Update and advise the Board regarding major legal issues and litigation matters.
5. Provide risk mitigation legal strategies and advice.
6. Aid SBCTA and SBCOG in attaining legal compliance in all activities.

Contract Information

- a. Existing Contracts
 - i. 19-1002217, Legal Research Database, Amount Budgeted \$9,000.
- b. New Contracts
 - i. RFP, Law Office and Case Management Software, Amount Budgeted \$10,000, Total Estimated Contract Amount \$50,000.
 - ii. RFQ, Outside Counsel for various specialty legal services, Amount Budgeted \$80,000, Total Estimated Contract Amounts will vary based on services provided.

Manager

Julianna Tillquist, General Counsel

General Government

Task 0350 General Counsel

| | 2020/2021 | | | |
|--------------------------------------|---------------------|---------------------|-------------------|---------------------|
| | 2018/2019 Actual | 2019/2020 Actual | Revised Budget | 2021/2022 Budget |
| Expenditures | | | | |
| Regular Full-Time Employees | 394,298 | 457,038 | 422,982 | 429,317 |
| Fringe Allocation-General | 400,582 | 427,107 | 429,454 | 483,283 |
| Professional Services | 7,133 | 8,227 | 17,700 | 16,800 |
| Legal Fees | 31,232 | - | 80,000 | 80,000 |
| Dues/Memberships | 1,711 | 3,545 | 1,420 | 1,820 |
| Training/Registration | 2,704 | 1,532 | 4,500 | 5,000 |
| Postage | - | 18 | 100 | 100 |
| Travel Expense - Employee | 5,605 | 1,782 | 5,500 | 5,500 |
| Travel Expense-Mileage-Employee | 46 | 155 | 200 | 200 |
| Printing - Internal | 36 | 54 | 200 | 200 |
| Meeting Expense | - | - | 500 | 500 |
| Office Equip/Software-Inventorial | - | 384 | 10,000 | 10,000 |
| Total Expenditures | <u>843,347</u> | <u>899,842</u> | <u>972,556</u> | <u>1,032,720</u> |
| Funding Sources | | | | |
| MSI Admin | | | | 41,574 |
| Local Transportation Fund - Planning | | | | 7,276 |
| Local Transportation Fund - Rail | | | | 135,798 |
| MSI Valley Fund-Freeway Projects | | | | 128,552 |
| MSI Valley Fund-Fwy Interchange | | | | 57,003 |
| Indirect Cost Fund | | | | <u>662,517</u> |
| Total Funding Sources | | | | <u>1,032,720</u> |

General Government

Task 0400 Financial Management

Purpose

Provide for SBCTA's and SBCOG's finance and accounting, revenue claiming, cash/investment management, and monitor debt issuance and payments.

Accomplishments

1. Received 8th consecutive Government Finance Officers Association (GFOA) award for the Comprehensive Annual Financial Report (CAFR) and award for the Annual Budget.
2. Monitor short-term financing programs including notes, commercial paper and other options.
3. Completed issuance of commercial paper for Mount Vernon Viaduct Project.
4. Reviewed the internal control assessment to assess the effectiveness and efficiency of internal controls.
5. Performed an annual update of the Investment Policy No. 20100.
6. Comply with monthly and annual reporting requirements per loan agreement for the Interstate 10 (I-10) Corridor Contract 1 project with Transportation Infrastructure Finance and Innovation Act (TIFIA), including annual rating agency monitoring.

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 local street and senior and disabled pass-through, 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:
 - 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, current investment strategies, cash management and cash flow projections.
 - ii. Monthly and quarterly preparation of investment report and review.
 - iii. Review investment policies, practices, procedures and portfolio status.
 - iv. Observations and recommendations regarding the adequacy of investment controls.
4. Review financing timetables and structure new debt issue, as necessary, including rating agency presentations and official statements.

General Government

Task 0400 Financial Management

Procurement and contract administration

The Procurement activities were transferred to Task 0425 Special Projects and Strategic Initiatives in the middle of fiscal year 2020-2021.

Product

The majority of the costs attributed to financial management are accounted for in the Indirect Cost Fund and charged to various tasks. Provide financial management support for all activities in the organization. Annually complete the CAFR and budget and submit to GFOA for award consideration.

Contract Information

- a. Existing Contracts
 - i. 16-1001472, Banking and Credit Card Services, Budgeted Amount \$1,000.
 - ii. 17-1001569, Auditing Services for Transit Operators, Amount Budgeted \$140,000.
 - iii. 17-1001569, Auditing Services for Measure I Local Pass-through and Senior and Disabled Recipients, Amount Budgeted \$400,000.
 - iv. 17-1001615, Auditing Services, Amount Budgeted \$140,000.
 - v. 19-1002213, Custodial Banking Services, Amount Budgeted \$7,500.
 - vi. 19-1002229, Trustee Services, Amount Budgeted \$14,000.
 - vii. 20-1002269, Issuing and Paying Agent for Commercial Paper, Amount Budgeted \$7,500.
 - viii. 20-1002281 and 20-1002295, Rating Services, Amount Budgeted \$36,000.
 - ix. 20-1002292, Investment Advisory Services, Amount Budgeted \$118,000.
 - x. 20-1002320 and 20-1002378, On-Call Audit Services, Amount Budgeted \$600,000.
 - xi. 20-1002322, Financial Advisory Services, Amount Budgeted \$134,000.
 - xii. 21-1002474, On-call Temporary Employment Services, Amount Budgeted \$100,000.
 - xiii. 21-1002552, Payroll and Arterial Photos Services, Amount Budgeted \$130,000.

- b. New Contracts
 - i. RFP, Trustee Custodial Services, Amount Budgeted \$10,000, Total Estimated Contract Amount \$30,000.

Hilda Flores, Chief Financial Officer

General Government

Task 0400 Financial Management

| Expenditures | 2020/2021 | | | |
|--|---------------------|---------------------|-------------------|---------------------|
| | 2018/2019 Actual | 2019/2020 Actual | Revised Budget | 2021/2022 Budget |
| Regular Full-Time Employees | 883,708 | 998,490 | 991,302 | 759,374 |
| Regular Part-Time Employees | 6,084 | - | - | - |
| Overtime | 9,073 | 15,524 | 14,850 | 14,850 |
| Fringe Allocation-General | 907,011 | 947,608 | 1,021,544 | 871,543 |
| Professional Services | 171,307 | 169,731 | 436,000 | 170,000 |
| Consulting Services | 20,989 | - | 50,000 | 50,000 |
| County Fees | 48,399 | 6,780 | 100,000 | 100,000 |
| Auditing and Accounting | 667,522 | 552,644 | 927,900 | 841,000 |
| Investment Management Fees | 94,405 | 79,436 | 120,000 | 120,000 |
| Financial/Legal Bonding Fees | 7,816 | - | - | - |
| Claims | - | 346 | - | - |
| General Liability Insurance | 237,364 | 246,298 | - | - |
| Property Insurance | 38,743 | 30,884 | - | - |
| Crime Insurance | 15,544 | 11,600 | - | - |
| Automotive Insurance | - | 1,373 | - | - |
| Cyber Liability Insurance | 15,813 | 15,387 | - | - |
| Dues/Memberships | 3,867 | 3,004 | 3,000 | 3,000 |
| Training/Registration | 8,439 | 5,086 | 20,000 | 15,000 |
| Postage | 2,460 | 1,637 | 1,100 | 2,100 |
| Travel Expense - Employee | 7,348 | 3,168 | 4,000 | 3,000 |
| Travel Expense-Mileage-Employee | 589 | 424 | 2,000 | 3,000 |
| Travel Expense-Other-Metrolink Tickets | 55 | - | - | - |
| Advertising | 655 | 842 | 1,000 | 1,000 |
| Public Information Activities | 1,020 | (1,020) | 1,000 | - |
| Printing - External | 2,299 | 1,748 | 7,000 | 7,000 |
| Bank Charges | - | 1 | 500 | 8,000 |
| Other Service Charges | 1,624 | - | - | - |
| Office Expense | 371 | 356 | - | - |
| Meeting Expense | 395 | 560 | 3,000 | 2,000 |
| Indirect Total Expenditures | <u>3,152,900</u> | <u>3,091,907</u> | <u>3,704,196</u> | <u>2,970,867</u> |
| Funding Sources | | | | |
| MSI Admin | | | | 563,420 |
| Local Transportation Fund - Admin | | | | 172,771 |
| Local Transportation Fund - Planning | | | | 34,649 |
| SAFE-Vehicle Registration Fees | | | | 28,433 |
| MSI Valley Fund-Freeway Projects | | | | 112,058 |
| MSI Valley Fund-Fwy Interchange | | | | 48,508 |
| MSI Valley Fund-Grade Separations | | | | 26,599 |
| MSI Valley Fund-Metrolink/Rail Service | | | | 72,750 |
| Indirect Cost Fund | | | | <u>1,911,679</u> |
| Total Funding Sources | | | | <u>2,970,867</u> |

Attachment: GPC Meeting March 2021 (6927 : SBCTA Fiscal Year 2021/2022 Budget Task Review - GPC)

General Government

Task 0425 Special Projects and Strategic Initiatives

Purpose

This task performs special projects to help coordinate, develop and implement strategies that satisfy the objectives of a single or multiple departments to help accomplish the SBCTA and SBCOG goals and initiatives. Furthermore, it provides for risk management and procurement and contract administration activities.

Accomplishments

1. Completed consolidation study between SBCTA and Omnitrans and innovative transit review of the Metro-Valley area.
2. In coordination with General Counsel, completed and implemented a procedure for claims processing.
3. In coordination with SBCTA departments, developed a Continuity of Operations Plan (COOP) for each department and an Enterprise Continuity of Operations Base Plan for the agency.
4. Developed and implemented the Business Continuity Management Program Policy 10180.
5. Performed an update of the Procurement Policy 11000.
6. Implemented an electronic signature software.
7. Completed audit of procurements for the period of July 1, 2019 to July 30, 2020 with no exceptions noted.

Work Elements

Special Projects

The activity provides leadership for short and/or long-term projects that may affect a single or multiple departments within SBCTA and SBCOG with the ultimate goal of meeting the overall agencies' initiatives. The activity entails two consulting contracts; one for the business process improvements analysis and one for the implementation of a new Enterprise Resource Planning (ERP) System.

Risk Management

The activity evaluates and procures via an insurance broker all appropriate forms and limits of liability including: 1) workers compensation, 2) commercial property, 3) general and excess liability (including public officials errors & omissions and employment practices), 4) crime and excess crime, 5) automobile, and 6) cyber liability (including data breach) insurance coverages. It also includes review of various contracts for proper vendor coverage and certificate of insurance as well as managing a third party administrator responsible for handling claims. The activity includes the following professional contracts:

1. Insurance and Risk Management consultant:
 - i. Marketing SBCTA to the insurance market and seeking proposals from various carriers for SBCTA and SBCOG insurance policies.
 - ii. Conducting a deeper dive into the review of SBCTA and SBCOG contracts for proper insurance coverage and certificate of insurance.
2. Document management and imaging system consultant:
 - i. Providing software, maintenance, and programming services for a document management and imaging system utilized for maintaining a database of all required insurance for all contracts (accounted for in Management Services).
3. Third Party Administrator:
 - i. Managing and adjusting claims for damages against SBCTA.
 - ii. Tending claims to the responsible party including other public agencies or contractors as well as negotiate possible outcomes before processing claims with the appropriate insurance carrier.
 - iii. Negotiating claims settlement agreements.

General Government

Task 0425 Special Projects and Strategic Initiatives

Procurement and contract administration

This activity provides the centralized purchasing and contracts administration for SBCTA and SBCOG. It includes Federal, State and local agreements and contracts. Staff works with departments initiating Requests for Proposals (RFP)/Information for Bids (IFB), evaluating proposals, negotiations and contract awards. This ensures proper documentation and procedures are adhered to according to various Federal and State regulations. Hosts Business 2 Business Event to foster relationships between subs and primes.

The activity entails the following contracts:

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 contract task order to verify consultant rates and obtain conformance letter on Federal funded projects.
6. Every other year, conduct procurement review of compliance with Procurement policies and procedures and compliance with Federal and State regulations.
7. Hold Business2Business annual event.

Budgetary changes are due to reflecting: 1) two consultants necessary for the implementation of a new ERP, 2) anticipated insurance cost increases, and 3) the completion of the Consolidation Study. Furthermore, the Procurement activities were transferred from Task 0400 Financial Management in the middle of fiscal year 2020-2021; therefore some budgetary increases are due to reflecting the full year of these activities.

Product

1. Complete the business process improvements analysis necessary for procuring and selecting a new ERP System.
2. Procure and secure an implementation consultant and select a new ERP system.
3. Secure annual insurance policies.
4. In coordination with Executive Administration and Support, develop and implement procedures for records retention/destruction in accordance to policy.
5. Develop a comprehensive Risk Management procedure manual.
6. Perform annual updates to the COOPs and implement the COOP training, testing, and exercising program.

Contract Information

- a. Existing Contracts
 - i. 19-1002035, Insurance Broker and Risk Management Services, Amount Budgeted \$31,000.
 - ii. 21-1002472, Third Party Administrator Services, Amount Budgeted \$15,000.
 - iii. 17-1001741 and 17-1001664, Contract Task Order (CTO) - On-call Labor Compliance Services, Amount Budgeted \$5,000.
 - iv. 20-1002339, Disadvantaged Business Enterprise Services, Amount Budgeted \$10,000.
 - v. 19-1002000, CTO - Public Outreach Services, Amount Budgeted \$50,000, Total Contract Amount \$50,000.

General Government

Task 0425 Special Projects and Strategic Initiatives

b. New Contracts

- i. RFP, ERP system and implementation consultant, Amount Budgeted \$125,000, Total Estimated Contract Amount \$1,000,000.
- ii. RFP, On-Call Labor Compliance Services, Amount Budgeted \$5,000, Total Estimated Contract Amount \$750,000.

Manager

Beatriz Valdez, Director of Special Projects and Strategic Initiatives

General Government

Task 0425 Special Projects & Strategic Initiatives

| | 2020/2021 | | | |
|--|---------------------|---------------------|-------------------|---------------------|
| | 2018/2019 Actual | 2019/2020 Actual | Revised Budget | 2021/2022 Budget |
| Expenditures | | | | |
| Regular Full-Time Employees | - | 133,404 | 246,560 | 437,426 |
| Fringe Allocation-General | - | 124,671 | 250,334 | 492,409 |
| Professional Services | - | 29,456 | 40,000 | 111,000 |
| Consulting Services | - | 340,304 | 410,000 | 275,000 |
| Legal Fees | - | - | 20,000 | 15,000 |
| Claims | - | - | 30,000 | 30,000 |
| General Liability Insurance | - | - | 194,000 | 242,500 |
| Umbrella Liability Insurance | - | - | 54,000 | 81,000 |
| Property Insurance | - | - | 35,500 | 130,000 |
| Crime Insurance | - | - | 1,500 | 16,800 |
| Public Officials Liability Insurance | - | - | 14,000 | - |
| Automotive Insurance | - | - | 18,000 | 1,500 |
| Cyber Liability Insurance | - | - | - | 10,000 |
| Dues/Memberships | - | 260 | 50 | 100 |
| Training/Registration | - | - | 1,200 | 1,200 |
| Postage | - | - | 3,000 | 10,000 |
| Travel Expense - Employee | - | 991 | 6,000 | 3,000 |
| Travel Expense-Mileage-Employee | - | 55 | 1,000 | 1,000 |
| Travel Expense-Other-Metrolink Tickets | - | - | 50 | 50 |
| Advertising | - | - | - | 600 |
| Bank Charges | - | 26 | - | 160 |
| Meeting Expense | - | 25 | 500 | 500 |
| Office Equip/Software-Inventorial | - | 9,000 | - | - |
| Total Expenditures | - | 638,192 | 1,325,694 | 1,859,245 |
| Funding Sources | | | | |
| MSI Admin | | | | 206,007 |
| Local Transportation Fund - Planning | | | | 276,942 |
| SAFE-Vehicle Registration Fees | | | | 39,468 |
| SAFE Reimbursement | | | | 4,215 |
| MSI Valley Fund-Freeway Projects | | | | 175,820 |
| MSI Valley Fund-Fwy Interchange | | | | 56,262 |
| MSI Valley Fund-Grade Separations | | | | 5,901 |
| Indirect Cost Fund | | | | 1,094,630 |
| Total Funding Sources | | | | 1,859,245 |

NOTE: New task created in Fiscal Year 2019/2020 budget. It does not include prior year history.

General Government

Task 0450 Management Services

Purpose

Provide for the SBCTA and SBCOG information technology (IT), data management, telecommunications systems and vehicle maintenance.

Accomplishments

1. Commenced new internet and telephone service with Frontier.
2. Conducted network vulnerability tests to assess the effectiveness of security controls by simulating a real-world attack.
3. Transitioned to the use of mobile computer technology to allow for telecommuting.
4. Applied the use of record retention/destruction functionality within SharePoint and Laserfiche enterprise systems.
5. Deployed the Laserfiche Weblink tool to allow public access to agency related documents.
6. Replaced the aging ShoreTel phone system server and upgraded to the most current Mitel phone system.
7. Deployed a new mobile phone app to connect staff to the phone system from remote locations.
8. Modified procedures, upgraded network tools and worked with staff to enable SBCTA to work from home during stay-at-home order issued by the Governor in response to COVID-19.

Work Elements

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

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 (3) contracts related to computer network administration.

Data Management

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

Telecommunications

This activity provides for use and maintenance of electronic devices and Mitel telephone system.

Vehicle Maintenance

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

Budgetary changes include an increase in expenditures for additional hours for information and communication technology professional services, replacement/upgrade of the Board of Directors voting tools, and new software as a service subscriptions for Office 365 Exchange and Adobe Acrobat Pro.

General Government

Task 0450 Management Services

Product

1. Continue to improve administrative efficiency through automation of records processing using Laserfiche, SharePoint and other enterprise systems.
2. Examine the SharePoint, EDEN, Laserfiche, and MinuteTraq software programs for increased efficiencies and opportunities for integration.
3. Provide computer software training to increase employee learning and efficiency.
4. Procure new service agreement for SharePoint administration services.
5. Upgrade from Exchange 2010 to Office 365 Exchange Online.
6. Upgrade to Adobe Pro.

Contract Information

- a. Existing Contracts
 - i. 17-1001628, Technology Network Consultant, Amount Budgeted \$259,295.
 - ii. 00-1000066, Financial Management Software System, Amount Budgeted \$48,700.
 - iii. 21-1002468, Phone and Internet Communication, Amount Budgeted \$32,500.
 - iv. 15-1001124, Document Management Software, Maintenance and Hardware, Amount Budgeted \$40,000.
- b. New Contracts
 - i. RFP, SharePoint Administrator Professional Services – SharePoint Application, Amount Budgeted \$14,400, Total Estimated Contract Amount \$54,000.
 - ii. RFP, Laserfiche Management Software, Maintenance and Hardware, Amount Budgeted \$35,000, Total Estimated Contract/Purchase Order Amount \$400,000.
 - iii. RFB, Board of Directors voting tool, Amount Budgeted \$13,000.
 - iv. RFB, Office 365 Exchange license agreement, Amount Budgeted \$30,000.

Manager

Duane Baker, Deputy Executive Director

General Government

Task 0450 Management Services

| | 2020/2021 | | | |
|-----------------------------------|---------------------|---------------------|-------------------|---------------------|
| | 2018/2019 Actual | 2019/2020 Actual | Revised Budget | 2021/2022 Budget |
| Expenditures | | | | |
| Regular Full-Time Employees | 119,189 | 141,427 | 129,254 | 171,272 |
| Fringe Allocation-General | 121,087 | 132,166 | 131,231 | 192,801 |
| Professional Services | 286,156 | 238,494 | 324,543 | 395,695 |
| Maintenance-Motor Vehicles | 1,834 | 1,363 | 2,500 | 2,500 |
| Training/Registration | 1,228 | 590 | 10,000 | 10,000 |
| Postage | 35 | 173 | 700 | 700 |
| Travel Expense - Employee | 702 | 836 | 1,000 | 1,000 |
| Travel Expense-Mileage-Employee | 102 | 49 | 200 | 200 |
| Communications | 12,439 | 8,071 | 76,000 | 58,650 |
| Office Expense | - | 1,140 | 1,500 | 1,500 |
| Meeting Expense | 57 | - | 200 | 200 |
| Office Equip/Software-Inventorial | 125,852 | 243,745 | 264,060 | 280,382 |
| Computer Hardware and Software | - | - | 144,000 | 13,000 |
| Total Expenditures | <u>668,681</u> | <u>768,054</u> | <u>1,085,188</u> | <u>1,127,900</u> |
| Funding Sources | | | | |
| MSI Admin | | | | 20,745 |
| Indirect Cost Fund | | | | <u>1,107,155</u> |
| Total Funding Sources | | | | <u>1,127,900</u> |

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 Federal and State guidelines.

Accomplishments

1. Recruited and filled five (5) full-time positions at time of budget preparation with the expectation for an additional five recruitments.
2. Processed over 394 employment applications.
3. Reviewed and enhanced the Emergency Action Plan for the agency.
4. Developed and maintained a COVID-19 Operating and Prevention Plan.
5. Assisted in the development of the Business Continuity Management Program.
6. Recognized and rewarded employee contributions, longevity, and successes through several service awards and employee recognition events.
7. Conducted a partial classification and compensation study to ensure market/internal structure alignment and to identify paths for career progression.

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 resources processes to improve efficiency and reduce costs.
4. Utilize consultant services to seek medical, dental, and vision benefit plan options that are cost effective.
5. Implement a background check procedure for key agency positions.

Manager

Duane Baker, Deputy Executive Director

General Government

Task 0470 Human Resources

| | 2020/2021 | | | |
|---------------------------------|---------------------|---------------------|-------------------|---------------------|
| | 2018/2019 Actual | 2019/2020 Actual | Revised Budget | 2021/2022 Budget |
| Expenditures | | | | |
| Regular Full-Time Employees | 81,386 | 85,401 | 84,261 | 135,575 |
| Fringe Allocation-General | 82,683 | 79,808 | 85,550 | 152,617 |
| Professional Services | 485 | 260 | 650 | 2,725 |
| Legal Fees | - | 7,018 | 25,000 | 25,000 |
| Maintenance-Motor Vehicles | 49 | 174 | - | - |
| Dues/Memberships | 851 | 402 | 800 | 1,650 |
| Training/Registration | 1,804 | 2,484 | 14,360 | 15,160 |
| Postage | 7 | - | 200 | 200 |
| Travel Expense - Employee | 56 | 5,765 | 6,500 | 3,000 |
| Travel Expense-Mileage-Employee | - | 406 | 500 | 500 |
| Advertising | 7,657 | 5,632 | 8,250 | 10,750 |
| Office Expense | 325 | 4,619 | 1,000 | 1,000 |
| Meeting Expense | 8,828 | (1,198) | 13,500 | 15,000 |
| Total Expenditures | <u>184,131</u> | <u>190,771</u> | <u>240,571</u> | <u>363,177</u> |
| Funding Sources | | | | |
| Indirect Cost Fund | | | | <u>363,177</u> |
| Total Funding Sources | | | | <u>363,177</u> |

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. Participating in the coordination and implementation of the Countywide Vision is another way that SBCOG fosters collaboration through this task.

1. Renewed contract with Grant Consultant. Partnered with local agencies for grant applications, with over \$2.5 million in awards since the contract with the Grant Consultant began.
2. Met with the Council of Governments (COG) Advisory Group Committee to work through details of COG Projects.
3. Partnering with the Countywide Emergency Medical Care Committee Ad Hoc completed the “Optimizing Emergency Medical Services in San Bernardino County” Project.
4. Initiated the marketing of the COG.
5. Partnering with the Counties of San Bernardino and Riverside, Western Riverside Council of Governments (WRCOG), the University of California in Riverside, and dozens of Community Based Organizations (CBOs) and non-profits to establish “Hard to Count” committees for the Census 2020 count. Coordinated the work of this effort with cities in San Bernardino County.
6. Commissioned and received results of a study on the impacts of automation on our regional economy.
7. Initiated Equity Ad Hoc Committee

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.
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.
7. Host grant writing seminars for SBCOG member agencies.
8. Collaborate on the implementation of “Optimizing Emergency Medical Services in San Bernardino County” study.
9. Partner with local and government agencies to address the housing shortage and to advise policy makers on applying housing policies to our region.
10. Partner with local and government agencies to improve opportunities in workforce development.

General Government

Task 0501 Intergovernmental – Council of Governments

Product

1. Monthly meeting of the City/County Managers Technical Advisory Committee.
2. Annual City/County Conference.
3. Grant writing workshops.
4. COG Marketing Plan.
5. Housing Legislation Analysis and Report.

Contract Information

- a. Existing Contracts
 - i. 19-1002152, Grant Search and Writing services, Amount Budgeted \$97,955.
 - ii. 21-1002502, Emergency Communications Nurse System, Amount Budgeted \$24,850.

Manager

Duane Baker, Deputy Executive Director

General Government

Task 0501 Intergovernmental – Council of Governments

| | 2020/2021 | | | |
|--|------------------|------------------|----------------|------------------|
| | 2018/2019 | 2019/2020 | Revised | 2021/2022 |
| Expenditures | Actual | Actual | Budget | Budget |
| Regular Full-Time Employees | 106,405 | 100,991 | 113,971 | 102,160 |
| Fringe Allocation-General | 108,100 | 94,378 | 115,714 | 115,001 |
| Professional Services | 89,109 | 58,684 | 165,000 | 165,000 |
| Consulting Services | - | 46,562 | 380,000 | 530,000 |
| Maintenance-Motor Vehicles | - | - | 200 | - |
| Dues/Memberships | - | - | 500 | 500 |
| Training/Registration | 22,831 | 21,419 | 31,750 | 31,750 |
| Postage | - | - | 200 | 200 |
| Travel Expense - Employee | 3,381 | 5,220 | 5,000 | 5,000 |
| Travel Expense - Non-Employee | - | - | 1,000 | 1,000 |
| Travel Expense-Mileage-Employee | 2,229 | 69 | 1,200 | 1,200 |
| Travel Expense-Mileage-Non-Employee | - | - | 200 | 200 |
| Travel Expense-Other-Metrolink Tickets | 229 | 26 | 100 | 100 |
| Contributions/Subsidies | 5,310 | 20,009 | 47,650 | 5,000 |
| Office Expense | - | - | 100 | 100 |
| Meeting Expense | 32,492 | 7,551 | 45,000 | 45,000 |
| Total Expenditures | <u>370,086</u> | <u>354,909</u> | <u>907,585</u> | <u>1,002,211</u> |
| Funding Sources | | | | |
| MSI Admin | | | | 122,300 |
| Local Transportation Fund - Planning | | | | 36,171 |
| General Assessment Dues | | | | 193,339 |
| Property Assessed Clean Energy Fund | | | | <u>650,401</u> |
| Total Funding Sources | | | | <u>1,002,211</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 in order to enable the efficient delivery of transportation projects and SBCTA and SBCOG programs.

Accomplishments

SBCTA continued to work with its member jurisdictions, Federal and State 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. Enhanced awareness of and support for major SBCTA projects and programs through a series of meetings with Congressional members, staff, and Federal agencies.
2. Advocate for support of major transit projects such as SBCTA's piloting of the first self-contained zero-emission commuter rail vehicle in the nation.
3. Advocate for support of SBCTA Federal grant requests

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

1. Advocating to protect Senate Bill 1 (SB1) investments in transportation.
2. Advocating to protect existing transit investments.
3. Advocating for Cap and Trade program allocations for transportation projects and worked with statewide partners to promote maximum flexibility in program guidelines.
4. 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.
5. Advocate for support of major transit projects such as SBCTA's piloting of the first self-contained zero-emission commuter rail vehicle in the nation, as well as a transit service to ONT using zero emission vehicles.
6. Advocating to protect SBCTA's local control over regional transportation projects.

Work Elements

This program has four (4) components:

1. Represent SBCTA's positions on Federal and State legislative, funding, and regulatory actions as directed by the Board.
2. Collaborate with both public and private sector, Federal, State, and regional 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 (COG) through outreach and advocacy efforts at the Federal, State and regional levels.

General Government

Task 0503 Legislation

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 Federal and State transportation and COG issues amongst Board Members and staff.

In Fiscal Year 2021/2022, SBCTA will continue to actively advocate for transportation funding at the Federal and State levels, promote approvals and environmental exemptions for zero emission infrastructure, 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. 20-1002385, Federal Advocacy Services, Amount Budgeted \$90,000.
 - ii. 20-1002384, State Advocacy Services, Amount Budgeted \$75,000.

Manager

Otis Greer, Director of Legislative and Public Affairs

General Government

Task 0503 Legislation

| | 2020/2021 | | | |
|--|---------------------|---------------------|-------------------|---------------------|
| | 2018/2019 Actual | 2019/2020 Actual | Revised Budget | 2021/2022 Budget |
| Expenditures | | | | |
| Regular Full-Time Employees | 179,927 | 204,748 | 130,148 | 115,023 |
| Fringe Allocation-General | 182,794 | 191,341 | 132,138 | 129,481 |
| Professional Services | 143,982 | 143,663 | 150,200 | 164,200 |
| Dues/Memberships | 11,198 | 9,760 | 17,000 | 12,000 |
| Training/Registration | 3,654 | 1,776 | 10,000 | 10,000 |
| Postage | 17 | - | - | - |
| Travel Expense - Employee | 12,153 | 8,662 | 26,500 | 26,500 |
| Travel Expense-Mileage-Employee | 740 | 624 | 3,000 | 4,000 |
| Travel Expense-Other-Metrolink Tickets | 70 | 34 | 200 | 200 |
| Office Expense | - | 378 | 500 | 500 |
| Meeting Expense | 926 | 1,441 | 32,000 | 31,000 |
| Total Expenditures | <u>535,461</u> | <u>562,427</u> | <u>501,686</u> | <u>492,904</u> |
| Funding Sources | | | | |
| MSI Admin | | | | 130,938 |
| Local Transportation Fund - Planning | | | | 76,418 |
| MSI Valley Fund-Freeway Projects | | | | 2,500 |
| Indirect Cost Fund | | | | <u>283,048</u> |
| Total Funding Sources | | | | <u>492,904</u> |

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 and SBCOG 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.

Fiscal Year 2020/2021 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. Support grant pursuit efforts through the development of grant-specific fact sheets and branding of the submittal for aesthetic enhancement and agency consistency.
3. Expanded outreach opportunities by bringing forward new tools, including virtual meeting platforms, enhancing our social media and online presence through a growth in Twitter, Facebook, and Instagram, as well as continuing a news blog - @sbctanewsroom.
4. Redesign and maintain new web interface for goSBCTA.com to make the user experience more efficient and uniform to the agency brand.
5. 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.
6. Continued to enhance communications program through the execution of three (3) contracts for public outreach, media relations, and on-call graphic design services. Combined, these additional resources are helping to maintain a more uniform look for SBCTA materials, supporting the agency brand and brand execution plan, executing an internal and external communications plan, and extending communications reach to improve engagement with the public.
7. Further improved communications surrounding the SBCOG function, including the continuation of the Council of Governments (COG) Communicator, released and published quarterly and the establishment of a dedicated SBCOG website; providing communications for the various programs within the COG function; development of a COG marketing plan; and helped support the planning and execution of the annual City/County Conference.
8. Hosting web content for a monthly rideshare publication and online content for the Freeway Service Patrol (FSP) Program.
9. Continued online streaming tools to enhance public engagement.

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, initial marketing for future services on roadway and transit, 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 development of advocacy materials, hosted-venue for strategic partners, media advisories, virtual platforms for public engagement, digital engagement materials like @SBCTAnews, COG Communicator, Executive Director Updates, social media engagement, and YouTube project updates. These complement the ongoing efforts in the areas of graphic design, photography, speech writing, presentation development, project fact sheets, marketing plans, and a variety of agency-specific brochures. Web management and maintenance is a critical component of the task. The task also participates in the planning and delivery of the annual City/County Conference, the annual Business to Business Expo (B2B), and multiple public events commemorating the start and/or finish of major capital improvement projects.

In Fiscal Year 2021/2022, communications opportunities will grow to add marketing for new public services and will include the further development of traditional and online media presence. SBCTA will continue to evaluate new tools to engage the public and provide information on SBCTA's programs and services; partner with private sector transportation developers; and, seek to build awareness of SBCTA, SBCOG, Measure I, and transportation opportunities in the region.

Contract Information

- a. Existing Contracts
 - i. 19-1002000, 4-year On-call Public Outreach.*
 - ii. 19-1002001, 4-year On-call Graphic Design/Marketing, Amount Budgeted \$20,000.*
 - iii. 18-1001890, 3-year Website Maintenance and Content Posting, Amount Budgeted \$25,000.
 - iv. 19-1002105, Media Support Services for Enhanced Presence, Amount Budgeted \$75,000.

* These contracts are managed for performance by Public Affairs, but also budgeted by other programs within the agency. The amount budget is reflected within each of those respective programs.

- b. New Contracts
 - i. 3-year On-Call Multi-Media Production Services, Amount Budgeted \$30,000, Total Estimated Contract Amount \$90,000.

Manager

Otis Greer, Director of Legislative and Public Affairs

General Government

Task 0605 Public Affairs

| | 2020/2021 | | | |
|--------------------------------------|----------------|----------------|----------------|-----------------------|
| | 2018/2019 | 2019/2020 | Revised | 2021/2022 |
| Expenditures | Actual | Actual | Budget | Budget |
| Regular Full-Time Employees | 146,821 | 163,623 | 217,077 | 222,646 |
| Fringe Allocation-General | 149,159 | 152,907 | 220,399 | 250,632 |
| Professional Services | 264,171 | 75,453 | 120,000 | 120,000 |
| Dues/Memberships | 2,390 | 2,952 | 15,000 | 11,600 |
| Training/Registration | 3,099 | 135 | 15,600 | 15,600 |
| Postage | 74 | 8 | - | - |
| Travel Expense - Employee | 4,485 | 951 | 10,000 | 10,000 |
| Travel Expense-Mileage-Employee | 453 | 296 | 3,500 | 3,500 |
| Public Information Activities | 21,930 | 23,694 | 55,000 | 70,000 |
| Meeting Expense | 2,316 | 155 | 5,000 | 5,000 |
| Office Equip/Software-Inventorial | 653 | 702 | - | - |
| Special Items | 18 | - | - | - |
| Total Expenditures | <u>595,569</u> | <u>420,876</u> | <u>661,576</u> | <u>708,978</u> |
| Funding Sources | | | | |
| MSI Admin | | | | 68,170 |
| Local Transportation Fund - Planning | | | | 45,923 |
| MSI Valley Fund-Freeway Projects | | | | 77,131 |
| MSI Valley Fund-Fwy Interchange | | | | 39,030 |
| MSI Valley Fund-Grade Separations | | | | 4,081 |
| Indirect Cost Fund | | | | <u>474,643</u> |
| Total Funding Sources | | | | <u><u>708,978</u></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 facility, which is co-owned by SBCTA and the City of San Bernardino. SBCTA retains the services of a property manager to assist with managing and marketing the facility. In addition to SBCTA's tenancy, there are currently four (4) tenants occupying the Santa Fe Depot, which include San Bernardino Historical and Pioneer Society, Southern California Association of Governments (SCAG) local office and teleconferencing location, the Local Agency Formation Commission of San Bernardino County (LAFCO), and a snack shop tenant in the main lobby. The revenue from leasing these units aids in offsetting the operational and maintenance costs of the Santa Fe Depot along with the cost sharing arrangement between SBCTA and the City of San Bernardino. In 2020, SBCTA's expansion into space previously occupied by SCAG was completed. The deployment of modern audio visual and presentation equipment was also deployed in three of SBCTA's four conference rooms.

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. Coordinate all furniture procurements and repairs for SBCTA.
4. Review building operating budgets quarterly and adjust as necessary.
5. Ongoing oversight of the property management account.
6. Continued oversight over added security measures.
7. Coordinate all building construction and repair activities between SBCTA and the property manager.

Budgetary changes are a decrease of \$212,653 primarily due to the Fiscal Year 2021/2022 budget reflecting a more accurate account of the cost sharing arrangement with the City of San Bernardino and a reduced need for furniture and office equipment.

Product

1. Active management of the facility.
2. Procure audio visual and presentation (AV) equipment and installation services for the Super Chief conference room.
3. Procure sound equipment and installation services for the Board Chambers.

Contract Information

- a. Existing Contracts
 - i. 20-1002397, Property and Facility Management Services, Amount Budgeted \$27,000.
 - ii. 21-1002442, Confidential Paper Recycling Services, Amount Budgeted \$1,260.
- b. New Contracts
 - i. RFP, Super Chief AV Upgrade, Amount Budgeted \$75,000, Total Estimated Contract/Purchase Order Amount \$75,000.
 - ii. RFP, Board Room Sound Equipment Upgrade, Amount Budgeted \$40,000, Total Estimated Contract/Purchase Order Amount \$40,000.

Manager

Duane Baker, Deputy Executive Director

General Government

Task 0805 Building Operation

| | 2020/2021 | | | |
|-----------------------------------|---------------------|---------------------|-------------------|---------------------|
| | 2018/2019 Actual | 2019/2020 Actual | Revised Budget | 2021/2022 Budget |
| Expenditures | | | | |
| Regular Full-Time Employees | 29,477 | 41,132 | 55,632 | 57,003 |
| Fringe Allocation-General | 29,947 | 38,439 | 56,483 | 64,168 |
| Professional Services | 73,710 | 164,571 | 223,200 | 6,260 |
| Security | - | - | - | 190,537 |
| Utilities | 102,320 | 104,177 | 130,000 | 140,000 |
| Maintenance-Buildings | 1,092,792 | 859,893 | 1,074,898 | 878,534 |
| Postage | 8 | - | 200 | 200 |
| Communications | 19,417 | 17,603 | 20,000 | 20,000 |
| Office Expense | 5,544 | 8,980 | 11,500 | 13,729 |
| Improvements OTBS | - | 46,691 | - | 180,000 |
| Office Furniture and Equipment | 61,246 | 153,215 | 135,000 | 65,000 |
| Office Equip/Software-Inventorial | 119,074 | 32,825 | 20,000 | 20,000 |
| Total Expenditures | <u>1,533,535</u> | <u>1,467,526</u> | <u>1,726,913</u> | <u>1,635,431</u> |
| Funding Sources | | | | |
| Amtrak | | | | 12,000 |
| Indirect Cost Fund | | | | <u>1,623,431</u> |
| Total Funding Sources | | | | <u>1,635,431</u> |

Environment and Energy Conservation Program Budget

Description

The Environment and Energy Conservation Program implements programs intended to improve air quality and reduce greenhouse gas emissions, encourage alternative fuels, reduce energy costs, and encourage energy conservation through a Regional Energy Network in collaboration with Coachella Valley Association of Governments (CVAG) and Western Riverside Council of Governments (WRCOG) as well as through several other grant supported projects involving the Mobile Source Air Pollution Reduction Review Committee (MSRC) and the United States Department of Energy (DOE).

Accomplishments

1. Assisted thirteen (13) partnership cities with the San Bernardino Regional Energy Partnership (SBREP), and was able to provide city staff associated with energy efficiency the training opportunity for a Level 1 or a Level 2 Building Operator Certification (BOC) through the partnership. A joint Regional Energy Partnership virtual meeting, in collaboration with WRCOG, took place during the fall of Fiscal Year 2020/2021. SBREP was also able to send several emails to the partnership cities regarding various energy efficiency opportunities being offered by SoCalGas. The Holiday Light (light emitting diode, LED) and energy efficiency starter kit exchanges were delayed due to COVID-19 and was not able to occur in 2020. Efforts regarding this task will continue in Fiscal Year 2021/2022.
2. Participated in the review of White Papers that were used by the South Coast Air Quality Management District (SCAQMD) to implement clean air programs targeting the logistics industry.
3. Completed the installation of the Electric Vehicle (EV) charging stations at SBCTA/Santa Fe Depot and the Downtown San Bernardino Transit Center, using a \$450,000 grant from MSRC.
4. Continued to work with the DOE on the asset management and disposition procedures of the combined 204 Compressed Natural Gas (CNG) and Liquefied Natural Gas (LNG) Truck Project. Managed the disposition of approximately six (6) project trucks in Fiscal Year 2020/2021 and forwarded the appropriate share of the disposition funds to the DOE.

Goals and Objectives

1. Continue to work with local agencies and address any questions they may have in relation to the San Bernardino Countywide Zero Emission Vehicle (ZEV) Readiness and Implementation Plan, and assist in identifying various grant opportunities for ZEV charging infrastructure.
2. In coordination with Southern California Gas (SoCalGas), continue assisting cities with reducing energy consumption, as well as achieving savings through the upcoming formation of a Regional Energy Network (REN). Additionally, pursue funding through the REN to implement innovative energy efficiency projects for member cities interested in achieving greater energy efficiency.
3. Continue to work with the DOE on the asset management and the disposition procedures of the remaining fifty (50) CNG and LNG trucks.

Performance/Workload Indicators

| | 2018/2019 Actual | 2019/2020 Actual | 2020/2021 Revised Budget | 2021/2022 Budget |
|--|---------------------|---------------------|--------------------------------|---------------------|
| Regional Energy Partnership Meetings | 9 | 9 | 1 | 4 |
| LED Holiday Light Exchanges/Energy Efficiency Starter Kit Events | 6 | 4 | N/A* | 4 |
| Electric Vehicle Chargers Installed | 0 | 0 | 12 | 0 |

* Due to COVID-19 no LED Holiday Light & Energy Efficiency Kit exchanges took place in Fiscal Year 2020/2021

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. 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.
2. Completed the installation of Electric Vehicle (EV) chargers through a \$450,000 grant received from the Mobile Source Air Pollution Reduction Review Committee (MSRC).
3. Continued to work with the United States Department of Energy (DOE) on the asset management and the disposition procedures of the combined 204 Compressed Natural Gas (CNG) and Liquefied Natural Gas (LNG) Truck Project. Managed the disposition of six (6) trucks in Fiscal Year 2020/2021 and forwarded the appropriate portion of the funds to the DOE.
4. Continue to participate on the MSRC Technical Advisory Committee (TAC), as well as participate in MSRC TAC work program subcommittees which strive to develop and implement emission reducing opportunities.

Work Elements

1. Represent SBCTA through participation in technical committees of the SCAQMD, Mojave Desert Air Quality Management District (MDAQMD), and other groups for implementation of attainment strategies.
2. Continue to participate on the MSRC TAC.
3. Continue to participate in MSRC TAC work program subcommittees striving to reduce emissions and improve air quality in the region.
4. 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.
5. Assist San Bernardino County fleet/site owners in securing funding sources from the MSRC and other Federal and/or State sources for clean or alternative vehicle implementation.
6. 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.
7. With the completion of the ZEV readiness and implementation strategy for the region, continue to collaborate with local agencies to identify possible funding opportunities to address "shovel-ready" EV charging locations and EV infrastructure needs throughout the county.
8. With the completion of the EV charging station installations at SBCTA/Santa Fe Depot and the San Bernardino Transit Center (SBTC), continue to monitor charging station usage and possible maintenance issues.
9. Work to achieve Senate Bill 375 (SB375) targets for greenhouse gasses as part of Southern California Association of Governments (SCAG) Sustainable Communities Strategy.
10. Continue to explore EV technologies such as solar powered systems.

Budgetary changes are mainly due to the completion of DOE truck sales as well as completion of various projects resulting in reduction of consulting fees.

Environment and Energy Conservation

Task 0101 Environment

Product

1. Continue to collaborate with local agencies regarding various EV charging station and EV infrastructure opportunities.
2. Maintain and monitor the EV chargers at SBCTA/Santa Fe Depot and the SBTC.
3. Identify CNG/LNG and other alternative fuel funding opportunities to assist the urban Valley improve air quality.
4. Continue to manage assets (equipment and trucks) that were part of a grant from the DOE.
5. Participate via the MSRC with various work program committees to further assist with emissions reductions in the Inland Empire.

Contract Information

- a. Existing Contracts
 - i. 17-1001717, US Department of Energy Grant for CNG/LNG Fleet, Amount Budgeted \$760,000.

Manager

Duane Baker, Deputy Executive Director

Environment and Energy Conservation

Task 0101 Environment

| | 2020/2021 | | | |
|--|------------------|------------------|------------------|------------------|
| | 2018/2019 | 2019/2020 | Revised | 2021/2022 |
| Expenditures | Actual | Actual | Budget | Budget |
| Regular Full-Time Employees | 84,209 | 130,783 | 76,097 | 61,553 |
| Regular Part-Time Employees | 192 | 1,331 | - | 1,275 |
| Overtime | 281 | 884 | - | - |
| Fringe Allocation-General | 85,836 | 123,045 | 77,261 | 70,725 |
| Professional Services | 5,070,765 | 651,455 | 1,296,500 | 848,500 |
| Consulting Services | - | - | 75,000 | 102,000 |
| Maintenance-Motor Vehicles | - | - | 450 | 450 |
| Training/Registration | 1,082 | 232 | 5,000 | 5,000 |
| Postage | 157 | 113 | 350 | 350 |
| Travel Expense - Employee | 1,201 | 836 | 11,500 | 9,000 |
| Travel Expense-Mileage-Employee | 532 | 1,009 | 4,500 | 4,000 |
| Travel Expense-Other-MetroLink Tickets | 20 | 40 | 1,000 | 1,000 |
| Printing - External | - | 1,499 | 1,000 | 1,000 |
| Printing - Internal | - | - | 300 | 300 |
| Contributions/Subsidies | - | - | 100,000 | 100,000 |
| Office Expense | - | - | 325 | 325 |
| Meeting Expense | 147 | 75 | - | - |
| Electric Vehicle Charging Stations | - | 398,180 | - | - |
| Office Equip/Software-Inventorial | 9,107 | 34,057 | 32,000 | 50,000 |
| Total Expenditures | <u>5,253,529</u> | <u>1,343,539</u> | <u>1,681,283</u> | <u>1,255,478</u> |
| | | | | |
| Funding Sources | | | | |
| Electric Vehicle Charging Stations | | | | 25,000 |
| MSI Valley Fund-Traffic Mgmt Sys | | | | 174,978 |
| MSI 1990-Valley Fund-TMEE | | | | 295,500 |
| Local Projects Fund | | | | 760,000 |
| Total Funding Sources | | | | <u>1,255,478</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. Administer, levy, an annual collection administration related to 8,766 existing Property Assessed Clean Energy (PACE) liens originated from 2013 to until 2017.
2. Assisted thirteen (13) cities, as well as provided the opportunity for Level 1 and Level 2 Building Operator Certification (BOC) training for cities participating in the Partnership.
3. Due to concerns associated with COVID-19, the holiday light emitting diode (LED) light and free energy efficiency starter kit exchange events were not able to take place in 2020. Efforts regarding this task will continue in 2021.
4. Received funding from Southern California Gas Company (SoCalGas) and hosted a virtual San Bernardino Regional Energy Partnership (SBREP) meeting, as well as communicated a number of SoCalGas programs, webinars and energy saving opportunities to the partnership cities.

Work Elements

1. In coordination with SoCalGas, continue assisting cities with reducing energy consumption and achieving savings through the SBREP.
2. Through the SBREP identify city facilities that would benefit from SoCalGas' Direct Install program to achieve additional energy savings at no cost.
3. Coordinate with participating cities to host holiday LED light and Energy Efficiency Kit exchange opportunities.
4. Continue to collaborate with Western Riverside Council of Governments (WRCOG) and Coachella Valley Association of Governments (CVAG) regarding the implementation of a Regional Energy Network (REN) for San Bernardino and Riverside counties upon California Public Utilities Commission (CPUC) approval. This opportunity would provide additional energy efficiency opportunities that would focus on three categories; Public Sector, Code and Standards, and Workforce Education and Training for San Bernardino and Riverside counties.

Budgetary changes are due to an increase for professional services to pay for special tax consultant services related to the PACE Program that were previously paid directly by the Trustee from fees paid by property owners. The Trustee is now passing those fees to SBCOG and we are paying for the professional services. The increase in expenditures is offset by an increase in revenues. A budget increase is also anticipated with the hopeful approval by the California Public Utilities Commission (CPUC) for a new REN in the two Inland Empire counties. The additional budget for the REN is provided through reimbursable funding by the CPUC.

Product

1. Reduce energy and water consumption by private property owners and public agencies.
2. Achieve savings identified by SoCalGas through the SBREP and pursue innovated energy efficiency projects.
3. Host four (4) SBREP meetings.
4. Work closely with participating cities to address possible opportunities to provide LED holiday light strings and energy efficiency starter kits.

Environment and Energy Conservation

Task 0111 Energy Conservation

Contract Information

- a. Existing Contracts
 - i. 20-1002381, Legal services for the Home Energy Renovation Opportunity (HERO) Program.
 - ii. 20-1002380, Financial Advisor and Program Manager for the HERO Program.
 - iii. 20-1002379, Special Tax Consultant and Assessment Engineer for the HERO Program.
 - iv. 19-1002238, Cooperative Agreement with WRCOG and CVAG for the development of a Regional Energy Network (REN)

- b. New Contracts
 - i. RFP, Marketing Materials (contract rebid each year), Amount Budgeted \$50,000, Total Estimated Contract Amount \$50,000.
 - ii. RFP, Energy Planning (contract rebid each year), Amount Budgeted \$50,000, Total Estimated Contract Amount \$50,000.
 - iii. RFP, Energy Action Planning (contract rebid each year), Amount Budgeted \$50,000, Total Estimated Contract Amount \$50,000.
 - iv. Cooperative Agreement with Western Riverside Council of Governments for the implementation of a Regional Energy Network, Amount Budgeted \$3,000,000, Total Estimated Contract Amount \$3,000,000.

Funding Source Detail

- i. Southern California Gas Company - \$78,000.
- ii. California Public Utilities Commission (through WRCOG) - \$3,000,000.
- iii. PACE Administration Payoff Fees - \$225,000

Manager

Duane Baker, Deputy Executive Director

Environment and Energy Conservation

Task 0111 Energy Conservation

| | 2020/2021 | | | |
|-------------------------------------|---------------------|---------------------|-------------------|---------------------|
| | 2018/2019 Actual | 2019/2020 Actual | Revised Budget | 2021/2022 Budget |
| Expenditures | | | | |
| Regular Full-Time Employees | 21,731 | 13,128 | 35,488 | 26,471 |
| Regular Part-Time Employees | 2,469 | 1,793 | - | 2,850 |
| Fringe Allocation-General | 22,079 | 12,267 | 36,031 | 33,007 |
| Professional Services | 59,757 | 113,500 | 236,722 | 3,253,000 |
| Training/Registration | - | - | 3,000 | 3,500 |
| Postage | 7 | 7 | 100 | 100 |
| Travel Expense - Employee | 694 | 458 | 3,750 | 3,800 |
| Travel Expense-Mileage-Employee | 425 | 440 | 1,000 | 500 |
| Printing - External | - | - | 1,000 | 450 |
| Printing - Internal | - | - | 75 | 75 |
| Contributions/Subsidies | - | - | 300 | 270 |
| Bank Charges | (1,454) | 18,600 | 22,000 | 22,000 |
| Other Service Charges | - | 46,069 | 6,000 | 6,000 |
| Office Expense | 25 | 814 | 300 | 170 |
| Meeting Expense | 971 | 531 | 1,850 | 1,600 |
| Total Expenditures | <u>106,704</u> | <u>207,607</u> | <u>347,616</u> | <u>3,353,793</u> |
| Funding Sources | | | | |
| Property Assessed Clean Energy Fund | | | | 285,363 |
| Council of Governments Fund | | | | 68,430 |
| Local Projects Fund | | | | <u>3,000,000</u> |
| Total Funding Sources | | | | <u>3,353,793</u> |

Attachment: GPC Meeting March 2021 (6927 : SBCTA Fiscal Year 2021/2022 Budget Task Review - GPC)

Commuter and Motorist Assistance Program Budget

Description

The Commuter and Motorist Assistance Program implements programs intended to improve air quality, reduce congestion, and improve safety for the motoring public. These improvements are accomplished through the maintenance of a Call Box System, the Freeway Service Patrol (FSP) Program, and operation of the Inland Empire 511 (IE511) traveler information phone service and IE511.org traveler information website.

Accomplishments

1. Continued discussions with Los Angeles County Metropolitan Transportation Authority (LACMTA) and Orange County Transportation Authority (OCTA) for a possible merger of the Southern California 511 (SoCal511) system, the goal is to provide a seamless regional traveler information system through SoCal 511 for all commuters in the Southern California region. SoCal511 would include the regions covered by LACMTA, Riverside County Transportation Commission (RCTC), SBCTA, OCTA, and the Ventura County Transportation Commission (VCTC).
2. Procured for and awarded two (2) FSP Contracts for Beats 11 and 29.
3. Continued to explore technology to be used for the FSP Program and provided software updates to existing technology.
4. Continued to market and outreach the FSP Program to potentially qualified tow companies.
5. Made changes to FSP RFP documents and contracts in an effort to attract more qualified tow companies to submit a proposal and participate in the FSP program.
6. Continued to explore status of EV tow trucks and potential grant opportunities
7. Collaboratively and creatively worked with all FSP Tow Operators through the challenges of the COVID-19 pandemic
8. Transitioned all FSP Global Positioning Systems (GPS) tracking system for the FSP Program to the latest digital technology.
9. Successfully completed the Call Box removal plan of the last remaining 160 boxes.

Goals and Objectives

1. Implement a Mobile Call Box Program.
2. Complete the merging of the IE511 system to a regional SoCal511 system.
3. Continue to review and evaluate FSP technology for the purpose of making the program as cost effective and efficient as possible.
4. Continue to evaluate and convert non-American with Disabilities Act (ADA) compliant call boxes.
5. Increase mobility on area freeways by removing disabled vehicles and other impediments during rush hours in a safe and efficient manner.
6. Reduce traffic congestion and contribute to the improvement of the air quality in the region by providing and promoting timely accident and congestion travel services information through the formation of the regional SoCal511 system.

Continue to explore possible partnerships with congestion management applications for further efficiency of the Freeway Service Patrol program.

Performance/Workload Indicators

| | 2018/2019 | 2019/2020 | 2020/2021 | 2021/2022 |
|--|-----------|-----------|----------------|-----------|
| | Actual | Actual | Revised Budget | Budget |
| Motorists assisted by Freeway Service Patrol | 58,441 | 70,164 | 82,000 | 82,000 |
| Calls to 511 | 114,045 | 82,306 | 33,000* | 33,000 |
| Visits to IE511.org | 252,921 | 412,177 | 120,000* | 120,000 |

* Due to COVID-19 limitations during the 2020 calendar year, the 511 system experienced a decrease in calls and website visits due to reduced congestion and transit usage.

Commuter and Motorist Assistance

Task 0406 Traveler Services & Intelligent Transportation Systems

Purpose

Reducing emissions, and improving air quality in San Bernardino County by providing comprehensive traveler information in an efficient and customer friendly manner as well as by participating on various regional committees and work programs with a focus on emission reductions in the region.

Accomplishments

Ongoing program management of the Inland Empire 511 (IE511) program with Riverside County Transportation Commission (RCTC). This program provides comprehensive traveler information, including real time traffic, through the IE511 system. Travelers can access the IE511 system in a variety of ways, including by telephone (dialing 511 or 1-877-MYIE511), through the web (www.IE511.org), and by downloading a smart phone application.

In 2020, the IE511 phone system received more than 33,000 calls and the IE511 website had in excess of 121,000 visits. The smartphone application, which launched in 2012 has had more than 71,000 downloads.

In addition, SBCTA and RCTC have been in discussions with LACMTA, OCTA and VCTC with the goal of merging the regions 511 systems into one regional system to be known as Southern California 511 (SoCal511). All five (5) agencies are on board, and the merger agreement is scheduled to be finalized by the end of Fiscal Year 2020/2021. The goal is to have a single 511 system for the five (5) county regions in order to provide a higher level of customer service to the traveling public, eliminating any possible confusion over what 511 system a motorist should be accessing while traveling throughout the five county region.

Work Elements

1. Work with LACMTA, OCTA, RCTC and VCTC to complete the merger of the current two (2) 511 systems into a single regional SoCal511 system.
2. Participate in the regional Intelligent Transportation Systems (ITS) Architecture workshops and monitor/determine whether an Inland Empire ITS Architecture update is needed. Continue to stay updated and educated about new and upcoming ITS and traveler solutions to better serve the motoring public.

Budgetary changes are a result of a lower anticipated fee schedule that has been agreed upon by all parties for the SoCal 511 merger and maintenance costs.

Product

1. Finalize regional partnership with other 511 systems in the Southern California region, which includes LACMTA, OCTA, and VCTC and the SoCal511 system.
2. Continue to look for inventive and informative ways to install 511 signage in the Inland Empire and promote and advertise 511 related services, phone number, website and application.
3. Discuss with RCTC the possibility of updating the Inland Empire ITS Architecture, and determining if an update is needed.
4. Continue partnerships with the Inland Empire 66ers and Rancho Cucamonga Quakes Baseball organizations for continuous advertising of the 511 system at their sporting events.

Commuter and Motorist Assistance

Task 0406 Traveler Services & Intelligent Transportation Systems

Contract Information

- a. New Contracts
 - i. RFP, ITS Analysis Consultant, Amount Budgeted \$250,000, Total Estimated Contract Amount \$700,000.
 - ii. Los Angeles County Metropolitan Transportation Authority Annual Agreement for SoCal511, Amount Budgeted \$234,880, Total Estimated Contract Amount \$615,176.

Manager

Duane Baker, Deputy Executive Director

Commuter and Motorist Assistance

Task 0406 Traveler Services & Intelligent Transportation Systems

| | 2020/2021 | | | |
|---|---------------------|---------------------|-------------------|---------------------|
| | 2018/2019 Actual | 2019/2020 Actual | Revised Budget | 2021/2022 Budget |
| Expenditures | | | | |
| Regular Full-Time Employees | 65,224 | 26,115 | 42,676 | 39,516 |
| Regular Part-Time Employees | 621 | 398 | - | 600 |
| Fringe Allocation-General | 66,263 | 24,405 | 43,329 | 45,158 |
| Professional Services | 1,296,193 | 1,128,010 | 555,000 | 539,880 |
| Consulting Services | - | - | 15,000 | 20,000 |
| Maintenance-Motor Vehicles | 40 | - | 200 | 200 |
| Training/Registration | 938 | 288 | 1,000 | 1,000 |
| Postage | 64 | 79 | 100 | 100 |
| Travel Expense - Employee | 2,844 | 588 | 4,000 | 4,000 |
| Travel Expense-Mileage-Employee | 2,573 | 589 | 2,000 | 2,000 |
| Travel Expense-Other-Metrolink Tickets | 40 | 50 | 500 | 500 |
| Printing - External | 265 | - | 87,000 | 87,000 |
| Printing - Internal | - | - | 100 | 100 |
| Office Expense | 17 | - | 250 | 250 |
| Meeting Expense | - | - | 2,000 | 2,000 |
| Total Expenditures | <u>1,435,082</u> | <u>1,180,522</u> | <u>753,155</u> | <u>742,304</u> |
| Funding Sources | | | | |
| SAFE-Vehicle Registration Fees | | | | 289,880 |
| MSI Valley Fund-Traffic Mgmt Sys | | | | 425,274 |
| MSI Victor Valley Fund-Traffic Mgmt Sys | | | | <u>27,150</u> |
| Total Funding Sources | | | | <u>742,304</u> |

Commuter and 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 779 call boxes along 1,800 centerline highway miles.

Accomplishments

Last year more than 3,000 calls were received through the call box system including the latest digital technology available at this time and satellite call boxes. Satellite call box sites were selected to help fill service gaps in areas that are more remote, that do not have a consistent digital cellular 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 Tele Type devices (TTY's) to assist the hearing and speech impaired and improvements continue to be made to provide better access to motorists with physical and mobility disabilities. Staff has evaluated the current inventory of digital cellular call boxes to determine call usage, urban growth, and proximity to other available motorist aid services, due to the need to upgrade the digital call boxes to newest technology available at the time. Staff has recommended to the Board to reduce the call box network by a total of 225 call boxes, 160 of them completed in Fiscal Year 2020/2021 and 65 in Fiscal Year 2019/2020. This includes removing all urban/valley area call boxes with the exception of call boxes at interchanges, and an increase in spacing in rural areas with mostly flat terrain from one (1) mile to two (2) miles. The call box reduction, as well as the digital technology upgrade was completed in Fiscal Year 2020/2021.

Work Elements

Continue assessing current satellite call box locations to see if a consistent digital signal is available and relocating or installing satellite call boxes where there is a need. Continue to 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. Research and work to implement a Mobile Call Box program that would allow motorists to call for motorist assistance from their cellular phones by dialing 511.

1. Manage day-to-day operations of the Call Box Program.
2. Oversee work performed by consultants for call box maintenance and call answering services for the Call Box Program.
3. Ensure knocked down or damaged call boxes are replaced or repaired in a timely manner to minimize inconvenience to motorists, while attempting to recover financial losses resulting from damaged call boxes.
4. Through the call box maintenance contractor, update and maintain digitized call box photos, call box locations via longitude/latitude indicators and Global Positioning Systems (GPS), and coordinate SBCTA's access of the call box data through the contractor's maintenance portal.
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 consider reducing call boxes where call volume is low or where there are other existing motorist aid services available nearby.
7. Continue to analyze and address possible non-ADA compliant call boxes.
8. Research and implement a Mobile Call Box Program.
9. Continue to be the lead agency for Call Box Call Answering Center services on behalf of RCTC and OCTA.

Commuter and Motorist Assistance

Task 0702 Call Box System

Call Box sites will continue to be reviewed regarding ADA compliance. Additional funds will be budgeted to be able to address ADA compliance concerns.

Budgetary changes resulted from a decreased need for some call box related consulting services.

Product

Operate an efficient Call Box Program providing maximum benefit to the public. Products include analyzing ADA compliance and upgrading or removing 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 and 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. Work on TTY replacement solution as a result of the FCC no longer requiring cellular companies to support TTY technology. Call box vendor has developed a solution so that TTY capabilities can still be offered to the motoring public.
4. Continue to review Call Box sites and address ADA compliance concerns when needed.
5. Research and implement a Mobile Call Box Program.

Contract Information

- a. Existing Contracts
 - i. 17-1001737, Call Box Liaison Support with CHP Sacramento, Amount Budgeted \$6,000.
 - ii. 18-1001930, Call Box Maintenance, Amount Budgeted \$625,000.
 - iii. 18-1001961, Call Box Call Answering Services, Amount Budgeted \$115,000.

Manager

Duane Baker, Deputy Executive Director

Commuter and Motorist Assistance

Task 0702 Call Box System

| | 2020/2021 | | | |
|--|---------------------|---------------------|-------------------|---------------------|
| | 2018/2019 Actual | 2019/2020 Actual | Revised Budget | 2021/2022 Budget |
| Expenditures | | | | |
| Regular Full-Time Employees | 35,926 | 51,879 | 54,054 | 49,137 |
| Regular Part-Time Employees | 1,323 | 977 | - | 750 |
| Overtime | 9 | - | - | - |
| Fringe Allocation-General | 36,508 | 48,481 | 54,881 | 56,158 |
| Professional Services | 112,557 | 79,834 | 211,000 | 211,000 |
| Consulting Services | 10,836 | 4,110 | 80,000 | 40,000 |
| Mountain Avenue Callbox | 444 | 452 | 2,250 | 2,250 |
| Maintenance-Motor Vehicles | 40 | - | 120 | 120 |
| Maintenance-Call Boxes | 656,161 | 767,900 | 625,000 | 625,000 |
| Training/Registration | - | - | 150 | 150 |
| Postage | 23 | - | 100 | 100 |
| Travel Expense - Employee | 1,193 | 37 | 5,000 | 2,000 |
| Travel Expense-Mileage-Employee | 278 | 188 | 5,000 | 2,500 |
| Travel Expense-Other-Metrolink Tickets | - | 73 | 250 | 250 |
| Printing - External | 231 | - | 500 | 500 |
| Printing - Internal | - | - | 150 | 150 |
| Communications | 6,647 | 5,633 | 30,000 | 30,000 |
| Record/Equipment Storage | 3,434 | 2,390 | 5,000 | 5,000 |
| Office Expense | - | - | 1,500 | 1,500 |
| Meeting Expense | 106 | 8 | 500 | 500 |
| Office Equip/Software-Inventorial | - | - | 20,000 | 20,000 |
| Total Expenditures | <u>865,716</u> | <u>961,962</u> | <u>1,095,455</u> | <u>1,047,065</u> |
| Funding Sources | | | | |
| SAFE-Vehicle Registration Fees | | | | 764,815 |
| SAFE Reimbursement | | | | 82,250 |
| MSI 1990-Valley Fund-TMEE | | | | <u>200,000</u> |
| Total Funding Sources | | | | <u>1,047,065</u> |

Attachment: GPC Meeting March 2021 (6927 : SBCTA Fiscal Year 2021/2022 Budget Task Review - GPC)

Commuter and 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

SBCTA operates an FSP Program on a total of nine (9) beats along 108.07 centerline miles of highway in the Valley and portions of the Cajon Pass area that assisted nearly 60,000 motorists last fiscal year.

Staff successfully procured for two (2) FSP Beats (11 and 29) during the ongoing pandemic, which included developing and implementing a plan that provided staff the ability to outreach and as well as conduct tow yard site visits through the use of virtual technology. This approach was a change from previous years, but allowed staff to execute a successful and inclusive procurement for the two Beats.

In December 2020, staff worked diligently to review and update the data collection software being utilized by the San Bernardino FSP drivers. The software was reviewed for any software glitches or inefficiencies. Staff also continued to explore other possible technologies available to ensure the current software is the most cost and time effective.

Work Elements

1. Explore new cost saving technologies to enhance program efficiency and services, in addition to those mentioned above.
2. Review quarterly reports and invoices in conjunction with SBCTA's finance department to the State for funding reimbursement.
3. Coordinate the program with the Riverside County Transportation Commission (RCTC), local and state California Highway Patrol (CHP) offices, 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. Administer Quarterly Driver meetings hosted at SBCTA's offices to review and provide additional information and instruction regarding driver service procedures and customer service awareness and to address various safety related issues. The Quarterly Driver meetings have been taking place through the use of virtual technology this past year, and will continue to be handled virtually until it is determined that it is safe to meet in person once again.
5. Continue to evaluate the current nine (9) Beat areas of the FSP Program and seek ways to improve service.
6. Continue to explore ways in which the FSP Program can may be able to better serve the public while maximizing resources.
7. Continue to work and encourage tow operators that are interested in converting their own diesel tow truck inventory to alternative fuel on any upcoming Request for Proposals (RFP) for FSP Beats.
8. Continue to work toward public outreach and awareness of the program.
9. Continue to expand the SBCTA FSP Marketing plan which is aimed at bringing awareness to the program, its requirements, and upcoming opportunities to tow companies in the area.
10. Work with funding agencies and the EV industry on a possible EV tow truck demonstration project opportunity.
11. Continue partnerships with the Inland Empire 66ers and Rancho Cucamonga Quakes Baseball teams for a marketing partnership for public awareness of the FSP program at all their sporting events.

Commuter and Motorist Assistance

Task 0704 Freeway Service Patrol/State

12. Procure and award Beat 9 (operates along Interstate 10 (I-10) from Los Angeles County line to Haven Avenue), Beat 14 (covers the I-215 from Riverside County line to Devore Road) and Beat 31 (covers the I-210 from Los Angeles county line to Citrus Avenue).
13. Possibly procure and award a new FSP data collection system.
14. Possibly procure for a FSP technical consultant.

Budgetary changes include an increase of an estimated \$239,000 which is due to increasing tow operator costs and the procurement of a new radio system.

Product

Ongoing oversight of the FSP Program and the review and analysis of various program reports and statistics. Provide necessary reports and invoices to seek reimbursement from the State. Continue to explore other possible funding sources for program continuation and expansion.

1. Maintain close relationships with the tow industry for the marketing and awareness of the program. This includes providing possible presentations at the local California Tow Truck Association (CTTA) Inland Empire Chapter, as well as presenting at the CTTA annual show in 2022.
2. Conduct periodic driver meetings to reinforce safety, customer service and FSP policies.
3. Continuously monitor and update FSP driver tablet software to provide better, more efficient user ability.

Contract Information

- a. Existing Contracts
 - i. 16-1001523, FSP Tow Services Along Beat 9, Amount Budgeted \$460,956.
 - ii. 18-1001969, FSP Tow Services Along Beat 10, Amount Budgeted \$397,242.
 - iii. 20-1002323, FSP Tow Services Along Beat 11, Amount Budgeted \$418,400.
 - iv. 19-1002172, FSP Tow Services Along Beat 5, Amount Budgeted \$310,800.
 - v. 19-1002091, FSP Tow Services Along Beat 23, Amount Budgeted \$287,658.
 - vi. 16-1001522, FSP Tow Services Along Beat 14, Amount Budgeted \$573,000.
 - vii. 19-1002171 FSP Tow Services Along Beat 27, Amount Budgeted \$520,000.
 - viii. 20-1002324, FSP Tow Services Along Beat 29, Amount Budgeted \$424,369.
 - ix. 16-1001556, FSP Tow Services Along Beat 31, Amount Budgeted \$445,956.
 - x. 16-1001521, FSP Digital Radio Services, Amount Budgeted \$6,000.
 - xi. 15-1001164, FSP Technical Consultant, Amount Budgeted \$25,000.
 - xii. 21-1002547, FSP Extra Time for daily oversight and field supervision, Amount Budgeted \$195,156.
- b. New Contracts
 - i. RFP, FSP Beat 9, Amount Budgeted \$460,956, Total Estimated Contract Amount \$2,124,100.
 - ii. RFP, FSP Beat 14, Amount Budgeted \$573,000, Total Estimated Contract Amount \$2,128,360.
 - iii. RFP, FSP Beat 31, Amount Budgeted \$445,956, Total Estimated Contract Amount \$2,128,360.
 - iv. RFP, Digital Radio Lease, Amount Budgeted \$40,000, Total Estimated Contract Amount \$200,000.

Manager

Duane Baker, Deputy Executive Director

Commuter and Motorist Assistance

Task 0704 Freeway Patrol Service/State

| Expenditures | 2020/2021 | | | |
|--|---------------------|---------------------|-------------------|---------------------|
| | 2018/2019 Actual | 2019/2020 Actual | Revised Budget | 2021/2022 Budget |
| Regular Full-Time Employees | 59,565 | 62,483 | 69,001 | 51,599 |
| Regular Part-Time Employees | 5,403 | 6,475 | - | 6,750 |
| Overtime | 18 | - | - | - |
| Fringe Allocation-General | 60,533 | 58,391 | 70,056 | 65,683 |
| Professional Services | 3,073,082 | 3,413,141 | 4,286,691 | 4,494,485 |
| Consulting Services | 18,844 | 31,355 | 28,000 | 29,000 |
| Maintenance-Motor Vehicles | - | - | 400 | 400 |
| Training/Registration | - | - | 300 | 300 |
| Postage | 76 | 161 | 1,000 | 1,000 |
| Travel Expense - Employee | 1,216 | - | 4,000 | 4,000 |
| Travel Expense-Mileage-Employee | 1,535 | 837 | 3,000 | 3,000 |
| Travel Expense-Other-Metrolink Tickets | 6 | - | - | - |
| Printing - External | 25,603 | 19,558 | 126,500 | 53,500 |
| Printing - Internal | - | - | 500 | 500 |
| Communications | 16,218 | 16,957 | 114,600 | 98,200 |
| Office Expense | - | 1,436 | 700 | 700 |
| Meeting Expense | 2,255 | 3,098 | 3,000 | 3,000 |
| Total Expenditures | <u>3,264,354</u> | <u>3,613,892</u> | <u>4,707,748</u> | <u>4,812,117</u> |
| Funding Sources | | | | |
| CALTRANS Local Reimbursement | | | | 501,327 |
| Freeway Service Patrol (SAFE)-SB1 | | | | 1,181,803 |
| SAFE-Vehicle Registration Fees | | | | 742,061 |
| Freeway Service Patrol | | | | 2,015,862 |
| SCAQMD/MSRC | | | | 85,000 |
| MSI Valley Fund-Traffic Mgmt Sys | | | | 286,064 |
| Total Funding Sources | | | | <u>4,812,117</u> |

Regional and Subregional Planning Program Budget

Description

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

There were several major activities for Fiscal Year 2020/2021:

1. Continued work with Southern California Association of Governments (SCAG) on the 2020 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS – “Connect SoCal”). The RTP/SCS was approved by SCAG in May 2020 and the SCS approved in September.
2. Continued working with local jurisdictions on the Valley Freeway Interchange Phasing Program. The program was approved by the SBCTA Board in December 2016, and the phasing opportunities and funding have been reflected in the 2019 10-Year Delivery Plan.
3. Continuation of project delivery on Active Transportation Program (ATP) grants from cycles 1-4 and assistance to jurisdictions on Cycle 5. Over \$60 million in grants has been awarded to San Bernardino County jurisdictions in Cycles 1-4 of this program.
4. A draft of the Regional Conservation Investment Strategy (RCIS) under Assembly Bill 2087 (AB2087) was submitted to the California Department of Fish and Wildlife (CDFW) with leadership from the Environment Element Group of the Countywide Vision. Phase II was begun in Fiscal Year 2020/2021.
5. Draft and final reports updating the San Bernardino County Sub-regional Greenhouse Gas Reduction Plan to 2030 were prepared.
6. Phase 2 of the Comprehensive Pedestrian Sidewalk Connectivity Plan was initiated, using a Caltrans planning grant.
7. The Regional Climate Adaptation Toolkit was completed with Western Riverside Council of Governments (WRCOG) as lead agency.
8. A Senate Bill 743 (SB743) Countywide Implementation Study was completed in Spring 2020, preparing local jurisdictions for the use of Vehicle Miles Traveled (VMT) as the basis of traffic analysis going forward. Phase 2 was initiated in Fiscal Year 2020/2021.
9. Input was provided to the South Coast Air Quality Management District (SCAQMD) working groups on the Facility-Based Mobile Source Measures, pursuant to the 2016 South Coast Air Quality Management Plan (AQMP).
10. SBCTA staff provided comments on a variety of statewide plans and guidelines. Examples include comments on the California High Speed Rail Business Plan, citing concerns over the location of a major new freight intermodal yard in Colton. SBCTA provided extensive comments on the draft California Transportation Plan 2050 and the draft Interregional Transportation Strategic Plan. SBCTA provided input to a variety of regional studies, including the Caltrans District 8 Express Lane Study, the Caltrans regional freight study, and the SCAG Regional Intelligent Transportation Systems (ITS) Architecture.
11. Multiple grant applications were submitted, including a Transit and Intercity Rail Capital Program grant for the West Valley Connector, and SB1 competitive grants for the Interstate 15 (I-15) Express Lane Contract 1 Project, Interstate 10 (I-10) Eastbound Truck Climbing Lane in Yucaipa, and the West Valley Connector. Over \$208 million in SB 1 competitive grants were awarded to SBCTA.
12. Comprehensive Multimodal Corridor Plan (CMCP) was completed in conjunction with Caltrans District 8, and the Riverside County Transportation Commission (RCTC) under a SCAG contract, funded through the Caltrans Sustainable Transportation Planning Grant Program. The SBCTA Board approved the CMCP in October 2020.
13. Completed the 2020 Development Mitigation Nexus Study update.
14. Initiated the State Route 18/138 (SR-18/138) Corridor Study in conjunction with Los Angeles County Metropolitan Transportation Authority (LACMTA). This corridor is viewed as a potential interim improvement in lieu of the longer term, unfunded High Desert Corridor.

Regional and Subregional Planning Program Budget

Activities Planned for Fiscal Year 2021/2022 include:

1. Implementation of the 2020 RTP/SCS will be a theme for Fiscal Year 2021/2022, 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. SBCTA is participating in discussions with SCAG and other county commissions on implementation strategy.
2. Continue the State Route 18/138 (SR-18/138) Corridor Study in conjunction with Los Angeles County Metropolitan Transportation Authority (LACMTA). This corridor is viewed as a potential interim improvement in lieu of the longer term, unfunded High Desert Corridor.
3. Initiate a major update to the SBCTA Countywide Transportation Plan, being termed the Long Range Multimodal Transportation Plan (LRMTP), with significantly increased emphasis on transit, transportation demand management, active transportation and goods movement.
4. Complete the SB743 Countywide Implementation Study Phase 2 under SCAG contract, looking at VMT mitigation methods, including programmatic mitigation and work with local jurisdictions on implementation strategy.
5. Aggressively pursue grant applications and provide assistance to local jurisdictions for grants, where appropriate, through SB1, ATP, Caltrans Sustainable Transportation Planning Grants, Cap-and-Trade funding, and other Federal and State grant programs.
6. Provide continuing input to and comments on a variety of State and regional plans and guidelines.
7. Continue support for SBCTA technical committees.
8. Continue to support other SBCTA departments as well as individual jurisdictions with modeling, Geographic Information System (GIS), mapping, and analysis support where appropriate.
9. Complete the next phase of the Regional Conservation Investment Strategy using grant funding obtained from the Wildlife Conservation Board. The focus will be on outreach and refinement of the draft plan, incorporating reviews by local stakeholders and the CDFW.
10. Initiate a major upgrade to the San Bernardino Transportation Analysis Model (SBTAM).

Goals and Objectives

1. Work with SCAG, other counties, and local jurisdictions in San Bernardino County to develop and implement the current RTP/SCS, with emphasis on Measure I projects, active transportation projects, and freight initiatives.
2. Provide updates on countywide plans, such as the LRMTP, Measure I Strategic Plan, and GHG Reduction Plan, as well as Active Transportation Plans at the countywide and subarea level.
3. Work with SCAG on regional planning related to freight corridors and inter-county transit planning.
4. Continue planning and implementation of sustainability initiatives.
5. Maintain tools including travel demand modeling and GIS capabilities to support planning and project delivery activities.

Performance/Workload Indicators

| | 2018/2019 Actual | 2019/2020 Actual | 2020/2021 Revised Budget | 2021/2022 Budget |
|--|---------------------|---------------------|--------------------------------|---------------------|
| RTP/SCS Growth forecasts and project submittals. | YES | YES | YES | YES |
| Coordinate Reviews for SBCTA Projects and 25 Juris. | YES | YES | YES | YES |
| Transportation Modeling, Applied to CTP, Toll Studies, and SB743 | YES | YES | YES | YES |
| Support SBCTA and Jurisdiction analysis of projects. | YES | YES | YES | YES |
| Data Management Maintain data sets. Existing Land Use; General Plan L.U. Proj. Mgmt. Growth Forecast | YES | YES | YES | YES |
| Model Answer calls/emails from 25 jurisdictions | YES | YES | YES | YES |
| Mapping/Data Products 20+ Monthly | YES | YES | YES | YES |

Regional and 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 Federal and State 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 Senate Bill 375 (SB375) Sustainable Communities Strategy, Senate Bill 743 (SB743) Vehicle Miles Travelled (VMT) Reduction Strategies, Greenhouse Gas (GHG) Reduction Strategies, Climate Adaptation and Resiliency Strategies, 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, Office of Planning and Research (OPR) General Plan Guidelines, guidelines for State Cap and Trade programs, Senate Bill 1 (SB1) Road Repair and Accountability Act of 2017 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. In Fiscal Year 2020/2021, SBCTA and our local partners provided San Bernardino County's input to the SCAG 2020 RTP/SCS, including formal comments on the draft RTP/SCS and Program Environmental Impact Report (PEIR). SBCTA worked with local jurisdictions to refine growth forecasts for the 2020 RTP/SCS and lists of highway, transit, and other projects for inclusion in San Bernardino County's portion of the RTP/SCS. SBCTA/SBCOG also provided information on the SCAG Regional Housing Needs Assessment (RHNA) methodology and draft housing allocations to our member jurisdictions. SBCTA/SBCOG secured \$2.4M in housing planning grant funds to assist member jurisdictions with their housing element updates that incorporate the latest RHNA allocations. 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. At the state level, SBCTA provided input to multiple processes and documents, such as the California Freight Mobility Plan (CFMP), OPR's General Plan Guidelines, and the California Transportation Plan. 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. SBCTA also collaborated with the Riverside County Transportation Commission and Caltrans to produce the first Inland Empire Comprehensive Multimodal Corridor Plan, required as part of Senate Bill 1 to support the SB 1 Solutions for Congested Corridors Program.

Work Elements

1. Track implementation of the 2020 RTP/SCS and provide technical input into implementation of the 2020 RTP/SCS when necessary.
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 and Subregional Planning

Task 0110 Regional Planning

3. Coordinate local agency development and review of draft growth forecasts and scenario alternatives, including alternatives incorporating transit oriented development for the 2024 RTP/SCS.
4. Provide input to the next South Coast AQMP and accompanying initiatives of the South Coast Air Quality Management District (SCAQMP), such as Indirect Source Rules (ISRs) for warehouses and new development.
5. Continue to participate in the SCAG Working Groups on freight, aviation, active transportation, and environmental/sustainability issues.
6. Develop technical input and policy recommendations as needed for regional transportation, aviation, air quality, GHG reduction, VMT reduction, climate adaptation, habitat preservation, and goods movement studies conducted by SCAG, Caltrans, air districts, other subregional agencies, and transportation commissions, and participate on steering committees for those studies managed by other agencies.
7. Coordinate with other subregions, SCAG, and Federal and State Agencies in addressing regional goods movement issues through the California Freight Advisory Committee (CFAC), the California Freight Mobility Plan, and the Southern California Freight Consensus Group.
8. Provide technical support as needed for SCAG delegates regarding the RTP/SCS, air quality issues, and regional goods movement issues.
9. 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.
10. Coordinate with Western Riverside Council of Governments (WRCOG) on developing bi-county joint climate adaptation and resiliency initiatives and other bi-county efforts, as appropriate.
11. Coordinate with Caltrans and local jurisdictions to extend and/or develop new regional class I active transportation networks such as the San Sevaine, Santa Ana River, and Pacific Electric Trails.
12. Coordinate with SCAG and local jurisdictions to implement SB743 requirements on VMT reduction and study possible regional mitigation measures associated with the reduction.
13. Coordinate with California Department of Fish and Wildlife (CDFW), San Bernardino County and SCAG on an effort to create a Regional Conservation Investment Strategy (RCIS) through the process established by the CDFW under Assembly Bill 2087 (AB2087).

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.

Manager

Steven Smith, Director of Planning

Regional and Subregional Planning

Task 0110 Regional Planning

| | 2020/2021 | | | |
|--|---------------------|---------------------|-------------------|---------------------|
| | 2018/2019 Actual | 2019/2020 Actual | Revised Budget | 2021/2022 Budget |
| Expenditures | | | | |
| Regular Full-Time Employees | 203,557 | 224,782 | 149,808 | 120,029 |
| Regular Part-Time Employees | 10,034 | 7,854 | - | - |
| Fringe Allocation-General | 206,801 | 210,062 | 152,100 | 135,148 |
| Professional Services | - | - | 10,000 | 10,000 |
| Postage | - | 29 | - | - |
| Travel Expense - Employee | 1,727 | 3,018 | 2,500 | - |
| Travel Expense-Mileage-Employee | 270 | - | 1,500 | 1,000 |
| Travel Expense-Other-Metrolink Tickets | 381 | 150 | 300 | 300 |
| Office Expense | 60 | 52 | 200 | 200 |
| Meeting Expense | 369 | 412 | 500 | 500 |
| Total Expenditures | 423,199 | 446,359 | 316,908 | 267,177 |
| Funding Sources | | | | |
| Local Transportation Fund - Planning | | | | 142,894 |
| Planning, Programming and Monitoring | | | | 119,966 |
| MSI Valley Fund-Freeway Projects | | | | 4,317 |
| Total Funding Sources | | | | 267,177 |

Regional and Subregional Planning

Task 0203 Congestion Management

Purpose

Meet Federal and State Congestion Management requirements. Monitor performance levels on the regionally significant transportation system and gauge consistency with air quality attainment strategies within the county portions of the South Coast and Mojave Desert Air Basins. Maintain the Congestion Management Program (CMP) documentation, including the Development Mitigation Nexus Study, which provides the nexus between land use decisions and the ability of the transportation system to support the uses.

Accomplishments

The countywide Congestion Management Program (CMP) was adopted in November 1992. All jurisdictions have adopted and implemented the Land Use Transportation Analysis Program as required by law and, along with Caltrans, are continuing to monitor their Development Impact Fee (DIF) programs in the CMP as a condition of compliance. Tables and graphics on historical congestion levels are now available through the SBCTA ClearGuide. Improvements to the San Bernardino County Transportation Analysis Model (SBTAM), (Subregional Planning, Task 0404) were undertaken within the Valley, Victor Valley, Morongo Basin, and Barstow/Northeast Desert subareas, as part of congestion management responsibilities.

Work Elements

1. The Development Mitigation Nexus Study will be updated based on local input and the Caltrans Construction Cost Index, with the opportunity to add new local arterial projects to the list. SBCTA will work with the jurisdictions in the Valley and Victor Valley to maintain their Development Impact Fee (DIF) programs consistent with the Nexus Study update.
2. SBCTA will work with Valley and Victor Valley jurisdictions to collect data for their Development Mitigation Annual Reports (DMARs), presented annually to the Board showing the current state of development and fee collection.
3. Trends in traffic growth will be tracked through congestion monitoring using the SBCTA ClearGuide application, based on vehicle probe data for freeways and arterials. SBCTA hosts this data on an external website which is accessible to local jurisdictions and provides analysis capabilities and data extraction for the monitored sections of the CMP network. The statewide Performance Management System (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.
4. 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.
5. Represent the Congestion Management Agency in discussions with other counties and regional, Federal and State agencies regarding CMP and Congestion Management System consistency, performance measurement, data requirements, intercounty mitigation, and other issues.
6. Provide travel demand forecasting support to local jurisdictions preparing TIAs, local traffic studies, and Environmental Impact Reports.

Products

Updated and continued implementation of the CMP for San Bernardino County. Updated travel demand model (SBTAM) and processes and data for monitoring system performance.

Contract Information

- a. Existing Contracts
 - i. 16-1001364, CMP Monitoring Tool Maintenance, Amount Budgeted \$100,000.

Manager

Steven Smith, Director of Planning

Regional and Subregional Planning

Task 0203 Congestion Management

| | 2020/2021 | | | |
|---|----------------|---------------|----------------|----------------|
| | 2018/2019 | 2019/2020 | Revised | 2021/2022 |
| Expenditures | Actual | Actual | Budget | Budget |
| Regular Full-Time Employees | 29,134 | 15,485 | 22,641 | 23,439 |
| Fringe Allocation-General | 29,599 | 14,470 | 22,987 | 26,386 |
| Consulting Services | 54,430 | 39,800 | 66,834 | 100,000 |
| Travel Expense - Employee | - | - | 500 | - |
| Travel Expense-Mileage-Employee | - | - | 500 | 500 |
| Printing - Internal | - | - | 200 | - |
| Meeting Expense | 86 | 382 | 500 | - |
| Total Expenditures | <u>113,249</u> | <u>70,137</u> | <u>114,162</u> | <u>150,325</u> |
| | | | | |
| Funding Sources | | | | |
| MSI Valley Fund-Traffic Mgmt Sys | | | | 137,868 |
| MSI Victor Valley Fund-Traffic Mgmt Sys | | | | <u>12,457</u> |
| Total Funding Sources | | | | <u>150,325</u> |

Regional and Subregional Planning

Task 0206 Data Program Management

Purpose

The Data Management Office (DMO) provides services to all SBCTA and SBCOG departments. The purpose of this Task 0206, Data Management, is to capture all geographic information systems and data management work done on a regular and per request basis.

Accomplishments

The DMO continues its data maintenance reforms geared towards making existing resources more readily available to internal staff, member jurisdictions, regional agencies, and the public at large. This will be accomplished through several ongoing efforts including 1) the creation of an online “hub” for each department where Geographic Information System (GIS) information relevant to each department’s interests can be readily accessed, 2) alteration of how internal map requests are fulfilled from email-based to portal-based, and 3) the publication of additional online map applications.

One of the more notable online map resources added to the DMO’s offerings included a GIS-based application for showcasing the San Bernardino county region’s active transportation planning strategies. Known as the ‘Active San Bernardino Data’ application, the site allows our member jurisdictions and the public to review active transportation facilities and other demographic data used in prioritizing multimodal transportation projects and programs through interactive maps, dashboards, and other static data visualized reports. The applications also allows users to create their own map exhibits, pulling data from SBCTA/SBCOG, Federal, State, regional, and other local sources. The DMO also added to its offerings, in partnership with our consultant Fehr and Peers, a VMT Screening Tool. This application allows consultants to determine if a land use project they are studying for member jurisdictions will require additional VMT-specific traffic impact analysis as required by the newly implemented SB 743 on how community development projects will increase or reduce total vehicle miles traveled (VMT) in communities. Ongoing support is also being provided for the Quarterly Reports application generated by the Project Delivery Department that provides consistent cost estimates and schedules via an easy to explore Story Map that provides both at-a-glance dashboard and in-depth project link options. This project will continue being used as the foundation of a larger effort to create a Comprehensive Project System database that provides access and ability to analyze information relating to all projects monitored by SBCTA.

Additional support was provided on a request basis to all the other departments of SBCTA and SBCOG, consistent with the list of activities included under Work Elements. Notably, Phase 2 of the Comprehensive Pedestrian Sidewalk Connectivity Plan will be completed as a continuation of the Phase 1 work completed and its data integrated into the DMO’s GIS platform under Task 0404.

Work Elements

It is not always possible to predict specific work elements that will need to be accomplished for other departments. However, general levels of support are based on discussions with the staff of each department as part of the budgeting process, and examples of the work elements are provided below.

1. Project Delivery Department:
 - i. Freeway project support, including right of way mapping.
 - ii. Maps for quarterly reports.
 - iii. Modeling/analysis support.
 - iv. Interchange analysis.

Regional and Subregional Planning

Task 0206 Data Program Management

2. Transit Department:
 - i. Rail right of way maps and exhibits.
 - ii. Small operator data analysis assistance.
 - iii. Miscellaneous mapping.
3. Air Quality and Mobility Department:
 - i. Callbox mapping.
 - ii. Freeway Service Patrol (FSP) mapping.
 - iii. Vanpool Program support.
 - iv. Electric Vehicle (EV) readiness support.
4. Fund Administration Department:
 - i. Mapping and support for Federal Transportation Improvement Program (FTIP) and project tracking.
 - ii. Measure I funding distribution maps.
 - iii. Measure I 10-Year Delivery Plan maps.
 - iv. Measure I Strategic Plan maps.
5. SBTAM:
 - a. Consultant requests for Traffic volume plots.
 - b. Consultant support for running copy of SBTAM as part of Planning's pilot program, 'Referrals for Traffic Modeling Services using SBTAM'
6. Special mapping and analysis requests not identified during budget planning.

Budgetary changes primarily result from transfer of work that would have historically been charged to 0404 being now charged to 0206 in order to better track data management related tasks.

Product

Products will include static and online maps, analysis, and data provided for other SBCTA and SBCOG departments, regional partners, and the public supporting the work elements listed above.

Manager

Steven Smith, Director of Planning

Regional and Subregional Planning

Task 0206 Data Program Management

| | 2020/2021 | | | |
|--|---------------|---------------|---------------|---------------|
| | 2018/2019 | 2019/2020 | Revised | 2021/2022 |
| Expenditures | Actual | Actual | Budget | Budget |
| Regular Full-Time Employees | 43,900 | 15,175 | 149,407 | 110,227 |
| Regular Part-Time Employees | 7,596 | 1,386 | 3,815 | 13,200 |
| Fringe Allocation-General | 44,598 | 14,181 | 155,563 | 138,943 |
| Information Technology Services | - | 23,600 | 40,000 | 40,000 |
| Training/Registration | - | - | 1,500 | 1,500 |
| Travel Expense - Employee | - | 2,905 | 4,000 | 4,000 |
| Travel Expense-Mileage-Employee | - | 169 | 1,000 | 500 |
| Travel Expense-Other-Metrolink Tickets | - | - | 100 | 150 |
| Printing - Internal | - | 111 | 300 | 300 |
| Office Equip/Software-Inventorial | - | 2,126 | - | - |
| Total Expenditures | 96,094 | 59,653 | 355,685 | 308,820 |

Funding Sources

| | |
|--------------------------------------|---------|
| MSI Admin | 11,609 |
| Local Transportation Fund - Planning | 197,370 |
| Planning, Programming and Monitoring | 9,071 |
| SAFE-Vehicle Registration Fees | 474 |
| MSI Valley Fund-Freeway Projects | 8,377 |
| MSI Valley Fund-Fwy Interchange | 1,622 |
| MSI Valley Fund-Traffic Mgmt Sys | 80,297 |
| Total Funding Sources | 308,820 |

Regional and 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 conducting 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 Active Transportation Plan, Long Range Multimodal Transportation Plan (LRMTP), 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 SCAG Regional Transportation Plans, including the 2020 RTP/SCS. An update of the Countywide Transportation Plan (CTP) was completed in Fiscal Year 2020/2021 to provide input to and consistency with the 2020 RTP/SCS adopted by SCAG. An update to the SBCTA Long Range Transit Plan (LRTP) was put on hold due to the COVID-19 pandemic. The Planning Department continued to support other departments and jurisdictions with transportation analysis and modeling. Phase 2 of the countywide study was completed focused on implementation of Senate Bill 743 (SB743), involving the transition from traditional Level of Service (LOS) analysis to the analysis using Vehicle Miles of Travel (VMT). 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.

The Planning Department was also the lead on multiple grant applications for infrastructure and planning. This included funding applications for the Transit and Intercity Rail Capital Program (TIRCP) and for the Senate Bill 1 (SB1) competitive programs (Solutions for Congested Corridors, Trade Corridor Enhancement Program, Local Partnership Program, and Active Transportation Program). The Comprehensive Multimodal Corridor Plan (CMCP) was completed with RCTC and Caltrans, in support of SBCTA's Solutions for Congested Corridors (SCCP) applications. SBCTA staff also worked on multiple sustainability initiatives in Fiscal Year 2020/2021. Development of a Regional Conservation Investment Strategy was continued under Assembly Bill 2087 (AB 2087), in conjunction with the County of San Bernardino and the Environment Element Group established for the Countywide Vision. Phase 1 of the Comprehensive Pedestrian Sidewalk Connectivity Plan was completed, and a Digital Active Transportation Plan was prepared. An update to the Regional Greenhouse Gas (GHG) Reduction Plan was completed in response to Assembly Bill 32 (AB32) and Senate Bill 32 (SB32) legislations. SBCTA has continued to update and enhance the San Bernardino County Transportation Model (SBTAM) including additional model updates to improve transit forecasts.

Work Elements

1. Work with SCAG and local jurisdictions to maintain and apply the SBTAM. SBTAM is the forecasting tool used to support traffic and environmental studies for all of SBCTA's primary transportation projects.
2. Support the jurisdictions of San Bernardino County in the planning and implementation of sustainability initiatives and the Countywide Vision.
3. Implement Phase 2 of the SB743 Countywide Implementation Study, providing guidance for local jurisdictions in the mitigation of VMT impacts for various transportation and development projects.

Regional and Subregional Planning

Task 0404 Subregional Planning

4. Prepare applications for Federal and State infrastructure and planning grants, including Federal Infrastructure for Rebuilding America (INFRA), SB1, and TIRCP, to secure funding for major transportation projects, supporting partnerships with Caltrans, SCAG, and other regional agencies. Actively pursue grant applications across multiple sectors, to include planning, freight, transit, and active transportation.
5. Support both TTAC and PDTF, consisting of staff from local jurisdictions providing input on transportation and local government planning issues.
6. Manage multiple SCAG and Caltrans grant-funded and other-funded projects, including: Regional Conservation Investment Strategy (RCIS), Next Generation Shared-Ride Study, and First/Last Mile Implementation Toolkit. 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.
7. Initiate development of the Long Range Multimodal Transportation Plan (LRMTP).
8. Support SBCTA project development efforts with traffic analyses and impact assessments.
9. Maintain the policies in the Measure I 2010-2040 Strategic Plan and update the Strategic Plan narrative as necessary.
10. Seek to implement the San Bernardino County Active Transportation Plan (SBC ATP), in conjunction with local jurisdictions. A digital version of the Countywide Active Transportation Plan was completed in Fiscal Year 2019/2020.
11. Manage the call-for-projects (CFP) for pedestrian/bicycle improvements under the Transportation Development Act (TDA) Article 3. A new CFP was conducted in Fiscal Year 2020/2021.
12. Participate in subregional planning efforts led by local jurisdictions, SCAG, transit agencies or other agencies.
13. As needed, provide assistance to local jurisdictions to access and manage planning and project data disseminated by SBCTA.
14. Collect and compile data, and distribute data as appropriate to other agencies and organizations.
15. Continue to manage the remaining grant funds available from the South Coast Air Quality Management District (SCAQMD)/Mobile Source Air Pollution Reduction Review Committee (MSRC) as contributions/subsidies to support signal synchronization and other signal upgrades to improve arterial traffic flow in the Valley.
16. Develop Phase 2 of the Comprehensive Pedestrian Sidewalk Connectivity Plan that is consistent with SCAG's data collection platform to assist local jurisdictions to better compete for active transportation grants and begin prioritizing new pedestrian projects to ensure the cost effectiveness of these investments.
17. Administer the Regional Early Action Planning (REAP) Grant program to augment resources available to SBCOG member jurisdictions in developing and adopting their Housing Elements to fulfill the requirements under Regional Housing Needs Assessment (RHNA).

Budgetary changes are due to the increase in budget from prior year is due to providing consulting support with the REAP program through SCAG. Also, a new contract is being processed for the Sidewalk Inventory Phase 2.

Products

Products include: updates of SBTAM and a draft of the LRMTP; Phase 2 of Inland Empire CMCP, Phase 2 of the SB743 Implementation Study (SCAG contract); initiation of the Next Generation Shared-Ride and First/Last Mile Toolkit studies; analysis support for the Measure I Strategic Plan and project development activities; grant applications for SB1 and other Federal and State grant programs; updates to the Data Management Office (DMO) data and mapping portal.

Regional and Subregional Planning

Task 0404 Subregional Planning

Contract Information

- a. Existing Contracts
 - i. 15-1001101, MSRC Signal Synchronization Partnership Program, Amount Budgeted \$90,000 (City of Yucaipa).
 - ii. 18-1001943, MSRC Signal Synchronization Partnership Program, Amount Budgeted \$124,810 (City of Rancho Cucamonga).
 - iii. 20-1002268, MSRC Signal Synchronization Partnership Program, Amount Budgeted \$136,000 (City of Colton).
 - iv. 19-1002103, On-Call Planning Services, Amount Budgeted \$60,000.
 - v. 19-1002185, On-Call Planning Services, Amount Budgeted \$170,000.
 - vi. 19-1002186, On-Call Planning Services, Amount Budgeted \$120,000.
 - vii. 19-1002187, On-Call Planning Services, Amount Budgeted \$50,000.
 - viii. 19-1002188, On-Call Planning Services, Amount Budgeted \$10,000.
 - ix. 19-1002189, On-Call Planning Services, Amount Budgeted \$40,000.
 - x. 20-1002330, San Bernardino County Regional Conservation Investment Strategy (SBC RCIS), Amount Budgeted \$400,000.
 - xi. 21-1002497, Regional Early Action Planning (REAP) Grant Program Administration, Amount Budgeted \$1,400,000.

- b. New Contracts
 - i. RFP, LRMTTP Support, Amount Budgeted \$50,000, Total Estimated Contract Amount \$600,000.
 - ii. RFP, San Bernardino County Safe Routes to School Program Phase II, Amount Budgeted \$253,000, Total Estimated Contract Amount \$1,053,000.
 - iii. RFP, SBTAM Update to 2019/2045 for RTP/SCS Consistency Amount Budgeted \$50,000, Total Estimated Contract Amount \$500,000.

Local Funding Source Detail

- i. County of San Bernardino Department of Public Health - \$200,000 (Safe Routes to School).
- ii. San Bernardino County Superintendent of Schools - \$100,000 (Safe Routes to School).
- iii. Southern California Association of Governments - \$2,437,000 (REAP Program)

Manager

Steven Smith, Director of Planning

Regional and Subregional Planning

Task 0404 Subregional Planning

| | 2020/2021 | | | |
|--|------------------|------------------|------------------|------------------|
| | 2018/2019 | 2019/2020 | Revised | 2021/2022 |
| Expenditures | Actual | Actual | Budget | Budget |
| Regular Full-Time Employees | 175,389 | 198,731 | 198,527 | 206,067 |
| Regular Part-Time Employees | 3,104 | - | - | 2,250 |
| Overtime | 33 | - | - | - |
| Fringe Allocation-General | 178,216 | 185,717 | 160,953 | 234,503 |
| Professional Services | 128,978 | 217,602 | 75,000 | - |
| Consulting Services | 353,767 | 418,329 | 1,741,100 | 3,053,723 |
| Information Technology Services | 33,440 | - | 1,000 | 1,000 |
| Training/Registration | 3,496 | 838 | 3,000 | 3,000 |
| Postage | 37 | 24 | 150 | 150 |
| Travel Expense - Employee | 3,702 | - | 2,500 | 2,000 |
| Travel Expense-Mileage-Employee | 1,413 | 994 | 1,600 | 1,000 |
| Travel Expense-Other-Metrolink Tickets | 98 | - | - | - |
| Advertising | 219 | 291 | 200 | 500 |
| Printing - Internal | 24 | - | 500 | 200 |
| Contributions/Subsidies | 314,266 | 26,700 | 863,810 | 850,810 |
| Office Expense | - | - | 150 | 150 |
| Meeting Expense | - | - | 300 | - |
| Computer Hardware and Software | - | - | 2,000 | 2,000 |
| Total Expenditures | <u>1,196,182</u> | <u>1,049,226</u> | <u>3,050,790</u> | <u>4,357,353</u> |

Funding Sources

| | |
|---|------------------|
| Local Transportation Fund - Admin | 23,804 |
| Local Transportation Fund - Planning | 1,035,847 |
| Modeling Fees | 8,652 |
| Planning, Programming and Monitoring | 61,035 |
| State of California Wildlife Conservation | 400,000 |
| Sustainable Communities Grants-SB1 | 400,000 |
| SCAQMD/MSRC | 350,810 |
| Greenhouse Gas Fund | 20,588 |
| MSI Valley Fund-Fwy Interchange | 8,137 |
| MSI Valley Fund-Express Bus/Rapid Trans | 8,137 |
| MSI Valley Fund-Traffic Mgmt Sys | 595,306 |
| MSI Victor Valley Fund-Traffic Mgmt Sys | 36,902 |
| MSI North Desert Fund-Traffic Mgmt Sys | 3,254 |
| MSI Morongo Basin Fund-Traffic Mgmt Sys | 1,627 |
| MSI Mountain Fund-Traffic Mgmt Sys | 3,254 |
| Local Projects Fund | <u>1,400,000</u> |
| Total Funding Sources | <u>4,357,353</u> |

Regional and Subregional Planning

Task 0941 Mountain/Desert Planning and Project Development

Purpose

Provide for technical 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 2020/2021, SBCTA staff worked with staff of the Mountain/Desert subareas on implementation of local capabilities for responding to the State's requirements for implementation of SB 743, converting to the assessment of vehicle miles travelled (VMT) for transportation analysis. SBCTA also began a joint project with the Los Angeles County Metropolitan Transportation Authority (LACMTA) and Caltrans to initiate project development for the widening of State Route 18 (SR-18) between State Route 138 (SR-138) and US 395. Staff also began coordinating with local jurisdictions on the potential extension of Brightline West rail to Rancho Cucamonga.

Work Elements

1. Identify and analyze issues that may require policy input specifically from Mountain/Desert jurisdictions, including regional transportation planning, allocation of funds, air quality, and legislative issues.
2. Provide support and coordination for regular meetings of the Mountain/Desert Policy Committee.
3. Assist Mountain/Desert jurisdictions with implementation of Vehicle Miles Traveled (VMT) analysis required for development projects under Senate Bill 743 (SB743).
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. Conduct the SR-18 Corridor Study in coordination with LACMTA and Caltrans, resulting in a Project Study Report/Project Development Support (PSR/PDS) programming document.
7. Monitor development of the Brightline West high speed train from Apple Valley to Las Vegas and potential extension to Rancho Cucamonga.
8. Work with local jurisdictions and transit agencies on development of the Long Range Multimodal Transportation Plan, covering all subareas in the county.
9. Prepare and/or support grant applications for funding of Mountain/Desert Subarea projects under the various Federal and State grant programs. This may include highway, transit, ridesharing, or active transportation projects.

Budgetary changes are mainly due to an inclusion of funding for the SR-18/138 Corridor Study being jointly conducted and funded with LACMTA.

Product

1. SR-18 Corridor PSR/PDS, setting the stage for future widening of SR-18.
2. Planning and technical assistance in cooperation with Caltrans and local jurisdictions relative to project development in the Mountain/Desert subregions.
3. Preparation and/or support of grant applications for funding of Mountain/Desert Subarea priorities.

Regional and Subregional Planning

Task 0941 Mountain/Desert Planning and Project Development

Contract Information

- a. Existing Contracts
 - i. SR-18 Corridor Study – SBCTA Agreement with LACMTA to contribute SBCTA share (50%) of Metro contract with consultant from their bench, Amount Budgeted \$175,000.
 - ii. SR-18 Corridor Study – SBCTA Agreement with Caltrans District 8 for oversight of PSR/PDS, Amount Budgeted \$125,000.

Local Funding Source Detail

- i. LACMTA - Share of Caltrans District 8 oversight of PSR/PDS - \$125,000.

Manager

Steven Smith, Director of Planning

Regional and Subregional Planning

Task 0941 Mountain/Desert Planning and Project Development

| | 2020/2021 | | | |
|-----------------------------|------------------|------------------|----------------|------------------|
| | 2018/2019 | 2019/2020 | Revised | 2021/2022 |
| Expenditures | Actual | Actual | Budget | Budget |
| Regular Full-Time Employees | 20,583 | 12,052 | 21,325 | 24,903 |
| Fringe Allocation-General | 20,911 | 11,263 | 21,651 | 28,033 |
| Consulting Services | - | - | 200,000 | 250,000 |
| Contributions/Subsidies | - | - | 200,000 | 175,000 |
| Total Expenditures | <u>41,494</u> | <u>23,315</u> | <u>442,976</u> | <u>477,936</u> |

Funding Sources

| | |
|--|----------------|
| MSI Victor Valley Fund-Traffic Mgmt Sys | 331,388 |
| MSI North Desert Fund-Traffic Mgmt Sys | 5,148 |
| MSI Colorado River Fund-Traffic Mgmt Sys | 2,574 |
| MSI Morongo Basin Fund-Traffic Mgmt Sys | 4,609 |
| MSI Mountain Fund-Traffic Mgmt Sys | 9,217 |
| Local Projects Fund | <u>125,000</u> |
| Total Funding Sources | <u>477,936</u> |

Fund Administration Program Budget

Description

The Fund Administration Program contains tasks that are most central to SBCTA's responsibilities for administering Federal and State 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 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 Federal and State highway and transit funds in required Federal and State 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 Federal and State requirements; strategic planning of fund allocations to ensure that SBCTA maximizes opportunities to bring additional Federal and State 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 Fund Administration is also responsible for administering the Local Transportation Fund (LTF), the State Transit Assistance Fund (STA), and Low Carbon Transit Operations Program (LCTOP), Senate Bill 1 (SB1), State of Good Repair (SGR), and Federal Transit Administration (FTA) fund revenues for local transit operators, Mountain/Desert jurisdictions, and Metrolink. Any pass-through funds for these sources are budgeted in the Transit Program.

Tasks in this program include pass-through of an estimated \$52,160,200 in Measure I funds for road priorities determined by local jurisdictions on their local streets, reimbursement of an estimated \$41,916,000 in Measure I funds for locally delivered projects in the Valley Major Street and Interchange Programs, and \$38,358,330 in Measure I funds for projects in the Mountain/Desert Major Local Highway and Project Development/Traffic Management Systems Programs.

Goals and Objectives

1. Manage the allocations of SBCTA public funds such as Measure I and Federal and State funds per approved 10-Year Delivery Plan and SBCTA Board of Directors allocations to meet project delivery needs.
2. Develop and implement funding strategies that result in SBCTA using all Federal and State funds available and receiving additional Federal and State 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 and transit operators 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.

Fund Administration Program Budget

7. Manage Measure I reimbursement programs:
 - a. For the arterial portion of the Measure I Valley Major Street Program, plan annual allocations based on the estimated revenue and the local jurisdictions' equitable fair share percentage from the Nexus Study, review and approve invoice submittals, and document information in SBCTA's arterial program database.
 - b. 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 Mountain/Desert Policy Committee and Board, process funding agreements with local jurisdictions, and review and approve invoice submittals for payment.
 - c. Develop term loan agreements to expedite delivery of Measure I projects in advance of the availability of required developer share match.
8. Provide timely local pass-through distribution to jurisdictions.
9. Prioritize projects and revise funding plans and revenue projections to finalize the 2021 update to the 10-Year Delivery Plan, and update the bonding strategy as necessary to implement projects according to the plan.

Performance/Workload Indicators

| | 2018/2019 Actual | 2019/2020 Actual | 2020/2021 Revised Budget | 2021/2022 Budget |
|---|---------------------|---------------------|--------------------------------|---------------------|
| Federal and State Funds Delivery ¹ | 45% | 136% | 228% | 58% |
| FTIP Amendments | 8 | 14 | 12 | 12 |
| Additional Federal funds received ² | \$0 | \$15,236,120 | \$21,124,030 | TBD |
| Programming changes processed | 173 | 118 | 180 | 180 |
| 10-Year Delivery Plan Update | 6/5/2019 | N/A | N/A | 12/1/2021 |
| Measure I Valley Arterial Reimbursements | \$10,044,137 | \$4,857,343 | \$25,230,000 | \$20,524,000 |
| Measure I Mtn./Desert Reimbursements | \$678,367 | \$4,550,376 | \$33,227,324 | \$38,358,330 |
| Local Transportation Fund Pass-through ³ | \$93,735,955 | \$89,783,692 | \$116,390,240 | \$117,564,769 |
| State Transit Assistance Fund Pass-through ³ | \$14,980,320 | \$14,022,451 | \$31,792,788 | \$24,845,375 |
| Arterial Program Jurisdiction Master | | | | |
| Agreements managed | 15 | 15 | 15 | 15 |
| Advance Expenditure Agreements managed | 4 | 5 | 4 | 4 |
| Development Share Loan Agreements managed | 10 | 10 | 9 | 9 |

¹ Low delivery in fiscal years is intentional when funds are being saved for large projects, like the Interstate 10 Corridor Contract 1 and Redlands Passenger Rail Projects. Strategic funding plans increase chances of receiving additional Federal funds.

² Additional Federal Funds received through August Redistribution for over-delivery of Surface Transportation Block Grant Program (STP) and Congestion Mitigation and Air Quality (CMAQ) Funds.

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

Fund Administration

Task 0500 Fund Administration

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 Federal, State, 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) and Congestion Mitigation and Air Quality (CMAQ); Coronavirus Aid, Relief, and Economic Security (CARES) Act; Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA); State Transportation Improvement Program (STIP); Local Transportation Funds (LTF) and State Transit Assistance (STA) funds made available from State Transportation Development Act (TDA); State Active Transportation Program (ATP); State Proposition 1B Bond, Senate Bill 862 (SB862), and Senate Bill 1 (SB1) Programs; and various Federal appropriations.

Accomplishments

SBCTA staff has administered and programmed the above funding based on the Board-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 June 2019; program apportionments; and project-specific allocations. Through strategic fund management and timely delivery of existing committed funds, SBCTA has maximized and protected Federal and State funding revenues. In Fiscal Year 2020/2021, SBCTA maximized delivery of Federal projects as excess funds became available to the State, which resulted in an additional \$21 million of Federal funds to SBCTA above the formula share. In addition, SBCTA has supported local agencies and transit operators with information on funding opportunities and transportation program financial forecasts, particularly as it related to financial impacts of the Coronavirus; guidelines; requirements; policies; and schedules. SBCTA serves as a liaison between local agencies and Caltrans, the California Transportation Commission (CTC), the County Auditor/Controller, and various other Federal and State agencies to assist local implementation of projects funded by Federal and State sources. As part of the requirement under the TDA, SBCTA is finalizing the Triennial Performance Audit that was budgeted during Fiscal Year 2020/2021. This audit was for the Fiscal Years 2017/2018 to 2019/2020. The agencies involved in these audits included SBCTA, City of Needles, Omnitrans, Victor Valley Transit Authority, Morongo Basin Transit Authority and Mountain Area Regional Transit Authority. Additionally SBCTA coordinated the determination of priority projects in the Mountain/Desert Subareas to address regional and interregional travel.

Work Elements

Manage State and Federal Funds

1. Program and allocate Federal and State funds, leverage funding, and integrate with local and private funds to maximize funding and 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 between and 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 Federal and State 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 administer funding requirements for projects if selected.

Fund Administration

Task 0500 Fund Administration

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, transit operators, and Caltrans. Review and assist with candidate project submittals and work with Southern California Association of 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 2022 STIP to be considered by the SBCTA Board. Meet and confer with CTC staff and Commissions to advocate for STIP funding of key projects through the Regional and Interregional Programs as appropriate. Assist in development of legislative support for candidate projects.

Coordinate Transit Operator Allocations

1. Allocate LTF to transit operators and local agencies for public transportation and local streets and roads projects and STA to transit operators for capital projects and eligible operating costs in accordance with the TDA Statutes and the California Code of Regulations (CCR).
2. Allocate Low Carbon Transit Operations Program (LCTOP) to transit operators for projects that reduce greenhouse gas emissions and SB1 and SGR funds to transit operators for transit infrastructure repair and service improvements in accordance with State guidance.
3. Work with the Transit and Rail Department and the transit operators, determine the distribution of Federal Transit Administration (FTA) formula; Federal Highway Administration (FHWA) CMAQ; and CARES Act and CRRSAA funds committed to transit projects. Provide assistance to operators in the preparation of annual Section 5311 and Section 5307 Programs of Projects and grant applications and provide concurrence with the use of FTA formula funds.
4. Coordinate with SBCTA auditor for the annual fiscal audits of LTF and STA funds, and monitor contract auditor work and final product for TDA claimants. Submit annual fiscal TDA audits to the State by the December 31st deadline.

Manage Measure I Near-Term and Long-Term Funding Needs

1. Continue development of the 2021 Update to the Measure I 2010-2040 10-Year Delivery Plan for Board approval in late-2021, with emphasis on facilitating approval of project priorities by Subarea, seeking cost-effective alternatives to bonding, considering opportunities for future grant funding, and reevaluating funding plans for the most efficient funding strategies.
2. Request Capital Project Needs Analyses (CPNA) 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 Federal and State funds.
3. Review member agency Measure I policy compliance through audits, Capital Improvement Plans, and CPNA.
4. 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.

Provide Support and Representation on Funding Issues

1. Represent San Bernardino countywide programming interests at statewide meetings such as the Regional Transportation Planning Agencies, CTC, CalSTA, Southern California's Programming/Planning group, Transportation Conformity Working Group, the Statewide TDA Advisory Committee meetings, and the California Federal Programming Group.

Fund Administration

Task 0500 Fund Administration

2. 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 are due to substantial completion of the triennial performance audits of LTF and STA fund recipients in Fiscal Year 2020/2021.

Product

An objective, efficient, and timely process to program and allocate Federal, State, and local funds in cooperation with regional and local agencies and transit operators 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. 20-1002410, On-call Air Quality Analysis, Amount Budgeted \$10,000.
 - ii. 20-1002431, Transportation Development Act Triennial Performance Audits, Amount Budgeted \$100,000.

Manager

Andrea Zureick, Director of Fund Administration

Fund Administration

Task 0500 Fund Administration

| | 2020/2021 | | | |
|--|------------------|------------------|------------------|------------------|
| | 2018/2019 | 2019/2020 | Revised | 2021/2022 |
| Expenditures | Actual | Actual | Budget | Budget |
| Regular Full-Time Employees | 553,941 | 590,425 | 683,452 | 638,275 |
| Fringe Allocation-General | 562,769 | 551,759 | 693,906 | 718,503 |
| Consulting Services | 4,198 | 4,280 | 10,000 | 10,000 |
| Auditing and Accounting | - | - | 160,000 | 100,000 |
| Training/Registration | 395 | 550 | 8,400 | 8,350 |
| Postage | 102 | 82 | 500 | 650 |
| Travel Expense - Employee | 11,172 | 7,326 | 15,180 | 15,700 |
| Travel Expense-Mileage-Employee | 1,476 | 1,136 | 5,000 | 4,500 |
| Travel Expense-Other-MetroLink Tickets | - | - | 150 | 170 |
| Advertising | - | - | 320 | - |
| Printing - External | - | - | 425 | 1,325 |
| Office Expense | 95 | - | 500 | 475 |
| Meeting Expense | 161 | 248 | 1,400 | 1,500 |
| Total Expenditures | <u>1,134,309</u> | <u>1,155,806</u> | <u>1,579,233</u> | <u>1,499,448</u> |

Funding Sources

| | |
|---|------------------|
| MSI Admin | 345,795 |
| Local Transportation Fund - Admin | 184,028 |
| Local Transportation Fund - Planning | 57,112 |
| Planning, Programming and Monitoring | 875,088 |
| MSI Valley Fund-Freeway Projects | 16,753 |
| MSI Valley Fund-Fwy Interchange | 4,895 |
| MSI Valley Fund-MetroLink/Rail Service | 8,033 |
| MSI Valley Fund-Express Bus/Rapid Trans | 5,767 |
| Indirect Cost Fund | 1,977 |
| Total Funding Sources | <u>1,499,448</u> |

Fund Administration

Task 0550 Allocations/Pass-through

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

Budgetary changes are primarily due to the anticipated reimbursements associated with the start of construction on the Green Tree Boulevard Extension and the Ranchero Corridor Widening Projects (details included in Existing Contracts section below).

Product

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

Contract Information

- a. Existing Contracts
 - i. Various, Jurisdictional Master Agreements, Valley Arterial Sub-Program, Amount Budgeted \$20,524,000.
 - ii. 00-1000568, Ontario, State Route 60/Euclid Interchange AEA, Valley Interchange Program, Amount Budgeted \$145,000.
 - iii. 00-1000892, Rancho Cucamonga, Interstate 15/Baseline Interchange AEA, Valley Interchange Program, Amount Budgeted \$20,853,000.
 - iv. 00-1000948, San Bernardino County, Interstate 15/Sierra Interchange AEA, Valley Interchange Program, Amount Budgeted \$394,000.
 - v. 18-1001926, Apple Valley, State Route 18/Apple Valley Road Widening, MLH, Amount Budgeted \$4,009,500.
 - vi. 00-1000662, Apple Valley, Yucca Loma Bridge Landscape Maintenance, MLH, Amount Budgeted \$70,000.

Fund Administration

Task 0550 Allocations/Pass-through

- vii. 17-1001692, Hesperia, Ranchero Widening, MLH, Amount Budgeted \$11,508,000.
- viii. 20-1002368, San Bernardino County, Phelan Road Widening, MLH, Amount Budgeted \$3,736,000.
- ix. 17-1001700, San Bernardino County, Ranchero Widening, MLH, Amount Budgeted \$1,281,030.
- x. 19-1002202, San Bernardino County, Rock Springs Road, MLH, Amount Budgeted \$450,000.
- xi. 00-1000847, San Bernardino County, Yates Road, MLH, Amount Budgeted \$50,000.
- xii. 16-1001481, Victorville, Green Tree Boulevard Term Loan Agreement, MLH, Amount Budgeted \$11,000,000.
- xiii. 15-1001119, Barstow, First Avenue Bridge over Burlington Northern Santa Fe Railroad (BNSF), MLH, Amount Budgeted \$1,650,700.
- xiv. 15-1001118, Barstow, First Avenue Bridge over Mojave River, MLH, Amount Budgeted \$1,074,100.
- xv. 19-1002193, Barstow, Rimrock Road Rehabilitation, MLH, Amount Budgeted \$749,000.
- xvi. 15-1001157, San Bernardino County, Baker Boulevard Bridge, MLH, Amount Budgeted \$217,000.
- xvii. 16-1001376, San Bernardino County, Arrowbear Drive Bridge Replacement, MLH, Amount Budgeted \$750,000.
- xviii. 20-1002326, San Bernardino County, Crest Forest Drive/Lake Drive Study, PD/TMS, Amount Budgeted \$100,000.
- xix. 20-1002325, San Bernardino County, State Route 38/Stanfield Cutoff Roundabout, MLH, Amount Budgeted \$400,000.
- xx. 19-1002195, Twentynine Palms, Split Rock Bridge, MLH, Amount Budgeted \$285,500.

b. New Contracts

- i. Anticipated Funding Agreements, Morongo Basin MLH, Amount Budgeted \$700,000, Total Estimated Contract Amount \$2,204,000.
- ii. Anticipated Funding Agreement, Colorado River MLH, Amount Budgeted \$327,500, Total Estimated Contract Amount \$400,000.

Manager

Andrea Zureick, Director of Fund Administration

Fund Administration

Task 0550 Allocations/Pass-throughs

| | 2020/2021 | | | |
|--------------------------------------|-------------------|-------------------|--------------------|--------------------|
| | 2018/2019 | 2019/2020 | Revised | 2021/2022 |
| Expenditures | Actual | Actual | Budget | Budget |
| Pass-through Payments | 48,725,078 | 46,233,823 | 59,414,000 | 68,525,141 |
| Major Street Payments | 10,039,414 | 4,857,343 | 25,230,000 | 20,524,000 |
| Major Local Highway Payments | 676,495 | 4,550,377 | 33,127,324 | 38,258,330 |
| Project Develop Traffic Mgmt Sys Pmt | - | - | 100,000 | 100,000 |
| Loan Interest | 1,528 | - | - | - |
| Total Expenditures | <u>59,442,515</u> | <u>55,641,543</u> | <u>117,871,324</u> | <u>127,407,471</u> |

Funding Sources

| | |
|--|--------------------|
| MSI Valley Fund-Fwy Interchange | 20,592,000 |
| MSI Valley Fund-Arterials | 20,524,000 |
| MSI Valley Fund-Local Street | 26,552,841 |
| MSI Victor Valley Fund-Major Local Hwy | 23,337,530 |
| MSI Victor Valley Fund-Local Street | 14,560,500 |
| MSI North Desert Fund-Major Local Hwy | 3,690,800 |
| MSI North Desert Fund-Local Street | 2,076,700 |
| MSI Colorado River Fund-Major Local High | 327,500 |
| MSI Colorado River Fund-Local Street | 304,300 |
| MSI Morongo Basin Fund-Major Local Hwy | 985,500 |
| MSI Morongo Basin Fund-Local Street | 1,910,900 |
| MSI Mountain Fund-Major Local Highway | 1,150,000 |
| MSI Mountain Fund-Local Street | 1,727,900 |
| MSI Mountain Fund-Traffic Mgmt Sys | 100,000 |
| Victorville Project Fund | 4,000,000 |
| Victor Valley Project Fund | 4,767,000 |
| Valley Project Fund | 800,000 |
| Total Funding Sources | <u>127,407,471</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 2021/2022 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 laws and regulations.
 - a. Comply with continuing disclosure requirements of the Debt Service Program.
 - b. Prepare arbitrage calculation, as required.

Allocation of bond proceeds and debt service:

| | Actual | | | | Budget | | | |
|------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | 2019 | | 2020 | | 2021 | | 2022 | |
| | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest |
| <u>2014 Bond Issue</u> | | | | | | | | |
| Freeway Interchange | 320,000 | 1,015,323 | 359,000 | 1,002,523 | 401,000 | 988,163 | 444,000 | 972,123 |
| Valley Major Streets | 572,800 | 1,817,427 | 642,610 | 1,794,516 | 717,790 | 1,768,811 | 794,760 | 1,740,100 |
| Rail | 360,000 | 1,142,238 | 403,875 | 1,127,838 | 451,125 | 1,111,682 | 499,500 | 1,093,638 |
| Victor Valley Major | | | | | | | | |
| Local Highway | 80,000 | 253,831 | 89,750 | 250,631 | 100,250 | 247,041 | 111,000 | 243,031 |
| Cajon Pass | 267,200 | 847,794 | 299,765 | 837,107 | 334,835 | 825,116 | 370,740 | 811,723 |
| | <u>1,600,000</u> | <u>5,076,613</u> | <u>1,795,000</u> | <u>5,012,615</u> | <u>2,005,000</u> | <u>4,940,813</u> | <u>2,220,000</u> | <u>4,860,615</u> |
| <u>2012 Bond Issue</u> | | | | | | | | |
| Valley Major Streets | 924,340 | 1,561,168 | 963,195 | 1,524,196 | 1,004,095 | 1,481,556 | 1,053,175 | 1,431,352 |
| Victor Valley Major | | | | | | | | |
| Local Highway | 485,900 | 820,663 | 506,325 | 801,228 | 527,825 | 778,813 | 553,625 | 752,423 |
| Cajon Pass | 849,760 | 1,435,206 | 885,480 | 1,401,216 | 923,080 | 1,362,018 | 968,200 | 1,315,865 |
| | <u>2,260,000</u> | <u>3,817,037</u> | <u>2,355,000</u> | <u>3,726,640</u> | <u>2,455,000</u> | <u>3,622,387</u> | <u>2,575,000</u> | <u>3,499,640</u> |
| Bond Issue Totals | <u>3,860,000</u> | <u>8,893,650</u> | <u>4,150,000</u> | <u>8,739,255</u> | <u>4,460,000</u> | <u>8,563,200</u> | <u>4,795,000</u> | <u>8,360,255</u> |

Performance/Workload Indicators

| | 2018/2019 Actual | 2019/2020 Actual | 2020/2021 Revised Budget | 2021/2022 Budget |
|---|---------------------|---------------------|--------------------------------|---------------------|
| Debt Service: | | | | |
| Principal | \$3,860,000 | \$4,150,000 | \$4,460,000 | \$4,795,000 |
| Interest | \$8,893,650 | \$8,739,255 | \$8,563,200 | \$8,360,255 |
| Arbitrage Calculation | YES | 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

Finance monitored the activities of the trustee including 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

| | 2020/2021 | | | |
|---------------------------|------------------|------------------|------------------|------------------|
| | 2018/2019 | 2019/2020 | Revised | 2021/2022 |
| Expenditures | Actual | Actual | Budget | Budget |
| Bond Principal | 2,260,000 | 2,355,000 | 2,455,000 | 2,575,000 |
| Bond Interest | 3,817,038 | 3,726,638 | 3,622,400 | 3,499,640 |
| Fiscal Agent Fees | 10,000 | 500 | 10,000 | 10,000 |
| Total Expenditures | 6,087,038 | 6,082,138 | 6,087,400 | 6,084,640 |

Funding Sources

| | |
|------------------------------------|------------------|
| Sales Tax Revenue Bonds 2012A Fund | 6,084,640 |
| Total Funding Sources | 6,084,640 |

Attachment: GPC Meeting March 2021 (6927 : SBCTA Fiscal Year 2021/2022 Budget Task Review - GPC)

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

Finance monitored the activities of the trustee including 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

| | 2020/2021 | | | |
|---------------------------|------------------|------------------|------------------|------------------|
| | 2018/2019 | 2019/2020 | Revised | 2021/2022 |
| Expenditures | Actual | Actual | Budget | Budget |
| Bond Principal | 1,600,000 | 1,795,000 | 2,005,000 | 2,220,000 |
| Bond Interest | 5,076,613 | 5,012,613 | 4,940,900 | 4,860,615 |
| Fiscal Agent Fees | 11,000 | 500 | 10,000 | 10,000 |
| Total Expenditures | <u>6,687,613</u> | <u>6,808,113</u> | <u>6,955,900</u> | <u>7,090,615</u> |

Funding Sources

| | |
|------------------------------------|------------------|
| Sales Tax Revenue Bonds 2014A Fund | <u>7,090,615</u> |
| Total Funding Sources | <u>7,090,615</u> |

Attachment: GPC Meeting March 2021 (6927 : SBCTA Fiscal Year 2021/2022 Budget Task Review - GPC)

Minute Action

AGENDA ITEM: 5

Date: *March 10, 2021*

Subject:

Measure I Local Pass-Through Compliance Audits for Fiscal Year 2019/2020

Recommendation:

Review and receive the Measure I Audit Reports of Local Pass-Through Funds for Fiscal Year 2019/2020.

Background:

Each year San Bernardino County Transportation Authority (SBCTA) provides for audits of all local jurisdictions receiving Measure I Local Pass-Through Funds, which are dedicated for transportation planning, design, construction, operation and maintenance.

A financial examination is completed by an independent audit firm for activities during the previous fiscal year, including internal control systems of checks and balances. The examination must encompass both project expenditures and projects for which funds were received but not expended. A listing of all projects comparing actual revenues and expenses to the Measure I Five Year Capital Improvement Plan adopted by the local governing board and reported annually to SBCTA must be included with any interest earned. The report shall also contain an examination of expenditures, statement of revenue and expenses, and balance sheet for each Measure I special revenue fund.

Eide Bailly (Eide) formally Vavrinek, Trine, Day & Co., LLP, was selected in January 2017, to conduct Compliance Audits of the Measure I 2010-2040 pass-through funds for a five-year period, with two one-year extensions. Edie verified compliance with California Public Utilities Code 190300 and Ordinance No. 04-01 of the SBCTA Local Street Program that funds shall not be used to supplant existing local discretionary funds being used for street and highway purposes, also known as Maintenance of Effort (MOE). The MOE base year level was determined based upon the discretionary General Fund expenditures for transportation-related construction and maintenance activities in Fiscal Year 2008/2009. The MOE base year level as approved by the SBCTA Board of Directors shall remain in effect until the expiration of Measure I 2010-2040.

SBCTA staff met with the Independent Taxpayer Oversight Committee (ITOC) on February 17, 2021. Measure I local pass-through audit reports for Fiscal Year 2020, and Comprehensive Annual Financial report for Fiscal Year 2020 were provided to the ITOC. The ITOC made a finding that Measure I expenditures for Fiscal Year 2019/2020 are consistent with the provisions of Measure I expenditure Plan and Ordinance 04-01

The Measure I Local Pass-Through audits for the Cities of Adelanto, Fontana, Montclair, Town of Apple Valley, and County of San Bernardino are expected to be completed within the extension deadline of May 31, 2021. If the audits are not finalized by the end of May, Measure I withholding will commence in June 2021, until the Fiscal Year 2019/2020 audit is completed. These audits are being provided as an attachment separate from the agenda.

The audits for Fiscal Year 2019/2020 contained the following findings:

Entity: San Bernardino County Transportation Authority

City of San Bernardino

- The Measure I Strategic Plan states that the Five Year Capital Improvement Plan (CIP) shall be the basis for the annual audit. Jurisdictions will have flexibility with timing in moving projects within their Five Year CIP. However, in order for a project to be eligible for Measure I funds, the project must be included in the current CIP. An amended CIP should be used in instances where projects are added to the CIP during the year. While the costs were considered allowable project expenses in accordance with the strategic plan, the projects were not included on the current Five Year CIP.
Corrective Action: The City will ensure that expenditures incurred are included for projects in the CIP.

City of Yucaipa

- The Measure I Strategic Plan states that the Five Year Capital Improvement Plan (CIP) shall be the basis for the annual audit. Jurisdictions will have flexibility with timing in moving projects within their Five Year CIP. However, in order for a project to be eligible for Measure I funds, the project must be included in the current CIP. An amended CIP should be used in instances where projects are added to the CIP during the year. While the costs were considered allowable project expenses in accordance with the strategic plan, the projects were not included on the current Five Year CIP.
- City incurred expenditures for various street construction projects not listed on the Measure I Five-Year Capital Improvement Plan.
Corrective Action: The City has implemented a process to submit revised Capital Improvement Plan information to SBCTA as mid-year adjustments are made to Capital Project planning and construction.

The individual agency audit reports are available on our website at:

<https://www.gosbcta.com/wp-content/uploads/2021/01/Support-Material-Agenda-Item-No.-5-GPC-March-10-2021.pdf>.

The Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2020 is available on our website at:

<https://www.gosbcta.com/wp-content/uploads/2021/01/Final-Complete-CAFR-2020.pdf> .

Financial Impact:

This item has no impact on the Fiscal Year 2020/2021 Budget.

Reviewed By:

The Measure I audit reports were reviewed by the Independent Taxpayer Oversight Committee on February 17, 2021. The Oversight Committee made a finding that Measure I expenditures for Fiscal Year 2019/2020 are consistent with the Expenditure Plan and Ordinance 04-01.

Responsible Staff:

Lisa Lazzar, Chief of Fiscal Resources

Approved
General Policy Committee
Date: March 10, 2021
Witnessed By:

Minute Action

AGENDA ITEM: 6

Date: *March 10, 2021*

Subject:

Transit Operators and Transportation Development Act Audits for Fiscal Year 2019/2020

Recommendation:

Review and receive the Transit Operators and Transportation Development Act Audit Reports for Fiscal Year 2019/2020.

Background:

Each year San Bernardino County Transportation Authority (SBCTA) provides for audits of all local jurisdictions (agency) receiving Transportation Development Act (TDA) Funds, which are dedicated to support local transit service and investments, pedestrian and bicycle facilities, and local street improvement projects.

A financial examination is completed by an independent audit firm for activities during the previous fiscal year, including internal control systems of checks and balances. The examination must encompass both project expenditures and projects for which funds were allocated and expended. A listing of all the TDA projects comparing actual revenues and expenses to budgeted revenues and expenses must be included with any interest earned. In addition, the report must state if the local match for each project is met and the claimants complied with the TDA, the Uniform System of Accounts for Public Transit Operators, and/or the updated National Transit Database Reporting Manuals when applicable. The report shall also contain an examination of expenditures, statement of revenue and expenses, and a balance sheet for each TDA fund.

Eide Bailly (Eide) formally Vavrinek, Trine, Day & Co., LLP, was selected in January 2017 to conduct Compliance Audits of the TDA funds for a five-year period, with two one-year extensions.

Eide verified compliance with California Public Utilities Code 66343, California Code of Regulations Sections 6664, 6666 and/or 6667, Proposition 1B, California Transit Security Grant Program, federal Single Audit Act and SBCTA Compliance Audit Guide. Eide also verified that the agencies met the local match requirements for each project or fare ratios for transit operators.

The Fiscal Year 2019/2020 audits resulted in no findings.

Morongo Basin Transit Authority is required to complete a single audit of federal expenditures and the auditor informed SBCTA staff that it will be completed in March with no anticipated findings. The audits for the Cities of Adelanto and Fontana, the Town of Apple Valley, County of San Bernardino, Needles Area Transit, and Victor Valley Transit Authority have not been completed. The deadline for completion of these audits is May 31, 2021.

Each agency may have a different number of audit reports depending on the type of funding they are receiving. These audits are being provided as an attachment separate from the agenda.

Entity: San Bernardino County Transportation Authority

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Financial Impact:

This item has no impact on the Fiscal Year 2020/2021 Budget.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Lisa Lazzar, Chief of Fiscal Resources

Approved
General Policy Committee
Date: March 10, 2021

Witnessed By:

Minute Action

AGENDA ITEM: 7

Date: March 10, 2021

Subject:

Update on the Freeway Service Patrol Program and 2020 Freeway Service Patrol Driver Recognition Awards

Recommendation:

Receive information pertaining to the Freeway Service Patrol (FSP) Program in San Bernardino County and acknowledge the 2020 FSP Driver Awards.

Background:

The San Bernardino County Transportation Authority (SBCTA) began its Freeway Service Patrol (FSP) Program in Fiscal Year (FY) 2005/2006. FSP consists of a fleet of tow trucks that travel on selected San Bernardino County freeways during peak periods of congestion to assist motorists with their disabled vehicles. The designated segment of highway that the tow trucks patrol up and down is referred to as a “Beat.” Over the years, the FSP program has demonstrated many benefits to the motoring public by reducing the amount of time a motorist is in an unsafe condition, reducing traffic congestion, as well as decreasing fuel consumption, vehicle emissions, and secondary incidents. SBCTA began FSP operations in January 2006, and now has nine (9) separate Beats in operation covering more than 95 centerline miles. The services are provided Monday through Friday in two separate shifts to accommodate peak traffic hours: One from 5:30 a.m. to 9:00 a.m. and the other from 2:00 p.m. to 7:00 p.m. On Fridays, the afternoon shift starts at 12:00 p.m. FSP also operates in select areas on Saturdays and Sundays from 10:00 am to 6:00 pm. The weekday service areas are as follows:

- Beat 9: I-10 Indian Hill (Los Angeles County Line) to Haven Avenue
- Beat 10: I-10 Haven Avenue to Sierra Avenue
- Beat 11: I-10 Sierra Avenue to Waterman Avenue
- Beat 5: SR-60 Reservoir Street (Los Angeles County Line) to Milliken Avenue
- Beat 23: I-15 Jurupa Street (Riverside County Line) to Sierra Avenue
- Beat 14: I-215 Center Street (Riverside County Line) to Devore Road
- Beat 27: I-15 Sierra Avenue to Oak Hill Road
- Beat 29: I-10 Waterman Avenue to Yucaipa Boulevard
- Beat 31 : SR-210 from Los Angeles County line to Citrus Avenue

Since the program’s inception, the FSP Program has assisted more than 600,000 motorists on San Bernardino County highways. The assists include services such as a flat tire change, a battery jump start, providing a gallon of gas, and performing driver safety checks, which is when a FSP Driver will check on a vehicle that is parked alongside the freeway to see if the motorist, if available, is in need of assistance and provides information on the FSP program. FSP Tow Drivers can also help a motorist when they have accidentally locked their keys in the car while stopped along the freeway.

Entity: San Bernardino County Transportation Authority

In the 2020 calendar year, San Bernardino County FSP Tow Drivers assisted more than 85,000 stranded motorists. Please see the chart below for assists by type:

| Assist Type | 2020 count |
|---------------------|-------------------|
| ABANDONED | 4669 |
| ACCIDENT | 7065 |
| DEBRIS REMOVAL | 3919 |
| ELECTRICAL PROBLEM | 1322 |
| FLAT TIRE | 10252 |
| DRIVER SAFETY CHECK | 41431 |
| LOCKED OUT | 21 |
| MECHANICAL PROBLEM | 9765 |
| OUT OF GAS | 3365 |
| OVER HEATED | 3515 |
| VEHICLE FIRE | 67 |
| Total | 85,391 |

In addition, SBCTA has provided construction FSP services in construction zones outside of FSP Beat areas or outside of the normal service hours. In 2020, construction FSP assisted with the SR-60 SWARM Project, and the I-10 Express Lanes Phase I Project. These efforts were coordinated by SBCTA, California Department of Transportation (Caltrans), and California Highway Patrol (CHP).

The FSP Program has received more than 17,000 survey comments from motorists that have been assisted by our FSP Drivers. Overall, 99.9% rated their experience as excellent or good.

For the past ten (10) years, SBCTA has recognized outstanding drivers for their excellence in providing assistance to the motoring public. One (1) Top Driver, one (1) Driver of Excellence, one (1) Most Assists award, one (1) Public Choice award and one (1) Rookie of the Year.

Top Driver and Driver of Excellence awards are based on the following criteria:

1. The driver must perform a minimum of 1,000 assists in the prior calendar year.
2. The driver must not have any “write-ups” during the period (occurs when a driver does not follow FSP procedures).
3. The driver must not have any “late arrivals” when starting their “Beat”.
4. The driver’s accuracy rating when entering assist data into the data device must be high.
5. The driver received numerous compliments from the motorists they assisted.

Most Assists Award criteria

1. The driver must not have any “write-ups” during the period (occurs when a driver does not follow FSP procedures).
2. The driver must not have any “late arrivals” when starting their “Beat”.
3. The driver’s number of yearly assists was the highest of all FSP Drivers in San Bernardino County.

Public Choice Award criteria

1. The driver must perform a minimum of 1,000 assists in the prior calendar year.

San Bernardino County Transportation Authority

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2. The driver must not have any “write-ups” during the period (occurs when a driver does not follow FSP procedures).
3. The driver must not have any “late arrivals” when starting their “Beat”.
4. The driver received the highest number of positive customer surveys within the calendar year.

Rookie of the Year criteria:

1. The driver has less than one year of service, but can be in their 4th quarter of the prior calendar year.
2. The driver must not have any “write-ups” during the period (occurs when a driver does not follow FSP procedures).
3. Ranks the highest among all Rookie statistics.
4. Performed excellent service in his/her first year as an FSP driver.

The five (5) exceptional FSP drivers selected in these categories shall be recognized at the March 9th quarterly drivers meeting at the Inland Empire Transportation Management Training Center. Those drivers will be introduced at the April 7, 2021 Board meeting to be recognized for their outstanding efforts, high-level of professionalism, and the excellent customer service they provided to stranded motorists along San Bernardino County freeways.

Financial Impact:

There is no financial impact related to this informational item. The San Bernardino County FSP Program receives an annual allocation from the State of California to implement FSP services, which is matched 20% by local revenues.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Jenny Herrera, Management Analyst III

Approved
General Policy Committee
Date: March 10, 2021

Witnessed By:

Minute Action

AGENDA ITEM: 8

Date: *March 10, 2021*

Subject:

Active Transportation Program Cycle 5 Award List and Twenty Points Allocation

Recommendation:

That the General Policy Committee, acting as the San Bernardino County Transportation Authority:

A. Adopt the Metropolitan Planning Organization (MPO) portion of the State Active Transportation Program (ATP) Cycle 5 project award list (Attachment A), specifically for:

- City of Fontana - Date Elementary School Street Improvements Project
- Town of Apple Valley - Yucca Loma Elementary School Safe Routes to School Phase 2
- County of San Bernardino - Santa Ana River Trail - Phase III
- City of Barstow - Pedestrian, Bicycle, and Safe Routes to Schools Corridors, Barstow

B. Adopt an additional 20 points allocation in the grant evaluation process to all projects in the MPO portion of the ATP as they have been determined to be consistent with regional plans, which is consistent with the methodology adopted by the San Bernardino County Transportation Authority Board of Directors for ATP Cycles 1, 2, 3, and 4.

Background:

The Active Transportation Program (ATP) was created by Senate Bill (SB) 99 (Chapter 359, Statutes 2013) and Assembly Bill 101 (Chapter 354, Statutes 2013) to encourage increased use of active modes of transportation, such as biking and walking. The Cycle 5 Call-for-Projects was released by Caltrans on March 25, 2020, and went through a statewide review process. On February 8, 2021, the California Transportation Commission (CTC) released the staff recommended award list.

For the Cycle 5 ATP funding and review process, the CTC recommended to continue the same fund allocation calculation as in Cycles 1, 2, 3, and 4. Fifty percent (50%) of the total program funds are apportioned for the Statewide call-for-projects while forty percent (40%) of the total funds are apportioned for Metropolitan Planning Organizations (MPOs). MPO apportionment is recommended to be distributed based on their population share. In total, the Southern California Association of Government's (SCAG) portion represents about \$88.7 million and San Bernardino County's population share of the \$88.7 million is about \$10.2 million. The significant increase in ATP funding is due to increased allocation from the SB 1 Road Repair and Accountability Act Funds.

As expected, the selection process for ATP Cycle 5 was highly competitive. San Bernardino County jurisdictions, as a whole, did not fare well in Cycle 5 relative to the success rate in Cycles 1 and 2. Local jurisdictions will have two project awards (totaling \$6.3 million) from the statewide portion of the ATP and four more projects awarded with a total of \$10.2 million from the MPO portion of the ATP. In total, San Bernardino County will have six (6) projects totaling slightly over \$16.4 million. Although the award result was less than hoped for, it was still significant, and San Bernardino County jurisdictions continue to submit many excellent active transportation project applications (22 total projects - see Attachment A for the full list of projects from San Bernardino County).

Entity: San Bernardino County Transportation Authority

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Based on the ATP project submittal list, the San Bernardino County Transportation Authority (SBCTA) sub-region submitted the 22 projects with a total request amount of \$163.1 million, significantly increasing the request amount from ATP Cycle 4. The approval of this agenda item would pave the way for distribution of \$10.2 million of the SCAG portion of the ATP to four jurisdictions (Cities of Fontana and Barstow, Town of Apple Valley, and the County of San Bernardino).

In this Cycle, the City of Barstow (City) scored 86 points which lands the City in the partial funding category. Thus, SBCTA reached out to the subject jurisdiction and requested the City provide additional local funding to supplement the shortfall (\$496,000) as the scoring system precludes any allowance for significant down-scoping of the project. The City has decided to receive the partial funding award this cycle, totaling \$6.4 million dollars and indicated that the City will be supplementing the shortfall through a local funding source.

As with previous cycles, SCAG is deferring project rankings to Caltrans and forgoing its option to issue a supplemental regional call-for-projects except for the planning and non-infrastructure projects. For the planning and non-infrastructure projects, the call-for-projects has already been issued as part of the SCAG Sustainability Program Grants (SPG). For the infrastructure projects, the project scoring and rankings received during the Statewide call-for-projects will be used to determine a project award list for the MPO portion. A separate evaluation committee will not be required at the county or regional level within the SCAG region to separately score the infrastructure projects. However, for the selection of the regional MPO projects, up to 20 additional points can be given to projects based on their consistency with a regional plan. SBCTA Board has always opted to award all supplemental points to every application submitted by our local jurisdictions and agencies and accepted scores given by the CTC review committee.

Based on the ATP project submittal list, SBCTA staff reviewed the applications from the region and determined that all of the projects are consistent with either SCAG's Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), SBCTA's ATP and/or local jurisdiction plans. For San Bernardino County, the SBCTA Board adopted the guideline for assigning the additional points for regional consistency in May 2014 for the ATP Cycle 1 process and the same methodology has been used for all subsequent cycles. SBCTA staff is proposing to apply the same methodology for the ATP Cycle 5 process and will assign 20 points to each of the San Bernardino County projects.

The project award list, Attachment A, will be submitted to SCAG for inclusion in the final ranking of regional projects. The adoption of the final recommended project award list will also be brought forward by SCAG staff for approval at their Regional Council meeting. SBCTA staff will continue its collaboration with SCAG staff to implement the regional projects.

Financial Impact:

There is no impact on the Fiscal Year 2020/2021 Budget.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Josh Lee, Chief of Planning

Approved
General Policy Committee
Date: March 10, 2021
Witnessed By:

| Application ID | Project Title | Total Project Cost (\$1,000) | ATP Funding (\$1,000) | CON (\$1,000) | CON NI (\$1,000) | Project Type | 20 Points Addition | Final Score from the State | Final Score from SBCTA |
|--|---|------------------------------|-----------------------|---------------|------------------|------------------------------|--------------------|----------------------------|------------------------|
| Below are Projects that have been recommended to receive ATP Cycle 5 funding at the State level | | | | | | | | | |
| 8-San Bernardino County-2 | Muscoy Area Safe Routes to School Pedestrian Improvements Project | \$ 2,355 | \$ 1,881 | \$ 1,271 | \$ 35 | Infrastructure + NI - Medium | | 97 | |
| 8-Ontario, City of-1 | Vine Ave & B St Bike Boulevard Project | \$ 4,881 | \$ 4,392 | \$ 3,879 | \$ - | Infrastructure - Medium | | 96 | |
| | Total | \$ 7,236 | \$ 6,273 | | | | | | |
| Below are Projects that have been recommended to receive ATP Cycle 5 funding at the MPO level (SBCTA Board Approval Required) | | | | | | | | | |
| 8-Fontana, City of-4 | Date Elementary School Street Improvements Project | \$ 1,808 | \$ 1,808 | \$ 1,591 | \$ 18 | Infrastructure + NI - Small | 20 | 88 | 108 |
| 8-Apple Valley, Town of-1 | Yucca Loma Elementary School Safe Routes to School Phase 2 | \$ 986 | \$ 838 | \$ 647 | \$ - | Infrastructure - Small | 20 | 87 | 107 |
| 8-San Bernardino County-1 | Santa Ana River Trail - Phase III | \$ 6,880 | \$ 1,105 | \$ 1,105 | \$ - | Infrastructure - Medium | 20 | 87 | 107 |
| *8-Barstow, City of-1 | Pedestrian, Bicycle, and Safe Routes to Schools Corridors (SR2S), Barstow | \$ 6,902 | \$ 6,902 | \$ 6,500 | \$ 62 | Infrastructure + NI - Medium | 20 | 86 | 106 |
| | Total | \$ 16,576 | \$ 10,653 | | | | | | |
| | MPO Portion Allocated to San Bernardino County | | \$ 10,157 | | | | | | |
| Below are Projects that have not been recommended for ATP Cycle 5 funding | | | | | | | | | |
| 8-Ontario, City of-3 | Euclid West Pedestrian Improvements | \$ 1,996 | \$ 1,996 | \$ 1,746 | \$ - | Infrastructure - Small | 20 | 83.5 | 103.5 |
| 8-Highland, City of-1 | Highland/San Bernardino Bi-City Transformative Bikeway/Walkway Connector | \$ 22,222 | \$ 19,241 | \$ 16,526 | \$ 40 | Infrastructure + NI - Large | 20 | 82 | 102 |
| 8-Montclair, City of-1 | Montclair SRTS Implementation Project | \$ 5,426 | \$ 5,426 | \$ 4,764 | \$ 82 | Infrastructure + NI - Medium | 20 | 82 | 102 |
| 8-San Bernardino, City of-1 | Marshall Elementary Safe Route to School Improvements | \$ 3,366 | \$ 3,366 | \$ 3,016 | \$ - | Infrastructure - Medium | 20 | 81.5 | 101.5 |
| 8-Twenty-nine Palms, City of-1 | Class II Bike Paths on Amboy Road | \$ 643 | \$ 643 | \$ 543 | \$ - | Infrastructure - Small | 20 | 79 | 99 |
| 8-Fontana, City of-1 | San Sevaine Class I Multi-Use Trail: Philadelphia to North of Foothill | \$ 30,831 | \$ 30,331 | \$ 23,961 | \$ 50 | Infrastructure + NI - Large | 20 | 78 | 98 |
| 8-Fontana, City of-2 | San Sevaine Class I Multi-Use Trail: Philadelphia to Slover | \$ 9,840 | \$ 9,340 | \$ 6,645 | \$ 25 | Infrastructure + NI - Large | 20 | 78 | 98 |
| 8-California Department of Transportation-5 | Route 66 / Fifth Street Complete Street Improvements | \$ 23,988 | \$ 23,988 | \$ 16,647 | \$ - | Infrastructure - Large | 20 | 75 | 95 |
| 8-Fontana, City of-3 | San Sevaine Class I Multi-Use Trail: Valley to Foothill | \$ 14,171 | \$ 14,171 | \$ 10,876 | \$ 25 | Infrastructure + NI - Large | 20 | 75 | 95 |
| 8-Ontario, City of-2 | Euclid East Pedestrian Improvements | \$ 1,999 | \$ 1,999 | \$ 1,834 | \$ - | Infrastructure - Small | 20 | 75 | 95 |
| 8-Apple Valley, Town of-2 | Bear Valley Road Class 1 Bike Path Project Phase 2 | \$ 1,768 | \$ 1,538 | \$ 1,278 | \$ - | Infrastructure - Small | 20 | 72 | 92 |
| 8-Needles, City of-1 | ATP In-Fill Sidewalk, Curbs & Gutter Improvements Project (Three Areas) | \$ 1,921 | \$ 1,921 | \$ 1,781 | \$ - | Infrastructure - Small | 20 | 66 | 86 |
| 8-Big Bear Lake, City of-2 | Rathbun Creek Trail Extension | \$ 1,637 | \$ 1,571 | \$ 1,438 | \$ - | Infrastructure - Small | 20 | 59 | 79 |
| 8-Yucaipa, City of-1 | Yucaipa Blvd. Pedestrian/Bicycle Improvements (3rd St. to 4th St.) | \$ 944 | \$ 944 | \$ 944 | \$ - | Infrastructure - Small | 20 | 50 | 70 |
| 8-Big Bear Lake, City of-1 | Moonridge Road Complete Streets | \$ 6,993 | \$ 2,280 | \$ 2,280 | \$ - | Infrastructure - Medium | 20 | 39 | 59 |
| 8-Adelanto, City of-1 | Active Transportation Improvements at Adelanto Public Park | \$ 439 | \$ 365 | \$ 342 | \$ - | Infrastructure - Small | 20 | 27 | 47 |

* City of Barstow has decided to receive the partial funding award in the amount of \$6,406,000 and will provide an increased local match of \$496,000 to make the project whole. Total \$ 163,129

Additional Information

GENERAL POLICY COMMITTEE ATTENDANCE RECORD – 2021

| Name | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|--|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|
| Paul Cook Board of Supervisors | | X | | | | | | | | | | |
| Dawn Rowe Board of Supervisors | | X | | | | | | | | | | |
| Curt Hagman Board of Supervisors | | X | | | | | | | | | | |
| Art Bishop Town of Apple Valley | | X | | | | | | | | | | |
| Rick Herrick City of Big Bear Lake | | | | | | | | | | | | |
| Frank Navarro City of Colton | | X | | | | | | | | | | |
| Acquanetta Warren City of Fontana | | X | | | | | | | | | | |
| Darcy McNaboe City of Grand Terrace | | X | | | | | | | | | | |
| Larry McCallon City of Highland | | X | | | | | | | | | | |
| Alan Wapner City of Ontario | | X | | | | | | | | | | |
| L. Dennis Michael City of Rancho Cucamonga | | X | | | | | | | | | | |
| Rick Denison Town of Yucca Valley | | X | | | | | | | | | | |

Communication: Attendance (Additional Information)

X = Member attended meeting.
Shaded box = No meeting.

* = Alternate member attended meeting.

Empty box = Member did not attend meeting.

Crossed out box = Not a Board Member at the time.

This list provides information on acronyms commonly used by transportation planning professionals. This information is provided in an effort to assist Board Members and partners as they participate in deliberations at Board meetings. While a complete list of all acronyms which may arise at any given time is not possible, this list attempts to provide the most commonly-used terms. Staff makes every effort to minimize use of acronyms to ensure good communication and understanding of complex transportation processes.

| | |
|----------|--|
| AB | Assembly Bill |
| ACE | Alameda Corridor East |
| ACT | Association for Commuter Transportation |
| ADA | Americans with Disabilities Act |
| ADT | Average Daily Traffic |
| APTA | American Public Transportation Association |
| AQMP | Air Quality Management Plan |
| ARRA | American Recovery and Reinvestment Act |
| ATMIS | Advanced Transportation Management Information Systems |
| BAT | Barstow Area Transit |
| CALACT | California Association for Coordination Transportation |
| CALCOG | California Association of Councils of Governments |
| CALSAFE | California Committee for Service Authorities for Freeway Emergencies |
| CARB | California Air Resources Board |
| CEQA | California Environmental Quality Act |
| CMAQ | Congestion Mitigation and Air Quality |
| CMIA | Corridor Mobility Improvement Account |
| CMP | Congestion Management Program |
| CNG | Compressed Natural Gas |
| COG | Council of Governments |
| CPUC | California Public Utilities Commission |
| CSAC | California State Association of Counties |
| CTA | California Transit Association |
| CTC | California Transportation Commission |
| CTC | County Transportation Commission |
| CTP | Comprehensive Transportation Plan |
| DBE | Disadvantaged Business Enterprise |
| DEMO | Federal Demonstration Funds |
| DOT | Department of Transportation |
| EA | Environmental Assessment |
| E&D | Elderly and Disabled |
| E&H | Elderly and Handicapped |
| EIR | Environmental Impact Report (California) |
| EIS | Environmental Impact Statement (Federal) |
| EPA | Environmental Protection Agency |
| FHWA | Federal Highway Administration |
| FSP | Freeway Service Patrol |
| FRA | Federal Railroad Administration |
| FTA | Federal Transit Administration |
| FTIP | Federal Transportation Improvement Program |
| GFOA | Government Finance Officers Association |
| GIS | Geographic Information Systems |
| HOV | High-Occupancy Vehicle |
| ICTC | Interstate Clean Transportation Corridor |
| IEEP | Inland Empire Economic Partnership |
| ISTEA | Intermodal Surface Transportation Efficiency Act of 1991 |
| IIP/ITIP | Interregional Transportation Improvement Program |
| ITS | Intelligent Transportation Systems |
| IVDA | Inland Valley Development Agency |
| JARC | Job Access Reverse Commute |
| LACMTA | Los Angeles County Metropolitan Transportation Authority |
| LNG | Liquefied Natural Gas |
| LTF | Local Transportation Funds |

Acronym List

| | |
|------------|--|
| MAGLEV | Magnetic Levitation |
| MARTA | Mountain Area Regional Transportation Authority |
| MBTA | Morongo Basin Transit Authority |
| MDAB | Mojave Desert Air Basin |
| MDAQMD | Mojave Desert Air Quality Management District |
| MOU | Memorandum of Understanding |
| MPO | Metropolitan Planning Organization |
| MSRC | Mobile Source Air Pollution Reduction Review Committee |
| NAT | Needles Area Transit |
| NEPA | National Environmental Policy Act |
| OA | Obligation Authority |
| OCTA | Orange County Transportation Authority |
| PA&ED | Project Approval and Environmental Document |
| PASTACC | Public and Specialized Transportation Advisory and Coordinating Council |
| PDT | Project Development Team |
| PNRS | Projects of National and Regional Significance |
| PPM | Planning, Programming and Monitoring Funds |
| PSE | Plans, Specifications and Estimates |
| PSR | Project Study Report |
| PTA | Public Transportation Account |
| PTC | Positive Train Control |
| PTMISEA | Public Transportation Modernization, Improvement and Service Enhancement Account |
| RCTC | Riverside County Transportation Commission |
| RDA | Redevelopment Agency |
| RFP | Request for Proposal |
| RIP | Regional Improvement Program |
| RSTIS | Regionally Significant Transportation Investment Study |
| RTIP | Regional Transportation Improvement Program |
| RTP | Regional Transportation Plan |
| RTPA | Regional Transportation Planning Agencies |
| SB | Senate Bill |
| SAFE | Service Authority for Freeway Emergencies |
| SAFETEA-LU | Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users |
| SCAB | South Coast Air Basin |
| SCAG | Southern California Association of Governments |
| SCAQMD | South Coast Air Quality Management District |
| SCRRA | Southern California Regional Rail Authority |
| SHA | State Highway Account |
| SHOPP | State Highway Operations and Protection Program |
| SOV | Single-Occupant Vehicle |
| S RTP | Short Range Transit Plan |
| STAF | State Transit Assistance Funds |
| STIP | State Transportation Improvement Program |
| STP | Surface Transportation Program |
| TAC | Technical Advisory Committee |
| TCIF | Trade Corridor Improvement Fund |
| TCM | Transportation Control Measure |
| TCRP | Traffic Congestion Relief Program |
| TDA | Transportation Development Act |
| TEA | Transportation Enhancement Activities |
| TEA-21 | Transportation Equity Act for the 21 st Century |
| TMC | Transportation Management Center |
| TMEE | Traffic Management and Environmental Enhancement |
| TSM | Transportation Systems Management |
| TSSDRA | Transit System Safety, Security and Disaster Response Account |
| USFWS | United States Fish and Wildlife Service |
| VCTC | Ventura County Transportation Commission |
| VVTA | Victor Valley Transit Authority |
| WRCOG | Western Riverside Council of Governments |



MISSION STATEMENT

Our mission is to improve the quality of life and mobility in San Bernardino County. Safety is the cornerstone of all we do.

We achieve this by:

- Making all transportation modes as efficient, economical, and environmentally responsible as possible.
- Envisioning the future, embracing emerging technology, and innovating to ensure our transportation options are successful and sustainable.
- Promoting collaboration among all levels of government.
- Optimizing our impact in regional, state, and federal policy and funding decisions.
- Using all revenue sources in the most responsible and transparent way.

Approved December 4, 2019