

**AGENDA**  
**General Policy Committee Meeting**

**June 9, 2021**

**9:00 AM**

**MEETING ACCESSIBLE VIA ZOOM AT: <https://gosbcta.zoom.us/j/92522129967>**

**Teleconference**

Dial: 1-669-900-6833  
Meeting ID: 925 2212 9967

**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**

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**Interested persons may submit Public Comment in writing to the Clerk of the Board at [clerkoftheboard@gosbcta.com](mailto: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 June 8, 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 – Ashley Izard

**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.**

## **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. May 2021 Procurement Report**

Pg. 11

Receive the May 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 Third Quarter Ending March 31, 2021**

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Receive and file Budget to Actual Report for third quarter ending March 31, 2021.

**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. Fiscal Year 2020/2021 Initiatives and Action Plan - Fourth Quarter Report**

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Receive the Fiscal Year 2020/2021 Initiatives and Action Plan –Fourth Quarter Report.

**Presenter: Raymond Wolfe**

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

#### **5. New Policy No. 10111-2, California COVID-19 Supplemental Paid Sick Leave**

Pg. 47

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority and the San Bernardino Council of Governments:

Approve Policy No. 10111-2, California COVID-19 Supplemental Paid Sick Leave.

**Presenter: Colleen Franco**

**This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel has reviewed this item and the draft policy.**

**6. Approve Amendment No. 1 to Contract No. 20-1002397 with CityCom Real Estate Services, Inc. for Property and Facility Management Services**

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

A. Approve Amendment No. 1 to Contract No. 20-1002397 with CityCom Real Estate Services, Inc., for property and facilities management services to add as-needed facility management services, with no change to the contract period of January 1, 2021 through December 31, 2023.

B. Approve a \$100,000 increase to the \$415,000 total contract amount originally approved, for a new contract value of \$515,000, and add the \$100,000 to the current contract not-to-exceed amount of \$241,440, for a new not-to-exceed amount of \$341,440 for the initial contract term.

**Presenter: Ivan Ramirez**

**This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel, Procurement Manager and Risk Management have reviewed this item and the draft amendment.**

**Discussion - Regional/Subregional Planning**

**7. Transportation Development Act Article 3 Extensions: Big Bear Lake & Fontana**

Pg. 60

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

Extend deadlines for the following Transportation Development Act Article 3 Awards:

- Big Bear Lake Alpine Pedal Path Rathbun Creek Extension from 10/4/21 to 10/4/22.
- Fontana Alder Middle School Safe Routes to School from 12/31/21 to 12/31/24.

**Presenter: Ginger Koblasz**

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

**Discussion - Transportation Programming and Fund Administration**

**8. Measure I 2021 Population Estimates**

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

Adopt the 2021 Population Estimates in Attachment B for use in the allocation of Measure I Local Street Projects Program and Transportation Development Act funds and in the apportionment of shares of certain State and Federal funds.

**Presenter: Michele Fogerson**

**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](mailto: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 June 8, 2021.**

## **Comments from Board Members**

Brief Comments from Board Members

## **ADJOURNMENT**

## **Additional Information**

Attendance

Acronym List

Mission Statement

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**The committee will go dark in July.**

**The next General Policy Committee Meeting is scheduled for August 11, 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](mailto:clerkoftheboard@gosbcta.com).

**Agendas** – All agendas are posted at [www.gosbcta.com/board/meetings-agendas/](http://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](mailto: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](mailto: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:*** June 9, 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
6	20-1002397	CityCom Real Estate Services, Inc. <i>Mike Fortunato</i>	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

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Approved  
General Policy Committee  
Date: June 9, 2021  
Witnessed By:

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

## ***Minute Action***

### AGENDA ITEM: 2

***Date:*** June 9, 2021

***Subject:***

May 2021 Procurement Report

***Recommendation:***

Receive the May 2021 Procurement Report.

***Background:***

The Board of Directors (Board) adopted the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997, and approved the last revision on June 3, 2020. The Board 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 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 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 the Board. 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 May 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

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Approved  
General Policy Committee  
Date: June 9, 2021

Witnessed By:

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

**Attachment A****May Contract Actions****New Contracts Executed:**

<b>Contract No.</b>	<b>Description of Specific Services</b>	<b>Vendor Name</b>	<b>Dollar Amount</b>
None			

## Attachment A

### May 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
18-1001831 Amendment 1	Amendment to clarify the obligations related to use of communication hubs. Project: Interagency Fiber Optic Share agreement.	Caltrans	Original \$0.00	\$0.00	\$0.00
17-1001664 Amendment 3	Exercise second option term. Project: On-call labor compliance services.	Gafcon, Inc.	Original \$150,000.00 Amendment 1 \$175,000.00 Amendment 2 \$0.00	\$0.00	\$325,000.00
20-1002431 Amendment 1	Amendment to increase the contract for Other Direct Costs. Project: Fiscal Year (FY) 2018-2020 Transportation Development Act (TDA) Triennial Performance Audit.	Michael Baker International, Inc.	Original \$129,490.00	\$6,445.00	\$135,935.00
16-1001440 Amendment 1	Amendment to extend the contract by one year. Project: Construction Management Service for Redlands Passenger Rail Project (RPRP).	AECOM	Original \$17,380,058.00	\$0.00	\$17,380,058.00
16-1001364 Amendment 2	Amendment to extend the contract by one year. Project: Congestion Management Program Monitoring Tool Maintenance	Iteris	Original \$450,000.00	\$0.00	\$450,000.00

<b>Contract No. &amp; Amendment No.</b>	<b>Reason for Amendment (include a description of the amendment)</b>	<b>Vendor Name</b>	<b>Previous Amendments &amp; Dollar Values</b>	<b>Dollar Amount of Amendment</b>	<b>Amended Contract Total</b>
16-1001412 Amendment 1	Amendment to extend the contract by one year. Project: Right- of-Way Property Management.	Epic Land Solutions	Original \$2,550,000.00	\$0.00	\$2,550,000.00

**Attachment A****May Contract Task Order Actions****Contract Task Order (CTO) Executed:**

<b>Contract No. &amp; CTO No.</b>	<b>Description of CTO</b>	<b>Vendor Name</b>	<b>Contract Amount</b>	<b>Previously Issued CTOs</b>	<b>Dollar Amount of CTO</b>
None					

## Attachment A

### May 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
16-1001516 Contingency Amendment 1B	This contingency is for modifications of proposed drainage system and drainage features for the project to account for recent changes in the Caltrans Oversight team.	Associated Civil & Transportation Consulting Engineers, Inc. dba Advanced Civil Technologies	Original \$1,650,000.03 Contingency Amendment 0A \$128,585.70 Amendment 1 \$0.00	\$36,241.73	\$1,814,827.46



**Attachment A****May Purchase Order Actions****Purchase Orders:**

<b>PO No.</b>	<b>PO Issue Date</b>	<b>Vendor Name</b>	<b>Description of Services</b>	<b>PO Dollar Amount</b>
4002137	5/12/21	Neogov	Performance Evaluation Software and Insight Enterprise Software	\$10,446.30
4002136	5/19/21	SMG/Ontario Convention Center	2021 City/County Conference Venue	\$14,584.10

## Attachment A

### May 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 B

### May 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				

## ***Minute Action***

### AGENDA ITEM: 3

***Date: June 9, 2021***

***Subject:***

Budget to Actual Report for Third Quarter Ending March 31, 2021

***Recommendation:***

Receive and file Budget to Actual Report for third quarter ending March 31, 2021.

***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 activity and task activity compared to the original and revised budgets. This report also provides a percentage of the budget received or expended through March 31, 2021.

The following is an explanation for significant percentage changes by Fund type:

**General Fund**

**A. Revenues:**

1. 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 low due to the reversal of a transfer from the prior year accruals.
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.

**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

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

been issued as of March 31, 2021. Transfers in are recorded to reclassify expenditures from Federal Highway Funds to maximize the use of Senate Bill 1 (SB1) and local funding sources. Transfers out are to reclassify expenses to Measure I.

2. Transfers out represent cash transfers to optimize funding for the US 395 Widening Project.

#### 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:

1. Transfers in are recorded to reclassify expenditures from State Highway Funds to maximize the use of SB1 and Measure I funding sources.
2. Transfers out represent cash transfers to optimize funding for the Diesel Multiple Unit (DMU) to Zero-Emission Multiple Unit (ZEMU) and State Route 210 projects.

#### 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. 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.

B. Expenditures:

1. Expenditures to date represent claims received and paid.

C. Other Financing Sources:

1. Operating transfers out are low 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.

C. 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. 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 and trustee fees are processed annually at the end of the fiscal year.

#### 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 low 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 March 31, 2021.
2. Operating transfers in/out represent cash transfers resulting from transfers within the capital projects funds as well as from Service Authority for Freeway Emergencies and Measure I funding sources.

Non-Major 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 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 Non-major 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. 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



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Approved  
General Policy Committee  
Date: June 9, 2021  
Witnessed By:

**Fiscal Year 2020-2021**  
**Third Quarter Budget to Actual Report**  
**March 31, 2021**

	2020-2021 Original Budget	Amendments	2020-2021 Revised Budget	Actual Revenues & Expenditures to Date	Encumbrances	Balance	% of Budget Remaining
<b>GENERAL FUND</b>							
<b>Revenues</b>							
Sales Tax-MSI	1,439,000	-	1,439,000	1,206,318	-	232,682	16.17%
Charges for Services	564,809	-	564,809	492,655	-	72,154	12.77%
Investment Earnings	97,350	-	97,350	2,269,250	-	(2,171,900)	-2231.02%
Miscellaneous	-	-	-	523	-	(523)	0.00%
Total Revenues	2,101,159	-	2,101,159	3,968,746	-	(1,867,587)	-88.88%
<b>Expenditures</b>							
General Government	11,303,436	-	11,303,436	5,954,180	341,348	5,007,908	44.30%
Regional & Subregional Planning	1,069,939	-	1,069,939	417,526	-	652,413	60.98%
Transit	38,447,195	(4,956,910)	33,490,285	15,078,185	581,612	17,830,488	53.24%
Project Delivery	21,855	-	21,855	-	-	21,855	100.00%
Fund Administration	776,248	-	776,248	349,740	5,820	420,688	54.20%
Total Expenditures	51,618,673	(4,956,910)	46,661,763	21,799,631	928,780	23,933,352	51.29%
<b>Other Financing Sources</b>							
Transfers in	48,255,647	-	48,255,647	7,617,444	-	40,638,203	84.21%
Transfers out	(4,757,601)	-	(4,757,601)	(3,552,665)	-	(1,204,936)	25.33%
Total Other Financing Sources	43,498,046	-	43,498,046	4,064,779	-	39,433,267	90.66%
Revenues Over (Under) Expenditures	(6,019,468)	4,956,910	(1,062,558)	(13,766,106)	(928,780)	13,632,328	

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**

<b>Revenues</b>							
Intergovernmental	137,566,070	-	137,566,070	16,341,033	-	121,225,037	88.12%
Investment Earnings	-	-	-	17,265	-	(17,265)	0.00%
Miscellaneous	-	-	-	751,557	-	-	100.00%
Total Revenues	137,566,070	-	137,566,070	17,109,855	-	121,207,772	88.11%
<b>Expenditures</b>							
Transit	1,089,024	-	1,089,024	239,611	13,454	835,959	76.76%
Project Delivery	158,477,046	46,000	158,523,046	43,829,970	2,393	114,690,683	72.35%
Total Expenditures	159,566,070	46,000	159,612,070	44,069,581	15,847	115,526,642	72.38%
<b>Other Financing Sources</b>							
Transfers in	22,000,000	-	22,000,000	162,571	-	21,837,429	99.26%
Transfers out	-	-	-	(15,507)	-	15,507	0.00%
Total Other Financing Sources	22,000,000	-	22,000,000	147,064	-	21,852,936	0.00%
Revenues Over (Under) Expenditures	-	(46,000)	(46,000)	(26,812,662)	(15,847)	27,534,066	

**FEDERAL TRANSIT ADMINISTRATION FUND**

<b>Revenues</b>							
Intergovernmental	41,652,319	-	41,652,319	19,048,256	-	22,604,063	54.27%
Total Revenues	41,652,319	-	41,652,319	19,048,256	-	22,604,063	54.27%
<b>Expenditures</b>							
Transit	41,652,319	6,100,000	47,752,319	26,810,511	-	20,941,808	43.86%
Total Expenditures	41,652,319	6,100,000	47,752,319	26,810,511	-	20,941,808	43.86%
Revenues Over (Under) Expenditures	-	(6,100,000)	(6,100,000)	(7,762,255)	-	1,662,255	

**STATE HIGHWAY FUND**

<b>Revenues</b>							
Intergovernmental	95,713,255	-	95,713,255	20,530,205	-	75,183,050	78.55%
Investment Earnings	-	-	-	1,239	-	(1,239)	100.00%
Total Revenues	95,713,255	-	95,713,255	20,531,444	-	75,181,811	78.55%
<b>Expenditures</b>							
General Government	4,178	-	4,178	474	-	3,704	88.65%
Regional & Subregional Planning	331,366	-	331,366	57,711	-	273,655	82.58%
Transit	15,783,255	-	15,783,255	9,733,239	-	6,050,016	38.33%
Project Delivery	78,862,000	-	78,862,000	15,768,009	-	63,093,991	80.01%
Fund Administration	732,456	-	732,456	476,668	-	255,788	34.92%
Total Expenditures	95,713,255	-	95,713,255	26,036,101	-	69,677,154	72.80%
<b>Other Financing Sources</b>							
Transfers in	-	-	-	306,228	-	(306,228)	-100.00%
Transfers out	-	-	-	(91,386)	-	91,386	100.00%
Total Other Financing Sources	-	-	-	214,842	-	(214,842)	0.00%
Revenues Over (Under) Expenditures	-	-	-	(5,289,815)	-	5,596,043	

Attachment: Budget to Actual 3rd Qtr 2021 (6919 : Budget to Actual Report - 3rd Qtr 2020/2021)

**Fiscal Year 2020-2021**  
**Third Quarter Budget to Actual Report**  
**March 31, 2021**

	2020-2021 Original Budget	Amendments	2020-2021 Revised Budget	Actual Revenues & Expenditures to Date	Encumbrances	Balance	% of Budget Remaining
<b>PROPOSITION 1B FUND</b>							
<b>Revenues</b>							
Intergovernmental	2,810,000	-	2,810,000	1,842,764	-	967,236	34.42%
Investment Earnings	8,000	-	8,000	227,893	-	(219,893)	-2748.66%
Total Revenues	2,818,000	-	2,818,000	2,070,657	-	747,343	26.52%
<b>Expenditures</b>							
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	1,191,431	-	10,256,569	89.59%
Total Expenditures	11,271,783	8,638,000	19,909,783	2,416,030	-	17,493,753	87.87%
Revenues Over (Under) Expenditures	(8,453,783)	(8,638,000)	(17,091,783)	(345,373)	-	(16,746,410)	
<b>LOCAL TRANSPORTATION FUND</b>							
<b>Revenues</b>							
Sales Tax-LTF	83,771,793	-	83,771,793	68,221,699	-	15,550,094	18.56%
Investment Earnings	1,200,000	-	1,200,000	(1,203,505)	-	2,403,505	200.29%
Total Revenues	84,971,793	-	84,971,793	67,018,194	-	17,953,599	21.13%
<b>Expenditures</b>							
Transit	91,100,000	(44,180)	91,055,820	36,558,258	-	54,497,562	59.85%
Total Expenditures	91,100,000	(44,180)	91,055,820	36,558,258	-	54,497,562	59.85%
<b>Other Financing Sources</b>							
Transfers out	(25,334,420)	-	(25,334,420)	(2,940,108)	-	(22,394,312)	88.39%
Total Other Financing Sources	(25,334,420)	-	(25,334,420)	(2,940,108)	-	(22,394,312)	88.39%
Revenues Over (Under) Expenditures	(31,462,627)	44,180	(31,418,447)	27,519,828	-	(58,938,275)	
<b>STATE TRANSIT ASSISTANCE FUND</b>							
<b>Revenues</b>							
Intergovernmental	26,091,386	-	26,091,386	11,056,058	-	15,035,328	57.63%
Investment Earnings	845,000	-	845,000	(1,202,295)	-	2,047,295	242.28%
Total Revenues	26,936,386	-	26,936,386	9,853,763	-	17,082,623	63.42%
<b>Expenditures</b>							
Transit	22,480,112	-	22,480,112	6,571,896	-	15,908,216	70.77%
Total Expenditures	22,480,112	-	22,480,112	6,571,896	-	15,908,216	70.77%
<b>Other Financing Sources</b>							
Transfers out	(15,849,969)	-	(15,849,969)	626,108	-	(16,476,077)	103.95%
Total Other Financing Sources	(15,849,969)	-	(15,849,969)	626,108	-	(16,476,077)	103.95%
Revenues Over (Under) Expenditures	(11,393,695)	-	(11,393,695)	3,907,975	-	(15,301,670)	
<b>SENATE BILL 1 Fund</b>							
<b>Revenues</b>							
Intergovernmental	106,345,422	-	106,345,422	39,152,406	-	67,193,016	63.18%
Total Revenues	106,345,422	-	106,345,422	39,152,406	-	67,193,016	63.18%
<b>Expenditures</b>							
Commuter and Motorist Assistance	996,271	-	996,271	436,130	-	560,141	43.78%
Regional & Subregional Planning Program	-	537,377	537,377	-	-	537,377	0.00%
Transit	31,803,855	(1,000,000)	30,803,855	22,472,482	-	8,331,373	27.05%
Major Project Delivery	72,445,000	-	72,445,000	22,156,358	-	50,288,642	30.58%
Total Expenditures	105,245,126	(462,623)	104,782,503	45,064,970	-	59,717,533	56.99%
<b>Other Financing Sources</b>							
Transfers out	-	-	-	(239,130)	-	239,130	0.00%
Total Other Financing Sources	-	-	-	(239,130)	-	239,130	0.00%
Revenues Over (Under) Expenditures	1,100,296	462,623	1,562,919	(6,151,694)	-	7,714,613	

Attachment: Budget to Actual 3rd Qtr 2021 (6919 : Budget to Actual Report - 3rd Qtr 2020/2021)

**Fiscal Year 2020-2021**  
**Third Quarter Budget to Actual Report**  
**March 31, 2021**

	2020-2021 Original Budget	Amendments	2020-2021 Revised Budget	Actual Revenues & Expenditures to Date	Encumbrances	Balance	% of Budget Remaining
<b>MEASURE I 1990-2010 FUND</b>							
<b>Revenues</b>							
Investment Earnings	30,000	-	30,000	(81,359)	-	111,359	371.20%
Total Revenues	30,000	-	30,000	(81,359)	-	111,359	371.20%
<b>Expenditures</b>							
Environment and Energy Conservation	335,000	(60,000)	275,000	10,803	6,029	258,168	93.88%
Commuter and Motorist Assistance	200,000	-	200,000	68,425	-	131,575	65.79%
Project Delivery	4,601,146	(46,000)	4,555,146	374,942	-	4,180,204	91.77%
Total Expenditures	5,136,146	(106,000)	5,030,146	454,170	6,029	4,569,947	90.85%
Revenues Over (Under) Expenditures	(5,106,146)	106,000	(5,000,146)	(535,529)	(6,029)	(4,458,588)	
<b>MEASURE I 2010-2040 FUND</b>							
<b>Revenues</b>							
Sales Tax-MSI	141,341,488	-	141,341,488	119,425,520	-	21,915,968	15.51%
Intergovernmental	1,119,512	-	1,119,512	-	-	1,119,512	100.00%
Investment Earnings	2,445,750	-	2,445,750	(3,852,753)	-	6,298,503	257.53%
Total Revenues	144,906,750	-	144,906,750	115,572,767	-	29,333,983	20.24%
<b>Expenditures</b>							
General Government	1,279,230	-	1,279,230	507,954	14,309	756,967	59.17%
Environment and Energy Conservation	214,283	-	214,283	143,488	-	70,795	33.04%
Commuter and Motorist Assistance	712,109	-	712,109	93,099	4,525	614,485	86.29%
Regional & Subregional Planning	1,245,121	-	1,245,121	262,806	7,500	974,815	78.29%
Transit	60,408,437	3,025,000	63,433,437	10,707,490	83,330	52,642,617	82.99%
Project Delivery	100,124,988	-	100,124,988	28,285,104	903,120	70,936,764	70.85%
Fund Administration	117,639,725	-	117,639,725	41,289,010	4,758,500	71,592,215	60.86%
Total Expenditures	281,623,893	3,025,000	284,648,893	81,288,951	5,771,284	197,588,658	69.41%
<b>Other Financing Sources</b>							
Transfers in	20,715	-	20,715	12,308	-	8,407	40.58%
Transfers out	(25,969,814)	-	(25,969,814)	(11,901,086)	-	(14,068,728)	54.17%
Total Other Financing Sources	(25,949,099)	-	(25,949,099)	(11,888,778)	-	(14,060,321)	54.18%
Revenues Over (Under) Expenditures	(162,666,242)	(3,025,000)	(165,691,242)	22,395,038	(5,771,284)	(182,314,996)	
Note: Sales tax - MSI is net of the 1% for Measure I Administration and accounted for in the General Fund.							
<b>DEBT SERVICE FUND</b>							
<b>Revenues</b>							
Investment Earnings	-	-	-	291	-	(291)	100.00%
Total Revenues	-	-	-	291	-	(291)	100.00%
<b>Expenditures</b>							
Debt Service	13,043,300	-	13,043,300	13,033,700	-	9,600	0.07%
Total Expenditures	13,043,300	-	13,043,300	13,033,700	-	9,600	0.07%
<b>Other Financing Sources</b>							
Operating Transfers In	13,043,300	-	13,043,300	10,017,047	-	3,026,253	23.20%
Total Other Financing Sources	13,043,300	-	13,043,300	10,017,047	-	3,026,253	23.20%
Revenues Over (Under) Expenditures	-	-	-	(3,016,362)	-	3,016,362	
<b>CAPITAL PROJECTS FUND</b>							
<b>Revenues</b>							
Intergovernmental	50,523,822	-	50,523,822	12,696,808	-	37,827,014	74.87%
Investment Earnings	140,600	-	140,600	42,894	-	97,706	69.49%
Miscellaneous	12,136,525	-	12,136,525	2,113,793	-	10,022,732	82.58%
Total Revenues	62,800,947	-	62,800,947	14,853,495	-	47,947,452	76.35%
<b>Expenditures</b>							
Environment and Energy Conservation	1,120,000	-	1,120,000	-	-	1,120,000	100.00%
Commuter and Motorist Assistance	497,399	-	497,399	54,495	-	442,904	89.04%
Regional & Subregional Planning	275,000	2,437,000	2,712,000	28,737	-	2,683,263	98.94%
Transit	19,021,144	31,910	19,053,054	3,063,175	-	15,989,879	83.92%
Project Delivery	50,551,960	-	50,551,960	19,053,757	71,113	31,427,090	62.17%
Fund Administration	302,128	-	302,128	-	-	302,128	100.00%
Total Expenditures	71,767,631	2,468,910	74,236,541	22,200,164	71,113	51,965,264	70.00%
<b>Other Financing Sources</b>							
Operating Transfers in	11,088,799	-	11,088,799	1,103,313	-	9,985,486	90.05%
Operating Transfers out	(22,000,000)	-	(22,000,000)	(727,403)	-	(21,272,597)	96.69%
Total Other Financing Sources	(10,911,201)	-	(10,911,201)	375,910	-	(11,287,111)	103.45%
Revenues Over (Under) Expenditures	(19,877,885)	(2,468,910)	(22,346,795)	(6,970,759)	(71,113)	(15,304,923)	

Attachment: Budget to Actual 3rd Qtr 2021 (6919 : Budget to Actual Report - 3rd Qtr 2020/2021)

**Fiscal Year 2020-2021**  
**Third Quarter Budget to Actual Report**  
**March 31, 2021**

	2020-2021		2020-2021	Actual Revenues			% of Budget
	Original		Revised	& Expenditures			
	Budget	Amendments	Budget	to Date	Encumbrances	Balance	Remaining
<b>NONMAJOR GOVERNMENTAL FUNDS - EXCLUDING COUNCIL OF GOVERNMENTS FUND</b>							
<b>Revenues</b>							
Intergovernmental	5,392,310	-	5,392,310	3,710,895	-	1,681,415	31.18%
Charges for Services	12,000	-	12,000	572	-	11,428	95.23%
Investment Earnings	50,000	-	50,000	(31,938)	-	81,938	163.88%
Miscellaneous	-	-	-	906	-	(906)	100.00%
Total Revenues	5,454,310	-	5,454,310	3,680,435	-	1,773,875	32.52%
<b>Expenditures</b>							
General Government	108,514	-	108,514	55,018	1,000	52,496	48.38%
Environment and Energy Conservation	12,000	-	12,000	(16,281)	21,522	6,759	56.33%
Commuter and Motorist Assistance	4,150,579	-	4,150,579	2,099,873	88,132	1,962,574	47.28%
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	8,178,765	44,180	8,222,945	5,265,010	114,180	2,843,755	34.58%
<b>Other Financing Sources</b>							
Transfers in	-	-	-	5,238	-	(5,238)	100.00%
Transfers out	(322,588)	-	(322,588)	(252,420)	-	(70,168)	21.75%
Total Other Financing Sources	(322,588)	-	(322,588)	(247,182)	-	(75,406)	23.38%
Revenues Over (Under) Expenditures	(3,047,043)	(44,180)	(3,091,223)	(1,831,757)	(114,180)	(1,145,286)	
<b>COUNCIL OF GOVERNMENTS FUND</b>							
<b>Revenues</b>							
Intergovernmental	21,325	-	21,325	68,711	-	(47,386)	-222.21%
Special Assessments	257,539	-	257,539	257,539	-	-	0.00%
Investment Earnings	12,200	-	12,200	(19,193)	-	31,393	257.32%
Miscellaneous	229,190	-	229,190	183,667	-	45,523	19.86%
Total Revenues	520,254	-	520,254	490,724	-	29,530	5.68%
<b>Expenditures</b>							
General Government	802,409	-	802,409	468,599	-	333,810	41.60%
Environment and Energy Conservation	347,616	60,000	407,616	83,193	70,400	254,023	62.32%
Regional & Subregional Planning	20,588	-	20,588	-	-	20,588	100.00%
Total Expenditures	1,170,613	60,000	1,230,613	551,792	70,400	608,421	49.44%
<b>Other Financing Sources</b>							
Transfers out	(174,069)	-	(174,069)	(130,552)	-	(43,517)	25.00%
Total Other Financing Sources	(174,069)	-	(174,069)	(130,552)	-	(43,517)	25.00%
Revenues Over (Under) Expenditures	(824,428)	(60,000)	(884,428)	(191,620)	(70,400)	(622,408)	

Attachment: Budget to Actual 3rd Qtr 2021 (6919 : Budget to Actual Report - 3rd Qtr 2020/2021)

## ***Minute Action***

AGENDA ITEM: 4

***Date:*** June 9, 2021

***Subject:***

Fiscal Year 2020/2021 Initiatives and Action Plan - Fourth Quarter Report

***Recommendation:***

Receive the Fiscal Year 2020/2021 Initiatives and Action Plan –Fourth Quarter Report.

***Background:***

The San Bernardino County Transportation Authority's (SBCTA) Fiscal Year 2020/2021 Initiatives and Action Plan establish the Board of Directors priorities for the year. The Executive Director uses this as a tool with the Executive Management Team to evaluate SBCTA's progress in achieving the Board's priorities.

***Financial Impact:***

This item does not impact 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:***

Raymond Wolfe, Executive Director

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<p><i>Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority</i></p>	<p style="text-align: center;">Approved General Policy Committee Date: June 9, 2021  Witnessed By:</p>
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San Bernardino County Transportation Authority  
Fiscal Year 2020/2021 Initiatives and Action Plan - Fourth Quarter Report

Initiative #1: Transparent and Accountable Allocation Strategies				
Division Strategy: Complete timely audits of Measure I and Transportation Development Act recipients				
1A	Action Plan	Milestones	Milestone Status	Responsibility
	Manage and communicate with Audit firm to plan and complete annual audits	Convey time table and expectations to jurisdictions and transit operators – Q1	SBCTA staff met with transit operators to plan annual audit. Finance mailed a letter in April 2020 to all Jurisdictions explaining the audit process and responsibilities.	Finance
	Monitor progress of audits	Oversee audit scheduling and progress - Q3	Finance managed Measure I (MSI) and Transportation Development Act (TDA) audits.	Finance
	Inform Committees and SBCTA Board of status of audits	Provide audit reports and recommendations – Q3	Finance presented audits to the General Policy Committee meeting in March 2021.	Finance
	Manage TDA triennial performance audits of SBCTA and transit operators	Award consultant contract for triennial performance audits – Q2	At the October meeting, Board awarded the contract to Michael Baker International, Inc.	Fund Administration
		Coordinate with consultant, SBCTA and transit operators to collect necessary audit information - Q4	On schedule.	Fund Administration, Transit
		Submit completed audits to Caltrans by July 1, 2021 – Q4	COVID impacts delayed collection of data so that the final report will not be submitted by July 1, 2021. Staff expects the final report to be complete for approval by the Board and submittal to Caltrans in September 2021.	Fund Administration
	Notes			
Division Strategy: Update construction in progress and conduct annual inventory of capital assets				
1B	Action Plan	Milestones	Milestone Status	Responsibility
	Conduct annual inventory of capital and inventoriable assets, including updates to construction in progress (CIP)	Update capital asset listing and CIP by Q3.	Capital asset listing updated in September 2020.	Finance
	Notes			
Division Strategy: Use strategic programming to ensure that no funds are lost				
1C	Action Plan	Milestones	Milestone Status	Responsibility
	Manage projects closely with Caltrans to ensure adequate resources are available when projects are ready	May 1 is Caltrans’ deadline for guaranteed access to federal Obligation Authority (OA) – Q4	At the end of the Federal Fiscal Year (FFY) in September 2020, 228% of SBCTA OA was delivered for FFY 2019/2020, which resulted in access to \$21M additional federal funding in FFY 2020/2021 and protected SBCTA from losing unobligated federal funds. Staff continues to monitor OA and apportionments for the current FFY.	Fund Administration (Project Delivery)
		June 30 is California Transportation Commission (CTC) deadline for project allocation or extension requests – Q4	Staff has ensured that all allocation and extension requests have been submitted to the CTC for approval.	Fund Administration

Yellow shading means the work is behind schedule

Red text signifies urgent and significant challenges in completing the task

Attachment: Fiscal Year 2020-2021 Initiatives and Action Plan - Q4 Final (6961) : Receive the Fiscal Year

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1C (cont)	Manage projects to ensure funds are not lost	Ensure Omnitrans will begin expending Low Carbon Transit Operations Program (LCTOP) funds by December 2020 deadline - Q1	Omnitrans has confirmed these funds were expended by the December 2020 deadline.	Fund Administration
		Request allocation of Planning, Programming, and Monitoring funds for Fiscal Year 21/22 - Q4	PPM Allocation Request will be submitted to Caltrans in April 2021 as required.	Fund Administration
		Request allocation or extension of Local Partnership Program (LPP) funds for Rancho Corridor - Q4	LPP funds totaling \$12.678M were programmed and \$12.195M allocated by the CTC at the January 2021 meeting. The balance will be allocated when available in FY 2021/2022.	Fund Administration
	Monitor approval of 2021 FTIP and possible impacts of SAFE Vehicle Rule	2021 FTIP approval scheduled for Dec 2020	The 2021 FTIP adoption was delayed from December 2020 but was adopted by SCAG in March 2021 and approved by Federal agencies in April 2021.	Fund Administration
	Notes			
Division Strategy: Protect San Bernardino County's equitable share of available state and federal funds				
1D	Action Plan	Milestones	Milestone Status	Responsibility
	Develop funding strategies that maximize resources available and result in opportunities to seize additional state and federal funds	Ensure that Obligation Authority (OA) and apportionment are available as new projects are ready for funding while continuing to draw down funds for I-10 Corridor Contract 1 – Q4	Staff continues to monitor OA and apportionments and finds they will be sufficient for the current FFY.	Fund Administration
		Work with Project Delivery and Transit to realign funding strategies based on results of 2020 competitive grant awards and any possible stimulus packages - Q3	The CTC awarded Senate Bill 1 funds to West Valley Connector, I-10 Truck Climbing Lanes, and I-15 Express Lanes in December 2020 and funding plans have been revised. Additionally the Board is scheduled to approve a revised funding plan for West Valley Connector in June 2020 to incorporate the award of SB1 and Federal Small Starts funding.	Fund Administration, Project Delivery, Transit
	Notes			



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Division Strategy: Develop long-term bonding needs to help leverage other funds and deliver projects				
1E	Action Plan	Milestones	Milestone Status	Responsibility
	Establish plan for 2022 sales tax revenue bond program  NOTE: This has been corrected. It previously referred to a 2021 sales tax revenue bond program in error.	Present draft program project lists for inclusion in the 2021 Update to the 10-Year Delivery Plan, for approval by the Board in Fall 2021 – Q4	Staff continues to analyze scenarios of the impacts from the COVID-19 pandemic to determine if project prioritization or changes to the 2022 sales tax revenue bond program, planned for March 2022, are required; however, more data related to actual revenue impacts is required for a meaningful analysis. Because of this, staff recommended that the adoption of the 2021 Update to the 10-Year Delivery Plan be delayed from Fall 2021 (September) to December 2021 in the Q1 update. Development of the program project lists will continue on schedule through Q4.	Fund Administration (Finance, Project Delivery, Transit, Planning)
	Notes			
Division Strategy: Manage geographic equity in fund distribution across the County				
1F	Action Plan	Milestones	Milestone Status	Responsibility
	Manage long-term strategy for ensuring geographic equity in fund distribution over the life of the Measure	Incorporate Mountain/Desert subareas' regional and interregional projects lists into the 2021 Update to the 10-Year Delivery Plan – Q4	Program Project Lists for the Mountain/Desert Subareas were approved by the Board at its September 2020 meeting. Staff is meeting individually with Caltrans and Mountain/Desert jurisdictions to review and confirm project schedules and costs. Interregional priorities for the Rural Mountain/Desert Subareas were approved by the Board in April. Victor Valley interregional priorities are scheduled to be approved by the Board in June. Subarea meetings with all jurisdictions will follow to determine project priorities, fair share availability of funding, and program programming.	Fund Administration
	Notes			
Division Strategy: Manage SBCTA railroad right-of-way in an efficient and comprehensive fashion				
1G	Action Plan	Milestones	Milestone Status	Responsibility
	Manage SBCTA railroad right-of-way in an efficient and comprehensive fashion.	Continue management and incorporate Best Practices as appropriate.	Ongoing	Transit
	Notes			

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Division Strategy: Conduct consolidation study between SBCTA and Omnitrans and an Innovative Transit Review of Metro-Valley area				
1H	Action Plan	Milestones	Milestone Status	Responsibility
	Manage consultant, coordinate work and results with Omnitrans Executive team, and communicate results to SBCTA and Omnitrans committees and Board.	Present a preliminary list of pros and cons of consolidation.	Completed on April 1, 2020.	Special Projects and Strategic Initiatives
		Present financial impacts for consolidation to Transit Committee and Board - Q1.	Completed on September 2, 2020.	Special Projects and Strategic Initiatives
		Present consolidation report, implementation plan, and final assessment and innovative transit review report to Transit Committee and Board - Q2.	Completed November 2020.	Special Projects and Strategic Initiatives
	Notes			
Initiative #2: Engender Public Trust				
Division Strategy: Secure an unmodified opinion of Comprehensive Annual Financial Report (CAFR)				
2A	Action Plan	Milestones	Milestone Status	Responsibility
	Plan meeting at interim field work with Executive Board officers and CPA firm	Schedule meeting – Q1	Meeting held in August 2020.	Finance
		Schedule interim field work in April 2020	Interim field work completed in April 2020.	Finance
		Schedule year-end field work to start in October 2020	Field work started in October 2020 and audit process is now complete.	Finance
	Notes			
Division Strategy: Obtain Certificate of Achievement for Excellence in Financial Reporting				
2B	Action Plan	Milestones	Milestone Status	Responsibility
	Apply for Government Finance Officers Association (GFOA) award for the Comprehensive Annual Financial Report (CAFR)	Submit application and CAFR to GFOA after meeting with Executive Board in December 2020.	Application to GFOA submitted in December 2020.	Finance
	Notes			
Division Strategy: Obtain Distinguished Budget Presentation Award				
2C	Action Plan	Milestones	Milestone Status	Responsibility
	Apply for GFOA award for annual budget	Submit application to GFOA – Q1	Application will be submitted to GFOA in June 2021.	Finance
	Notes			

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Division Strategy: Complete internal control self-assessment to identify areas of improvement.				
2D	Action Plan	Milestones	Milestone Status	Responsibility
	Complete review of annual internal control self-assessment	Review procedure and questionnaire based on Code of Federal Regulations, Federal Transit Administration, and framework from the Committee of Sponsoring Organizations of the Treadway Committee (COSO) by Q2 and implementation of recommendation from report of on-call auditor presented to Board May 2020.	Review procedure and questionnaire for internal control assessment and on-call auditor recommendation presented to Board May 2020.	Finance
		Review procedure and questionnaire and present to executive staff and complete questionnaire by Q3.	Finance staff reviewed procedure and questionnaire and implementation of recommendations from on-call auditor.	Finance
		Identify and improve controls for areas that require improvement by Q4.	Finance has reviewed answers and recommendations from on-call auditor and has implemented improvements to internal controls.	Finance
	Notes			
Division Strategy: Deploy an Enterprise Resource Planning System				
2E	Action Plan	Milestones	Milestone Status	Responsibility
	Deploy an Enterprise Resource Planning (ERP) system	Release Request for Proposals (RFP) to secure vendor for business process analysis by Q2.	Readiness assessment analysis completed, scope of work in progress. Project has been delayed by a year as an electronic document management system has been prioritized in order to implement the Records Retention Schedule.	Special Projects and Strategic Initiatives
		Select vendor for business process analysis by Q3.	Selection has been postponed to Q4 of Fiscal Year 2021-2022.	Special Projects and Strategic Initiatives
	Notes			

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Initiative #3: Focus on Creating and Strengthening Collaborative Partnerships with Governmental and Business Entities				
Division Strategy: Work with other governments and business groups to leverage resources for our region's benefit				
3A	Action Plan	Milestones	Milestone Status	Responsibility
	Create a Strategic plan for Housing Policy in San Bernardino County and collaborate with neighboring government entities and stakeholders	Draft a white paper for member agencies on significant changes to statewide housing policy and laws for circulation in Q1.	Complete. Presented to Technical Advisory Committee's (TAC's) in September and Board in October.	COG
		Incorporate Housing policy discussion as part of the 2021 City/County Conference.	The 2021 Conference will be virtual and topics will be limited to COVID-19 recovery and economic recovery. Will explore how best to hold the housing discussion in the next fiscal year.	COG
		Partner with League of California Cities for advocacy efforts especially on communicating unique circumstances in San Bernardino County.	Ongoing.	COG
	Move forward a workforce development toolkit	Integrate inventory of city programs, projects and practices with County efforts and tools for a complete countywide workforce development resource by Q2.	Inventory is complete. COVID interrupted efforts to work and coordinate with County. Project delayed. Scheduled a discussion at CCMTAC in September 2021 with County and cities to begin coordination.	COG
		Host summit of County and cities on workforce development tools available by Q3.	Delayed. Will develop most appropriate method for sharing workforce development tools based on feedback from cities and County after CCMTAC meeting in September.	COG
		Working with City Managers TAC, help collaboration of cities and County on regional economic recovery following COVID-19 crisis.	Ongoing. Will be a focus of virtual City/County Conference in June 2021.	COG
	Complete Priority Dispatch Optimization Plan which will provide recommendations and cost benefit analysis for options to help alleviate undue burden on the 9-1-1 Emergency Medical Services System	Complete study by Q2.	ECNS launched 12/17/2020. Report to the CCMTAC and the Board by June 2021. Work with partners in their efforts to identify potential funding for ongoing program and to develop information tools for cities and the public on what ECNS is and what the public can expect.	COG
		Collaborate with stakeholders including County, cities, Inland Counties Emergency Medical Agency (ICEMA), County Chiefs and dispatch centers on implementation of recommendations based on lessons learned during the COVID-19 crisis.	Ongoing effort during the year.	COG
	Notes			

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Division Strategy: Enhance COG role				
3B	Action Plan	Milestones	Milestone Status	Responsibility
	Work with the Board to make sure the COG is responsive to the needs of our members	Meet with COG Ad Hoc Committee to update COG work plan before the end of Q1.	Seeking new date in Q2 as economic impacts of COVID are a concern for this meeting's discussions.	COG
	Collaborate with Member Agencies through the COG Advisory Group during the decision-making process on items related to the COG work plan and any items related to the Countywide Vision	Meet at least four times with the Advisory Group on the work plan.	Ongoing.	COG
		Discuss revisiting the Countywide Vision with the County and collaborate on process to update.	Board of Directors established an Equity Ad Hoc and directed staff to work with the County on its Eleventh Element of the Countywide Vision. Ad Hoc is meeting regularly and is focused on SBCTA operations and looking at providing a regional toolkit to be used by local agencies utilizing GIS. Work will continue through the remainder of this fiscal year and will be incorporated into next years work plan.	COG
	Notes			
Division Strategy: Enhance SBCOG's and the region's ability to compete for grant funding				
3C	Action Plan	Milestones	Milestone Status	Responsibility
	Host grant writing workshop for our members and other local government partners	Schedule grant workshop for Q2.	The Grant Writing workshop was held June 25, 2020, for the Active Transportation Program (ATP), Cycle 5 program.	COG
	Better communicate grant opportunities to member agencies	Establish formal process for notifications with City Managers TAC by Q2.	This was complete in July. Staff established a webpage and process for noticing local agencies about grant opportunities.	COG
	Notes			
Division Strategy: Assist local governments with environmental and efficiency initiatives				
3D	Action Plan	Milestones	Milestone Status	Responsibility
	Provide leadership and assistance to our members in implementing energy conservation projects	Host Light Emitting Diode (LED) Holiday light exchanges in Q2.	Will continue to coordinate with cities regarding distribution and exchange of the remaining LED holiday lights and energy efficiency kits inventory. Activities in 2020 were interrupted due to COVID-19 issues/concerns. Outreach to cities regarding possible Fall of 2021 activities set for Q1 for Q2 events in Fiscal Year 2021/2022.	Air Quality/Mobility

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3D (Cont)		Explore establishing a Regional Energy Network and submit a business plan to the California Public Utilities Commission (CPUC). Business Plan has been submitted, currently waiting for a response from CPUC. Hope to implement the program as soon as possible. Estimated target is Q3 of Fiscal Year 2021/2022.	Business Plan submitted to the CPUC in Feb 2021. Continuing to respond to any inquiries the CPUC may have. Currently waiting to hear from the CPUC, which could be several months. In the meantime, continuing to gather letters of support for the I- REN Business Plan to help demonstrate regional support for the project.	Air Quality/Mobility
	Assist local agencies and the region with tools and funding to encourage pollution reductions through alternative fueled vehicles and new advanced technologies	Establish process to notify member agencies regularly of Electric Vehicle (EV) charging infrastructure funding opportunities by Q3.	Work continuing. Will incorporate with other grant opportunity communications with cities. Process scheduled to be completed by Q3.	Air Quality/Mobility
	Notes			
Initiative #4: Accelerate Delivery of Capital Projects				
Division Strategy: Deliver the Redlands Passenger Rail Project & Implement Arrow Service				
4A	Action Plan	Milestones	Milestone Status	Responsibility
	Ensure construction of the mainline is progressing, substantially complete the maintenance facility, and complete final assembly of Diesel Multiple Unit (DMU) vehicles. Assist Southern California Regional Rail Authority (SCRRA) with rail activation planning and inclusion of Arrow in their new operation contract procurement.	Assist SCRRA rail activation planning.	Ongoing.	Transit
		Maintenance facility substantial completion - Q2.	Delayed - See Below.	Transit
		Final delivery of all DMU vehicles - Q3.	Delay to Q4 & Q1 of FY21/22.	Transit
		Continue construction of the Redlands Passenger Rail Project (RPRP) mainline and continued support to Metrolink for development of the future Arrow hybrid-rail service - Q1 FY22 (infrastructure).	Substantial completion of infrastructure is scheduled for Q2 FY22 with revenue service targeted for Q4 FY22 pending actions by SCRRA and FRA.	Transit
Notes				
Staff is working with SCRRA and Riverside County Transportation Commission to accept delivery of the vehicles at the South Perris Valley Line layover facility and start testing and commissioning activities of the DMUs. Overall, this is beneficial to the project as the vehicles can be tested on existing infrastructure isolating issues that might arise with the newly built infrastructure. Work at the maintenance facility is anticipated to extend beyond Q4 to retrofit main doors in order to comply with CPUC clearance requirements. Target completion date for maintenance facility is Q2 FY21/22.				

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Division Strategy: Support Delivery of Gold Line Phase 2B				
4B	Action Plan	Milestones	Milestone Status	Responsibility
	Close the funding shortfall in San Bernardino County if LA Metro commits to building to the county line.	Close the funding gap - TBD.	Monitor.	Transit
	Notes			
	The construction bids exceeded the engineer’s estimate by \$550 million. The Gold Line Construction Authority (GLCA) re-scoped the project to include Pomona as the initial terminus, with an option to build to Claremont, and then another option from Claremont to Montclair based on funding availability. Funding in LA County to get it from Pomona to the county line has not been identified. The portion of work in San Bernardino County has increased from \$80 million to \$97 million. The draft construction agreement was prepared by San Bernardino County Transportation Authority (SBCTA) and issued to GLCA for review and comment. Negotiations on hold at the request of the GLCA. Draft operating agreement provided by LA Metro for review. On-hold pending re-scoping of the Project.			
Division Strategy: Support Delivery the West Valley Connector				
4C	Action Plan	Milestones	Milestone Status	Responsibility
	Begin final design of the West Valley Connector Phase 1 Project and initiate right of way acquisition activities	Complete Final Design - Q4.	On Schedule.	Transit
		Submit Small Starts Rating Package to FTA - Q1.	Completed.	Transit
		Initiate right of way acquisition activities - Q2.	Completed.	Transit
	Notes			
	FTA has allocated the full funding request of \$86.75 million from their Small Starts Program. Staff will continue to work with the FTA on requirements for the Small Starts Grant Agreement. 90% design is complete and final design is scheduled to be completed in late Q4. Design activities related to the charging infrastructure at the existing maintenance facility and at the Pomona Metrolink station will continue beyond Q4. Initial right-of-way acquisition activities are ongoing with acquisition offers being presented to owners in summer 2021.			
Division Strategy: Produce Zero or Low Emission Multiple Unit				
4D	Action Plan	Milestones	Milestone Status	Responsibility
	Proceed with final design of the zero or low emission multiple unit (ZEMU) in close coordination with Southern California Regional Rail Authority (SCRRA) and continued consultation with the Federal Railroad Administration (FRA). Finalize fueling plan.	Complete Conceptual Design - Vehicle - Q2.	Completed.	Transit
		Environmental Approval - Fueling Infrastructure - Q1.	Delayed to Q4 - See Below.	Transit
		Complete Conceptual Design - Q4.	On Schedule.	Transit
	Notes			
	Per consultation with General Counsel, staff is proceeding with a focused EIR for the fueling infrastructure project.			
Division Strategy: Delivery of Capital Projects				
4E	Action Plan	Milestones	Milestone Status	Responsibility
	Project Study Report (PSR) and Project Approval and Environmental Document (PA/ED) Milestones	I-10 Mt. Vernon Interchange: PA/ED Approved - Q3.	PA/ED Approval anticipated FY 2021/2022 Q2.	Project Delivery
	Notes			

Yellow shading means the work is behind schedule

Red text signifies urgent and significant challenges in completing the task

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Division Strategy: Delivery of Capital Projects				
4F	Action Plan	Milestones	Milestone Status	Responsibility
	Plans, Specifications and Estimate (PS&E) Milestones	I-215 University Interchange: PS&E Approved – Q4.	Current schedule is Q2 2022/2023 based on updated r/w acquisition schedule, assuming eminent domain required.	Project Delivery
		I-215 Bi-County Landscape: PS&E Approved – before July 1, 2021.	On Schedule.	Project Delivery
		I-10 Alabama Interchange: PS&E Approved - Q2.	PS&E Approval anticipated Q4.	Project Delivery
	Notes			
Division Strategy: Delivery of Capital Projects				
4G	Action Plan	Milestones	Milestone Status	Responsibility
	Construction Milestones	US 395 Phase 1: Complete for Beneficial Use - Q1.	Beneficial Use realized ahead of schedule on June 19, 2020.	Project Delivery
		SR 60 Central: Start Construction - Q2.	Contract was awarded in Q2.	Project Delivery
		SR 60 Archibald: Complete for Beneficial Use - Q3.	Completed for Beneficial Use Q4.	Project Delivery
		I-10 University Interchange: Start Construction - Q3.	Contract was awarded Q2, Construction started Q3.	Project Delivery
		I-10 Alabama Interchange: Start Construction - Q4.	Start Construction Anticipated FY 2021/2022 Q2.	Project Delivery
		Notes		
Initiative #5: Maximize Funding Opportunities and Cost-Effectiveness of Investments				
Division Strategy: Conduct regional forums to discuss issues of importance across our region				
5A	Action Plan	Milestones	Milestone Status	Responsibility
	Advocate for policies and funding formulas at the state and federal levels that are favorable for San Bernardino County Transportation Authority (SBCTA) to construct and deliver transportation projects	Monitor Annual State/Federal Appropriations.	Ongoing.	Legislative/Public Affairs
		Support/Oppose legislation favorable/harmful to SBCTA’s ability to deliver transportation projects.	Ongoing.	Legislative/Public Affairs
		Host a legislative roundtable with district staff from SBCTA’s state and federal delegation.	Planning Meeting for November 2021.	Legislative/Public Affairs
		Host an Ontario Airport Transit Access focused roundtable with San Bernardino County stakeholders.	Ongoing.	Legislative/Public Affairs
	Notes			



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Initiative #6: Awareness of SBCTA Programs, Services, and Transit Options				
Division Strategy: Build awareness of SBCTA programs and services				
6A	Action Plan	Milestones	Milestone Status	Responsibility
	Highlight Measure I’s contributions to the region’s transportation system	Actively identify speaking opportunities to promote programs and major projects; participate in regional forums; enhance visibility.	Ongoing.	Legislative/Public Affairs, Fund Administration
	Market San Bernardino County Transportation Authority (SBCTA) identity, promote awareness of programs and services		Ongoing.	Legislative/Public Affairs
	Notes			
Division Strategy: Leverage and grow public outreach and communication services				
6B	Action Plan	Milestones	Milestone Status	Responsibility
	Continue to enhance traditional and social media presence	Leverage projects to gain more local media coverage. Procure media relations expert to advance media placement and agency reputation with editors.	Ongoing.	Legislative/Public Affairs
	Utilize On-Call Public Outreach Contracts, On-Call Graphic Design Services Contracts, Marketing & Branding Services Contract, and Redlands Passenger Rail Project Outreach Contract to utilize new tools and capitalize on communication opportunities throughout the region.	Provide project-based webinars to promote more participation via online tools.	Ongoing.	Legislative/Public Affairs
		Develop content for Mobility 21 and Focus on the Future events for regional visibility.	Planning for Fall 2021.	Legislative/Public Affairs, Transit
	Utilize On-Call Graphic Design Services Contracts & Marketing and Branding Services Contract to support each Division in their efforts to communicate internally and externally.	Submit successful projects for regional awards (i.e., CAPIO, PRSA, etc.) .	Ongoing.	Legislative/Public Affairs, Fund Administration
	Notes			
Division Strategy: Highlight transit options in San Bernardino County				
6C	Action Plan	Milestones	Milestone Status	Responsibility
	In partnership with transit operators, highlight transit connectivity options in the region via quarterly Customer Based initiatives meetings and coordinate marketing efforts.	Leverage existing resources to build awareness of transit services in San Bernardino County.	Ongoing.	Legislative/Public Affairs, Transit
	Notes			

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Initiative #7: Long Range Strategic Planning				
Division Strategy: Analyze long range transportation strategy in a financially constrained framework				
7A	Action Plan	Milestones	Milestone Status	Responsibility
	Update Long Range Transit Plan (LTRP)	Complete Draft LRTP – Q4.	Note: Strategy changing to incorporate into a Comprehensive, Long Range Multimodal Transportation Plan. Submitting for Caltrans grant, to be done at a time when transit and travel has stabilized.	Planning, Transit, Fund Administration
	Update Countywide Transportation Plan (CTP)	Complete Final 2021 CTP – Q2.	CTP now incorporating additional multimodal elements, draft planned for completion before July 1, 2021.	Planning, Fund Administration
	Complete Zero-emission Bus Analysis for San Bernardino County	Complete Final – Q3.	Complete.	Transit, Planning
	Notes			
Division Strategy: Conduct strategic planning of Measure I projects and update policies to be consistent with practice				
7B	Action Plan	Milestones	Milestone Status	Responsibility
	Update Development Mitigation Nexus Study	Update Project List – Q1.	Updated and provided to TTAC and GPC in September.	Planning, Fund Administration
		Adopt Updated Nexus Study – Q2.	Adopted in October 2020.	Planning, Fund Administration
	Prepare updated priority list of Valley Interchange Projects	Conduct analysis – Q3.	Deferred until traffic has stabilized after the pandemic. Will reassess need after that point.	Planning
		Prepare recommendations – Q4.	Deferred until traffic has stabilized after the pandemic.	Planning
	Notes			
Division Strategy: Provide current, quality planning data				
7C	Action Plan	Milestones	Milestone Status	Responsibility
	Support other departments with data analysis and mapping/GIS	Ongoing.	Provided exhibits and graphics for multiple projects and procurements.	Planning
	Provide planning/modeling data to support Senate Bill (SB) 743 implementation and various development projects	Make model available to outside consultants - Q1 Model support and jurisdiction assistance - Ongoing.	Made model distribution available through SBCTA planning consultant bench.	Planning
	Notes			

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Division Strategy: Conduct subarea and modal studies				
7D	Action Plan	Milestones	Milestone Status	Responsibility
	Prepare Comprehensive Multimodal Corridor Plans (CMPC) with Riverside County Transportation Commission (RCTC) and Caltrans, to address SB 1 Solutions for Congested Corridors requirements	Provide full draft of Inland Empire CMCP – Q1.	Draft provided in July, Interagency reviews completed by end of September.	Planning
		Complete Inland Empire CMCP - Q2.	Adopted in October 2020 and used as basis for SB 1 Solutions for Congested Corridors Program grants.	Planning
	Conduct SR-18/138 Corridor Study with Metro and Caltrans	Initiate study – Q3.	Agreements with LA Metro and Caltrans executed, and kick-off meeting held.	Planning
	Notes			
Initiative #8: Environmental Stewardship, Sustainability, and Grant Applications				
Division Strategy: Monitor and Provide Input to State, Federal, and Regional Plans and Guidelines				
8A	Action Plan	Milestones	Milestone Status	Responsibility
	Provide technical comments on draft reports, plans, and guidelines from Caltrans, CTC, OPR, CARB, CalSTA, and other state agencies	As draft reports and guidelines are released for review.	Provided comments to SCAG on Regional Housing Needs Assessment; to Caltrans on SB 743, SoCal Freight Strategy, and Regional Express Lanes Study: comments to High Speed Rail on Colton Intermodal Facility and Lenwood Staging Tracks; to Caltrans on CA Transportation Plan 2050; to CalSTA on CAPTI.	Planning, COG
	Prepare and Submit Grant Applications for SB 1 and other funding	SB 1 Grant Applications – Q1.	Four SB 1 grant applications submitted in July and August: I-10 Truck Climbing Lane, West Valley Connector, and I-15 Auxiliary Lanes and Express lanes in two SB 1 categories. All four grants awarded by CTC in December 2020. Developing strategy for Cycle 3 of SB 1 grants.	Planning, Fund Administration
	Notes			

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Division Strategy: Assist jurisdictions, developers, and other stakeholders with area-wide sustainability studies

8B	Action Plan	Milestones	Milestone Status	Responsibility
	SB 743 Countywide Implementation Study	Complete Phase 1 – Q1.	Phase 1 completed.	Planning
		Complete Phase 2 (SCAG portion) – Q4.	SCAG procurement completed in Q1. Initiated in Q2. Completed in Q4, with next steps to be determined.	Planning
	Prepare Climate Adaptation Plan with Western Riverside Council of Governments (WRCOG)	Prepare Draft Plan – Q1.	Plan completed.	Planning
	Prepare Countywide Green House Gas (GHG) Reduction Plan	Draft GHG Reduction Plan – Q2.	Draft completed. Coordinating with jurisdictions to finalize.	Planning
		Final GHG Reduction Plan – Q3.	Final workshop held in March. Incorporated local jurisdiction comments and report complete.	Planning
	Notes			
Division Strategy: Prepare effective active transportation plans				
8C	Action Plan	Milestones	Milestone Status	Responsibility
	Conduct Active Transportation (ATP) Plans: Redlands Rail Accessibility Study, Safe Routes to School (SRTS) Program (with County), and Countywide Sidewalk Inventory	Redlands Rail – Final Plan - Q1.	Completed.	Planning
		SRTS Program: Complete Phase 1 – Q3.	May incur additional delay due to COVID. Schools not open.	Planning
		Initiate SRTS Phase 2 – Q3.	Likely to be delayed due to COVID.	Planning
		Sidewalk Inventory - Initiate Phase 2 - Q2.	Consultant has been selected. Notice to proceed in Q3.	Planning
		Sidewalk Inventory – Data Development - Q4.	Data development initiated.	Planning
	Create Digital Active Transportation Plan	Final Plan – Q1.	Completed and presented to GPC in Q1.	Planning
		Ongoing maintenance/updates.	Update to support ATP Cycle 5 completed and presented to Board in September.	Planning
Notes				
Division Strategy: Implement components of ATP Metrolink Station Accessibility Grant				
8D	Action Plan	Milestones	Milestone Status	Responsibility
	Construction of Phase 2 of the Bicycle and Pedestrian improvements around the six Metrolink Stations as identified in the Transit Access Plan	Environmental – Q2.	At Caltrans for review.	Planning, Project Delivery
		Final Design – Q4.	Final design in process. PS&E Approval anticipated FY 21/22 Q3.	Planning, Project Delivery
Notes				

San Bernardino County Transportation Authority  
Fiscal Year 2020/2021 Initiatives and Action Plan - Fourth Quarter Report

Division Strategy: Develop and administer programs to improve the efficient use of our existing freeway network				
8E	Action Plan	Milestones	Milestone Status	Responsibility
	Administer programs to reduce congestion and traffic delays	Merge 511 system to create So Cal 511 through regional collaboration with Los Angeles Metropolitan Transportation Authority (LA Metro), Riverside County Transportation Commission (RCTC), Orange County Transportation Authority (OCTA), and Ventura County Transportation Commission (VCTC) by Q2 of Fiscal Year 2021/2022.	Work continuing. Working with LA Metro to get the final Memorandum of Understanding (MOU) in place and appropriate costs outlined. Merging of the two regional 511 systems is scheduled to take place by Q2 of Fiscal Year 2021/2022 due to additional edits, reviews and various COVID-19 impacts.	Air Quality/Mobility
		Implement a mobile call box/511 program by Q3 of Fiscal Year 2021/2022.	Work continuing. Implementation schedule is tied to the merging of the 511 system with Metro. Due to various edits, reviews and COVID-19 impacts on California Highway Patrol (CHP) dispatch, schedule for implementation is Q3 of Fiscal Year 2021/2022.	Air Quality/Mobility
	Notes			
Division Strategy: Support access to jobs, healthcare, and education while reducing roadway congestion.				
8F	Action Plan	Milestones	Milestone Status	Responsibility
	Administer multi-modal programs to reduce congestion and improve quality of life including coordination with transit providers and Consolidated Transportation Service Agencies serving San Bernardino County	Submit county-wide vanpool program 2021 annual report - Q4.	Ongoing.	Transit
		Seek private partnerships with technology providers to improve commuter programs and first/last mile connections. Continue Private Transportation Provider Pilot Program to Ontario International Airport (ONT).	Ongoing.	Transit
		Continue the Metrolink San Bernardino Line Fare Discount Program & monitor its performance.	Ongoing.	Transit
		Actively participate in the Metrolink Member Agency Advisory Committee and transit operator technical advisory committees.	Ongoing.	Transit
		Present transit operator allocations in a timely manner - Q4 (for following fiscal year).	On Schedule.	Transit, Fund Administration
		Present transit operator short range transit plans in a timely manner and in compliance with the Transportation Development Act - Q4 (FY21 only Mountain Transit and Omnitrans).	Delayed - See Below.	Transit
		Advocate for a sustainable source of funding for transit operations.	Ongoing.	Legislative/Public Affairs, Transit

Yellow shading means the work is behind schedule

Red text signifies urgent and significant challenges in completing the task

San Bernardino County Transportation Authority  
Fiscal Year 2020/2021 Initiatives and Action Plan - Fourth Quarter Report

8F (cont)		Complete 2021 Update to the San Bernardino County Public Transit-Human Services Transportation Coordinated Plan - Q4.	On Schedule.	Transit
		Implement the IE Commuter rideshare program Q1 and merge regional database - Q4.	See Below.	Transit
	Notes			
	The Inland Empire (IE) Commuter rideshare program has been implemented and available for use in Q1. The merged regional database is still pending. Mountain Transit SRTP will not be completed until Q2 in FY21/22. MT had a late start due to a number of issues (New GM, emergency at maintenance facility and acquisition of consultant). Per Omnitrans, their SRTP will not be ready for review by SBCTA until early FY21/22, with presentation to the Board of Directors targeted for Q2 of FY21/22.			
Division Strategy: Support transit-oriented development				
8G	Action Plan	Milestones	Milestone Status	Responsibility
	Continue to work closely with the City of Rancho Cucamonga on implementation of the transit-oriented development effort at the Rancho Cucamonga Metrolink Station	Three party development agreement- TBD.	On hold.	Transit
		Specific Plan Development - TBD.	Ongoing, City lead.	Transit
	Notes			
	Staff is working with the City on incorporation of the planned Brightline West improvements and service at the Rancho Cucamonga Station in accordance with the MOU with XpressWest, now called Brightline West, approved by the SBCTA Board of Directors on July 1, 2020. The exclusive negotiations agreement and associated cooperative agreement with the City were terminated per Board action on 12/10/2020.			
Division Strategy: Advance transit connectivity to Ontario International Airport				
8H	Action Plan	Milestones	Milestone Status	Responsibility
	Tunnel to ONT	Issue Notice to Proceed to PCM - Q3.	Completed.	Transit
		Issue Request for Qualifications for an Infrastructure Developer - Q2.	Completed.	Transit
		Issue Request for Proposals for an Infrastructure Developer - Q4.	On Schedule.	Transit
	Notes			
In accordance with SBCTA Board direction on September 2, 2020, the Alternative Analysis was cancelled, and staff is progressing with delivery of the Tunnel to ONT project. This section will be updated to reflect the action plan and milestones for the Tunnel to ONT project going forward.				

## ***Minute Action***

### AGENDA ITEM: 5

***Date:*** June 9, 2021

***Subject:***

New Policy No. 10111-2, California COVID-19 Supplemental Paid Sick Leave

***Recommendation:***

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority and the San Bernardino Council of Governments:

Approve Policy No. 10111-2, California COVID-19 Supplemental Paid Sick Leave.

***Background:***

On March 19, 2021, Governor Newsom signed Senate Bill (SB) 95, legislation intended to ensure access to up to 80 hours of COVID-19 supplemental paid sick leave for eligible employees, including those advised to quarantine or isolate and those caring for COVID-impacted family members and children. Staff has prepared this policy to comply with the new legislation.

The California COVID-19 Supplemental Paid Sick Leave (SPSL) went into effect on March 29, 2021 and will expire on September 30, 2021. Until then, employees are entitled to SPSL retroactive to January 1, 2021.

The State of California, Department of Industrial Relations published the poster below for covered employers to post in the workplace. San Bernardino County Transportation Authority (SBCTA) has shared the information with all employees and recommends the approval of Policy No. 10111-2 for further compliance.

## **2021 COVID-19 Supplemental Paid Sick Leave**

Effective March 29, 2021

Covered Employees in the public or private sectors who work for employers with more than 25 employees are entitled to up to 80 hours of COVID-19 related sick leave from January 1, 2021 through September 30, 2021, immediately upon an oral or written request to their employer. If an employee took leave for the reasons below prior to March 29, 2021, the employee should make an oral or written request to the employer for payment.

**A covered employee may take leave if the employee is unable to work or telework for any of the following reasons:**

- Caring for Yourself: The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer with jurisdiction over the workplace, has been advised by a healthcare provider to quarantine, or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Caring for a Family Member: The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- Vaccine-Related: The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.

### **Paid Leave for Covered Employees**

- 80 hours for those considered full-time employees. Full-time firefighters may be entitled to more than 80 hours, caps below apply.
  - For part-time employees with a regular weekly schedule, the number of hours the employee is normally scheduled to work over two weeks.
  - For part-time employees with variable schedules, 14 times the average number of hours worked per day over the past 6 months.
- Rate of Pay for COVID-19 Supplemental Paid Sick Leave: Non-exempt employees must be paid the highest of the following for each hour of leave:
  - Regular rate of pay for the workweek in which leave is taken
  - State minimum wage
  - Local minimum wage
  - Average hourly pay for preceding 90 days (not including overtime pay)
- Exempt employees must be paid the same rate of pay as wages calculated for other paid leave time.

**Not to exceed \$511 per day and \$5,110 in total for 2021 COVID-19 Supplemental Paid Sick Leave.**

Retaliation or discrimination against a covered employee requesting or using COVID-19 supplemental paid sick leave is strictly prohibited. A covered employee who experiences such retaliation or discrimination can file a claim with the Labor Commissioner's Office. Locate the office by looking at the [list of offices on our website](http://www.dir.ca.gov/dlse/DistrictOffices.htm) (<http://www.dir.ca.gov/dlse/DistrictOffices.htm>) using the alphabetical listing of cities, locations, and communities or by calling 1-833-526-4636.

This poster must be displayed where employees can easily read it. If employees do not frequent a physical workplace, it may be disseminated to employees electronically.



Copyright © 2021 State of California, Department of Industrial Relations. Permission granted to display, perform, reproduce and distribute exclusively for nonprofit and educational purposes, and may not be used for any commercial purpose. All other rights reserved.

### ***Financial Impact:***

This item is consistent with the Fiscal Year 2021/2022 Budget, which includes budget for leave time.

### ***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel has reviewed this item and the draft policy.

### ***Responsible Staff:***

Colleen Franco, Human Resources/Information Services Administrator

San Bernardino County Transportation Authority



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Approved  
General Policy Committee  
Date: June 9, 2021

Witnessed By:

San Bernardino County Transportation Authority	Policy	10111-2
Adopted by the Board of Directors	Revised	
<b>California COVID-19 Supplemental Paid Sick Leave</b>	Revision No.	

**Important Notice:** A hardcopy of this document may not be the document currently in effect. The current version is always the version on the SBCTA Intranet.

#### Table of Contents

[Purpose](#) | [Statement of Policy](#) | [References](#) | [Definitions](#) | [Supplemental Paid Sick Leave](#) | [Revision History](#) |

## I. PURPOSE

This policy addresses the mandatory provisions of COVID-19 Supplemental Paid Sick Leave (SPSL) to employees who are unable to work or telework because of one or more enumerated qualifying reasons related to COVID-19.

## II. STATEMENT OF POLICY

This policy is intended to provide all eligible and qualified employees with SPSL to which they are entitled under Labor Code § 248.2. The Executive Director is authorized to implement and interpret this policy on behalf of the agency.

## III. REFERENCES

Labor Code §248.2

Policy 10111, Work Hours, Leaves, and Absences

[Form 12, Request for 2021 COVID-19 Supplemental Paid Sick Leave](#)

## IV. DEFINITIONS

**Child:** A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*. This definition of a child is applicable regardless of age or dependency status.

**Covered Employee:** Any SBCTA employee who is unable to work or telework for one or more of the reasons related to COVID-19 as set forth in this policy.

**COVID-19 Supplemental Paid Sick Leave or SPSL:** Paid sick leave pursuant to Labor Code § 248.2.

**Family Member:** Any of the following:

- A “child”, as defined above.
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood *in loco parentis* when the employee was a minor child.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

## V. SUPPLEMENTAL PAID SICK LEAVE

### A. Eligibility

All employees unable to work (or telework) due to one of the reasons listed in Section V.B, below.

## B. Reason for Leave

1. The employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the State Department of Public Health (CDPH), the federal Centers for Disease Control and Prevention (CDC), or a local health officer who has jurisdiction over the workplace.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for a Family Member who is subject to a quarantine or isolation order or guidelines described above, or who has been advised to self-quarantine by a health care provider.
5. The employee is caring for a Child whose school or place of care is closed due to COVID-19. This qualifying reason also applies if the employee is caring for a Child whose school or place of care is otherwise unavailable for reasons related to COVID-19 on the premises.
6. The employee is attending an appointment to receive a vaccine for protection against contracting COVID-19.
7. The employee is experiencing symptoms related to a COVID-19 vaccine that prevent the employee from being able to work or telework.

## C. Amount of Paid Sick Leave

All full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. All part-time employees will have paid sick leave in an amount up to the number of hours worked, on average, over a two-week period.

## D. Rate of Pay

SPSL will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater. However, in no event will such paid SPSL exceed \$511 per day and \$5,110 in the aggregate.

## E. Interaction with Other Paid Leave

The employee may use SPSL under this policy before using any other accrued paid time off for the qualifying reasons stated above.

## F. Procedure for Requesting Paid Sick Leave

Employees should make an oral or written request to their manager or the Chief of Management Services specifying the need and specific reason for leave under this policy. [Form 12, Request for 2021 COVID-19 Supplemental Paid Sick Leave](#) will be provided to all employees on the Portal and/or in a manner accessible to all. Verbal notification will be accepted until practicable to provide written notice. Once SPSL has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

## G. Effective Dates

Employees are entitled to SPSL retroactive to January 1, 2021. Benefits under this policy will expire on September 30, 2021, except that a covered employee taking such leave at that time will be entitled to use the full amount of leave to which they are entitled.

Unless the underlying law is extended, this policy will expire by operation of the law on September 30, 2021, except that certain Covered Employees may continue to use SPSL after that date as described above.

## H. Job Protections

Policy10111-2

2 of 3

No employee who appropriately utilizes SPST under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

Please contact your manager or Management Services with any questions.

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**VI. REVISION HISTORY**

Revision No.	Revisions	Adopted
0	Adopted	

## ***Minute Action***

### AGENDA ITEM: 6

***Date: June 9, 2021***

***Subject:***

Approve Amendment No. 1 to Contract No. 20-1002397 with CityCom Real Estate Services, Inc. for Property and Facility Management Services

***Recommendation:***

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

A. Approve Amendment No. 1 to Contract No. 20-1002397 with CityCom Real Estate Services, Inc., for property and facilities management services to add as-needed facility management services, with no change to the contract period of January 1, 2021 through December 31, 2023.

B. Approve a \$100,000 increase to the \$415,000 total contract amount originally approved, for a new contract value of \$515,000, and add the \$100,000 to the current contract not-to-exceed amount of \$241,440, for a new not-to-exceed amount of \$341,440 for the initial contract term.

***Background:***

San Bernardino County Transportation Authority (SBCTA) maintains cooperative agreements with eight partner cities that define the roles and responsibilities for the design, construction, operation, and maintenance of commuter stations located within those cities jurisdictions. SBCTA also co-owns other properties (facilities) throughout the County of San Bernardino. From time to time, it may be necessary for SBCTA to assume the responsibility of providing operation and maintenance services at these stations and facilities on behalf of a partner city or other entities.

On November 4, 2020, the SBCTA Board of Directors approved Contract No. 20-1002397 (Contract) with CityCom Real Estate Services, Inc. (CityCom) for property and facilities management services at the San Bernardino Santa Fe Depot (Depot). Approval of Amendment No. 1 will allow SBCTA to issue work orders to CityCom, as needed, for month-to-month facility management services for one or more commuter stations or facilities. The scope of work for these work orders will vary from property to property based on the needs of each property, as determined by SBCTA, but will be limited to the responsibilities outlined for CityCom under the original Contract scope of work for facilities management services. SBCTA will be invoiced \$750 per month per station/facility (Tier 1) for each station/facility requiring oversight of security services only (no closed-circuit television (CCTV) requirements) or janitorial services only. For any station/facility requiring any additional service(s), a 15% fee per month per station/facility, calculated on expenses each month and subject to a \$750 minimum, will apply (Tier 2). The amendment will also allow SBCTA to request facility management services for any property it acquires in the future. Pricing for locations not pre-identified in the amendment's scope of work will be based on Tier 2 pricing. Approval of Recommendation B will increase the Contract's not-to-exceed amount by \$100,000 and allow staff to issue work orders for as-needed facility management services. This increase is requested due to the fact the Contract's original not-to-exceed amount is earmarked for regular payments related to property management and facility management services for the Depot. Staff recommends approval of Amendment No. 1

*Entity: San Bernardino County Transportation Authority*

## General Policy Committee Agenda Item

June 9, 2021

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and Recommendation B in order to allow SBCTA to assume the responsibility of providing operation and facility maintenance services, when needed, at commuter stations with cooperative agreements as well as other properties SBCTA maintains full or partial ownership rights to.

***Financial Impact:***

This item is consistent with the Fiscal Year 2021/2022 Budget.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel, Procurement Manager and Risk Management have reviewed this item and the draft amendment.

***Responsible Staff:***

Ivan Ramirez, Management Analyst II

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Approved  
General Policy Committee  
Date: June 9, 2021

Witnessed By:

## General Contract Information

Contract No: 20-1002397 Amendment No.: 1Contract Class: Payable Department: Management ServicesVendor No.: 00437 Vendor Name: CityCom Real Estate ServicesDescription: Santa Fe Depot Property and Facility Management Services

List Any Related Contract Nos.: \_\_\_\_\_

Dollar Amount							
Original Contract		\$	241,440.00	Original Contingency		\$	-
Prior Amendments		\$	-	Prior Amendments		\$	-
Current Amendment		\$	100,000.00	Current Amendment		\$	-
Total/Revised Contract Value		\$	341,440.00	Total Contingency Value		\$	-
	Total Dollar Authority (Contract Value and Contingency)					\$	341,440.00

## Contract Authorization

Board of Directors \_\_\_\_\_ Date: 07/07/2021 \_\_\_\_\_ Committee \_\_\_\_\_ Item # \_\_\_\_\_

## Contract Management (Internal Purposes Only)

Other Contracts	Sole Source?	No	N/A
Local	Services		N/A

## Accounts Payable

Estimated Start Date: 01/01/2021 Expiration Date: 12/31/2023 Revised Expiration Date: \_\_\_\_\_NHS: N/A QMP/QAP: N/A Prevailing Wage: No

Total Contract Funding: \_\_\_\_\_ Total Contingency: \_\_\_\_\_

Fund	Prog	Task	Sub-Task	Object	Revenue	PA Level	Revenue Code Name	\$	341,440.00	\$	-
GL	7001	01	0805	0000	53400	43001000	Indirect		241,440.00		-
GL							Various		100,000.00		-
GL									-		-
GL									-		-
GL									-		-
GL									-		-
GL									-		-
GL									-		-
GL									-		-
GL									-		-

Ivan Ramirez

Duane Baker

Project Manager (Print Name)

Task Manager (Print Name)

Additional Notes: Board-approved expenditure authority increased by \$100,000 in Amendment 1 from \$415,656 to \$515,656. The \$100K will be charged to various strings, depending on the service provided by Citycom.

**AMENDMENT NO. 1 TO CONTRACT NO. 20-1002397**

**FOR**

**PROPERTY AND FACILITIES MANAGEMENT SERVICES**

**WITH**

**CITYCOM REAL ESTATE SERVICES, INC.**

The Contract is amended as follows:

**WHEREAS**, CityCom Real Estate Services, Inc., DBA City Commercial Management (“Consultant”) entered into Contract for Property Management and Facility Management Services (“Contract”) with the San Bernardino County Transportation Authority (“SBCTA”) on January 1, 2021; and

**WHEREAS**, SBCTA desires to amend the Contract to include additional services.

**NOW, THEREFORE**, in consideration of the foregoing, and in consideration of the mutual promises of the Parties hereto, Consultant and SBCTA agree to the following terms and conditions:

- A. The Contract is amended to include additional as-needed Facility Management services, as described in Attachment A-1, “Scope of Work.”
- B. SBCTA reserves the right to enter into a contract with other Consultants for the same or similar services identified in Attachment A-1. SBCTA does not guarantee or represent that the Consultant will be permitted to perform any minimum amount of work, or receive compensation other than on a per order basis, under the terms of this Amendment.
- C. Section 3.2 shall be amended by deleting and replacing the first sentence as follows:

3.2 The total 3-Year Contract Not-To-Exceed Amount is **Three Hundred, Forty One Thousand Four Hundred Forty dollars (\$341,440)**.

Except as set forth in this Amendment, the Contract is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Contract or any earlier amendment, the terms of this amendment will prevail.

-----SIGNATURES ON FOLLOWING PAGE-----



**IN WITNESS WHEREOF**, the Parties have caused their duly authorized representatives to execute this Amendment effective as of the last date set forth below.

**CITYCOM REAL ESTATE  
SERVICES, INC.**

By: \_\_\_\_\_  
Mike Fortunato  
President

\_\_\_\_\_  
(Date)

By: \_\_\_\_\_  
Sean Bailey  
CFO

\_\_\_\_\_  
(Date)

**SAN BERNARDINO COUNTY  
TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Frank J. Navarro  
President

\_\_\_\_\_  
(Date)

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Julianna K. Tillquist  
General Counsel

\_\_\_\_\_  
(Date)

**CONCURRENCE**

By: \_\_\_\_\_  
Jeffery Hill  
Procurement Manager

\_\_\_\_\_  
(Date)

## Attachment A-1

### As-needed Facility Management Services for Commuter Stations and Other SBCTA facilities

### Scope of Work

#### **Background Information:**

The San Bernardino County Transportation Authority (SBCTA) maintains cooperative agreements with 8 partner Cities (Cities) that define the roles and responsibilities for the design, construction, operation, and maintenance of commuter stations located within those cities jurisdictions. From time to time, it may be necessary for SBCTA to assume the responsibility of providing security and/or maintenance services at these stations, or SBCTA owned facilities, on behalf of a City or other entities. SBCTA may also be required to provide these services at other properties (facilities).

#### **Scope of Work:**

Upon direction of the SBCTA Project Manager, Consultant will competitively bid or utilize existing service agreements to perform one or more of the services under Attachment “A” (Facilities Management Services Scope of Work) of the Contract at the commuter station(s) or other facilities for the hours identified in a Work Order.

#### **Metrolink Stations Locations:**

- Montclair Transit Center, 5060 Richton St, Montclair, CA 91763
- Upland Metrolink Station, ~100 – 600 East A Street, Upland, CA 91786
- Rancho Cucamonga Metrolink Station, 11208 Azusa Ct, Rancho Cucamonga, CA 91730
- Fontana Metrolink Station, 16777 Orange Way, Fontana, CA 92335
- Rialto "John Longville Depot", 261 S Palm Ave, Rialto, CA 92376
- San Bernardino Downtown Transit Center
- East Ontario Station, 3330 E Francis St, Ontario, CA 91761
- Tippecanoe Station
- Esri Station
- Downtown Redlands Station
- University Station

#### **Facilities:**

- 958 W 3<sup>rd</sup> St San Bernardino, CA 92410 (Arrow Maintenance Facility)

#### **General Requirements:**

1. Consultant will provide the services identified in this Scope of Work on a per-order basis and on month-to-month terms.
2. When services are required, the SBCTA Project Manager will issue a Work Order identifying the service(s) required and the station(s) or facilities the services are required for, the effective date of services, as well as the Work Order specific requirements.

3. The minimum order quantity will be one (1) month.
4. Invoices for work performed under this Scope of Work will be invoiced separately from all other work performed under the Contract. Consultant will submit separate invoices per station/facility, unless instructed by the SBCTA Project Manager.
5. **Tiered Pricing:** SBCTA will be invoiced \$750 per month per station/facility (Tier 1) for each station/facility requiring oversight of security services only (no CCTV requirements) or janitorial services only. For any station/facility requiring any additional service(s), a 15% fee per month per station/facility, calculated on expenses each month and subject to a \$750 minimum, will apply (Tier 2).
6. SBCTA reserves the right to request services for other locations not pre-identified in this scope of work. The fee for any property not pre-identified in this scope of work will be based on Tier 2 pricing.
7. SBCTA reserves the right to enter into a contract with other consultants for the same or similar services identified in this Scope of Work. SBCTA does not guarantee or represent that the Consultant will be permitted to perform any minimum amount of work, or receive compensation other than on a per order basis.
8. SBCTA reserves the right to terminate a Work Order, for any reason, with a thirty (30) day written notice of termination.

## ***Minute Action***

### AGENDA ITEM: 7

***Date: June 9, 2021***

***Subject:***

Transportation Development Act Article 3 Extensions: Big Bear Lake & Fontana

***Recommendation:***

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

Extend deadlines for the following Transportation Development Act Article 3 Awards:

- Big Bear Lake Alpine Pedal Path Rathbun Creek Extension from 10/4/21 to 10/4/22.
- Fontana Alder Middle School Safe Routes to School from 12/31/21 to 12/31/24.

***Background:***

San Bernardino County Transportation Authority (SBCTA) oversees the disbursement of two percent (2%) of the Local Transportation Funds (LTF) made available to counties and cities for facilities, for the exclusive use of pedestrians and bicyclists, known as the Transportation Development Act (TDA) Article 3 Program. In August 1999, the SBCTA Board of Directors (Board) approved a policy that twenty percent (20%) of the Article 3 program would be made available for projects that improve access to transit stops for pedestrians and persons with disabilities. The remaining eighty percent (80%) would be available for pedestrian and bicycle projects.

Over the years, SBCTA has had to modify the guidelines employed to disburse these funds to the different agencies throughout the county as needs changed and lessons were learned. However, since 2018, the Board approved guidelines have stipulated the following:

“Two one-year extensions may be granted at the discretion of SBCTA for projects that are moving forward but cannot be completed by the award sunset date. Subsequent extensions are at the discretion of the SBCTA Board. Extension requests must include appropriate justification for an extension and provide a revised project schedule with an expected completion date.”

In May 2021, SBCTA staff received two requests from awardees for extensions that go beyond the two one-year allowances staff has authority to approve. According to the attached letters,

- The City of Big Bear Lake needs an extension from October 4, 2021 to October 4, 2022 on their Alpine Pedal Path Rathbun Creek Extension Project. This project was awarded \$175,072 in October 2017 to help fund construction of a 2,200 linear foot paved, multi-use trail that connects with existing trails in the City of Big Bear Lake. The City of Big Bear Lake encountered unforeseen delays as the result of COVID-19, winter weather conditions that limit construction abilities, and a lengthy California Department of Transportation (Caltrans) encroachment permitting process.
- The City of Fontana needs an extension from December 31, 2021 to December 31, 2024 for their Alder Middle School Safe Routes to School (SRTS) Project. This project was awarded \$250,000 in October 2017 to help fund construction of SRTS facilities and include installation of sidewalks, Americans with Disabilities (ADA) ramps, Class III bicycle lane

*Entity: San Bernardino County Transportation Authority*

## General Policy Committee Agenda Item

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signage, and crosswalk striping. The City of Fontana encountered unforeseen delays due to COVID-19 and prolonged right-of-way acquisitions that will likely require eminent domain, and design complications.

***Financial Impact:***

This item is consistent with the Fiscal Year 2021/2022 Budget.

***Reviewed By:***

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

***Responsible Staff:***

Ginger Koblasz, Senior Planner

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Approved  
General Policy Committee  
Date: June 9, 2021

Witnessed By:

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San Bernardino County Transportation Authority



# CITY OF BIG BEAR LAKE *California*

May 18, 2021

Ginger Koblasz  
San Bernardino County Transportation Authority  
1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
San Bernardino, CA 92410

RE: Alpine Pedal Path Rathbun Creek Extension Project

Ms. Koblasz,

As you are aware, the City of Big Bear Lake was awarded a Transportation Development Act (TDA) Article 3 Bicycle and Pedestrian Facilities Program Grant in the amount of \$175,072, per allocation number L18-0702-0733-01. The allocation is assisting the City in the completion of the Alpine Pedal Path Rathbun Creek Extension Project, which is a 2,200 linear foot, paved multi-use trail that will further connect existing trails within the City, expanding the overall trail network.

The City has recently encountered delays in the execution of this project related to Covid-19, as well as permitting and weather. This project requires the approval and permitting of Caltrans due to its presence along SR18 and the encroachment permits for this project were issued in February 2021. In addition, given the seasonal impacts of the weather in Big Bear Lake, construction is generally limited to the period between April until October of each year. At this point, the contractor is mobilized and beginning work to be completed this fall. The current deadline for this project, per the TDA Grant, is October 4, 2021.

Given the delays outlined above, we are requesting a time extension for the completion of the work associated with this referenced TDA grant. The City of Big Bear Lake is formally requesting an extension of time through October 4, 2022. This timeline will allow for the work to be completed in the Fall of 2021 and staff to complete all required administrative functions including all invoice processing, the Notice of Completion, and the submittal of all grant related submittals and reimbursement paperwork in a timely manner, consistent with an updated deadline.

We appreciate your assistance and understanding in this matter. Should you have any questions regarding this time extension request, please contact me at (909) 866-5831 ext. 113.

Sincerely,

Sean Sullivan  
Director of Public Services

Attachment: Time Extension Request - Alpine Pedal Path Rathbun Creek Expansion (7683 : TDA Article 3 Extensions: Big Bear Lake & Fontana)



## City Council

**Acquanetta Warren**  
Mayor

**Phillip W. Cothran**  
Mayor Pro Tem

**John B. Roberts**  
Council Member

**Jesus "Jesse" Sandoval**  
Council Member

**Peter A. Garcia**  
Council Member

May 6, 2021

Cameron Brown  
Senior Planner  
San Bernardino County Transportation Authority  
1170 West Third Street, 2<sup>nd</sup> Floor  
San Bernardino, CA 92410

### **Subject: Alder Middle School Safe Routes to School Project Time Extension Request**

Dear Mr. Brown:

We request that San Bernardino County Transportation Authority (SBCTA) approve a time extension for the Alder Middle School Safe Routes to School Project.

This project is currently undergoing the design phase and right of way acquisitions. The City took serious precautions to keep the residents and city employees healthy and safe due to Covid-19. As a result, we were not able to meet with residents to proceed with acquiring right of way. Due to unforeseen complications and Covid-19, right of way acquisitions have been prolonged and several design issues have risen. Moreover, we are having some complications with two property owners and it looks like we might go into eminent domain. This could take 2 years to complete. We are also having complications with Edison, as they have notified us that it will take about 6months for them to complete their preliminary map. In order to have enough time to acquire all the right of way and fully complete this project, we ask for the approval to extend the time for completion to December 2024. With this time frame, we can hope to proceed with completing the whole project.

The City of Fontana is taking full responsibility for the success of this project and we are working towards meeting the deadlines as promptly as possible. Thank you for all your assistance.

Sincerely,

Estephany Monroy  
Assistant Engineer  
Department of Engineering



## *Minute Action*

AGENDA ITEM: 8

***Date: June 9, 2021***

***Subject:***

Measure I 2021 Population Estimates

***Recommendation:***

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

Adopt the 2021 Population Estimates in Attachment B for use in the allocation of Measure I Local Street Projects Program and Transportation Development Act funds and in the apportionment of shares of certain State and Federal funds.

***Background:***

Allocation of revenue authorized by Ordinance No. 04-01 is estimated within the Transportation Expenditure Plan, but funds are allocated by percentage of the actual revenue received. Population estimates for the cities and unincorporated territory within each Measure I Subarea are used in the allocation of Measure I Local Street Projects Program funds, commonly referred to as local pass-through funds. The Valley distribution formula for local pass-through funds is based strictly upon population, while the Mountain/Desert formula contains both population and point of generation components as detailed below:

San Bernardino Valley Subarea Expenditure Plan, Section F “Local Street Projects” states:

“Allocations to local jurisdictions shall be on a per capita basis using the most recent State Department of Finance population estimates for January 1, with the County’s portion based upon unincorporated population in the Valley Subarea. Estimates of unincorporated population within the Valley Subarea shall be determined by the County Planning Department, reconciled with the State Department of Finance population estimate for January 1 of each year.”

Mountain/Desert Expenditure Plan, Section C “Local Street Projects” Paragraph 2 states:

“...funds in the general Local Street Projects category shall be allocated to local jurisdictions based upon population (50 percent) and tax generation (50 percent). Population calculations shall be based upon the most current State Department of Finance estimates for January 1 of each year. Estimates of unincorporated population within each subarea shall be determined by the County Planning Department, reconciled with the State Department of Finance population estimates. Tax generation calculations shall be based upon State Board of Equalization data.”

Additionally, San Bernardino County Transportation Authority (SBCTA) uses population in the allocation and/or apportionment of Transportation Development Act (TDA) funds (Local Transportation Fund and State Transit Assistance funds) and certain State and Federal funds (Surface Transportation Program, Congestion Mitigation and Air Quality, State Transportation Improvement Program, Local Partnership Program, Federal Transit Administration Section 5311 Rural Grants, Senate Bill 1 State of Good Repair, and Low Carbon Transit Operations Program).

The formulas are updated annually using the State Department of Finance (DOF) population estimates as of January 1 of each year. The DOF estimating process begins with a county estimate that is produced by using customary demographic data inputs (births, deaths, school enrollment, administrative data, etc.) and applying standard demographic methodology. Growth or decline at the local level (city/unincorporated area) is estimated using data collected

*Entity: San Bernardino County Transportation Authority*



## General Policy Committee Agenda Item

June 9, 2021

Page 2

from local jurisdictions, mainly housing unit change and annexations, and group quarters changes (college dorms, prisons, military barracks) collected from a variety of government agencies and educational segments. That local estimate is then aligned to the county-level figure which is based on changes in annual counts for births, deaths, school enrollment, migration, medical care enrollment data, and group quarters population. Once DOF has the data necessary to produce the annual sub-county report, the DOF timeframe for actually calculating and producing the estimates is very limited due to the timing of the data collection (as it becomes available) and the statutory deadline that they are under. It should be noted that while the total County population and City estimates incorporate 2020 census counts, the County unincorporated totals were created using 2010 census blocks and 2019 census data because the 2020 census block data has not been released yet. Additional information from the DOF website is included as Attachment A to this agenda item.

According to DOF, local agencies that have comments or feedback pertaining to a population estimate are encouraged to first contact their planning department, building department or community development department locally to express their concerns. The housing unit changes that drive population estimates locally come directly from a survey completed by local planning, building and community development departments. In the event that a number of housing units were not reported by the local jurisdiction, DOF can revise a previous year to include those units given the proper documentation. This may result in a higher population for a previous year but does not directly impact current year transportation funds to the jurisdiction for the current year.

The San Bernardino County Demographic Research Unit takes the DOF estimates and disaggregates the unincorporated population by Measure I Subarea based on building permit activity. Urban areas are defined by California Department of Transportation (Caltrans) Urban Area Boundaries within the unincorporated areas. Both are controlled to the DOF Unincorporated total.

The January 1, 2021 population estimates are recommended for approval and use in allocation of Measure I Local Street Projects Program funds and the other TDA, State, and Federal funds. Both the 2021 population estimates (Attachment B) and the 2020 population estimates (Attachment C) are attached to this agenda item for comparison purposes. As there were only minor fluctuations in the population statistics, there should be no significant shift in Measure I fund allocations related to population. The distribution of Measure I funds will be adjusted retroactively to January 1, 2021, to reflect each jurisdiction's relative proportion of population within the Measure I Subarea.

This item has no direct impact on the San Bernardino County Transportation Authority's budget. The adopted population estimates are incorporated into the allocation formula for distribution to local jurisdictions.

***Financial Impact:***

This item is consistent with the Fiscal Year 2021/2022 Budget.

***Reviewed By:***

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

***Responsible Staff:***

Michele Fogerson, Chief of Fund Administration

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Approved  
General Policy Committee  
Date: June 9, 2021

Witnessed By:

## Attachment A

## Department of Finance Population Estimate Methodology

**Source:** State of California, Department of Finance, May 1, 2021.

[http://dof.ca.gov/Forecasting/Demographics/Estimates/e-1/documents/E-1\\_2021PressRelease.pdf](http://dof.ca.gov/Forecasting/Demographics/Estimates/e-1/documents/E-1_2021PressRelease.pdf)

### OVERVIEW

California's population dipped by 182,083 residents last year, bringing the state's total to 39,466,855 people as of January 1, 2021. California's negative growth rate of -0.46 percent represents the first 12-month decline since state population estimates have been recorded. In San Bernardino County, Twentynine Palms was the fastest growing city with a population of 29,967, representing a 3.9-percent growth rate over the previous 12 months.

The population estimates are produced annually by the Department of Finance for use by local areas to calculate their annual apportions limit. The State Controller's Office uses Finance's estimates to update their population figures for distribution of state subventions to cities and counties, and to comply with various state codes. Additionally, estimates are used for research and planning purposes by federal, state, and local agencies, the academic community, and the private sector.

Changes to the housing stock are used in the preparation of the annual city population estimates. Estimated occupancy of housing units and the number of persons per household further determine population levels. Changes in city housing stock result from new construction, demolitions, housing unit conversions, and annexations. The sub-county population estimates are then adjusted to be consistent with independently produced county estimates.

Related population reports are available on the Department's website:

[E-1 Population Estimates for Cities, Counties, and the State — January 1, 2020 and 2021 \(ca.gov\)](#)

### Contents

This report provides revised population estimates as of January 1, 2020, and provisional population estimates as of January 1, 2021, for the state, counties, and cities and includes a calculation of annual percent change. The total County population and City estimates incorporate 2020 census counts. However, the County unincorporated totals were created using 2010 census blocks and 2019 census data because the 2020 census block data has not been released yet.

### Methodology

**City and Unincorporated Area Estimates.** The Housing Unit Method (HUM) is used to estimate total and occupied housing units, household size, household population, and group quarters population. American Community Survey (ACS) data were used to distribute 2010 census housing units into our standard housing types (single detached units, single attached units, two to four units, five plus or apartment units, and mobile homes). Housing units are estimated by adding new construction and annexations and subtracting demolitions, and adjusting for units lost or gained by conversions. Annual housing unit change data are supplied by local jurisdictions and the U.S. Census Bureau. Occupied housing units are estimated by applying a derived civilian vacancy rate to the estimated civilian housing units. Vacancy rates are based on 2010 Census benchmark data, adjusted to incorporate the directional changes described by the latest available ACS data. Exact data on foreclosures or other housing market indicators are not reliably available to adjust vacancy rates and are not used.

Military occupied housing units are added to civilian occupied housing units to calculate total occupied housing units. Military surveys are used to track military changes including base realignments and closures. Household population estimates are derived by multiplying the number of occupied housing units by the current persons per household. The persons per household estimates are based on 2010 census benchmark data and are adjusted by raking the current county population series into these estimates. The group quarters population is based on the Census Bureau's 2010 SF1 File counts on group quarters and annually adjusted using reported changes for group quarters by state, federal, and local agencies. The household and group quarters populations are summed to produce the initial city population estimates. These estimates are aligned to the county estimates described below.

**State Estimate.** The state population is estimated using the Driver License Address Change (DLAC) Method. This composite method separately estimates the population under age 18, 18 through 64, and 65 years and older. Administrative records such as births, deaths, driver license address changes, tax return data, Medicare and Medi-Cal enrollment, immigration reports, elementary school enrollments, and group quarters population are among the data used in this method. All data used to develop these estimates are in summary tables and do not reveal the identity of any individual.

**County Estimates.** Most of county populations estimates result from averaging the first three methods below. We use a Vital Statistics Method in nine counties (Alpine, Calaveras, Inyo, Mariposa, Modoc, Sierra, Siskiyou, Trinity, and Tuolumne) with populations 65,000 or less.

**DLAC Method.** A modified version of the state Driver License Address Change (DLAC) method is used for counties. County proportions of the state total result from changes in county population values for births, deaths, school enrollment, foreign and domestic migration, medical care and medical aid enrollments, and group quarters population.

**Ratio-Correlation Method.** This method models changes in household population as a function of changes in the distributions of births, driver licenses, school enrollments, labor force, and housing units. Estimates of county group quarters are added.

**Tax Return Method.** County proportions are derived by the U.S. Census Bureau using matched federal income tax returns to estimate inter-county migration along with vital statistics, group quarters, and other information for the population aged 65 and over.

**Vital Statistics Method.** County population estimates result from changes in county population values for births, deaths, and group quarters population.

### Data Considerations

**Sources.** Data used in estimation models come from administrative records of several state and federal government departments and agencies, and from the local jurisdictions for which Finance produces population estimates. Because timeliness and coverage in these series vary, corrections, smoothing, and other adjustments may be applied. Changes to 2010 Summary File 1 data in the classification of student housing on or near campus was necessary to remain consistent with the census group quarters definition. In only a few instances, some student housing (residence hall and apartment units) counted as household population in the census was redefined as group quarters student housing population. College dorm group quarters population is defined as student population living in residence halls and apartment units located on or near college campuses.

### Suggested Citation

State of California, Department of Finance, *E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change — January 1, 2020 and 2021*. Sacramento, California, May 2021.

MEASURE I 2021 POPULATION SUMMARY  
PREPARED BY SAN BERNARDINO COUNTY PLANNING

ATTACHMENT B

PLANNING REGION	(1) DOF/CO 2021	(2) ADJUSTMENT	2021 TOTAL	PERCENT OF SUBAREA	PERCENT OF COUNTY TOTAL	POP CHANGE FROM 2020	%SUBAREA CHANGE FROM 2020
WEST VALLEY							
CHINO	88,184		88,184	5.59%	4.053%	(925)	-0.04%
CHINO HILLS	82,661		82,661	5.24%	3.799%	252	0.03%
FONTANA	213,944		213,944	13.57%	9.832%	944	0.09%
MONTCLAIR	39,598		39,598	2.51%	1.820%	108	0.01%
ONTARIO	182,004		182,004	11.54%	8.365%	(867)	-0.03%
RANCHO CUCAMONGA	175,131		175,131	11.10%	8.049%	(391)	0.00%
UPLAND	78,513		78,513	4.98%	3.608%	(301)	-0.01%
UNINCORPORATED URBAN	44,038	(6)	44,038	2.79%	2.024%	1,375	0.09%
UNINCORPORATED RURAL	1,821	(7)	1,821	0.12%	0.084%	(240)	-0.01%
TOTAL WEST VALLEY			905,894	57.44%	41.633%	(45)	0.14%
EAST VALLEY							
COLTON	54,198		54,198	3.44%	2.491%	80	0.01%
GRAND TERRACE	12,399		12,399	0.79%	0.570%	(27)	0.00%
HIGHLAND	55,060		55,060	3.49%	2.530%	(263)	-0.01%
LOMA LINDA	24,895		24,895	1.58%	1.144%	360	0.03%
REDLANDS	71,154		71,154	4.51%	3.270%	202	0.02%
RIALTO	102,567		102,567	6.50%	4.714%	(1,986)	-0.11%
SAN BERNARDINO	216,291		216,291	13.71%	9.940%	(1,655)	-0.07%
YUCAIPA	55,634		55,634	3.53%	2.557%	(78)	0.00%
UNINCORPORATED URBAN	77,874	(6)	77,874	4.94%	3.579%	884	0.07%
UNINCORPORATED RURAL	1,159	(7)	1,159	0.07%	0.053%	(1,473)	-0.09%
TOTAL EAST VALLEY			671,231	42.56%	30.848%	(3,956)	-0.14%
TOTAL VALLEY			1,577,125	100.00%	72.481%	(4,001)	0.00%
MOUNTAINS							
BIG BEAR LAKE	5,189		5,189	10.15%	0.238%	(17)	0.04%
UNINCORPORATED URBAN	36,891	(6) (3)	36,891	72.15%	1.695%	297	1.08%
UNINCORPORATED RURAL	9,053	(7) (3)	9,053	17.70%	0.416%	(642)	-1.12%
TOTAL MOUNTAINS			51,133	100.00%	2.350%	(362)	0.00%
NORTH DESERT							
BARSTOW	24,205		24,205	41.51%	1.112%	(63)	0.06%
UNINCORPORATED URBAN	23,390	(6)	23,390	40.11%	1.075%	903	1.70%
UNINCORPORATED RURAL	10,722	(7)	10,722	18.39%	0.493%	(1,073)	-1.76%
TOTAL NORTH DESERT			58,317	100.00%	2.680%	(233)	0.00%

MEASURE I 2021 POPULATION SUMMARY  
PREPARED BY SAN BERNARDINO COUNTY PLANNING

ATTACHMENT B

PLANNING REGION	(1) DOF/CO 2021	(2) ADJUSTMENT	2021 TOTAL	PERCENT OF SUBAREA	PERCENT OF COUNTY TOTAL	POP CHANGE FROM 2020	%SUBAREA CHANGE FROM 2020
COLORADO RIVER							
NEEDLES (RURAL)	5,353		5,353	70.72%	0.246%	105	-0.01%
UNINCORPORATED URBAN	0	(6)	0	0.00%	0.000%	0	0.00%
UNINCORPORATED RURAL	2,216	(7)	2,216	29.28%	0.102%	44	0.01%
TOTAL COLORADO RIVER			7,569	100.00%	0.348%	149	0.00%
MORONGO BASIN							
TWENTYNINE PALMS	29,967	(4)	29,967	38.70%	1.377%	709	0.62%
YUCCA VALLEY	22,330		22,330	28.84%	1.026%	94	-0.10%
UNINCORPORATED URBAN	7,941	(6)	7,941	10.26%	0.365%	1,304	1.62%
UNINCORPORATED RURAL	17,193	(7)	17,193	22.20%	0.790%	(1,502)	-2.13%
TOTAL MORONGO BASIN			77,431	100.00%	3.559%	605	0.00%
VICTOR VALLEY							
ADELANTO	35,147	(5)	35,147	8.69%	1.615%	(516)	-0.11%
APPLE VALLEY	74,350	(5)	74,350	18.39%	3.417%	(44)	0.02%
HESPERIA	96,053	(5)	96,053	23.76%	4.414%	(340)	-0.04%
VICTORVILLE	127,170	(5)	127,170	31.45%	5.844%	738	0.24%
UNINCORPORATED URBAN (3)	37,835	(6) (5)	37,835	9.36%	1.739%	2,994	0.76%
UNINCORPORATED RURAL (3)	33,779	(7) (5)	33,779	8.35%	1.552%	(3,587)	-0.87%
TOTAL VICTOR VALLEY			404,334	100.00%	18.582%	(755)	0.00%
TOTAL DESERT			547,651			(234)	
TOTAL MOUNTAIN/DESERT			598,784		27.519%	(596)	0.03%
SUMMARY:							
TOTAL INCORPORATED	1,871,997		1,871,997		86.033%	(3,881)	0.00%
TOTAL UNINCORPORATED	303,912		303,912		13.967%	(716)	0.00%
TOTAL COUNTY	2,175,909		2,175,909		100.000%	(4,597)	0.00%

(1) - CITY FIGURES FROM DOF JANUARY 1, 2021 ESTIMATES; UNINCORPORATED FIGURES FROM PLANNING DEPARTMENT ESTIMATES CONTROLLED TO DOF UNINCORPORATED TOTAL.

(2) - THIS COLUMN CONTAINS ADJUSTMENTS NECESSARY TO MODIFY CITY TOTALS AS SPECIFIED IN MEASURE I.

(3) - THE WRIGHTWOOD COMMUNITY AND AREAS NORTH OF LONE PINE CANYON ROAD WERE EXCLUDED FROM THE MOUNTAIN AREA AND INCLUDED IN THE VICTOR VALLEY AS SPECIFIED IN MEASURE I.

(4) - THE POPULATED PORTIONS OF THE TWENTYNINE PALMS MARINE BASE HAVE BEEN ANNEXED BY THE CITY OF TWENTYNINE PALMS.

(5) - WITH THE CLOSING OF GEORGE AIR FORCE BASE, THERE IS NO LONGER AN ALLOCATION OF POPULATION TO THE CITIES IN THE VICTOR VALLEY.

(6) - UNINCORPORATED URBAN FIGURES FROM PLANNING DEPARTMENT ESTIMATES CONTROLLED TO DOF UNINCORPORATED TOTALS AND CALTRANS URBAN AREA BOUNDARIES.

(7) - UNINCORPORATED RURAL FIGURES FROM PLANNING DEPARTMENT ESTIMATES CONTROLLED TO DOF UNINCORPORATED TOTALS AND BASED ON AREAS OUTSIDE THE CALTRANS URBAN AREA BOUNDARIES.

MEASURE I 2020 POPULATION SUMMARY  
PREPARED BY SAN BERNARDINO COUNTY PLANNING

ATTACHMENT C

PLANNING REGION	(1) DOF/CO 2020	(2) ADJUSTMENT	2020 TOTAL	PERCENT OF SUBAREA	PERCENT OF COUNTY TOTAL	POP CHANGE FROM 2019	%SUBAREA CHANGE FROM 2019
<b>WEST VALLEY</b>							
CHINO	89,109		89,109	5.64%	4.087%	(720)	0.01%
CHINO HILLS	82,409		82,409	5.21%	3.779%	(1,955)	-0.07%
FONTANA	213,000		213,000	13.47%	9.768%	922	0.20%
MONTCLAIR	39,490		39,490	2.50%	1.811%	(73)	0.02%
ONTARIO	182,871		182,871	11.57%	8.387%	4,603	0.41%
RANCHO CUCAMONGA	175,522		175,522	11.10%	8.050%	(3,890)	-0.13%
UPLAND	78,814		78,814	4.98%	3.614%	333	0.07%
UNINCORPORATED URBAN	42,663	(6)	42,663	2.70%	1.957%	(4,505)	-0.25%
UNINCORPORATED RURAL	2,061	(7)	2,061	0.13%	0.095%	(289)	-0.02%
<b>TOTAL WEST VALLEY</b>			<b>905,939</b>	<b>57.30%</b>	<b>41.547%</b>	<b>(5,574)</b>	<b>0.24%</b>
<b>EAST VALLEY</b>							
COLTON	54,118		54,118	3.42%	2.482%	(273)	0.02%
GRAND TERRACE	12,426		12,426	0.79%	0.570%	(228)	-0.01%
HIGHLAND	55,323		55,323	3.50%	2.537%	(455)	0.01%
LOMA LINDA	24,535		24,535	1.55%	1.125%	200	0.03%
REDLANDS	70,952		70,952	4.49%	3.254%	(887)	-0.01%
RIALTO	104,553		104,553	6.61%	4.795%	(2,718)	-0.10%
SAN BERNARDINO	217,946		217,946	13.78%	9.995%	(1,287)	0.06%
YUCAIPA	55,712		55,712	3.52%	2.555%	868	0.09%
UNINCORPORATED URBAN	76,990	(6)	76,990	4.87%	3.531%	(5,548)	-0.30%
UNINCORPORATED RURAL	2,632	(7)	2,632	0.17%	0.121%	(497)	-0.03%
<b>TOTAL EAST VALLEY</b>			<b>675,187</b>	<b>42.70%</b>	<b>30.965%</b>	<b>(10,825)</b>	<b>-0.24%</b>
<b>TOTAL VALLEY</b>			<b>1,581,126</b>	<b>100.00%</b>	<b>72.512%</b>	<b>(16,399)</b>	<b>-0.36%</b>
<b>MOUNTAINS</b>							
BIG BEAR LAKE	5,206		5,206	10.11%	0.239%	(255)	-0.33%
UNINCORPORATED URBAN	36,594	(6) (3)	36,594	71.06%	1.678%	(125)	0.88%
UNINCORPORATED RURAL	9,695	(7) (3)	9,695	18.83%	0.445%	(442)	-0.55%
<b>TOTAL MOUNTAINS</b>			<b>51,495</b>	<b>100.00%</b>	<b>2.362%</b>	<b>(822)</b>	<b>-0.02%</b>
<b>NORTH DESERT</b>							
BARSTOW	24,268		24,268	41.45%	1.113%	118	-0.97%
UNINCORPORATED URBAN	22,487	(6)	22,487	38.41%	1.031%	(90)	-1.25%
UNINCORPORATED RURAL	11,795	(7)	11,795	20.15%	0.541%	1,588	2.22%
<b>TOTAL NORTH DESERT</b>			<b>58,550</b>	<b>100.00%</b>	<b>2.685%</b>	<b>1,616</b>	<b>0.09%</b>

Attachment: Attachment C - Population Estimate 2020 [Revision 1] (7196 : Measure I 2021 Population Estimates)

MEASURE I 2020 POPULATION SUMMARY PREPARED BY SAN BERNARDINO COUNTY PLANNING						ATTACHMENT C	
PLANNING REGION	(1) DOF/CO 2020	(2) ADJUSTMENT	2020 TOTAL	PERCENT OF SUBAREA	PERCENT OF COUNTY TOTAL	POP CHANGE FROM 2019	%SUBAREA CHANGE FROM 2019
<b>COLORADO RIVER</b>							
NEEDLES (RURAL)	5,248		5,248	70.73%	0.241%	163	0.66%
UNINCORPORATED URBAN	0	(6)	0	0.00%	0.000%	0	0.00%
UNINCORPORATED RURAL	2,172	(7)	2,172	29.27%	0.100%	0	-0.66%
<b>TOTAL COLORADO RIVER</b>			<b>7,420</b>	<b>100.00%</b>	<b>0.340%</b>	<b>163</b>	<b>0.01%</b>
<b>MORONGO BASIN</b>							
TWENTYNINE PALMS	29,258	(4)	29,258	38.08%	1.342%	300	-0.23%
YUCCA VALLEY	22,236		22,236	28.94%	1.020%	186	-0.23%
UNINCORPORATED URBAN	6,637	(6)	6,637	8.64%	0.304%	307	0.26%
UNINCORPORATED RURAL	18,695	(7)	18,695	24.33%	0.857%	442	0.19%
<b>TOTAL MORONGO BASIN</b>			<b>76,826</b>	<b>100.00%</b>	<b>3.523%</b>	<b>1,235</b>	<b>0.08%</b>
<b>VICTOR VALLEY</b>							
ADELANTO	35,663	(5)	35,663	8.80%	1.636%	527	0.08%
APPLE VALLEY	74,394	(5)	74,394	18.36%	3.412%	930	0.12%
HESPERIA	96,393	(5)	96,393	23.80%	4.421%	31	-0.14%
VICTORVILLE	126,432	(5)	126,432	31.21%	5.798%	(111)	-0.22%
UNINCORPORATED URBAN (3)	34,841	(6) (5)	34,841	8.60%	1.598%	2,425	0.55%
UNINCORPORATED RURAL (3)	37,366	(7) (5)	37,366	9.22%	1.714%	(1,292)	-0.38%
<b>TOTAL VICTOR VALLEY</b>			<b>405,089</b>	<b>100.00%</b>	<b>18.578%</b>	<b>2,510</b>	<b>0.21%</b>
<b>TOTAL DESERT</b>			<b>547,885</b>			<b>5,524</b>	
<b>TOTAL MOUNTAIN/DESERT</b>			<b>599,380</b>		<b>27.488%</b>	<b>4,702</b>	<b>0.36%</b>
<b>SUMMARY:</b>							
<b>TOTAL INCORPORATED</b>	<b>1,875,878</b>		<b>1,875,878</b>		<b>86.029%</b>	<b>(3,671)</b>	<b>0.29%</b>
<b>TOTAL UNINCORPORATED</b>	<b>304,628</b>		<b>304,628</b>		<b>13.971%</b>	<b>(8,026)</b>	<b>-0.29%</b>
<b>TOTAL COUNTY</b>	<b>2,180,506</b>		<b>2,180,506</b>		<b>100.000%</b>	<b>(11,697)</b>	<b>0.00%</b>
(1) - CITY FIGURES FROM DOF JANUARY 1, 2020 ESTIMATES; UNINCORPORATED FIGURES FROM PLANNING DEPARTMENT ESTIMATES CONTROLLED TO DOF UNINCORPORATED TOTAL. (2) - THIS COLUMN CONTAINS ADJUSTMENTS NECESSARY TO MODIFY CITY TOTALS AS SPECIFIED IN MEASURE I. (3) - THE WRIGHTWOOD COMMUNITY AND AREAS NORTH OF LONE PINE CANYON ROAD WERE EXCLUDED FROM THE MOUNTAIN AREA AND INCLUDED IN THE VICTOR VALLEY AS SPECIFIED IN MEASURE I. (4) - THE POPULATED PORTIONS OF THE TWENTYNINE PALMS MARINE BASE HAVE BEEN ANNEXED BY THE CITY OF TWENTYNINE PALMS. (5) - WITH THE CLOSING OF GEORGE AIR FORCE BASE, THERE IS NO LONGER AN ALLOCATION OF POPULATION TO THE CITIES IN THE VICTOR VALLEY. (6) - UNINCORPORATED URBAN FIGURES FROM PLANNING DEPARTMENT ESTIMATES CONTROLLED TO DOF UNINCORPORATED TOTALS AND CALTRANS URBAN AREA BOUNDARIES. (7) - UNINCORPORATED RURAL FIGURES FROM PLANNING DEPARTMENT ESTIMATES CONTROLLED TO DOF UNINCORPORATED TOTALS AND BASED ON AREAS OUTSIDE THE CALTRANS URBAN AREA BOUNDARIES.							



# **ADDITIONAL INFORMATION**

## GENERAL POLICY COMMITTEE ATTENDANCE RECORD – 2021

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