

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

**August 9, 2023**

**9:00 AM**

**Location**

San Bernardino County Transportation Authority  
*First Floor Lobby Board Room*  
1170 W. 3rd Street, San Bernardino, CA 92410

***General Policy Committee Membership***

**Chair – Vice President**

Ray Marquez, Council Member  
*City of Chino Hills*

**President**

Dawn Rowe, Supervisor  
*County of San Bernardino*

**Past President**

Art Bishop, Council Member  
*Town of Apple Valley*

**West Valley Representatives**

Acquanetta Warren, Mayor  
*City of Fontana*

Alan Wapner, Council Member  
*City of Ontario*

Curt Hagman, Supervisor  
*County of San Bernardino*

**Mt./Desert Representatives**

Debra Jones, Mayor  
*City of Victorville*

Rick Denison, Mayor  
*Town of Yucca Valley*

Paul Cook, Supervisor  
*County of San Bernardino*

**East Valley Representatives**

Frank Navarro, Mayor  
*City of Colton*

Larry McCallon, Mayor  
*City of Highland*

Joe Baca, Jr., Supervisor  
*County of San Bernardino*

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

**AGENDA**

**General Policy Committee Meeting**

**August 9, 2023  
9:00 AM**

**Location  
SBCTA**

**First Floor Lobby Board Room  
1170 W. 3rd Street, San Bernardino, CA 92410**

**Items listed on the agenda are intended to give notice to members of the public of a general description of matters to be discussed or acted upon. The posting of the recommended actions does not indicate what action will be taken. The Board may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.**

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 Ray Marquez)

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

**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.**

## INFORMATIONAL ITEMS

Items listed are receive and file items and are expected to be routine and non-controversial. Unlike the Consent Calendar, items listed as Informational Items do not require a vote.

### **2. June and July 2023 Procurement Report**

Pg. 13

Receive the June and July 2023 Procurement Report.

**Presenter: Shaneka Morris**

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

### **3. Measure I Revenue**

Receive report on Measure I receipts for Measure I 2010-2040.

**Presenter: Lisa Lazzar**

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

## DISCUSSION ITEMS

### **Discussion - Administrative Matters**

#### **4. New Policy No. 10500 - Closed Circuit Television for Santa Fe Depot**

Pg. 23

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

Approve Policy No. 10500 – Closed Circuit Television for Santa Fe Depot.

**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.**

#### **5. Measure I Local Pass-Through Compliance Audits for Fiscal Year 2021/2022 for the City of Victorville**

Pg. 26

Review and make a finding that the Measure I expenditures for Fiscal Year 2021/2022 for the City of Victorville are consistent with the provisions of the Measure I Expenditure Plan and Ordinance No. 04-01.

**Presenter: Lisa Lazzar**

**This item is not scheduled for review by any other policy committee or technical advisory committee. This item was provided to the Independent Taxpayer Oversight Committee on July 17, 2023.**

#### **6. Amendment No. 1 to Contract No. 20-1002378 with Conrad LLP and Amendment No. 2 to Contract No. 20-1002320 with Crowe LLP**

Pg. 51

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

A. Approve Amendment No. 1 to Contract No. 20-1002378, On-Call Audit Services and Price Review Services, with Conrad LLP, to increase the contract amount by \$300,000 for a new not-to-exceed amount of \$490,000.

Agenda item 6 (Cont.)

B. Approve Amendment No. 2 to Contract No. 20-1002320, On-Call Audit Services and Price Review Services, with Crowe LLP, to increase the contract amount by \$300,000 for a new not-to-exceed amount of \$710,000.

C. Approve a total not-to-exceed amount of \$1,200,000 for both Conrad LLP (20-1002378) and Crowe LLP (20-1002320).

**Presenter: Lisa Lazzar**

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

**7. Fiscal Year 2023/2024 Budget Amendments**

Pg. 59

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

A. Approve a budget decrease of \$338,322 for Fiscal Year 2023/2024 for Task No. 0425 - Special Projects and Strategic Initiatives.

B. Approve a new task, Task No. 0430 – Risk Management, to account for risk management activities.

C. Approve a budget increase of \$5,104,000 for Fiscal Year 2023/2024 for Task No. 0750 - Express Lane Operations.

D. Approve a budget increase of \$550,000 for Fiscal Year 2023/2024 for Task No. 0400 – Finance, for completion of the Fiscal Year 2022/2023 Measure I and Transportation Development Act audits.

E. Approve a budget increase of \$25,000 for Fiscal Year 2023/2024 for Task No. 0315 - Transit Capital under Fund No. 6014 -Redlands Passenger Rail Project Fund, not included in the original budget.

**Presenter: Hilda Flores**

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

**Discussion - Air Quality/Traveler Services**

**8. California Energy Commission Equitable Building Decarbonization Program Grant**

Pg. 61

Receive an update on the California Energy Commission Equitable Building Decarbonization Program Grant.

**Presenter: Cheryl Chesnut**

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

**9. Update on the Commuter and Motorist Assistance Call Box Program**

Pg. 110

Receive information on the status of the San Bernardino County Transportation Authority Call Box Program.

**Presenter: Kelly Lynn**

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

**10. Sole Source Contract No. 23-1003017 with Knightscope, Inc., for Call Box Maintenance Services**

Pg. 125

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

A. Find that it is in the best interest of the agency to award **Sole Source** Contract No. 23-1003017 to Knightscope, Inc., to provide Call Box Maintenance Services, per SBCTA Contracting and Procurement Policy No. 11000, VI.4. Based upon SBCTA staff research, it was determined that Knightscope, Inc. was the only Call Box Maintenance provider in the State of California, and therefore the most efficient and cost effective way to continue delivering Call Box Maintenance services, would be to continue with Knightscope, Inc.

B. Approve **Sole Source** Contract No. 23-1003017 with Knightscope, Inc., to provide Call Box Maintenance Services, with a not-to-exceed amount of \$3,789,380 for an initial term of October 1, 2023 through September 30, 2026, and two one-year option terms.

**Presenter: Kelly Lynn**

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

**Discussion - Regional/Subregional Planning**

**11. Transportation Development Act Article 3 Annual Update: Fiscal Year 2022/2023**

Pg. 265

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

A. Allow Fiscal Year (FY) 2021/2022 projects to proceed where approved guideline update requiring expenditure within first year was not met.

B. Extend the deadline for the Town of Apple Valley FY 2019/2020 Bus Turnout at Bear Valley Road and Navajo Road Transportation Development Act (TDA) Article 3 award from December 31, 2023 to December 31, 2024 (originally December 31, 2022).

C. Extend the deadline for the City of Rancho Cucamonga FY 2019/2020 Day Creek Channel Bike Trail TDA Article 3 award from December 31, 2023 to December 31, 2024 (originally December 31, 2022).

D. Allow Omnitrans to modify the scope of work for their FY 2021/2022 Transit Stop Improvements TDA Article 3 award to include comparable improvements to be completed at alternate, yet to-be-determined locations upon written approval by the SBCTA Transit Manager.

**Presenter: Ginger Koblasz**

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

## **Discussion - Council of Governments**

### **12. Small Business 2 Business Equity Program**

Pg. 277

Receive a report on the Business 2 Business Expo expansion to include an element that targets engagement of small businesses and direct staff to outreach to the cities and county to engage and invite member agencies to participate in the Business 2 Business Expo.

**Presenter: Monique Reza-Arellano**

**This item was received by the City/County Manager's Technical Advisory Committee on August 3, 2023. This item is not scheduled for review by any other policy committee or technical advisory committee.**

## **Discussion - Legislative/Public Outreach**

### **13. RFP release for Public Outreach and Marketing Support**

Pg. 279

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

Approve the release of Request for Proposals No. 23-1002995 for Public Outreach Support and Marketing Services.

**Presenter: Tim Watkins**

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

## **Discussion - Transportation Programming and Fund Administration**

### **14. 2024 State Transportation Improvement Program**

Pg. 282

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

Approve the following programming proposals to be submitted to the California Transportation Commission for inclusion in the 2024 State Transportation Improvement Program:

A. Deprogram \$18.647 million of Regional Improvement Program (RIP) funds in Fiscal Year (FY) 2025/2026 for construction of the US 395 Phase 2 Project from Interstate 15 (I-15) to Palmdale Road as these have been replaced with Surface Transportation Block Grant Program funds.

B. Propose programming an additional \$4.210 million of RIP funds for Planning, Programming, and Monitoring activities.

C. Propose an amendment consistent with the current sequenced approach and timeline for constructing the Interstate 10 Corridor Contract 2 project from I-15 to Pepper Avenue in the City of Colton, increasing the RIP funds from \$54.242 million to \$72.889 million in FY 2025/2026.

D. Nominate the State Route 62 Street Improvements Project Phase 2B, from Encelia Avenue to Larrea Avenue in the City of Twentynine Palms, and program \$4.5 million of RIP funds for construction in FY 2026/2027.

Agenda item 14 (Cont.)

E. Nominate the National Trails Highway Bridges Replacements Project in the North Desert Subarea and program \$5.7 million, \$12.8 million and \$21.8 million of RIP funds for construction in FY 2026/2027, FY 2027/2028, and FY 2028/2029, respectively.

F. Maintain the programming for the Zero-Emission Multiple Unit Conversion Project of \$7.5 million of RIP funds for construction in FY 2026/2027.

G. Nominate the Metrolink San Bernardino Line Double Track Project, from Control Point Lilac to Sycamore in the City of Rialto, and program \$56.348 million of RIP funds for construction in FY 2027/2028.

H. Authorize staff to make adjustments to programming amounts and programming years of the proposed projects based on additional discussion with project sponsors and California Transportation Commission staff.

**Presenter: Jamie Carone**

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

**Public Comment**

**Brief Comments from the General Public**

**Note: Public Comment will only be allowed on items listed on this agenda during this committee meeting. No public comment will be allowed on committee items placed on the Consent Agenda at the Board of Directors meeting. If an item has substantially changed after consideration during the committee meeting, the item will be placed on Discussion for Board and public comment will be allowed.**

**Comments from Board Members**

**Brief Comments from Board Members**

**ADJOURNMENT**

**Additional Information**

- Attendance
- Acronym List
- Mission Statement

**The next General Policy Committee meeting is scheduled for September 13, 2023.**

## Meeting Procedures and Rules of Conduct

**Meeting Procedures** - The Ralph M. Brown Act is the state law which guarantees the public's right to attend and 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.

**Accessibility** - The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are 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) and office is located at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino, CA.

**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. Agendas are also posted at 1170 W. 3<sup>rd</sup> Street, 1st Floor, San Bernardino at least 72 hours in advance of the meeting.

**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 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 President of the Board or Committee Chair (“President”) will announce the subject matter of the closed session. If reportable action is taken in closed session, the President shall report the action to the public at the conclusion of the closed session.

**Public Testimony on an Item** – Members of the public are afforded an opportunity to speak on any listed item, except Board agenda items that were previously considered at a Policy Committee meeting where there was an opportunity for public comment. Individuals in attendance at SBCTA who desire to speak on an item may complete and turn in a "Request to Speak" form, specifying each item an individual wishes to speak on. Individuals may also indicate their desire to speak on an agenda item when the President asks for public comment. When recognized by the President, speakers should be prepared to step forward and 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 President 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. Any individual who wishes to share written information with the Board may provide copies to the Clerk of the Board for distribution.. Information provided as public testimony is not read into the record by the Clerk.

Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda. Any consent item that is pulled for discussion shall be treated as a discussion item, 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 jurisdiction. Matters raised under “Public Comment” will not be acted upon at that meeting. See, “Public Testimony on an Item,” above.

**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 President may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the 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, failing to relinquish the podium when requested to do so, bringing into the meeting any type of object that could be used as a weapon, including without limitation sticks affixed to signs, 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 President of the Board or Chair of a Policy Committee (Chair) has the option of taking attendance by Roll Call. 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.
- 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.
- Votes at teleconferenced meetings shall be by roll call, pursuant to the Brown Act, or, at any meeting, upon the demand of five official representatives present or at the discretion of the presiding officer.

**The Vote as specified in the SBCTA Administrative Code and 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. (Note that Alternates may vote only at meetings of the Board of Directors, Metro Valley Study Session and Mountain/Desert Policy Committee.)

### **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 Chair shall ask the maker of the original motion if he or she would like to amend the 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 may require deviation from general practice (but not from the Brown Act or agency policy).
- 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*

*Revised June 7, 2023*

### Minute Action

AGENDA ITEM: 1

**Date:** August 9, 2023

**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	20-1002378-01	Conrad, LLP <i>Andrea Jayasekara, Partner</i>	None
	20-1002320-02	Crowe, LLP <i>Bert Nuehring, General Partner</i>	None
10	23-1003017	Knightscope, Inc. <i>Mallorie Burak</i>	None
11	N/A	Town of Apple Valley	None
	N/A	City of Rancho Cucamonga	None
	N/A	Omnitrans	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:**

Carrie Schindler, Deputy Executive Director

Approved  
General Policy Committee  
Date: August 9, 2023

Witnessed By:

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

## *Minute Action*

AGENDA ITEM: 2

***Date:*** August 9, 2023

***Subject:***

June and July 2023 Procurement Report

***Recommendation:***

Receive the June and July 2023 Procurement Report.

***Background:***

The Board of Directors adopted the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997, and approved the last revision on January 4, 2023. The Board of Directors authorized the Executive Director, or his designee, to approve: a) contracts and purchase orders up to \$100,000; b) Contract Task Orders (CTO) up to \$500,000 and for CTOs originally \$500,000 or more, increasing the CTO amount up to \$250,000; c) amendments with a zero dollar value; d) amendments to exercise the option term if the option term was approved by the Board of Directors in the original contract; e) amendments that cumulatively do-not-exceed 50% of the original contract or purchase order value or \$100,000, whichever is less; f) amendments that do-not-exceed contingency amounts authorized by the Board of Directors; 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 and the solicitation has been listed in the Annual Budget, and are estimated not-to-exceed \$1,000,000.

The Board of Directors further authorized General Counsel to award and execute legal services contracts up to \$100,000 with outside counsel as needed, and authorized Department Directors to approve and execute Contingency Amendments that do-not-exceed contingency amounts authorized by the Board of Directors.

Lastly, the Board of Directors authorized CityCom Real Estate Services, Inc. (CityCom) to issue contracts and purchase orders.

Below is a summary of the actions taken by SBCTA authorized staff:

- Two new contracts were executed.
- Nine contract amendments were executed.
- Six CTO's were executed.
- Seven CTO amendments were executed.
- Two contingency amendments were executed.
- Seven purchase orders were executed.
- One purchase order amendment was executed.
- Six RFP's were released.

Below is a summary of the actions taken by CityCom:

- One new contract was executed.
- No new purchase orders were executed.

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

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 June and July 2023 are presented herein as Attachment A, all RFPs and IFBs are presented in Attachment B, and all CityCom’s contracts and purchase orders are presented in Attachment C.

**Financial Impact:**

This item is consistent with the Fiscal Year 2023/2024 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:**

Shaneka Morris, Procurement Manager

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Approved  
General Policy Committee  
Date: August 9, 2023  
Witnessed By:

**Attachment A**  
**June and July 2023 Contract/Amendment/Contract Task Order (CTO) Actions**

Type	Contract Number	Amendment/ CTO	Vendor Name	Contract Description	Original Amount	Prior Amendments	Current Amendment	Total Amount	Total On-call Contract Amount*
New agreement	23-1002932		Wells Fargo NA	Banking and Credit Card Services	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	N/A
New agreement	23-1002965		PlanetBids	Cloud based eProcurement System	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	N/A
Contract Amendment	17-1001683	5	Trapeze Software Group, Inc.	To exercise the fourth option term to extend the contract expiration date to June 30, 2024 for the Vanpool Program Online System	\$ 372,919.00	\$ 60,000.00	\$ -	\$ 432,919.00	N/A
Contract Amendment	19-1002203	4	Trapeze Software Group, Inc.	To increase the contract not-to-exceed amount and to exercise the second option term extending the contract expiration date to June 30, 2024 for the Regional Rideshare and Vanpool Program	\$ 350,000.00	\$ 817,042.00	\$ 100,000.00	\$ 1,267,042.00	N/A
Contract Amendment	21-1002497	2	Southern California Association of Governments	To extend contract completion date through February 29, 2024 for the Regional Early Action Planning (REAP) Grant	\$ 2,441,324.00	\$ 122,066.00	\$ -	\$ 2,563,390.00	N/A
Contract Amendment	21-1002626	2	Southern California Shredding, Inc.	To exercise the second option to extend the contract term through July 1, 2024 for paper shredding services	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	N/A
Contract Amendment	17-1001628	2	City of Brea	To exercise the second of two, two-year options to extend the contract term to June 30, 2025 and to increase the contract not-to-exceed amount for Information Technology Network Consultant Support Services	\$ 852,875.00	\$ 503,717.00	\$ 456,201.00	\$ 1,812,793.00	N/A
Contract Amendment	19-1002152	3	Blais & Associates, LLC	To exercise the second of two, two-year option terms to extend the contract expiration date to June 30, 2025 for Grant Administration Services	\$ 195,910.00	\$ 419,256.00	\$ -	\$ 615,166.00	N/A
Contract Amendment	20-1002320	1	Crowe LLP	To update Exhibit B, Billing Rate Schedule, for On-Call Audits and Price Review Services	\$ 300,000.00	\$ 110,000.00	\$ -	\$ 410,000.00	N/A
Contract Amendment	20-1002339	1	GCAP Services, Inc.	DBE Consulting Services to exercise first option term for a new contract expiration date of June 30, 2024	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	N/A
Contract Amendment	17-1001616	4	Enterprise Rideshare	To increase the reimbursable compensation for petroleum-fueled vanpools and zero-emission vanpools and to increase the not-to-exceed amount for Vanpool Leasing Services	\$ 1,300,000.00	\$ 50,000.00	\$ 50,000.00	\$ 1,400,000.00	N/A
CTO	22-1002705	CTO No. 6	Kleinfelder Construction Services, Inc.	To increase the not-to-exceed amount for On-Call Construction Management Services for the State Route 210 Waterman Avenue Interchange Project	\$ 827,949.02	\$ -	\$ -	\$ 827,949.02	\$5,000,000.00 (available \$1,957,590.57)

Attachment: June and July 2023 Procurement Report (PDF) (9827 : June and July 2023 Procurement

\*Total amount authorized for the associated on-call services bench which is typically shared with multiple vendors and controlled via contract task orders (CTO).

**Attachment A**  
**June and July 2023 Contract/Amendment/Contract Task Order (CTO) Actions**

Type	Contract Number	Amendment/ CTO	Vendor Name	Contract Description	Original Amount	Prior Amendments	Current Amendment	Total Amount	Total On-call Contract Amount*
CTO	19-1002000	CTO No. 33	Costin Public Outreach Group	Phase one of the community outreach effort related to the new Arrow Service	\$ 30,700.00	\$ -	\$ -	\$ 30,700.00	\$6,000,000.00 (available \$316,426.78)
CTO	22-1002663	CTO No. 7	Anser Advisory Management, LLC	To provide consultant Claim and Litigation Support for the Monte Vista Grade Separation Project	\$ 27,293.99	\$ -	\$ -	\$ 27,293.99	\$5,000,000.00 (available \$4,473,634.40)
CTO	22-1002705	CTO No. 8	Kleinfelder Construction Services, Inc.	On-Call Construction Management services for the State Route 210 Waterman Avenue Interchange Project	\$ 33,980.58	\$ -	\$ -	\$ 33,980.58	\$5,000,000.00 (available \$1,957,590.57)
CTO	18-1001907	CTO No. 17	Epic Land Solutions, Inc.	Right-of-Way Services for Mount Vernon Viaduct Project	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$8,000,000.00 (available \$4,964,039.78)
CTO	19-1002000	CTO No. 32	Costin Public Outreach Group	To provide public outreach services for 2024 Business to Business Expo	\$ 109,000.00	\$ -	\$ -	\$ 109,000.00	\$6,000,000.00 (available \$316,426.78)
CTO Amendment	22-1002744	CTO No. 2.1	WSP USA, Inc.	To extend the expiration date to December 31, 2023 for On-Call Transit and Rail	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	\$20,000,000.00 (available \$19,785,000)
CTO Amendment	22-1002744	CTO No. 4.1	WSP USA, Inc.	To extend the expiration date to December 31, 2023 for On-Call Engineering Plan Review Services for Transit and Rail Projects and Programs	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$20,000,000.00 (available \$19,785,000)
CTO Amendment	19-1002000	CTO No. 16.1	Costin Public Outreach Group	To extend the completion date to January 31, 2024 for ongoing public outreach support for the West Valley Connector Project Bus Rapid Transit	\$ 225,000.00	\$ -	\$ -	\$ 225,000.00	\$6,000,000.00 (available \$316,426.78)
CTO Amendment	18-1001823	CTO No. 11.4	Bender Rosenthal, Inc.	Increase the not-to-exceed amount for Right-of-Way Support and Utility Coordination for the Interstate 215 University Parkway Interchange Project	\$ 117,834.74	\$ 112,637.00	\$ 55,014.00	\$ 285,485.74	\$8,000,000.00 (available \$4,964,039.78)
CTO Amendment	19-1002000	CTO No. 26.1	Costin Public Outreach	To extend the completion date to July 31, 2023 for public outreach support of the Business-to-Business Expo	\$ 71,500.00	\$ -	\$ -	\$ 71,500.00	\$6,000,000.00 (available \$316,426.78)
CTO Amendment	23-1002904	CTO No. 3.1	Mott MacDonald Group, Inc.	To extend the expiration date to December 31, 2023 for On-Call General Support Services for Transit and Rail Services	\$ 125,000.00	\$ -	\$ -	\$ 125,000.00	\$20,000,000.00 (available \$19,785,000)
CTO Amendment	19-1002000	CTO No. 9.2	Costin Public Outreach Group	To extend the completion date to January 31, 2024 for public outreach support services of the Diesel Multiple Unit (DMU) to Zero-Emission Multiple Unit (ZEMU) Development Project	\$ 17,980.00	\$ 86,887.00	\$ -	\$ 104,867.00	\$6,000,000.00 (available \$316,426.78)

Attachment: June and July 2023 Procurement Report (PDF) (9827 : June and July 2023 Procurement

\*Total amount authorized for the associated on-call services bench which is typically shared with multiple vendors and controlled via contract task orders (CTO).



**Attachment A  
June and July 2023 Contingency Released Actions**

<b>Contract No. &amp; Contingency No.</b>	<b>Reason for Contingency Amendment (Include a Description of the Contingency Amendment)</b>	<b>Vendor Name</b>	<b>Original Contract Amount</b>	<b>Prior Amendments</b>	<b>Prior Contingencies</b>	<b>Current Contingencies</b>	<b>Amended Contract Amount</b>
15-1001146 3G	To add additional contingency funds required to complete project closeout for Redlands Passenger Rail Project Management Consulting Services	RailPros, Inc.	\$ 10,285,673.00	\$ 7,663,139.85	\$ 2,134,332.00	\$ 88,332.00	\$ 20,171,476.85
19-1002181	To increase the contingency amount for Archibald Avenue Improvement Project at State Route 60 Construction Contract	Granite Construction Company	\$ 13,822,831.00	\$ -	\$ 2,122,333.00	\$ 1,972,322.00	\$ 17,917,486.00

Attachment: June and July 2023 Procurement Report (PDF) (9827 : June and July 2023 Procurement

**Attachment A  
June and July 2023 Purchase Order and Purchase Order Amendment Actions**

Type	PO No.	PO Posting Date	Vendor Name	Description of Services	Original Purchase Order Amount	Prior Amendments	Current Amendment	Total Purchase Order Amount
PO Amendment	4002360	6/30/23	Beacon Economics, LLC	Increase to include reimbursable expenses for the presenter at City/County Conference	\$ 9,000.00	\$ -	\$ 143.93	\$ 9,143.93
New PO	4002367	6/30/23	Agiline, LLC	Agiline billing during contract lapse	\$ 2,400.00	\$ -	\$ -	\$ 2,400.00
New PO	4002378	6/30/23	NTH Generation Computing, Inc.	Server/San Warranty Renewal	\$ 4,559.61	\$ -	\$ -	\$ 4,559.61
New PO	4002386	6/30/23	Caliper Corporation	Caliper Autocad Support	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
New PO	4002387	6/30/23	Riverside County Transportation Commission	Joint video produced for the CTC Meeting in Riverside	\$ 2,375.00	\$ -	\$ -	\$ 2,375.00
New PO	4002383	7/17/23	Carahsoft Technology, Corporation	Carahsoft Agenda and Minutes Subscription	\$ 7,794.85	\$ -	\$ -	\$ 7,794.85
New PO	4002388	7/17/23	Fifth Asset, Inc.	Debtbook Software for GASB 96	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00
New PO	4002393	7/19/23	DPE Systems, Inc.	Annual Backup Renewal	\$ 44,865.56	\$ -	\$ -	\$ 44,865.56

Attachment: June and July 2023 Procurement Report (PDF) (9827 : June and July 2023 Procurement

**Attachment B**  
**June and July 2023 RFP's, RFQ's and IFB's**

<b>Release Date</b>	<b>RFP/RFQ/IFB No.</b>	<b>Anticipated Dollar Amount</b>	<b>Anticipated Award Date</b>	<b>Description of Overall Program and Program Budget</b>
06/28/2023	RFP 23-1002967	\$ 129,000.00	10/01/2023	Board Room audio/visual equipment upgrade
06/23/2023	RFP 23-1002971	\$ 3,264,715.39	09/06/2023	Mount Vernon Viaduct Project Construction Management
07/31/2023	RFP 23-1002957	\$ 300,000.00	10/01/2023	Risk Management and Broker Services
07/12/2023	RFP 23-1002947	\$ 3,716,490.00	12/01/2023	Freeway Service Patrol Beat 23
11/08/2023	RFP 23-1002945	\$ 5,740,395.00	04/01/2024	Freeway Service Patrol Beats 5 & 27
07/24/2023	RFP 23-1002963	\$ 999,164.00	09/01/2023	Call answering center for call box phone calls

Attachment C

June and July 2023 CityCom's Issued Purchase Orders/Contracts

PO/Contract No.	Vendor Name	Description of Services	Total Amount
SB Depot 48798	Option One Plumbing	Unclog the main sewer line to the main lobby by hydro-jetting. New cleanouts were updated and installed to gain access upstream and downstream to service the line.	\$5,225.00

***Minute Action***

AGENDA ITEM: 3

***Date:*** August 9, 2023

***Subject:***  
Measure I Revenue

***Recommendation:***  
Receive report on Measure I receipts for Measure I 2010-2040.

***Background:***  
Sales tax revenue collections for Measure I 2010 through 2040 began on April 1, 2010. Cumulative total receipts as of June 30, 2023, were \$2,255,555,055.

Included is a summary of the current Measure I receipts by quarter and cumulative total since its inception. The quarterly receipts represent sales tax collection from the previous quarter taxable sales. For example, receipts for April through June represent sales tax collections from January through March.

Measure I revenue for the 2022/2023 Fiscal Year Budget was estimated to be \$250,000,000. Actual Measure I receipts for Fiscal Year 2022/2023 April through June are \$60,936,812, in comparison to \$63,172,838 received during the quarter ending June for Fiscal Year 2021/2022, with a decrease of 3.54%. The current economic outlook is a modest decline in sales tax returns through 2023, with small levels of growth beginning in early 2024.

***Financial Impact:***  
Measure I revenues for Fiscal Year 2022/2023 is expected to exceed the prior years' collections.

***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: August 9, 2023  
Witnessed By:

*Entity: San Bernardino County Transportation Authority*

## Summary of SANBAG Measure I Receipts 2010-2040

Fiscal Year	July- September	October- December	January- March	April- June	Fiscal Year Total	Cumulative Total To Date
<b>Receipts Prior to FY 2010/11</b>						<b>\$7,158,800</b>
<b>Fiscal Year 2010/11</b>	28,188,907	29,207,950	28,808,766	29,397,456	115,603,079	<b>\$122,761,879</b>
<b>Fiscal Year 2011/12</b>	31,027,319	33,547,956	32,757,419	33,476,051	130,808,745	<b>\$253,570,624</b>
<b>Fiscal Year 2012/13</b>	34,279,449	35,076,980	34,336,570	34,309,171	138,002,171	<b>\$391,572,794</b>
<b>Fiscal Year 2013/14</b>	35,430,012	35,403,641	36,843,452	35,789,045	143,466,150	<b>\$535,038,944</b>
<b>Fiscal Year 2014/15</b>	37,253,007	38,007,716	38,225,122	37,132,591	150,618,437	<b>\$685,657,380</b>
<b>Fiscal Year 2015/16</b>	39,298,056	40,309,825	40,950,261	38,929,588	159,487,730	<b>\$845,145,110</b>
<b>Fiscal Year 2016/17</b>	41,123,141	40,742,242	41,465,217	39,801,939	163,132,539	<b>\$1,008,277,649</b>
<b>Fiscal Year 2017/18</b>	43,117,814	42,305,693	44,007,900	39,149,611	168,581,018	<b>\$1,176,858,666</b>
<b>Fiscal Year 2018/19</b>	41,560,927	49,358,825	46,035,191	43,531,556	180,486,500	<b>\$1,357,345,167</b>
<b>Fiscal Year 2019/20</b>	46,250,572	46,514,574	49,729,997	35,959,684	178,454,827	<b>\$1,535,799,994</b>
<b>Fiscal Year 2020/21</b>	48,366,423	51,588,776	52,728,566	56,391,035	209,074,800	<b>\$1,744,874,794</b>
<b>Fiscal Year 2021/22</b>	64,058,781	61,231,465	64,329,895	63,172,838	252,792,978	<b>\$1,997,667,772</b>
<b>Fiscal Year 2022/23</b>	64,538,748	66,271,275	66,140,449	60,936,812	257,887,283	<b>\$2,255,555,055</b>
% Increase Over 21/22	0.75%	8.23%	2.81%	-3.54%	2.02%	

Attachment: MSI Receipts (9708 : Measure I Revenue - 4th Qtr. Fiscal Year 2022/2023)

## *Minute Action*

AGENDA ITEM: 4

***Date:*** August 9, 2023

***Subject:***

New Policy No. 10500 - Closed Circuit Television for Santa Fe Depot

***Recommendation:***

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

Approve Policy No. 10500 – Closed Circuit Television for Santa Fe Depot.

***Background:***

Cameras were installed as part of the Downtown San Bernardino Passenger Rail Project (DSBPRP) which extended the Metrolink system from the San Bernardino Santa Fe Depot (Depot) to Downtown San Bernardino. The project included reconstruction of the parking lots surrounding the Depot, the construction of new platforms that made the Depot a pass-through station, and the addition of the pedestrian overpass that connects the two new platforms. Included with the project was the installation of a closed-circuit television (CCTV) system to monitor the public areas of the station site, which included cameras at the Depot building public areas, parking lots, multilevel parking lot, platforms, and pedestrian overpass. The CCTV system feeds back to a security room located at the pedestrian overpass and to the security desk located in the Depot lobby, which security personnel can use to view the various cameras around the site.

The purpose of this policy is to provide guidelines for the use of CCTV at the Depot in a way that enhances safety and security but also respects the expectations of reasonable privacy to the public and staff and outlines the responsibilities of staff and handling of CCTV footage.

***Financial Impact:***

This item is consistent with the Fiscal Year 2023/2024 Budget.

***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, Director of Management Services

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Approved  
General Policy Committee  
Date: August 9, 2023

Witnessed By:

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*Entity: San Bernardino County Transportation Authority*

San Bernardino County Transportation Authority	<b>Policy</b>	<b>10500</b>
Adopted by the Board of Directors	September 6, 2023	<b>Revised</b>
Closed Circuit Television for Santa Fe Depot	<b>Revision No.</b>	<b>0</b>

**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.**

<b>Table of Contents</b>
<a href="#">Purpose</a>   <a href="#">Definitions</a>   <a href="#">Policy</a>   <a href="#">Revision History</a>

**I. PURPOSE**

The San Bernardino County Transportation Authority (“SBCTA”) uses Closed Circuit Television (“CCTV”) to monitor the Premises in and around the Sante Fe Depot as well as to facilitate the security and safety of its staff and members of the public conducting business with SBCTA. It is the intent of this policy to serve as guidance to SBCTA for the use of CCTV systems and to outline the responsibilities of respective staff when handling and utilizing CCTV footage.

**II. DEFINITIONS**

CCTV means Closed Circuit Television and is an acronym used to describe video recording surveillance technologies.

Department Director means any Director of an SBCTA Department and includes Executive Director, Deputy Executive Director, Chief Financial Officer, General Counsel and Assistant General Counsel, as well as those individuals’ designees, identified in writing, when those individuals are out of the office or otherwise unavailable.

Sante Fe Depot means the building and adjoining areas located at 1170 W 3<sup>rd</sup> Street, San Bernardino, CA 92410.

Premises means the following areas in and around the Sante Fe Depot:

- East Parking lot
- West Parking lot (includes parking structure)
- South Parking lot (Front of the Depot)
- Board Room and Main Tile lobby
- Pedestrian bridge and Pedestrian loading zone

**III. POLICY**

**A. General**

CCTV monitoring and recording shall be conducted and used only for legitimate SBCTA business reasons in accordance with all existing SBCTA policies, including SBCTA’s discrimination, harassment, and retaliation policy.

Legitimate SBCTA business reasons include, but are not limited to, the following:

- Monitoring of persons, property, and buildings (e.g., may include things such as building perimeter, entrances, exits, lobbies, corridors, and rail platforms);
- Assessing threats to the safety and security of persons, property, and buildings within the premises;
- Conducting investigations regarding matters pertaining to employment and other SBCTA operations;
- Enhancing confidence and commitment to the security of premises;
- Responding to inspection or copy requests from the public or other government agencies, subpoenas, search warrants, and other legal mandate for disclosure; and
- Any other legitimate purpose that serves SBCTA’s business needs.

Attachment: Policy 10500 CCTV [Revision 1] (8910 : New Policy No. 10500 - Closed Circuit Television)



SBCTA will maintain a secure server for all SBCTA-owned cameras and provide signage that indicate the presence of CCTV cameras where appropriate. Monitoring and use of footage shall be conducted in a manner that properly balances legitimate SBCTA business reasons with the reasonable expectation to privacy of SBCTA employees, visitors and members of the public. CCTV cameras are prohibited in restrooms, private offices, and individual cubical spaces functioning as individual office spaces.

No audio shall be captured by any CCTV monitoring or recording.

### **B. Preservation and Retention of Recorded CCTV Footage**

CCTV footage may only be preserved in connection to one or more of the purposes defined in Sections II.A and II.C of this Policy. Due to hardware limitations, unless existing footage is preserved, new footage will be captured over the previous footage. The availability of non-preserved footage shall generally not exceed 90 calendar days. All CCTV footage shall be preserved and destroyed in accordance with SBCTA's Records Management and Retention policy except footage subject to a legal hold or other mandate requiring such footage to be preserved.

### **C. Access to CCTV Footage**

#### 1. Law Enforcement Agencies

Requests for CCTV footage from law enforcement agencies will be handled pursuant to the California Public Records Act, unless disclosure is otherwise required by law.

#### 2. SBCTA Staff and Authorized Agents for Legitimate SBCTA Business Reasons

A Department Director's authorization is required before any SBCTA staff or authorized agent may access CCTV cameras or recorded footage. SBCTA staff and authorized agents shall limit such access and use of CCTV cameras and recorded footage to the performance of duly authorized employment or agency-related duties on behalf of and for the benefit of SBCTA and only for a legitimate SBCTA business reason.

#### 3. California Public Records Act (CPRA) Requests

CCTV footage may be subject to the CPRA. Any requests for copies of or access to CCTV footage will be handled as a request under the California Public Records Act, unless otherwise required by law.

#### 4. Subpoenas and Search Warrants

Subpoenas, search warrants, and any other request for access to CCTV cameras or recorded footage made pursuant to a provision of state or federal law, other than the California Public Records Act, must be directed to the General Counsel's Office for review and response.

### **D. Misuse of CCTV Footage**

Any access to or use of CCTV technologies or recorded footage for any purpose other than as authorized by this Policy is prohibited. Violation of this Policy may result in one or more of the following:

- 1) discipline, including, but not limited to, termination of employment;
- 2) termination of engagement;
- 3) civil liabilities, including, with respect to SSI, federal civil penalties; and
- 4) criminal prosecution.

## **IV. REVISION HISTORY**

<b>Revision No.</b>	<b>Revisions</b>	<b>Adopted</b>
0	Adopted by the Board of Directors	9/6/2023

## *Minute Action*

AGENDA ITEM: 5

***Date:*** August 9, 2023

***Subject:***

Measure I Local Pass-Through Compliance Audits for Fiscal Year 2021/2022 for the City of Victorville

***Recommendation:***

Review and make a finding that the Measure I expenditures for Fiscal Year 2021/2022 for the City of Victorville are consistent with the provisions of the Measure I Expenditure Plan and Ordinance No. 04-01.

***Background:***

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

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

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

Measure I Local Pass-Through Audit report for FY 2021/2022 for the City of Victorville (City) was provided via email to the Independent Taxpayer Oversight Committee (ITOC) on July 17, 2023.

The Measure I Local Pass-Through audit for the City was completed on May 11, 2023. Since it was not finalized by the end of the extension period of February 28, 2023 Measure I was withheld until the FY 2021/2022 audit was completed. The audits for the City of Adelanto for FY 2020/2021 and FY 2021/2022 are not complete, thus they are currently subject to withholding. SBCTA has withheld \$1,909,314 of Measure I allocated to the City of Adelanto as of June 30, 2023.

*Entity: San Bernardino County Transportation Authority*

The audit for FY 2021/2022 for the City resulted in the following findings:

- Management is responsible for ensuring financial activity is recorded accurately and on a timely basis. Each year, the beginning fund balance (equity) should be reconciled to the previous audit reports to ensure accuracy of the financial activity each year. During procedures over beginning fund balance, it was noted that the beginning fund balance did not reconcile to the previous year Measure I audit fund balance by \$68,448. The fund financial statements were restated to fairly state fund balance as of July 1, 2021. Auditors recommend that the City enhance its closing process to ensure that the beginning fund balance ties to the prior fiscal year ending fund balance, and that entries to correct balances are made on a timely basis.

Corrective Action: Throughout FY 2021/2022, the City's finance department added staff to enhance its internal controls and efficiency in preparation for monthly and annual close. During the City's FY 2020/2021 audit, entries were needed to be made which then caused a restatement for the SBCTA Measure I audit as it had already been completed. The additional staff and training have enabled implementation of additional controls in the form of secondary reviews of both fund balance and project reconciliations as part of its annual audit preparation.

- The Victor Valley Local Street (VVLS) Program, Measure I 2010-2040 Strategic Plan, Section VVLS-18a requires that all expenditures charged to the Measure I Transportation Sales Tax Fund are to be supported by a warrant or source document (invoice, requisition, time sheet, equipment rental charge, etc.) clearly identifying the project and other pertinent data to establish a clear audit trail. During testing over payroll expenditures, the distribution of salaries and wages charged to the Measure I Fund were not appropriately supported by personnel activity reports, detailed timesheets, or equivalent documentation. The City included costs for payroll related expenditures which were supported by budgeted amounts, and not actuals. Auditors recommend the City enhance its procedures to ensure that salaries and benefits charged to the Measure I Fund are properly supported prior to charging amounts to the fund. This can be achieved through preparing and maintaining the personnel activity reports, detailed timesheets, or equivalent documentation used to allocate time to the Measure I Fund in a timely fashion.

Corrective Action: Per VVLS-16c Direct Costs include compensation of employees for the time devoted and identified to the performance of the eligible street or road projects. The City's employees charging to the funding are assigned specific tasks or areas of the city which comply with the VVLS-16b maintenance expenditures listing. Although the City's management believes that the work performed by the individuals is qualified to be charged to this funding source, City staff will review and discuss the suggested methods to ensure implementation of an appropriate method reflecting this compliance.

As part of the FY 2023/2024 budgeting process, the City's Executive Management Team will be requesting the addition of an Internal Auditor position to the Table of Organization to help to identify potential audit issues on an ongoing basis, prior to the external auditing process.

**Financial Impact:**

This item has no financial impact on the Fiscal Year 2023/2024 Budget.

**Reviewed By:**

This item is not scheduled for review by any other policy committee or technical advisory committee. This item was provided to the Independent Taxpayer Oversight Committee on July 17, 2023.

**Responsible Staff:**

Lisa Lazzar, Chief of Fiscal Resources

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Approved  
General Policy Committee  
Date: August 9, 2023  
Witnessed By:



Financial Statements  
June 30, 2022

# City of Victorville, California Measure I Fund



City of Victorville, California  
Measure I Fund  
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June 30, 2022

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Attachment: Victorville MSI 2022 Final (9790 : MSI Local Pass-Through Compliance Audit for FY 2021/2022 for the City of Victorville)



## Independent Auditor's Report

To the Board of Directors  
San Bernardino County Transportation Authority  
San Bernardino, California

### Report on the Audit of the Financial Statements

#### **Opinion**

We have audited the financial statements of the Measure I Fund of the City of Victorville, California (City), as of and for the year ended June 30, 2022, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the Measure I Fund of the City, as of June 30, 2022, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Emphasis of Matter**

As discussed in Note 1, the financial statements present only the Measure I Fund, and do not purport to, and do not, present fairly the financial position of the City as of June 30, 2022, the changes in its financial position, or, where applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

#### **Correction of Error**

As discussed in Note 7 to the financial statements, the City reclassified \$92,099 of expenditures into the Measure I Fund in the prior year, subsequent to the issuance of the 2021 Measure I Fund financial statements, as these expenditures were recorded in the incorrect fund in the prior year. Additionally, the City reclassified \$160,547 of expenditures out of the Measure I Fund in the prior year, subsequent to the issuance of the 2021 Measure I Fund financial statements, as these expenditures were related to other projects and funding sources. As a result, the Measure I Fund restated its beginning fund balance as of July 1, 2021, to correct the error. Our opinion is not modified with respect to this matter.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the



information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by the missing information.

### ***Other Information***

Management is responsible for the other information included in the annual report. The other information comprises the program status schedule (other information), as listed in the table of contents, but does not include the basic financial statements and our auditor's report thereon. Our opinion on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 11, 2023, on our consideration of the City's internal control over financial reporting of the Measure I Fund and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance, as it relates to the Measure I Fund.



Rancho Cucamonga, California  
May 11, 2023

City of Victorville, California  
 Measure I Fund  
 Balance Sheet  
 June 30, 2022

Assets		
Cash and investments	\$ 12,207,728	
Receivables		
Taxes	1,783,921	
Other	19,040	
Deposits and prepaids	<u>1,105</u>	
Total assets	<u><u>\$ 14,011,794</u></u>	
Liabilities, Deferred Inflows of Resources, and Fund Balance		
Liabilities		
Accounts payable	\$ 47,993	
Retentions payable	<u>72,232</u>	
Total liabilities	<u>120,225</u>	
Deferred Inflows of Resources		
Unavailable revenue	<u>599,092</u>	
Fund Balance		
Restricted	<u>13,292,477</u>	
Total liabilities, deferred inflows of resources and fund balance	<u><u>\$ 14,011,794</u></u>	

City of Victorville, California  
 Measure I Fund  
 Statement of Revenues, Expenditures and Change in Fund Balance  
 Year Ended June 30, 2022

Revenues		
Measure I sales tax		\$ 6,456,951
Reimbursements		74,550
Interest income		110
		110
Total revenues		6,531,611
Expenditures		
Capital		
Construction		3,890,729
		3,890,729
Net Change in Fund Balance		2,640,882
Fund Balance, Beginning of Year, as restated		10,651,595
Fund Balance, End of Year		\$ 13,292,477

Attachment: Victorville MSI 2022 Final (9790 : MSI Local Pass-Through Compliance Audit for FY 2021/2022 for the City of Victorville)

## Note 1 - General Information

### Reporting Entity

The financial statements are intended to reflect the financial position and changes in financial position of the Measure I Fund of the City of Victorville, California (City) only. Accordingly, the financial statements do not purport to, and do not, present fairly the financial position of the City, as of June 30, 2022, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Measure I

Measure I is the half-cent sales tax collected throughout San Bernardino County for transportation improvements. In 2004, San Bernardino County voters approved the extension of the Measure I sales tax through 2040. See Note 4 for a detailed description of the Measure.

## Note 2 - Summary of Significant Accounting Policies

The accounting policies of the Measure I Fund of the City conform to accounting policies generally accepted in the United States of America. The following is a summary of significant accounting policies:

### A. Basis of Accounting

#### Governmental Fund Financial Statements

##### *Fund Accounting*

The accounts of the City are organized on the basis of funds. A fund is defined as an independent fiscal and accounting entity wherein operations of each fund are accounted for in a separate set of self-balancing accounts that record resources, related benefits, and equity, segregated for the purpose of carrying out specific activities. The City accounts for the Measure I activities within its Measure I Special Revenue Fund.

Special revenue funds are used to account for the proceeds of revenue sources that are restricted or committed to expenditure for specified purposes.

##### *Measurement Focus and Basis of Accounting*

The special revenue funds of the City are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, revenues are available if they are collected within 60 days of the end of the fiscal period.

City of Victorville, California  
 Measure I Fund  
 Notes to Financial Statements  
 June 30, 2022

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Expenditures generally are recorded when a liability is incurred. Operating statements of governmental funds present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current resources.

**B. Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**C. Fund Balances**

Fund balance is reported according to the following classifications: nonspendable, restricted, committed, assigned, and unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

Restricted fund balance represents amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the City considers restricted funds to have been spent first.

**D. Cash and Investments**

Cash and investments are pooled by the City to facilitate cash management and maximize investment opportunities and yields. Investment income resulting from this pooling is allocated to the respective funds including the Measure I Fund based upon the average cash balance. The investment policies and the risks related to cash and investments, applicable to the Measure I Fund, are those of the City and are disclosed in the City's basic financial statements. The City's basic financial statements can be obtained at City Hall located at 14343 Civic Center Drive, Victorville, California 92393.

The Measure I Fund's cash and investments are reported at fair value. The fair value measurements are based on the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Measure I Fund's deposits and withdrawals in the City Investment Pool are made on the basis of \$1 and not fair value. Accordingly, the Measure I Fund's investment in the City Investment Pool is measured based on uncategorized inputs not defined as Level 1, Level 2, or Level 3.

### E. Maintenance of Effort

In accordance with California Public Utilities Code 190300 and Ordinance No. 04-01 of the San Bernardino County Transportation Authority (SBCTA), Local Street Program funds shall not be used to supplant existing local discretionary funds being used for street and highway purposes. The maintenance of effort (MOE) base year level was determined based upon the discretionary General Fund expenditures for transportation-related construction and maintenance activities in fiscal year 2008/2009. The MOE base year level as approved by the SBCTA Board of Directors shall remain in effect until the expiration of Measure I 2010-2040. General Fund expenditures in excess of the MOE base year level will carry over to subsequent fiscal years and can be applied in a future year to offset the amount the local agency may need to meet the MOE requirement. The City's determined MOE base level is \$0.

### Note 3 - Taxes Receivable

Taxes receivable represents the Measure I sales tax revenues for the fiscal year received from SBCTA after June 30, 2022.

### Note 4 - Measure I Fund

The California State Legislature authorized county transportation authorities to enact local option sales tax measures for transportation improvements in the late 1980s, under provisions of Division 19 (commencing with Section 180000) of the Public Utilities Code. In November 1989, San Bernardino County voters approved passage of Measure I, authorizing SBCTA to impose a half-cent retail transactions and use tax applicable in the incorporated and unincorporated areas of the County of San Bernardino for the 20-year period between April 1, 1990 and March 31, 2010. SBCTA is authorized to administer the programs described in the Measure.

Early in the second decade of Measure I, it became apparent that continuation of the half cent sales tax would be critical to maintaining funding for transportation in San Bernardino County. SBCTA member jurisdictions and transportation stakeholders worked to identify transportation needs, and an expenditure plan was developed to serve as a basis for the renewal of Measure I. Ordinance No. 04-01 was placed before voters in November 2004, and Measure I was renewed. The new Measure I extends the half cent sales tax for 30 years, from April 1, 2010 through March 31, 2040. The new Measure is referred to as Measure I 2010-2040 to distinguish it from the first Measure I.

Revenue from the tax can only be used for transportation improvement and traffic management programs authorized in the Expenditure Plan.

## City of Victorville, California

## Measure I Fund

Notes to Financial Statements

June 30, 2022

Measure I 2010-2040 has a return-to-source provision that states that funds shall be allocated to subareas in accordance with the actual revenue collected in each subarea. After deduction of required Board of Equalization fees and authorized administrative costs, revenues generated in each subarea are to be expended on projects of direct benefit to that subarea. Revenues are accounted for separately for each subarea and then allocated to specified project categories in each subarea. These project categories are termed “programs” in the Strategic Plan. Decisions on how revenues are expended within the subareas are made by the SBCTA Board of Directors based upon recommendations of local subarea representatives. Other than the projects identified in the Cajon Pass Expenditure Plan, revenues generated within a subarea can be expended outside of that subarea only upon approval of two-thirds (2/3) of the jurisdictions within the affected subarea. A proportional share of projected state and federal transportation funds is to be reserved for use solely within the Valley subarea and individual Mountain/Desert (Colorado River, Morongo Basin, Mountains, North Desert and Victor Valley) subareas. In the San Bernardino Valley subarea, Measure I 2010-2040 contains the following programs:

- Freeway Program
- Freeway Interchange Program
- Major Street Program
- Local Street Program
- Metrolink/Rail Program
- Express Bus/Bus Rapid Transit Program
- Senior and Disabled Transit Program
- Traffic Management Systems Program

In each of the Mountain/Desert subareas, Measure I 2010-2040 contains the following programs:

- Local Street Program
- Major Local Highway Program
- Senior and Disabled Transit Program

#### **Note 5 - Reimbursements**

The City received \$74,550 of revenue related to traffic signal maintenance fees that the City charges to the City of Hesperia, the City of Adelanto, and the County of San Bernardino.

#### **Note 6 - Allocated Costs**

In accordance with the City’s cost allocation plan, \$323,433 of allocated costs have been charged to the Measure I Fund. These costs include allocations for departmental costs such as the city manager, risk management, city clerk, finance, information services, city attorney, human resources, fleet maintenance, and city facilities.

City of Victorville, California  
 Measure I Fund  
 Notes to Financial Statements  
 June 30, 2022

**Note 7 - Prior Year Restatement**

The City has restated fund balance as of July 1, 2021 to properly reflect beginning equity as a result of the following:

- The City reclassified \$92,099 of expenditures into the Measure I fund in the prior year, subsequent to the Fund audit, as these expenditures were recorded in the incorrect fund in the prior year.
- The City reclassified \$160,547 of expenditures out of the Measure I fund in the prior year, subsequent to the Fund audit, as these expenditures were related to other projects and funding sources.

The following table describes the effects of the restatement on the July 1, 2021 fund balance:

Measure I Fund	June 30, 2021 Previously Presented	Restatement	July 1, 2021 Restated
Cash	\$ 8,801,573	\$ 68,448	\$ 8,870,021
Fund Balance	10,583,147	68,448	10,651,595





Required Supplementary Information  
June 30, 2022

# City of Victorville, California Measure I Fund

City of Victorville, California  
Measure I Fund

Schedule of Revenues, Expenditures and Change in Fund Balance – Budget and Actual  
Year Ended June 30, 2022

	Budget		Actual	Variance From Final Budget Positive (Negative )
	Original	Final		
Revenues				
Measure I sales tax	\$ 5,597,290	\$ 5,597,290	\$ 6,456,951	\$ 859,661
Reimbursements	42,500	42,500	74,550	32,050
Interest income	-	-	110	110
Total revenues	<u>5,639,790</u>	<u>5,639,790</u>	<u>6,531,611</u>	<u>891,821</u>
Expenditures				
Capital				
Construction	<u>8,013,202</u>	<u>11,766,805</u>	<u>3,890,729</u>	<u>7,876,076</u>
Net Change in Fund Balance	(2,373,412)	(6,127,015)	2,640,882	8,767,897
Fund Balance, Beginning of Year, as restated	<u>10,651,595</u>	<u>10,651,595</u>	<u>10,651,595</u>	<u>-</u>
Fund Balance, End of Year	<u><u>\$ 8,278,183</u></u>	<u><u>\$ 4,524,580</u></u>	<u><u>\$ 13,292,477</u></u>	<u><u>\$ 8,767,897</u></u>

Attachment: Victorville MSI 2022 Final (9790 : MSI Local Pass-Through Compliance Audit for FY 2021/2022 for the City of Victorville)

City of Victorville, California  
Measure I Fund  
Note to Required Supplementary Information  
Year Ended June 30, 2022

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**Note 1 - Budgetary Data**

The City adopts an annual budget on a basis consistent with accounting principles generally accepted in the United States of America. The legal level of budgetary control is at the fund level.



Other Information  
June 30, 2022

City of Victorville, California  
Measure I Fund

City of Victorville, California  
Measure I Fund

Program Status: Comparison of 5 Year Plan Project Budget to Current Year Expenditures  
Year Ended June 30, 2022

The Measure I Five-Year Capital Improvement Plan for local streets was adopted by Council Resolution No. 21-091 and amended by Resolution No. 22-093. Of the funds allocated under the Measure I Five-Year Capital Improvement Plan, the following programs were affected during the current fiscal year:

Projects	5-Year Plan Project Estimate	Current Fiscal Year Expenditures	Under/(Over) Estimate
<b>Named Projects</b>			
7th St, south of D St, Replace & Upgrade Archway Lighting & Signage	\$ 160,864	\$ 145,864	\$ 15,000
Arrowhead Dr, Green Tree Blvd to Nisqualli Rd, Pavement Rehab., bike lanes, sidewalk	262,353	262,353	-
Bear Valley Rd - Bridge Widening at BNSF Railroad & Road Approaches Industrial Blvd	-	244 *	(244)
Concrete Sidewalk, Install or Repair per location list	371,650	143,045	228,605
Curb Access Ramps - per Location List	110,000	40,149	69,851
La Mesa Rd - Cantina Rd to Mesa View, New road, Install traffic signal at US-395	50,438	50,438	-
Liberty Village - Pavement Rehabilitation, per location list	51,569	1,036,419	(984,850)
Mariposa Rd at Yates Rd, Construct New Traffic Signal	1,563	176,934	(175,371)
Mojave Dr at Condor Dr, Construct New Traffic Signal	40,000	73,331	(33,331)
Mountain View Acres Pavement Rehabilitation - per location list	102,000	90,686	11,314
Nisqualli Rd / I-15 Interchange, Environmental Monitoring & Reporting	11,592	38,835	(27,243)
Seventh Ave, Nisqualli Rd to Bear Valley Rd, Pavement Rehabilitation, Bike Lanes & Sidewalk	1,033,000	44,084	988,916
Silica Rd, Hesperia Rd to Industrial Blvd, Pavement Rehabilitation & Replace Storm Drain	95,156	71,548	23,608
Safe Routes to Schools	-	(338,245) *	338,245
Traffic Signal Maintenance Bucket Truck	253,000	15,238	237,762
<b>Categorical Projects:</b>			
Cost Allocation	1,700,071	323,433	1,376,638
Engineering Services	757,174	28,404	728,770
Traffic Control - Signing & Striping	5,990,486	1,058,603	4,931,883
Traffic Engineering	2,614,861	398,329	2,216,532
Traffic Signal Maintenance	1,692,164	231,037	1,461,127
<b>Total expenditures</b>		<u>\$ 3,890,729</u>	

\* The City noted the \$244 charge to the Bear Valley Rd – Bridge Widening at BNSF Railroad & Road Approaches Industrial Blvd project were miscoded to MSI and will be reclassified to the correct fund in FY23.

\* The \$338,245 related to the Safe Routes to Schools project was due to expenditures recorded by the City in a prior year. The City was seeking damage charges from the Vendor and recorded the expenditures in the full amount as it did not expect it would be able to recover the charges. The City recovered the amount in 2022.



**Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and Measure I Compliance Requirements**

To the Board of Directors  
San Bernardino County Transportation Authority  
San Bernardino, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure I Fund of the City of Victorville, California (City), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Measure I Fund’s basic financial statements, and have issued our report thereon dated May 11, 2023. Our report included an emphasis of matter stating that the financial statements of the Measure I Funds do not purport to, and do not, present fairly the financial position of the City as of June 30, 2022. Our report also included an emphasis of matter regarding the restatement of fund balance as of July 1, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City’s internal control over financial reporting of the Measure I Fund (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items 2022-001 and 2022-002 that we consider to be material weaknesses.

## Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements of the Measure I Fund of the City are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including requirements of Measure I as specified in the agreement between the City and San Bernardino County Transportation Authority (SBCTA), noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, including the requirements of the Measure I as specified in the agreement between the City and SBCTA.

### City's Response to Findings

Government Auditing Standards require the auditor to perform limited procedures on the City's response to the findings identified in our audit are described in the accompanying schedule of findings and responses. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Rancho Cucamonga, California  
May 11, 2023

City of Victorville, California  
 Measure I Fund  
 Schedule of Findings and Responses  
 Year Ended June 30, 2022

2022-001

**Restatement of Beginning Fund Balance  
 Material Weakness**

**Criteria:**

Management is responsible for ensuring financial activity is recorded accurately and on a timely basis. Each year, the beginning fund balance (equity) should be reconciled to the previous audit reports to ensure accuracy of the financial activity each year.

**Condition:**

During procedures over beginning fund balance, we noted that the beginning fund balance did not reconcile to the previous year Measure I audit fund balance by \$68,448.

**Cause:**

The condition above was caused by adjustments made by the City after the prior year's audit.

**Effect:**

The fund financial statements were restated to fairly state fund balance as of July 1, 2021.

**Recommendation:**

We recommend that the City enhance its closing process to ensure that beginning fund balance ties to the prior fiscal year ending fund balance, and that entries to correct balances are made on a timely basis.

**View of Responsible Officials:**

Throughout the 2021-22 fiscal year, the finance department added staff to enhance its internal controls and efficiency in preparation for monthly and annual close. During the City of Victorville's 2020-21 fiscal year audit, entries were needed to be made which then caused a restatement for the SBCTA Measure I audit as it had already been completed. The additional staff and training have enabled implementation of additional controls in the form of secondary reviews of both fund balance and project reconciliations as part of its annual audit preparation.

As part of the FY23-24 budgeting process, the City's Executive Management Team will be requesting the addition of an Internal Auditor position to the Table of Organization to help to identify potential audit issues on an ongoing basis, prior to the external auditing process.



**2022-002      Payroll Expenditures Not Supported  
 Material Weakness**

***Criteria:***

The Victor Valley Local Street (VVLS) Program, Measure I 2010-2040 Strategic Plan, Section VVLS -18a requires that all expenditures charge to the Measure I Transportation Sales Tax Fund to be supported by a warrant or source document (invoice, requisition, time sheet, equipment rental charge, etc.) clearly identifying the project and other pertinent data to establish a clear audit trail.

***Condition:***

During testing over payroll expenditures, the distribution of salaries and wages charged to the Measure I Fund were not appropriately supported by personnel activity reports, detailed timesheets, or equivalent documentation.

***Context:***

The condition was noted during our testing for the year ended June 30, 2022.

***Effect:***

The City included costs for payroll related expenditures which were supported by budgeted amounts, and not actuals.

***Cause:***

The City did not maintain source documents used to allocate salaries and benefits to the Measure I Fund.

***Recommendation:***

We recommend the City enhance its procedures to ensure that salaries and benefits charged to the Measure I Fund are properly supported prior to charging amounts to the fund. This can be achieved through preparing and maintaining the personnel activity reports, detailed timesheets, or equivalent documentation used to allocate time to the Measure I Fund in a timely fashion.

***View of Responsible Officials:***

Per VVLS-16c Direct Costs include compensation of employees for the time devoted and identified to the performance of the eligible street or road projects. The employees charging to the funding are assigned specific tasks or areas of the city which comply with the VVLS-16b maintenance expenditures listing. Although we believe that the work performed by the individuals is qualified to be charged to this funding source, we will review and discuss the suggested methods to ensure implementation of an appropriate method reflecting this compliance.

As part of the FY23-24 budgeting process, the City's Executive Management Team will be requesting the addition of an Internal Auditor position to the Table of Organization to help to identify potential audit issues on an ongoing basis, prior to the external auditing process.

City of Victorville, California  
Measure I Fund  
Summary Schedule of Prior Audit Findings  
Year Ended June 30, 2022

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Finding No.	Description	Status
2021-001	Expenditure Recognition	Implemented

Attachment: Victorville MSI 2022 Final (9790 : MSI Local Pass-Through Compliance Audit for FY 2021/2022 for the City of Victorville)

## *Minute Action*

AGENDA ITEM: 6

***Date:*** August 9, 2023

***Subject:***

Amendment No. 1 to Contract No. 20-1002378 with Conrad LLP and Amendment No. 2 to Contract No. 20-1002320 with Crowe LLP

***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. 20-1002378, On-Call Audit Services and Price Review Services, with Conrad LLP, to increase the contract amount by \$300,000 for a new not-to-exceed amount of \$490,000.

B. Approve Amendment No. 2 to Contract No. 20-1002320, On-Call Audit Services and Price Review Services, with Crowe LLP, to increase the contract amount by \$300,000 for a new not-to-exceed amount of \$710,000.

C. Approve a total not-to-exceed amount of \$1,200,000 for both Conrad LLP (20-1002378) and Crowe LLP (20-1002320).

***Background:***

On May 6, 2020, San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) approved Contract No. 20-1002378 with Conrad LLP and Contract No. 20-1002320 with Crowe LLP for On-Call Internal Audit and Price Review Services for a five-year term and a total not-to-exceed amount of \$600,000 for both contracts.

SBCTA released Request for Proposals (RFP) No. 23-1002875 on April 6, 2023, for a Consultant to provide auditing services for Measure I pass-throughs and Transportation Development Act (TDA) funds audits and review for parking fee revenues and expenditures for cities charging parking fees at Metrolink stations. On the due date of May 23, 2023, SBCTA received no proposals. There were 11 firms that downloaded the RFP, however, they ultimately did not bid. Upon inquiry, the firms advised that bids were not submitted due to not having the staff capacity to complete the engagement. Due to this response of staffing capacity issues, SBCTA is splitting the audits into segments by area and transit operators and will engage multiple audit firms to complete the assignment. These audits are performed annually to ensure compliance with Ordinance 04-01 and TDA. This fall, finance staff will release solicitation for the audits commencing with Fiscal Year 2023/2024 and will similarly allocate the audits among multiple engagements.

SBCTA staff is working with the On-Call auditors to provide for auditing services for Measure I pass-throughs and TDA funds for Fiscal Year 2022/2023. Staff requests approval of Amendment No. 1 to Contract No. 20-1002378 with Conrad LLP and Amendment No. 2 to Contract No. 20-1002320 with Crowe LLP to increase the not-to-exceed amount by \$600,000 to allow completion of these audits. There is a concurrent item being presented at the August General Policy Committee meeting that includes a budget adjustment to account for the additional cost audit services.

*Entity: San Bernardino County Transportation Authority*

**Financial Impact:**

This item is not consistent with the Fiscal Year 2023/2024 Budget. A concurrent agenda item is being presented to GPC for a budget adjustment to account for the additional cost for audit services.

**Reviewed By:**

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

**Responsible Staff:**

Lisa Lazzar, Chief of Fiscal Resources

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Approved  
General Policy Committee  
Date: August 9, 2023  
Witnessed By:

**General Contract Information**

Contract No: 20-1002378 Amendment No.: 1  
 Contract Class: Payable Department: Finance  
 Vendor No.: 03120 Vendor Name: Conrad, LLP  
 Description: On-Call Audit Services and Price Review Services  
 List Any Related Contract Nos.: 20-1002320

Dollar Amount					
Original Contract	\$	300,000.00	Original Contingency	\$	-
Prior Amendments	\$	(110,000.00)	Prior Amendments	\$	-
Prior Contingency Released	\$	-	Prior Contingency Released (-)	\$	-
Current Amendment	\$	300,000.00	Current Amendment	\$	-
<b>Total/Revised Contract Value</b>	<b>\$</b>	<b>490,000.00</b>	<b>Total Contingency Value</b>	<b>\$</b>	<b>-</b>
<b>Total Dollar Authority (Contract Value and Contingency)</b>				<b>\$</b>	<b>490,000.00</b>

**Contract Authorization**

Board of Directors Date: 09/06/2023 Committee Item # \_\_\_\_\_

**Contract Management (Internal Purposes Only)**

Other Contracts \_\_\_\_\_ Sole Source? No No Budget Adjustment \_\_\_\_\_  
 Local \_\_\_\_\_ Professional Services (Non-A&E) \_\_\_\_\_ N/A \_\_\_\_\_

**Accounts Payable**

Estimated Start Date: 09/06/2023 Expiration Date: 06/30/2024 Revised Expiration Date: \_\_\_\_\_  
 NHS: N/A QMP/QAP: N/A Prevailing Wage: N/A

Fund	Prog	Task	Sub-Task	Object	Revenue	PA Level	Revenue Code Name	Total Contract Funding:		Total Contingency:	
								\$	490,000.00	\$	-
GL:							Varies depending on CTO	490,000.00		-	
GL:								-		-	
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Lisa Lazzar Project Manager (Print Name) Hilda Flores Task Manager (Print Name)

Additional Notes: Shares NTE amount of \$1,200,000 with 20-1002320 - Crowe. The account string will depend on the services per the CTO.

Attachment: 20-1002378 CSS Amend 1 (9840 : Amendment No. 2 to Contract No. 20-1002320 with Crowe LLP and Amend No. 1 to Contract No.

**AMENDMENT NO. 1 TO CONTRACT NO. 20-1002378**

**FOR**

**ON-CALL AUDIT SERVICES AND PRICE REVIEW SERVICES**

**(CONRAD LLP)**

This AMENDMENT No. 1 to Contract No. 20-1002378 (“Amendment”) is made by and between Conrad LLP (“CONSULTANT”) and the San Bernardino County Transportation Authority (“SBCTA”). SBCTA and CONSULTANT are each a “Party” and collectively “Parties” herein.

**RECITALS:**

- A. SBCTA, under Contract No. 20-1002378, engaged CONSULTANT to provide On-Call Audit Services and Price Review Services (“Contract”); and
- B. SBCTA and CONSLTANT desire to increase the contract amount by \$600,000.

**NOW THEREFORE**, the Parties mutually agree to amend Contract No. 20-1002378 as follows:

1. Delete paragraph 3.2 of Article 3 "COMPENSATION" in its entirety and replace with the following:
  - 3.2 The total Not-To-Exceed Amount for all CTOs is One Million Two Hundred Thousand dollars (\$1,200,000.00). All services shall be reimbursed pursuant to the hourly labor rates identified in Exhibit B and the executed CTO. The hourly labor rates identified in Exhibit B shall remain fixed for the term of this Contract and include CONSULTANT's direct labor costs, indirect costs, and profit. All expenses shall be reimbursed for the amounts identified in Exhibits B. SBCTA will not reimburse for any expenses not shown in Exhibit B.
2. All other provisions of Contract No. 20-1002378 shall remain in full force and effect.
3. The Recitals set forth above are incorporated herein by this reference.
4. This Amendment No. 1 shall be effective upon execution by SBCTA.

-----SIGNATURES ARE ON THE FOLLOWING PAGE-----

IN WITNESS WHEREOF, the Parties have duly executed this Amendment No. 1 below.

**CONRAD LLP**

**SAN BERNARDINO COUNTY  
TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Andrea Jayasekara  
Partner

By: \_\_\_\_\_  
Dawn Rowe  
President, Board of Directors

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

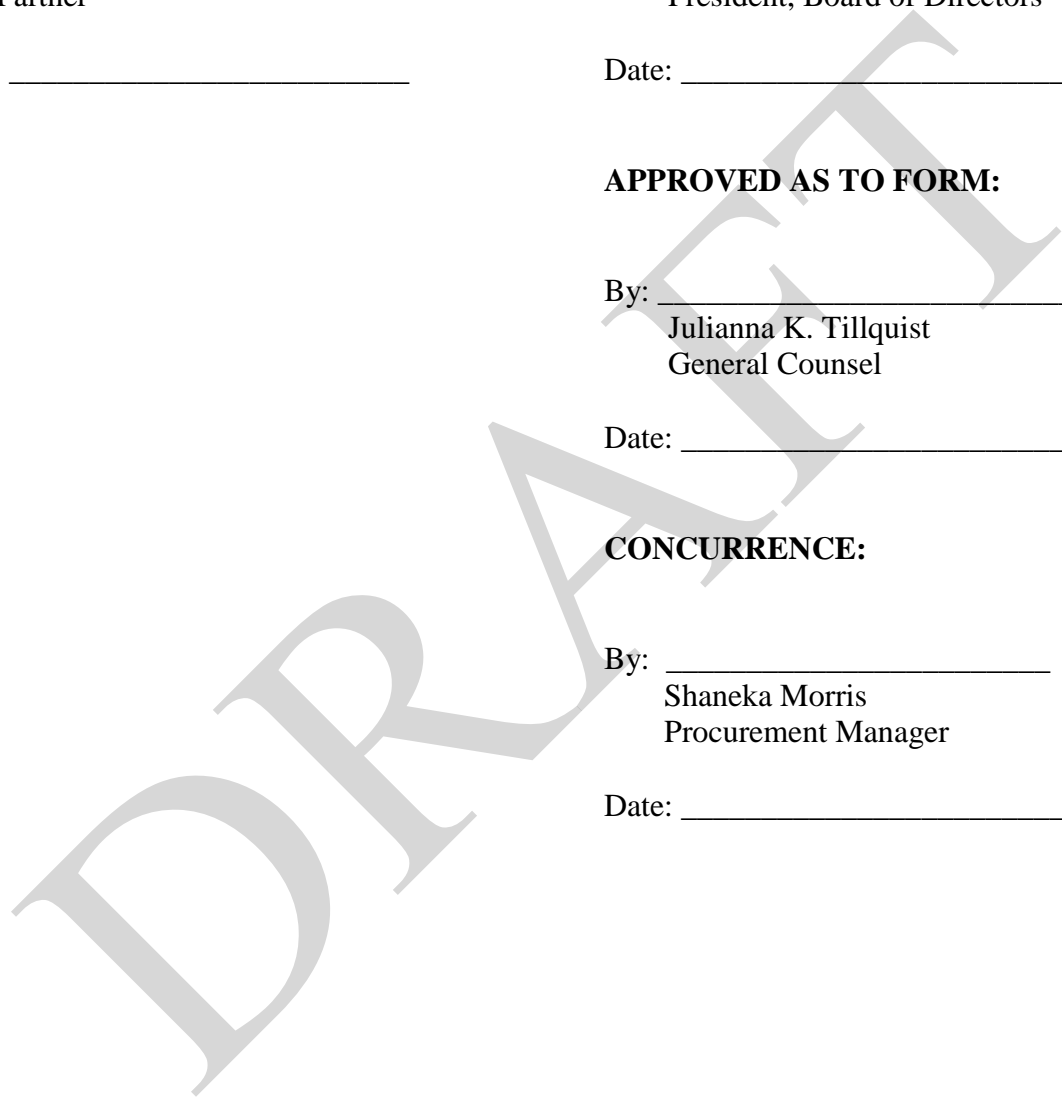
By: \_\_\_\_\_  
Julianna K. Tillquist  
General Counsel

Date: \_\_\_\_\_

**CONCURRENCE:**

By: \_\_\_\_\_  
Shaneka Morris  
Procurement Manager

Date: \_\_\_\_\_



Attachment: 20-1002378 Amendment 1 - PDF (9840 : Amendment No. 2 to Contract No. 20-1002320 with Crowe LLP and Amend No. 1 to

**General Contract Information**

Contract No: 20-1002320 Amendment No.: 2  
 Contract Class: Payable Department: Finance  
 Vendor No.: 03291 Vendor Name: Crowe, LLP  
 Description: On-Call Audit Services and Price Review Services  
 List Any Related Contract Nos.: 20-1002378

Dollar Amount					
Original Contract	\$	300,000.00	Original Contingency	\$	-
Prior Amendments	\$	110,000.00	Prior Amendments	\$	-
Prior Contingency Released	\$	-	Prior Contingency Released (-)	\$	-
Current Amendment	\$	300,000.00	Current Amendment	\$	-
<b>Total/Revised Contract Value</b>	<b>\$</b>	<b>710,000.00</b>	<b>Total Contingency Value</b>	<b>\$</b>	<b>-</b>
<b>Total Dollar Authority (Contract Value and Contingency)</b>				<b>\$</b>	<b>710,000.00</b>

**Contract Authorization**

Board of Directors Date: 09/06/2023 Committee Item # \_\_\_\_\_

**Contract Management (Internal Purposes Only)**

Other Contracts \_\_\_\_\_ Sole Source? No No Budget Adjustment \_\_\_\_\_  
 Local \_\_\_\_\_ Professional Services (Non-A&E) \_\_\_\_\_ N/A \_\_\_\_\_

**Accounts Payable**

Estimated Start Date: 09/06/2023 Expiration Date: 06/30/2024 Revised Expiration Date: \_\_\_\_\_  
 NHS: N/A QMP/QAP: N/A Prevailing Wage: N/A

Fund	Prog	Task	Sub-Task	Object	Revenue	PA Level	Revenue Code Name	Total Contract Funding:	Total Contingency:
								\$	\$
GL:							Varies depending on CTO	710,000.00	-
GL:								-	-
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Lisa Lazzar Project Manager (Print Name) Hilda Flores Task Manager (Print Name)

Additional Notes: Shares NTE amount of \$1,200,000 with 20-1002378 - Conrad. The account string will depend on the services per the CTO.

Attachment: 20-1002320 CSS Amend 2 (9840 : Amendment No. 2 to Contract No. 20-1002320 with Crowe LLP and Amend No. 1 to Contract No.



**AMENDMENT NO. 2 TO CONTRACT NO. 20-1002320**

**FOR**

**ON-CALL AUDIT SERVICES AND PRICE REVIEW SERVICES**

**(CROWE LLP)**

This AMENDMENT No. 2 to Contract No. 20-1002320 (“Amendment”) is made by and between Crowe LLP (“CONSULTANT”) and the San Bernardino County Transportation Authority (“SBCTA”). SBCTA and CONSULTANT are each a “Party” and collectively “Parties” herein.

**RECITALS:**

- A. SBCTA, under Contract No. 20-1002320, engaged CONSULTANT to provide On-Call Audit Services and Price Review Services (“Contract”); and
- B. On June 15, 2023, the Parties entered Amendment No. 1 to the Contract, removing and replacing Exhibit B “Billing Rate Schedule” to incorporate the CONSULTANT’s updated Billing Rate Schedule; and
- C. SBCTA and CONSULTANT desire to increase the contract amount by \$600,000.

**NOW THEREFORE**, the Parties mutually agree to amend Contract No. 20-1002320 as follows:

- 1. Delete paragraph 3.2 of Article 3 "COMPENSATION" in its entirety and replace with the following:
  - 3.2 The total Not-To-Exceed Amount for all CTOs is One Million Two Hundred Thousand dollars (\$1,200,000.00). All services shall be reimbursed pursuant to the hourly labor rates identified in Exhibit B and the executed CTO. The hourly labor rates identified in Exhibit B shall remain fixed for the term of this Contract and include CONSULTANT's direct labor costs, indirect costs, and profit. All expenses shall be reimbursed for the amounts identified in Exhibits B. SBCTA will not reimburse for any expenses not shown in Exhibit B.
- 2. Except as amended by this Amendment No. 2, all other provisions of Contract No. 20-1002320, as previously amended, shall remain in full force and effect.
- 3. The Recitals set forth above are incorporated herein by this reference.
- 4. This Amendment No. 2 shall be effective upon execution by SBCTA.

-----SIGNATURES ARE ON THE FOLLOWING PAGE-----

IN WITNESS WHEREOF, the Parties have duly executed this Amendment No. 2 below.

**CROWE LLP**

**SAN BERNARDINO COUNTY  
TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Bert Nuehring  
General Partner

By: \_\_\_\_\_  
Dawn Rowe  
President, Board of Directors

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

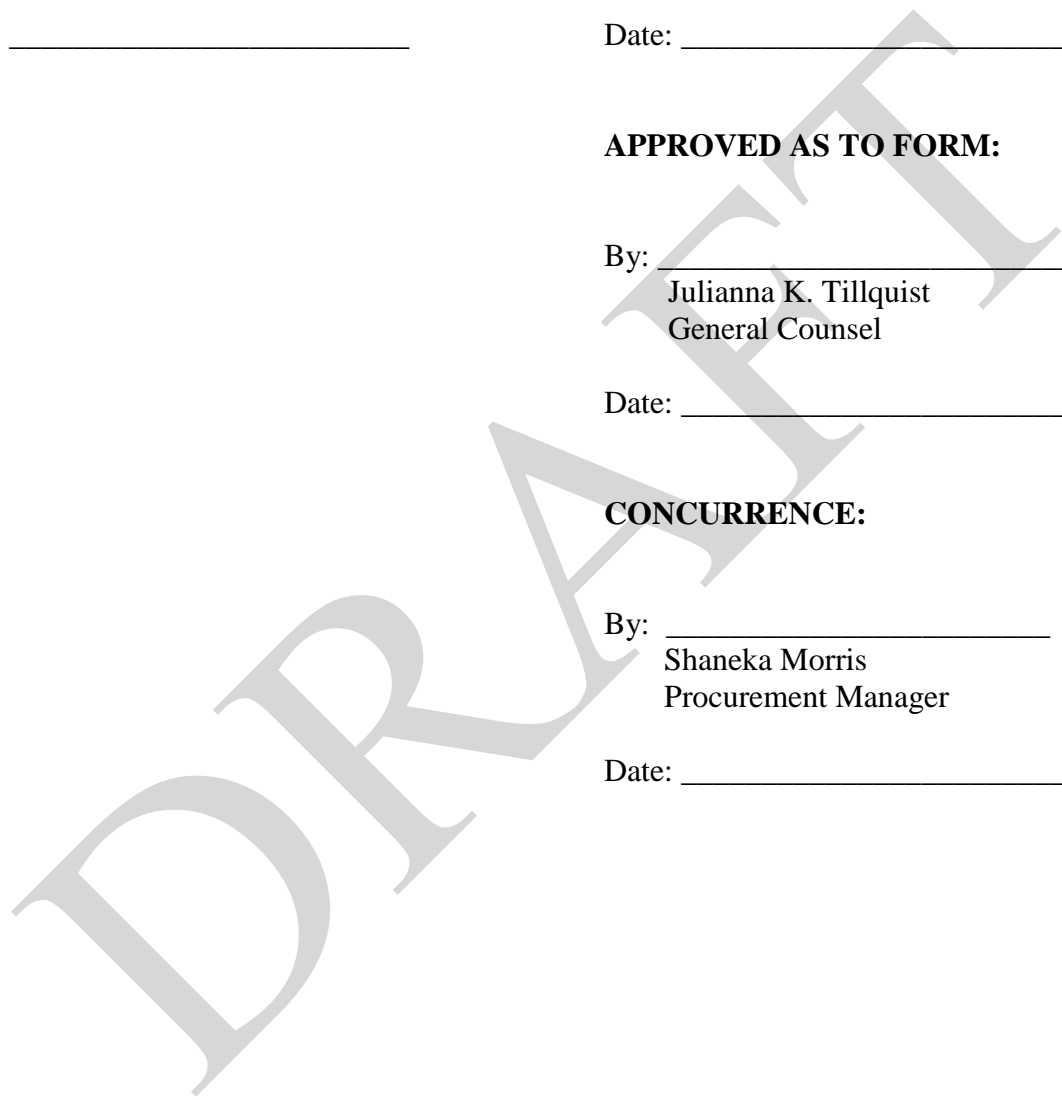
By: \_\_\_\_\_  
Julianna K. Tillquist  
General Counsel

Date: \_\_\_\_\_

**CONCURRENCE:**

By: \_\_\_\_\_  
Shaneka Morris  
Procurement Manager

Date: \_\_\_\_\_



Attachment: 20-1002320 Amendment 2 - PDF (9840 : Amendment No. 2 to Contract No. 20-1002320 with Crowe LLP and Amend No. 1 to

## *Minute Action*

AGENDA ITEM: 7

**Date:** August 9, 2023

**Subject:**

Fiscal Year 2023/2024 Budget Amendments

**Recommendation:**

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

- A. Approve a budget decrease of \$338,322 for Fiscal Year 2023/2024 for Task No. 0425 - Special Projects and Strategic Initiatives.
- B. Approve a new task, Task No. 0430 – Risk Management, to account for risk management activities.
- C. Approve a budget increase of \$5,104,000 for Fiscal Year 2023/2024 for Task No. 0750 - Express Lane Operations.
- D. Approve a budget increase of \$550,000 for Fiscal Year 2023/2024 for Task No. 0400 – Finance, for completion of the Fiscal Year 2022/2023 Measure I and Transportation Development Act audits.
- E. Approve a budget increase of \$25,000 for Fiscal Year 2023/2024 for Task No. 0315 - Transit Capital under Fund No. 6014 -Redlands Passenger Rail Project Fund, not included in the original budget.

**Background:**

The Finance Department is responsible for the preparation and administration of the San Bernardino County Transportation Authority (SBCTA) Budget. Subsequent to adoption of the budget, adjustments are made by departments either by Board of Directors (Board) approval or by the authority granted to the Executive Director, or his designee, under Policy No. 20000, Financial Policies.

In order to identify any major budgetary changes during the fiscal year, the Finance Department compares actual expenditures and revenues to the budget. Other departments are also responsible for identifying other budget adjustments necessary as a result of: 1) programmatic adjustments required to maintain compliance with applicable federal and state law and internal policies such as Measure I (MSI) Policies; 2) additional funds made available from allocations or grants; 3) unforeseen costs; or 4) other unexpected changes.

Recommendation A & B - Staff is requesting approval of a budget decrease of \$338,322 in Task No. 0425 - Special Projects and Strategic Initiatives due to the decision not to fill the Director of Special Projects and Strategic Initiatives position. The budget remaining for Task No. 0425 - Special Projects and Strategic Initiatives relating to Procurement will move to Task No. 0400 - Finance and the budget remaining for Risk Management will move to Task No. 0430 - Risk Management pending approval of Recommendation B. The result of the budget adjustments is no budget remaining in Task No. 0425 – Special Projects and Strategic Initiatives.

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

## General Policy Committee Agenda Item

August 9, 2023

Page 2

Recommendation C - Since revenue commencement is expected in April 2024 for the Interstate 10 (I-10) Contract 1 Express Lanes, a deposit of \$5,104,000 is required for operations and maintenance by June 2024. The amount will be funded from Measure I Backstop. The Transportation Infrastructure Finance and Innovation Act (TIFIA) loan agreement with United States Department of Transportation (US DOT) No. 21-1002566 "Measure I Backstop" allows for I-10 Express Lanes operations to borrow from Measure I programs. The Measure I Backstop will consist of Fund No. 4110 - Measure I Freeway lending the funds to Fund No. 7550 - I-10 Contract 1 Express Lanes. This will provide cash flow for operations and maintenance expenses incurred prior to revenue commencement date. Toll revenue generated will go through the financial covenants per the TIFIA loan agreement, which includes replenishment of Measure I Programs used for Measure I Backstop.

Recommendation D - Finance procured for Measure I Local Pass-Through and Transportation Development Act audits earlier this year and no bids were received. Audit firms did not bid due to lack of staff capacity to complete the engagements. Finance staff decided to proceed with on-call auditors and piggy back from audit contracts with the County of San Bernardino and Riverside County Transportation Commission. The quotes received exceed the budget by \$550,000 funded with Measure I Administration Fund and Local Transportation Fund. Consequently, staff is requesting budget adjustment to proceed with completing the Fiscal Year 2022/2023 audits. This fall, Finance staff will release a solicitation for the audits commencing with Fiscal Year 2023/2024 and will similarly allocate the audits among multiple engagements.

Recommendation E – Transit & Rail Department staff is requesting approval of a budget increase of \$25,000 for Fund No. 6014 - Redlands Passenger Rail Project in Task No. 0315 - Transit Capital, to accommodate expenditure reclassifications and operating transfers for the Redlands Passenger Rail Project in relation to the ESRI Station. In recognition of the project's closeout phase, staff are identifying all eligible expenditures in order to optimize available funding sources for the project.

**Financial Impact:**

This item is not consistent with the Fiscal Year 2023/2024 Budget.

**Reviewed By:**

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

**Responsible Staff:**

Hilda Flores, Chief Financial Officer

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Approved  
General Policy Committee  
Date: August 9, 2023

Witnessed By:

## *Minute Action*

AGENDA ITEM: 8

***Date:*** August 9, 2023

***Subject:***

California Energy Commission Equitable Building Decarbonization Program Grant

***Recommendation:***

Receive an update on the California Energy Commission Equitable Building Decarbonization Program Grant.

***Background:***

In late 2018, the San Bernardino Associated Governments (SBCOG), Western Riverside Council of Governments (WRCOG), and the Coachella Valley Association of Governments (CVAG) began working on a new program known as a Regional Energy Network (REN), which are state-approved entities, overseen by the California Public Utilities Commission (CPUC), and implemented by local governments. On January 9, 2019, the SBCOG Board of Directors authorized staff to pursue development of a REN to provide energy efficiency programs in the Inland Empire. CVAG, SBCOG, and WRCOG as the lead agency for this program, submitted the Inland Regional Energy Network (I-REN) application and business plan to the CPUC. In October 2021, the CPUC issued a proposed decision to approve the business plan for WRCOG on behalf of I-REN. In November 2021, the CPUC approved the I-REN Business Plan submitted by WRCOG on behalf of I-REN as a Public Administrator (PA) with the CPUC. I-REN initiatives are guided by the I-REN Executive Committee, which is comprised of a board of elected officials from both Riverside and San Bernardino Counties.

On January 17, 2023, I-REN staff presented an update to the I-REN Executive Committee regarding additional funding opportunities that I-REN could assist local jurisdictions to leverage. These opportunities could provide expanded resources for the direct implementation of energy efficiency and energy conservation related projects.

In September 2022, both Assembly Bill (AB) 209 and AB 179 were signed which directed the California Energy Commission (CEC) to develop and implement an Equitable Building Decarbonization (EBD) Program. The EBD Program includes two primary components: a direct install program focused on low-to-moderate income residents and a statewide incentive program to accelerate deployment of low-carbon building technologies. The California EBD Program is authorized by AB 209 and funded by AB 179. Furthermore, the source of funds for this EBD Program are from California General Fund dollars, not from the ratepayer public goods charge from the Investor-Owned Utilities (IOU). The EBD Program could be a way to bring additional resources for the Inland Empire for residential offerings in the I-REN territory, including San Bernardino County. The guidelines for the program have not yet been finalized. The goals of the EBD program are to reduce greenhouse gas emissions and advance energy equity. Moreover, this program strives to reduce energy bills, improve air quality and improve energy reliability, while strengthening the local workforce. This program will be administered separately in three different regions: Northern California, Central California, and Southern California. The CEC will competitively select one program administrator per region.

*Entity: San Bernardino Council of Governments*

## General Policy Committee Agenda Item

August 9, 2023

Page 2

Los Angeles County would lead the efforts for this grant application to include a coalition of Southern California partners, which would include public agencies, Joint Power Authorities (JPA), and Community Based Organizations (CBO). It would be through this partnership that resources would be made available to offer residential customers a direct install Decarbonization Program in their local service territory. The anticipated partner agencies for this grant may include the following: Clean Energy Alliance; Gateway Cities Council of Governments (GWCCOG); Orange County Power Authority; San Diego Community Power (SDCP); San Gabriel Valley Council of Governments (SGVCOG); South Bay Cities Council of Governments (SBCCOG); Southern California Regional Energy Network (SoCal REN); and WRCOG on behalf of I-REN. Los Angeles (LA) County has indicated that a letter of commitment is needed by early August 2023 from interested partner agencies to be included as part of the application proposal.

The assessment of staff so far is that it will be better to join the LA County/SoCal Ren partnership than to not participate. The work would be managed through an implementer solicited by LA County/SoCal REN. Staff's intent is to collaborate with LA County to codify a methodology for a fair share of resources for Riverside and San Bernardino Counties into any agreements executed between LA County/SoCal REN and WRCOG, as the primary contract holder for I-REN. The exact structure of any Memorandum of Understandings (MOU) will not be known for several more months. Per the discussion with WRCOG, it is the understanding of SBCOG staff that they will be involved in the meetings leading up to the development of the grant application and subsequent grant agreement if awarded. It is expected that SBCOG staff involvement would be limited to marketing and distribution of information about the program, without any engagement with individual homeowners or grant recipients. Those interactions would be handled by the program implementer, who would engage firms providing assessment and installation services. We would want to see San Bernardino County business going to local firms, to the extent possible, but the mechanics of this process will need to be defined at a later date.

**Project:** The CEC has allocated up to \$783 million statewide to the EBD Program through Fiscal Year 2025/2026. Funding allocations are based on the relative population of under resourced communities in each region. The Southern California Region is eligible for approximately 58% of the Statewide Direct Install Program Funds, and there is no match requirement. The SoCal EBD Program would also complement both the I-REN non-resource program sectors of Workforce Education & Training and Codes & Standards by providing resources for Decarbonization services in the Inland Empire region.

On August 15, 2023, I-REN staff plans to present an item to the I-REN Executive Committee to authorize WRCOG, on behalf of I-REN, to provide a letter of commitment to collaborate with Los Angeles County in applying for the CEC EBD Grant. The EBD Program could be an opportunity to bring additional resources to the Inland Empire for residential offerings in the I-REN territory, including San Bernardino County. It is anticipated that the competitive solicitation will be posted by the CEC by late August or early September 2023. It is anticipated that the full program launch is slated to start in 2025.

If LA County were awarded the CEC EBD Grant, then a MOU would be established to allow for reimbursement of expenses. The MOU would be presented by staff to the I-REN Executive Committee and the SBCTA/SBCOG Board for approval consideration.

**Implementers:** Los Angeles County would be the lead agency for this grant application. Los Angeles County would issue a Request for Proposals upon grant award for a third party implementer to provide the residential services.

**Beneficiaries and Impact:** This grant will provide a no cost direct install program for low-income households, moderate-income households, and tribes.

**Cost:** The Southern California region is eligible for up to 58% of the available \$783 million. There is no local match requirement for this grant, and additional grant budget specifics will be provided later upon grant award.

***Financial Impact:***

This item has no financial impact on the Fiscal Year 2023/2024 Budget.

***Reviewed By:***

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

***Responsible Staff:***

Cheryl Chesnut, Energy Project Manager

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Approved  
General Policy Committee  
Date: August 9, 2023  
Witnessed By:



[iren.gov](http://iren.gov)

## California Energy Commission Equitable Building Decarbonization Program

Name

Title

Address

City, State, ZIP Code

Dear California Energy Commission,

On Behalf of the Inland Regional Energy Network (I-REN) a consortium among Coachella Valley Association of Governments (CVAG) and the San Bernardino Council of Governments (SBCOG) and the Western Riverside Council of Governments (WRCOG), we commit to working with the County of Los Angeles on the Equitable Building Decarbonization Program (EBD Program). I-REN is a Program Administrator that provides energy efficiency services to increase energy savings and equitable access throughout the San Bernardino and Riverside counties.

If the County of Los Angeles is selected to administer the EBD Statewide Direct Install Program for the Southern Region of California, I-REN commits to being an active program partner in offering a decarbonization program to households in the eligible area. The County of Los Angeles' vision for the EBD Statewide Direct Install Program aligns with I-REN's equity and climate action objectives, including actively participating in California's Clean Energy initiatives, and providing resources to develop a trained workforce to support and realize energy efficiency savings goals in the Inland Empire region.

Like our other coalition partners, I-REN believes that local public agencies are best suited to administer this historic decarbonization effort. We understand our communities, our neighborhoods, and our citizens. The Southern California coalition led by the County of Los Angeles will deliver a united regional program implemented uniquely within each community, based on local needs, goals, and complementary offerings to ensure each household participating in our program is appropriately and equitably served.

We look forward to supporting this effort to drive direct, household-level action in the communities most impacted by climate change, and to setting our communities up for future success by supporting the development of a local skilled electrification workforce.

Sincerely,

Casey Dailey

Director of Energy & Environmental Programs

Western Riverside Council of Governments / Inland Regional Energy Network

The Coachella Valley Association of Governments and San Bernardino Council of Governments have partnered with the Western Riverside Council of Governments to develop I-REN to serve the cities and communities of our region.





<b>DOCKETED</b>	
<b>Docket Number:</b>	22-DECARB-03
<b>Project Title:</b>	Equitable Building Decarbonization Program
<b>TN #:</b>	250315
<b>Document Title:</b>	Fact Sheet for Equitable Building Decarbonization Program Draft Guidelines
<b>Description:</b>	The California Energy Commission seeks public input on draft guidelines for the Equitable Building Decarbonization Direct Install Program. This program will provide electric heat pumps, heat pump hot water heaters, and related items at no cost to low- and moderate-income households in selected communities. Comments are due June 30, 2023.
<b>Filer:</b>	Pamela Doughman
<b>Organization:</b>	California Energy Commission
<b>Submitter Role:</b>	Commission Staff
<b>Submission Date:</b>	5/24/2023 2:00:07 PM
<b>Docketed Date:</b>	5/24/2023

# Equitable Building Decarbonization Program Draft Guidelines

# FACT SHEET

The California Energy Commission seeks public input on draft guidelines for the Equitable Building Decarbonization Direct Install Program. This program will provide electric heat pumps, heat pump hot water heaters, and related items at no cost to low- and moderate-income households in selected communities. Comments are due June 30, 2023.

## Download the draft guidelines:

- **English:** <https://www.energy.ca.gov/publications/2023/equitable-building-decarbonization-direct-install-program-draft-guidelines>
- **Spanish:** <https://efiling.energy.ca.gov/GetDocument.aspx?tn=250191&DocumentContentId=84915>

## Submit a public comment:

<https://efiling.energy.ca.gov/EComment/EComment.aspx?docketnumber=22-DECARB-03>

## Attend upcoming workshops:

<https://www.energy.ca.gov/programs-and-topics/programs/equitable-building-decarbonization-program/regional-workshops>

## Program Goals

The goals of the Equitable Building Decarbonization Program are to reduce greenhouse gas emissions in homes and advance energy equity. In addition, the program aims to reduce energy bills, improve indoor air quality, and improve energy reliability, while strengthening the local workforce.

## Key Topics

The Equitable Building Decarbonization Program is authorized by [Assembly Bill 209](#) (Chapter 251, Statutes of 2022) and funded by [Assembly Bill 179](#) (Chapter 796, Statutes of 2022). The CEC plans to select three regional program administrators for the direct install program through a competitive process, and expects to launch the direct install program for initial communities in 2024.

Key topics addressed in the draft guidelines include:

- Identification of initial communities
- Eligible equipment for homes focused on potential to provide bill savings and other program goals
- Tenant protections
- Workforce standards and requirements

## More Questions

For more information, see the [web page](#) for this program:

<https://www.energy.ca.gov/programs-and-topics/programs/equitable-building-decarbonization-program>.



Governor  
Gavin Newsom

Executive Director  
Drew Bohan

Commissioners  
David Hochschild, Chair  
Siva Gunda, Vice Chair  
Noemi O. Gallardo  
J. Andrew McAllister, Ph.D.  
Patricia Monahan

May 2023

<b>DOCKETED</b>	
<b>Docket Number:</b>	22-DECARB-03
<b>Project Title:</b>	Equitable Building Decarbonization Program
<b>TN #:</b>	250927
<b>Document Title:</b>	Presentation - EBD Workshop Fresno 2023-06-23
<b>Description:</b>	N/A
<b>Filer:</b>	Katelynn Webster
<b>Organization:</b>	California Energy Commission
<b>Submitter Role:</b>	Commission Staff
<b>Submission Date:</b>	7/3/2023 1:52:56 PM
<b>Docketed Date:</b>	7/3/2023

# California Energy Commission Regional Community Workshop: Equitable Building Decarbonization Direct Install Program

Fresno, June 23, 2023



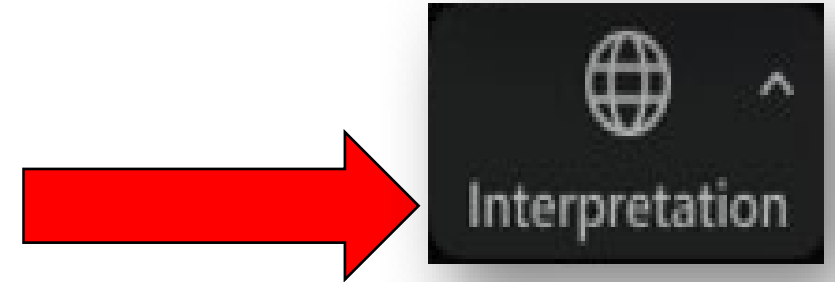
Attachment: Presentation workshop California Energy Commission (9839 : California



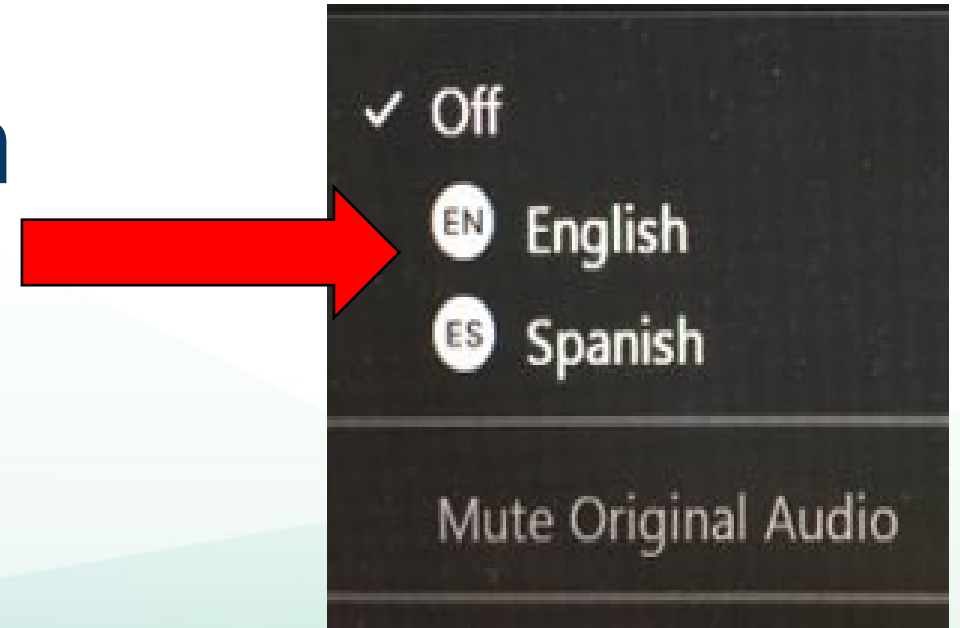


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2) Click “EN English” option

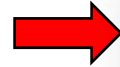


3) **DO NOT** select "Mute Original Audio"



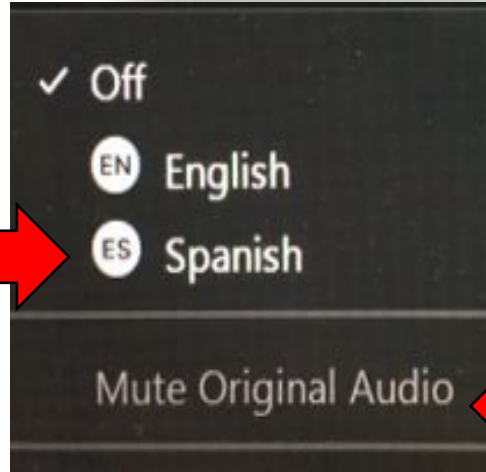
# Interpretation / Interpretación

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2) Click “ES Spanish” option

3) Click “Mute Original Audio”



1) Haga clic en el icono del globo de interpretación

2) Haga clic donde dice “ES Spanish”

3) Haga clic en “Mute Original Audio”

**NOTE:** To access interpretation, download Zoom application on your device. Interpreter will relate everything from English to Spanish during meeting and will inform you when to make public comment. Speak in Spanish and interpreter will relate comments to English.

**NOTA:** Para utilizar la función de interpretación descargue la aplicación Zoom en su aparato. El intérprete relacionará todo lo dicho en inglés a español durante la junta y le informará cuándo podrá hacer un comentario público. Hable en español y el intérprete relatará sus comentario en inglés.



# Instructions / Instrucciones

- Meeting is conducted with in person locations and remotely via Zoom
    - Recorded and transcribed by court reporter
  - To participate in public comment
    - By computer: use the “raise hand” feature in Zoom
    - By telephone: dial \*9 to “raise hand” and \*6 to mute/unmute your phone line
  - Questions and Comments can be entered in the Q&A section of the Zoom application
- Reunión realizada de manera presencial y remota a través de Zoom
    - Grabada y transcrita por un taquígrafo judicial
  - Para participar en los comentarios públicos
    - Por computadora: use la función de “levantar la mano” de Zoom
    - Por teléfono: marque \*9 para “levantar la mano” y \*6 para silenciar y activar el sonido
  - Haga sus preguntas o comentarios a través de la función de preguntas y respuestas



# Goal of Regional Workshops

Seek input and regional perspective on:

- Design of Equitable Building Decarbonization Program
  - Program Guidelines
  - Criteria and services to consider
  - Collaboration with local initiatives
- Needs and challenges of various communities and residents across the state
- Approaches for meaningful engagement





# Agenda

- 2:00 Welcome
- 2:30 Presentations
  - State Equitable Building Decarbonization Program
  - Federal Inflation Reduction Act residential energy programs
  - Locally available energy efficiency and electrification programs
- 3:30 Roundtable discussion on energy-related local community needs and challenges
- 4:00 Questions and answers
- 4:30 Public comments
- 5:00 Adjourn



# Opening Remarks

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Luiz Martinez, District Representative  
Office of Senator Anna Caballero



# Policy Drivers

- **Double energy efficiency savings by 2030**
- **100% renewable and carbon-free electricity by 2045**
- **Reduce GHG emissions 40% below 1990 by 2030**
- **Electrify transportation and decarbonize fuels**
- **Provide equitable low-carbon solutions for under-resourced communities**
- **Carbon-free economy by 2045**

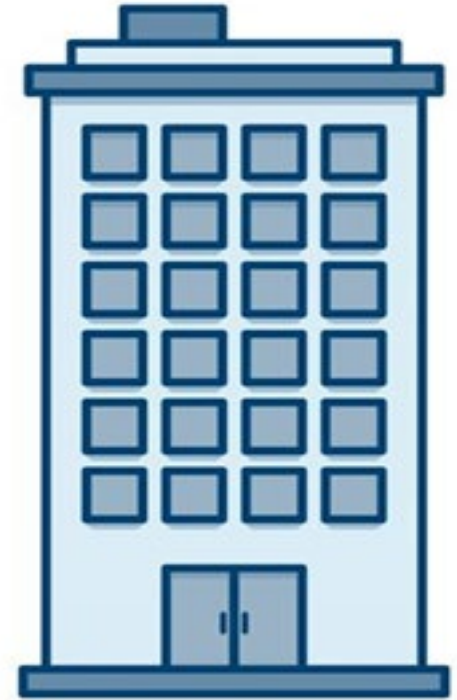


# Focus on Existing Buildings and Equity

- Billions of dollars needed to reduce GHG emissions by 2030
- 5 million low-income households in California and 10 million people living in a disadvantaged community
- Focus on existing buildings should prioritize equity at its core
- 6 million heat pumps in CA by 2030



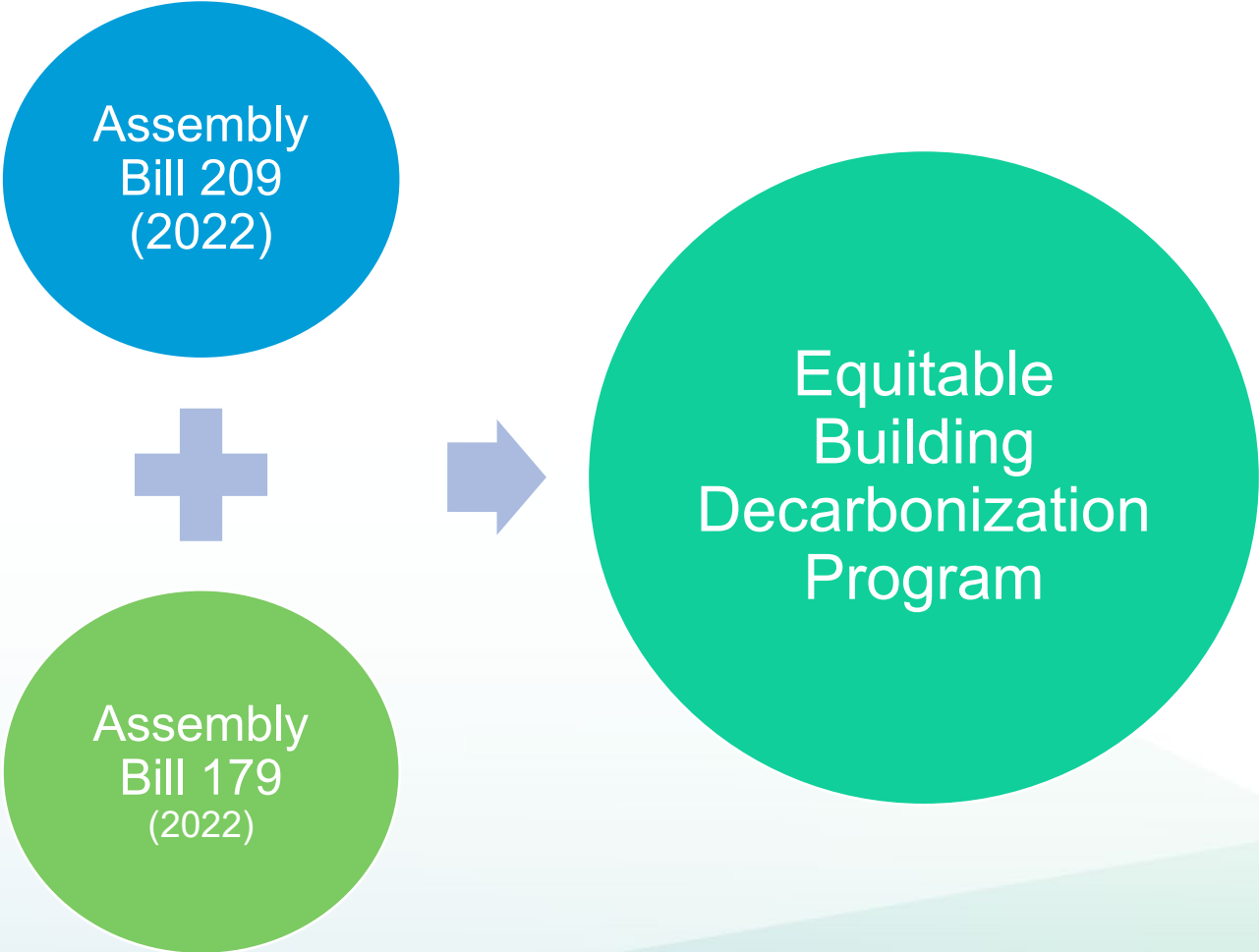
**Residential Units**  
13.7 million  
**Annual Electricity Consumption**  
93,522 GWh  
**Annual Gas Consumption**  
4,562 MM therm



**Commercial Space**  
7,392 million sq. ft.  
**Annual Electricity Consumption**  
105,174 GWh  
**Annual Gas Consumption**  
2,130 MM therm



# Equitable Building Decarbonization Program





# Timeline for Direct Install Program

Date	Milestone
9/6/2022	AB 209 and AB 179 signed
12/9/2022	Request for Information released
12/13/2022	Public workshop on program scoping
1/20/2023	Deadline for public comments (extended at stakeholder request)
Feb-April 2023	Comment review and development of draft guidelines
5/4/2023	Release draft guidelines
★ May-June 2023	Public workshops on draft guidelines, Tribal listening sessions, comment period
6/30/2023	Deadline for public comments
Summer 2023	Staff review comments and finalize guidelines on Statewide Direct Install Program
Fall 2023	CEC adoption hearing on guidelines
Fall/Winter 2023	Direct install program administrators selected through competitive solicitation
2024-2025	Administrator ramp-up and direct install program roll-out in initial communities

Attachment: Presentation workshop California Energy Commission (9839 : California



# Overview of Draft Guidelines



# Program Goals

Reduce Greenhouse Gas Emissions

Advance Energy Equity

Improve Resiliency to Extreme Heat

Improve Indoor Air Quality

Improve Energy Affordability

Support Grid Reliability

Support Local Workforce

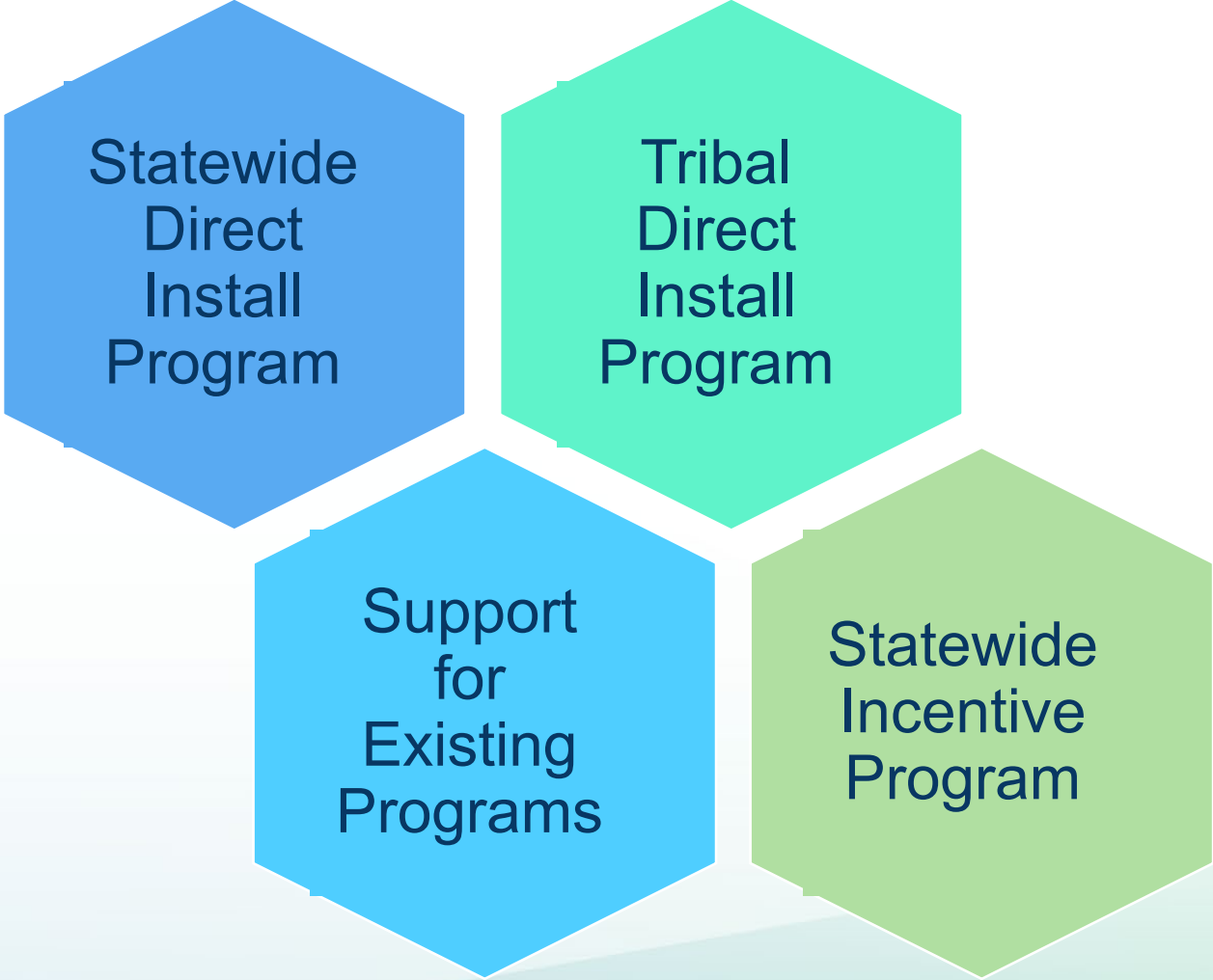
Support 6 Million Heat Pump Goal

Support Climate-Ready and Climate-Friendly Homes Goals





# Proposed Program Components





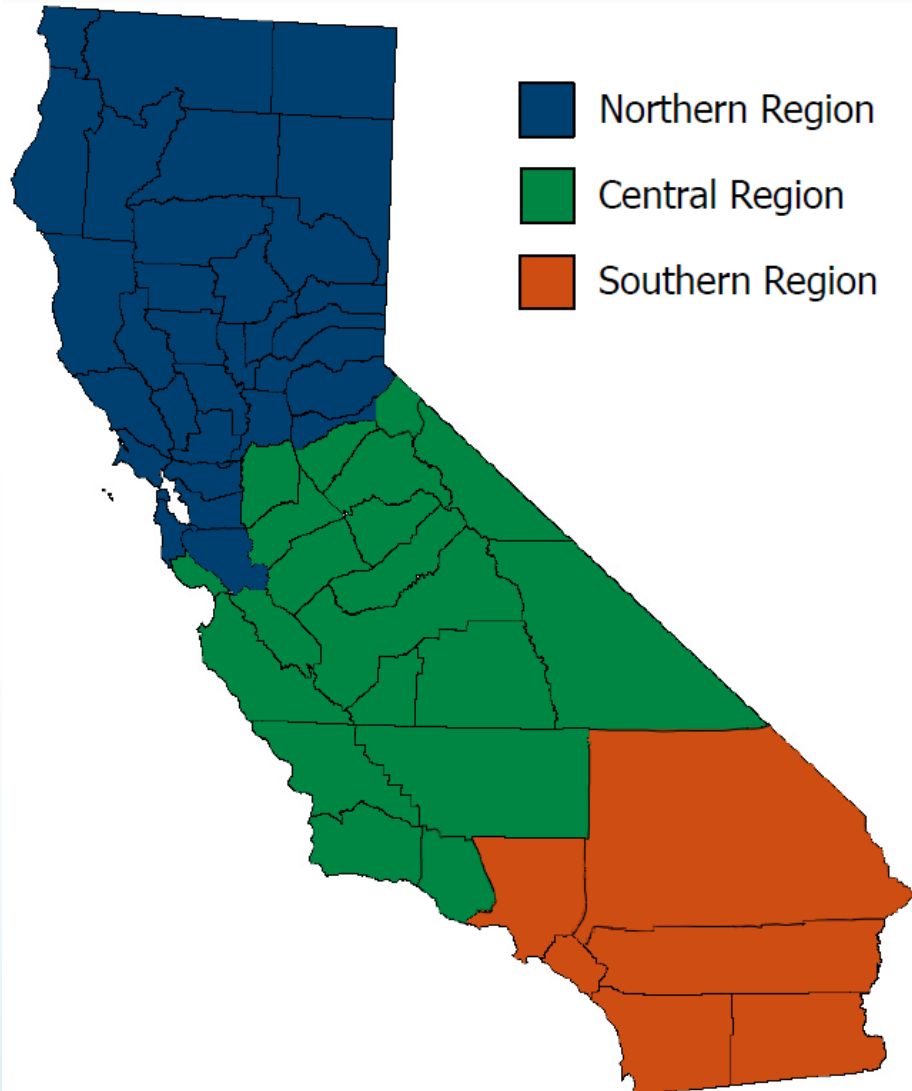
# Proposed Budget Breakdown

Program Investments	Estimated Funding over Program Lifetime
Statewide Direct Install Program, including 5% set-aside for manufactured housing	\$643,700,000
Tribal Direct Install Program	\$30,000,000
Support for Existing Programs	\$30,000,000
Statewide Incentive Program	\$80,000,000
<b>Total*</b>	<b>\$783,700,000</b>

\* Does not include program administration and technical assistance, which may represent up to 15% of total program funds.



# Statewide Direct Install Program: Regional Funding Allocation



Region	Population of Underresourced Communities	Percentage of Statewide Direct Install Program Funds
Northern	5.3 million	23%
Central	4.3 million	19%
Southern	13.6 million	58%
<b>Total</b>	<b>23.2 million</b>	<b>100%</b>



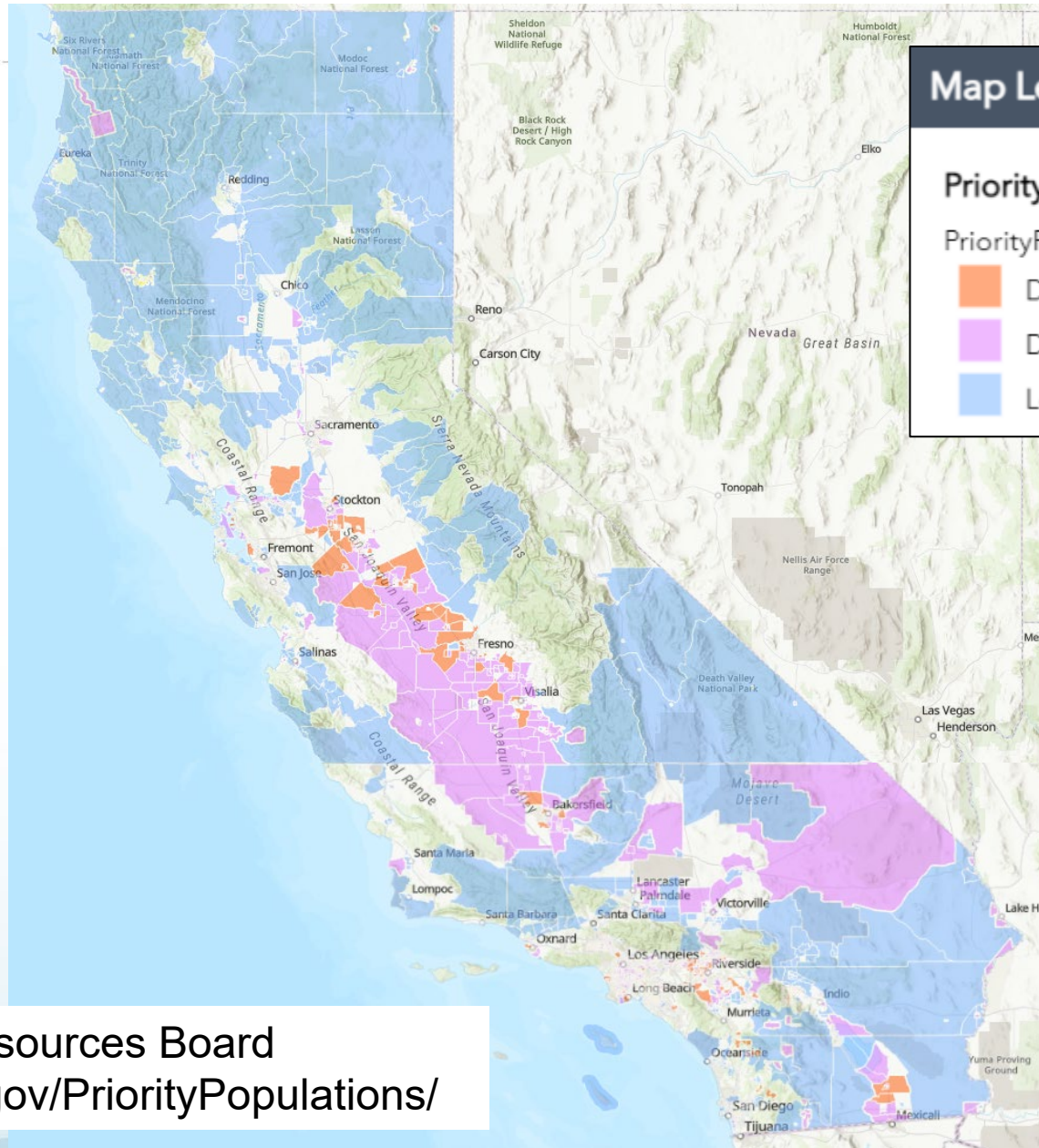
# Statewide Direct Install Program: Community Eligibility and Initial Focus Areas

- All households served by the program must be in an **underresourced community**
- Program implementation to occur at the **community level**
- **Initial focus areas** to be identified for first phase of the program based on specified criteria





# Underresourced Communities



**Map Legend**

**Priority Populations CES4 2022**

PriorityPopulationsCES4

- Disadvantaged Communities
- Disadvantaged and Low-income Communities
- Low-income Communities

Attachment: Presentation workshop California Energy Commission (9839 : California

Source: California Air Resources Board  
<https://webmaps.arb.ca.gov/PriorityPopulations/>



# Statewide Direct Install Program: Eligibility



## Eligible Buildings - Residential

- Single-family homes
- Multifamily buildings
- Manufactured and mobile homes



## Eligible Fuel Types

- To be eligible, buildings must use natural gas, propane, or another fossil fuel as the primary fuel for space heating or water heating

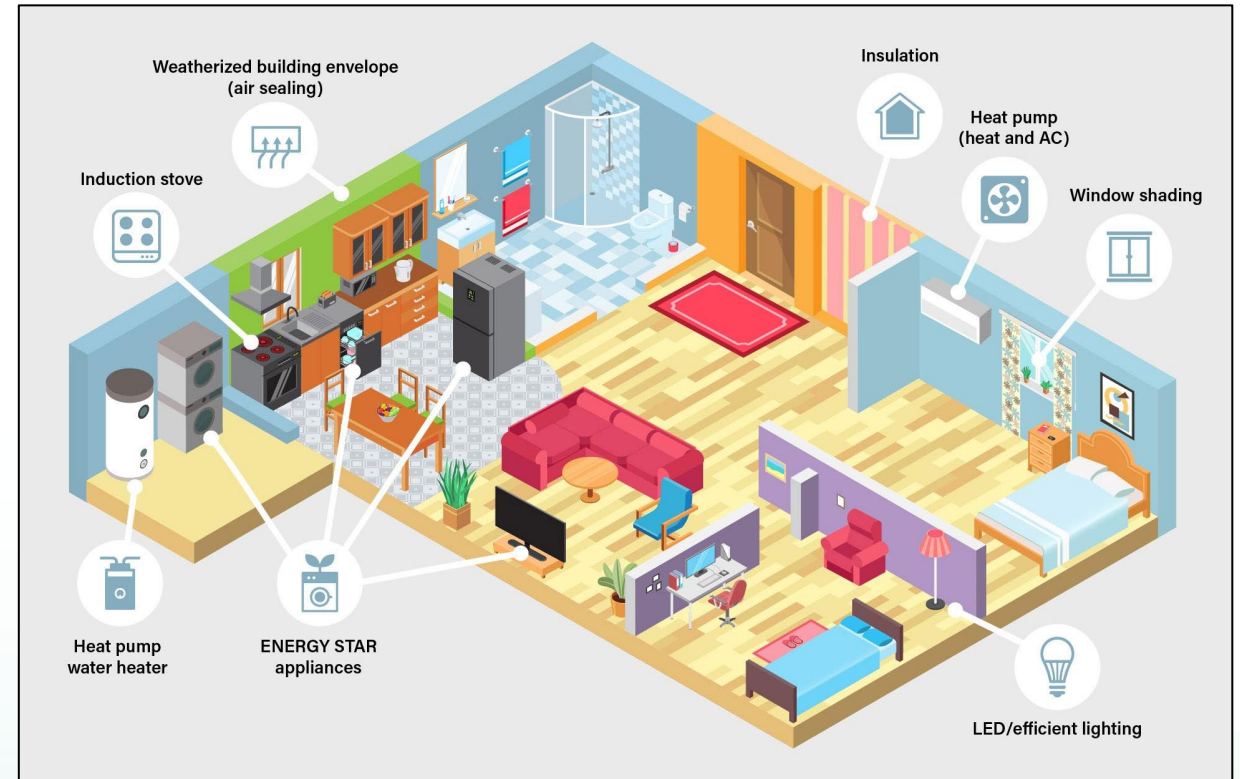
## Income Eligibility

- Single family: Occupied by low-income or moderate-income households
- Multifamily: At least 66 percent of households are low-income, or rent for at least 66 percent of units are affordable to low-income households.



# Statewide Direct Install Program: Eligible Measures

- Heating, Cooling, and Building Envelope
  - Heat pump for space heating and cooling
  - Duct testing/sealing
  - Smart thermostat
  - Ceiling fan, whole-house fan
  - Air sealing, insulation
- Water Heating
  - Heat pump water heater
  - Low-flow showerheads and faucets
- Cooking: Induction range or cooktop
- Laundry: Electric clothes dryer
- Lighting: LED lights
- Air Quality: Efficient air filters
- Electrical wiring and panel upsizing
- Remediation



Source: ACEEE

} Subject to cost caps



# Tenant Protection



## Tenant Information

- Information about project and tenants' rights to be provided in the predominant languages spoken in community

## Temporary Displacement

- Projects should be designed to avoid/reduce temporary displacement
- If temporary displacement is needed, tenants have right to return to same unit

## Eviction

- Property owner must commit not to evict tenant without just cause

## Rent Increases

- Property owner must commit not to increase rent as a result of improvements funded by program





# Workforce Standards and Requirements

## Prevailing Wage

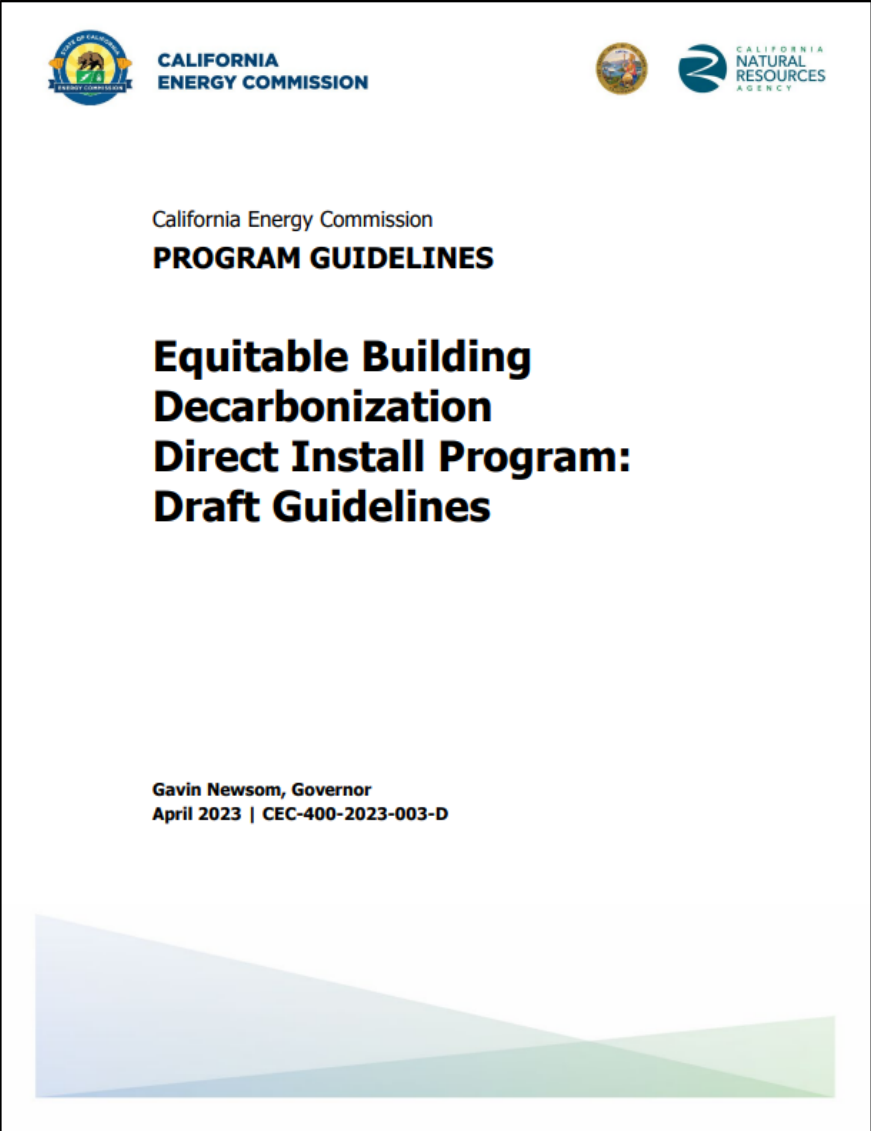
- Administrators should assume prevailing wage requirements in California Labor Code apply
- Administrators are responsible for ensuring subcontractor compliance

Administrators to develop **Workforce Plans** that address:

- Preference for local contractors and contractors that met specified criteria
- Training opportunities for contractors and workers
- Bundling of projects



# More Information



The image shows the cover of a document titled "PROGRAM GUIDELINES Equitable Building Decarbonization Direct Install Program: Draft Guidelines". The cover features the California Energy Commission logo on the top left and the California Natural Resources Agency logo on the top right. The text on the cover includes "California Energy Commission", "PROGRAM GUIDELINES", "Equitable Building Decarbonization Direct Install Program: Draft Guidelines", and "Gavin Newsom, Governor April 2023 | CEC-400-2023-003-D".

<https://www.energy.ca.gov/publications/2023/equitable-building-decarbonization-direct-install-program-draft-guidelines>



# Federal Inflation Reduction Act Residential Energy Rebates

# IRA Residential Rebate Funding for California

Homeowner Managing Energy Savings <b>HOMES</b>	High Efficiency Electric Home Rebate Program <b>HEEHRA</b>	<b>Total Allocation Amount for California</b>
<b>\$292M</b>	<b>+</b> <b>\$290M</b>	<b>= \$582M</b>

# IRA HOMES and HEEHRA Programs

<b>HOMES   Efficiency</b> <b>\$292 million</b>	<b>HEEHRA   Electrification</b> <b>\$290 million</b>
<p><b>Whole-house performance-based rebates</b></p> <ul style="list-style-type: none"> <li>• <b>Eligible applicants:</b> Homeowners or aggregators</li> <li>• For single-family homes, program specifies whether modeled or measured energy savings will be required based on amount of energy savings</li> <li>• Multifamily buildings with 50% or more of dwelling units occupied by LMI households</li> <li>• Rebates based on measured energy savings</li> <li>• <b>Rebates up to \$8,000</b></li> </ul>	<p><b>Point-of-sale rebates</b></p> <ul style="list-style-type: none"> <li>• <b>Eligible applicants:</b> LMI households, owners of eligible LMI multifamily buildings, and a governmental, commercial, or nonprofit entity carrying out a project for LMI household or LMI multifamily building owner</li> <li>• Project must include purchase and installation of one or more specified items and meet program requirements</li> <li>• Items must be ENERGY STAR<sup>®</sup> certified, if applicable</li> <li>• <b>Rebates up to \$14,000</b></li> </ul>

# California HOMES and HEEHRA Timetable

Anticipated Date	Activity
<b>Ongoing</b>	Data gathering, outreach & local coordination
March 2023	Response to U.S. DOE Request for Information
Summer 2023	U.S. DOE Guidance Published
2023/2024	CEC Workshops & Program Development
Winter 2024	U.S. DOE awards funding
<b>2024</b>	<b>Programs Launch – Funds to Public</b>



# Roundtable Discussion Q&A Public Comments

# Roundtable Discussion

Share regional challenges related to clean energy and healthy homes

Program will be implemented in phases, where should it start? What criteria should be used to identify initial communities? Is there a specific selection process recommended?

What tenant protections should be included in program?  
What local organizations work with tenant protections?

Are existing contractors | workforce in the region familiar with installing heat pumps and other all-electric equipment?

Who should CEC partner with in this region? Do existing programs pay for deferred maintenance costs?

What types of services should program implementers (and CBOs) provide?

What should CEC know about your community's needs?





# Q&A

## Instruction

- 3 minutes or less per person
- 1 representative per organization

## In-person

- Raise your hand and we will pass the mic

## Zoom App/Online

- Click “raise hand”

## Telephone

- Press \*9 to raise hand
- Press \*6 to (un)mute

## When called upon

- Zoom Hosts will open your line
- Unmute, spell name, state affiliation, if any for the record, then begin your comment.

For Phone Participation: Dial (669) 900-6833 or (888) 475-4499 Enter Webinar ID: 820 5851 8489



# Public Comment

## Instruction

- 3 minutes or less per person
- 1 representative per organization

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## When called upon

- Zoom Hosts will open your line
- Unmute, spell name, state affiliation, if any for the record, then begin your comment.

## Written Comments:

- Visit [Equitable Building Decarbonization Program | California Energy Commission](#)
- Click on [California Energy Commission : e-comment : Submit Comment](#)

## 3-MINUTE TIMER





# Next Steps



# Public Workshops and Listening Sessions

Date	Location	Focus
June 6, 2023	San Francisco	Regional Workshop
June 9, 2023	Los Angeles	Regional Workshop
June 12, 2023	Santa Rosa	Regional Workshop
June 15, 2023	Indio	Regional Workshop
June 23, 2023	Fresno	Regional Workshop
June 10, 2023	Online (Weekend)	Expanded Community Feedback Opportunity
June 21, 2023	Online (Evening)	Expanded Community Feedback Opportunity



# Empower Innovation

The screenshot shows the top navigation bar of the Empower Innovation website. On the left is the logo, which includes a stylized leaf and the text 'EMPOWER INNOVATION'. To the right of the logo are links for 'COMMUNITY EVENTS' and 'FUNDING RESOURCES'. Further right are a 'SIGN UP' button, a 'LOGIN' button, and a language selector set to 'EN'. A search icon is located on the far right of the navigation bar. Below the navigation bar is a large banner with a background image of people silhouettes against a sunset. The banner text reads 'EQUITABLE BUILDING DECARBONIZATION PROGRAM'. At the bottom left of the banner area, there is a breadcrumb link: '< ALL FUNDING OPPORTUNITIES'.

Attachment: Presentation workshop California Energy Commission (9839 : California

Source: [Empower Innovation](https://www.empowerinnovation.net/en/custom/funding/view/38760): https://www.empowerinnovation.net/en/custom/funding/view/38760



# Timeline for Direct Install Program

Date	Milestone
9/6/2022	AB 209 and AB 179 signed
12/9/2022	Request for Information released
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1/20/2023	Deadline for public comments (extended at stakeholder request)
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5/4/2023	Release draft guidelines
★ May-June 2023	Public workshops on draft guidelines, Tribal listening sessions, comment period
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Fall/Winter 2023	Direct install program administrators selected through competitive solicitation
2024-2025	Administrator ramp-up and direct install program roll-out in initial communities

Attachment: Presentation workshop California Energy Commission (9839 : California



# We want your input!

**Tell us about your experience!**

**Complete this short questionnaire**





# Comments Due by June 30, 2023 on Current Draft Guidelines

8.c

**Written comments** may be submitted to public docket  
by 5:00 p.m. on **June 30, 2023**

Please see [notice](#) for further information:

<https://efiling.energy.ca.gov/GetDocument.aspx?tn=249981>





# Thank you

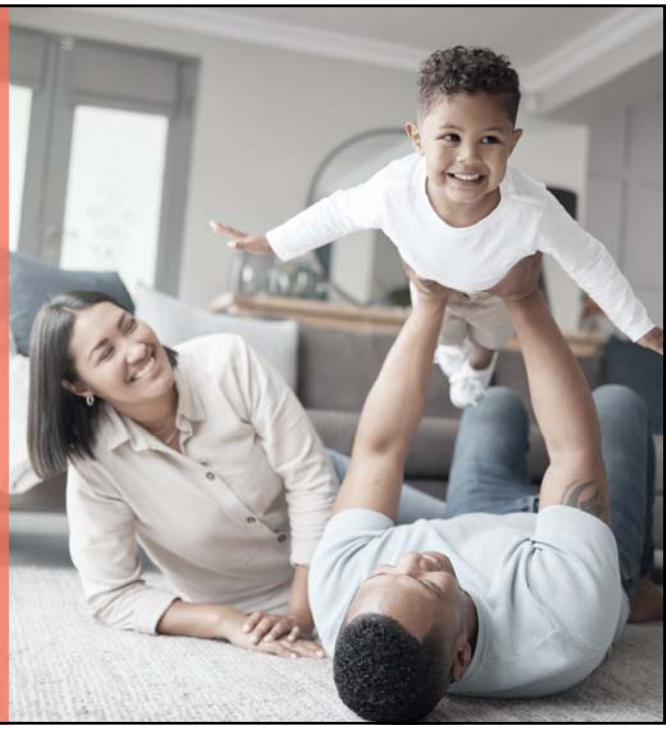


# California Energy Commission Equitable Decarbonization Program

*Southern California Coalition for the Statewide EBD Program*



2023 County of Los Angeles Internal Services Department, Energy and Environmental Service



1

## Agenda

- Background information
- Overview and purpose
- Community-Based Organizations
- Asks, deadlines, and next steps

2023 County of Los Angeles Internal Services Department, Energy and Environmental Service

2

Attachment: CEC\_Equitable\_Decarb\_SoCal\_Program\_Design\_CBO (9839 : California Energy Commission Equitable Building Decarbonization

# EBD Program Background Information

The Equitable Building Decarbonization Program (EBD Program) will help eligible residential customers electrify their homes at no cost, reducing greenhouse gas emissions and advancing energy equity.

The EBD Program will also encourage resiliency to extreme heat, indoor air-quality improvements, energy affordability, grid reliability, and local workforce opportunities.

## EBD Statewide Direct Install Program

- The EBD Statewide Direct Install Program will provide building decarbonization upgrades for low-income and moderate-income households in single-family, multifamily, and manufactured homes in under-resourced communities.
- The program will be administered separately in Northern, Central, and Southern California.

## Program Funding

- Funded by the California Energy Commission
- \$783M for the Grant Program (58% for Southern California region)
- Projects will be funded at a 100% grant rate; projects that leverage other funds will be more competitive
- Three administrators will be competitively selected (one per region)

*The County of Los Angeles will lead a coalition of Southern California public agencies, JPAs, and CBOs to apply for the Southern Region funding.*



2023 County of Los Angeles Internal Services Department, Energy and Environmental Service

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# Overview and Purpose

The SoCal EBD Program is designed to be a one-stop-shop that provides comprehensive project support services from project inception to completion: gold standard white glove project delivery for home electrification.

In addition, the SoCal EBD Program is designed to build a trade ally network of electrification experts:

- Home Electrification Concierge
- Electrification Construction Managers
- Intake Advisors
- Installation Contractors

## Types of No-Cost Upgrades

-  Heating and Cooling
-  Water Heating
-  Cooking
-  Laundry
-  Lighting
-  Building Envelope
-  Electrical
-  Remediation and Safety

4

## CBO Overview

### Local CBOs Leading ME&O Aligned with Each Partner/Region

- Clean Energy Alliance
- Gateway Cities COG
- I-REN
- OC Power Authority
- South Bay Cities COG
- San Diego Community Power
- San Gabriel Valley COG
- SoCalREN
- Western Riverside COG

### Roles and Responsibilities (funded activities)

- Marketing, education, and outreach
- Initial customer contact—critical component to build trust and start the customer experience out right

### Benefits to Communities

- Receive information about a valuable service from a trusted source of information
- Ensures program benefits will be directed appropriately to meet local needs as determined by local experts



### CBO ME&O Toolkit

- Local program logo/branding
- Local program microsite + interest form
- Digital marketing assets
- Physical marketing assets

2023 County of Los Angeles Internal Services Department, Energy and Environmental Service

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## Asks, Deadlines, and Next Steps

### What we need from each CBO

- Commitment Letter
- High-res logo
- Organization overview and background information
- 1-2 successful related community initiatives to highlight
- Any information you wish to share regarding existing targeting studies, complementary program offerings, etc.

### Deadlines

- Commitment Letter 8/7
- Partner logo/information 8/14

### Next steps

- Partnership Commitment
- LA County will schedule additional meetings with CBOs after the RFP is released (expected late August 2023)

2023 County of Los Angeles Internal Services Department, Energy and Environmental Service

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Contacts

County of Los Angeles  
Internal Services Department (ISD)  
Office of Energy & Environmental Service (EES)

**Lujuana Medina**  
Environmental Initiatives Manager  
(323) 881-3971  
LMedina@isd.lacounty.gov

**Courtney Owen**  
Project Manager  
Courtney.Owen@icf.com

2023 County of Los Angeles Internal Services Department, Energy and Environmental Service

## *Minute Action*

AGENDA ITEM: 9

***Date:*** August 9, 2023

***Subject:***

Update on the Commuter and Motorist Assistance Call Box Program

***Recommendation:***

Receive information on the status of the San Bernardino County Transportation Authority Call Box Program.

***Background:***

San Bernardino County Transportation Authority (SBCTA) staff provides periodic updates on the San Bernardino County motorist aide call box system. As background, in 1987, SBCTA established itself as the San Bernardino County Service Authority for Freeway Emergencies (SB SAFE) after the enactment of Senate Bill (SB) 1199 in 1985. The call box program offers motorists travelling on most major highways in San Bernardino County access to a motorist aide call box, that when activated, calls SBCTA's call box answering center. Motorist aide calls may be forwarded to the California Highway Patrol (CHP) to assist motorists with an emergency type of call, or assisted by the call answering call box operator by calling a roadside assistance provider or a friend/family member. Motorist calls which are deemed an emergency (medical emergency, fire, debris on freeway, pedestrians on freeway, accidents, officer needing assistance, etc.) are forwarded directly to the CHP for assistance. Since the inception of the call box program in 1987, more than 1.5 million motorists have been assisted by the San Bernardino call box system.

SBCTA's call box network consists of 777 call boxes. Of those, 750 call boxes operate on the cellular network and 27 call boxes operate on the satellite network. Each cellular and satellite call box is a battery-powered, solar-charged roadside terminal, with a microprocessor and a built-in digital cellular or satellite modem that allows for communications to the SBCTA call answering center. In Fiscal Year (FY) 2022/2023, approximately 2,600 calls were made by motorists. Many of the calls for aide were along highways where cellular reception either does not exist or the signal is unreliable and inconsistent.

Of the 777 call boxes, 32 call boxes are considered in the "urban" areas of the County and 745 call boxes are considered in the "rural" areas of the County. Call boxes in the "urban" region are predominately located along freeway transitions, while the "rural" call boxes are in areas that may have no standard or very limited (signal is unreliable and inconsistent) mobile phone cellular coverage. Generally, these highway segments have poor and/or inconsistent cellular coverage: Interstate 40 (I-40), State Route (SR) 18, SR 38, SR 62, SR 127, SR 330, US 95, US 395, and Fort Irwin Road. In these areas, a standard mobile cell phone may not be able to successfully connect to the cellular network. Because the call boxes are equipped with a high powered external antenna (and some operate on the satellite communication network), the call boxes can provide a connection to the cellular network to complete a call to the call answering center.

With the continued advancement in technology and the proliferation of cellular phone ownership over the past 10-plus years, there has been a decline in the number of calls that have been completed by motorists seeking assistance. The San Bernardino Call Box Program has taken

*Entity: San Bernardino County Transportation Authority*

steps to re-evaluate and address the size and efficiency of the San Bernardino call box system starting in 2015. As a result of this evaluation, approximately 216 call boxes were removed from the system in 2016. The 2016 reduction of call boxes led to program cost savings, in addition to having a more efficient call box system. Another system-wide evaluation was completed in 2019 (implemented in 2020), which resulted in 247 additional call boxes being removed from the system. Call box staff have plans to conduct another evaluation of the San Bernardino call box system in the Spring/Summer of 2024. The SBCTA Board of Directors will be kept apprised of significant changes in the deployment of the call box system. Maintenance of the call box system is funded primarily (approximately 80 percent) by state Vehicle Registration Fees out of the Service Authority for Freeway Emergencies (SAFE) fund.

**Exhibits A through H are presented within this report and incorporated as attachments:**

- **Exhibit A: Call Box locations from June 2023 in San Bernardino County.**
  - Exhibit A displays the location of all call boxes within the County of San Bernardino (County). There are additional tables and maps that display the locations by various regions within the County.
- **Exhibits B through G are Call Box locations in six different areas within the County.**
  - The data within Exhibits B through G includes the information about the spacing/segment length, the number of call boxes, the number of aide calls, emergency calls, and maintenance calls made between July 1, 2022 through June 30, 2023.
  - The regions have been defined as follows:
    - *Exhibit B: Call Box locations in the Mountain Area.*
    - *Exhibit C: Call Box locations in the Victorville and the Cajon Pass Area.*
    - *Exhibit D: Call Box locations in the Barstow and Nevada Border.*
    - *Exhibit E: Call Box locations on the I-40 Corridor.*
    - *Exhibit F: Call Box locations in the Morongo Basin to the Arizona Border Area.*
    - *Exhibit G: Call Box locations in the Valley Area.*
- **Exhibit H: Call Box case studies**

***Financial Impact:***

This item has no financial impact on the Fiscal Year 2023/2024 Budget.

***Reviewed By:***

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

***Responsible Staff:***

Kelly Lynn, Chief of Air Quality & Mobility Programs

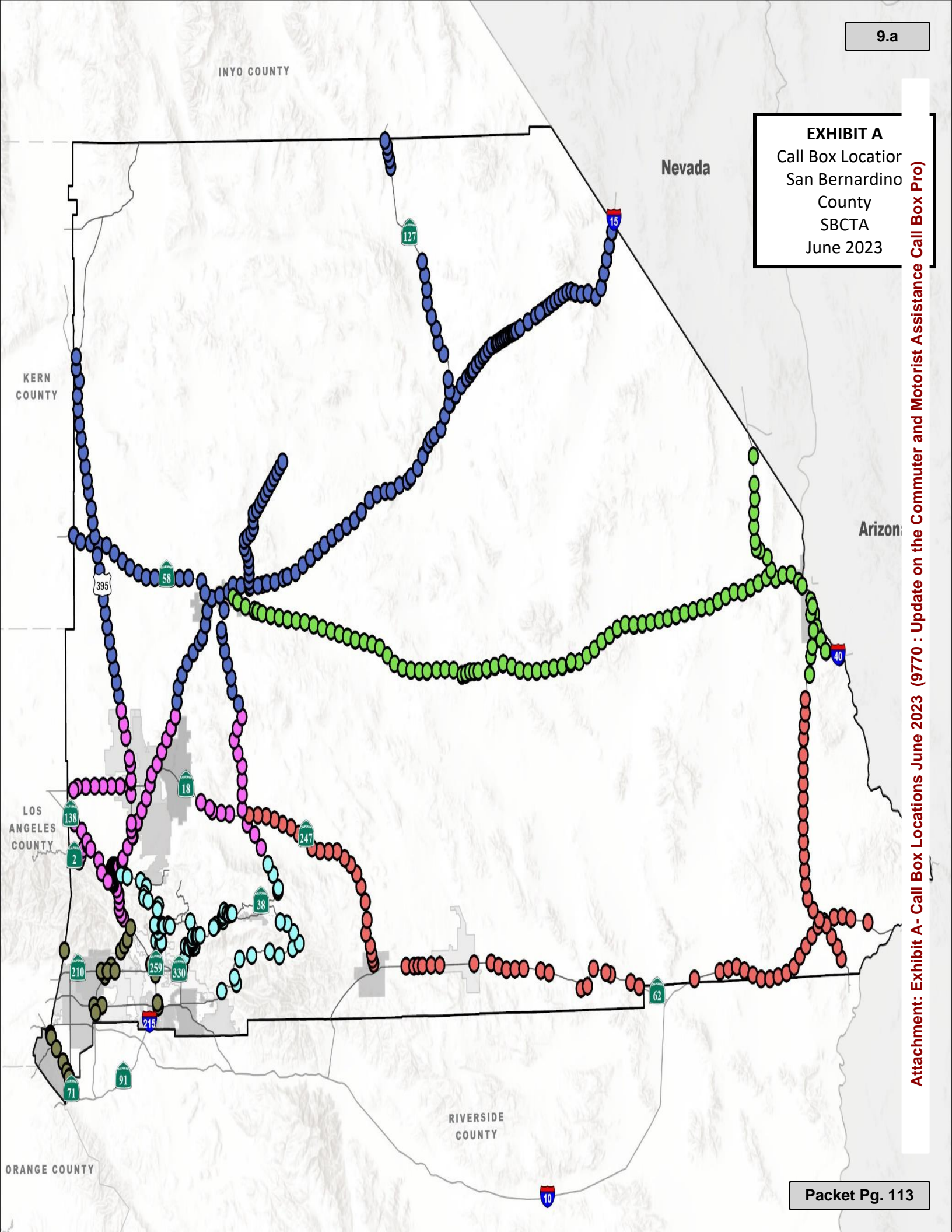
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Approved  
General Policy Committee  
Date: August 9, 2023  
Witnessed By:

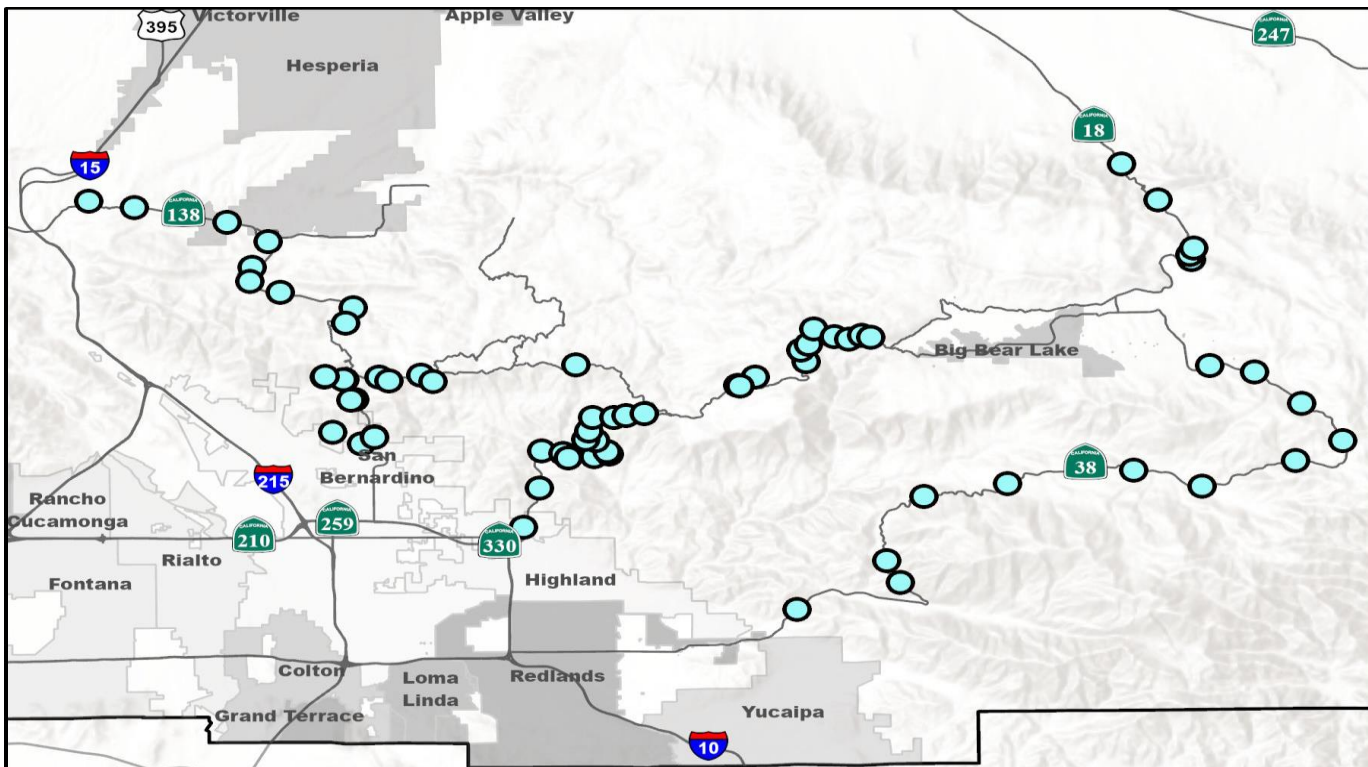


**EXHIBIT A**  
Call Box Locator  
San Bernardino  
County  
SBCTA  
June 2023



Attachment: Exhibit A- Call Box Locations June 2023 (9770 : Update on the Commuter and Motorist Assistance Call Box Pro)

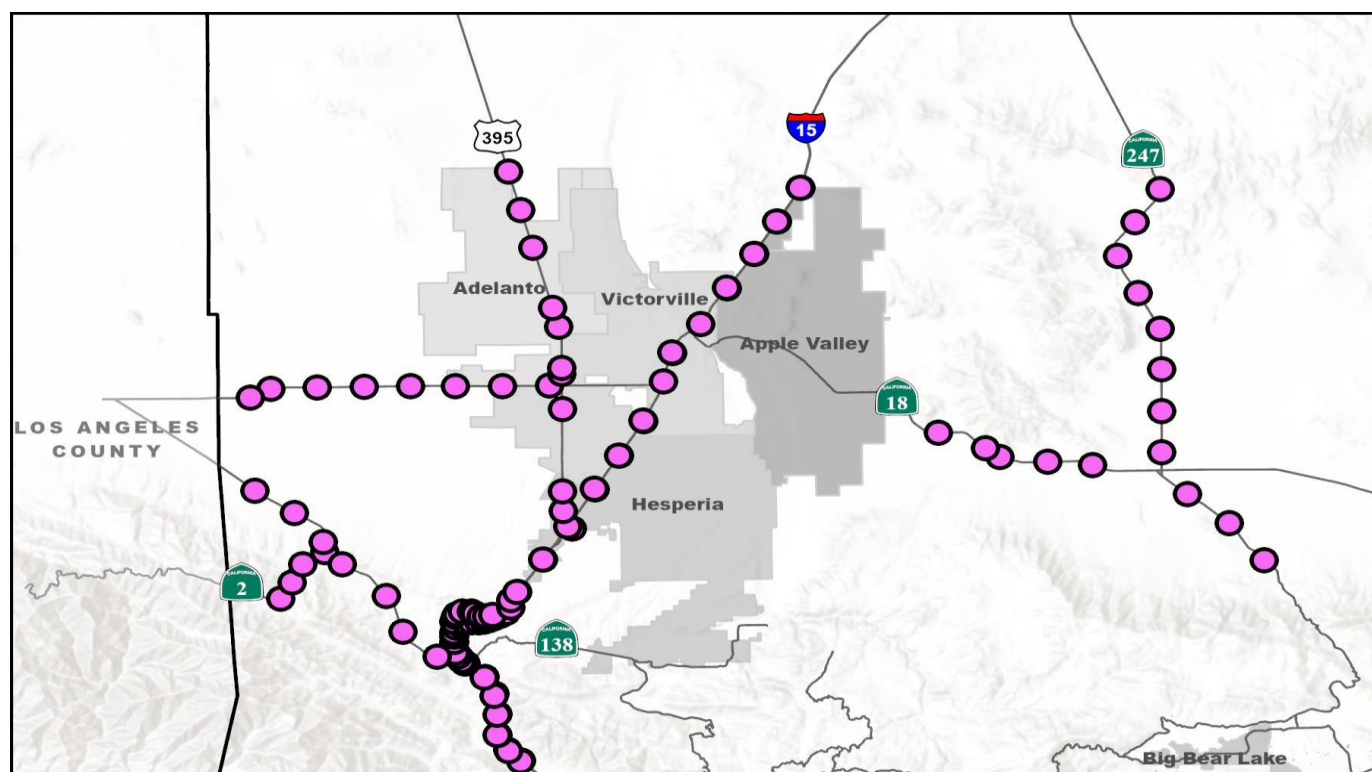
**EXHIBIT B: SBCTA LOCATION OF CALL BOXES IN THE MOUNTAIN AREA (FY22-23)**



FREEWAY/STATE ROUTE		SPACING/SEGMENT LENGTH	# OF CALL BOXES	# OF AIDE CALLS	# OF EMERGENCY CALLS	# OF MAINT CALLS
	Waterman Canyon to Baylis Park (~21 miles)	2 mile spacing (~11 miles)	14	64	12	10
	Heaps Arboretum to Big Bear Dam	2 miles spacing (~16 miles)	12	133	8	12
	Cushenberry Grade to SO Camp Rock Rd	2 miles spacing (~5 miles)	5	29	5	5
	SO Big Bear to NO Bryant St	~2 miles spacing (~34 miles)	17	233	28	18
	NO Crestline to EO I-15	2 mile spacing (14 miles)	9	41	10	23
	Highland Ave to Running Springs	1 mile spacing (~13 miles)	16	103	12	16

Attachment: Exhibit B- Call Box Locations Mountain Area (9770 : Update on the Commuter and Motorist Assistance Call Box Pro)

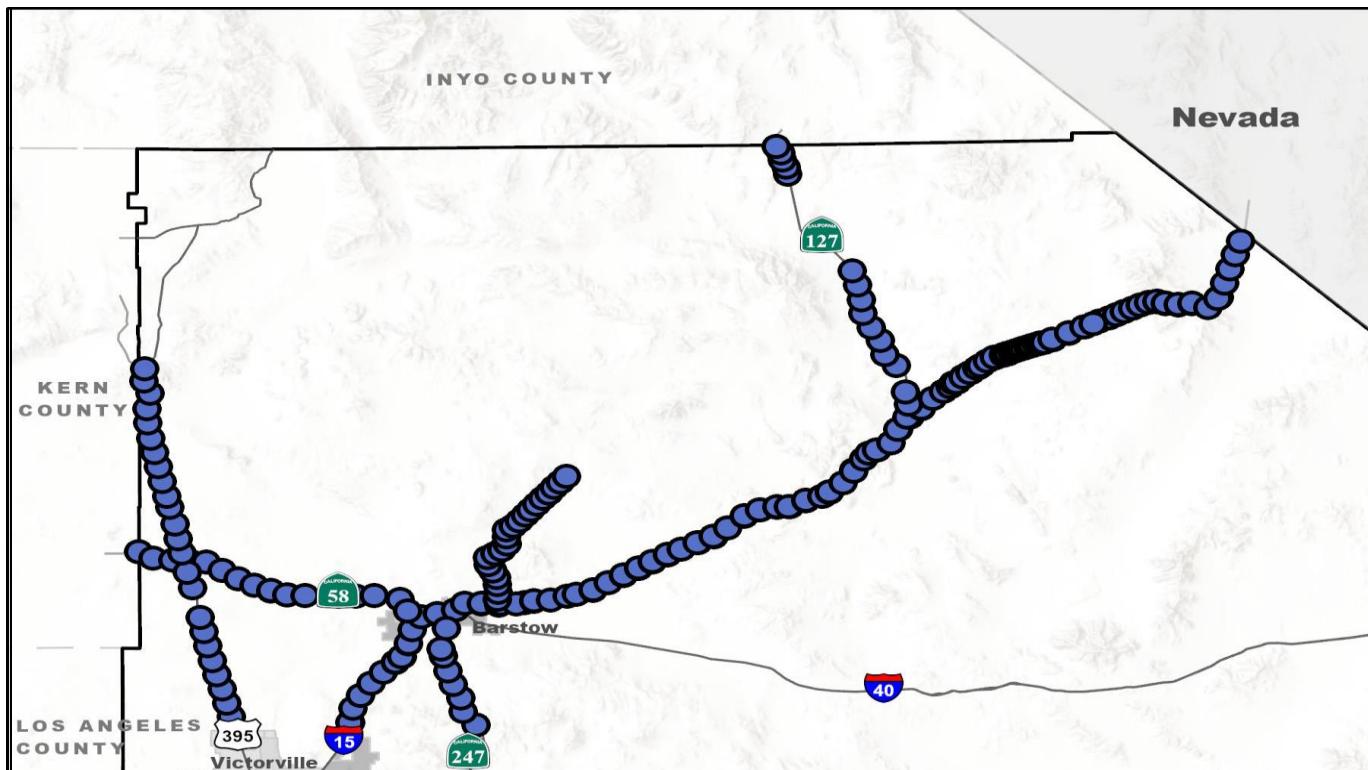
**EXHIBIT C: SBCTA SAFE - LOCATION OF CALL BOXES IN THE VICTORVILLE/PASS AREA (FY22-23)**








FREEWAY/STATE ROUTE		SPACING/SEGMENT LENGTH	# OF CALL BOXES	# OF AIDE CALLS	# OF EMERGENCY CALLS	# OF MAINT CALLS
	Leading to Wrightwood	1-2 miles spacing (~4 miles)	4	7	1	8
	JNO I-15/215 Split to JNO Victorville City Limit	1/4, 1/2, 1, or 2 miles, depending on grade (~36 miles)	73	192	18	210
	SB/LA County Line to US 395 & Laguna Seca Dr to SR 247	2 miles spacing (~30 miles)	16	58	29	87
	SB/LA County Line to I-15 *7 TEMP REMOVED	2 miles spacing (~10 miles)	7	NA	NA	NA
	Rabbit Springs to 15 miles north of Rabbit Springs	2 miles spacing (~15 miles)	8	13	4	17
	I-15 to JNO Purple Sage St	2 mile spacing (~17 miles)	10	16	4	20

Attachment: Exhibit C- Call Box Locations Victorville & Pass Area (9770 : Update on the Commuter and Motorist Assistance Call Box Pro)

**EXHIBIT D: SBCTA SAFE - LOCATION OF CALL BOXES IN THE BARSTOW/NEVADA BORDER (FY22-23)**





FREEWAY/STATE ROUTE	SPACING/SEGMENT LENGTH	# OF CALL BOXES	# OF AIDE CALLS	# OF EMERGENCY CALLS	# OF MAINT CALLS
 I-15 JSO Barstow City Limits to CA/NV State Line	2 mile, 1 mile spacing at grade (~130 miles)	172	668	79	110
 WO I-15 to Kern County line	2 mile spacing (~32 miles)	22	31	11	12
 NO I-15 to Inyo County line	2 mile spacing (~41 miles)	17	12	7	5
 14 miles SO Barstow City Limits to Barstow City Limits	2 mile spacing (~14 miles)	8	4	3	1
 Shadow Mountain Rd to SB/Kern County line	2 mile spacing (~47 miles)	25	27	11	26
FT IRWIN RD NO I-15 to Post Mile 22 Fort Irwin Rd	1 mile spacing (~22 miles)	33	12	2	13

Attachment: Exhibit D- Call Box Locations Barstow to Nevada Border (9770 : Update on the Commuter and Motorist Assistance Call Box Pro)

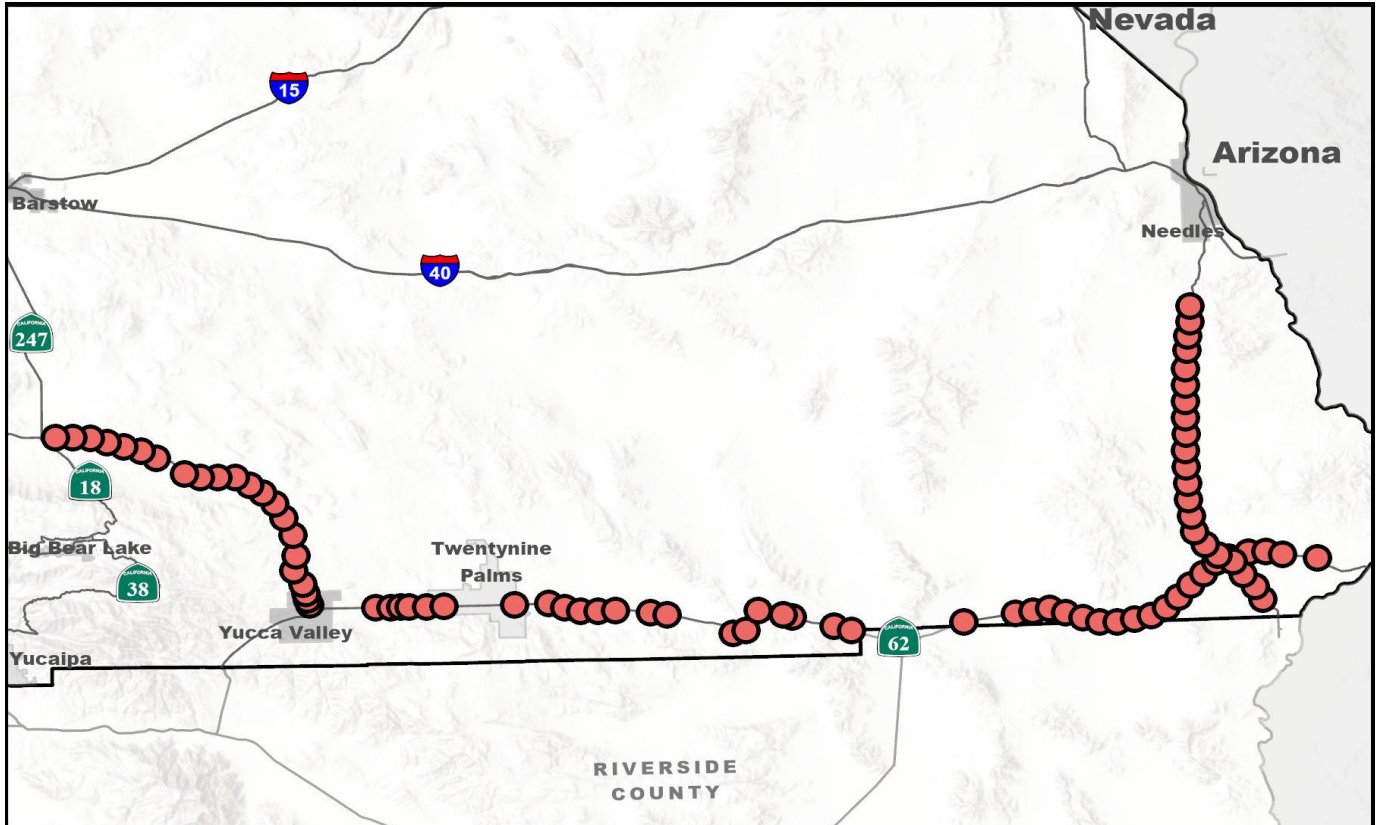
**EXHIBIT E: SBCTA SAFE - LOCATION OF CALL BOXES IN THE INTERSTATE 40 (I-40) CORRIDOR (FY22-23)**



FREEWAY/STATE ROUTE		SPACING/SEGMENT LENGTH	# OF CALL BOXES	# OF AIDE CALLS	# OF EMERGENCY CALLS	# OF MAINT CALLS
	I-15 to CA/AZ State Line	2 mile, 1 mile spacing at grade (~155 miles)	158	325	44	48
	10 Miles SO Needles to CA/NV State Line	2 mile spacing (~30 miles)	16	16	6	13

Attachment: Exhibit E- Call Box Locations I-40 Corridor (9770 : Update on the Commuter and Motorist Assistance Call Box Pro)

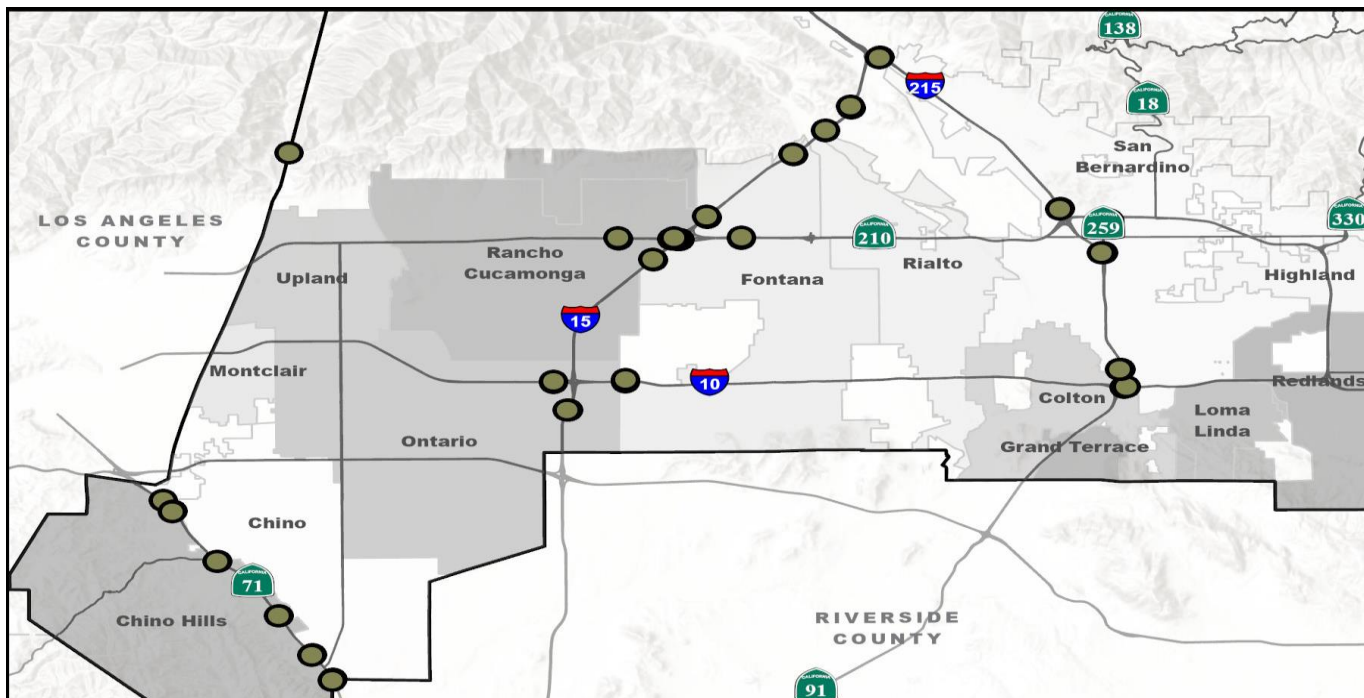
**EXHIBIT F: SBCTA SAFE - LOCATION OF CALL BOXES IN THE MORONGO BASIN TO THE ARIZONA BORDER AREA (FY22-23)**









FREEWAY/STATE ROUTE		SPACING/SEGMENT LENGTH	# OF CALL BOXES	# OF AIDE CALLS	# OF EMERGENCY CALLS	# OF MAINT CALLS
	WO White Feather Rd/Joshua Tree to CA/AZ State line	2 mile spacing (~110 miles)	42	129	29	30
	SR 62/Vidal Junctions to 10 miles SO Needles City Limits	2 mile spacing, (~40 miles)	21	11	2	17
	Bueno Suerte Rd/Yucca Valley to Barstow City Limits	2 mile spacing, (~42 miles)	25	28	14	8

Attachment: Exhibit F- Call Box Locations Morongo Basin to the AZ Border Area (9770 : Update on the Commuter and Motorist Assistance Call

**EXHIBIT G: SBCTA SAFE - LOCATION OF CALL BOXES IN THE VALLEY AREA (FY22-23)**



FREEWAY/STATE ROUTE	SPACING/SEGMENT LENGTH	# OF CALL BOXES	# OF AIDE CALLS	# OF EMERGENCY CALLS	# OF MAINT CALLS
 I-15 and I-215 Freeway Transitions	Freeway Transitions	6	17	3	20
 I-10 Freeway Transitions (* 10 CB TEMP REMOVED)	Freeway Transitions	14	12	0	12
 SB/RV County line to SB/LA County line	2 mile spacing, (~8 miles)	11	16	5	21
 I-15 Freeway Transitions	Freeway Transitions	6	18	1	19
 Orange Show Rd to I-15/I-215 Interchange	Freeway Transitions	8	NA	NA	NA
 I-215 TO SR 210	Freeway Transitions	2	1	1	0

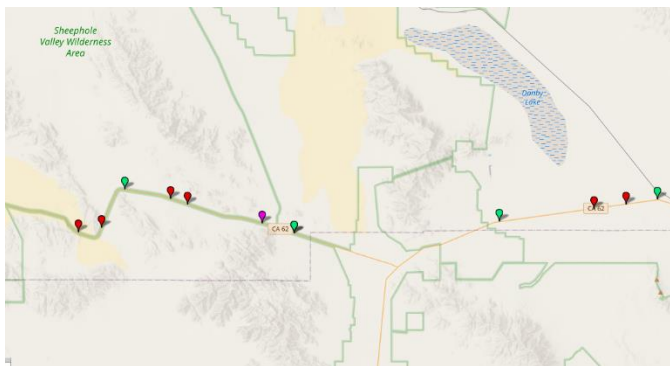
Attachment: Exhibit G- Call Box Locations Valley Area (9770 : Update on the Commuter and Motorist Assistance Call Box Pro)

## EXHIBIT H: SBCTA SAFE CALL BOX CASE STUDIES (FY22-23)

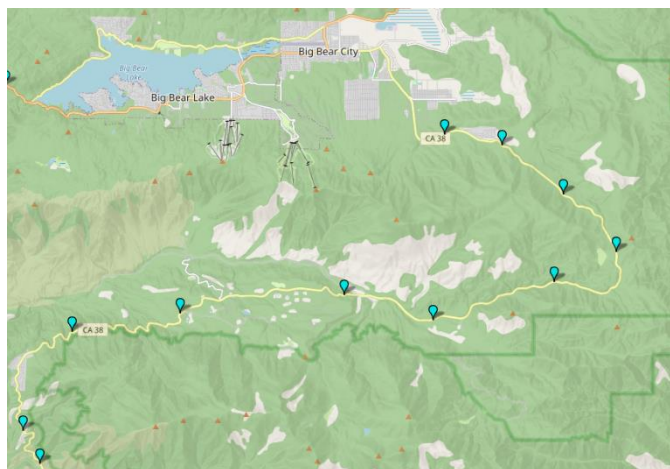
### ***Case Study No. 1: No cell coverage or weak cell phone coverage - State Route 62 (SR 62) - East of Twentynine Palms to Vidal Junction & State Route 38 (SR 38) – South of Big Bear City to North of Bryant Street***

There are various locations within the County that have no cell phone coverage, or the cell phone coverage is too weak and unreliable for a standard cell phone to connect to the cellular network. In many of these locations, the standard configuration of a call box can connect to the cellular network, where standard cell phones cannot. The San Bernardino Call Box Program (Program) has also equipped some call boxes with high gain external antennas to enhance the cellular signal so that a call box can successfully connect to the cellular network. In addition, there are some locations where the Program has installed satellite call boxes that operate in the satellite communication network. Locations that have been identified to have weak (or no) cell phone coverage are in various areas along these highways/freeways: Interstate 40, State Route (SR) 18, SR 38, SR 127, SR 330, US 95 and US 395, and Fort Irwin Road.

On SR 62, the cell phone service in this area is known to be weak or nonexistent according to the call box maintenance vendor. These 12 call boxes were used 158 times in the last 12 months for motorists seeking aide or emergency services. Most of these calls were for roadside assistance.



On SR 38, there are 17 call boxes installed with two-mile spacing. Nine of the 17 call boxes are satellite call boxes. In total these call boxes were used 261 times. A majority of the calls were requests for roadside assistance.



When comparing the calls made from these call boxes in FY 2021-22 vs FY 2022-23, there was an increase in the number of calls by 5%.



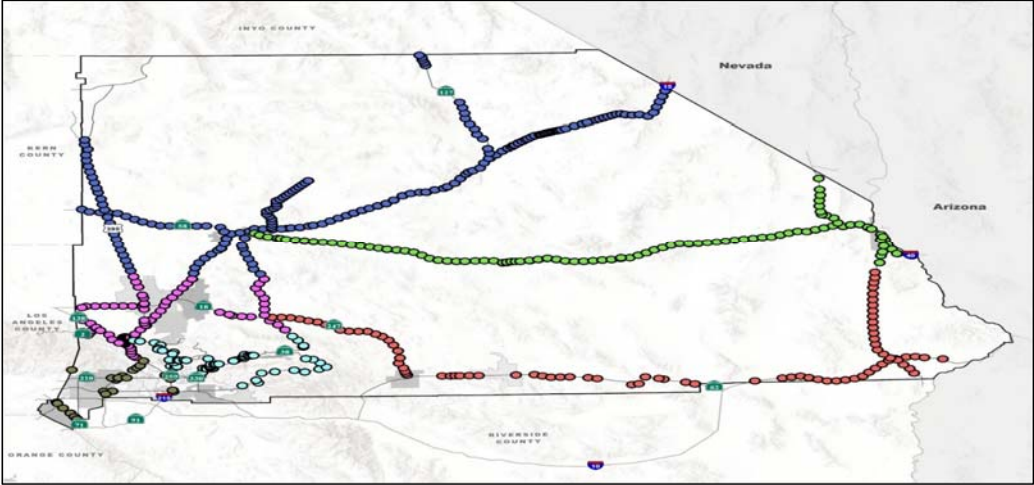
# SBCTA Air Quality and Mobility Programs Update on the Commuter and Motorist Assistance Call Box Program



cta

San Bernardino County  
Transportation Authority

EXHIBIT A: CALL BOX LOCATIONS SAN BERNARDINO COUNTY JUNE 2023



- VALLEY AREA
- I-40 COORIDOR
- MORONGO BASIN/AZ BORDER AREA
- BARSTOW/NV BORDER AREA
- MOUNTAIN AREA
- VICTORVILLE & PASS AREA



Attachment: SBCTA Call Boxes PPT PDF (9770 : Update on the Commuter and Motorist Assistance Call Box Pro)

EXHIBIT B: SB SAFE- LOCATION OF CALL BOXES IN THE MOUNTAIN AREA (FY 22-23)

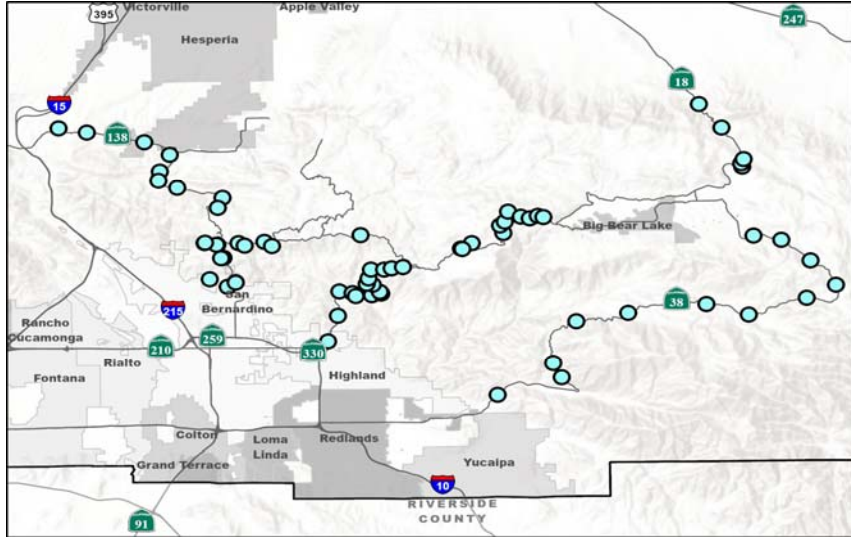


EXHIBIT C: SB SAFE- LOCATION OF CALL BOXES IN THE VICTORVILLE/PASS AREA (FY22-23)



EXHIBIT D: SB SAFE- LOCATION OF CALL BOXES IN THE BARSTOW/NEVADA BORDER (FY 22-23)



EXHIBIT E: SB SAFE- LOCATION OF CALL BOXES IN THE INTERSTATE 40 (I-40) CORRIDOR (FY 22-23)



Attachment: SBCTA Call Boxes PPT PDF (9770 : Update on the Commuter and Motorist Assistance Call Box Pro)

EXHIBIT F: SB SAFE- LOCATION OF CALL BOXES IN THE MORONGO BASIN TO THE ARIZONA BORDER AREA (FY 22-23)

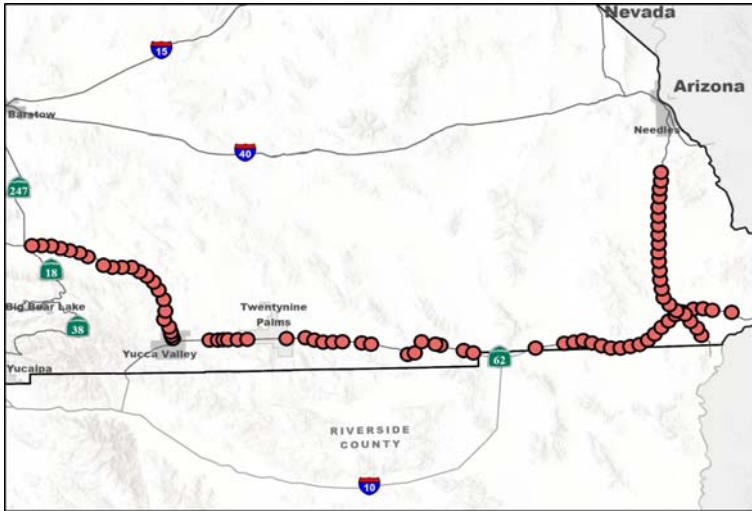


EXHIBIT G: SB SAFE- LOCATION OF CALL BOXES IN THE VALLEY AREA (FY 22-23)



Attachment: SBCTA Call Boxes PPT PDF (9770 : Update on the Commuter and Motorist Assistance Call Box Pro)

## *Minute Action*

AGENDA ITEM: 10

***Date:*** August 9, 2023

***Subject:***

Sole Source Contract No. 23-1003017 with Knightscope, Inc., for Call Box Maintenance Services

***Recommendation:***

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

A. Find that it is in the best interest of the agency to award **Sole Source** Contract No. 23-1003017 to Knightscope, Inc., to provide Call Box Maintenance Services, per SBCTA Contracting and Procurement Policy No. 11000, VI.4. Based upon SBCTA staff research, it was determined that Knightscope, Inc. was the only Call Box Maintenance provider in the State of California, and therefore the most efficient and cost effective way to continue delivering Call Box Maintenance services, would be to continue with Knightscope, Inc.

B. Approve **Sole Source** Contract No. 23-1003017 with Knightscope, Inc., to provide Call Box Maintenance Services, with a not-to-exceed amount of \$3,789,380 for an initial term of October 1, 2023 through September 30, 2026, and two one-year option terms.

***Background:***

On April 4, 2018, San Bernardino County Transportation Authority (SBCTA) released Request for Proposals (RFP) No. 18-1001930 to provide maintenance services for SBCTA's call box system. The purpose of the RFP was to seek proposals from qualified firms to provide ongoing corrective and preventative maintenance, knockdown and vandalism repairs, temporary removal, relocation and reinstallation of call boxes impacted by construction, ensuring the functionality and reliability of SBCTA call boxes, supplying necessary parts, and installing new call boxes or permanently removing call boxes as required. Additional maintenance services include Americans with Disabilities Act (ADA) evaluation and improvements. Knightscope, Inc. (Knightscope), which acquired CASE Emergency Services (CASE) in October of 2022, submitted the sole proposal and was the recommended awardee for this procurement, based on this firm's experience in the industry, reliability of coverage, and price.

In June 2018, the SBCTA Board of Directors (Board) approved the recommendation to award Contract No. 18-1001930 to CASE to provide callbox maintenance services.

On June 30, 2021, the SCBTA Executive Director approved Amendment No. 1 to Contract No. 18-1001930 with CASE to exercise the first-year option, extending the contract through June 30, 2022 in accordance with SBCTA Policy 11000 V111.B.4(b)(iv). On April 18, 2022, the Board approved Amendment No. 2 to Contract No. 18-1001930 to exercise the second-year option of this contract, for a termination date of June 30, 2023, and to increase the contract amount by \$635,000. In October 2022, Knightscope, Inc. (Knightscope) acquired CASE through an asset purchase, and in January 2023 Amendment No. 3 to Contract No. 18-1001930 was executed to assign the Contract from Case Emergency Systems to Knightscope, Inc.

On June 7, 2023, SBCTA staff recommended the approval of Amendment No. 4 to Contract No. 18-1001930 with Knightscope for call box maintenance services. The amendment allowed

*Entity: San Bernardino County Transportation Authority*

## General Policy Committee Agenda Item

August 9, 2023

Page 2

for the extension of the contract through September 2023, and allowed time for a sole source procurement with Knightscope to provide on-going call box maintenance services. Moreover, staff indicated that they would bring the proposed sole source contract to the September 2023 Board meeting for approval.

A competitive process was not conducted for the procurement of these services. When Knightscope acquired CASE in October of 2022, it absorbed/hired all of the former CASE call box maintenance personnel (technicians and other call box support staff). Thus, CASE personnel, their years of experience and their vast subject matter knowledge were now part of the Knightscope organization. In addition, this allowed Knightscope to absorb and maintain the two decades of direct hands-on call box experience provided by CASE personnel as they now work at Knightscope. Knightscope has provided call box maintenance services since 2022, and has demonstrated detailed and specialized knowledge for these crucial and essential services. Knightscope has also consistently delivered excellent and reliable support services. Knightscope is also the only provider in the State of California to provide call box maintenance services, based upon research conducted by staff. Staff reached out to all of the call box agencies throughout the State and confirmed that all of them are contracted with Knightscope for call box maintenance services. Staff recommends approval of this sole source contract.

Proceeding with a sole source procurement is also allowed under the SBCTA Contracting and Procurement Policy No. 11000, VI.4. Uniformity Exception for technology related procurements. This decision is based on the unique qualifications, technological support, and the abilities of the recommended firm to ensure consistent call box maintenance services, which is critical to the SBCTA Call Box service operations.

By approving this sole source agreement, there will be zero interruption of the call box service for the motoring public. Staff recommends the approval of Contract No. 23-1003017, with Knightscope, to provide call box maintenance services.

Based on the information outlined above, it is in SBCTA's best interest to proceed with Knightscope, as the contractor is preeminently positioned to perform the work, has the specific qualifications, and has the unique knowledge so that the call boxes may operate reliably and consistently for the motoring public. SBCTA staff will provide an update of the call box system at the August General Policy Committee, and a complete review and analysis of the system in the Spring/Summer of 2024. The review and analysis scheduled in 2024, will be looking for opportunities to downsize the call box system where practical and making it more targeted to the needs of motorists. The contract is structured so that the fees are proportional to the number of call boxes in the system, though there are ladder rates for call box maintenance that increase with fewer call boxes in operation. As stated in prior presentations, San Bernardino County has vast rural areas, and it is there that the call boxes are particularly needed, given more limited cell coverage. The SBCTA call boxes are able to pick up signals that personal cell phones often cannot, because most call boxes are equipped with signal boosting technology.

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

This item is consistent with the Fiscal Year 2023/2024 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 Manager have reviewed this item and the draft contract.

San Bernardino County Transportation Authority

General Policy Committee Agenda Item  
August 9, 2023  
Page 3

**Responsible Staff:**

Kelly Lynn, Chief of Air Quality & Mobility Programs

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Approved  
General Policy Committee  
Date: August 9, 2023

Witnessed By:

San Bernardino County Transportation Authority

**General Contract Information**

Contract No: 23-1003017 Amendment No.: \_\_\_\_\_  
 Contract Class: Payable Department: Air Quality and Mobility  
 Vendor No.: 03860 Vendor Name: Knightscope, Inc.  
 Description: Call Box Maintenance Services

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

Dollar Amount					
Original Contract	\$	3,789,380.00	Original Contingency	\$	-
Prior Amendments	\$	-	Prior Amendments	\$	-
Prior Contingency Released	\$	-	Prior Contingency Released (-)	\$	-
Current Amendment	\$	-	Current Amendment	\$	-
<b>Total/Revised Contract Value</b>	<b>\$</b>	<b>3,789,380.00</b>	<b>Total Contingency Value</b>	<b>\$</b>	<b>-</b>
<b>Total Dollar Authority (Contract Value and Contingency)</b>				<b>\$</b>	<b>3,789,380.00</b>

**Contract Authorization**

Board of Directors Date: 09/06/2023 Committee \_\_\_\_\_ Item # \_\_\_\_\_

**Contract Management (Internal Purposes Only)**

Other Contracts \_\_\_\_\_ Sole Source? Yes \_\_\_\_\_ N/A \_\_\_\_\_  
 State/Local \_\_\_\_\_ Professional Services (Non-A&E) \_\_\_\_\_ N/A \_\_\_\_\_

**Accounts Payable**

Estimated Start Date: 10/01/2023 Expiration Date: 09/30/2026 Revised Expiration Date: \_\_\_\_\_  
 NHS: N/A QMP/QAP: N/A Prevailing Wage: Yes

							Total Contract Funding:		Total Contingency:		
Fund	Prog	Task	Sub-Task	Object	Revenue	PA Level	Revenue Code Name	\$		\$	
GL	2810	15	0702	0000	52001	42212001	DMV SAFE	3,789,380.00		-	
GL								-		-	
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KELLY LYNN STEVEN SMITH  
 Project Manager (Print Name) Task Manager (Print Name)

Additional Notes: Initial contract term will be from October 1, 2023 through September 30, 2026, and two (2) one-year option terms.

Attachment: CSS - 23-1003017 (9704 : Sole Source Contract No. 23-1003017 with Knightscope, Inc., for Call Box Maintenance Services)



**CONTRACT NO. 23-1003017****BY AND BETWEEN****SAN BERNARDINO COUNTY  
TRANSPORTATION AUTHORITY****AND****KNIGHTSCOPE, INC.****FOR****CALL BOX MAINTENANCE SERVICES**

This contract ("Contract") is made and entered into by and between the San Bernardino County Transportation Authority ("SBCTA"), whose address is 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino, California 92410-1715, and Knightscope, Inc. ("CONSULTANT"), whose address is 1070 Terra Bella Ave, Mountain View, California 94043. SBCTA and CONSULTANT are each a "Party" and are collectively the "Parties".

**RECITALS:**

**WHEREAS**, SBCTA requires certain work services as described in Exhibit "A" of this Contract; and

**WHEREAS**, CONSULTANT has confirmed that CONSULTANT has the requisite professional qualifications, personnel and experience and is fully capable and qualified to perform the services identified herein; and

**WHEREAS**, CONSULTANT desires to perform all Work identified herein and to do so for the compensation and in accordance with the terms and conditions set forth herein.

**NOW, THEREFORE**, the Parties agree as follows:

**ARTICLE 1. PROJECT DESCRIPTION/SCOPE OF WORK**

- 1.1 CONSULTANT agrees to perform the work and services set forth in Exhibit A "Scope of Work" ("Work") in accordance with all applicable professional standards which are generally accepted in the State of California, in compliance with the guidelines set forth in Exhibit C "CHP/Caltrans Call Box and Motorist Aid Guidelines," in accordance with the terms and conditions expressed herein, and in the sequence, time, and manner defined herein. The word "Work" includes, without limitation, the performance, fulfillment and discharge by CONSULTANT of all obligations, duties, tasks, and services imposed upon or assumed by CONSULTANT hereunder; and the Work performed hereunder shall be completed to the satisfaction of SBCTA, with SBCTA's satisfaction being based on prevailing applicable professional standards.

- 1.2 The Project Manager for this Contract is Kelly Lynn, or such other designee as shall be designated in written notice to CONSULTANT from time to time by the Department Director of SBCTA or his or her designee. The Project Manager shall have authority to act on behalf of SBCTA in administering this Contract, including giving notices (including, without limitation, notices of default and/or termination), technical directions and approvals; demanding performance and accepting work performed, but is not authorized to receive or issue payments or execute amendments to the Contract itself.

## ARTICLE 2. CONTRACT TERM

The Contract term shall commence upon issuance of a written Notice To Proceed (NTP) issued by SBCTA's Procurement Analyst, and shall continue in full force and effect through September 30, 2026 or until otherwise terminated, or unless extended as hereinafter provided by written amendment, except that all indemnity and defense obligations hereunder shall survive termination of this Contract. CONSULTANT shall not be compensated for any Work performed or costs incurred prior to issuance of the NTP.

SBCTA at its sole discretion may extend the original term of the Contract for two (2) one year option terms. The maximum term of this Contract, including the option term(s), if exercised, will not exceed September 30, 2028.

## ARTICLE 3. COMPENSATION

- 3.1 Total compensation to CONSULTANT for full and complete performance of the Scope of Work, identified herein and, in compliance with all the terms and conditions of this Contract, shall be on a Time & Materials basis for all obligations incurred in, or application to, CONSULTANT's performance of Work, and for which CONSULTANT shall furnish all personnel, facilities, equipment, materials, supplies, and Services (except as may be explicitly set forth in this Contract as furnished by SBCTA) shall not exceed the amount set forth in section 3.2 below.
- 3.2 The total Contract Not-To-Exceed Amount is Three Million Seven Hundred Eighty-Nine Thousand Three Hundred Eighty Dollars (\$3,789,380). All Work provided under this Contract is to be performed as set forth in Exhibit A "Scope of Work", and shall be reimbursed pursuant to Exhibit B "Price Proposal for Time and Materials". The hourly labor rates identified in Exhibit B shall remain fixed for the term of this Contract and include CONSULTANT's direct labor costs, indirect costs, and profit. All expenses shall be reimbursed for the amounts identified in Exhibit B. Any travel expenses must be pre-approved by SBCTA and shall be reimbursed for per diem expenses at a rate not to exceed the currently authorized rates for state employees under the State Department of Personnel Administration rules. SBCTA will not reimburse CONSULTANT for any expenses not shown in Exhibit B or agreed to and approved by SBCTA as required under this Contract.
- 3.3 For personnel subject to prevailing wage rates as described in the California Labor Code, all wage increases that are the direct result of changes in the prevailing wage rates, are reimbursable.
- 3.4 The Cost Principles and Procedures set forth in 48 CFR, Ch. 1, subch. E, Part 31, as constituted on the effective date of this Contract shall be utilized to determine allowability of costs under this Contract and may be modified from time to time by written amendment of the Contract.

- 3.4.1 CONSULTANT agrees to comply with Federal Department of Transportation procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards...
- 3.4.2 Any costs for which payment has been made to CONSULTANT that are determined by subsequent audit to be unallowable under 48 CFR, Ch. 1, subch. E, Part 31, or 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, shall be repaid by CONSULTANT to SBCTA.
- 3.5 Any Work provided by CONSULTANT not specifically covered by the Scope of Work shall not be compensated without prior written authorization from SBCTA. It shall be CONSULTANT's responsibility to recognize and notify SBCTA in writing when services not covered by the Scope of Work have been requested or are required. All changes and/or modifications to the Scope of Work shall be made in accordance with the "CHANGES" Article in this Contract. Any additional services agreed to in accordance with this Contract shall become part of the Work.
- 3.6 All subcontracts in excess of \$25,000 shall contain the above provisions.

#### **ARTICLE 4. INVOICING**

- 4.1 Payment to CONSULTANT as provided herein shall be payable in monthly billing period payments, forty-five (45) calendar days after receipt of an acceptable invoice by SBCTA of an invoice prepared in accordance with instructions below. Payment shall not be construed to be an acceptance of Work.
- 4.2 CONSULTANT shall prepare invoices in a form satisfactory to and approved by SBCTA, which shall be accompanied by documentation supporting each element of measurement and/or cost. Each invoice will be for a four-week billing period and will be marked with SBCTA'S contract number, description and task order number, if applicable. Invoices shall be submitted within fifteen (15) calendar days for the period covered by the invoice except for the month of June, which will require the invoice to be submitted by July 10<sup>th</sup>. Invoices shall include request for payment for Work (including additional services authorized by SBCTA) completed by CONSULTANT during each billing period and shall include back-up information sufficient to establish the validity of the invoice. Any invoice submitted which fails to comply with the terms of this Contract, including the requirements of form and documentation, may be returned to CONSULTANT. Any costs incurred by CONSULTANT in connection with the resubmission of a proper invoice shall be at CONSULTANT's sole expense. The final invoice shall be marked "FINAL" and will be submitted within 60 calendar days after SBCTA has received and approved all Work and deliverables. Invoices should be e-mailed to SBCTA at the following address:

**[ap@gosbcta.com](mailto:ap@gosbcta.com)**

For large files over 30 megabytes, invoices can be submitted using this link:  
<https://sanbag-lfweb.sanbag.ca.gov/Forms/Invoice-submission>

- 4.3 CONSULTANT shall include a statement and release with each invoice, satisfactory to SBCTA, that CONSULTANT has fully performed the Work invoiced pursuant to the Contract for the period covered, that all information included with the invoice is true and correct, and that all payments to and claims of CONSULTANT and its subconsultants for Work during the period will be satisfied upon making of such payment. SBCTA shall not be obligated to make payments to CONSULTANT until CONSULTANT furnishes such statement and release.
- 4.4 INTENTIONALLY OMITTED.
- 4.5 No payment will be made prior to approval of any Work, nor for any Work performed prior to the NTP or the issuance of an applicable CTO, nor for any Work under any amendment to the Contract until SBCTA's Awarding Authority takes action.
- 4.6 CONSULTANT agrees to promptly pay each subconsultant for the satisfactory completion of all Work performed under this Contract no later than ten (10) calendar days from the receipt of payment from SBCTA. CONSULTANT also agrees to return any retainage payments to each subconsultant within ten (10) calendar days after the subconsultant's work is satisfactorily completed. Any delay or postponement of payment from the above-referenced time frame may occur only for good cause following written approval by SBCTA. SBCTA reserves the right to request documentation from CONSULTANT showing payment has been made to its subconsultants. SBCTA also reserves the right, at its own sole discretion, to issue joint checks to CONSULTANT and any subconsultant(s), which shall constitute payment to CONSULTANT in compliance with the terms of this Contract. This clause applies to both DBE and non-DBE subconsultants.
- 4.7 Any costs for which payment has been made to CONSULTANT that are determined by subsequent audit to be unallowable under 48 CFR, Ch. 1, subch. E, Part 31 are subject to repayment by CONSULTANT to SBCTA.

#### **ARTICLE 5. TAXES, DUTIES AND FEES**

Except to the extent expressly provided elsewhere in this Contract, CONSULTANT shall pay when due, and the compensation set forth herein, shall be inclusive of all: a) local, municipal, State, and federal sales and use taxes; b) excise taxes; c) taxes on personal property owned by CONSULTANT; and d) other governmental fees and taxes or charges of whatever nature applicable to CONSULTANT to enable it to conduct business.

#### **ARTICLE 6. AVAILABILITY OF FUNDS**

The award and performance of this Contract is contingent on the availability of funds. If funds are not appropriated and/or allocated and available to SBCTA for the continuance of Work performed by CONSULTANT, Work directly or indirectly involved may be suspended or terminated by SBCTA at the end of the period for which funds are available. When SBCTA becomes aware that any portion of Work will or may be affected by a shortage of funds, it will promptly notify CONSULTANT. Nothing herein shall relieve SBCTA from its obligation to compensate CONSULTANT for work already performed pursuant to this Contract. No penalty shall accrue to SBCTA in the event this provision is exercised.

## ARTICLE 7. PERMITS AND LICENSES

CONSULTANT shall, without additional compensation, keep current all governmental permits, certificates and licenses (including professional licenses) and required registrations necessary for CONSULTANT to perform Work identified herein.

## ARTICLE 8. DOCUMENTATION AND RIGHT TO AUDIT

- 8.1 CONSULTANT shall maintain all records related to this Contract in an organized way in the original format, electronic and hard copy, conducive to professional review and audit, for a period of three (3) years from the date of final payment by SBCTA, or until the conclusion of all litigation, appeals or claims related to this Contract, whichever is longer. CONSULTANT shall provide SBCTA, the California State Auditor, or other authorized representatives of SBCTA access to Consultants' records which are directly related to this Contract for the purpose of inspection, auditing or copying during the entirety of the records maintenance period above. CONSULTANT further agrees to maintain separate records for costs of Work performed by amendment. CONSULTANT shall allow SBCTA and its representatives or agents to reproduce any materials as reasonably necessary.
- 8.2 The cost proposal and/or invoices for this Contract are subject to audit by SBCTA and/or any state or federal agency funding this Work at any time. After CONSULTANT receives any audit recommendations, the cost or price proposal shall be adjusted by CONSULTANT and approved by SBCTA's Project Manager to conform to the audit recommendations. CONSULTANT agrees that individual items of cost identified in the audit report may be incorporated into the Contract at SBCTA's sole discretion. Refusal by CONSULTANT to incorporate the audit or post award recommendations will be considered a breach of the Contract and cause for termination of the Contract. Any dispute concerning the audit findings of this Contract shall be reviewed by SBCTA's Chief Financial Officer. CONSULTANT may request a review by submitting the request in writing to SBCTA within thirty (30) calendar days after issuance of the audit report
- 8.3 Subcontracts in excess of \$25,000 shall contain this provision.

## ARTICLE 9. RESPONSIBILITY OF CONSULTANT

- 9.1 CONSULTANT shall be responsible for the professional quality, technical accuracy, and assurance of compliance with all applicable federal, State and local laws and regulations and other Work furnished by CONSULTANT under the Contract. The Contract includes reference to the appropriate standards for Work performance stipulated in the Contract.
- 9.2 In addition to any other requirements of this Contract or duties and obligations imposed on CONSULTANT by law, CONSULTANT shall, as an integral part of its Work, employ quality control procedures that identify potential risks and uncertainties related to scope, schedule, cost, quality and safety of the Project and the Work performed by CONSULTANT within the areas of CONSULTANT's expertise. At any time during performance of the Scope of Work, should CONSULTANT observe, encounter, or identify any unusual circumstances or uncertainties which could pose potential risk to SBCTA or the Project, CONSULTANT shall immediately document such matters and notify SBCTA in writing. CONSULTANT shall also similarly notify SBCTA in regard to the possibility of any natural catastrophe, or potential failure, or any situation that exceeds assumptions and could precipitate a failure of any part of

the Project. Notifications under this paragraph shall be specific, clear and timely, and in a form which will enable SBCTA to understand and evaluate the magnitude and effect of the risk and/or uncertainties involved.

## **ARTICLE 10. REPORTING AND DELIVERABLES**

All reports and deliverables shall be submitted in accordance with Exhibit A “Scope of Work”. At a minimum, CONSULTANT shall submit monthly progress reports with their monthly invoices. The report shall be sufficiently detailed for SBCTA to determine if CONSULTANT is performing to expectations and is on schedule; to provide communication of interim findings; and to sufficiently address any difficulties or problems encountered, so remedies can be developed.

## **ARTICLE 11. TECHNICAL DIRECTION**

11.1 Performance of Work under this Contract shall be subject to the technical direction of SBCTA’s Project Manager, identified in Section 1.2, upon issuance of the NTP and/or subsequently by written notice during the Contract. The term “Technical Direction” is defined to include, without limitation:

11.1.1 Directions to CONSULTANT which redirect the Contract effort, shift work emphasis between work areas or tasks, require pursuit of certain lines of inquiry, fill in details, or otherwise serve to accomplish the Scope of Work.

11.1.2 Provision of written information to CONSULTANT which assists in the interpretation of reports or technical portions of the Scope of Work described herein.

11.1.3 Review and, where required by the Contract, approval of technical reports and technical information to be delivered by CONSULTANT to SBCTA under the Contract.

11.1.4 SBCTA’s Project Manager may modify this Contract for certain administrative modifications without issuing a written amendment. Administrative modifications are limited to: substitutions of personnel identified in the Contract, including Key Personnel and subconsultants; modifications to classifications, hourly rates and names of personnel in Exhibit B; and modifications of the address of the CONSULTANT. All such modifications will be documented in writing between the Parties.

11.2 Technical Direction must be within the Scope of Work under this Contract. SBCTA’s Project Manager does not have the authority to, and may not, issue any Technical Direction which:

11.2.1 Increases or decreases the Scope of Work;

11.2.2 Directs CONSULTANT to perform Work outside the original intent of the Scope of Work;

11.2.3 Constitutes a change as defined in the “CHANGES” Article of the Contract;

11.2.4 In any manner causes an increase or decrease in the Contract price as identified in the “COMPENSATION” Article or the time required for Contract performance;

- 11.2.5 Changes any of the expressed terms, conditions or specifications of the Contract, unless identified herein;
- 11.2.6 Interferes with CONSULTANT's right to perform the terms and conditions of the Contract unless identified herein; or
- 11.2.7 Approves any demand or claims for additional payment.
- 11.3 Failure of CONSULTANT and SBCTA's Project Manager to agree that the Technical Direction is within the scope of the Contract, or a failure to agree upon the Contract action to be taken with respect thereto, shall be subject to the provisions of the "DISPUTES" Article herein.
- 11.4 All Technical Direction shall be issued in writing by SBCTA's Project Manager.
- 11.5 CONSULTANT shall proceed promptly with the performance of Technical Direction issued by SBCTA's Project Manager, in the manner prescribed by this Article and within their authority under the provisions of this Article. If, in the opinion of CONSULTANT, any instruction or direction by SBCTA's Project Manager falls within one of the categories defined in sections 11.2.1 through 11.2.7 above, CONSULTANT shall not proceed but shall notify SBCTA in writing within five (5) working days after receipt of any such instruction or direction and shall request SBCTA to modify the Contract accordingly. Upon receiving the notification from CONSULTANT, SBCTA shall:
- 11.5.1 Advise CONSULTANT in writing within thirty (30) calendar days after receipt of CONSULTANT's letter that the Technical Direction is or is not within the scope of this Contract.
- 11.5.2. Advise CONSULTANT within a reasonable time whether SBCTA will or will not issue a written amendment.

## **ARTICLE 12. CHANGES**

- 12.1 The Work shall be subject to changes by additions, deletions, or revisions made by SBCTA. CONSULTANT will be advised of any such changes by written notification from SBCTA describing the change. This notification will not be binding on SBCTA until SBCTA's Awarding Authority has approved an amendment to this Contract.
- 12.2 Promptly after such written notification of change is given to CONSULTANT by SBCTA, the Parties will attempt to negotiate a mutually agreeable adjustment to compensation or time of performance, and amend the Contract accordingly.

## **ARTICLE 13. EQUAL EMPLOYMENT OPPORTUNITY**

- 13.1 During the term of this Contract, CONSULTANT shall not willfully discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, gender, sex, marital status, gender identity, gender expression, sexual orientation, age, or military and veteran status. CONSULTANT agrees to comply with the provisions of Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, Title VII of the Civil Rights Act of 1964, the

California Fair Employment and Housing Act, and other applicable Federal, State and County laws and regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

- 13.2 The CONSULTANT and all subconsultants shall comply with all provisions of Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin. In addition, CONSULTANT and all subconsultants will ensure their services are consistent with and comply with obligations and procedures outlined in SBCTA’s current Board-adopted Title VI Program, including the Public Participation Plan and the Language Assistance Plan.

**ARTICLE 14. CONFLICT OF INTEREST**

CONSULTANT agrees that it presently has no interest, financial or otherwise, and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Work required under this Contract or be contrary to the interests of SBCTA as to the Project. CONSULTANT further agrees that in the performance of this Contract, no person having any such interest shall be employed. CONSULTANT is obligated to fully disclose to SBCTA, in writing, any conflict of interest issues as soon as they are known to CONSULTANT. CONSULTANT agrees that CONSULTANT and its staff shall comply with SBCTA’s Conflict of Interest Policy, No. 10102.

**ARTICLE 15. KEY PERSONNEL**

The personnel specified below are considered to be essential to the Work being performed under this Contract. Prior to diverting any of the specified individuals to other projects, or reallocation of any tasks or hours of Work that are the responsibility of key personnel to other personnel, CONSULTANT shall notify SBCTA in writing in advance and shall submit justifications (including proposed substitutions, resumes and payroll information to support any changes to the labor rates) in sufficient detail to permit evaluation of the impact on the Project. Diversion or reallocation of key personnel shall not be made without prior written consent of SBCTA’s PM. CONSULTANT shall not substitute any key personnel without the prior written consent of SBCTA. In the event that the Parties cannot agree as to the substitution of key personnel, SBCTA may terminate this Contract. Key Personnel are:

Name	Job Classification/Function
Sebastian E. Gutierrez	SVP, Public Sector Business Development
Chrisann Lawson	Senior Director Client Development
Raymundo (Ray) Lopez	Southern California Regional Supervisor
Jasper Shorty	Field Technician
Donte Summerville	Field Technician

**ARTICLE 16. REPRESENTATIONS**

All Work supplied by CONSULTANT under this Contract shall be supplied by personnel who are qualified, careful, skilled, experienced and competent in their respective trades or professions. CONSULTANT agrees that they are supplying professional services, findings, and/or recommendations in the performance of this Contract and agrees with SBCTA that the same shall conform to professional standards that are generally accepted in the profession in the State of California.



## ARTICLE 17. PROPRIETARY RIGHTS/CONFIDENTIALITY

- 17.1 If, as a part of this Contract, CONSULTANT is required to produce materials, documents data, or information (“Products”), then CONSULTANT, if requested by SBCTA, shall deliver to SBCTA the original of all such Products, which shall become the sole property of SBCTA.
- 17.2 All materials, documents, data or information obtained from SBCTA's data files or any SBCTA-owned medium furnished to CONSULTANT in the performance of this Contract will at all times remain the property of SBCTA. Such data or information may not be used or copied for direct or indirect use outside of this Project by CONSULTANT without the express written consent of SBCTA.
- 17.3 Except as reasonably necessary for the performance of the Work, CONSULTANT agrees that it, its employees, agents and subconsultants will hold in confidence and not divulge to third parties, without prior written consent of SBCTA, any information obtained by CONSULTANT from or through SBCTA unless (a) the information was known to CONSULTANT prior to obtaining same from SBCTA, or (b) the information was at the time of disclosure to CONSULTANT, or thereafter becomes, part of the public domain, but not as a result of the fault or an unauthorized disclosure of CONSULTANT or its employees, agents, or subconsultants, or (c) the information was obtained by CONSULTANT from a third party who did not receive the same, directly or indirectly, from SBCTA and who had, to CONSULTANT's knowledge and belief, the right to disclose the same. Any materials and information referred to in this Article, which are produced by CONSULTANT shall remain confidential until released in writing by SBCTA, except to the extent such materials and information become subject to disclosure by SBCTA under the California Public Records Act, or other law, or otherwise become public information through no fault of CONSULTANT, or its employees or agents.
- 17.4 CONSULTANT shall not use SBCTA's name or photographs in any professional publication, magazine, trade paper, newspaper, seminar or other medium without first receiving the express written consent of SBCTA.
- 17.5 All press releases, or press inquiries relating to the Project or this Contract, including graphic display information to be published in newspapers, magazines, and other publications, are to be made only by SBCTA unless otherwise agreed to in writing by both Parties.
- 17.6 CONSULTANT, its employees, agents and subconsultants shall be required to comply with SBCTA’s Confidentiality Policy; anyone who may have access to Personally Identifiable Information (“PII”) and/or Sensitive Security Information (“SSI”) will be required to execute a Confidentiality Agreement.

## ARTICLE 18. TERMINATION

- 18.1 Termination for Convenience - SBCTA shall have the right at any time, with or without cause, to terminate further performance of Work by giving thirty (30) calendar days written notice to CONSULTANT specifying the date of termination. On the date of such termination stated in said notice, CONSULTANT shall promptly discontinue performance of Work and shall preserve Work in progress and completed Work, pending SBCTA's instruction, and shall turn over such Work in accordance with SBCTA’s instructions.

- 18.1.1 CONSULTANT shall deliver to SBCTA all deliverables prepared by CONSULTANT or its subconsultants or furnished to CONSULTANT by SBCTA. Upon such delivery, CONSULTANT may then invoice SBCTA for payment in accordance with the terms herein.
- 18.1.2 If CONSULTANT has fully and completely performed all obligations under this Contract up to the date of termination, CONSULTANT shall be entitled to receive from SBCTA as complete and full settlement for such termination a pro rata share of the Contract cost based upon the percentage of all contracted Work satisfactorily executed to the date of termination.
- 18.1.3 CONSULTANT shall be entitled to receive the actual costs incurred by CONSULTANT to return CONSULTANT's tools and equipment, if any, to it or its suppliers' premises, or to turn over Work in progress in accordance with SBCTA's instructions plus the actual cost necessarily incurred in effecting the termination.
- 18.2 Termination for Cause - In the event CONSULTANT shall file a petition in bankruptcy court, or shall make a general assignment for the benefit of its creditors, or if a petition in bankruptcy court shall be filed against CONSULTANT, or a receiver shall be appointed on account of its insolvency, or if CONSULTANT shall default in the performance of any express obligation to be performed by it under this Contract and shall fail to immediately correct (or if immediate correction is not possible, shall fail to commence and diligently continue action to correct) such default within ten (10) calendar days following written notice, SBCTA may, without prejudice to any other rights or remedies SBCTA may have, and in compliance with applicable Bankruptcy Laws: (a) hold in abeyance further payments to CONSULTANT; (b) stop any Work of CONSULTANT or its subconsultants related to such failure until such failure is remedied; and/or (c) terminate this Contract by written notice to CONSULTANT specifying the date of termination. In the event of such termination by SBCTA, SBCTA may take possession of the deliverables and finished Work by whatever method SBCTA may deem expedient. A waiver by SBCTA of one default of CONSULTANT shall not be considered to be a waiver of any subsequent default of CONSULTANT, of the same or any other provision, nor be deemed to waive, amend, or modify any term of this Contract.
- 18.2.1 CONSULTANT shall deliver to SBCTA all finished and unfinished deliverables under this Contract prepared by CONSULTANT or its subconsultants or furnished to CONSULTANT by SBCTA within ten (10) working days of said notice.
- 18.3 All claims for compensation or reimbursement of costs under any of the foregoing provisions shall be supported by documentation submitted to SBCTA, satisfactory in form and content to SBCTA and verified by SBCTA. In no event shall CONSULTANT be entitled to any payment for prospective profits or any damages because of such termination.

## **ARTICLE 19. STOP WORK ORDER**

Upon failure of CONSULTANT or its subconsultants to comply with any of the requirements of this Contract, SBCTA shall have the right to stop any or all Work affected by such failure until such failure is remedied or to terminate this Contract in accordance with section "Termination" above.

## ARTICLE 20. CLAIMS FOR PAYMENT

SBCTA shall not be bound to any adjustments in the Contract amount or schedule unless expressly agreed to by SBCTA in writing. SBCTA shall not be liable to CONSULTANT for any claim asserted by CONSULTANT after final payment has been made under this Contract.

## ARTICLE 21. INSURANCE

21.1 Prior to commencing the Work, subject to the provisions of Article 21.2 “General Provisions”, and at all times during the performance of the Work and for such additional periods as required herein, CONSULTANT and all sub-consultants of every tier performing any Work under this contract shall, at CONSULTANT’s and sub-consultant’s sole expense, procure and maintain broad form insurance coverage at least as broad as the following minimum requirements specified below:

21.1.1 Professional Liability. The policies must include the following:

- A limit of liability not less than \$1,000,000 per claim
- An annual aggregate limit of not less than \$2,000,000
- Coverage shall be appropriate for the CONSULTANT’S profession and provided services to include coverage for errors and omissions arising out of the CONSULTANT’S professional services, or services of any person employed by the CONSULTANT, or any person for whose acts, errors, mistakes or omissions the CONSULTANT may be legally liable.
- If Coverage is on a claims made basis:
  - Policy shall contain a retroactive date for coverage of prior acts, which date will be prior to the date the CONSULTANT begins to perform Work under this Contract.
  -

21.1.2 Worker’s Compensation/Employer’s Liability. The policies must include the following:

- Coverage A. Statutory Benefits
- Coverage B. Employer’s Liability
  - Bodily Injury by accident - \$1,000,000 per accident
  - Bodily Injury by disease - \$1,000,000 policy limit/\$1,000,000 each employee

Such policies shall contain a waiver of subrogation in favor of the parties named as Indemnitees below. Such insurance shall be in strict accordance with the applicable workers’ compensation laws in effect during performance of the Work by CONSULTANT or any subconsultant of any tier. All subconsultants of any tier performing any portion of the Work for CONSULTANT shall also obtain and maintain the same insurance coverage as specified in this subparagraph, with a waiver of subrogation in favor of CONSULTANT and all parties named as Indemnitees below. Where coverage is provided through the California State Compensation Insurance Fund, the requirement for a minimum A.M. Best rating does not apply.

21.1.3. Commercial General Liability. The policy must include the following:

- Consultant shall maintain commercial general liability (CGL) insurance (Insurance Services Office (ISO) Form CG 00 01), and if necessary excess/umbrella commercial liability insurance, with a combined limit of liability of not less than **\$5,000,000 each occurrence.**
- The policy shall, at a minimum, include coverage for any and all of the following: bodily injury, property damage, personal injury, broad form contractual liability (including coverage to the maximum extent possible for the indemnifications in this Contract), premises-operations (including explosion, collapse and underground coverage), duty to defend in addition to (without reducing) the limits of the policy (ies), and products and completed operations.
  - \$5,000,000 per occurrence limit for property damage or bodily injury
  - \$1,000,000 per occurrence limit for personal injury and advertising injury
  - \$1,000,000 per occurrence limits for products/completed operations coverage (ISO Form 20 37 10 01) if SBCTA's Risk Manager determines it is in SBCTA's best interests to require such coverage.
- If a general aggregate applies, it shall apply separately to this project/location. The contract no. and brief explanation of the project/work must be indicated under "Description of Operations/Locations" (ISO Form CG 25 03 or CG 2504).
- Coverage is to be on an "occurrence" form. "Claims made" and "modified occurrence" forms are not acceptable.
- A copy of the declaration page or endorsement page listing all policy endorsements for the CGL policy must be included.

All subconsultants of any tier performing any portion of the Work for CONSULTANT shall also obtain and maintain the CGL insurance coverage with limits not less than:

- Each occurrence limit: \$1,000,000
- General aggregate limit: \$2,000,000
- Personal injury and advertising limit \$1,000,000
- Products-completed operations aggregate limit \$2,000,000

All subconsultants' and sub-subconsultants' deductibles or self-insured retentions must be acceptable to SBCTA's Risk Manager.

21.1.4 Umbrella/Excess CGL. The policy must include the following:

- If the CONSULTANT elects to include an umbrella or excess policy to cover any of the total limits required beyond the primary commercial general liability policy limits and/or the primary commercial automobile liability policy limits, then the policy must include the following:
  - The umbrella or excess policy shall follow form over the CONSULTANT's primary general liability coverage and shall provide a separate aggregate limit for products and completed operations coverage.
  - The umbrella or excess policy shall not contain any restrictions or exclusions beyond what is contained in the primary policy.

- The umbrella or excess policy shall contain a clause stating that it takes effect (drops down) in the event the primary limits are impaired or exhausted.
- The umbrella or excess policy must also extend coverage over the automobile policy if it is to be used in combination with the primary automobile policy to meet the total insurance requirement limits.

There shall be no statement limiting the coverage provided to the parties listed as additionally insureds or as indemnitees below.

21.1.5 Commercial Auto. The policy must include the following:

- A total limit of liability of not less than **\$5,000,000** each accident. This total limits of liability may be met by combining the limits of the primary auto policy with an umbrella or excess policy in accordance with subparagraph 4 (Umbrella/Excess CGL) of Section A of this Article.
- Such insurance shall cover liability arising out of any vehicle, including owned, hired, leased, borrowed and non-owned vehicles assigned to or used in performance of the CONSULTANT services.
- Combined Bodily Injury and Property Damage Liability insurance. The commercial automobile liability insurance shall be written on the most recent edition of ISO Form CA 00 01 or equivalent acceptable to SBCTA.

21.1.6 Pollution Liability – Intentionally Omitted

21.1.7 Technology Professional Liability Errors and Omissions Insurance (Cyber Liability) – Intentionally Omitted

21.1.8 Railroad Protective Liability - Intentionally Omitted -

21.2. General Provisions

21.2.1 Qualifications of Insurance Carriers. If policies are written by insurance carriers authorized and admitted to do business in the state of California, then the insurance carriers must have a current A.M. Best rating of A-VII or better and if policies are written by insurance carriers that are non- admitted but authorized to conduct business in the state of California, then they must meet the current A.M. Best rating of A-:X or better, unless otherwise approved in writing by SBCTA’s Risk Manager.

21.2.2 Additional Insured Coverage. All policies, except those for Workers’ Compensation and Professional Liability insurance, shall be endorsed by ISO Form CG 20 10 11 85, or if not available, then ISO Form CG 20 38, to name San Bernardino County Transportation Authority, State of California and their respective officers, directors, members, employees, and agents, as additional insureds (“Additional Insureds”). With respect to general liability arising out of or connected with work or operations performed by or on behalf of the CONSULTANT under this Contract, coverage for such Additional Insureds shall not extend to liability to the extent prohibited by section 11580.04 of the Insurance Code. The additional insured endorsements shall not limit the scope of coverage for SBCTA to vicarious liability, but shall allow coverage for SBCTA to the full extent provided by the policy.

- 21.2.3 Proof of Coverage. Evidence of insurance in a form acceptable to SBCTA's Risk Manager, including declarations pages of each policy, certificates of insurance and the required additional insured endorsements, shall be provided to SBCTA's Procurement Analyst prior to issuance of the NTP or prior to commencing any Work, as SBCTA specifies. Certificate(s) of insurance, as evidence of the required insurance shall: be executed by a duly authorized representative of each insurer; show compliance with the insurance requirements set forth in this Article; set forth deductible amounts applicable to each policy; list all exclusions which are added by endorsement to each policy; and also include the Contract Number and the SBCTA Project Manager's name on the face of the certificate. If requested in writing by SBCTA, CONSULTANT shall submit complete copies of all required insurance policies within ten (10) business days of a written request by SBCTA.
- 21.2.4 Deductibles and Self-Insured Retention. Regardless of the allowance of exclusions or deductibles by SBCTA, CONTRACTOR shall be responsible for any deductible or self-insured retention (SIR) amount and shall warrant that the coverage provided to SBCTA is consistent with the requirements of this Article. CONTRACTOR will pay, and shall require its sub-CONTRACTORS to pay, all deductibles, co-pay obligations, premiums and any other sums due under the insurance required in this Article. Any deductibles or self-insured retentions must be declared to and approved in writing by SBCTA's Risk Manager. Without SBCTA's Risk Manager's expressed written approval no deductibles or SIR will be allowed. At the option of SBCTA, if the deductible or SIR is approved and it is greater than \$10,000 or one (1) percent of the amount of coverage required under this Contract, whichever is less, the CONTRACTOR shall guarantee that either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to SBCTA, its directors, officials, officers, employees and agents; or, (2) the CONTRACTOR shall procure a bond guaranteeing the amount of the deductible or self-insured retention. SBCTA shall have the right to review any and all financial records that SBCTA, at its sole discretion deems necessary to approve any deductible or SIR. SBCTA will have the right, but not the obligation, to pay any deductible or SIR due under any insurance policy. If SBCTA pays any sums due under any insurance required above, SBCTA may withhold said sums from any amounts due to CONTRACTOR. The Contractor's policies will neither obligate nor prohibit SBCTA or any other Additional Insured, from paying any portion of any Contractor's deductible or SIR.
- 21.2.5 CONSULTANT's and Subconsultants' Insurance will be Primary. All policies required to be maintained by the CONSULTANT or any subconsultant, with the exception of Professional Liability and Worker's Compensation shall be endorsed, with a form at least as broad as ISO Form CG 20 01 04 13, to be primary coverage, and any coverage carried by any of the Additional Insureds shall be excess and non-contributory. Further, none of CONSULTANT's or subconsultants' pollution, automobile, general liability or other liability policies (primary or excess) will contain any cross-liability exclusion barring coverage for claims by an additional insured against a named insured.

- 21.2.6 Waiver of Subrogation Rights. To the fullest extent permitted by law, CONSULTANT hereby waives all rights of recovery under subrogation against the Additional Insureds named herein, and any other consultant, subconsultant or sub-subconsultant performing work or rendering services on behalf of SBCTA in connection with the planning, development and construction of the Project. To the fullest extent permitted by law, CONSULTANT shall require similar written express waivers and insurance clauses from each of its subconsultants of every tier. CONSULTANT shall require all of the policies and coverages required in this Article to waive all rights of subrogation against the Additional Insureds (ISO Form CG 24 04 05 09). Such insurance and coverages provided shall not prohibit CONSULTANT from waiving the right of subrogation prior to a loss or claim.
- 21.2.7 Cancellation. If any insurance company elects to cancel or non-renew coverage for any reason, CONSULTANT will provide SBCTA thirty (30) days prior written notice of such cancellation or nonrenewal. If the policy is cancelled for nonpayment of premium, CONSULTANT will provide SBCTA ten (10) days prior written notice. In any event, CONSULTANT will provide SBCTA with a copy of any notice of termination or notice of any other change to any insurance coverage required herein which CONSULTANT receives within one business day after CONSULTANT receives it by submitting it to SBCTA at [procurement@gosbcta.com](mailto:procurement@gosbcta.com), to the attention of SBCTA's Procurement Analyst, and by depositing a copy of the notice in the U.S. Mail in accordance with the notice provisions of this Contract.
- 21.2.8 Enforcement. SBCTA may take any steps as are necessary to assure CONSULTANT's compliance with its insurance obligations as identified within this Article. Failure to continuously maintain insurance coverage as provided herein is a material breach of contract. In the event the CONSULTANT fails to obtain or maintain any insurance coverage required, SBCTA may, but is not required to, maintain this coverage and charge the expense to the CONSULTANT or withhold such expense from amounts owed CONSULTANT, or terminate this Contract. The insurance required or provided shall in no way limit or relieve CONSULTANT of its duties and responsibility under the Contract, including but not limited to obligation to indemnify, defend and hold harmless the Indemnitees named below. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve CONSULTANT for liability in excess of such coverage, nor shall it preclude SBCTA from taking other actions as available to it under any other provision of the Contract or law. Nothing contained herein shall relieve CONSULTANT, or any subconsultant of any tier of their obligations to exercise due care in the performance of their duties in connection with the Work, and to complete the Work in strict compliance with the Contract.
- 21.2.9 No Waiver. Failure of SBCTA to enforce in a timely manner any of the provisions of this Article shall not act as a waiver to enforcement of any of these provisions at a later date.
- 21.2.10 Subconsultant Insurance. Insurance required of the CONSULTANT shall be also provided by subconsultants or by CONSULTANT on behalf of all subconsultants to cover their services performed under this Contract. CONSULTANT may reduce types and the amounts of insurance limits provided by subconsultant(s) to be proportionate

to the amount of the subconsultant's contract and the level of liability exposure for the specific type of work performed by the subconsultant. CONSULTANT shall be held responsible for all modifications, deviations, or omissions in these insurance requirements as they apply to subconsultant.

- 21.2.11 Higher limits. If CONSULTANT maintains higher limits than the minimums shown above, SBCTA shall be entitled to coverage for the higher limits maintained by CONSULTANT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to SBCTA.
- 21.2.12 Special Risks or Circumstances. SBCTA reserves the right to modify any or all of the above insurance requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

## ARTICLE 22. INDEMNITY

- 22.1 To the extent, but only to the extent, that CONSULTANT's Work falls within the scope of Civil Code Section 2782.8, the following indemnification is applicable:

CONSULTANT shall indemnify and defend (with legal counsel reasonably approved by SBCTA) SBCTA, SBCTA's Entities, State of California, and each of their authorized officers, employees, agents and volunteers ("Indemnitees"), from any and all losses, damages, liability, actions, and/or costs for claims that arise out of, pertain to, or are related to the negligence, recklessness, or willful misconduct of the professional to the maximum extent permitted by Civil Code Section 2782.8.

- 22.2 For all other Work and obligations under this Contract, CONSULTANT agrees to indemnify, defend (with legal counsel reasonably approved by SBCTA) and hold harmless SBCTA, SBCTA's Entities, State of California, and each of their authorized officers, employees, agents and volunteers ("Indemnitees"), from any and all claims, actions, losses, damages and/or liability (Claims) arising out of this Contract from any cause whatsoever, including acts, errors, or omissions of any person and for any costs or expenses incurred by any Indemnatee on account of any claim, except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of Indemnitees. CONSULTANT's indemnification obligation applies to any Indemnatee's "active" as well as "passive" negligence, but does not apply to the "sole negligence" or "willful misconduct" within the meaning of Civil Code section 2782 of any Indemnatee.

## ARTICLE 23. ERRORS AND OMISSIONS

CONSULTANT shall be responsible for the professional quality, technical accuracy, and coordination of all Work required under this Contract. CONSULTANT shall be liable for SBCTA's costs resulting from errors or deficiencies in Work furnished under this Contract, including, but not limited to, any fines, penalties, damages, and costs required because of an error or deficiency in the Work provided by CONSULTANT under this Contract.

## ARTICLE 24. OWNERSHIP OF DOCUMENTS

All deliverables, including but not limited to, drawings, reports, worksheets, and other data developed by CONSULTANT under this Contract shall become the sole property of SBCTA when prepared, whether delivered to SBCTA or not.



**ARTICLE 25. SUBCONTRACTS**

- 25.1 CONSULTANT shall not subcontract performance of all or any portion of Work under this Contract, except to those subconsultants listed in CONSULTANT's proposal, without first notifying SBCTA in writing of the intended subcontracting and obtaining SBCTA's written approval of the subcontracting and the subconsultant. The definition of subconsultant and the requirements for subconsultants hereunder shall include all subcontracts at any tier.
- 25.2 CONSULTANT agrees that any and all subconsultants of CONSULTANT performing Work under this Contract will comply with the terms and conditions of this Contract applicable to the portion of Work performed by them. CONSULTANT shall incorporate all applicable provisions of this Contract into their subcontracts regardless of the tier. If requested by SBCTA, CONSULTANT shall furnish SBCTA a copy of the proposed subcontract for SBCTA's approval of the terms and conditions thereof and shall not execute such subcontract until SBCTA has approved such terms and conditions. SBCTA's approval shall not be unreasonably withheld.
- 25.3 Approval by SBCTA of any Work to be subcontracted and the subconsultant to perform said Work will not relieve CONSULTANT of any responsibility or liability in regard to the acceptable and complete performance of said Work. Any substitution of subconsultants must be approved in writing by SBCTA. CONSULTANT shall have sole responsibility for managing all of their subconsultants, including resolution of any disputes between CONSULTANT and its subconsultants.

**ARTICLE 26. RECORD INSPECTION AND AUDITING**

SBCTA or any of its designees, representatives, or agents shall at all times have access during normal business hours to CONSULTANT's operations and products wherever they are in preparation or progress, and CONSULTANT shall provide sufficient, safe, and proper facilities for such access and inspection thereof. Inspection or lack of inspection by SBCTA shall not be deemed to be a waiver of any of their rights to require CONSULTANT to comply with the Contract or to subsequently reject unsatisfactory Work or products.

**ARTICLE 27. INDEPENDENT CONTRACTOR**

CONSULTANT is and shall be at all times an independent contractor. Accordingly, all Work provided by CONSULTANT shall be done and performed by CONSULTANT under the sole supervision, direction and control of CONSULTANT. SBCTA shall rely on CONSULTANT for results only, and shall have no right at any time to direct or supervise CONSULTANT or CONSULTANT's employees in the performance of Work or as to the manner, means and methods by which Work is performed. All personnel furnished by CONSULTANT pursuant to this Contract, and all representatives of CONSULTANT, shall be and remain the employees or agents of CONSULTANT or of CONSULTANT's subconsultant(s) at all times, and shall not at any time or for any purpose whatsoever be considered employees or agents of SBCTA.

## **ARTICLE 28. ATTORNEY'S FEES**

If any legal action is instituted to enforce or declare any Party's rights under the Contract, each Party, including the prevailing Party, must bear its own costs and attorneys' fees. This Article shall not apply to those costs and attorneys' fees directly arising from any third party legal action against a Party hereto and payable under the "Indemnity" provision of the Contract.

## **ARTICLE 29. GOVERNING LAW AND VENUE**

This Contract shall be subject to the law and jurisdiction of the State of California. The Parties acknowledge and agree that this Contract was entered into and intended to be performed in whole or substantial part in San Bernardino County, California. The Parties agree that the venue for any action or claim brought by any Party to this Contract will be the Superior Court of California, San Bernardino County. Each Party hereby waives any law or rule of court which would allow them to request or demand a change of venue. If any action or claim concerning this Contract is brought by any third party, the Parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, San Bernardino County.

## **ARTICLE 30. FEDERAL, STATE AND LOCAL LAWS**

CONSULTANT warrants that in the performance of this Contract, it shall comply with all applicable federal, State and local laws, ordinances, rules and regulations.

## **ARTICLE 31. PRECEDENCE**

- 31.1 The Contract consists of these Contract Articles, Exhibit A "Scope of Work", and Exhibit B "Price Proposal", SBCTA's Request for Proposal and CONSULTANT's proposal, all of which are incorporated into this Contract by this reference.
- 31.2 The following order of precedence shall apply: first, the Contract Articles; second, Exhibits A and B; third, SBCTA's Request for Proposal; and last, CONSULTANT's proposal. In the event of a conflict between the Contract Articles and the Scope of Work, the Contract Articles will prevail.
- 31.3 In the event of an express conflict between the documents listed in this Article, or between any other documents which are a part of the Contract, CONSULTANT shall notify SBCTA in writing within three (3) business days of its discovery of the conflict and shall comply with SBCTA's resolution of the conflict.

## **ARTICLE 32. COMMUNICATIONS AND NOTICES**

Notices sent by mail shall be by United States Mail, postage paid, certified mail (return receipt requested). Any and all notices permitted or required to be given hereunder shall be deemed duly given and received: (a) upon actual delivery, if delivery is personally made or if made by fax or email during regular business hours; (b) the first business day following delivery by fax or email when not made during regular business hours; or (c) on the fourth business day after deposit of such notice into the United States Mail. Each such notice shall be sent to the respective Party at the address indicated below or to any other address as the respective Parties may designate from time to time by a notice given in accordance with this Article. CONSULTANT shall notify SBCTA of any contact information changes within ten (10) business days of the change.

<b>To CONSULTANT</b>	<b>To SBCTA</b>
<b>1070 Terra Bella Ave</b>	<b>1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor</b>
<b>Mountain View, CA, 94043</b>	<b>San Bernardino, CA 92410-1715</b>
<b>Attn: Sebastian E. Gutierrez</b>	<b>Attn: Kelly Lynn</b>
<b>Email: seg@knightscope.com</b>	<b>Email: klynn@gosbcta.com</b>
<b>Phone: (949) 394-2942</b>	<b>Phone: (909) 884-8276</b>
<b>2<sup>nd</sup> Contact: Chrisann Lawson</b>	<b>Copy: Noah Bedrosian</b>
<b>Email: cml@knightscope.com</b>	<b>Email: nbedrosian@gosbcta.com</b>

### **ARTICLE 33. DISPUTES**

- 33.1 In the event any dispute, other than an audit, arises between the Parties in connection with this Contract (including but not limited to disputes over payments, reimbursements, costs, expenses, Work to be performed, Scope of Work and/or time of performance), the dispute shall be decided by SBCTA's Procurement Manager within thirty (30) calendar days after notice thereof in writing, which notice shall include a particular statement of the grounds of the dispute. If CONSULTANT does not agree with the decision, then CONSULTANT shall have ten (10) calendar days after receipt of the decision in which to file a written appeal thereto with SBCTA's Executive Director. If the Executive Director fails to resolve the dispute in a manner acceptable to CONSULTANT, then such dispute may be reviewed by a court of competent jurisdiction.
- 33.2 During resolution of the dispute, CONSULTANT shall proceed with performance of this Contract with due diligence.

### **ARTICLE 34. GRATUITIES**

CONSULTANT, its employees, agents, or representatives shall not offer or give to any officer, official, agent or employee of SBCTA, any gift, entertainment, payment, loan, or other gratuity.

### **ARTICLE 35. REVIEW AND ACCEPTANCE**

All Work performed by CONSULTANT shall be subject to periodic review and approval by SBCTA at any and all places where such performance may be carried on. Failure of SBCTA to make such review or to discover defective work shall not prejudice the rights of SBCTA at the time of final acceptance. All Work performed by CONSULTANT shall be subject to periodic and final review and acceptance by SBCTA upon completion of all Work.

### **ARTICLE 36. CONFIDENTIALITY**

Any SBCTA communications or materials to which CONSULTANT or its subconsultants or agents have access, or materials prepared by CONSULTANT under the terms of this Contract, shall be held in confidence by CONSULTANT, who shall exercise reasonable precautions to prevent the disclosure of confidential information to anyone except as expressly authorized by SBCTA. Any communications with or work product of SBCTA's legal counsel to which CONSULTANT or its subconsultants or agents have access in performing work under this Contract shall be subject to the attorney-client privilege and attorney work product doctrine and shall be confidential. CONSULTANT shall not release any reports, information or promotional material or allow for the use of any photos related to this Contract for any purpose without prior written approval of SBCTA.

## **ARTICLE 37. EVALUATION OF CONSULTANT**

CONSULTANT's performance may be evaluated by SBCTA periodically throughout the Contract performance period, such as at the completion of certain milestones as identified in Scope of Work and/or at the completion of the Contract. A copy of the evaluation will be given to CONSULTANT for their information. The evaluation information shall be retained as part of the Contract file and may be used to evaluate CONSULTANT if they submit a proposal on a future RFP issued by SBCTA.

## **ARTICLE 38. SAFETY**

CONSULTANT shall strictly comply with OSHA regulations and local, municipal, state, and federal safety and health laws, orders and regulations applicable to CONSULTANT's operations in the performance of Work under this Contract. CONSULTANT shall comply with all safety instructions issued by SBCTA or their representatives.

## **ARTICLE 39. DRUG FREE WORKPLACE**

CONSULTANT agrees to comply with the Drug Free Workplace Act of 1990 per Government Code section 8350 et seq.

## **ARTICLE 40. ASSIGNMENT**

CONSULTANT shall not assign this Contract in whole or in part, voluntarily, by operation of law, or otherwise, without first obtaining the written consent of SBCTA. SBCTA's exercise of consent shall be within its sole discretion. Any purported assignment without SBCTA's prior written consent shall be void and of no effect, and shall constitute a material breach of this Contract. Subject to the foregoing, the provisions of this Contract shall extend to the benefit of and be binding upon the successors and assigns of the Parties.

## **ARTICLE 41. AMENDMENTS**

The Contract may only be changed by a written amendment duly executed by the Parties. Work authorized under an amendment shall not commence until the amendment has been duly executed.

## **ARTICLE 42. PREVAILING WAGES**

- 42.1 CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code Section 1770, and all Federal, State, and local laws and ordinances applicable to the Work.
- 42.2 Any subcontract entered into as a result of this Contract if for more than \$25,000 for public works construction or more than \$15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Article.

## **ARTICLE 43. CONTINGENT FEE**

CONSULTANT warrants by execution of this Contract, that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, SBCTA has the right to terminate this

Contract without liability, pay only for the value of the Work actually performed, or, in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

#### **ARTICLE 44. FORCE MAJEURE**

CONSULTANT shall not be in default under this Contract in the event that the Work performed by CONSULTANT is temporarily interrupted or discontinued for any of the following reasons: riots, wars, sabotage, acts of terrorism, civil disturbances, insurrection, explosion, pandemics, quarantines, acts of God, acts of government or governmental restraint, and natural disasters such as floods, earthquakes, landslides, and fires, or other catastrophic events which are beyond the reasonable control of CONSULTANT and which CONSULTANT could not reasonably be expected to have prevented or controlled. "Other catastrophic events" does not include the financial inability of CONSULTANT to perform or failure of CONSULTANT to obtain either any necessary permits or licenses from other governmental agencies or the right to use the facilities of any public utility where such failure is due solely to the acts or omissions of CONSULTANT.

#### **ARTICLE 45. WARRANTY**

CONSULTANT warrants that all Work performed shall be in accordance with the Contract and all applicable professional standards. In the event of a breach of this provision, CONSULTANT shall take the necessary actions to correct the breach at CONSULTANT's sole expense. If CONSULTANT does not take the necessary action to correct the breach, SBCTA, without waiving any other rights or remedies it may have, may take the necessary steps to correct the breach, and the CONSULTANT shall promptly reimburse SBCTA for all expenses and costs incurred.

#### **ARTICLE 46. ENTIRE DOCUMENT**

- 46.1 This Contract constitutes the sole and only agreement governing the Work and supersedes any prior understandings, written or oral, between the Parties respecting the Project. All previous proposals, offers, and other communications, written or oral, relative to this Contract, are superseded except to the extent that they have been expressly incorporated into this Contract.
- 46.2 No agent, official, employee or representative of SBCTA has any authority to bind SBCTA to any affirmation, representation or warranty outside of, or in conflict with, the stated terms of this Contract, and CONSULTANT hereby stipulates that it has not relied, and will not rely, on same.
- 46.3 Both Parties have been represented or had the full opportunity to be represented by legal counsel of their own choosing in the negotiation and preparation of this Contract. Therefore, the language in all parts of this Contract will be construed, in all cases, according to its fair meaning, and not for or against either Party.

#### **ARTICLE 47. COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT**

CONSULTANT shall comply with all applicable provisions of the Americans with Disabilities Act in performing Work under this Contract.

**ARTICLE 48. EFFECTIVE DATE**

The date that this Contract is executed by SBCTA shall be the Effective Date of the Contract.

-----SIGNATURES ARE ON THE FOLLOWING PAGE-----

DRAFT

IN WITNESS WHEREOF, the Parties hereto have executed this Contract below.

**Knightscope, Inc.**

**San Bernardino County  
Transportation Authority**

By: \_\_\_\_\_  
Mallorie Burak  
President and Chief Financial  
Officer

By: \_\_\_\_\_  
Dawn M. Rowe  
President, Board of Directors

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM**

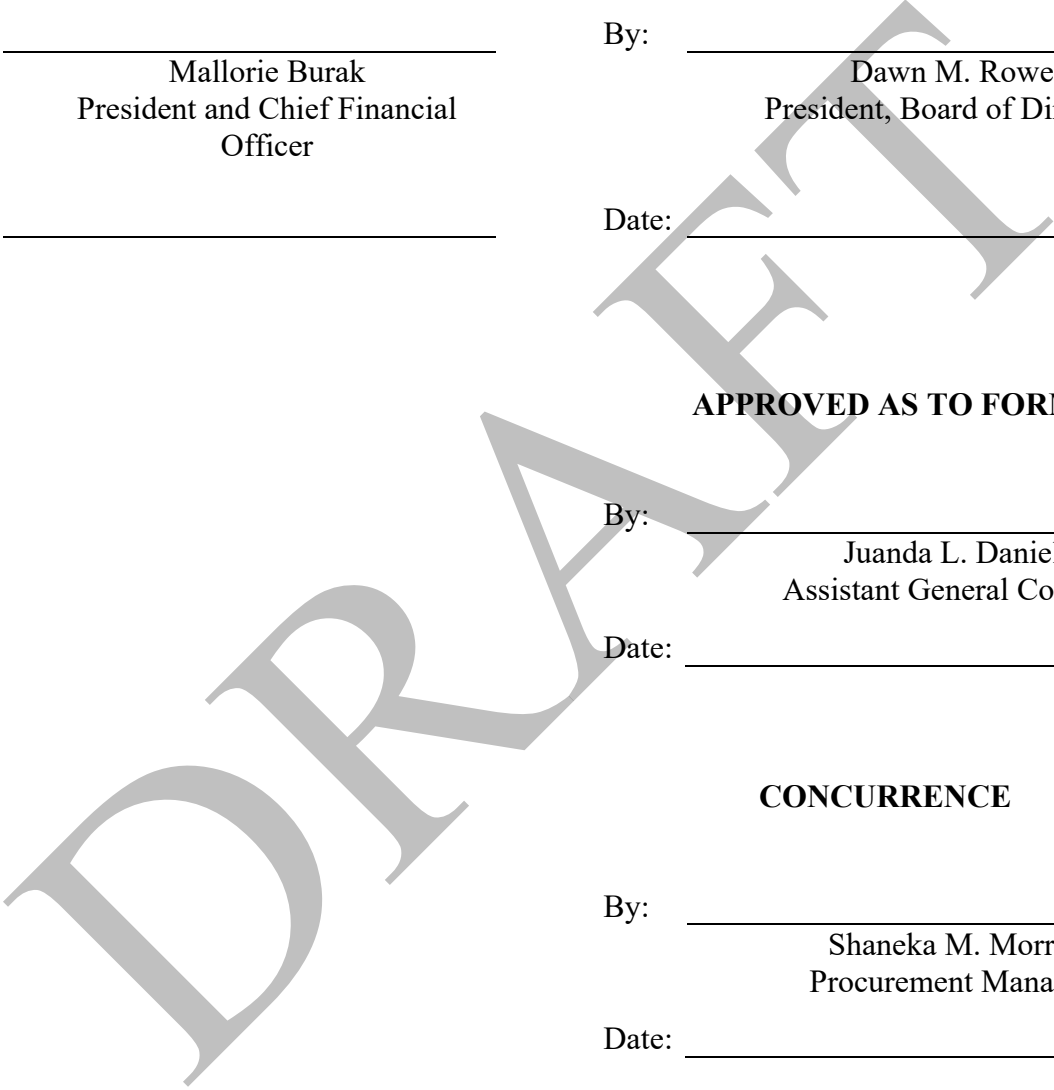
By: \_\_\_\_\_  
Juanda L. Daniel  
Assistant General Counsel

Date: \_\_\_\_\_

**CONCURRENCE**

By: \_\_\_\_\_  
Shaneka M. Morris  
Procurement Manager

Date: \_\_\_\_\_



Attachment: Contract 23-1003017 - Call Box Maintenance Services (9704 : Sole Source Contract No. 23-1003017 with Knightscope, Inc., for Call

**EXHIBIT A****SCOPE OF WORK****CALL BOX SYSTEM MAINTENANCE SERVICES****RFP NO. 23-1003017**

The San Bernardino County Transportation Authority (SBCTA) operates a motorist aid call box system consisting of cellular and satellite call boxes, all teletypewriter (TTY) equipped, that requires extensive year-round maintenance, repairs, upgrades and other related fieldwork to ensure the proper functioning and appearance of the call box system. SBCTA's current call box network consists of approximately 777 cellular call boxes which includes 32 satellite call boxes located on highways and freeways throughout San Bernardino County. Routine maintenance is conducted monthly, but some repairs may require immediate attention depending on the nature of the damage to the call box. To efficiently manage the maintenance of the call box system, a computerized maintenance system is required to notify the CONTRACTOR of repairs needed and to view, track, photograph and record every repair made to the call box system.

**I. GENERAL CONDITIONS****A. Work to be Performed**

CONTRACTOR shall perform all work necessary to maintain the motorist aid call box system in a satisfactory manner as detailed in this Scope of Work (SOW). No tasks under this SOW shall be performed by a sub-contractor without the written consent of the SBCTA Project Manager. CONTRACTOR must be located in or have a field office within San Bernardino County. Unless otherwise provided, CONTRACTOR shall furnish all materials, equipment, tools, labor, and incidentals necessary to complete the services for the specified flat fee. Instructions for accessing a list of call box location information are available upon request. All work shall be in compliance with the California Highway Patrol (CHP)/Caltrans Call Box and Motorist Aid Guidelines – Exhibit C, Caltrans requirements, American with Disabilities Act (ADA) regulations, and all other applicable federal, state, and local laws. CONTRACTOR is alerted to and is responsible for complying with all applicable prevailing wage laws as further set forth in Section I.E of this SOW and Article 42 of the Contract. CONTRACTOR shall facilitate at its own cost all transition tasks with the previous maintenance provider, if applicable, including, but not limited to, transfer of call box materials, swapping of call box data, and other related tasks. CONTRACTOR is expected to start repairs immediately at start of the contract period with the appropriate staffing levels and materials necessary. It is the responsibility of the CONTRACTOR to account for repairs that may not be completed or have not been started by the previous maintenance CONTRACTOR. The call box system shall be handed over to the CONTRACTOR in an "as-is" condition.

**B. Plans and Specifications**

CONTRACTOR shall keep at the local office, a copy of all plans, specifications and schematics to which SBCTA shall have access to at all times. Any additional documentation or specifications for new equipment or processes (i.e. transceiver, TTY) shall also be kept by CONTRACTOR in the local office and be available for review by SBCTA. Any call box specification plans the CONTRACTOR does not have shall be created by CONTRACTOR as part of an administrative task and may be facilitated by the SBCTA Project Manager.



**C. Rights of Entry and Permits**

CONTRACTOR shall be responsible for ensuring all rights of entry, encroachment permits, and other licenses or permits required to perform the work necessitated by this SOW have been granted and are in effect prior to performing work on the call box system during the term of the Contract.

**D. Materials and Workmanship**

All materials, parts, and equipment furnished by CONTRACTOR shall be of high grade and free from defects. Enclosures shall not be replaced with others of lesser quality as measured by paint brightness and coating integrity. Quality of work shall be in accordance with generally accepted standards. Materials and work quality shall be subject to SBCTA's approval.

**E. Labor**

Only competent workers shall be employed for tasks under this Agreement. Any person found by SBCTA to be incompetent, disorderly, working under the influence of alcohol or controlled substances, unsafe, or otherwise unfit to perform the work shall be removed by CONTRACTOR and not re-employed for services under the Contract. SBCTA shall have final approval on the lead staff assigned or changes to lead staff to this Contract.

CONTRACTOR is alerted to and is responsible for complying with all applicable prevailing wage laws as further set forth in Article 42 of the Contract.

**F. Inspection**

All performance (including services, materials, supplies, and equipment furnished or utilized) shall be subject to inspection and approval by SBCTA. Any SBCTA authorized representative shall have access to CONTRACTOR's office(s) utilized for this project.

**G. Condition of Site**

Throughout the term of the Contract, CONTRACTOR shall keep call box sites clean and free of rubbish and debris (including removed pad material, removal of ants/bugs from the handset/callbox housing area if needed, and the removal of miscellaneous stickers/notices that may have inappropriately been applied to call boxes and/or call box signs/poles, etc.) Keep inside of call box and the hand set unit clean as well. All unnecessary materials and equipment shall be removed from the call box site immediately or as soon as the materials, tools, and equipment are no longer needed.

**H. Reuse of Parts:**

CONTRACTOR shall reuse parts that have been damaged or replaced assuming CONTRACTOR has repaired the parts and ensured that functionality is not degraded and the integrity of the component is not compromised.

**I. Reserve Inventory**

CONTRACTOR is required to maintain a sufficient quantity of call box equipment, parts, and materials in stock in its local office to fulfill the requirements of this SOW. Replenishing the call box equipment stock is the sole responsibility and at the cost of the CONTRACTOR. SBCTA acknowledges any materials purchased by the CONTRACTOR that remain unused at the end of the contract are the property of the CONTRACTOR.

## **J. Storage of Materials**

CONTRACTOR shall be responsible for storing and maintaining materials in a manner that preserves their quality and fitness for future use. CONTRACTOR shall store call box housings, electronics, poles, and other appurtenances within its warehouse. CONTRACTOR shall relinquish any and all remaining SBCTA owned materials upon termination of the contract.

## **K. Communication**

CONTRACTOR shall ensure that the lead field technician (supervisor and key personnel) and staff have the necessary communication devices for interacting efficiently with SBCTA Project Manager, other designated representatives, and partner agencies. The devices to be provided by the CONTRACTOR must include, but are not limited to, a cell phone, office phone, fax machine, email services and drop box capabilities, if needed, to send and receive large files and databases relating to the call box system.

## **II. CALL BOX MAINTENANCE SYSTEM AND DATABASE**

A maintenance system is currently in place to monitor the SBCTA call box system; that system's information may need to be transferred to the awarded CONTRACTOR's maintenance system. SBCTA is responsible for obtaining all call box data and providing it to the successful CONTRACTOR to be inputted into its maintenance system. The CONTRACTOR shall facilitate such transfer by working with SBCTA to format data accordingly. The CONTRACTOR will not be compensated for maintenance tasks until the maintenance system is fully operational. SBCTA retains ownership of all files containing call box related data provided to the CONTRACTOR. All such data, including newly inputted data related to the tasks performed by the selected CONTRACTOR, shall be turned over to SBCTA at the termination of the Contract, in a Microsoft Excel format or other format as identified by SBCTA.

The CONTRACTOR's maintenance system shall be made compatible with the SBCTA call box communication devices. It is the CONTRACTOR's responsibility to upgrade its maintenance system in order to perform the necessary maintenance of the SBCTA call boxes and the overall system. CONTRACTOR is responsible for ensuring the maintenance system has a data back-up plan in place so that the information stored is not compromised during system malfunctions. CONTRACTOR shall not change any devices in the call boxes to make them compatible with CONTRACTOR's maintenance system. Any changes and/or upgrades to the maintenance system shall be at the cost of the CONTRACTOR. All SBCTA call boxes shall be monitored by a maintenance system and each cellular call box shall make one (1) call once a day, and all satellite call boxes shall make one (1) call every five (5) days into the into the system for a diagnostic checkup.

Each day, SBCTA may request the CONTRACTOR provide an exception report (a list of those call boxes scheduled to call in that day that were not able to call in successfully and the reason why – alarm code, etc.). If the CONTRACTOR, per the exception report, sees an area where it appears a large number of call boxes have suddenly stopped working, SBCTA shall be made aware of the possible concern, and the CONTRACTOR shall make the appropriate outreach to SBCTA's cellular provider.

The CONTRACTOR is responsible for maintaining an electronic call box system database that contains general information about SBCTA's call boxes, work performed, photos of the call box site (before and after repairs) and records of all work orders. Information contained in the call box system database, maintenance records, copies of work orders, etc., must be easily retrievable and exportable into a Microsoft Excel spreadsheet and must be accessible to SBCTA at any time via Internet connection or equivalent means acceptable to SBCTA.

The call box system database shall include, at a minimum, the following information:

- General description of the call box system, including but not limited to, latitude and longitude of call boxes, call box site type as specified in Exhibit A, CHP/Caltrans Call Box and Motorist Aid Guidelines - Exhibit C, call box location description and current call box status.
- Description of all corrective maintenance visits including the call box sign number, date and time of work issue date, date and time of visit, date and time work completed (if different from the first visit), description of work performed, and notation of tech that addressed the work;
- Description of preventive maintenance visits including the call box sign number, date and time of visit, pictures taken of call box (including call box site area) during each preventative maintenance visit, description of work performed if it deviates from the standard preventive maintenance requirements, and a notation as to which tech addressed the work;
- Description of other site work including, but not limited to the following: knockdowns, vandalism, sign repair, site repairs, other repairs, CHP reports, removals, reinstallations, pad replacements or removals. Pictures of knockdowns (before and after) to also be included. These entries shall also include the work issue date and time (alarm date where applicable), site visit date and time, sign number, date and time of completion, and name of tech.

CONTRACTOR shall furnish its own digital camera, GPS devices, and other devices or equipment necessary to provide the above information in the maintenance system. CONTRACTOR shall keep the maintenance system updated and current to prevent misinformation, so that SBCTA has access to the most updated information/data possible regarding the San Bernardino call box system.

Some specifications of the Call Box System Database and overall maintenance system may be altered by CONTRACTOR with prior written approval (email is acceptable) from SBCTA Call Box Program staff. At the written request of SBCTA Call Box Program staff, additional information in the call box system database may be added or unnecessary information deleted.

All information, including historical data, within the maintenance system must be accessible to SBCTA Call Box Program staff at any time via Internet connection or equivalent means acceptable to the SBCTA. SBCTA should have access to monitor all repairs, the timeliness of such repairs, and the number of times each call box calls into the maintenance system via the maintenance system.

During a project kick-off meeting after award of the Contract, SBCTA and CONTRACTOR will finalize the components and layout of the call box system database, and determine appropriate access for SBCTA.

### III. CALL BOX MAINTENANCE TASKS

The CONTRACTOR shall perform the following tasks and administrative tasks routinely throughout the term of the Contract. All special projects will be initiated through SBCTA and agreed upon in writing by both parties as described in Task F. Compensation for all work is described in Exhibit B, Price List.

Some call box repairs and maintenance tasks may need to be performed immediately if they present a potential hazard or if call box components are damaged and in the way of traffic. Should CONTRACTOR need to pick up damaged call box parts, CONTRACTOR shall also repair the call box at the same time to minimize the number of trips needed to repair the call box, to the extent reasonable. An inoperable call box shall be bagged (yellow call box and blue call box signs both to be bagged) by the CONTRACTOR if left unattended to make such trips. In addition, at the request of SBCTA, CONTRACTOR shall remove call boxes permanently from the system as described in Task E, which may be necessary throughout the term of the Contract.

#### **Task A. Corrective Maintenance**

CONTRACTOR shall perform corrective maintenance as needed on all call boxes. Corrective maintenance includes all repairs to the call box associated with electronics, transceivers, power supply (battery and solar panel), and the interface with the cellular system provider or anything that affects the proper function of the call box. All equipment and materials used to perform repairs must be removed immediately after completion of the repair. Corrective maintenance requires that the CONTRACTOR be accessible to the call box call answering center (CAC), CHP, and SBCTA to report non-operational call boxes.

Upon notification from CHP, CAC, SBCTA or the maintenance computer that a call box is out of service, CONTRACTOR shall determine the cause. If due to general failure of the call box, CONTRACTOR shall take the necessary action to restore it to a good operating condition, including the repair or replacement of parts, components, and mountings as needed. Activities falling within the definition of corrective maintenance shall be completed by 4:00 p.m. on the same day for events reported by 8:00 a.m. on a workday. For events reported after 8:00 a.m., the call boxes shall be operable by 4:00 p.m. on the following workday. For events reported on a holiday or weekend, the call box shall be repaired by 4:00 p.m. on the first workday following notification of the event. In the event that the call box is obstructing traffic, CONTRACTOR shall respond immediately. CONTRACTOR shall provide management and field staff sufficient to perform repairs on call boxes within the established time periods. Should the CONTRACTOR not be able to meet these specified timeframes, CONTRACTOR must notify SBCTA in writing of the reasons why such repairs shall be delayed.

If CONTRACTOR is unable to put a call box back in service during the first visit to the box after notification of its failure to perform, CONTRACTOR shall cover and securely attach a heavy duty plastic bags over the yellow call box *and* both large blue call box signs for each “out of order” call box; **this is critical**. CONTRACTOR shall remove the plastic bag(s) once the call box is back in service.

#### **Task B. Preventive Maintenance**

CONTRACTOR shall perform the following preventive maintenance tasks at least two (2) times a year, at approximately six-month intervals, as necessary to keep call boxes clean and operational. Call boxes with adjunct devices shall be maintained similarly.

CONTRACTOR shall report to SBCTA any unusual findings made while performing preventive maintenance. Some preventive needs may be reported by SBCTA and shall be addressed by CONTRACTOR on preventive maintenance visits.

The preventive maintenance activities for all call boxes, shall include, but are not limited to, the following tasks:

- Cleaning, sanding off rust, and painting of call box housings as necessary;
- Checking call box housing door, magnet, and spring;
- Replacement or addition of outdated, damaged, or missing instruction placards and vandalism stickers;
- Removal of items not part of the call box such as stickers and garbage bags;
- Inspection and anti-corrosion treatment of external electrical connections;
- Operational check of call box controls and system operational sequence including performance of voice test calls on each call box;
- Check outer door, handset, and illumination for proper operation;
- Check hook switch;
- Check cellular antennae and cable;
- Minor cleaning of the surrounding area of the call box (includes minor pruning, pulling of weeds and debris removal, spraying for insects);
- Visual inspection of the solar panel orientation and cleaning of the solar panel collecting surface;
- Testing of the TTY screen for brightness and legibility, and testing of the TTY keyboard for functionality and keeping both clean. In addition, CONTRACTOR shall make one (1) TTY test call to the CAC from each of three (3) call boxes for which preventive maintenance was performed each day. CONTRACTOR is responsible for tracking the TTY call box tests to ensure that tests are being distributed across the system;
- Inspection and repair of the pedestrian pad;
- Inspection of pathway from the traffic lanes to the call box for wear and tear or vandalism;
- Maintenance of the call box mounting pedestals or other devices used for mounting the call boxes on sound walls;
- Replacement of faded call box blue sign and missing letter and number stickers;
- Taking an updated photo of the call box site and uploading to the call box system database; and
- Inspection and replacement, if needed, of the interior “HEARING IMPAIRED ONLY” or “VOICE CALL ONLY” stickers/applications inside the call box These stickers are supplied by SBCTA.

CONTRACTOR shall use preventive maintenance visits to protect boxes from corrosion and fading.

The color of all call boxes shall fall between Pantone yellow no. FL100 and Pantone yellow no. FL123. CONTRACTOR shall replace or repair any such defective enclosures in a timely and satisfactory manner. Preventative maintenance tasks and costs are the responsibility of the CONTRACTOR as part of the preventative maintenance cost indicated in the Price Proposal. CONTRACTOR shall keep track of the work performed for each preventative maintenance visit in the call box system database.

### **Task C. Knockdown and Vandalism Repairs**

Once informed of damage, CONTRACTOR shall perform maintenance repairs and/or replacements required as a result of damage by collisions, vandalism, or other willful acts, and other such causes (including insect intrusion). CONTRACTOR may become aware of damage to call boxes in various ways, including receiving notification from SBCTA, the CAC, or the CHP, by observing the damage, or by receiving a signal from the call box's built-in sensor that it is no longer perpendicular to the ground. The knockdown repair limit for which CONTRACTOR is responsible will be twelve percent (12%) of the system total each Fiscal Year, July 1 – June 30.

#### *1. Knockdown Repairs*

Knockdown repairs shall be defined as services conducted by CONTRACTOR to restore call boxes to full operability after being knocked down by vehicle collision or other such causes. CONTRACTOR shall make work orders and other related information on a knocked down call box readily available to SBCTA to assist in knockdown recovery efforts.

#### *2. Vandalism Repairs*

Vandalism repairs shall be defined as services conducted by CONTRACTOR to repair call boxes, call box sites or call box components damaged as a result of vandalism, willful acts, or other such causes (including insect intrusion). Such tasks shall include but not be limited to: replacing broken outer door, repairing ripped handset, removing graffiti from signs or call box housing, and repairing damaged site material pads, retaining walls, etc. CONTRACTOR shall salvage any or all parts of the damaged call box as long as the integrity of the component is not compromised. If no foundation work is required, CONTRACTOR shall have the call box placed back in service by 4:00 p.m. on the same day for knockdown or vandalism events reported by 8:00 a.m. on a workday. For damages reported after 8:00 a.m., the CONTRACTOR shall have the call box back in service by 4:00 p.m. on the following workday. If foundation work is required, CONTRACTOR shall have the call box placed back in service by 4:00 p.m. on the second workday following notification. For events reported on a holiday or weekend, the call box shall be repaired by 4:00 p.m. on the first workday if no foundation work is required, or by 4:00 p.m. on the second workday following the notification of the event if foundation work is required.

In some cases, knockdown and vandalism repairs may be needed as soon as possible because of a potential hazard or urgent safety concern. CONTRACTOR may be notified by SBCTA should they be notified by CHP or another agency. Upon receiving the notification, CONTRACTOR shall respond within a four (4) business hour period.

### **Task D. Temporary Removal and Reinstallation**

#### *1. Temporary Removals*

At the request of SBCTA, CONTRACTOR shall remove call boxes from existing locations on an as needed basis to accommodate freeway construction activity and other projects that come into conflict with SBCTA call boxes. Whenever possible, SBCTA will give one (1) week notice to CONTRACTOR of upcoming temporary call box removal. In special cases removals may be required immediately. SBCTA retains ownership of call boxes authorized for removal, and CONTRACTOR shall store removed boxes at its location and make all removed call boxes available for reinstallation at any time. CONTRACTOR shall coordinate the removal (including de-activation of necessary call box alarms prior to removals and possible de-activation of long term temporary removals) and storage of call boxes as requested by SBCTA. CONTRACTOR shall also maintain proper inventory documentation. In some cases, CONTRACTOR may need to pick up boxes that are temporarily removed by Caltrans or its contractors at off site locations.

Coordination for pick up shall be the responsibility of the CONTRACTOR. Some call boxes may be temporarily removed for several years, depending on the nature of the construction project. The temporary removal and reinstallation limit will be ten percent (10%) of the system total for the Fiscal Year, July 1 – June 30.

## 2. Reinstallation

Once the construction project is complete and the call box removal is no longer needed, CONTRACTOR shall coordinate with SBCTA reinstallation and deferred installation tasks, including permitting, site approval, installation, and reactivation. CONTRACTOR shall have the call box reinstalled and operational within three weeks of notification. Some construction projects may cause the call box to be permanently inaccessible. In such cases, CONTRACTOR shall recommend new locations for the call boxes to SBCTA. SBCTA, however, has discretion to permanently remove, rather than relocate, such locations. After reinstallation has been completed, a photo of the call box site shall be taken and uploaded to the call box system database. Should the call boxes have new sign numbers or phone numbers due to relocation, CONTRACTOR shall immediately notify SBCTA and CAC, in writing, of the changes before they are implemented, to allow an opportunity to provide updates to the maintenance system and call answering systems for CHP and American Automobile Association.

## Task E. Permanent Removals

At the request of SBCTA, CONTRACTOR shall permanently remove call boxes from the system in accordance with current CHP/Caltrans Call Box and Motorist Aid Guidelines - Exhibit C. Such removals may be necessary throughout the term of the contract. SBCTA reserves the right to reduce the number of call boxes at any time during the term of this agreement. CONTRACTOR shall be responsible for all permanent removal activity, including the cancellation of phone numbers with the service provider. Permanently removed call boxes shall be returned to SBCTA's inventory. CONTRACTOR shall store the removed call box with enclosure, pole, signs, solar panel, and assemblies at locations designated by SBCTA. The stored materials and parts may then be used by CONTRACTOR in performing maintenance tasks for SBCTA's call box system from which the materials and parts originated.

## Task F. Special Projects

CONTRACTOR may be requested to conduct special projects throughout the term of the Contract. Special projects may include but are not limited to: installation of new cellular and satellite call boxes for SBCTA, partner agencies, and other entities; removal or relocation of call boxes due to special circumstances; cellular upgrade of call boxes; evaluation and modification of call box sites to comply with ADA requirements; as described in the CHP/Caltrans Call Box and Motorist Aid Guidelines - Exhibit C; and special site evaluations and other special projects related to the call box system as needed. All special projects will be requested by SBCTA and agreed upon by both parties in writing.

## IV. ADMINISTRATIVE TASKS

CONTRACTOR shall be responsible for the administrative tasks detailed below in order to perform maintenance tasks. These administrative tasks shall be included within the flat rate for maintenance proposed by the Proposer.

### A. Meetings, Field Surveys, and Correspondences

CONTRACTOR shall be required to attend meetings that relate to the call box system as requested by the SBCTA Project Manager. CONTRACTOR shall respond to SBCTA's written and email inquiries regarding the call box system. In addition, coordination with SBCTA staff may be required to assist in producing a monthly report of call box statistical information. At the request

of SBCTA, CONTRACTOR shall provide pictures, plans, drawings, maps, and other documents to SBCTA at no additional cost.

#### *B. Encroachment Permits*

Encroachment permits are required prior to doing work on Caltrans and County-owned right of way. CONTRACTOR shall be the primary point of contact for Caltrans and County permit issues related to the system and shall coordinate final field surveys and field review meetings to approve or modify call box locations with Caltrans, the County (Fort Irwin Road), CHP, and SBCTA. SBCTA shall prepare and submit encroachment permit applications as required, with assistance from CONTRACTOR as needed. If required, CONTRACTOR shall be responsible for fees associated with CONTRACTOR's permits. CONTRACTOR shall comply with all terms of the permits, particularly any requirements related to lane closures necessary to complete the tasks under this SOW, and shall ensure permits are in effect prior to conducting any work.

#### *C. Inventory and Supplies*

CONTRACTOR shall be responsible for the general upkeep of SBCTA's call box storage, including tracking inventory of supplies, disposing of obsolete and irreparable parts, and organizing components within the storage facility. SBCTA occasionally sells used call box supplies to other vendors and may request CONTRACTOR to coordinate sale and delivery of such supplies.

#### *D. Maintenance System Management*

CONTRACTOR shall maintain and frequently update the call box maintenance system to reflect changes in site location, site type, etc. CONTRACTOR shall also maintain an accurate, up-to-date database containing information on the entire call box system, as described in Section II.

#### *E. Reporting*

CONTRACTOR shall provide access to the following database and reports as requested by SBCTA:

- Call Box System Database – ongoing access via Internet connection;
- Call Box Maintenance Exception Report - a report of all cellular call boxes that have failed to report into the maintenance system after one (1) day, and a report of all satellite call boxes that have failed to report into the maintenance system after five (5) days;
- Call Box Preventative Maintenance Report - a report of the call boxes visited that month, including the date and time and description of work completed; and
- Call Box Corrective Maintenance Report - a report of call boxes visited that month, including the date and time and description of work completed.

### **V. RECOVERY SERVICES**

CONTRACTOR shall keep an updated call box summary/pricing sheet and shall submit an updated Microsoft Excel form on a quarterly basis to SBCTA. In addition, the technician's work order, including the materials and equipment replaced, must be submitted with the monthly invoicing. Therefore, all materials and equipment listed on the work orders should have a corresponding item on the cost summary/Pricing Sheet.



**EXHIBIT B  
PRICE LIST (TIME AND MATERIALS)  
CALL BOX SYSTEM MAINTENANCE SERVICES  
RFP NO. 23-1003017  
October 1, 2023 through September 30, 2028  
(Years 1 through 5)**

**\*\* Amounts listed must be for the total five (5) year period of the CONTRACT\*\***

Instructions: On this form, please quote the firm-fixed rate that will be charged for the services outlined in the Scope of Work. The submitted price amount must include the five year total. The service hour proposed shall include all direct costs, indirect costs, and profit.

**Price Per Call Box Monthly Maintenance Fee**

*Per site flat rate monthly maintenance fee per active call box for all work specified in Attachment A, Scope of Work:*

TASKS					
Corrective Maintenance					
Preventative Maintenance					
Knockdown and Vandalism Repairs					
Temporary Removals and Installations					
Permanent Removals					
Administrative Tasks					
Coordination of removals, storage, and re-installation					
Call Box System Database Maintenance and updates					
Maintenance of Plans and Specifications					
Reporting					
<u>FY JULY 1-JUNE 30</u>	FY 23/24	FY 24/25	FY 25/26	Option Year 1 FY 26/27	Option Year 2 FY 27/28
<b>Price per cellular call box/per month Annual Increase Percentage</b>	<b>\$57.91</b>	<b>\$63.70</b>	<b>\$66.89</b>	<b>\$70.23</b>	<b>\$73.74</b>
<b>Price per satellite call box/ per month Annual Increase Percentage</b>	<b>\$66.60</b>	<b>\$73.26</b>	<b>\$76.92</b>	<b>\$80.77</b>	<b>\$84.50</b>

Should the number of active Cellular Call Boxes fall below the estimated 600 target the following rates will apply

Fiscal Year	Base Active Call Box Count	Reduction Percentage	Reduction Amount	Active Call Box Count	New Rate	Estimated Monthly Dollar Amount
2023/2024	600	15%	90	510	\$62.54	\$31,897.13
	600	50%	300	300	\$75.28	\$22,585.11
2024/2025	600	15%	90	510	\$68.80	\$35,086.84
	600	50%	300	300	\$82.81	\$24,843.63
2025/2026	600	15%	90	510	\$72.24	\$36,841.19
	600	50%	300	300	\$86.95	\$26,085.81
Option Year 1 2026/2027	600	15%	90	510	\$75.85	\$38,683.24
	600	50%	300	300	\$91.30	\$27,390.30
Option Year 2 2027/2028	600	15%	90	510	\$79.64	\$40,617.41
	600	50%	300	300	\$95.87	\$28,759.60

**Time and Materials Cost**

*Time and material costs for various call box site types that comply with Caltrans Motorist Aid Call Box Guidelines and pricing list for materials expected to be used. Included are examples of costs, add additional costs not listed and attach additional sheets if necessary:*

Type of Cost	Unit Cost	Labor Cost	Extended Price
Pad Replacement (5'x5')	\$ \$600.00	\$ \$120.00	\$ \$720.00
New Permanent Call Box Relocation	\$	\$ \$650.00	\$ \$650.00
New Satellite Call Box Installation	\$	\$ \$1,050	\$ \$1,050
Air Time for Satellite Call Box	\$ \$1.50 a min.	\$	\$ \$150 a min.
Paint for Faded Housings	\$ 275.00	\$ \$65.00	\$ \$340.00
Satellite Radio Upgrade Kit W/ Antenna With TTY capability.	\$ \$3,050.00	\$ \$150.00	\$ \$3,200.00
Battery 12V, 17AH, Lead Acid for Satellite Radio Upgrade Kit	\$ 135.38	\$ 65.00	\$ \$200.38
Shipping for Materials for Satellite Radio Upgrade Kit	\$	\$	\$ TBD

**Permanent Removals Cost**

*Flat fee for permanent removals outside of Attachment A, Scope of Work):*

Permanent Removal Cost	
Price per permanent removal	\$ 650.00

This offer remains firm for 180 days from the date of proposal.

\_\_\_\_\_  
Proposer

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date



## KNIGHTSCOPE

FILE NAME: CBMI-0021 Cal SAFE Projects Price List 2023 AUTHOR: SG TP DATE: 1-18-23 PAGE: 1 of 4

### California SAFE Projects -- Call Box Price List 2023

DESCRIPTION	PART NUMBER	2023
<b>New Purchases</b>		
Digital Lexan Call Box Assembly 4G	6000-0100-##	\$ 4,627.97
Digital Lexan Call Box Assembly Satellite	6000-0100-102	\$ 9,010.00
Digital TTY Lite Lexan Call Box Assembly	6000-0100-93	\$ 5,837.59
E Phone - Stainless Steel	6000-0300-##	\$ 4,770.00
Blue Light Tower, 45W Solar, 40Ah	6000-0355-01	\$ 8,268.00
4G / LTE VERIZON Radio Upgrade Kit	T B D	\$ 980.50
4G / LTE AT&T Radio Upgrade Kit	T B D	\$ 980.50
<b>New Call Box Site Material</b>		
Site Type G includes "A" pole, non-aug base, hdwr, 2 generic signs	6000-0117-G2	\$ 1,960.79



## KNIGHTSCOPE

FILE NAME: CBMI-0021 Cal SAFE Projects Price List 2023 AUTHOR: SG TP DATE: 1-18-23 PAGE: 2 of 4

### California SAFE Projects -- Call Box Price List 2023

DESCRIPTION	PART NUMBER	2023
<b>Maintenance Items for Aluminum Call Box Projects</b>		
	4240-0009	\$ 56.05
Rechargeable battery 6 Volt Alum (each)	3090-0304	\$ 321.23
Handset and armored cord	4210-0112	\$ 96.01
Antenna Assembly LTE	6060-0436	\$ 62.67
RF cable to antenna	6060-0130	\$ 49.21
Solar cable to solar panel	6060-xxxx various	\$ 49.21
Misc other smaller cables and harnesses	4210-0079	\$ 156.80
Yagi antenna	5014-0022	\$ 248.44
Mount for corner reflector or Yagi		
<b>Maintenance Items for Lexan Call Box Projects</b>		
	6040-4011-20	\$ 1,838.00
Main housing with Front Door and Handset (assembly)	6040-4011-20-98	\$ 735.64
Main Housing w/ Frt Door & Handset (drilled for TTY) - Used Refurb		
	6040-4010	\$ 465.34
Front door (assembly)	6040-4026	\$ 573.46
Back door (assembly)	6040-4026-98	\$ 230.02
Back door (assembly) - Used Refurbished		
	3090-0311	\$ 297.12
Handset and armored cord	3090-0311-98	\$ 203.74
Handset and armored cord - Used Refurbished	4210-0109	\$ 80.22
Antenna Assembly Dual band	4210-0113	\$ 154.02
Yagi antenna	5014-0022	\$ 248.44
Mount for corner reflector of Yagi	6040-4057	\$ 383.59
20W solar panel with bracket	6060-0436	\$ 62.67
RF cable to antenna	6060-0130	\$ 49.21
Solar cable to solar panel (Not applicable to aluminum)	6060-xxxx various	\$ 49.21
Misc other smaller cables and harnesses		
<b>Batteries</b>		
	4240-0001	\$ 135.38
17AH rechargeable battery	5004-0048	\$ 18.42
Battery bracket - 17A		

Attachment: Contract 23-1003017 - Call Box Maintenance Services (9704 : Sole Source Contract No. 23-1003017 with KnightScope, Inc., for Call



## KNIGHTSCOPE

FILE NAME: CBMI-0021 Cal SAFE Projects Price List 2023 AUTHOR: SG TP DATE: 1-18-23 PAGE: 3 of 4

### California SAFE Projects -- Call Box Price List 2023

DESCRIPTION	PART NUMBER	2023
<b>Site Materials and Items for Alum or Lexan Call Boxes</b>		
Pole - Blank for all configurations	5870-0069	\$ 1,043.89
Pole - Used (re-drill as needed)	5870-0069-98	
Non-auger foundation	5870-0004	\$ 584.30
RF Attenuators	2035-0049 or 0050	\$ 74.23
Sign, CB HIP Generic (Large)	3090-0358	\$ 126.14
Service Kit	6040-4038	\$ 81.33
Installation kit	6040-4035	\$ 133.43
Mounting hardware	3090-0058 or 3090-0059	\$ 15.32
Sign hardware kit	6040-4037	\$ 26.90
Wind brackets	3090-0086	\$ 21.44
Hilti anchor bolts (set of 4 bolts)	6040-4061	\$ 146.41
<b>Digital Electronics Component Replacement Parts</b>		
Aurora Controller/Processor Board	6020-0300	\$ 746.82
Aurora Controller/Processor Board - Used refurb	6020-0300-98	\$ 298.73
Land Line Output Board	6020-0172	\$ 374.90
Land Line Personality Board	6020-0322	\$ 374.90
Interface I/O Board for Digital Lexan	6020-0449	\$ 267.02
Interface I/O Board for Digital Lexan - Used refurb	6020-0449-98	\$ 106.81
TTY Lite Controller Board	6020-0740	\$ 587.17
Radio I/F Board	6020-0791	\$ 174.21
Interface I/O Board for Digital Lexan	6020-0911	\$ 267.02
Radio I/F Board	6020-0923	\$ 174.21
TTY Lite Illuminated LCD display assembly	6040-0246	\$ 779.47
TTY Lite keypad	6040-0251	\$ 334.21
AC Power Supply	6040-0283	\$ 328.58
<b>Security Tower Exclusive Parts</b>		
CB 45W Solar Panel	6040-4110	\$ 473.56



## KNIGHTSCOPE

FILE NAME: CBMI-0021 Cal SAFE Projects Price List 2023 AUTHOR: SG TP DATE: 1-18-23 PAGE: 4 of 4

### California SAFE Projects -- Call Box Price List 2023

DESCRIPTION	PART NUMBER	2023
<b>Security Tower Exclusive Parts</b>		
Battery, 12V, 40Ah, SLA	4240-0035	\$ 307.48
Strobe / Flasher	2008-0043	\$ 115.01
Antenna, LTE Cellular (TNC), GPS (SMA)	4210-0108	\$ 171.11
Label, "EMERGENCY", ea	4410-0548	\$ 30.18
CB Tower LED panel	6040-0755	\$ 179.88
Assy, Tower CB Area Light w/Reflector	6040-0094	\$ 197.90
PCA, LED Down Light	6020-0921	\$ 94.66
CB Faceplate, 1B, LV100	6040-0718-01	\$ 3,311.73
Assy, CB 1B Faceplate Panel	6040-0714	\$ 563.44
PCA, Aurora CB Controller (Hands Free)	6020-0300-12	\$ 791.63
PCA, CB Hands Free Interface	6020-0915	\$ 888.12
PCA, Aurora Radio I/F	6020-0791	\$ 154.15
Switch, Pushbutton, 30mm, Non-Illum., 1.4462 SS	5640-0043	\$ 117.66
Weldment	5008-0106	\$ 3,416.14
Front Panel Location Placard, Etched	5008-0129	\$ 49.21
LABOR rate per hour - Field and Bench repairs		\$ 130.18

#### NOTES:

**Prices are FOB Irvine CA and do not include any applicable sales tax.**

Prices not valid for call boxes modified by third parties.

All prices subject to CPI revision on an annual basis.

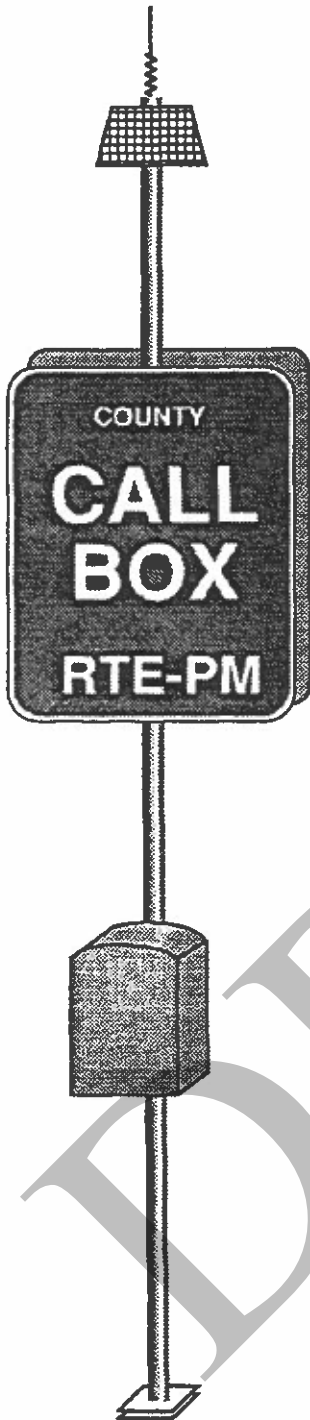
Knightscope reserves the right to subcontract any or all labor or construction work.

Knightscope reserves the right to adjust pricing in response to changes in requirements from customer and/or other agencies, etc.

Prices exclusive of any special subcontracting requirements imposed by customer.

Hourly rates exclude charges for special equipment.

Special equipment (bucket truck, lane closures, etc.) when required will be billed separately



# CHP/CALTRANS CALL BOX AND MOTORIST AID GUIDELINES

NOVEMBER 2007

DRAFT

# **CHP/CALTRANS CALL BOX AND MOTORIST AID GUIDELINES**

**NOVEMBER 2007**

**DRAFT**



## Foreword

This set of program Guidelines has been developed by the California Highway Patrol (CHP) and the California Department of Transportation (Caltrans), in cooperation with the California Service Authority for Freeway Emergencies/Expressways Committee (CalSAFE) for use in the SAFE call box program. The SAFE call box program operates over 16,000 motorist aid call boxes in California. This program is supported by over 85 percent of all registered vehicle owners in California who pay one dollar per vehicle registration, annually, to fund this meaningful and important public service to all motorists who drive on California State highways.

CalSAFE is made up of program managers from each county or regional SAFE organization, the California Highway Patrol, and the Department of Transportation. Members of CalSAFE actively provide valuable input to assist in the development of these guidelines. CHP and Caltrans appreciate these regional and county governmental agencies for their sincere dedication and efforts to provide the resources and administrative support to assure that the SAFE call box program is successful in providing motorist aid services on the State Highway System.

DRAFT

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## I. INTRODUCTION

### A. BACKGROUND

In 1985 the California Legislature passed Senate Bill 1190 to enable counties to generate revenue for the purpose of purchasing, installing, operating and maintaining an emergency motorist aid system. This legislation, enacted January 1, 1986, required that the California Department of Motor Vehicles (DMV) collect revenue, the Department of the California Highway Patrol (CHP) and the California Department of Transportation (Caltrans) provide review, approval, and operating services. These guidelines have been written to facilitate the coordination with the county governments and agencies that choose to provide call box and motorist aid services to their constituencies. (Also refer to Annex A and Annex B).

### B. LEGISLATIVE HISTORY

1. Senate Bill 1199. Enacted January 1, 1986. Provided the basic format for the formation of Service Authorities for Freeway Emergencies (SAFEs). Outlined governmental responsibilities, revenue generating policies, and prescribed locations for call box placement. Included emergency mechanical service patrols and other motorist assistance programs.
2. Senate Bill 1597. Enacted January 1, 1987. Amended SB 1199 by deleting emergency mechanical service patrols and changed the legislation to be directed solely and entirely to call boxes.
3. Assembly Bill 3660. Enacted January 1, 1987. Amended SB 1199 to permit the placement of call boxes on state highway routes, which connect segments of the California Freeway and Expressway System and are under CHP jurisdiction.
4. Senate bill 202. Enacted January 1, 1987. Permitted county transportation commissions to serve as SAFEs. Determined how generated revenue was to be obligated, including revenue bonds.
5. Senate Bill 592. Enacted January 1, 1988. Permitted the Metropolitan Transportation Commission (MTC) to serve as the SAFE for all nine Bay Area Counties if the counties elected to be included.
6. Senate Bill 2182. Enacted September 22, 1988. Removed all references to call box systems as "emergency" and declared it a misdemeanor to damage or destroy a call box. Stated that no reimbursement to local governments by the State would be required by call box legislation. Authorized reimbursement of expenses for members of a SAFE board.
7. Assembly Bill 2937. Enacted January 1, 1991. Provided for the installation of call boxes on state highways and county expressways using SAFE funds.

8. Senate Bill 1254. Enacted October 5, 1991. Allowed for the establishment of a SAFE by the Sacramento Area Council of Governments (SACOG) to function as a SAFE for any or all of the counties of Sacramento, Yolo, Yuba, Sutter, and San Joaquin.
9. Assembly Bill 1390. Enacted October 7, 1991. Authorized a county and its cities to designate a Council of Governments to serve as a SAFE for the County.
10. Senate bill 565. Enacted October 8, 1991. Allowed for use of SAFE funds, which are in excess of the amount needed for the motorist aid system of call boxes, to be used for additional motorist aid services or support.
11. Assembly Bill 1077. Enacted January 1, 1993. Requires that SAFE motorist aid systems meet standards of Title II of the Americans with Disabilities Act of 1990.
12. Assembly Bill 3020. Enacted September 30, 1996. In counties with a population of over 6,000,000 persons, call boxes may be installed on unincorporated county roads. Added and deleted routes in the California Freeway and Expressway System.
13. Senate Bill 396. Enacted July 21, 1997. Authorizes SAFEs to contract with the CHP or a private entity to handle calls in accordance with a contract that shall contain guidelines for services to be provided, including, but not limited to, reporting requirements, immediate transfer of emergency calls and traffic management information to the CHP, performance standards, and coordination with the eligible tow service providers.
14. Senate Bill 1740. Enacted September 9, 2002. Authorizes a SAFE to develop policies relating to retention of records, including records relating to the authority's operations, contracts, and programs, and the length of time that the authority will retain the records.
15. Senate Bill 795. Enacted September 11, 2003. Authorizes a SAFE to operate the Freeway Service Patrol in the county or region in which the SAFE was created; clarifies that Caltrans and CHP shall be reimbursed for costs specifically associated with their review and approval of motorist aid system implementation plans; removes the two-year restriction period that a SAFE can issue revenue bonds for each county within its jurisdiction; authorizes a SAFE to contract with the CHP or a private or public entity to handle call box calls; and requires a SAFE that contracts with a private or public entity to comply with the specifications set forth in the Guidelines, but for those contracts commencing on or before July 1, 2003, the performance standards in those contracts shall remain in effect until modifications are made to the Guidelines.

## C. STATEWIDE SYSTEMS STANDARDS

The above legislative history provides a clear picture of legislative intent that California SAFE motorist aid systems should be developed on a county-by-county basis at no cost to the State. However, there must be overall planning to provide standardization and compatibility on a statewide basis. Motorists who travel from one SAFE jurisdiction to another must be able to receive a minimum standard level of service. Consequently, each motorist aid project must be designed to be integrated as part of the statewide roadway system. To achieve that integration, it is necessary that the following standards be met:

1. Call boxes must be easily identifiable to the motoring public. This will require that all call boxes be a uniform color and be signed identically. The signs must be the same shape, color, and design so that motorists will be able to find assistance easily, regardless of where they reside or travel in California. Refer to Annex C for materials specifications.
2. Every call box must have a unique number to simplify identification for service providers, automated dispatch systems (e.g., those used by the CHP and SAFE private call answer centers), law enforcement officers, and the motoring public. The numbering system approved by the CHP and Caltrans is explained in Annex D.
3. In order to provide reasonable access to the greatest number of motorists, the highest operable part of the call box shall not be higher than **1.4 m** and the handset cord must be at least **736 mm** long.
4. Any other motorist aid systems to be installed pursuant to Streets and Highways Code Section 2557(d) shall meet or exceed all specifications and/or guidelines established by the CHP and/or Caltrans.

## II. POLICIES AND PROCEDURES

### A. STATE AGENCIES, GENERAL

1. The joint responsibility of the CHP and Caltrans shall be to assist each SAFE in developing a plan to install, remove, operate, and maintain a motorist aid system of call boxes.
2. Caltrans Districts and CHP Divisions will assist the SAFE with planning and design specifications for call box motorist aid projects.
3. Final approval of any call box implementation plan will be executed by Caltrans – Division Chief of Traffic Operations. Final approval of any call box implementation plan will be executed by the CHP – Office of the Commissioner.

**B. CALIFORNIA DEPARTMENT OF MOTOR VEHICLES (DMV)**

DMV will:

1. Commence the collection of the \$1.00 fee per registration after the authorizing agency has submitted to the DMV Director the following:
  - a. A written request that DMV begin fee collection.
  - b. A copy of the resolution and minutes establishing the SAFE.
2. Contact the authorized SAFE representative by telephone and:
  - a. Provide the DMV liaison name and telephone number.
  - b. Explain implementation procedures.
  - c. Provide implementation date.
  - d. Follow up with confirmation letter from the DMV Director.
3. Collect additional vehicle registration fees and distribute them to the SAFE after deduction of administrative costs.

**C. CALIFORNIA DEPARTMENT OF TRANSPORTATION (Caltrans)**

Caltrans will:

1. Work cooperatively with the SAFEs to establish guidelines for call box spacing and placement. Caltrans will also work with the SAFEs and provide guidance for the development of call box site plans.
2. Provide district representatives to participate in reviews or consultations requested by the SAFE.
3. Work cooperatively with the SAFEs to establish guidelines for the size, shape, color, location on post, and design of call box signs. Caltrans shall review and approve any new designs for call box signs prior to their installation on the call boxes.
4. Review call box system plans installation or replacement instructions, crash test data and reports with primary consideration for safety.
5. Issue permits to the SAFE for the construction and maintenance of a call box system pursuant to Section V, paragraphs E and F of these guidelines.
6. Notify a SAFE of call box installations that will be negatively impacted by

roadway construction. This could include call box sites blocked by a barrier rail, a newly constructed curb, or any other obstruction. Caltrans will notify a SAFE if a roadway repavement project will result in an uneven transition between the surface of the roadway and the pathway leading to the call box. Caltrans will also notify a SAFE of call box installations that will be removed due to roadway construction by submitting a "Caltrans Blue Memo" (see Annex E for sample of a "Caltrans Blue Memo"). Thirty-days prior notice will be provided by Caltrans. If a temporary barrier rail is to be placed in front of a call box, the SAFE shall decide whether to remove or bag the box and its pair during construction.

7. Should an occasion arise where a local agency believes a call box was damaged by Caltrans, Caltrans will respond to claims filed using Form LD-0274 (see Annex F).
8. Inspect installations, replacements and upgrades to assure compliance with the terms of the encroachment permit.
9. Provide ex officio representation on the California SAFE Committee.
10. Pursuant to Streets and Highways Code Section 2557(d), review and approve plans all proposed amendment(s) to the SAFE's Motorist Aid System implementation plan. As part of this review, ensure that TTY devices in call boxes are included as part of the implementation plan.
11. Provide call box knockdown data if requested by a SAFE.
12. Negotiate a cooperative agreement with each SAFE individually to comply with reimbursement procedures. See Section VII.
13. In relation to the TTY settlement agreement *Munoz et al. v. Sacramento Council of Governments et al.*, for a period of seven (7) years from July 27, 2007, Caltrans will notify plaintiff's counsel with the response to a SAFE's request to approve a modified implementation plan.

#### **D. CALIFORNIA HIGHWAY PATROL (CHP)**

The CHP will:

1. Provide field and Communications Centers Support Section representation on SAFE technical advisory committees.
2. Provide review of final call box motorist aid technical and operational specifications as they relate to CHP communications centers.
3. Coordinate the review and final approval of proposed motorist aid system technical elements with the engineering staff of the California Department of General Services, Telecommunications Division. Their ongoing review will ensure that no

county freeway motorist aid system will in any way interfere with existing telecommunications systems or prevent anticipated enhancements to those systems.

4. Answer all call box motorist aid telephone calls and provide central dispatching services for SAFE call box motorist aid systems in areas of CHP jurisdiction and within Caltrans right-of-way, if the SAFE has not contracted the answering of call box calls with a private vendor.

5. Provide communication center staffing to handle dispatching services and when requested, will agree to provide standard monthly reports that will determine if levels of service have been met. (See Annex G for staffing formulas.)

6. Make building modifications needed to accommodate additional equipment for call box motorist aid services when necessary.

7. Maintain, in cooperation with Caltrans, the statewide numbering system for the unique identification of all individual call boxes.

8. a. For Non-Privatized SAFEs: Respond to call box vandalism/knockdown reports and alarms and notify the SAFE or its representative, as appropriate. The CHP will provide to the SAFE, at no cost, the citation of the motorist and a record of the identity and mailing address of the responsible party, if possible, so that the SAFE can bill the motorist for remuneration of damage incurred; and will notify SAFE of knockdown or vandalism incidents.

b. For Privatized SAFEs: Upon notification from a Private Call Answering Center (PCAC) or privatized SAFE, respond to call box vandalism/knockdown reports and alarms. The CHP will investigate all crime or traffic related incidents involving a call box. If the privatized SAFEs requires a crime or traffic damage report, the privatized SAFE will be required to purchase the crime incident or traffic report from the CHP in accordance with existing CHP policy, unless the SAFE is reimbursing the CHP for the cost of a Public Safety Dispatcher (PSD) Personnel Year (PY) at the affected Communications Center of the damaged call box. The cost of reports is identified in Annex H.

Review of Reports - Upon request, an accident report may be reviewed in its entirety without charge by a party of proper interest. The review must take place at the Office where the report is on file.

9. Provide to the SAFE, when possible, photographs of vehicle causing knockdown showing where the vehicle collided with the call box. The CHP incurs costs for developing photographs of crime incidents and traffic accidents. The fee for black-and-white and/or color prints shall consist of the Department's processing costs plus applicable sales tax, which was paid to the vendor. The SAFE shall reimburse the CHP for these costs.



10. Negotiate a contract with each SAFE individually for the handling of call box calls.
11. Provide ex officio representation on the California SAFE Committee.
12. Develop, in conjunction with the SAFEs, a set of Policies and Procedures encompassing all aspects of the handling of freeway call box calls. These procedures include that portion of the CHP communications center Standard Operating Procedure (SOP), and will strive for consistency in all counties/counties. CHP will coordinate with each SAFE to develop the local Policy and Procedure package as soon as the motorist aid system has been selected and the system design has been completed. These Policies and Procedures may be revised upon mutual agreement of CHP and SAFE as the need arises.
13. Pursuant to Streets and Highways Code Section 2557(d), review and approve all proposed amendments(s) to the SAFE's Motorist Aid System implementation plan. As part of this review, ensure that TTY devices in call boxes are included as part of the implementation plan.
14. In relation to the TTY settlement agreement *Munoz et al. v. Sacramento Council of Governments et al.*, for a period of seven (7) years from July 27, 2007, CHP will notify plaintiff's counsel with the response to a SAFE's request to approve a modified implementation plan.

#### **E. SERVICE AUTHORITY FOR FREEWAY EMERGENCIES/EXPRESSWAYS (SAFE)**

The SAFE will:

1. Schedule an initial meeting immediately after the formation of the SAFE with representatives from the CHP and Caltrans to discuss the program and the "CHP/Caltrans Call Box Motorist Aid Guidelines".
2. Form a Technical Advisory Committee (TAC) to include representation from Caltrans and CHP to provide consultation and review of proposals based on the interests and concerns of the County and State agencies and the Americans with Disabilities Act, if appropriate for public safety. This Committee shall provide ongoing consultation and review throughout the development and implementation of the project. The SAFE will schedule the first TAC meeting as needed, following the formation of the SAFE. Upon approval of the initial implementation plan and the completion of the project implementation, a SAFE may elect to dissolve the TAC.
3. Initiate the imposition of an additional vehicle registration fee on vehicles registered within their respective jurisdiction through DMV.
4. Develop plans and specifications for site locations, call box spacing, and equipment for their call box system within the general guidelines. Call box spacing shall

be based on Section V.C.

5. Develop the standards of service and reliability that it intends to achieve with its call box motorist aid system, and use those standards as the basis of its system plan.
6. Consult with the CHP and Caltrans during the development of project plans to assure that the proposed call box motorist aid system operational and safety performance is compatible with existing and planned CHP operating standards and Caltrans Safety Standards.
7. Reimburse the CHP for all costs incurred as a direct result of establishing a call box motorist aid system pursuant to the terms in Section VII of these guidelines.
8. Reimburse Caltrans for costs incurred for necessary call box motorist aid system safety review, permits and other related services pursuant to the terms in Section VII of these guidelines.
9. Be responsible for the operation of the call box motorist aid system equipment.
10. Be responsible for maintaining the call boxes in good working order. The SAFE or the SAFE's maintenance contractor will be required to possess and understand Caltrans-approved detailed written installation and replacement instructions of the approved motorist aid system. The SAFE maintenance contractor, if applicable, shall provide a performance bond to ensure that work to repair inoperable instruments or systems shall be initiated within two working days. The two-day period shall begin when the contractor is notified of a malfunction.
11. Be responsible for arranging for testing of call box designs incorporating new or changed features that may affect crashworthiness or motorist safety as determined by Caltrans or CHP. The SAFE shall submit the plans (including detailed drawings showing weights, locations and model numbers of all components), installation or replacement instructions and test results to the CHP and Caltrans for review and approval of any desired new or modified products prior to final approval or installation.
12. Be responsible for testing new technical design (See Section IV.B.1.a-b.) or operational features offered by competitive call box vendors, proposed to be implemented by the SAFE, which affect motorist and/or dispatch use or management applications. SAFE shall submit the plans (including detailed drawings showing weights, locations and model numbers of all components), installation or replacement instructions and test results to the CHP and Caltrans for review and approval of any desired new products prior to final approval or installation.
13. Provide detailed installation instructions, plans and specifications to Caltrans at least one month prior to conducting any qualification crash tests. After crash testing has been completed, SAFE shall submit test results, photos, and movie films of the crash tests for review and approval by Caltrans.

14. Maintain a record, by location number, of all units struck by any vehicle. The data collected should contain, as available, photographs and accident reports submitted to SAFE by CHP as outlined in section II.D.9 of these guidelines regarding damage to call box system components, the vehicle and injuries incurred, if any.
15. Maintain information regarding the call boxes struck by vehicles, including photographs and accident reports submitted to SAFE by CHP as outlined in Section II.D.9.
16. Notify Caltrans' District Office of Permits when an installation has been completed so Caltrans may inspect and approve the work per the permit allowing the work.
17. Conduct a public information program to ensure that motorists understand what the call boxes are and how and what the call boxes are to be used for.
18. Pursuant to Section 2421.5 of the VC, CHP and SAFE shall negotiate and sign, in a timely manner, a formal agreement outlining the terms and conditions of call box answering services to be provided, prior to the commencement of the service term/period.
19. Comply with section III.B.1.i of these guidelines to ensure call boxes are equipped with TTY devices or comparable equipment as indicated.

### III. COMMUNICATIONS

#### A. CHP DISPATCH SERVICE

1. Call box traffic will be handled by CHP dispatch centers as third level priority, after 911 and allied agency calls.
2. The CHP standard for level of service of freeway call box call handling is as follows:
  - a. Call Box calls should be handled ideally no longer than 60 seconds after the first ring. (See Annex G). Experience has shown that when emergency communications traffic becomes unusually heavy, call box traffic also increases, and motorists may have to wait extended lengths of time for service. SAFEs must recognize that this should be expected.
  - b. In situations where a "dedicated" call box operator setup is established, the SAFE may contract with CHP for a different level of service than defined in (a) above. Any change in level of service shall be funded by the requesting SAFE and shall be defined in a written agreement with the requesting SAFE.

3. The CHP will annually or monthly as agreed to by the CHP and the SAFE, provide descriptive statistical information to describe call box telephone activity and level of service.

## B. THE CALL BOX MOTORIST AID SYSTEM

1. New call box motorist aid systems shall be designed with full duplex voice communications between the motorist and the dispatcher. This has been recommended primarily because it permits the motorist to receive the precise type of assistance required at the earliest possible time. It also enables the motorist to request special types of tow service and arrange for payment prior to service being dispatched. Following are mandatory standards that apply to a full duplex system:
  - a. Normal telephone handset operation.
  - b. Audio level at the handset (motorist) and through the system (dispatcher) sufficient to overcome heavy traffic (ambient) noise.
  - c. A signal or message to inform the motorist of the status of the call, i.e., all circuits busy.
  - d. Simple functionality to complete connection after accessing the call box. There shall be no requirement for complex multiple operations such as push-to-talk transmit.
  - e. Simple written instructions using universally understood symbols where possible.
  - f. Multilingual written instructions where deemed appropriate by the SAFE.
  - g. Sufficient lighting such as backlighting to illuminate operating instructions.
  - h. A time phase disconnect features to eliminate excessive line costs or system congestion.
  - i. All call boxes must contain TTY devices, or comparable alternative equipment if approved by the U.S. Access Board's final ADA Guidelines on Call Boxes. All SAFE call boxes must comply with the ADA by providing equal access to deaf and hard-of-hearing people so that they have equal opportunity to receive the same information and services as hearing people. So far as the CHP is aware, at this time, TTYs are the only devices that provide deaf and hard-of-hearing people with equal access to call boxes. ATM-like "yes-no" devices alone or call connect lights together with tapping protocols are insufficient. The CHP/Caltrans

Call Box and Motorist Aid Guidelines are intended to reflect the U.S. Access Board's final ADA Guidelines regarding deaf and hard-of-hearing people's access to call boxes, and if U.S. Access Board's ADA Guidelines are adopted which expressly require or permit devices other than TTYs, then those devices may be permitted in lieu of TTYs.

In addition, the CHP will not approve of any SAFE motorist aid implementation plans or system changes that include horns or other similar audible alerts on or by call boxes that are activated by a public safety dispatcher in order to alert a motorist to return to the call box for further exchange of information, unless an equivalent visual alert (such as a flashing light) is also provided.

### C. CHP COMMUNICATIONS CENTER

1. Additional equipment, including working positions and automated systems to accommodate call box telephone traffic, will be integrated to serve the functions of all dispatch traffic, and will not solely serve the needs of a call box motorist aid system. Call box Motorist aid systems must interface with this equipment.
2. Equipment installed at CHP communications centers to accommodate the call box motorist aid system will meet CHP standards; and be common to all center equipment and/or telecommunications systems.
3. When requested by and also funded by the SAFE or otherwise, CHP will consider adding the following equipment to communications centers that will:
  - a. Automatically log all telephone and radio traffic and compile statistics to assist in center management, computation of costs, and system management.
  - b. Automatically distribute all telephone traffic, by priority, to the first available dispatcher.
  - c. Automatically transmit a tone announcement to the call box callers informing them of the procedures that will be followed in handling their call.
  - d. Provide taped message when a call is queued, instructing caller that dispatch has been reached and to hold for the first available operator.
  - e. Provide automatic number identification of the call box by number and location, and display pertinent ready reference information concerning

service providers, such as hospitals, fire department, etc., within the jurisdiction of that call box.

4. Call box motorist aid telephone calls will not be screened by communications operators in CHP dispatch centers unless the SAFE agrees to pay all personnel and equipment costs for that service.
5. Initially, the CHP will hire the number of personnel needed to handle anticipated call box calls at the agreed upon level of service. These positions will only be authorized by the Legislature after the steps required by Section 28 of the 1988 Budget Act are met. SAFEs are required to submit a letter requesting a specific number of positions to handle call box calls. The SAFE must specify that it will reimburse CHP for all personnel costs associated with those positions. A Section 28 normally takes 60 to 90 days to provide CHP with the authorized positions requested. Refer to Annex I for a sample letter.
6. Once the motorist aid system is fully implemented, the CHP will reevaluate the number of personnel needed to handle actual call box calls at the applicable level of service. Recommendations for additional personnel or personnel reductions will be related to the SAFE in writing.
7. All additional CHP communications personnel hired to accommodate call box motorist aid calls will perform all normal duties of dispatch employees, and will not function exclusively to respond to call box motorist aid calls unless agreed to by the CHP and the SAFEs.

#### D. SYSTEM MANAGEMENT

1. System diagnostic messages will be transmitted directly to maintenance or system management locations of the SAFE's choosing. With the sole exception of the alarms discussed below, CHP will not assume responsibility for any maintenance messages or information.
2. Alarms that may signify vandalism or a knockdown may register in the appropriate CHP communications center. This type of alarm will alert the dispatch center in order to facilitate a timely response by CHP.
3. No aspect of the call box equipment or system shall interfere with or prevent planned future enhancements of the State/CHP telecommunication systems.
4. Equipment added to or replaced in CHP communications centers by CHP will interface with and not inhibit or interfere with the operation of established call box motorist aid systems. Unanticipated problems will be corrected as rapidly as resources permit.

#### IV. SAFE<sup>s</sup> WITH PRIVATE CALL ANSWER CENTERS (PCAC)

1. Pursuant to Section 2421.5 California Vehicle Code, a SAFE may elect to contract the call box answering responsibilities with a PCAC. The SAFE shall include the CHP in their planning efforts and jointly develop an action plan to transfer the call box call responsibilities to the PCAC.
2. If a SAFE is procuring PCAC services through a competitive bid process, the CHP shall review and provide comments to the SAFE during the Request For Proposal (RFP) development; participate in the bidder's conference; and participate on the evaluation panel for the selection of the PCAC contractor.
3. The transfer of call box answering responsibilities from the CHP to a PCAC shall be jointly coordinated by the SAFE and CHP and conducted in 4 phases as follows:
  - a. Phase 1 – In Phase 1, the CHP and SAFE shall jointly develop a four-phase action plan to begin the transferring of the call box answering responsibilities to the new PCAC contractor. The action plan shall include, at a minimum, providing the CAD call box location description information to the SAFE and assisting with developing the operational procedures and protocols (Call Type Transfer Matrix) for the PCAC answering call boxes. The CHP and the SAFE shall begin Phase 1 immediately after the SAFE has entered into an agreement/contract with the PCAC contractor. The CHP and the SAFE shall determine the actual start date of Phase 2 and estimate the start dates for Phases 3 and 4. In Phase 1, the CHP and the SAFE shall determine estimate the number of authorized full PYs required for Phases 2 through 4. Upon commencement of Phase 1 and formal written notification to CHP, the SAFE shall continue to fund the PYs for at least 6 months after formal written notification has been received by the CHP. The CHP will make an assertive effort to vacate the SAFE funded PYs as quickly as possible within the 6-month period. The SAFE will be required to reimburse the CHP for only the filled SAFE-funded positions during that time period.
  - b. Phase 2 - Phase 2 shall start with a partial transfer of the call boxes to the PCAC and allow a minimum of approximately 2 weeks as an evaluation period to determine the success of the partial transfer and when the remainder of the call boxes can be transferred to the PCAC. The partial transfer of call boxes should consist of call boxes with a significant call volume in order to evaluate the performance of the new PCAC. The CHP and SAFE shall determine the actual start dates to begin Phases 3 and 4. The CHP shall retain the full amount of authorized PYs agreed upon by the CHP and the SAFE in Phase I above and invoice the SAFE for reimbursement for the entire quarter that the completion date falls in.

- c. Phase 3 - Phase 3 shall begin immediately when all (100%) call boxes are transferred and answered by the PCAC. For Phase 3, the CHP and SAFE shall reduce the number of authorized PYs in Phase 2 by 50%. The CHP shall provide staff resources during the two-peak 8-hour shifts to handle the residual workload after the completion of Phase 2. The CHP will assist the PCAC, as necessary, in order for the PCAC to learn their new responsibilities. The residual workload has been significant in some CHP Centers after the call box answering responsibilities have been transferred to the PCAC. If the SAFE requests the CHP to provide staff resources to assist with the residual workload after the call answering responsibilities have been transferred to the PCAC, the SAFE shall reimburse the CHP for the PY costs.
- d. Phase 4 - The Phase 4 start date will be the date that all call box answering responsibilities have been transferred to the PCAC and the CHP Communications center staff is no longer required to assist the PCAC with call box related issues, other than calls transferred to the CHP. The CHP and SAFE shall mutually agree on the completion date of Phase 3. When Phase 4 commences and with the next full quarter, the CHP will no longer invoice the SAFE for reimbursement of any Public Safety Dispatcher PYs.
- e. Call box programs that had existing PCAC operations prior to the date that this Section IV was added to these Guidelines (July 2003) shall be deemed to be in Phase 4 of PCAC implementation.
4. Remote Agent Messaging System (RAMS):  
The SAFE and the local CHP will agree as to whether RAMS terminal(s) will be provided at each communications center at no cost to CHP. Increases to meet CHP operational needs and RAMS message and screen menu designs shall be jointly agreed upon by both the SAFE and the CHP. The RAMS shall consist of the data circuit(s), that deliver a good quality computer processing unit, non-glaring type monitor screen to prevent the glare of ambient lighting, mouse, keyboard, A/C power strip, and if necessary, the installation of an additional electrical circuit(s) and receptacle(s) to accommodate the RAMS terminal(s). The SAFE shall retain ownership and maintain the RAMS equipment and data circuit.
5. The SAFE shall work with the CHP in developing a Call Type Transfer Matrix in order for the private call answering center to determine which call types are routed via the RAMS or "Live Transferred" to CHP Communications Center.
6. SAFE's with Private Call Answering Centers have three options to handle Rotation Tow calls that occur when a motorist requests rotation tow. SAFE may
- Option 1. Handle rotational tow requests themselves and not send rotational tow requests to CHP (through FSP providers or AAA for example);
  - Option 2. Contract with CHP to have Retired Annuitants (RATTs) to make rotational tow requests,
  - Option 3. Contract with CHP so that a rotation tow is deployed as requested by a call box motorist.



If Option 3 is selected, then the local SAFE and CHP must enter into a funding agreement. If the service provided by CHP is calculated to be less than 10% of a PY, CHP will not seek reimbursement from the SAFE. If the formula shows that a reimbursement is above the 10% threshold then payment for these services shall be paid at the PSD II rate. The SAFEs operating under Option 3 shall provide rotation tow data from its call answering centers to CHP initially on a monthly basis, or as requested by CHP.

The following formula for calculating the CHP workload for requesting Rotational Tow services for motorist aid call box callers shall apply to each individual CHP Communications Center servicing a SAFE. The “# of Rotational Tow Requests” variable in the formula shall be taken from the data provided to CHP by the SAFE at an interval set by CHP.

$$\frac{\text{\# of Rotational Tow Requests} \times 1.5 \text{ min (Avg length for CHP to place a call to rotational tow vendor)}}{3600 \text{ seconds/hour} \times 1738 \text{ hours/year}} = \text{Personnel Years (PY)}$$

When computations using the Reimbursable Positions Formula yield results which included a “partial operator” – for example, “4.2” – the following method of “rounding” will be used:

0.01 to 0.09	=	No reimbursement
0.10 to 1.00	=	1
1.01 to 1.09	=	1 + exact fraction
1.10 to 2.00	=	2
Etc		

**V. DESIGN AND CONSTRUCTION**

**A. CALL BOX SITE REQUIREMENTS**

1. Within spacing requirements, call box locations will be selected to have minimal impact on normal highway operation. A call box will not be located where there is less than an eight feet shoulder. Any exceptions shall be reviewed and approved by the local district at Caltrans.
2. Locations for call box installations shall conform to and be placed according to the typical call box site plans for given conditions unless prior authorization for a different site plan has been permitted by the local district office. Refer to Annex J.

**B. CALL BOX HARDWARE SYSTEM SUPPORT REQUIREMENTS**

- 1.
2. Call boxes located on poles or posts in areas exposed to traffic will be mounted on a breakaway support, the design of which has been approved by Caltrans. Where a proposed breakaway support design has not been previously crash tested and approved, the SAFE is responsible for having the necessary full-scale crash tests performed with automobiles, and obtaining Caltrans approval prior to installation. All crash testing shall be performed in accordance with National Cooperative Highway Research Program (NCHRP) Report 350 "Recommended Procedures for the Safety Performance Evaluation of Highway Features".
  - a. New or modified designs, equipment, installation methods, or changes in component weight or location shall be crash tested using an automobile by an independent contractor in accordance with NCHRP Report 350.
  - b. An exception to full-scale crash testing may be granted by Caltrans if by engineering analyses the following can be demonstrated:
    - (i) the changes made to the call box installation do not cause the weight of the installation to exceed the weight of previously crash tested and approved call box installations (i.e., weight range between 116.1 kg (256 lbs) and 150 kg (331 lbs)) and;
    - (ii) the center of gravity (CG) of the call box installation remains within the range of other previously tested call box installations (i.e., CG range between 1,930 mm (76 inches) and 2,819 mm (111 inches)).

Call box installations may be modified if the resulting modification results in raising the overall installation CG without compromising the safety performance, if the overall installation weight is not increased. Likewise, if a modification is made to the call box that lowers the overall installation CG, then the weight of the installation must also be reduced. Performing modifications that result in a lower installation CG are not recommended. When additional weight is added to an installation, it should result in raising the overall installation CG.
  - c. At least 30 days prior to crash testing, dimensioned plans clearly showing orientation, weight, finish or components, specifications of equipment, and detailed installation instructions shall be submitted to Caltrans for review and approval.
  - d. Caltrans shall be notified two weeks prior to conducting a crash test, and may witness installation and testing.
  - e. The independent contractor conducting the crash tests shall submit a formal written report containing all data, information and results necessary to make an evaluation following the crash tests for Caltrans to review and approve.

3. Call boxes may be mounted on existing Caltrans structures where the call box will not interfere with the safety and structural function of the structure. The installation of call boxes on existing Caltrans structures with yielding or breakaway supports will not be permitted.
4. No unauthorized marking shall be placed on the call box, call box sign post or pole.
5. The standard call box sign shown on Caltrans Sign Specification Sheet SG-25 is the only approved sign and must be used. Signs should be an appropriate size for the community or environment and should be easily readable by the motorist. Special signs are designed to be used in the coastal zone, on scenic highways, in state parks or in communities that request special signage. For routes on the California system of officially designated scenic highways, to keep signing compatible with scenic values, SAFE may specify special signs. The SAFE coordinator will notify the District Scenic Highway Coordinator of proposals involving special signs on scenic highways.
6. The call box shall be painted or finished with the shade of yellow conforming to specifications established by Caltrans. Call boxes installed along low-volume, two-lane scenic byways (definition: Federal Register / Vol. 60, No. 96) may be painted or finished with a shade of green conforming to specifications established by Caltrans. However, since the color yellow is the standard and statewide consistency across counties should be maintained, the installation of green call boxes along low-volume, two-lane scenic byways should be limited. To ensure that the number of green call boxes is kept to a minimum, information about requests should be provided to the CalSAFE Committee so that the number of call boxes can be documented.

In addition, call boxes that are painted in green and located adjacent to a state highway and within 3.66 m (12 ft) off the traveled way may be marked with a Type L-1 Object Marker. If used, the Type L-1 marker with the 200 mm x 600 mm (8 in x 24 in) target plate shall be used on state highways in advance of the green-colored call box. Also refer to Annex K.

### C. CALL BOX SPACING

1. Within the guidelines, call box spacing should ensure motorist safety by providing the closest feasible spacing to reduce both pedestrian and vehicle exposure time. Closer spacing also contributes to congestion relief by providing faster notification and clearing of disabled vehicles from the roadway.
2. Variation in terrain, available revenue, urban/rural characteristics, and proximity for roadside services are factors in the decision of spacing between call boxes. For existing systems in place for two or more years, call box usage may also be considered when determining spacing. In order to allow flexibility and still maintain consistency in

these installations, the county SAFEs should adhere to the following suggested spacing guidelines:

ADT	SUGGESTED SPACING
Lower than 40,000	3.2 km or more (2.00 mi or more)
40,000 to 75,000	1.6 km to 3.2 km (1.00 mi to 2.00 mi)
75,000 to 100,000	0.8 km to 1.6 km (0.50 mi to 1.00 mi)
Higher than 100,000	0.8 km or less (0.50 mi or less)

3. A reasonable spacing on rural highways with low ADTs may be based on geometric and economic needs. Other factors may include the cellular coverage area and isolation. Spacing does not constitute a system of call boxes but rather a service. These call boxes should only be placed in an area where adequate safe clearance from the roadway is available.

4. On Caltrans toll bridges, call boxes should be spaced between 600 to 1,200 feet, depending on whether or not adequate shoulders are provided. Special situations and deviations from this should be discussed with the district traffic liaison.

**D. CALL BOX REMOVAL, RELOCATION, AND REPAIRS**

1. Caltrans will notify the SAFE at least 30 days in advance of the performance of any work that will require the temporary or permanent removal, removal from service (bagging), or relocation of any call boxes.
2. Caltrans will notify the SAFE at least 30 days in advance of the completion of any work that requires the temporary removal, removal from service (bagging), or relocations of call boxes.
3. All temporary or permanent removal or relocation of call boxes will be performed by the SAFE or its designated contractors.
4. Caltrans will instruct its engineers and contractors to work with SAFEs to include adequate turnouts for call box placement, where possible, when restriping, freeway widening or other work will result in the permanent elimination of adequate shoulder width in areas with existing call boxes.
5. Should a call box be taken out of service for repair or temporarily removed due to roadway construction, its pair shall be bagged or temporarily removed. Any exceptions shall be reviewed and approved by the local district at Caltrans.

6. There may be factors, including, but not limited to, significant decreases in annual call volume, administrative issues, and operational issues, that warrant the need to remove call boxes on a systemwide basis. The SAFE will develop a systemwide call box removal plan that shall include a list of recommended call box sites to be removed, the resulting spacing between remaining adjacent sites, and justification for removal. If call boxes are being removed as a result of low call box usage, call box usage data for each call box shall also be provided. However, it should be noted that a call box may be removed due to systemwide decreases in call volume. The SAFE shall submit the call box removal plan to the CHP and Caltrans for a 60-day review and approval. With the exception of removals for construction, a removal that is planned or in existence for more than six months is considered a permanent removal and requires an approved removal plan

A SAFE does not need to submit a removal plan to the CHP and Caltrans for the removal of individual call boxes. However, removals greater than 10% of the number of installed call boxes on any one corridor does require a removal plan.

7. Where a call box has been removed, the site shall be restored to its original pre-installation conditions. All call box materials (e.g., pedestrian pads, asphalt paths, retaining walls, handrails, etc.) shall be removed from the site. The surface area where the call box was installed shall be graded flush with the surrounding soil.

8. Along freeways, expressways, and divided conventional highways, call boxes shall be removed from both sides of the roadway to maintain call box pairing.

#### **E. CALL BOX RETAINING WALLS**

1. Effective July 1, 1999, at existing call box sites where retaining walls over 300 mm high were constructed, SAFEs should mitigate the transverse walls and/or exposed support posts. Each SAFE should survey its sites with retaining walls and develop a mitigation plan to reduce the number and/or height of retaining walls. Minor grading of existing roadside slopes around the call box may provide suitable site conditions and eliminate the need for transverse retaining walls.
2. Each SAFE has flexibility regarding their mitigation schedule for existing installations. The time frame to complete this schedule will vary among SAFEs due to their unique financial condition, but each SAFE should develop a systematic program to identify, fund and reconstruct or relocate existing call box sites having these conditions.
3. Improvement priorities should be based upon accident history at or nearby the site, the height of the wall(s), its proximity to the edge of the traveled way, funding availability, scheduled construction improvements, and other factors deemed important by the SAFE and Caltrans District staff.

4. All new Type B (built on “cut slopes”) call box sites that require retaining walls should be designed without transverse walls and/or exposed support posts greater than nominally 300mm above finished grade. While it is more desirable to use a retaining wall without transverse walls, successful crash testing has been performed in accordance with NCHRP Report 350. See Annex L for Caltrans’ Call Box Retaining Wall Policy.
5. New Type C (built on “fill slopes”) call box sites that require retaining walls greater than 100mm are not permitted. Retaining walls less than 100mm are permitted.

#### **F. EXCEPTIONS TO THESE GUIDELINES FOR DESIGN & CONSTRUCTION**

1. Exceptions to these guidelines should be addressed prior to the permit application and review process. Exceptions may be given on a case-by-case basis for new and existing sites and shall be granted by the Caltrans Traffic Operations Headquarters Reviewer through the District in SAFE call box program coordinator.

#### **VI. CALL BOX MOTORIST AID SYSTEM REVIEW**

1. The SAFE will submit the following documentation to the CHP and Caltrans for State review:
  - a. A copy of the resolution that establishes the SAFE.
  - b. Proposed operational specifications of the system.
  - c. Proposed technical specifications and system architecture.
  - d. Proposed system description, i.e. number of call boxes required for complete implementation, locations, call box site development plans, spacing, etc. (See Annex M)
  - e. A five-year implementation plan that includes the initial installation of call boxes encompassing anticipated expansion from implementation to five years in the future. This shall include the location, and number of call boxes to be installed each fiscal year.
2. The SAFE should allow up to 60 days for state review of and response to the initial system design request for proposal (RFP), and 60 days for any subsequent RFP review. If the State will require greater than 60 days, the state will notify the SAFE, in writing, of the amount of time that will be required for review, as well as explain the reason for delay.
3. Caltrans and CHP will attempt to respond in a timely fashion to all requests to review proposals. Early notice of planned systems will help to ensure timely introduction of

resource needs and authorizations into the State budget process thus minimizing delay in the installation and/or operation of a new system.

4. The assumption of SAFE call box call responsibilities may require additional building space at some CHP communications centers. Further, there may be circumstances where such space limitations could temporarily prevent the CHP from supporting a county motorist aid call box system. In such a case it may be necessary to make major alterations or to construct a completely new dispatch facility. Generally, such major capital projects require three years to complete from initial budgeting through the completing of construction.
5. Caltrans will issue an encroachment permit for design, construction and installation work within the freeway right-of-way when the CHP and Caltrans have completed the review and have approved final plans, detailed proposed installation and replacement instructions, and specifications for the motorist aid call box system. Additionally, Caltrans must be assured that the work will be contracted with proper safety precautions and that the proper liability insurance has been obtained prior to design, construction and installation work.
6. An encroachment permit will also be required for the SAFE or SAFE's contractor for maintenance, ongoing design or service work within State right-of-way. Caltrans will issue this permit upon assurance that all equipment and installation procedures to be used in conjunction with ongoing design and service or maintenance work is equipped with proper safety devices, personnel involved are fully instructed on safety precautions to be observed, and the proper liability insurance has been obtained.

## VII. BILLING AND REIMBURSEMENTS

A. Based upon the provisions in the agreement executed between Caltrans and the SAFE, Caltrans shall be reimbursed by the SAFE for costs incurred in providing services and assistance in the planning, safety review, review of preliminary system plans and installation instructions, implementation of call box and other motorist aid systems funded by a SAFE. SAFEs may, at their sole discretion and cost, conduct annual financial, compliance, and/or performance audits of all Caltrans work and charges related to agreements between the SAFEs and Caltrans. Caltrans will charge a SAFE for review, approval, and permit services only after such services have been provided.

B. Based upon the provisions in the agreement executed between the CHP and the SAFE, CHP shall be reimbursed by the SAFE for all costs incurred for services and assistance provided in the planning, implementation, and/or dispatch operation of call box motorist aid systems. For non-privatized SAFEs, this will include costs for CHP staffing (SAFE Coordinator position, Communications Operators, and Communications Supervisors), equipment and facilities, as well as those personnel costs incurred by the Department of General Services, Telecommunications Division, during the engineering review. However, for fully-privatized SAFEs, CHP staffing costs for Communications Supervisors and Operators will not be reimbursed if the residual workload cannot be substantiated by the CHP.

- C. CHP will bill SAFEs quarterly for the costs outlined in Section B, above.
- D. Sections 2557 (a) of the Streets and Highway Code was amended by SB 795 and enacted September 11, 2003 to clarify that reimbursement by SAFEs to Caltrans and CHP shall be for the review of plans and amendments for the implementation of a motorist aid system of call boxes.

### VIII. CONTRACT AGREEMENTS

- A. SAFE's will enter into individual agreement with both Caltrans and the CHP. Said agreements will contain complete statements of responsibilities and negotiated positions of the agreeing parties.
- B. Some of the terms and conditions to be established in the CHP/SAFE agreement are as follows:
  - 1. Effective time period of the agreement.
  - 2. Review and renewal procedures.
  - 3. Default consequences.
  - 4. Outline of, and basis for, reimbursement charges.
  - 5. Invoicing and payment procedures.
  - 6. CHP standard levels of service.
- C. A cooperative agreement developed jointly by Caltrans and each SAFE is the implementing document for Caltrans. Terms and conditions for development of a call box motorist aid system are established in the Caltrans-SAFE cooperative agreement.

### IX. OTHER MOTORIST AID SYSTEM APPLICATIONS

#### A. OTHER APPLICATIONS

The following describes other applications and locations of a call box system and other safety related motorist aid systems.

##### 1. CONVENTIONAL HIGHWAY APPLICATIONS

A Call box motorist aid system shall be established on portions of the California Freeway and Expressway System, a county expressway system, state highway routes that connect segments of these systems and unincorporated county roads.



These routes will be located within the county in which the authority is established and over which the Department of California Highway Patrol or an agency designated by the CHP has law enforcement responsibility.

Through current and future reviews of the existing freeway and expressway system, SAFEs shall work with the CHP and Caltrans in the development of motorist aid systems of call boxes on existing and newly constructed portions of the above-mentioned roadways.

## 2. TOLL ROAD GUIDELINES

Motorist safety is the primary concern of the CHP and Caltrans, whether on freeways, expressways, state highways, toll bridges or on toll roads. Motorist aid call boxes play an integral role in helping stranded motorists by providing a vital communication link with CHP dispatch centers. SAFEs can expand their call box system on toll roads in cooperation with the toll road authority.

Neither public and private toll road authorities nor SAFEs are required to install roadside call boxes nor pay for the costs of call box design, approval, installation, maintenance and repair, since that is not currently required of Caltrans or of the county departments of transportation or public works when a public road is constructed. The SAFE will negotiate with the toll road authority to determine the responsibility for all aspects of acquisition, installation, operation and maintenance of a motorist aid call box system. A cooperative agreement between the SAFE and the toll road authority may be necessary to outline their respective responsibilities.

## 3. SAFETY RELATED MOTORIST AID SYSTEMS

Streets and Highways Code §2557(d) allows for the use of excess funds received under the original legislation to be used for other motorist aid projects. The money used must exceed the amount needed for full implementation and ongoing administrative costs to maintain and operate the motorist aid system of call boxes. This money may be used for safety related projects on portions of the California Freeway and Expressway System, a county expressway system, state highway routes that connect segments of these systems and unincorporated county roads. Freeways and expressways shall be defined as those listed in the most recent Streets and Highways Code §250-257 (See Annex B).

This money may be used for additional motorist aid services or support including, but not limited to, safety related projects such as:

- Changeable message signs (CMS)
- Lighting for call boxes
- Support for traffic operations centers

- Contracting for the removal of disabled vehicles from the traveled portion of the right-of-way (Freeway Service Patrol)

#### 4. NEW TECHNOLOGIES AND ITS APPLICATIONS

New call box technology plays an integral role in Intelligent Transportation Systems (ITS). The current generation of call boxes, typified by the California Service Authority For Freeway Emergencies/Expressways (SAFE) program, are expandable, programmable units. These “smart” boxes, with minor infrastructure changes, can become potential data links to other traffic-related monitoring, communication and control functions that can potentially interface with Transportation Management Centers.

SAFEs are encouraged to consider expanding the scope of their call box infrastructure by integrating the following future technologies and applications:

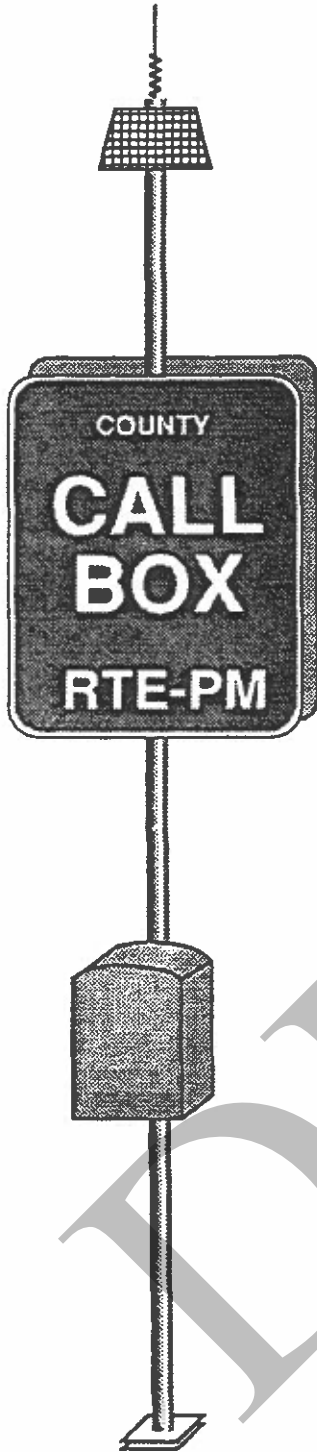
- Traffic Census
- Real time or near-real time traffic counts and speeds for use in incident notification.
- Closed Circuit Television (CCTV) surveillance systems using miniature camera technology.
- Automatic Vehicle Location (AVL) and Automated Vehicle Identification (AVI).
- Traveler Information Systems using infrared, microwave or standard low-powered radio frequency links.
- Hazardous weather condition detection and reporting, e.g. fog and dust storm alerts.
- Weigh-in-Motion Facilities.
- Hazardous materials (HAZMAT) tracking.
- Public transit, freight and fleet management applications.
- Cellular satellite, personal communications service (PCS) and other advanced communications backbone systems.
- Pollution monitoring.

## B. RESPONSIBILITIES

The following responsibilities applies to the call box and other motorist aid systems discussed in Section IX, A.

1. DEPARTMENT OF MOTOR VEHICLES (DMV) WILL:
  - a. Have no additional responsibilities.
2. THE CALIFORNIA HIGHWAY PATROL (CHP) WILL:
  - a. Review for approval, any proposed call box system or special project on any public or private toll road submitted by a SAFE that directly affects CHP operations.
  - b. Review for approval, any implementation plan submitted by a SAFE regarding installation of call boxes on public or private toll roads.
  - c. Coordinate specifications and development guidelines for any ITS-related call box applications that impact CHP communications center or other field operations.
  - d. Assist SAFEs in planning and development of operational concepts and subsequent operational tests of ITS-related call box applications.
3. THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) WILL:
  - a. Review for approval, any proposed call box system or special project on any public or private toll road submitted by a SAFE.
  - b. Work with regional or local SAFEs in determining location of motorist aid system of call boxes on newly constructed highways.
  - c. Review for approval, any implementation plan submitted by a SAFE regarding installation of call boxes on public or private toll roads.
  - d. Review Cooperative Agreements between SAFEs and toll authorities to assure that they are consistent with contracts between Caltrans and the toll authorities.
  - e. Provide specifications for any motorist aid system.
  - f. Coordinate specifications and development guidelines for peripheral equipment that can potentially integrate with call box installations for ITS-related call box applications.

- g. Insure that call box communications with the Traffic Management Center are designed according to approved standards for existing and planned TMC equipment.
  - h. Assist SAFEs in planning and development of operational concepts and subsequent operational tests of ITS-related call box applications.
4. COUNTY SAFE WILL:
- a. Submit any proposed call box system or special project on any public or private toll road along with project operation and maintenance cost estimates to CHP and Caltrans for review and approval.
  - b. Not implement any proposed special project until reviewed and approved by CHP and Caltrans.
  - c. Enter into cooperative agreements with private or public toll road authorities for funding, placement, operation and maintenance of call boxes and other motorist aid systems on the roadway and submit to CHP and Caltrans for review and approval.
  - d. If planning any ITS applications, define and plan for the integration of ITS-related technologies into the call box infrastructure and will coordinate with Caltrans and CHP operational concepts and design operational tests to determine cost and technical feasibility of proposed concepts. Will reimburse each department for any costs incurred during the review and approval process.
  - e. Reimburse CHP and Caltrans for any costs incurred during the review and approval process or negotiate payment to CHP and Caltrans for ITS applications.
5. PUBLIC OR PRIVATE TOLL ROAD AUTHORITIES WILL:
- a. Coordinate with local SAFE regarding call box location and Implementation Plan.
  - b. Enter into cooperative agreements with SAFEs for funding, placement, operation and maintenance of call boxes and other motorist aid systems on the roadway.



# CHP/CALTRANS CALL BOX AND MOTORIST AID GUIDELINES

## ANNEXES

- ANNEX A: STREETS AND HIGHWAY CODE
- ANNEX B: STREETS AND HIGHWAY CODE
- ANNEX C: SIGN SPECIFICATIONS
- ANNEX D: STATEWIDE CALL BOX NUMBERING SYSTEM
- ANNEX E: TEMPORARY CALL BOX REMOVAL REQUEST FORM
- ANNEX F: CALTRANS CLAIM FORM FOR CALL BOX DAMAGE
- ANNEX G: CHP REIMBURSABLE POSITION FORMULA
- ANNEX H: CHP REPORTS FEE SCHEDULE FOR PRIVATIZED SAFES
- ANNEX I: SAMPLE CHP LETTER FOR SAFES REQUESTING POSITIONS
- ANNEX J: CALL BOX PLACEMENT CRITERIA
- ANNEX K: CALL BOX RETAINING WALL POLICY
- ANNEX L: IMPLEMENTATION PLAN
- ANNEX M: ADOPT-A-HIGHWAY CALL BOX GUIDELINES

## ANNEX A

## Streets and Highway Code

**§ 131.1. Motorist call boxes; contract for installation, operation, and maintenance; reimbursement for costs.**

Upon the request of any service authority for freeway emergencies that has imposed additional fees on vehicles pursuant to Section 9250.10 of the Vehicle Code, the department may contract with the authority for the installation, operation, and maintenance of motorist call boxes on portions of the California Freeway and Expressway System within the county. The service authority shall reimburse the department for all costs incurred under this section.

(Added by Stats.1985, c. 1350, § 1. Amended by Stats.1988, c. 1132, § 1, eff. Sept. 22,1988.)

**Chapter 14****SERVICE AUTHORITY FOR FREEWAY EMERGENCIES****Section**

- 2550. Legislative intent.
- 2550.1. Renumbered.
- 2551. Establishment of authority in counties; designation; “authority” and “service authority” defined.
- 2551.5. Compensation of members; expenses.
- 2551.6. Authority to operate the freeway service patrol.
- 2552. Metropolitan transportation commission as authority for two or more counties; funding.
- 2553. Membership.
- 2554. Duty of authority.
- 2555. Fees on registered vehicles of county.
- 2556. Merger of existing authority into authority established by metropolitan transportation commission.
- 2557. Use of moneys received on emergency motorist aid system; review and approval of plans for implementation of system proposed; construction and maintenance or lease or lease-purchase of facilities.
- 2558. Revenue bonds; issuance; pledge of revenues; use of proceeds on call boxes; priority of liens.
- 2559. Removal, damage, or interference with call box; violation; repair costs.

*Chapter 14 was added by Stats. 1985, C. 1350, § 2.*

**§ 2550. Legislative Intent**

The Legislature declares that its intent in enacting this chapter is to encourage the placement of call boxes along the California Freeway and Expressway System to enable motorists in need of aid to obtain assistance. However, it is not intended that a motorist aid system of call boxes be considered an emergency telephone system.

(Added by Stats.1988. c. 1132, § 3, eff. Sept. 22, 1988.)

## Historical and Statutory Notes

Former § 2550 was renumbered § 2551 and amended by Stat.s.1988, c. 1132, § 2.

## Cross References

Highway patrol to answer calls and provide dispatching services for authority, see Vehicle Code § 2421.5.

**§ 2550.1. Renumbered § 2552 and amended by Stats. 1988, c. 1132, § 4****§ 2551. Establishment of authority in counties; designation; “authority” and “service authority” defined**

(a) A service authority for freeway emergencies may be established in any county if the board of supervisors of the county and the city councils of a majority of the cities within the county having a majority of the population of cities within the county adopt resolutions providing for the establishment of the authority.

(b) The resolutions may designate the county transportation commission for the county, created pursuant to Division 1 2 (commencing with Section 1 30000) of the Public Utilities Code or council of governments formed pursuant to Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code, as the service authority for freeway emergencies. The powers of a commission or council of governments so designated are limited to those of the service authority.

(c) The Metropolitan Transportation Commission may function as the service authority for freeway emergencies in any or all of the Counties of Santa Clara, San Mateo, Alameda, Contra Costa, Mann, Solano, Sonoma, Napa, and the City and County of San Francisco upon adoption of a resolution by the commission to act as a service authority and upon ratification of the commission’s resolution in a particular county by the board of supervisors of the city and county or by the board of supervisors of the county and by the city councils of the cities within the county having a majority of the population of the cities within the county.

(d) The Sacramento Area Council of Governments may function as the service authority for freeway emergencies in any or all of the Counties of Sacramento, Yolo, Yuba, Sutter, and San Joaquin, or any other county that is not already a member of the council, upon

adoption of a resolution by the council to act as a service authority and upon ratification of the resolution in a particular county by the board of supervisors of the county and by the city councils of the cities within the county having a majority of the population of the cities within the county.

(e) As used in this chapter, “authority” and “service authority” mean a service authority for freeway emergencies created pursuant to this chapter.

(Amended by Stats.1991, c. 549 (S.B.1254), § 1, eff. Oct. 7,1991; Stats.1991, c. 711 (A.B.1390), § 1.5;Stats.1998, c.877 (A.B.2132), § 29.)

(Formerly § 2550, added by Stats.1985, c. 1350, § 2. Amended by Stats.1986, c. 997, § 1; Stats.1987,.c. 250, § 1. Renumbered § 2551 and amended by Stats.1988, c. 1132, § 2, eff. Sept. 22, 1988.)

#### Historical and Statutory Notes

##### 1991 Legislation

Under the provisions of § 4 of Stats. 1991, c. 711, the 1991 amendments of this section by c. 549 and c. 711 were given effect and incorporated in the form set forth in § 1 of c. 549, operative until Jan. 1, 1992, then in the form set forth in § 1.5 of c. 711, an amendment of this section by § 1 of Stats. 1991, c. 711, failed to become operative under the provisions of § 4 of that Act.

Amendment of this section by § 1.5 of Stats.1991, c. 549, failed to become operative under the provisions of § 5 of that Act.

Former § 2551 was renumbered § 2553 and amended by Stats.1988, c. 1132, § 5.

#### Cross References

Highway patrol to answer calls and provide dispatching services for authority, see Vehicle Code § 2421.5.

#### § 2551.5. Compensation of members; expenses

The board of supervisors, and the city councils of the cities in the county, may authorize the members of the service authority to receive for each attendance at meetings of the service authority, and for each day any member is engaged in authorized service authority business other than attendance at meetings of the service authority, the maximum sum of one hundred dollars (\$100), but not to exceed five hundred dollars (\$500) in any calendar month, and to be allowed their actual and necessary expenses incurred in the discharge of their duties.

(Added by Stats. 1988, c. 11 32, § 3.5, eff. Sept. 22, 1988.)

#### § 2551.6 Authority to operate the Freeway Service Patrol

A service authority may agree to operate the freeway service patrol in the county or region in which the service authority was created. If another agency is operating a



freeway service patrol in the county or region, the service authority shall obtain approval from that agency before operating the freeway service patrol.

(Added by Stats. 2003, c. 374, § 1, eff. Sept. 12, 2003.)

**§ 2552. Metropolitan transportation commission or Sacramento area council of governments as authority for two or more counties; funding**

When the Metropolitan Transportation Commission or the Sacramento Area Council of Governments functions as the service authority for two or more counties, the revenues which it receives pursuant to Section 9250.10 of the Vehicle Code, after retention of amounts necessary to reimburse the commission or the council for its reasonable and necessary administrative costs, shall be expended for implementation, maintenance, and operation of a motorist aid system within those counties. The amount expended for each of those counties shall be in the same proportion as the revenues generated within the county bears to the total revenues received by the commission or the council. Expenditures may be made in a county in addition to revenues proportionately generated if the expenditures are approved by all of the donor county representatives on the service authority.

(Amended by Stats. 1991, c. 549 (S.B. 1254), § 2, eff. Oct. 7, 1991.)

(Formerly § 2550.1, added by Stats. 1987, c. 250, § 1.5. Renumbered and amended by Stats. 1988, c. 11 32, § 4, eff. sept. 22, 1988.)

**Historical and Statutory Notes**

Former § 2552 was renumbered § 2554 and amended by Stats. 1988, c. 11 32, § 6.

**§ 2553. Membership**

An authority, other than the Metropolitan Transportation Commission or a county transportation commission or a council of governments designated pursuant to Section 2551, shall have seven members, with two members selected by the board of supervisors and five members selected jointly by the city councils of cities within the county.

If the Metropolitan Transportation Commission functions as a service authority, it shall consist of all the members of the commission as set forth in Section 66503 of the Government Code.

If the Sacramento Area Council of Governments functions as a service authority, it shall consist of (a) all of the members of the board of directors of the council, as set forth in the Joint Powers Agreement of the Sacramento Area Council of Governments, dated October 21, 1980, pursuant to Chapter 5 (commencing with Section 6500) of Division 7 of Title I of the Government Code, (b) one member representing San Joaquin County, (c) one member representing the cities of San Joaquin County, (d) one member representing any other county that is not already a member of the council, and (e) one member

representing the cities within that county.

(Amended by Stats.1991, c. 549 (S.B.1254), § 3, eff. Oct. 7,1991; Stats.1991, c. 711 (A.B.1 390),§ 2.5;Stats.1998, c.877 (A.B.2132), §30.)

(Formerly § 2551, added by Stats.1985, c. 1350, § 2. Amended by Stats.1986, c. 997, § 2; Stats.1987, c. 250, § 2. Renumbered § 2553 and amended by Stats.1988, c. 1132 § 5, eff. Sept. 22, 1988.)

#### Historical and Statutory Notes

##### 1991 Legislation

Under the provisions of § 5 of Stats. 1 991, c 711, the 1991 amendments of this section by c. 549 and c. 711 were given effect and incorporated in the form set forth in § 3 of c. 549, operative until Jan. 1, 1 992, then in the form set forth in § 2.5 of c. 711. An amendment of this section by § 2 of Stats.1991, c. 711, failed to become operative under the provisions of § 5 of that Act

Amendment of this section by § 3.5 of Stats. 1991, c. 549, failed to become operative *under* the provisions of § 6 of that Act.

Former § 2553 was renumbered § 2555 and amended by Stats.1988, c. 1132, § 7.

#### § 2554. Duty of authority

An authority may contract and may undertake any act convenient or necessary to carry out this chapter and any other law relating to the authority.

(Formerly § 2552, added by Stats. 1985, c. 1 350, § 2. Renumbered § 2554 and amended by Stats. 1988,c. 1132, § 6, eff. Sept. 22, 1988.)

#### Historical and Statutory Notes

Former § 2554 was renumbered § 2557 and amended by Stats.1988. c. 1132, § 8.

#### Notes of Decisions

##### 1. Competitive bidding

Local service authority for freeway emergencies was not required to engage in competitive bidding in soliciting bids for emergency call box system by fact that county and cities which established local authority would be required to engage in competitive bidding if they individually let the contract; as separate entity, local authority was not subject to Pub.Con.Code §§ 20128 and 20162 requiring competitive bidding of county or participating cities. San Diego Service Authority for Freeway Emergencies v. Superior Court (Cubic Communications, Inc.) (App. 4 Dist.1988) 244 Cal.Rptr. 440, 198 C.A.3d 1466.

#### § 2555. Fees on registered vehicles of county

An authority may impose a fee, of one dollar (\$1) per year, on vehicles registered in the county pursuant to Section 9250.10 of the Vehicle Code.

(Amended by Stats.1995, c. 766 (S.B.726), § 3.)

(Formerly § 2553, added by Stats. 1 985, e. 1 350, § 2. Renumbered § 2555 and amended by Stats. 1988,c. 1132, § 7, eff. Sept. 22, 1988.)

**Historical and Statutory Notes**

Former § 2555 was renumbered § 2558 and amended by Stats. 1988, c. 1132, § 9.

**§ 2556. Merger of existing authority into authority established by metropolitan transportation commission or Sacramento area council of governments**

An existing service authority established by any of the counties or the city and county enumerated in subdivision (c) of Section 2551 may be merged into a service authority established by the Metropolitan Transportation Commission or by the Sacramento Area Council of Governments.

(Amended by Stats.1991, c. 549 (S.B.1254), 5 4, eff. Oct. 7, 1991.)

(Added by Stats.1987, c. 250, § 6. Amended by Stats.1988, c. 1132, § 10, eff. Sept. 22, 1988.)

**§ 2557. Use of moneys received on emergency motorist aid system; review and approval of plans for implementation of system proposed; construction and maintenance or lease or lease-purchase of facilities; use of excess funds for additional services**

(a) Except as provided in subdivisions (c) and (d), the moneys received by each authority pursuant to subdivision (b) of Section 9250.10 of the Vehicle Code shall be used for the implementation, maintenance, and operation of a motorist aid system of call boxes, including the lease or lease-purchase of facilities and equipment for the system, on the portions of the California Freeway and Expressway System and a county expressway system, and, the unincorporated county roads in that county, and on state highway routes that connect segments of these systems, which are located within the county in which the authority is established. The Department of Transportation and the Department of the California Highway Patrol shall each review and approve plans for implementation of a motorist aid system of call boxes proposed for any state highway route and shall be reimbursed by the service authority for all costs incurred due to the review and approval of the plan.

(b) An authority or any other public entity may construct and maintain, and lease or lease-purchase on terms and conditions it deems appropriate, the facilities of a motorist aid system or it may contract with a private person or entity to do so.

(c) If leases or lease-purchase agreements are entered into pursuant to subdivision (a), or if revenue bonds are issued and sold pursuant to Section 2558, the moneys received by each authority pursuant to subdivision (b) of Section 9250.10 of the Vehicle Code shall be used to the extent necessary to make lease payments or to pay the principal of, and interest on, the amount of bonded indebtedness outstanding, as the case may be. Facilities and equipment acquired through the expenditure of proceeds from the sale of those bonds shall have a useful life at least equal to the term of the bonds.

(d) (1) Any money received by an authority pursuant to subdivision (b) of Section 9250.10 of the Vehicle Code which exceeds the amount needed for implementation and ongoing costs to maintain and operate the motorist aid system of call boxes, installed pursuant to subdivision (a), may be used for purposes of paragraph (2) and for additional motorist aid services or support, including, but not limited to, the following safety-related projects:

- (A) Changeable message signs.
- (B) Lighting for call boxes.
- (C) Support for traffic operations centers.
- (D) Contracting for removal of disabled vehicles from the traveled portion of the right-of-way, including operation of the freeway service patrol pursuant to Chapter 15 (commencing with Section 2560).

(2) Any amendment to an existing plan for a motorist aid system of call boxes adopted by an authority for any state highway route shall, prior to implementation, be submitted to the Department of Transportation and the Department of the California Highway Patrol for review and approval and shall not be implemented until so reviewed and approved. The authority shall reimburse each department for the costs of that review.

(e) An authority may develop policies for the retention of records, including, but not limited to, authority operations, contracts, and programs, and the length of the retention period.

(f) A motorist aid system constructed, maintained, or operated pursuant to this section shall meet the applicable standards of Title II of the Americans with Disabilities Act of 1990 (Public Law 101-336) and federal regulations adopted pursuant thereto.

(Amended by Stats. 1990, c. 282 (A.B.2937), § 1; Stats 1991, c. 751 (S.B.565), § 1, eff. Oct 9, 1991; Stats 1992,c.913 (A.B. 1077), §41,eff. Jan 1,1993; Stats 2002, c. 441 (S.B. 1740), §1, eff. Sept. 9, 2002; Stats 2003, c. 374 (S.B. 795), §2, eff. Sept. 12, 2003) (Formerly § 2554, added by Stats.1985, C. 1350, § 2. Amended by Stats.1986, c. 124, § 1; Stats.1986, c. 730, § 1; Stats. 1986, c. 997, § 3.5; Stats. 1987, C. 250, § 3. Renumbered § 2557 and amended by Stats. 1988,c. 1132, § 8,eff. Sept.22, 1988.)

#### Historical and Statutory Notes

Amendment of this section by § 3 of Stats. 1986, c. 997, failed to become operative under the provisions of § 5 of that Act. Effect of amendment of section by two or more acts at the same session of the legislature, see Government Code § 9605.

#### Library References

Highways 9 1/4. WESTLAW Topic No. 200. C.J.S. Highways §§ 176, 178.

**§2558. Revenue bonds; issuance; pledge of revenues; use of proceeds on call boxes; priority of liens**

(a) Subject to subdivision (b), a service authority may issue revenue bonds pursuant to Chapter 6 (commencing with Section 54300) of Division 2 of Title 5 of the Government Code, or Chapter 5 (commencing with Section 4950) of Part 3 of Division 5 of the Health and Safety Code, as nearly as practicable, for the implementation and maintenance of a motorist aid system of call boxes and shall pledge revenues to be received from fees referred to in Section 2555 as security for the payment of principal or of interest or other amounts due on those revenue bonds. In addition, a service authority which has entered into one or more leases or lease-purchase agreements for facilities of a motorist aid system may also pledge, as security for the payment of amounts due under the lease or agreements, revenues to be received from those fees. The pledge of revenues provided for in this subdivision shall be a first and prior lien and, without any action other than the adoption by the members of a resolution providing for the pledge, the lien of the pledge shall attach and become perfected as to each fee imposed pursuant to Section 9250.10 of the Vehicle Code as and when the fee becomes due and payable. However, if a service authority has, at the same time, existing obligations under one or more issues of revenue bonds, one or more leases or lease-purchase agreements, or both, the respective priorities of the liens of pledges of revenue shall be determined on the basis of the respective dates on which resolutions providing for those pledges were adopted, with the highest priority being accorded the pledge of revenues provided for in the earliest of those resolutions. Bond proceeds shall not be used for operation of a motorist aid system of call boxes.

(b) A service authority may issue revenue bonds for each county within its jurisdiction.

(Formerly § 2555, added by Stats. 1985, c. 1350, § 2. Amended by Stats. 1986, c. 997, § 4; Stats. 1987, c. 250, § 4. Renumbered § 2558 and amended by Stats. 1988, c. 11 32, § 9, eff. Sept. 22, 1988; Amended by Stats. 2003, c. 374 (S.B. 795), §3, eff. Sept. 12, 2003.)

**Notes of Decisions**

**1. Competitive bidding**

Fact that local service authority for freeway emergencies could finance implementation and maintenance of emergency call box system by issuing revenue bonds pursuant to Gov. Code § 54300 et seq. and Health & Safety Code § 4950 et seq. containing competitive bidding provisions did not require local authority to let contract through competitive bidding where financing was accomplished solely through imposition of vehicle registration fee. *San Diego Service Authority for Freeway Emergencies v. Superior Court (Cubic Communications, Inc.)* (App. 4 Dist. 1988) 244 Cal.Rptr. 440, 198 C.A.3d 1466.

**§2559. Removal, damage, or Interference with call box; violation; repair costs**

It is a misdemeanor for any person to remove, damage, interfere with the use of, or obstruct any motorist aid call box provided pursuant to this chapter without the consent of the authority.

A person convicted under this section may be required by the court to pay to the service authority the costs of repairing or replacing the call box, in addition to any other penalty.

(Added by Stats.1988,c. 1132, § 11, eff. Sept.22, 1988.)

### Vehicle Code

**§ 2421.5. Service authority for freeway emergencies; central dispatching services; reimbursement for costs.**

(a) When any Service Authority for Freeway Emergencies has imposed additional fees on vehicles pursuant to Section 2555 of the Streets and Highways Code, the authority may contract with the department or a private or public entity to handle calls originating from the authority's motorist aid call box system.

(b) (1) If the contract is with the department, its terms shall comply with the requirements specified in paragraph (2) for the system on the portions of the California Freeway and Expressway System and on county roads in rural, unincorporated areas of the county and on state highway routes that connect segments of these systems, if they are located within the county in which the authority is established and the Department of the California Highway Patrol has law enforcement responsibility over them.

(2) The contract shall contain guidelines, as jointly agreed to between the authority and the department, following consultation with the authority, for services to be provided, including, but not limited to, reporting requirements, immediate transfer of emergency calls and traffic management information to the department, computer interface capability with the department, performance standards, and coordination with the eligible tow service providers.

(c) If the contract is with a private or public entity, the authority shall ensure that the specifications in the "CHP/Cal Trans Call Box and Motorist Aid Guidelines" are met and coordinate with the department to determine which calls will be transferred to it for response. The authority shall reimburse the department for all costs incurred under this subdivision in accordance with the "CHP/Cal Trans Call Box and Motorist Aid Guidelines." If an authority has a contract with a private or public entity having a commencement date of July 1, 2003, or prior, the performance standards of those contracts shall remain in effect until modifications are made to the applicable sections of the statewide guidelines.

(d) The authority may contract with the Department of the California Highway Patrol to perform duties as mutually agreed by the parties.

(Amended by Stats. 2003, c. 14 (S.B. 795), § 4, eff. Sept. 12, 2003.)

**§ 9250.10. Service authority for freeway emergencies; additional fees; distribution after deduction of administrative costs**

(a) In addition to any other fees specified in this code and the Revenue and Taxation code, any additional fees imposed by a service authority for freeway emergencies pursuant to Section 2555 of the Streets and Highways Code shall be paid to the department at the time of registration or renewal of registration of every vehicle subject to registration under this code in the subject counties, except those vehicles that are expressly exempted under this code from the payment of registration fees.

(b) After deducting its administrative costs, the department shall distribute the additional fees collected pursuant to subdivision (a) to the authority in the county in which they were collected.

(Amended by Stats.1988, c. 1132, § 13, eff. Sept. 22, 1988.)  
(Added by Stats.1985, c. 11350, § 4.)

**Library References**

Automobiles 49, 101. C.J.S. Motor Vehicles § 143 et seq.

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## ANNEX B

## Streets and Highway Code

## Chapter 2, Article 2

## THE CALIFORNIA FREEWAY AND EXPRESSWAY SYSTEM

## Section

- 250. Establishment and construction of statewide system.
- 251. Correction of deficiencies on state highway system and connections.
- 252. Review of freeway and expressway system; correlation of planning and construction work; scientific studies.
- 252.5. Repealed.
- 253. Routes included in freeway and expressway system.
- 253.1. Composition of freeway and expressway system.
- 253.2. Additional inclusions; portions of Routes 1 to 4, 12, 13, 16, 17 and 20.
- 253.3. Additional inclusions; portions of Routes 22,23, 25, 26,29, 33, 35, 36, 38, 39, 41, 43, 45.
- 253.4. Additional inclusions; portions of Routes 46, 49, 58, 62, 76 and 77.
- 253.5. Additional inclusions; portions of Routes 79, 84, 86, 91, 92, 94, 95,99, 101 and 110.
- 253.6. Additional inclusions; portions of Routes 111,113,116,120,127,128,132.
- 253.7. Additional inclusions; portions of Routes 137, 138, 142, 152, 160, 166, 168, 170, 178,180,190,193,198.
- 253.8. Additional inclusions; portions of Routes 227, 244, 299, 395, 480, and 905.
- 254. Designation of portions of state highways as part of freeway and expressway system.
- 255. Termination of easements of access to state highways.
- 256. Repealed.
- 256.1. Deletion of highways; notice; hearing.
- 257. "Freeway" and "expressway" defined.

*Article 2 was added by Stats. 1959, c. 1062p. 3110, § 1.*

*Former Article 2, The Primary State Highways, enacted by Stats. 1935, c. 29, p. 272, embracing sections 250, 251, was repealed by Stats. 1947, c. 772, p. 1852.*

## Cross References

- Authority to lay out, acquire and construct freeways, see § 100.1.
- Connections with freeways, see § 100.2.
- Controlled access highways as subject to all Code provisions pertaining to freeways, see § 23.5.
- Emergency water hydrants and telephone or other communication facilities on freeways, see §§ 152,153.
- Franchises in freeways, see § 683.
- Freeway, defined, see § 23.5.
- Location for highways, see § 75.
- Utilities in freeways, see § 700 et seq.



**Law Review Commentaries**

Highway location in California: Federal impact. Arthur R. Silen (1970) 21 Hast.L.J. 781. Urban freeways and the interstate system. Gary T. Schwartz (1976) 49 So.Cal.L.R. 406.

**Library References**

Highway location and construction. Reports of Assembly Interim Committee on Conservation, Planning, and Public Works, 1955-1957, vol. 1 3, No. 13. Vol. 2 of Appendix to Journal of the Assembly, Reg. Sess., 1957.

**§ 250. Establishment and construction of statewide system**

It is hereby declared to be essential to the future development of the State of California to establish and construct a statewide system of freeways and expressways and connections thereto without regard to present jurisdiction over the highways, roads, and streets that might be included. It is the intent, further, that the California Freeway and Expressway System be completed with provision for control of access to the extent necessary to preserve the value and utility of the facilities to be constructed.

(Added by Stats.1959, c. 1062, p. 3110, § 1.)

**Historical and Statutory Notes**

Section 89 of Stats.1959, c. 1062, p. 3122, provided: "It is the purpose of the Legislature in extending lengths of routes presently in the State Highway System and in adding routes to the State Highway System in this act that additional mileage be incorporated into the State Highway System in order that said mileage may become a part of the California Freeway and Expressway System. There shall be no expenditures made on the extensions of state highways added by this act or on any state highways added by this act other than planning, design, maintenance, right-of-way acquisition and right-of-way clearance until the 1963-64 Fiscal Year."

Former § 250, enacted by Stats. 1935, c. 29, p. 272, derived from Stats. 1927, c. 794, p. 1562, § 1, which stated that the highways specifically described in the article were primary state highways, was repealed by Stats. 1947, c. 772, p. 1852, § 6.

**Law Review Commentaries**

Pre-emption aspects of freeway problems. Jack M. Howard (1966) 17 Hast.L.J. 571.

**Library References**

Highways 97 3/4 et seq. WESTLAW Topic No. 200. C.J.S. Highways § 175.

**§ 251. Correction of deficiencies on state highway system and connections**

It is further declared to be essential to the future development of the State of California that the deficiencies on the State Highway System not a part of the California Freeway and Expressway System and deficiencies on connections to the State Highway System be corrected simultaneously with the highways in the California Freeway and Expressway System in proportion to the relative deficiencies and the needs of traffic service.

(Added by Stats. 1959, c. 1062, p. 3111, § 1.)

#### Historical and Statutory Notes

Former § 251, enacted by Stats. 1935, c. 29, p. 272, amended by Stats. 1935, c. 274, p. 959; Stats. 1937, c. 841, p. 2359; Stats. 1939, c. 473, p. 1819, § 1, derived from Stat. 1927, C. 794, P. 1562, § 1; Stat. 1933, c. 9, pp. 17, 18, §§ 1, 3, which listed the routes and portions of routes which were primary state highways, was repealed by Stats. 1947, c. 772, p. 1852, § 6.

#### Library References

Highways 97 3/4 et seq. WESTLAW Topic No. 200. C.J.S. Highways § 175.

### § 252. Review of freeway and expressway system; correlation of planning and construction work; scientific studies

The Legislature recognizes that the dynamic growth of this State will require periodic review of the California Freeway and Expressway System. The Legislature recognizes further that all highway planning and construction work should be correlated with a plan to provide a comprehensive system of access-controlled freeways and expressways throughout the State, and that the California Freeway and Expressway System established by this article has been selected and developed as a result of scientific studies by all levels of government in the State of California.

(Added by Stats. 1959, c. 1062, p. 3111, § 1.)

#### Historical and Statutory Notes

Former § 252, added by Stats. 1947, c. 1449, p. 3020, § 1, after the repeal of former Article 2, declared that the highway from San Leandro to Oakland via Alameda and the Posey Tube was a primary state highway.

#### Library References

Highways 303. WESTLAW Topic No. 200. C.J.S. Highways § 179 et seq.

§ 252.5. Repealed by Stats. 1980, c. 777, p. 2320, § 57

#### Historical and Statutory Notes

The repealed section, added by Stats. 1973, c. 724, p. 1305, § 1, required the adoption of a transportation plan before the adoption of system locations in Los Angeles County.

### § 253. Composition of freeway and expressway system

The California Freeway and Expressway System is hereby established and shall be composed of the highways specified in this article.

(Added by Stats. 1968, c. 282, § 3, eff. June 11, 1968.)

**Historical and Statutory Notes**

Former § 253, added by Stats. 1963, c. 385, p. 1190 § 4, amended by Stats. 1963, c. 1698, p. 3329 § 2; Stats. 1965, c. 1371, p. 3262, § 1; Stats. 1965, c. 1372, p. 3269, § 1, relating to composition of freeway and expressway system, was repealed by Stats. 1968, c. 282, § 2, eff. June 11, 1968.

Former § 253, added by Stats. 1959, c. 1062, p. 3111, § 1, amended by Stats. 1961, c. 1146, p. 2886, § 1, Stats. 1963, c. 1698, p. 3326, § 1, relating to composition of freeway and expressway system, was repealed by Stats. 1963, c. 385, p. 1189, § 3; Stats. 1963, c. 1698, p. 3337, § 34, operative July 1, 1964.

Section 34 of Stats. 1963, c. 1698, p. 3337, provided: "Sections 2, 4, 7, 9, 15, 17, 19, 22, 24, 28, 31, 32, and 33.5 of this act shall become operative at the same time as Chapter 385 of the Statutes of 1963 becomes operative [July 1, 1964]; concurrently there with Sections 253, 313, 317, 320, 334, 335, 336, 337, 341, 348, 365, 375, 429, 441, 442, 541, 543, 581, 582 and 592 of the Streets and Highways Code as amended by Sections 1, 3, 5, 6, 8, 10, 11, 12, 13, 14, 16, 18, 20, 21, 23, 25, 26, 27, 29, and 30 of this act shall be repealed."

**Derivation:** Former § 253, added by Stats. 1963, c. 1190, § 4, amended by Stats. 1963, c. 1698, p. 3329, § 2; Stats. 1965, c. 1371, p. 3262, § 1; Stats. 1965, c. 1372, p. 3269, § 1.

Former § 253, added by Stats. 1959, c. 1062, p. 3111, § 1, amended by Stats. 1961, c. 1146, p. 2886, § 1; Stats. 1963, c. 1698, p. 3326, § 1.

**Law Review Commentaries**

Pre-emption aspects of freeway problems. Jack M. Howard (1966) 17 *Hast. L.J.* 571.

**Library References**

Highways 21. WESTLAW Topic No. 200. C.J.S. Highways §§ 29, 32, 36.

**§ 253.1. Routes included in freeway and expressway system**

The California freeway and expressway system shall include:

Routes 5, 6, 8, 10, 14, 15, 18, 24, 28, 30, 32, 34, 37, 40, 44, 47, 48, 50, 51, 52, 53, 54, 55, 56, 57, 59, 60, 61, 63, 65, 67, 68, 70, 71, 73, 74, 78, 80, 81, 83, 85, 87, 88, 89, 90, 93, 97, 100, 102, 103, 105, 107, 108, 118, 121, 122, 124, 125, 126, 133, 134, 136, 139, 140, 145, 148, 149, 154, 156, 157, 161, 163, 164, 171, 179, 181, 183, 184, 199, 205, 210, 215, 217, 221, 223, 230, 232, 234, 235, 237, 238, 239, 241, 242, 247, 249, 251, 252, 256, 257, 258, 259, 261, 280, 330, 371, 380, 405, 505, 580, 605, 680, 710, 780, 805, 880, and 980 in their entirety.

(Added by Stats. 1968, c. 282, § 5, eff. June 11, 1968. Amended by Stats. 1969, c. 294, p. 656, § 1; Stats. 1969, c. 726, p. 1458, § 1; Stats. 1970, c. 1473, p. 2713, § 1; Stats. 1970, c. 1547, p. 3143, § 3; Stats. 1971, c. 146, p. 198, § 1; Stats. 1971, c. 998, p. 1916, § 3; Stats. 1972, c. 1216, p. 2345, § 1; Stats. 1973, c. 735, p. 1321, § 1; Stats. 1975, § 64.2; Stats. 1984, c. 409, § 1; Stats. 1988, c. 106, § 7, eff. May 13, 1988, operative Jan. 1, 1989.)

**Historical and Statutory Notes**

Amendment of this section by § 3 of Stats. 1969, c. 726, failed to become operative under the provisions of § 5 of that Act.

Section 4 of Stats. 1970, c. 1547, p. 3143, provided:

“It is the intent of the Legislature, if amendments to Section 253.1 of the Streets and Highways Code proposed by both this bill and Assembly Bill No. 508 [Stats. 1970, c. 1473, p. 2917] are enacted, that both amendments be given effect and incorporated in Section 253.1 in the form set forth in Section 3 of this act. Therefore, in the event Assembly Bill No. 508 is enacted and amends Section 253.1, Section 3 of this act shall become operative at the same time that Section 253.1 as amended by Assembly Bill No. 508 becomes operative, and at that time, Section 253.1 of the Streets and Highways Code as amended by Section I of this act is repealed.”

Under the provisions of § 4 of Stats. 1971, c. 998, the 1971 amendments of this section by c. 146 and c. 998 were given effect and incorporated in the form set forth in § 3 of c. 998. An amendment of this section by § I of Stats. 1971, c. 998, failed to become operative under the provisions of § 4 of that Act.

Amendment of this section by § 3 of Stats. 1971, c. 146, failed to become operative under the provisions of § 4 of that Act.

Section 15 of Stats. 1973, c. 735, p. 1325, provided:

“Any section of any act enacted by the Legislature at its 1973-74 Regular Session, which takes effect on or before January 1, 1974, and which amends, amends and renumbers, or repeals a section amended or repealed by this act, shall prevail over this act, whether such act is enacted prior or subsequent to this act.”

Section 20 of Stats. 1975, c. 38, p. 72 provided:

“Any section of any act enacted by the Legislature at its 1975-76 Regular Session which takes effect on or before January 1, 1976, and which amends, amends and renumbers, or repeals a section amended or repealed by this act, shall prevail over this act, whether such act is enacted prior or subsequent to this act.”

Former § 253.1, added by Stats. 1967, c. 674, p. 2043, § 1, designating portion of Route 1 from Route 42 to Route 101 near El Rio as part of freeway and expressway system, was repealed by Stats. 1968, c. 282, § 4, eff. June 11, 1968.

**§ 253.2. Additional Inclusions; portions of Routes 1 to 4, 12, 13, 16, 17 and 20**

The California freeway and expressway system shall also include:

Route 1 from:

- (a) Los Angeles-Ventura county line to Route 101 near El Rio.
- (b) Route 101 near Las Cruces to Route 227 south of Oceano.
- (c) Route 101 near San Luis Obispo to San Simeon.
- (d) Carmel to the west city limits of Santa Cruz.
- (e) The Higgins-Purisima Road to Route 280 south of San Francisco.
- (f) Route 280 to the San Francisco county line.
- (g) Route 101 near the southerly end of Marin Peninsula to the vicinity of Valley Ford.

(h) Route 128 near the mouth of the Navarro River to Route 101 near Leggett.

Route 2 from Glendale Boulevard in Los Angeles County to Route 210.

Route 3 from Route 299 near Weaverville to Route 5 near Yreka.

Route 4 from:

(a) Route 80 in Hercules to Route 99 near Stockton.

(b) Route 99 near Stockton to Route 65.

Route 12 from:

(a) Route 1 near Valley Ford to Route 101 at Santa Rosa.

(b) Route 101 near Santa Rosa to Melita Road near Santa Rosa.

(c) Route 29 in the vicinity of Napa to Route 80 near Cordelia.

(d) Route 80 near Fairfield to Route 99 near Lodi via Rio Vista.

(e) Route 99 near Lodi to Route 88 near Lockeford.

(f) Route 88 near Clements to Route 49 near San Andreas.

Route 13 from:

(a) Route 61 near the Oakland International Airport to Route 24.

(b) Route 80 to Route 61 near Emeryville.

Route 16 from:

(a) Route 505 to Route 5 near Woodland.

(b) Route 50 near Perkins to Route 49 near Drytown.

Route 17 from:

(a) Route 1 near Santa Cruz to Granite Creek Road near Scott's Valley.

(b) The south city limits of Los Gatos to Route 280 in San Jose.

Route 20 from Route 101 to Route 80 near Emigrant Gap.

(Amended by Stats. 1990, c. 1187 (A.B.2785), § 1.)

(Added by Stats. 1968, c. 282, § 7, eff. June 11, 1968. Amended by Stats. 1969, c. 726, p. 1458, § 2; Stats. 1970, c.634, p. 1253, §1; Stats.1971,c. 179, p.246. § 1; Stats.1971,c.963, p. 1874, §2; Stats.1971,c. 1247,P. 2449, §6; StatL1973,c. 735. p. 1322, §2; Stais.1975,c 39, p.67, §2; Statc.1976,c 1354, p.ó<sup>172</sup>, §3;Sta13.19B1, C. 292,p. 1409. §2;Statc.1984,c.409,§2.)

#### Historical and Statutory Notes

Operative effect of Stats. 1969, c. 726, p. 1458 see Historical and Statutory Notes under § 253.1.

Amendment of this section by Stats. 1969, c. 726, p. 1459, § 4 failed to become operative see

Historical and Statutory Notes under § 253.1.

Under the provisions of § 10 of Stats.1971, c. 1247, the 1971 amendments of this section by c. 179, c. 963, and c. 1247 were given effect and incorporated in the form set forth in § 6 of c. 1247. An amendment of this section by § 1, § 3 to 5, and § 7 to 9 of Stats. 1971, c. 1247, failed to become operative under the provisions of § 10(d) of that Act.

Under the provisions of § 3 of Stats.1971, c. 963, the 1971 amendments of this section by c. 179 and c. 963 were given effect and incorporated in the form set forth in § 2 of c. 963. An amendment of this section by § 1 of Stats. 1971, c. 963, failed to become operative under the provisions of § 3 of that Act.

Former § 253.2, added by Stats. 1967, c. 1 584 p. 3792, § 1, designating portion of Route I from Route 101 Near Las Cruces to Route 227 south of Oceano as part of freeway and expressway system was repealed by Stats. 1968, C. 282, § 6, eff. June 11, 1968.

**§ 253.3. Additional Inclusions; portions of Routes 22, 23, 25, 26, 29, 33, 35, 36, 38, 39, 41, 43, 45**

The California freeway and expressway system shall also include:

Route 22 from:

- (a) Studebaker Road in Long Beach to Route 405.
- (b) Route 405 to Route 55 near Orange.

Route 23 from:

- (a) Route 101 in Thousand Oaks to Route 11 8.
- (b) Route 11 8 to Route 126 near Fillmore.

Route 25 from:

- (a) Route 1 80 near Paicines to Route 1 56 in Hollister.
- (b) Route 1 56 in Hollister to Route 101 near Gilroy.

Route 26 from Route 99 near Stockton to Route 12.

Route 29 from:

- (a) Route 80 near Vallejo to Oak Knoll Avenue north of the City of Napa.
- (b) The Napa-Lake county line to Route 20.

Route 33 from:

- (a) Route 101 near Ventura to Route 1 50.
- (b) Route 1 50 to Route 166 near Maricopa.
- (c) Route 1 52 west of Los Banos to Route 5 near Santa Nella.

Route 35 from Route 280 to Route 1 near Daly City.

Route 36 from:

- (a) Route 5 at Red Bluff to Route 395.
- (b) Route 1 39 north of Susanville to Route 395 near Termo.

Route 38 from Route 10 near Redlands to Route 18 near Baldwin Lake.

Route 39 from Route 5 to Route 210.

Route 41 from:

- (a) Route 1 near Morro Bay to Route 101 near Atascadero.
- (b) Route 46 to Route 99 near Fresno.
- (c) Route 99 near Fresno to Route 1 80.
- (d) Route 1 80 to Yosemite National Park.

Route 43 from Route 5 to Route 99 near Selma.

Route 45 from Route 20 near Colusa to Route 32 near Hamilton City.

(Added by Stats. 1968, c. 282, § 9, eff. June 11, 1968. Amended by Stats. 1971, c. 998, p. 1915, §2; Stats. 1972, C. 1216, p. 2345, §2; Stats. 1973, c. 735, p. 1322, §3; Stats. 1984, c. 409, §3; Stats. 1988, c. 106, §8, eff. May 13, 1988, operative Jan. 1, 1989; Stats. 1988, c. 609, § 1.)

#### Historical and Statutory Notes

Former § 253.3, added by Stats. 1967, c. 1584, p. 3792, § 2, designating Route 227 from Route 1 south of Oceano to Route 101 near Arroyo Grande as part of freeway and expressway system, was repealed by Stats. 1968, c. 282, § 8, eff. June 11, 1968.

#### § 253.4. Additional inclusions; portions of Routes 46, 49, 58, 62, 76 and 77

The California freeway and expressway system shall also include:

Route 46 from Route 101 in San Luis Obispo County to Route 99 near Famoso.

Route 49 from:

- (a) Route 41 near Oakhurst to Route 140 at Mariposa.
- (b) Route 108 south of Jamestown to Route 108 near Sonora.
- (c) Route 88 near Jackson to Route 50 near Placerville.
- (d) Route 80 near Auburn to Route 20 in Grass Valley.
- (e) Route 20 at Nevada City to Route 89 near Sattley.
- (f) Route 89 near Sierraville to Route 70 near Vinton.

Route 58 from:

- (a) Route 5 to Route 43.
- (b) Route 43 to Route 99.
- (c) Route 99 near Bakersfield to Route 15 near Barstow.

Route 62 from Route 10 near Whitewater to Route 247 near Yucca Valley.

Route 76 from Route 5 near Oceanside to Route 15.

Route 77 from Route 93 westerly of Moraga to Route 24 near Lafayette.

(Added by Stats.1968, c. 282, § 10, eff. June 11, 1968. Amended by Stats.1969, c. 294 p. 656, § 2, eff. June 30, 1969; Stats.1970, c. 1473, § 2; Stats.1970, c. 1547, p. 3143, § 2, Stats.1972, c. 524, p.905, § 1; Stats.1975, c. 39, p. 68, § 3; Stats.1976, c. 1354, p. 6173, § 4; Stats.1981, c. 292, p. 1410, § 3; Stats.1984, c. 409, § 4.)

**§ 253.5. Additional inclusions; portions of Routes 79, 84, 86, 91, 92, 94, 95, 99, 101, and 110**

The California freeway and expressway system also includes:

Route 79 from:

- (a) Route 8 near Descanso to Route 78.
- (b) Route 371 near Aguanga to Route 15 near Temecula.
- (c) Route 15 near Temecula to Route 74 near Hemet.
- (d) Route 74 near Hemet to Route 10 near Beaumont.

Route 84 from:

- (a) The westerly approach to the Dumbarton Bridge to Route 880.
- (b) Route 880 to Route 238.
- (c) Route 680 near Scotts Corners to Route 580 in Livermore.
- (d) Route 580 in Livermore to Route 4 near Brentwood.
- (e) Route 12 at Rio Vista to Route 50 near Broderick.

Route 86 from Route 78 near Brawley to Route 10 in Indio.

Route 91 from Route 405 to Route 215 near Riverside.

Route 92 from:

- (a) Route 1 near Half Moon Bay to Route 280.
- (b) Route 280 to Route 238.

Route 94 from Route 5 near San Diego to 0.3 miles east of Sweetwater Bridge.

Route 95 from Route 10 near Blythe to Route 40 near Needles.

Route 99 from:

- (a) Route 5 south of Bakersfield to Route 50 in Sacramento.
- (b) Route 5 in Sacramento to Route 36 near Red Bluff.

Route 101 from:

- (a) Route 5 near Seventh Street in Los Angeles to near Fell Street in San Francisco.
- (b) A point in Mann County opposite San Francisco to the Oregon state line north of Crescent City.

Route 110 from Route 47 to Colorado Boulevard in Pasadena.

(Added by Stats.1968, c. 282, § 11, elf. June 11, 1968. Amended by Stats.1969, c. 294, p.656, § 3, elf. June 29,1969; Stats.1971, C. 66, p. 91, § 1; Stats.1971, c. 1247, p. 2446, § 2; Stats.1972, c. 1216, p.2346, § 3; Stats.1975, C. 39, p. 69, § 4; Stats.1976, C. 1354. p. 6173. § 5; Stats.1981, c. 292, p. 1410, § 4; Stats.1982, C. 681, p. 2805, § 64.4; Stats.1984, c. 409, — 5; Stats.1988, C. 106, § 9, elf. May 13, 1988, operative Jan. 1, 1989.)

**§ 253.6. Additional inclusions; portions of Routes 111, 113, 116, 120, 127, 128, 132**

The California freeway and expressway system shall also include:

Route 111 from:

- (a) The international boundary south of Calexico to Route 78 near Brawley passing east of Heber.
- (b) Route 78 near Brawley to Route 86 near Mecca via the north shore of the Salton Sea.
- (c) San Rafael Drive in Palm Springs to Route 10 near Whitewater.

Route 113 from Route 80 near Davis to Route 99 near Tudor.

Route 116 from:

- (a) Route 181 near Forestville to Route 101 near Cotati.
- (b) Route 101 near Petaluma to Route 121 near Schellville.

Route 120 from:

- (a) Route 5 near Mossdale to the west boundary of Yosemite National Park.
- (b) The east boundary of Yosemite National Park to Route 395 near Mono Lake.

Route 127 from Route 15 near Baker to Route 190 near Death Valley Junction. Route

128 from:

- (a) The mouth of the Navarro River to Route 101 near Cloverdale.
- (b) Route 101 to Route 29 at Calistoga.
- (c) Route 121 to Route 113 near Davis.

Route 132 from:

- (a) Route 580 west of Vernalis to Route 99 at Modesto.
- (b) Route 99 to Route 65.

(Amended by Stats.1990, c. 1187 (A.B.2785), § 2.)

(Added by Stats.1968, c. 282, § 12, elf. June 11, 1968. Amended by Stats.1972, c. 1216, p. 2347, § 4; Stats.1976, c. 1354, p. 6174, § 6; Stats.1988, c. 106, § 10, elf. May 13, 1988, operative Jan. 1, 1989.)

**§ 253.7. Additional inclusions; portions of Routes 137, 138, 142, 152, 160, 166, 168, 170, 178, 180, 190, 193, 198**

The California freeway and expressway system shall also include:



- Route 133 from Route 73 to Route 241.  
 Route 137 from Route 99 near Tulare to Route 65 near Lindsay.  
 Route 138 from Route 5 near Gorman to Route 15 near Cajon Pass.  
 Route 142 from Route 71 near Chino to Route 30 near Upland.  
 Route 152 from Route 101 to Route 65 near Sharon via Pacheco Pass.  
 Route 160 from:  
   (a) Route 4 near Antioch to Route 12 near Rio Vista.  
   (b) Sacramento to Route 51.  
 Route 166 from:  
   (a) Route 101 near Santa Maria to Route 33 in Cuyama Valley.  
   (b) Route 33 near Maricopa to Route 5.  
 Route 168 from Fresno to Huntington Lake.  
 Route 170 from:  
   (a) Los Angeles International Airport to Route 90.  
   (b) Route 101 near Riverside Drive to Route 5 near Tujunga Wash.  
 Route 178 from:  
   (a) Bakersfield to Route 14 near Freeman.  
   (b) Route 14 near Freeman to the vicinity of the San Bernardino county line.  
 Route 180 from:  
   (a) Route 25 near Paicines to Route 5.  
   (b) Route 5 to Route 99 passing near Mendota.  
   (c) Route 99 near Fresno to General Grant Grove section of Kings Canyon National Park.  
 Route 190 from Route 136 near Keeler to Route 127 near Death Valley Junction.  
 Route 193 from Route 65 near Lincoln to Route 80 near Newcastle.  
 Route 198 from Route 5 near Oilfields to the Sequoia National Park line.

(Added by Stats. 1968, c. 282, § 13, eff. June 11, 1968. Amended by Stats. 1970, c. 1473, p. 2914, § 3; Stats. 1971, C. 146, p. 198, § 2; Stats. 1972, c. 1216, p. 2347, § 5; Stats. 1981, c. 292, p. 1411, § 5; Stats. 1984, c. 409, § 6.)

**§ 253.8. Additional inclusions; portions of Routes 227, 244, 299, 395, 480, and 905**

- The California freeway and expressway system shall also include:  
 Route 227 from Route 1 south of Oceano to Route 101 near Arroyo Grande.  
 Route 244 from Route 80 to Auburn Boulevard.  
 Route 299 from Route 101 near Arcata to Route 395 at Alturas.  
 Route 395 from:  
   (a) Route 15 near Cajon Pass to the Nevada state line.  
   (b) Nevada state line northwest of Reno to Route 36 near Johnstonville.  
   (c) Route 36 near Termo to the Oregon state line.

Route 905 from Route 5 near the south end of San Diego Bay to the international boundary southerly of Brown Field.

(Amended by Stats.1991, C. 498 (S.B.181), § 2.)

(Added by Stats.1968, C. 282, § 14, eff. June 11, 1968. Amended by Stats.1969, c. 294, p. 657, § 4, eff. J—Ine 30, 1969; Stats.1972, c. 1216, p. 2348, § 6; Stats.1981, C. 292, p. 1412, § 6; Stats.1988, c. 106, § 11, eff. May 13, 1988, operative Jan. 1, 1989.)

**§ 254. Designation of portions of state highways as part of freeway and expressway system**

As specific locations are determined by the commission for portions of state highways included in the California freeway and expressway system, the commission shall designate the particular portion as a part of the California freeway and expressway system and the planning and design of such highways shall include provision for such access control as the department and the commission determine essential to protect the investment of any improvements made and to permit the ultimate development of a full freeway or an expressway when traffic and other conditions require. Such declaration by the commission shall have the effect of declaring the particular portion affected a freeway within the meaning of Section 100.2.

(Added by Stats.1959, C. 1062, p. 3115, § 1. Amended by Stats.1980, c. 777, p. 2320, § 58.)

**Cross References**

MacArthur Freeway, (portion of Route 280), see § 580. San Gabriel River Freeway (Route 605), see § 619. Santa Paula Freeway (portion of Route 126), see § 426.

**Law Review Commentaries**

Pre-emption aspects of freeway problems. Jack M. Howard (1966) 17 *Hast.L.J.* 571.

**Library References**

Highways 95(1), 103. WESTLAW Topic No. 200. C.J.S. Highways §§ 157 et seq., 179 et seq.

**§ 255. Termination of easements of access to state highways**

Nothing contained in this article shall prevent the department, either by acquisition or by condemnation, from terminating easements of access to any state highway not in the California Freeway and Expressway System, provided that such action by the department shall not have the effect of including the highway in the California Freeway and Expressway System.

(Added by Stats.1959, c. 1062, p. 3115, § 1.)

**Cross References**

Acquisition of realty by eminent domain for state highway purposes, see § 102 et seq. Connections with freeways, see § 100.2.

**Library References**

Eminent Domain 19. WESTLAW Topic No. 148. C.J.S. Eminent Domain § 32 et seq.

**§ 256. Repealed by Stats. 1961, c. 291, p. 1406, § 1, eff. Sept. 2, 1981****Historical and Statutory Notes**

The repealed section, added by Stats. 1959, c. 1062, § 1, amended by Stats. 1961, c. 1272, § 1; Stats. 1963, c. 1441, § 1; Stats. 1969, c. 1134, § 2; Stats. 1970, c. 429, § 1, Stats. 1980, c. 777 § 59, related to review of the system and report to the legislature.

**§ 256.1. Deletion of highways; notice; hearing**

Prior to submitting a written report required by statute recommending to the Legislature the deletion of a highway, or a portion thereof, from the state highway system, the commission or the department shall hold a public hearing on, and shall give written notices to the legislative bodies of the cities and counties located in the affected area of, the proposed recommendation, and shall publish notice of the public hearing in a newspaper of general circulation in the areas affected by the proposed deletion. The commission or the department may, at its own option, because of controversy or lack of local consensus, hold the hearing at a location which is reasonably convenient to the communities affected by the proposed deletion, to the general public, and to the commission or the department in the discharge of its regular business.

(Added by Stats. 1970, C. 895, p. 1631, § 1. Amended by Stats. 1980, c. 1050, p. 3359, § 9.5.)

**Historical and Statutory Notes**

The 1980 amendment substituted the second sentence for the former second sentence which read:

“The public hearing shall be held in the state highway district, as defined by Section 188.8, within which is located the major portion of the highway that is proposed to be deleted.”

**§ 257. “Freeway” and “expressway” defined**

For the purpose of this article only, and to distinguish between the terms “freeway” and “expressway,” the word “freeway” shall mean a divided arterial highway for through traffic with full control of access and with grade separations at intersections, while the word “expressway” shall mean an arterial highway for through traffic which may have partial control of access, but which may or may not be divided or have grade separations at intersections.

(Added by Stats. 1959, C. 1062, p. 3115, § 1.)

ANNEX C

CHP/CALTRANS CALL BOX AND MOTORIST AID GUIDELINES

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

MUTCD NUMBER None CODE SG25

**NOTES:**

1. County, Route and Location Number will vary, specify when ordering.
2. Line 1, County may be abbreviated Co., when using a longer county name.

SIGN	DIMENSIONS (INCHES)									
	A	B	C	D	E	F	G	H	J	
SPECIAL	12	18	3/8	1-1/2	2	1C	3D	1-1/2	1-1/2C	
SPECIAL	18	24	1/2	1-1/2	2-1/2	1-1/2C	4D	2-1/2	2C	
STANDARD	30	36	3/4	1-1/2	4	2C	6E	3	3D	

SIGN	DIMENSIONS (MILLIMETERS)									
	A	B	C	D	E	F	G	H	J	
SPECIAL	300	450	9	38	50	25C	75D	38	38C	
SPECIAL	450	600	13	38	63	38C	100D	63	50C	
STANDARD	750	900	19	38	100	50C	150E	75	75D	

**COLORS**  
BORDER & LEGEND - WHITE (REFLECTIVE)  
BACKGROUND - BLUE (REFLECTIVE)

- THE POLICY FOR INTENDED USAGE OF THIS SIGN IS SHOWN ON REVERSE SIDE

CHIEF OFFICE OF SIGNS AND DELINEATION
DATE
REVISION
REVISION

*2C =  
2", Series C  
font*

*6E =  
6", Series E  
font*

Attachment: Exhibit C - CHP Caltrans Call Box and Motorist Aid Guidelines (9704 : Sole Source Contract No. 23-1003017 with Knightscope, Inc.,

## POLICY: SG25

The CALL BOX sign (SG25) is used to designate call boxes on the county SAFE (Service Authority for Freeway Emergencies/Expressways) Call Box System. The special sign sizes are intended for use only on scenic highways, within designated coastal zones and National or State parks, to keep signing compatible with scenic values.

The call box identification number is established by using the route number to the left of the hyphen. The first two numbers to the right of the hyphen are the post mile numbers (or three numbers if applicable); the last number locates the call box within the post mile.

For northbound and eastbound routes, this number will be 2 for the first call box; 4 for the second; 6 for the third; and 8 for the fourth, within a given post mile.

For southbound and westbound routes, this number will be 3 for the first call box; 5 for the second; 7 for the third; and 9 for the fourth, within a given post mile.

- A letter code may precede the post mile (R for realignment, etc.).
- Call boxes located in the median shall be designated by the letter “M” following the post mile.
- Call boxes located on a transition or connector shall be designated by the letter “T” following the post mile.

DRAFT

ANNEX C

CHP/CALTRANS CALL BOX AND MOTORIST AID GUIDELINES

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

MUTCD NUMBER None CODE SG25A

Note: Information placed in this area will be provided by the participant, at their expense.  
The message and logos shall be approved by the responsible agency.

SIGN	DIMENSIONS (INCHES)								
	A	B	C	D	E	F	G	H	J
SPECIAL	12	6	3/8	1-1/2	7/8	3/4D	1/2	3	10-1/4
SPECIAL	18	12	1/2	1-1/2	1-1/2	1-1/2D	1	6	15
STANDARD	30	18	3/4	1-1/2	2-1/4	2D	1-1/2	10	25-1/2

SIGN	DIMENSIONS (MILLIMETERS)								
	A	B	C	D	E	F	G	H	J
SPECIAL	300	150	9	38	22	19D	13	75	256
SPECIAL	450	300	13	38	38	38D	25	150	375
STANDARD	750	450	19	38	56	50D	38	250	638

**COLORS**  
BORDER & LEGEND - WHITE (REFLECTIVE)  
BACKGROUND - BLUE (REFLECTIVE)

- THE POLICY FOR INTENDED USAGE OF THIS SIGN IS SHOWN ON REVERSE SIDE

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REVISION

ANNEX C

POLICY: SG25A

The ADOPTED BY sign (SG25A) may be used to inform motorists on highways, that have the theSAFE Call Box System, that a particular call box location or segment of highway has been adopted by an individual, organization or company. (Refer to Annex M.)

DRAFT

ANNEX C

CHP/CALTRANS CALL BOX AND MOTORIST AID GUIDELINES

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

MUTCD NUMBER None CODE SG40

NOTE: Line 2 may be revised to "VARIABLE" for locations where callboxes are placed at varying distances.

SIGN	DIMENSIONS (INCHES)						
	A	B	C	D	E	F	G
MINIMUM	24	30	3/8	1-1/2	3	4C	1
STANDARD	36	48	5/8	2-1/4	4	6C	2-1/2
FREEWAY	48	60	3/4	3	5	8C	2-1/2

SIGN	DIMENSIONS (MILLIMETERS)						
	A	B	C	D	E	F	G
MINIMUM	600	750	9	38	75	100C	25
STANDARD	900	1200	16	56	100	150C	63
FREEWAY	1200	1500	19	75	125	200C	63

**COLORS**  
 BORDER & LEGEND - WHITE (REFLECTIVE)  
 BACKGROUND - BLUE (REFLECTIVE)

- THE POLICY FOR INTENDED USAGE OF THIS SIGN IS SHOWN ON REVERSE SIDE

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Attachment: Exhibit C - CHP Caltrans Call Box and Motorist Aid Guidelines (9704 : Sole Source Contract No. 23-1003017 with Knightscope, Inc.,



ANNEX C

POLICY: SG40

The CALL BOX \_\_\_\_\_ MILE SPACING NEXT \_\_\_\_\_ MILES sign (SG40) may be used to inform motorists on highways, that have the SAFE Call Box System, of the distance between call box locations for a particular segment of highway.

DRAFT

ANNEX C

CHP/CALTRANS CALL BOX AND MOTORIST AID GUIDELINES

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

MUTCD NUMBER None CODE SG41

SIGN	DIMENSIONS (INCHES)					
	A	B	C	D	E	F
MINIMUM	24	3/8	1-1/2	3-3/4	4D	2-1/4
STANDARD	36	5/8	2-1/4	5	6D	4
FREEWAY	48	3/4	3	7-1/2	8D	4-1/2

SIGN	DIMENSIONS (MILLIMETERS)					
	A	B	C	D	E	F
MINIMUM	600	9	38	94	100D	56
STANDARD	900	16	56	125	150D	100
FREEWAY	1200	19	75	188	200D	113

**COLORS**  
 BORDER & LEGEND - WHITE (REFLECTIVE)  
 BACKGROUND - BLUE (REFLECTIVE)

- THE POLICY FOR INTENDED USAGE OF THIS SIGN IS SHOWN ON REVERSE SIDE

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CHIEF, OFFICE OF SIGNS AND DELINEATION
DATE
REVISION
REVISION

Attachment: Exhibit C - CHP Caltrans Call Box and Motorist Aid Guidelines (9704 : Sole Source Contract No. 23-1003017 with Knightscope, Inc.,

ANNEX C

POLICY: SG41

The END CALL BOXES sign (SG41) may be used to inform motorists of the end of the SAFE Call Box System for a particular segment of highway.

DRAFT

**ANNEX D****STATEWIDE CALL BOX NUMBERING SYSTEM**

The standard statewide numbering system approved by Caltrans and CHP for all California call box systems is as follows:

1. The unique number for each call box shall contain a two letter county designation, a freeway or roadway number, a hyphen followed by a specific two or three digit number representing mile post and another number signifying the quarter mile road segment.
2. The two letter county designations appropriate to this system are found on page two of this annex. This designation shall be used for some documentation procedures and in automatic databases, but will NOT appear on the call box sign.
3. The freeway or roadway number used is the number normally used to represent the road in the California Streets and Highways Code. The designation may consist of from one to three numbers and may include a letter. Example: 299E, 80, 680, 1.
4. The specific box number after the hyphen shall be represented first by the mile post whole number.
5. A number shall be added representing the quarter mile segment in which the box is placed. Even numbers shall be used for boxes placed on the north and eastbound sides of the road; odd numbers shall be used for boxes placed on the south and westbound sides.

Examples: Call box placed in the first quarter mile segment of the mile between the 45<sup>th</sup> and 46<sup>th</sup> mile posts in Ventura County on Highway 101 on the northbound side would be numbered: 101-452.

6. The even numbers used for the north and eastbound sides are 2, 4, 6, and 8; the odd numbers used for the south and westbound are 3, 5, 7, and 9.
7. Transition and/or connector roads will use the same numbering system with a "T" added to the number. A letter code may follow the post mile number to designate a special type of road, such as "R" for realignment.
8. Some modifications to the above numbering system might be required for call boxes installed on Caltrans toll bridges.

## ANNEX D

## COUNTY LETTER DESIGNATION

1	Alameda	AL	30	Orange	OR
2	Alpine	AP	31	Placer	PL
3	Amador	AM	32	Plumas	PM
4	Butte	BU	33	Riverside	RV
5	Calaveras	CV	34	Sacramento	SA
6	Colusa	CO	35	San Benito	SB
7	Contra Costa	CC	36	San Bernardino	SB
8	Del Norte	DN	37	San Diego	SD
9	El Dorado	EL	38	San Francisco	SF
10	Fresno	FR	39	San Joaquin	SJ
11	Glenn	GL	40	San Luis Obispo	SL
12	Humboldt	HU	41	San Mateo	SM
13	Imperial	IM	42	Santa Barbara	SR
14	Inyo	IN	43	Santa Clara	SC
15	Kern	KR	44	Santa Cruz	SZ
16	Kings	KN	45	Shasta	SH
17	Lake	LK	46	Sierra	SI
18	Lassen	LS	47	Siskiyou	SK
19	Los Angeles	LA	48	Solano	SO
20	Madera	MD	49	Sonoma	SN
21	Marin	MR	50	Stanislaus	SS
22	Mariposa	MP	51	Sutter	SU
23	Mendocino	MC	52	Tehama	TE
24	Merced	ME	53	Trinity	TR
25	Modoc	MO	54	Tulare	TU
26	Mono	MN	55	Tuolumne	TM
27	Monterey	MY	56	Ventura	VE
28	Napa	NP	57	Yolo	YL
29	Nevada	NV	58	Yuba	YB

ANNEX E

**Department of Transportation—District 04**

**Blue Memo 3-809.02  
MTC Roadside Call Boxes**

October 11, 2002

**MTC Roadside Call Boxes 3-809.02**

This memo supersedes Blue Memo 2-80.02, *Roadside Call Boxes*, dated June 8, 2000. The Metropolitan Transportation Commission Service Authority for Freeways and Expressways (MTC SAFE) administers the call box program, which currently comprises 3400 call boxes on approximately 1100 miles of road in the nine Bay Area counties. If a call box is in the way of a construction operation or if access to it is obstructed by construction activities, you shall request that MTC SAFE temporarily remove or relocate the box. Neither Caltrans nor the contractor shall remove, relocate, or reinstall any call boxes. MTC SAFE or one of its contractors must perform this work.

**During or Prior to Construction**


Make the request to MTC SAFE in writing 30 calendar days prior to the date that you need the call box removed. Use Form 4CD 1310. Fax, email, or mail your request. Notify MTC SAFE of any changes to the construction schedule that were made after you requested a call box removal, reinstallation, or relocation.

**After Construction**

Notify MTC SAFE using Form 4CD 1310 when construction is complete; MTC SAFE will reinstall or relocate the call box. Prior to the permanent relocation of a call box, MTC SAFE will obtain a new encroachment permit from the Caltrans senior permit engineer (510 286-4425). Reinstallation of the call box at the same location does not require a new encroachment permit.

**MTC SAFE Contact**

Call Box Project Manager  
Metropolitan Transportation Commission SAFE  
1999 Harrison Street, Suite 1700  
Oakland, CA 94612-4700  
Voice: (510) 817-3205  
Fax: (510) 817-3299  
Email: LLEE@mtc.ca.gov

  
**ANDREW B. FRIER**  
Deputy District Director  
Construction

ANNEX E

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

**MTC SAFE Roadside Call Box Removal/Reinstallation Request**

4 CD 1310

To:

\_\_\_\_\_  
Call Box Project Manager  
Metropolitan Transportation Commission SAFE  
1999 Harrison St., Suite 1700  
Oakland, CA 94612-4700

Date:

Caltrans is performing major construction at the following location. The following call boxes are affected.

Contract Number \_\_\_\_\_

Co-Rte-PM \_\_\_\_\_

Direction \_\_\_\_\_

Type of Work \_\_\_\_\_

Resident Engineer \_\_\_\_\_

RE's Telephone Number \_\_\_\_\_

Call Box Number (s) \_\_\_\_\_  
\_\_\_\_\_

Remove the call boxes prior to: \_\_\_\_\_  
Estimated reinstallation date: \_\_\_\_\_

I will notify you separately of any other call boxes that require removal.

Construction work is complete in the vicinity of the call boxes listed above. Please reinstall/relocate the affected call boxes. If necessary, obtain location approval from the Caltrans permit engineer prior to relocation. I will notify you separately of any other call boxes that require installation.

Construction work will cause the call box(es) listed above to be permanently inaccessible.

ANNEX F

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION  
CLAIM AGAINST DEPARTMENT OF TRANSPORTATION/FOR AMOUNTS \$1,000 OR LESS  
LD - 0274

Page 1 of 2  
Front

PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civ. Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any requests for information maintenance to the Department of Transportation, Legal Unit, IPA Forms Mail.

This form is to be used when filing a claim against the Department of Transportation as provided in Government Code Section 913.7.

PLEASE: print or use typewriter when filling out form.

sign and date claim form.

(UNANSWERED AND UNDATED FORMS WILL NOT BE PROCESSED.)

CAUTION: Claims for road repair (Chip Seal) damage must be received within 30 days of the incident. All others within 6 months.

			STATE USE ONLY		
1. NAME: LAST		FIRST	MIDDLE	FILE NUMBER	
HOME ADDRESS			BUSINESS PHONE ( )	HOME PHONE ( )	
CITY			STATE	ZIP CODE	
2. PUT A SPECIFIC TIME AND DATE WHEN THE DAMAGE FIRST OCCURED			TIME OF INCIDENT	DATE OF INCIDENT	
				AM / PM	
3. STATE THE LOCATION OF THE INCIDENT WITHIN ONE-HALF MILE (CITY, COUNTY, HIGHWAY, NEAREST OFF-RAMP, CROSS STREET OR POST MILE).					
4. EXPLAIN HOW THE INJURY OR DAMAGE OCCURRED.					
WHAT PARTICULAR ACT OR OMISSION ON THE PART OF CALTRANS OR ITS CONTRACTOR CAUSED THE INJURY OR DAMAGE?					
WHAT INJURY OR DAMAGE DO YOU CLAIM RESULTED?					
WHAT IS THE DOLLAR AMOUNT OF YOUR CLAIM FOR DAMAGES? (SUBMIT TWO ESTIMATES OR PAID RECEIPTS)					
5. INSURANCE INFORMATION IS REQUIRED			NAME OF INSURER		
ARE YOU THE REGISTERED OWNER?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	HAVE YOU SUBMITTED A CLAIM TO YOUR INSURANCE CARRIER?	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
IF YES, WERE YOU PAID?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	FOR WHAT AMOUNT? \$	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
VEHICLE INFORMATION					
MAKE OF VEHICLE			YEAR	LICENSE NO.	
I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING FACTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF					
SIGNATURE OF CLAIMANT				DATE	

REVERSE SIDE FOR STATE USE AND FILING INFORMATION ON CLAIMS

Attachment: Exhibit C - CHP Caltrans Call Box and Motorist Aid Guidelines (9704 : Sole Source Contract No. 23-1003017 with Knightscope, Inc.,



**ANNEX G**

**A. INITIAL IMPLEMENTATION**

Initial call box telephone activity will be estimated by the SAFE’s consultant using call data from similar dispatch centers, considering the number of boxes to be installed and average daily traffic (ADT) statistics as provided by Caltrans, and any other applicable statistics.

During initial implementation, CHP will monitor actual call box call activity monthly to determine whether or not the SAFE’s consultant recommendation was accurate and allows for sufficient staffing to answer the SAFE’s call box calls. Based on actual activity, CHP will recommend staffing increases, as necessary, during the process initial implementation and after call box call volume has “leveled off”.

**B. AFTER INTIAL IMPLEMENTATION**

Ninety days prior to the beginning of the fiscal year following the full implementation of the SAFE’s call box motorist aid system, and 90 days prior to the beginning of each subsequent fiscal year, CHP will re-evaluate dispatch center call box operator staffing requirements. The most recent 12 months (annual average) of call box activity (when available) will be used with the CHP Reimbursable Position Formula to determine the currently required staffing level. The CHP will submit to the SAFE a letter, with applicable data, indicating any recommended staffing adjustments. If a change in staffing is recommended, the SAFE will then respond, in writing, indicating concurrence or disagreement with the recommendations.

The SAFE may request, or CHP may perform, if the need arises, staffing analysis at other times of the year. If a change of staffing is required due to a non-predicted need, the CHP and/or SAFE may request, in writing, such a change. Staffing changes may be necessary for, but need not be limited to, the following: increases in number of call boxes or significant increases in number of call box calls.

**C. REIMBURSABLE POSITION FORMULA**

The following formula will be used to determine the number of reimbursable positions:

$$\frac{\text{Number of Incoming C/B Calls} \times \text{Avg Length of Incoming C/B Calls}}{3600 \text{ seconds/hour} \times 1738 \text{ hours/year}}$$

$$= \text{Personnel Years (PY)}_{\text{Incoming Calls}}$$

$$\text{PY}_{\text{Incoming Calls}} \times 20\% \text{ (Estimated Outgoing Call Rate*)} = \text{PY}_{\text{Outgoing Calls}}$$

**ANNEX G**

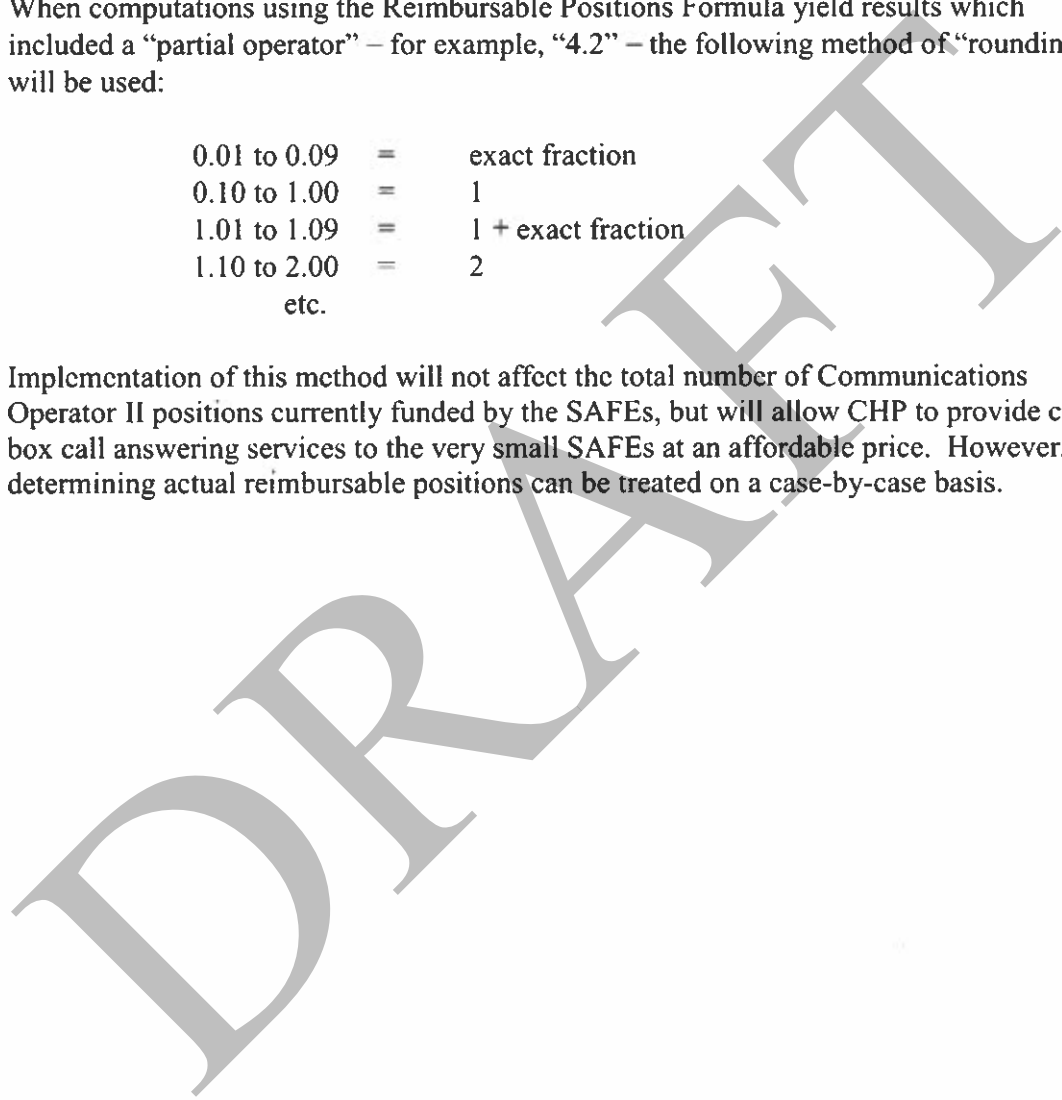
\* (20% Estimated Outgoing Call Rate is an approximate statewide average. This figure will be used to calculate SAFE-reimbursed staffing at all CHP dispatch centers.)

**E. "ROUNDING" OF OPERATORS**

When computations using the Reimbursable Positions Formula yield results which included a "partial operator" – for example, "4.2" – the following method of "rounding" will be used:

- 0.01 to 0.09 = exact fraction
- 0.10 to 1.00 = 1
- 1.01 to 1.09 = 1 + exact fraction
- 1.10 to 2.00 = 2
- etc.

Implementation of this method will not affect the total number of Communications Operator II positions currently funded by the SAFEs, but will allow CHP to provide call box call answering services to the very small SAFEs at an affordable price. However, determining actual reimbursable positions can be treated on a case-by-case basis.



ANNEX H

**CHP Reports  
Fee Schedule for Privatized SAFEs**

(a) Crime Incident and Accident Reports, Photographs, and Other Records - In accordance with the CHP Administrative Procedures Manual (APM) and section 20012 of the California Vehicle Code (CVC), the CHP shall take responsible steps to ensure parties requesting review or purchase of photographs or copies of incident or accident reports are authorized to receive them. A party requesting copies of a report shall complete a CHP 190, Application for Release of Information, and present the application to the CHP Office responsible for the accident report, accompanied by payment of a fee. The fees listed below shall be charged for each completed copy of an accident report when requested by party of interest. MAIT reports, when printed on both sides, shall be charged by sheets of paper not by individual printed sides. Sales tax shall not be applied.

Nos. of Pages of Report	Price
01-25	\$6.00
26-50	\$12.00
51-75	\$18.00
76-100	\$24.00
Over 100, for each addt'l pages or portion thereof	\$6.00

(b) Supplemental Reports - Supplemental reports are provided only upon request. When a CHP 251, Counter Receipt, for the sale of the initial report is provided, supplemental pages, up to 25, shall be provided free of charge. In absence of a counter receipt, a charge of \$1.00 per page up to a maximum of \$6.00 for the first 25 pages will apply then the above charge schedule will apply for reports with more than 25 pages.

ANNEX I

SAMPLE LETTER FOR SAFES REQUESTING POSITIONS

Commander \_\_\_\_\_  
California Highway Patrol  
Communications Center Support Section  
P.O. Box 942898  
Sacramento, CA 94298-0001

Dear Commander \_\_\_\_\_:

The \_\_\_\_\_ Service Authority for Freeway Emergencies/Expressways (SAFE) intends to begin the installation of the call box system on \_\_\_\_\_, 2008. Approximately \_\_\_ call boxes will be installed, checked out and activated every week. The full system of \_\_\_ boxes should be completely operational by \_\_\_\_\_, 2009.

The full system design, with technical and operational configurations, will be submitted to the CHP for review and final approval from the Office of the Commissioner by \_\_\_\_\_, 2009. The sixty days required for CHP review will permit us to begin according to schedule.

In order to have sufficient public safety dispatchers hired with time to provide three months of training when the system begins operation, SAFE requests that CHP begin the process to hire public safety dispatcher(s). SAFE and CHP agree that \_\_\_ public safety dispatchers are sufficient to answer an estimated average of \_\_\_ call box calls per day at a \_\_\_ second level of service. The SAFE understands and agrees that all costs associated with these positions will be assumed by the SAFE in accordance with Contract Number \_\_\_\_\_.

Please direct all questions concerning the call box program to (name and phone number).

Sincerely,

Signature

Attachment: Exhibit C - CHP Caltrans Call Box and Motorist Aid Guidelines (9704 : Sole Source Contract No. 23-1003017 with Knightscope, Inc.,

**ANNEX I**

**SAMPLE LETTER FOR SAFES REQUESTING POSITIONS**

Commander \_\_\_\_\_  
California Highway Patrol  
Communications Centers Support Section  
P.O. Box 942898  
Sacramento, CA 94298-0001

Dear Commander \_\_\_\_\_:

The Avalon Service Authority for Freeway Emergencies/Expressways (SAFE) intends to begin the installation of the call box system on January 1, 2008. Approximately 10 call boxes will be installed, checked out and activated every week. The full system of 500 boxes should be completely operational by December 15, 2009.

The full system design, with technical and operational configurations, will be submitted to the CHP for review and final approval from the Office of the Commissioner by October 1, 2009. The sixty days required for CHP review will permit us to begin according to schedule.

In order to have sufficient public safety dispatchers hired with time to provide three months of training when the system begins operation, SAFE requests that CHP begin the process to hire public safety dispatcher(s). SAFE and CHP agree that two public safety dispatchers are sufficient to answer an estimated average of 30 call box calls per day at a 120 second level of service. The SAFE understands and agrees that all costs associated with these positions will be assumed by the SAFE in accordance with Contract #09-679.

Please direct all questions concerning the call box program to (name and phone number).

Sincerely,

JANE C. SMITH  
Deputy Director  
Avalon County SAFE

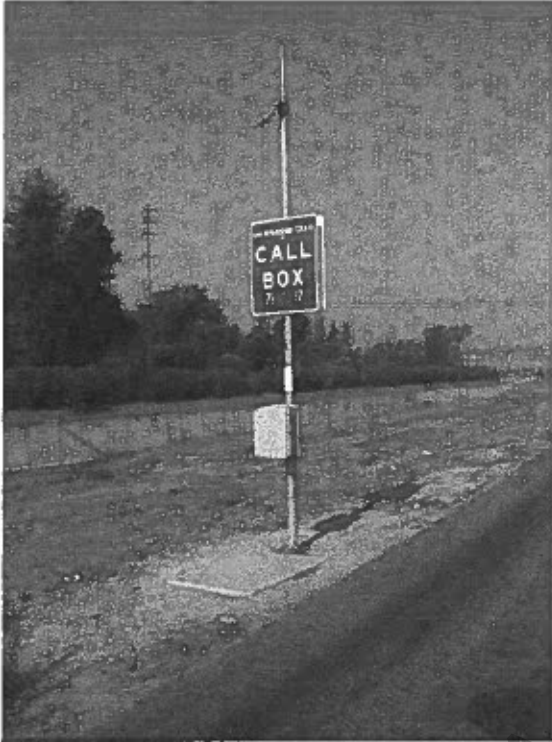
**ANNEX J****Call Box Placement Criteria****GENERAL**

- Call boxes shall be installed in pairs on opposite sides of a freeway, expressway or multi-lane highway. To optimize accessibility, the first call box that is installed can be placed within  $\pm 150$  meters (500 feet) of its preliminary design location. The companion call box should be placed within  $\pm 60$  meters (200 feet) of the first call box (as measured along the roadway centerline).
- On conventional state routes, a single call box can be placed on one side to service both directions of traffic where no more than two lanes of traffic exist for the entire cross section of the facility and there is no concrete barrier, median, left hand turn lane, or other feature that divides directional flow lanes.
- Where possible on new installations, effort should be made to install A, C (with retaining walls  $< 4''$  and preferably using break-away handrails), L, & M sites. B sites should be considered when all other site types cannot be used.
- Call boxes should be placed alongside the right shoulder. The shoulder does not have to be paved, but it must be a minimum of 2.4m (8 feet) wide.
- Placement or replacement of call boxes should be coordinated with any proposed construction project.
- See attached for photos of the different call box site types that have been approved for installation.

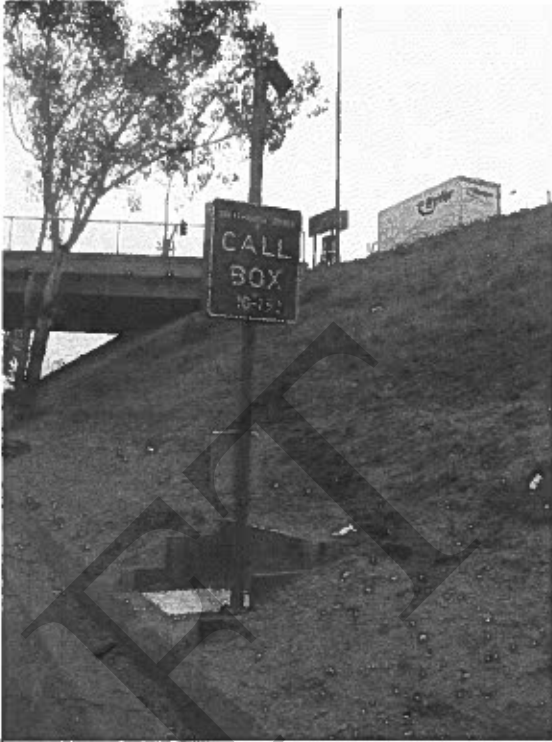
ANNEX J

DESIRABLE CALL BOX SITES	UNDESIRABLE CALL BOX SITES
<ul style="list-style-type: none"> <li>• Within interchanges, sites which minimize the need to cross traffic lanes to reach the call box.</li> <li>• Sites near existing luminaires or illuminated overhead signs for supplemental lighting during hours of darkness.</li> <li>• Sites that provide a clear, unobstructed pathway to the call box pad.</li> <li>• Sites behind existing roadway features such as guard rails or bridge rails. (In the case of guard rails, place call box installations behind fixed portions only.)</li> <li>• Sites that do not require a retaining wall. Minor shaping and grading of roadside soil slopes can provided suitable conditions without constructing a retaining wall.</li> <li>• Highly visible sites, such as the crest of a vertical curve.</li> </ul>	<ul style="list-style-type: none"> <li>• Sites in gore areas</li> <li>• Sites adjacent to transition lanes where weaving traffic is common.</li> <li>• Sites where existing roadway features such as dikes, curbs, ditches, etc., prevent the use of the call box by mobility impaired individuals.</li> <li>• Sites where sound walls and fences that restrict pedestrian emergency escape routes.</li> <li>• Sites that require the construction of a retaining wall.</li> <li>• Sites shaded by landscaping or obscured by existing signs or structures.</li> <li>• Sites near drainage inlets or grates.</li> </ul> <p>**Exceptions to these guidelines should be addressed during the permit application process. Exceptions may be given on a case by case basis.</p>

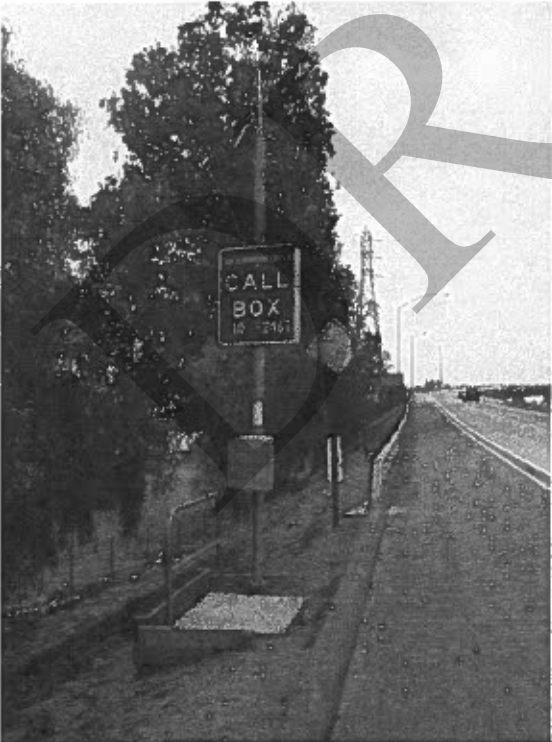
DRAFT



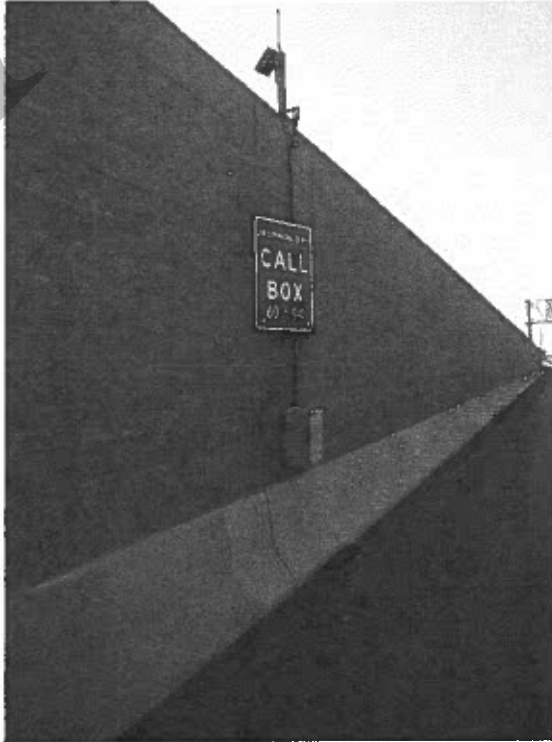
Site Type A – installed at-grade, in soil.



Site Type B – installed in a cut-slope.



Site Type C – installed on an in-fill slope.



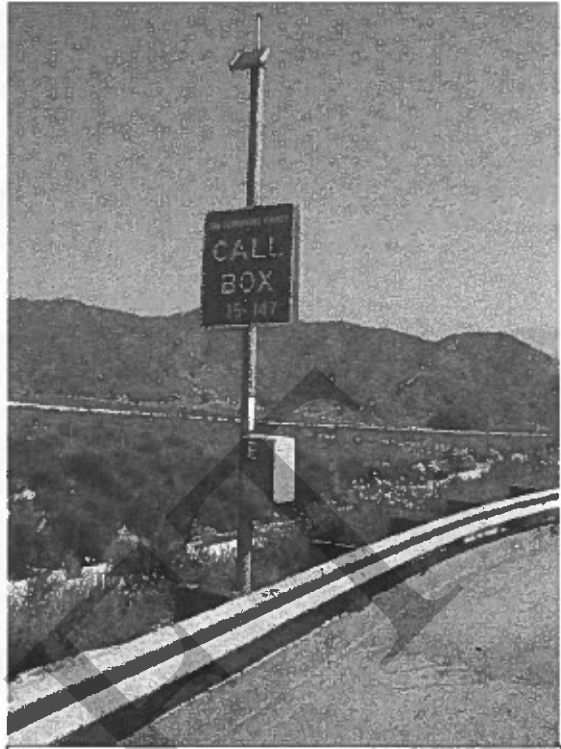
Site Type D – mounted on a soundwall.

Attachment: Exhibit C - CHP Caltrans Call Box and Motorist Aid Guidelines (9704 : Sole Source Contract No. 23-1003017 with Knightscope, Inc.,





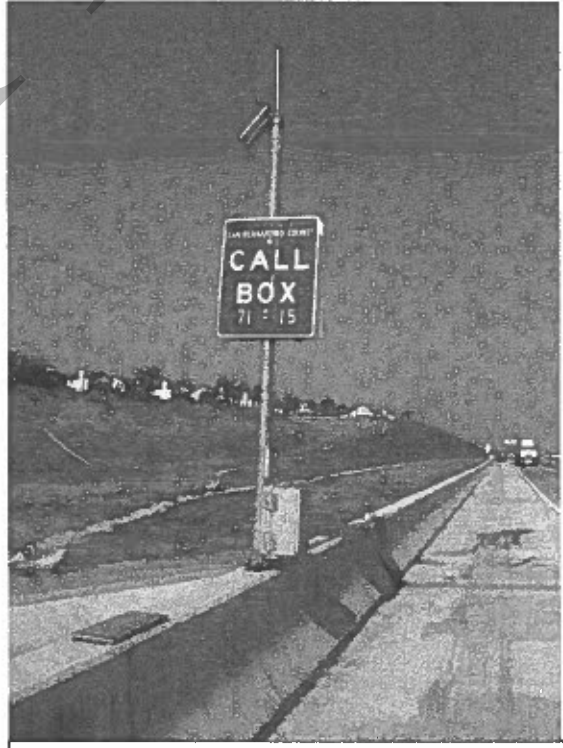
Site Type E – installed behind a k-rail or concrete barrier



Site Type F – installed behind a guard rail.



Site Type G – installed at-grade, in concrete.



Site Type H or K – installed on a k-rail or concrete barrier.



Site Type L – installed behind a curb.



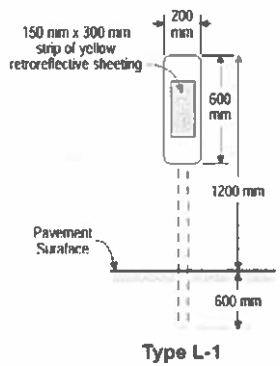
Site Type M – same as a Site Type F, except no guard rail.

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ANNEX K

**Type L-1 Object marker.** Motorist Aid Call Boxes that are located adjacent to a State Highway and within 3.66 m (12 ft) off the traveled way may be marked with a Type L-1 Object Marker. If used, the Type 'L-1' Marker with the 200 mm x 600 mm (8 in x 24 in) target plate shall be used on State Highways in advance of motorist aid call boxes.

'L' Marker



Type 'L' Marker is used to mark an object adjacent to the roadbed (outside of the paved shoulder) and within 3.66 m off the traveled way.

- The Type 'L-1' Marker with the 200 mm x 600 mm target plate shall be used on State Highways.

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## ANNEX L

### Call Box Retaining Wall Policy

The following is the California Department of Transportation's (Caltrans') policy regarding the design and construction of retaining walls at call box sites. This policy has been developed by a joint subcommittee of local Service Authority for Freeway Emergencies/Expressways (SAFE) staff, Caltrans, and Federal Highway Administration (FHWA) representatives. The purpose of the policy is to:

- 1) Improve the site design of call box systems which are operated within the state highway right-of-way; and
- 2) Ensure crashworthiness of features at call box sites.

Retaining walls at call box sites are most often constructed in "cut" (Type B) and "fill" (Type C) sections of freeways and highways and typically include one longitudinal wall and two transverse walls. The longitudinal wall is parallel to the flow of traffic and the two transverse walls are installed perpendicular to the flow of traffic.

The site design of these installations may be improved by reducing the number of transverse walls at these site types. The SAFEs and Caltrans agree to jointly achieve this design objective by implementing the following:

- SAFE replacement of Type "B" and "C" installations with other sites types where possible;
- SAFE grading surrounding terrain to eliminate or minimize the size of necessary retaining walls on Type B sites;
- Caltrans and SAFE prioritization of transverse wall mitigation efforts on call box sites with transverse walls greater than 300 millimeters;
- SAFE mitigation plan to replace all Type "C" sites with transverse walls greater than 100mm; and
- Acknowledgement that "shielded" "B" and "C" sites would not require mitigation efforts.

The above bullets outline the general effort between the SAFEs and Caltrans; below outlines specific steps required of both the SAFEs and Caltrans for achieving this design objective:

#### New Installations:

1. Effective February 1, 1999, all SAFE agencies should avoid the installation of type "B" and "C" call box sites unless installed where shielded by existing roadway features, i.e., bridges, guard rails, etc. Greater latitude in spacing requirements should be used to allow for the installation of site types other than "B" or "C".

2. In the event spacing requirements recommended an optimal site that may require a retaining wall, the SAFE should first consider grading the surrounding area to convert the installation to an "A" site type.
3. If grading for a particular site is not reasonable, the SAFE will attempt to relocate the call box up or down the highway at an alternate site. Although each SAFE is encouraged to maintain the spacing as outlined in the Caltrans/CHP Call Box and Motorist Aid Guidelines, this particular safety issue should be weighed against the need for a "regularly spaced system". Caltrans' HQ Traffic Reviewer, through the District SAFE Coordinator should be consulted when issues arise. The SAFE should work with the HQ Traffic Reviewer through the District SAFE Coordinator if spacing beyond 60 meters (along the roadway centerline) appears desirable.
4. If an alternate site cannot be found using options 2 or 3 above, consideration should be given to eliminating the site and its companion entirely.
5. If alternatives listed in 2 and 3 above do not yield a desirable site and because of a need for system continuity, a site or sites cannot be eliminated, the SAFE should work with the HQ Traffic Reviewer through the District SAFE Coordinator to install a "B" retaining wall that does not exceed 300mm above finished grade. Type "C" sites should not use retaining walls greater than 100mm in height.
6. In the event the SAFE deems that a site cannot be moved and it requires special grading consideration, the SAFE should contact the HQ Traffic Reviewer through the District SAFE Coordinator to develop a solution.

Existing Installations:

7. No later than June 30, 2000, all existing SAFEs should perform a general survey of their systems to determine the distribution and nature of non-shielded "B" and "C" site types. SAFEs should determine height information of each transverse wall and other site characteristics to estimate the scope of work and cost to address in a transverse wall mitigation effort. Results of the survey should be shared with Caltrans and will be used to develop a retaining wall mitigation plan, described in item 8 below.
8. Based on the results of the survey, each SAFE should adopt a retaining wall mitigation plan to reduce transverse retaining walls in excess of 300mm at non-shielded type "B" sites and eliminate retaining walls and handrails at Type "C" sites, where the retaining walls are greater than 100mm. This mitigation plan will identify a schedule and steps for removal of transverse walls, grading to eliminate need for retaining walls, relocation of call box sites to non-"B" and "C" sites, or reconstruction.

9. In cases where sites must be repaired within 24 hours (e.g., knockdowns and site repairs), these shall be restored as is, per existing SAFE contracting requirements.
10. Existing type “B” and “C” call box sites modified for Intelligent Transportation System improvements will be addressed under the “Existing Installations” criteria.
11. Each SAFE has flexibility regarding their mitigation schedule for existing installations. The time frame to complete this schedule will vary among SAFEs due to their unique financial condition, but each SAFE should develop a systematic program to identify, fund and reconstruct or relative existing call box sites having these conditions.
12. For issues that cannot be resolved through the above listed means, the SAFE should work with the HQ Traffic Reviewer through the District SAFE Coordinator to establish a solution for exceptions.

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**ANNEX M**

This annex is an example of what is expected in an implementation plan. To obtain approval for a SAFE program implementation plan by Caltrans and the CHP, a SAFE shall submit two (2) copies of the implementation plan each to the Deputy Director, Transportation Management of Caltrans and to the Commissioner of the CHP for review and approval. This submittal shall be made if one or more of the following conditions apply:

- A. No current implementation plan is on file with Caltrans and the CHP.
- B. A SAFE amends its implementation plan for any reason, including, but not limited to, funding programs to comply with Americans with Disabilities Act provisions.

To assist Caltrans and the CHP reviewers, the SAFE program implementation plan should include sections that are labeled and presented in the order listed below. For ease of reproduction and filing, all material in the report should be prepared using 8-1/2" x 11" paper or up to 8-1/2" x 17" paper that can be folded to 8-1/2" x 11" paper for filing.

The following annex provides instructions for preparation of implementation plans in boxes on the left side of each pair of facing pages and the example information on the right side.

Section 1. Title Sheet and Table of Contents

This section should include:

- A. Implementation plan title.
- B. Name and address of the agency responsible for the county or regional Service Authority.
- C. Date of implementation plan and reference to the following five fiscal years that the plan covers.
- D. Name, title, and telephone number of the current program manager.
- E. On the following page, a table of contents of the implementation plan.

## ANNEX M

### Section 2. Implementation Plan Summary

This section should include a description of the history of the SAFE and what has been accomplished since it was first established. It should outline the reason(s) why the implementation plan is being submitted and, if applicable, a brief outline of what changes are being made to the current implementation plan.

---

### Section 3. Implementation Plan Status and Schedule

This section describes the current status of the call box program in the Service Authority and presents a schedule for implementation of call boxes and other motorist aid systems within the jurisdiction of the service authority. This section contains a listing of highway routes, spacing and the total number of call boxes on each route.

Table 1 shows figures arranged by route number for roadway segments of similar spacing. This table is designed to show program status as it now exists and how it will be proposed upon full implementation.

Table 2 shows a summary of the existing and proposed call box system totals. Table 3 shows a year-by-year breakdown of system development from the present fiscal year to five years in the future. An implementation plan for a new system, for example, may have a five year call box installation plan. This schedule may include, but is not limited to, anticipated expansion of the call box system and implementation of other motorist aid systems.

A listing of priorities for call box system development follows Table 3 to qualify the rationale for the schedule for implementation of call box placement. Discussion specifies whether the program is funded by bonds or if it is being financed by funds collected by the DMV as become available. If other motorist aid systems are part of the implementation plan, a brief discussion in this section will explain how other motorist aid systems relate to the overall call box development plan. Other motorist aid systems are usually funded by a SAFE only after it can be demonstrated that call boxes can be fully implemented within five years.











**ANNEX M**

**Section 4. SAFE Call Box System Maps**

Caltrans has compiled a set of post mile maps of all state highway routes. These maps are available for base maps that can be referenced and marked to show existing and proposed call box placement and spacing. Maps of the County or Regional SAFE identify existing and proposed call box locations and spacing. A map entitled “Existing Conditions” is marked to indicate the current status of call box system development showing the date of existing facilities. A second map entitled “Fully Implemented Conditions” is marked to indicate the fully implemented plan and the date that full implementation is anticipated. The maps are marked with a pattern scheme as outlined in the following table. Please note, if an agency prefers to use color, the different color codes are also provided:

**Sample**

**Colors / Patterns to Designate Spacing of Call Boxes**

<u>Conditions</u>	<u>1/4 Mile</u>	<u>1/2 Mile</u>	<u>1 Mile</u>	<u>2 Miles</u>
<b>Existing</b>	Red 	Yellow 	Blue 	Blue Dashes 
<b>Fully Implmnted</b>	Green 	Purple 	Orange 	Orange Dashes 

A legend should be provided on each map to designate other motorist aid systems funded by the SAFE that are operational or planned such as: Call box installations at commuter rail park-and-ride lots not located within the Caltrans right-of-way, lighted call boxes, changeable message signs, and Freeway Service Patrol areas.

**Section 5. Detailed Budget Projection**

This section projects the SAFE operating budget based on existing and anticipated revenues and expenditures within a 10 fiscal year period. It shows anticipated revenues and expenditures until full implementation of call boxes and other motorist aid systems have been achieved within five years and an additional five years beyond the implementation schedule.

**ANNEX M**

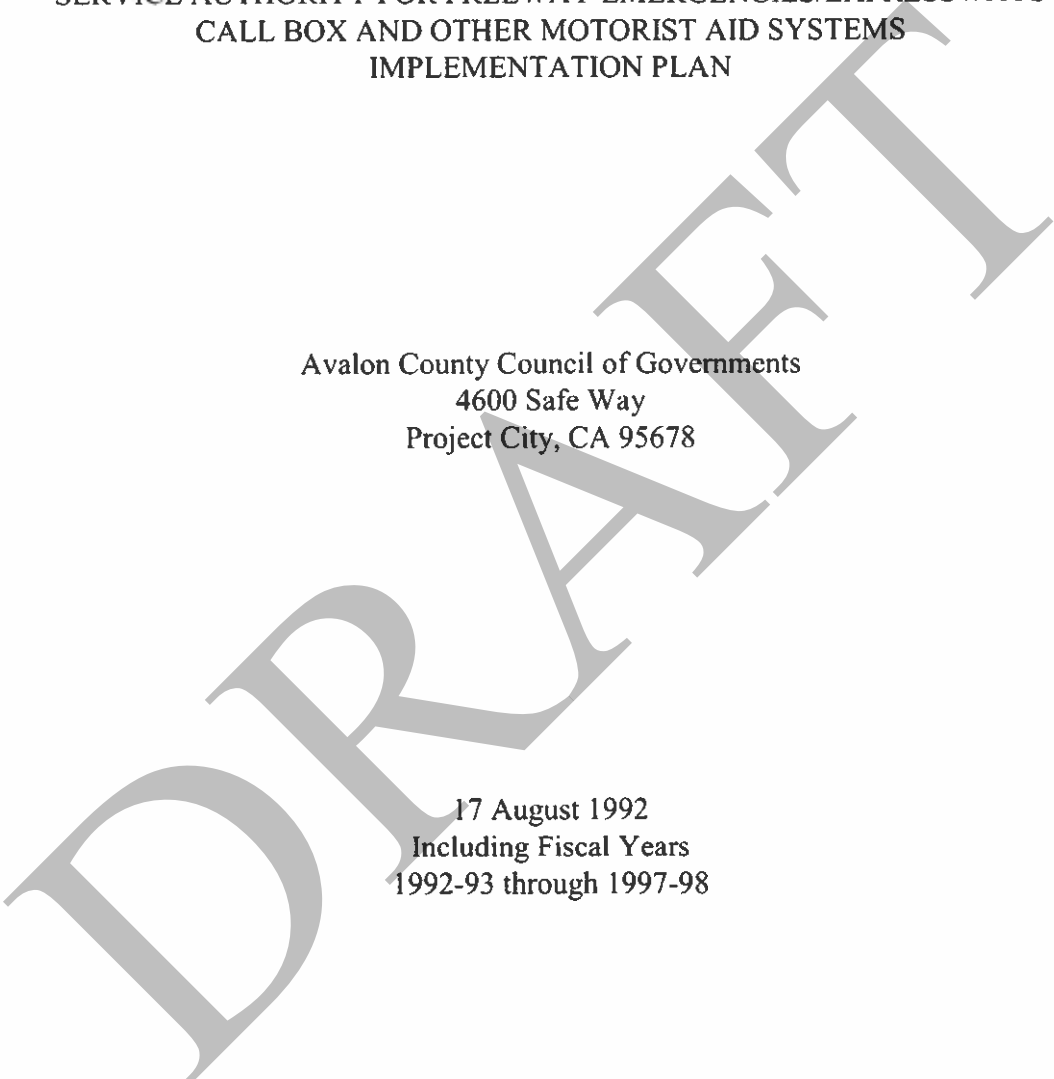
Section 1. Title Sheet and Table of Contents (sample)

**AVALON COUNTY  
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES/EXPRESSWAYS  
CALL BOX AND OTHER MOTORIST AID SYSTEMS  
IMPLEMENTATION PLAN**

Avalon County Council of Governments  
4600 Safe Way  
Project City, CA 95678

17 August 1992  
Including Fiscal Years  
1992-93 through 1997-98

Project Manager:  
Jane C. Bureaucrat  
Avalon County SAFE Coordinator  
916-555-7535



**ANNEX M**

## Section 2. Implementation Plan Summary (sample)

**IMPLEMENTATION PLAN SUMMARY**

The Avalon County Service Authority for Freeway Emergencies/Expressways (SAFE) was organized May 26, 1987. At present, there are 78 existing call boxes in place and it is anticipated that this system will be expanded to 228 total call boxes within five years. Other motorist aid systems are planned concurrently with full development of the call box system to be completely implemented within five years.

The Avalon County SAFE has budgeted its resources to implement the following motorist aid systems:

- 1) A motorist aid system of call boxes installed at the prescribed spacing requirements of the existing "Call Box and Motorist Aid Guidelines" on all freeways, expressways and state highway routes that connect segments of these systems.
- 2) A disabled access program for the services of the call box system to comply with the Americans with Disabilities Act of 1990.
- 3) Two changeable message signs.
- 4) Freeway Service Patrol on the Interstate 5 corridor.

Avalon County does not anticipate funding to be made available by means of bond issue. In the past, Avalon County SAFE has negotiated with Acme Call Box Systems, Inc. of Redding to install call boxes as funds become available. A recent increase in the past three years in the population of Avalon County has created a subsequent increase in DMV revenues that can be used by the Service Authority for call boxes and other motorist aid systems.

**ANNEX M**

**Section 3. Implementation Plan Status and Schedule (sample)**

**IMPLEMENTATION PLAN STATUS AND SCHEDULE**

The Avalon County SAFE has been in operation for five years. The original cooperative agreement has expired and time has come to renegotiate cooperative agreements with the California Highway Patrol (CHP) and the California Department of Transportation (Caltrans). Due to a new schedule of development, increased revenue, and the Americans with Disabilities Act of 1990, the Avalon County SAFE has reformulated its implementation plan for the next five years.

The Avalon County SAFE anticipates that during the first year of the new implementation plan, that the Service Authority will collect revenue that will be pooled to finance Americans with Disabilities provisions for the disabled community and to expand its call box system by 19 units. Funding will be collected to cover administrative costs, purchasing and distribution of 911 cellular telephones and to contract with a consultant to formulate a call box system expansion design for an additional 150 call boxes. The initial 19 boxes will be installed following consultant design and acquisition of encroachment permits.

This section describes the current status of the call box program in the Avalon County Service Authority and presents a schedule for implementation of call boxes and other motorist aid systems. This section contains a listing of highway routes, spacing and the total number of call boxes on each route for system implementation. The existing program features call boxes with no other motorist aid systems; however, the tables provided will designate a Freeway Service Patrol beat and the purchase and installation of two changeable message signs.

**Table 1  
Call Box Deployment Plan for Full Implementation**

Existing Segment-Route No. 5	Average ADT	Existing Spacing/Tot.	Proposed Spacing/Tot.	Total Nos. of Call Boxes per Segment
PM 0.00 Avalon Co./Tehama Co. line				
(a)* -to-	30,000-39,500	2 miles / 12	1 mile / 10	22
PM 9.77 Knighton Rd. Interchange				
(b)* -to-	39,500-47,500	½ mile / 16	½ mile / 14	30
PM 18.07 Twinview Blvd. Interchange				
(c)* -to-	14,800-37,500	2 miles / 50	1 mile / 48	98
PM 67.02 Avalon Co./Siskiyou Co. line				
<b>Route 5 totals</b>	<b>14,800-47,500</b>	<b>1-2 miles / 78</b>	<b>½ - 1 mile / 72</b>	<b>150</b>

\* Segments (a) and (c) shall be considered for two changeable message signs in FY1995/96

\*\* Segment (b) shall be considered for a Freeway Service Patrol in FY1996/97.

ANNEX M

Section 3. Implementation Plan Status and Schedule (sample) (continued)

**Table 1 (continued)  
Call Box Deployment Plan for Full Implementation**

Segment-Route No. 44	Average ADT	Existing Spacing/Tot.	Proposed Spacing/Tot.	Total Nos. of Call Boxes per Segment
PM 2.13 Shasta View Drive (d) -to- 4,800-13,500			1 mile / 10	10
PM 9.77 Old Highway to Millville				
<b>Route 44 totals</b>	<b>4,800-13,500</b>		<b>1 mile / 10</b>	<b>10</b>
Segment-Route No. 273	Average ADT	Existing Spacing/Tot.	Proposed Spacing/Tot.	Total Nos. of Call Boxes per Segment
PM 3.81 Jct. Rte. 5 Freeway (e) -to- 7,800-26,500			1 mile / 11	11
PM 14.18 Redding, Hospital Lane				
<b>Route 273 totals</b>	<b>7,800-26,500</b>		<b>1 mile / 11</b>	<b>11</b>
Segment-Route No. 299	Average ADT	Existing Spacing/Tot.	Proposed Spacing/Tot.	Total Nos. of Call Boxes per Segment
PM 8.65 French Gulch Road (f) -to- 3,600-10,300			1 mile / 14	14
PM 21.65 Redding W. City Limits				
PM 24.82 Lake Blvd. Interchange North Jct. Rte. 5 freeway				
(g) -to- 2,600-14,200			1 mile / 43	43
PM 67.02 Burney, Plumas Street				
<b>Route 299 totals</b>	<b>2,600-14,200</b>		<b>1 mile / 57</b>	<b>57</b>

**Table 2  
Call Box Development Plan for Full Implementation Summary**

Call Box System Totals			
Route	Existing Call Boxes	Proposed Call Boxes	Total Call Boxes
5	78	72	150
44		10	10
273		11	11
299		57	57
<b>Total</b>	<b>78</b>	<b>150</b>	<b>228</b>

ANNEX M

Section 3. Implementation Plan Status and Schedule (sample) (continued)

**Table 3  
Call Box Development Plan for Full Implementation Year-to-Year**

Fiscal Year	Total # of New Call Box Installations	Totals Per Route / (Segment)				Running Total
		Rte. 5	Rte. 273	Rte. 44	Rte. 299	
Prior to 92-93		78				78 Existing
<b>Phase I</b>						
92-93	19		6(e)			
				5(d)		
					2(f)	
					6(g)	97
93-94	37				5(f)	
					16(g)	118
<b>Phase II</b>						
		8(b)				
		2(a)				
		6(c)				134
93-94	37	6(b)				
		8(a)				
		20(c)				
					1(f)	
					2(g)	171
95-96*	38	22(c)				
			5(e)			
				5(d)		
					2(f)	
					4(g)	209
96-97**	19				4(f)	
					15(g)	
<b>Total</b>	<b>150</b>	<b>72</b>	<b>11</b>	<b>10</b>	<b>57</b>	<b>228</b>

\* Segments (a) and (c) shall be considered for two changeable message signs in FY1995/96

\*\* Segment (b) shall be considered for a Freeway Service Patrol in FY1996/97.

Attachment: Exhibit C - CHP Caltrans Call Box and Motorist Aid Guidelines (9704 : Sole Source Contract No. 23-1003017 with Knightscope, Inc.,

## ANNEX M

## Section 3. Implementation Plan Status and Schedule (sample) (continued)

**Priorities for Call Box System Development Schedule**

**Priority #1:** Collect FY92-93 DMV registration and renewal revenues to purchase cellular telephone 911 devices to distribute to physically and speech and hearing impaired drivers within Avalon County in compliance with the Americans with Disabilities Act of 1990. Distribution is scheduled to take place at the beginning of FY93-94.

**Priority #2:** Call Box Development Plan – Phase I. Begin placement at two mile spacing on State Routes 273, 44, and 299 to expand the system out from Redding towards outlying areas. During FY92-93, 19 total boxes shall be placed along County roadways while the SAFE gathers additional funds for Disabled Access cellular 911 telephones. During FY93-94, 21 call boxes shall be placed to complete Phase I.

**Priority #3:** Call Box Development Plan – Phase II. Continue placement of call boxes on freeways, expressways and highways that connect these systems within the County. Initial emphasis will be placed on infill of freeway Route 5 to reduce spacing by one half on the highest volume roadway in the County. Priority within FY93-94 will be Route 5 segments b, a, and c. Secondary emphasis will be placed on infill of the call box system on other roadways.

**Priority #4:** When call box system is at the infill stage on both freeways and expressways, other motorist aid systems will be provided. During FY95-96, two changeable message signs shall be placed on Route 5 north and south of the City of Redding to advise of possible traffic problems on the freeway through the city where traffic volumes are the highest.

**Priority #5:** A Freeway Service Patrol is anticipated beginning FY96-97. At this time, the call box system will be complete along the Route 5 corridor and other roadways in the county will be in the process of receiving the final call boxes to finish Phase II of the Call Box Development Plan.

ANNEX M

Section 4. SAFE Call Box System Maps (sample)

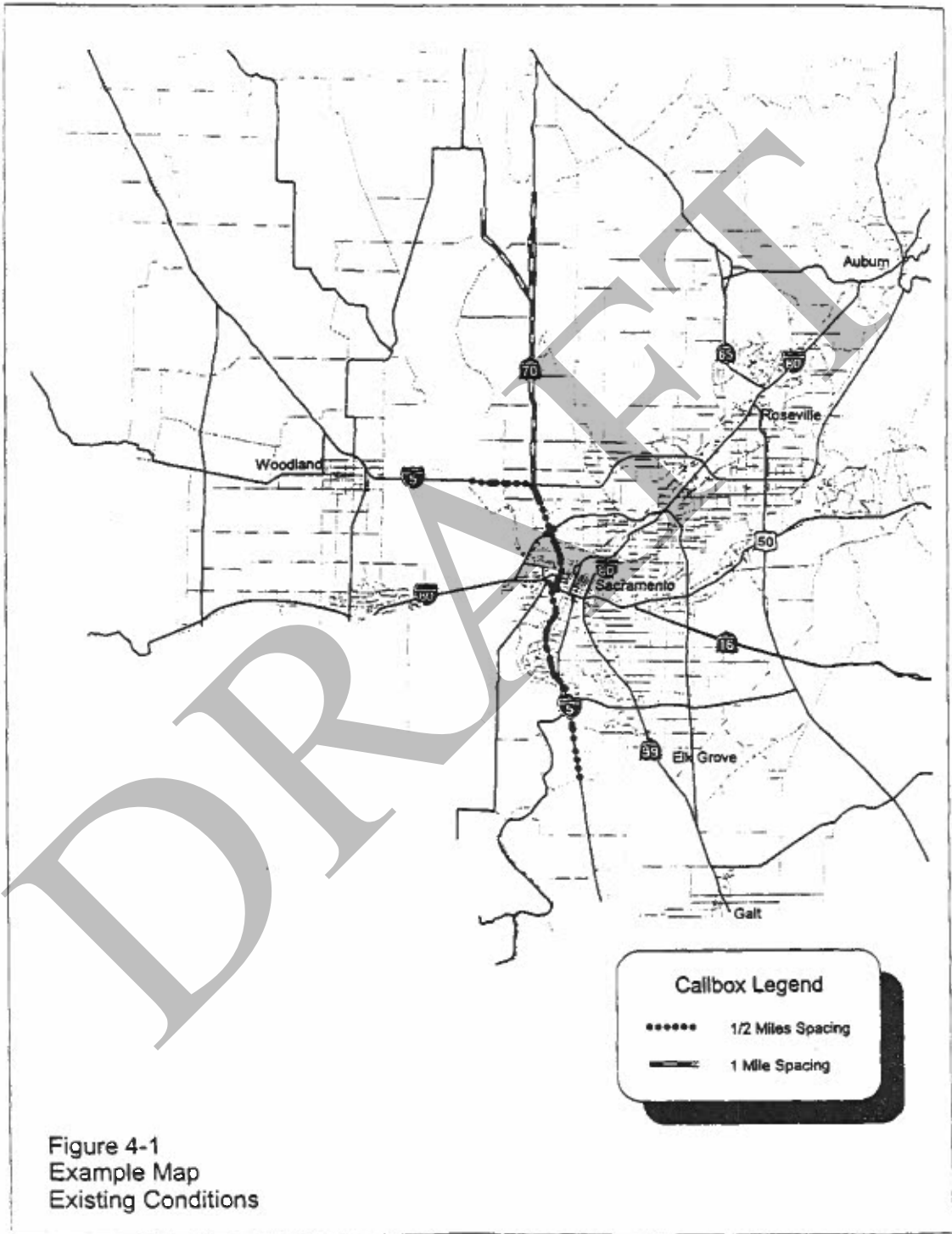


Figure 4-1  
Example Map  
Existing Conditions

1.14



ANNEX M

Section 4. SAFE Call Box System Maps (sample) (cont'd)

ANNEX I

CHP/CALTRANS CALL BOX AND MOTORIST AID GUIDELINES

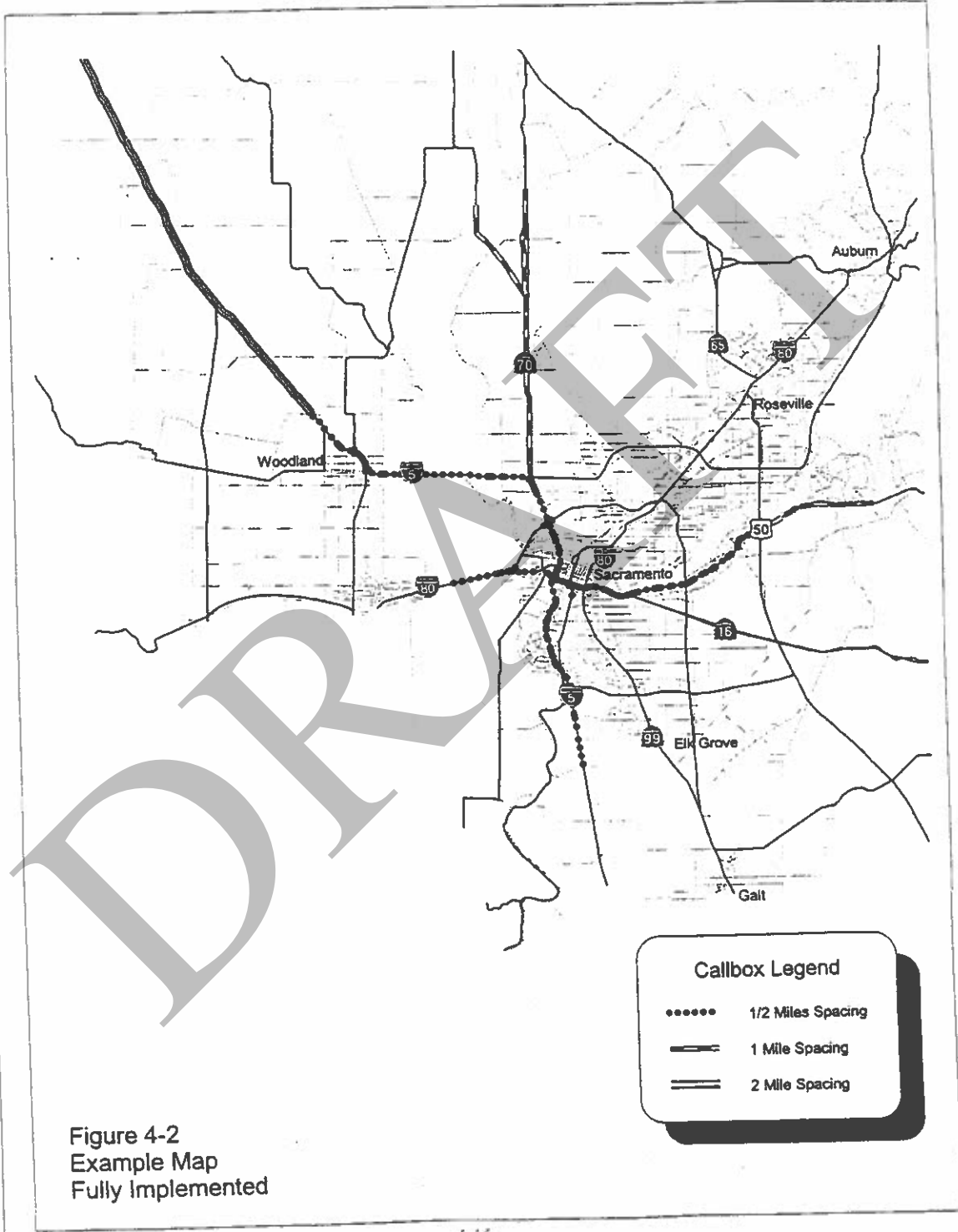


Figure 4-2  
Example Map  
Fully Implemented

I-15

Avalon County SAFE Budget						
	Current Budget	2000/01	2001/02	2002/03	2003/04	2004/05
	1999/00					
<b>ANNUAL CASH FLOW INCOME</b>						
1 Gross Registration Revenue	\$ 631,000	\$ 631,000	\$ 631,000	\$ 631,000	\$ 631,000	\$ 631,000
2 DMV Adm. Charge	\$ (6,310)	\$ (6,310)	\$ (6,310)	\$ (6,310)	\$ (6,310)	\$ (6,310)
3 County Auditor Adm. Charge	\$ (200)	\$ (209)	\$ (218)	\$ (228)	\$ (239)	\$ (249)
4 SAFE Fund Balance	\$ 820,000	\$ 1,073,211	\$ 395,758	\$ 331,587	\$ 157,437	\$ 2,695
5 Intr. Of Fund Balance @ 4.5%	\$ 36,900	\$ 48,294	\$ 17,809	\$ 14,921	\$ 7,085	\$ 121
<b>TOTAL INCOME</b>	<b>\$ 1,481,390</b>	<b>\$ 1,745,986</b>	<b>\$ 1,038,039</b>	<b>\$ 970,970</b>	<b>\$ 788,973</b>	<b>\$ 627,257</b>
<b>EXPENSES based on nos. of call boxes</b>						
	78	97	134	171	209	228
New call boxes		19	37	37	38	19
<b>CALL BOX EQUIPMENT &amp; MAINTENANCE</b>						
6 New System Inst. & Maint.		\$ 82,840	\$ 161,320	\$ 161,320	\$ 165,680	\$ 82,840
7 Existing System Maint. (incl. Knockdowns)	\$ 24,960	\$ 31,040	\$ 42,880	\$ 54,720	\$ 66,800	\$ 72,960
<b>CALL BOX CELLULAR TELEPHONE CHARGES</b>						
8 New System Cellular Network Start-up Charges		\$ 1,900	\$ 3,700	\$ 3,700	\$ 3,800	\$ 1,900
9 Existing System Cellular Network charges	\$ 7,800	\$ 9,700	\$ 13,400	\$ 17,100	\$ 20,900	\$ 22,800
<b>CALL ANSWERING</b>						
10 Dispatch & Call Answering Equipment & Lease		\$ 2,800	\$ 700	\$ 732	\$ 764	\$ 799
11 CHP Call Answering	\$ 23,400	\$ 29,100	\$ 40,200	\$ 51,300	\$ 62,700	\$ 68,400
12 CAPITAL EQUIPMENT REPLACEMENT RESERVE		\$ 25,000	\$ 26,125	\$ 27,301	\$ 28,529	\$ 29,813
13 PROGRAMMING, OPERATIONS, & ANALYSIS	\$ 90,000	\$ 94,050	\$ 98,282	\$ 102,705	\$ 107,327	\$ 112,156
14 CONTINGENCY RESERVE (10%)	\$ 148,139	\$ 174,599	\$ 103,804	\$ 97,097	\$ 78,897	\$ 62,726
<b>OTHER MOTORIST AID SYSTEMS</b>						
15 Changeable message signs				\$ 65,000	\$ 95,000	\$ 140,000
16 Freeway Service Patrol						\$ 10,000
17 DISABLED ACCESS - 911 CELLULAR TELEPHONES		\$ 695,000				
<b>TOTAL EXPENSES</b>	<b>\$ 294,299</b>	<b>\$ 1,146,029</b>	<b>\$ 490,411</b>	<b>\$ 580,975</b>	<b>\$ 630,397</b>	<b>\$ 604,394</b>
<b>ANNUAL BALANCE</b>	<b>\$ 1,187,091</b>	<b>\$ 599,957</b>	<b>\$ 547,628</b>	<b>\$ 389,995</b>	<b>\$ 158,576</b>	<b>\$ 22,863</b>

ANNEX M  
Section 5 Detailed Budget Projection (sample)

<u>ANNUAL CASH FLOW INCOME</u>		Avalon County SAFE Budget				
		2005/06	2006/07	2007/08	2008/09	2009/10
1	Gross Registration Revenue	\$ 646,775	\$ 662,944	\$ 679,518	\$ 696,506	\$ 713,919
2	DMV Adm. Charge	\$ (6,468)	\$ (6,629)	\$ (6,795)	\$ (6,965)	\$ (7,139)
3	County Auditor Adm. Charge	\$ (260)	\$ (272)	\$ (284)	\$ (297)	\$ (311)
4	SAFE Fund Balance	\$ 105,703	\$ 351,653	\$ 590,181	\$ 821,765	\$ 1,046,850
5	Intr. Of Fund Balance @ 4.5%	\$ 4,757	\$ 15,824	\$ 26,558	\$ 36,979	\$ 47,108
<b>TOTAL INCOME</b>		<b>\$ 750,507</b>	<b>\$ 1,023,520</b>	<b>\$ 1,289,178</b>	<b>\$ 1,547,988</b>	<b>\$ 1,800,427</b>
<u>EXPENSES based on nos. of call boxes</u>		228	228	228	228	228
New call boxes						
<b>CALL BOX EQUIPMENT &amp; MAINTENANCE</b>						
6	New System Inst. & Maint.					
7	Existing System Maint. (incl. Knockdowns)	\$ 72,960	\$ 72,960	\$ 72,960	\$ 72,960	\$ 72,960
<b>CALL BOX CELLULAR TELEPHONE CHARGES</b>						
8	New System Cellular Network Start-up Charges					
9	Existing System Cellular Network charges	\$ 22,800	\$ 22,800	\$ 22,800	\$ 22,800	\$ 22,800
<b>CALL ANSWERING</b>						
10	Dispatch & Call Answering Equipment & Lease	\$ 835	\$ 872	\$ 912	\$ 953	\$ 995
11	CHP Call Answering	\$ 68,400	\$ 68,400	\$ 68,400	\$ 68,400	\$ 68,400
12	<b>CAPITAL EQUIPMENT REPLACEMENT RESERVE</b>	\$ 31,155	\$ 32,557	\$ 34,022	\$ 35,553	\$ 37,153
13	<b>PROGRAMMING, OPERATIONS, &amp; ANALYSIS</b>	\$ 117,203	\$ 122,478	\$ 127,989	\$ 133,749	\$ 139,767
14	<b>CONTINGENCY RESERVE (10%)</b>	\$ 75,051	\$ 102,352	\$ 128,918	\$ 154,799	\$ 180,043
<b>OTHER MOTORIST AID SYSTEMS</b>						
15	Changeable message signs					
16	Freeway Service Patrol	\$ 10,450	\$ 10,920	\$ 11,412	\$ 11,925	\$ 12,462
17	<b>DISABLED ACCESS - 911 CELLULAR TELEPHONES</b>					
<b>TOTAL EXPENSES</b>		<b>\$ 398,854</b>	<b>\$ 433,339</b>	<b>\$ 467,413</b>	<b>\$ 501,139</b>	<b>\$ 534,580</b>
<b>ANNUAL BALANCE</b>		<b>\$ 351,653</b>	<b>\$ 590,181</b>	<b>\$ 821,765</b>	<b>\$ 1,046,849</b>	<b>\$ 1,265,847</b>

## ANNEX N

## ADOPT-A-HIGHWAY CALL BOX GUIDELINES

### I. Program Scope

#### A. Participants

1. Individuals, businesses, corporations and organizations may participate. Political candidates and political action committees may not participate.
2. Cities, counties and other local agencies may participate when officially authorized by the local elected body. Cities, counties and local agencies submitting an Adopt-A-Call Box application must accompany it with a resolution from their respective boards authorizing participation in the program.
3. The Service Authority for Freeway Emergencies/Expressways (SAFE) cannot adopt a call box.

#### B. Types of Participation

Participation in the Adopt-A-Call Box program requires the establishment of a SAFE by the County Board of Supervisors. (See Annex A). Counties have legislative approval to establish a SAFE organization to administer a motorist aid call box system. Through the Department of Motor Vehicles, a \$1 fee is added to the vehicle registration in that county which allows the SAFE to organize and maintain a motorist aid call box system.

Participants may pay for the installation of a new call box in accordance with established guidelines or they may elect to pay for the maintenance and operation of an existing call box, or both. Participants shall pay a pre-determined fee to the local SAFE, which administers the call box program for the county or region. These fees may vary between SAFEs.

#### C. Recognition

1. Recognition for contributions may include, but is not limited to: media releases, recognition signs, information displays in rest areas or vista points and/or public advertisement.
2. Caltrans Districts are encouraged to issue press releases to recognize participants. Media events may be arranged to publicize one or more donors.
3. Courtesy signs will be limited to a 10 x 25.5 inches (250 x 640 mm) recognition panel. Size of recognition panel shall be in compliance with the attached sign specification SG25A. (See Annex C).

## ANNEX N



Recognition panels shall have a white background. (At least half of the panel color should be white). Logos and lettering may include the tasteful use of colors and stylized lettering. However, the accumulated use of red, orange, or yellow for logos shall not exceed 30 percent of the entire panel area. The use of any fluorescent, neon, reflective or day glow colors is prohibited. The Traffic Operations Program Manager may approve exceptions to this policy.

The SAFE and Caltrans should review an accurate, scaled, and colored drawing before approval of any customized panel. Participants should be advised of this requirement before customized panels are made.

The display of any phone number on a recognition sign, including instances where the phone number is part of the adopter's name, is prohibited.

The use of street names incorporated into the adopter's name is also prohibited.

#### D. Restrictions and Controls

1. SAFE organizations will collect revenues from private donations and arrange for installation and maintenance of the call boxes. No individual or group of individuals may be permitted to do work at the call box site within California State right-of-way.
2. The identification and selection of potential call box sites will require consensus among Caltrans, CHP, and the SAFE. In accordance with federal guidelines, within a state, at least 20 percent of the call boxes displaying sponsorship logos shall be located outside urbanized areas with a population greater than 50,000.
3. Adoption of existing call boxes should be available on a first-come, first-serve basis. SAFEs should establish waiting lists for locations with interest by more than one

party. SAFEs should encourage parties on waiting lists to consider alternate locations.

4. SAFEs are encouraged to implement time limits for the terms of the adoption. The Adopt-A-Call Box program requires a minimum two-year commitment for participation.

## **II. Responsibilities**

### **A. Caltrans HQ SAFE Coordinator**

1. Provides technical support to District SAFE coordinators.
2. Assists District SAFE coordinators with guideline compliance of recognition sign proposals.
3. Assists District SAFE coordinator with issues and concerns regarding the program's policies.
4. Participates in California SAFE Committee meetings representing Caltrans.
5. Provides technical support to California SAFEs.

### **B. District SAFE Coordinator**

1. Receives and coordinates referrals from District's Adopt-a-Highway coordinator.
2. Disseminates information about the program to prospective participants. Refers interested parties to the Local Agency SAFE Program Manager.
3. Assists SAFE with technical support. Provides SAFE with information regarding sign suppliers and specifications.
4. Works with HQ SAFE coordinator in developing policies related to new conditions within the program.
5. Reviews and approves proposed sign recognition panels.
6. Reviews and approves proposed call box installation locations.
7. Coordinates call box locations with neighboring districts.
8. Ensures call box spacing and location is in conformance with Table 1.

## ANNEX N

Table N-1

**Call Box Spacing**

<u>Traffic Volumes (AADT)</u>	<u>Call Box Spacing (minimum)</u>
> 100,000	0.4 km to 0.8 km
40,000 to 100,000	0.8 km to 1.6 km
< 40,000	1.6 km or more

Determination of traffic volumes (AADT) will be based upon the most recent publication of Caltrans' Traffic Volumes on California State Highways.

The minimum call box spacing is required for new call box installations on Interstate Routes and expressways and on conventional highways with AADTs greater than 40,000.

Spacing of new call boxes on conventional highways with AADTs less than 40,000 may be random. Random spacing does not constitute a system but rather a service.

For all freeways and expressways, and for conventional highways with AADTs greater than 100,000, a call box must be placed on both sides of the highway. Both call boxes must be made operational on the same day.

On two-lane conventional highways with AADTs less than 40,000, a single call box installed on either side of the highway is acceptable.

On conventional highways with AADTs that range from 40,000 to 100,000, an individual assessment will be made by all of the partners to determine where the call boxes should be placed.

C. District Adopt-a-Highway Coordinator

1. Refers call box inquiries to District SAFE coordinator.
2. Assists District SAFE coordinator with program implementation.

D. District Permit Engineer

1. Works with District SAFE coordinator in the planning of the program.
2. Issues permit for call box installations including recognition signs.
3. Issues annual maintenance permit for the call boxes.

**E. Local Agency SAFE Program Manager**

1. Administers the Adopt-a-Call Box program for their respective area.
2. Includes the Adopt-a-Call Box program in their Implementation Plans.
3. Provides information materials to interested parties.
4. Collects revenues for installation, maintenance or operation of call boxes from donor.
5. Arranges for call box installation, maintenance and dispatching services.
6. Coordinates with CHP Communication Centers for call answering.
7. Orders, obtains, and arranges recognition sign installations.
8. Coordinates recognition press releases as necessary.
9. Coordinates with Caltrans District SAFE coordinator to ensure recognition signs comply with Caltrans requirements and specifications.
10. Prepares annual report of the Adopt-a-Call Box program.

**Call Box System Implementation**

As previously indicated, the selection of potential sites for adopted call boxes will require a consensus among Caltrans, the CHP, and the SAFE. Freeways and expressways with high AADTs are facilities with high exposure, making them attractive for prospective sponsorship. Other areas with less exposure might be ignored by sponsors. Selection and prioritization of new call boxes should be reviewed by all partners to ensure that gaps in coverage are kept to a minimum, and that proper consideration be given to service needs on isolated rural routes.



## *Minute Action*

AGENDA ITEM: 11

***Date:*** August 9, 2023

***Subject:***

Transportation Development Act Article 3 Annual Update: Fiscal Year 2022/2023

***Recommendation:***

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

- A. Allow Fiscal Year (FY) 2021/2022 projects to proceed where approved guideline update requiring expenditure within first year was not met.
- B. Extend the deadline for the Town of Apple Valley FY 2019/2020 Bus Turnout at Bear Valley Road and Navajo Road Transportation Development Act (TDA) Article 3 award from December 31, 2023 to December 31, 2024 (originally December 31, 2022).
- C. Extend the deadline for the City of Rancho Cucamonga FY 2019/2020 Day Creek Channel Bike Trail TDA Article 3 award from December 31, 2023 to December 31, 2024 (originally December 31, 2022).
- D. Allow Omnitrans to modify the scope of work for their FY 2021/2022 Transit Stop Improvements TDA Article 3 award to include comparable improvements to be completed at alternate, yet to-be-determined locations upon written approval by the SBCTA Transit Manager.

***Background:***

San Bernardino County Transportation Authority (SBCTA) oversees the disbursement of 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 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 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. These guidelines were last updated by the Board on May 3, 2023. One modification aimed at ensuring projects are completed as originally scoped is to require submittal of an annual Progress Report. By definition, “progress” is to be measured by the expenditure of funds within one year of award notification and awarding a construction contract for construction awards within three full fiscal years. The approved regulation that applies to all active awards stipulates that:

- a) If the recipient is unable to demonstrate that funds have been expended in the first year, then those funds will be automatically rescinded and provided to the next highest scoring application within the same award category.
- b) Additionally, funds will be rescinded for construction projects in cases where a construction contract has not yet been awarded within three full fiscal years. Since the completion deadline for all awards is roughly three years after issuance, the expectation is that a contractor will have been selected within the three full fiscal years at a minimum.

*Entity: San Bernardino County Transportation Authority*

General Policy Committee Agenda Item

August 9, 2023

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Upon Board approval, all active award recipients will be notified of these guidelines and subject to rescission if appropriate actions have not been taken to progress the project.

All active award recipients were notified of the new requirements during the collection of project updates in preparation for this Fiscal Year (FY) 2022/2023 Annual Report. As this is a new regulation, the majority of FY 2021/2022 award recipients did not expend funds within one year of award notification since they were not aware of the need to do so. However, the majority of recipients have schedules that are consistent with the original deadline. SBCTA staff recommends these projects be “grandfathered in” and allowed to proceed as planned.

An analysis of the Annual Report included in Attachment A indicates the following regarding the 56 awards that were active during FY 2022/2023:

- A scope change or an extension was needed for 13 (23%) of the 56 projects. At \$3,566,277, the total for these modified projects accounts for 34% of the \$10,470,538 total.
- The average extension was for 3.5 years. The longest extension was for a \$127,648 FY 2011/2012 award that was rescinded with the recipient’s consent.
- 16 (29%) projects were completed.
- 10 (18%) projects with an award total of \$1,653,299 were tentatively rescinded (some still have 30 days to appeal) as a result of exceeding the award expiration date or, as in the case of the City of Big Bear Lake, no longer include the project in their jurisdiction’s plans. Of these 10 projects, nine were previously granted either a scope change and/or an extension.

During solicitation of active project status information, the Town of Apple Valley (Attachment B) and the City of Rancho Cucamonga (Attachment C) requested extensions and Omnitrans requested a Scope Change (Attachment D). Below is a little more information about each.

- The Town of Apple Valley (Town) requests an extension from December 31, 2023 to December 31, 2024 (originally December 31, 2022) for their FY 2019/2020 Bus Turnout at Bear Valley Road and Navajo Road project. This project is incorporated into a larger related intersection project. The Town identified an area where a large electronic 7-11 sign needs to be relocated in order to maximize the queuing area for pedestrians waiting to cross. The requested extension includes a two-month buffer in case they run into additional delivery delays.
- The City of Rancho Cucamonga requests an extension from December 31, 2023 to December 31, 2024 (originally December 31, 2022) for their FY 2019/2020 Day Creek Channel Bike Trail award. Right-of-way acquisition for a portion of Southern California Edison’s property needed to complete this project has taken longer than anticipated.
- Several of the transit stop improvements for which Omnitrans was awarded to complete in FY 2021/2022 have already been completed through other means. While Omnitrans has identified potential alternate locations as outlined in Attachment D, they have yet to finalize coordination for these new sites with the City of Montclair. SBCTA staff recommends the SBCTA Board permit Omnitrans to use the awarded funds to complete

comparable improvements at alternate sites upon written approval by the SBCTA Transit Manager.

**Financial Impact:**

This item is consistent with the Fiscal Year 2023/2024 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: August 9, 2023

Witnessed By:

## ATTACHMENT A

## Fiscal Year 2022/2023 TDA Article 3 Status Report

Award Fiscal Year	Agency	Description	Project Type	TDA3	Local Share	Current Deadline	Status	TDA3 Est. Spent	Consultant/Contractor Selected?	On Current Schedule?	Scope Change Needed	Extensions Ever Needed	Yrs Ext Needed To-Date
19/20	Adelanto	Johnathan St/Chamberlaine Way	Transit	\$53,897	\$13,474	Expired on 12/31/2022	Completed	\$53,897	Yes	Yes	No	No	0
19/20	Apple Valley	Thunderbird Road Bus Turnout - REVISED Bear Valley & Navajo Rd Turnout	Transit	\$53,897	\$75,043	12/31/2023 1yr ext requested	Incorporated into a larger project. Expect completion in 2024.	\$0	No	No: 12/31/2024 Extension Requested	Yes	Yes	1
21/22	Apple Valley	Bear Valley Rd Bridge Connector	Bike/Ped	\$232,300	\$232,300	06/30/2025	Incorporated into a larger project still In design	\$0	No	Yes	No	No	0
21/22	Apple Valley	Village North Pedestrian Improvements	Bike/Ped	\$361,818	\$361,820	06/30/2025	Design and ROW being finalized. Construction anticipated in 2024.	\$0	No	Yes	No	No	0
19/20	Big Bear	Lakeside Loop	Bike/Ped	\$200,000	\$99,850	12/31/2022	Rescinded. Project is no longer in City's construction plans.	\$0	No	No	No	No	0
13/14	Chino	Central/7th Sidewalk Improvements - REVISED Riverside Dr Rehab in 2019	Transit	\$127,648	\$28,632	Expired on 12/31/2021 after 5.5yrs exts. Originally 6/30/2016	Rescinded. Notice sent on 6/13. No objection was received by the 7/18/23 deadline.	\$0	No	No	Yes	Yes	7.5
17/18	Chino	Bicycle Path and Pedestrian Facilities	Bike/Ped	\$353,081	\$757,020	12/31/2023 4.5yrs exts. Originally 10/4/2016	No response to email sent on 6/13 requesting status update & clarification re discrepancy between application title & description which says "Class 1" but then says "Bicycle Blvds" in the supporting documentation which are described as "essentially Class 3 route facilities" according to the City's 2016 Bike Plan.	\$81,408	Yes	Unknown	Yes	Yes	4.5
17/18	Chino	Sidewalk Retrofitting	Transit	\$87,000	\$87,000	12/31/2023 4.5yrs exts. Originally 10/4/2016	No response to request for update.	Unknown	Unknown	Unknown	Yes	Yes	4.5
19/20	Chino Hills	Los Serranos East SRTS	Bike/Ped	\$249,997	\$94,826	12/31/2022	Completed	\$249,997	Yes	Yes	No	No	0
21/22	Chino Hills	Sierra Vista & Del Norte Improvements	Bike/Ped	\$170,965	\$92,058	06/30/2025	Design contract awarded in June 2023	\$8,853	No	Yes	No	No	0
21/22	Chino Hills	Montecito Dr Transit Access Improvements Project	Transit	\$77,989	\$148,676	06/30/2025	Design contract awarded in June 2023	\$4,118	No	Yes	No	No	0

Award Fiscal Year	Agency	Description	Project Type	TDA3	Local Share	Current Deadline	Status	TDA3 Est. Spent	Consultant/Contractor Selected?	On Current Schedule?	Scope Change Needed	Extensions Ever Needed	Yrs Ext Needed To-Date
21/22	Colton	Washington St. Class II	Bike/Ped	\$170,965	\$92,058	06/30/2025	Design is 95% complete.	\$92,000	Expect to go out to bid in Sept. 2023	Yes	No	No	0
17/18	Fontana	Alder Middle School SRTS	Bike/Ped	\$250,000	\$253,036	12/31/2024 5yrs exts. Originally 11/30/2019	Design in progress. ROW Phase is nearly complete with 1 appraisal presented to owner for consideration. SCE design for street lights is completed.	\$132,848	Yes	Yes	Yes	Yes	5
21/22	Fontana	Kathy Binks Elementary (SRTS)	Bike/Ped	\$160,000	\$222,307	06/30/2025	Completed	\$160,000	Yes	Yes	No	No	0
21/22	Fontana	Transit Stops Improvements in the City of Fontana	Transit	\$37,580	\$37,580	06/30/2025	Completed in Aug 2022. <b>Did not provide explanation for invoicing delay when asked but said they'd work on it during week of 6/12. Follow up email sent on 7/23 re invoicing.</b>	\$37,580	Yes	Yes	No	No	0
15/16	Highland	Highland/Redlands Regional Connector	Bike/Ped	\$702,562	\$167,173	10/31/2023 4.8 yr ext	Rescinded due to environmental issues. Project, sans section with environmental issues, was submitted for funding under the Carbon Reduction Program. Expenditures covered most of design.	\$668,690	No	No	Yes	Yes	4.8
17/18	Highland	City Creek/Alabama Street Bikeways - ATP Match	Bike/Ped	\$371,546	\$92,887	2/28/2026 6.4 yr ext	Design complete. 12-month construction allocation scheduled for August 16-17 CTC meeting. The extension is needed to secure permits from resource agencies. Policy allows extension consistent w/CTC approval. Request for extension to 2/28/2027 scheduled for Aug 16-17 CTC meeting.	\$369,867 (\$144,813 reimbursed)	No	No	No	Yes	6.4
19/20	Highland	9th St Transit Stops, Sidewalk, & Bikeway	Bike/Ped	\$67,436	\$67,436	12/31/2023 1 yr ext	95% design and right of way. Eminent domain is required for one property. FY23 TDA Article 3 application submitted primarily for construction.	\$40,907	NA - Design only	Yes	No	Yes	1
19/20	Highland	Baseline, Boulder, 9th Street and Olive Tree	Transit	\$53,897	\$23,993	12/31/2023 1 yr ext	In construction	\$9,624.58	Yes	Yes	Yes	Yes	1

Award Fiscal Year	Agency	Description	Project Type	TDA3	Local Share	Current Deadline	Status	TDA3 Est. Spent	Consultant/Contractor Selected?	On Current Schedule?	Scope Change Needed	Extensions Ever Needed	Yrs Ext Needed To-Date
21/22	Highland	Construction of New Sidewalks to Bus Stops (Messina St/Seine Ave Gap)	Transit	\$77,989	\$63,511	06/30/2025	In construction	\$12,796	Yes	Yes	No	No	0
19/20	Loma Linda	Accessibility Improvements at Barton and California EB WB	Transit	\$31,497	\$7,874	12/31/2022	Completed	\$29,151	Yes	Yes	No	No	0
21/22	Montclair	PE Bridge Replacement	Bike/Ped	\$227,545	\$82,631	06/30/2025	Completed	\$218,659	Yes	Yes	No	No	0
15/16	Omnitrans	22 stops	Transit	\$273,351	\$0	12/31/2021	Completed but trying to reconcile funds so they can invoice.	\$45,803	Yes	No	Yes	Yes	4.5
17/18	Omnitrans	12 Stops	Transit	\$390,100	\$0	3/1/2022	Should be completed by end of July. Expired	Omnitrans is looking into this	Yes	No	No	Yes	3.7
19/20	Omnitrans	Bus Benches & Shelters	Transit	\$193,126	\$0	12/31/2022	Completed	Omnitrans is looking into this	Yes	yes	No	No	0
21/22	Omnitrans	Transit Stops	Transit	\$79,784	\$0	06/30/2025	Contract awarded to Tolar for production of the amenities. Amenities are under order and will be arriving starting in November 2023.	\$0	Yes	Yes	Yes	No	0
21/22	Ontario	Bus Stop Pad Installation Project	Transit	\$67,050	\$0	06/30/2025	Schedule: Design - In progress PS&E - 11/23 RFP - 12/23 Con - 6/24	\$0	No	Yes	No	No	0
19/20	Rancho Cucamonga	Day Creek Channel Bike Trail	Bike/Ped	\$403,000	\$217,000	12/31/2023	Applied for additional FY23 TDA Article 3 funding. 100% design; preparing bid package. Requests a 1-year extension to 12/31/2024.	\$30,000.00	No	No	No	Yes	1
21/22	Rancho Cucamonga	Cucamonga Creek Channel Maintenance	Bike/Ped	\$84,415	\$45,454	06/30/2025	Applied for additional FY23 TDA Article 3 funding. In design	\$0	No	Yes	No	No	0
21/22	Rancho Cucamonga	Haven Sidewalk Improvement	Bike/Ped	\$227,192	\$122,334	06/30/2025	In design	\$0	No	Yes	No	No	0
13/14	Redlands	Orange Blossom Trail Phase III	Bike/Ped	\$918,722	\$918,722	12/31/2023	Completed; invoicing in progress.	\$567,904	Yes	Yes	Yes	Yes	7.5
17/18	Redlands	East Valley Corridor Bike Route Interconnect	Bike/Ped	\$264,401	\$265,000	2/28/2023	Board approved scope change to omit construction phase. City will submit final invoice soon.	\$99,391	Yes	Yes	Yes	Yes	3.4

Award Fiscal Year	Agency	Description	Project Type	TDA3	Local Share	Current Deadline	Status	TDA3 Est. Spent	Consultant/Contractor Selected?	On Current Schedule?	Scope Change Needed	Extensions Ever Needed	Yrs Ext Needed To-Date
19/20	Redlands	Highland/Redlands Regional Connector	Bike/Ped	\$157,934	\$17,548	12/31/2022	Rescinded due to environmental issues. Project, sans section with environmental issues, submitted for funding under the Carbon Reduction Program.	\$0	No	No	Yes	No	0
21/22	Redlands	Transit Stops Improvements in the City of Redlands	Transit	\$46,340	\$0	06/30/2025	Working with Caltrans on an encroachment permit since most of the locations are on Route 38. City will advertise the project, award, and begin construction afterwards.	\$0	No	Yes	No	No	0
17/18	Rialto	Cedar Ave Railroad Crossing Ped Improvements	Bike/Ped	\$250,000	\$428,000	12/31/2023 4.2 yr ext	City is in process of terminating contract with contractor and entering agreement with SCRRA to complete the work.	\$250,000 (10% retainer withheld until completion)	Yes	Yes	No	Yes	4.2
19/20	Rialto	Easton Sidewalk Improvements	Bike/Ped	\$226,000	\$276,000	12/31/2022	Completed	\$226,000	Yes	Yes	No	No	0
19/20	Rialto	Accessibility Improvements	Transit	\$14,432	\$3,608	Expired on 12/31/2022	Rescinded. Notice sent on 6/29. Deadline to respond is Aug. 10, 2023.	\$0	No	No	No	Yes	1
21/22	Rialto	Sycamore SRTS	Bike/Ped	\$457,616	\$457,616	06/30/2025	In design	\$70,194	No	Yes	No	No	0
21/22	Rialto	Merrill SRTS (Boyd Elementary School)	Bike/Ped	\$639,405	\$815,565	06/30/2025	In design	\$13,550	No	Yes	No	No	0
21/22	Rialto	Rialto Bus Stop Improvements	Transit	\$71,497	\$0	06/30/2025	Planning	\$0	No	Yes	No	No	0
11/12	San Bernardino	Bicycle Lane Extension along G St. and Rialto Ave.	Transit	\$51,000	\$9,000	12/31/2019 5yr ext	Rescinded. Former staff member submitted 3 incomplete invoices (5/19/19, 1/6/20, and 2/2/21). On 4/13/22, new staff indicated the City was not going to complete the project and to rescind funds.	\$0	No	No	No	Yes	9
15/16	San Bernardino	4 Stops: 0060 Sierra Way @ 40th, 6811 4th @ Waterman, 7711 3rd @ Palm, 8447 2nd @ Glovanola	Transit	\$42,539	\$10,637	12/31/2018 Expired	Rescinded. Notice sent on 6/29. Deadline to respond is Aug. 10, 2023.	\$0	No	No	No	Yes	5
17/18	San Bernardino	5283 Lynwood @ Merito EB	Transit	\$4,248	\$0	10/4/2019 Expired	Rescinded. Notice sent on 6/29. Deadline to respond is Aug. 10, 2023.	\$0	No	No	No	Yes	4

Award Fiscal Year	Agency	Description	Project Type	TDA3	Local Share	Current Deadline	Status	TDA3 Est. Spent	Consultant/Contractor Selected?	On Current Schedule?	Scope Change Needed	Extensions Ever Needed	Yrs Ext Needed To-Date
19/20	San Bernardino	4 Stops: 5691 Baseline @ Sepulveda EB, 54 9th @ Medical Center EB, 5622 5th @ J St WB, 60 Sierra @ Ralston SB	Transit	\$26,936	\$6,734	12/31/2022 Expired	Rescinded. Notice sent on 6/29. Deadline to respond is Aug. 10, 2023.	\$0	No	No	No	Yes	1
21/22	San Bernardino	4 Stops: E @ 36th NB, Kendall @ Brookfield EB, Kendall @ Lakewood EB, Rialto @ Macy WB	Transit	\$50,800	\$0	2025-06-30	sent email on 6/29; replied they'd look into it on 6/30. They said they would get back with an update but did not. Emailed a second request on 7/22/23.	Unknown	Unknown	Unknown	No	No	0
17/18	Victorville	Arrowhead Dr/7th Ave Bike Lane and Sidewalk	Bike/Ped	\$249,600	\$62,400	10/19/2024 5yrs ext	Completed	\$249,600	Yes	Yes	No	Yes	5
19/20	Victorville	Old Town Sidewalk Connectivity - Phase 1	Bike/Ped	\$244,000	\$244,000	6/30/2023 6mos ext	Completed on 6/16/2023	\$249,640	Yes	Yes	Yes	Yes	0.5
21/22	Victorville	Old Town Sidewalk Connectivity - Phase 2	Bike/Ped	\$249,640	\$249,640	06/30/2025	Intend to advertise in December 2023.	\$0	No	Yes	No	No	0
15/16	Yucaipa	Bus Stop Landing & Sidewalk Improvements - Rte 310	Transit	\$50,502	\$169,681	12/31/2021 Expired but City just finished	Completed. City is in the process of invoicing.	\$50,502	Yes	Yes	No	Yes	4.5
17/18	Yucaipa	Oak Glen Rd Bicycle and Pedestrian Facility	Bike/Ped	\$89,728	\$48,315	6/30/2022 Expired but City just finished	Completed. City is in the process of invoicing.	\$89,728	Yes	Yes	No	Yes	3.7
19/20	Yucaipa	5th St Phase II Bike & Ped	Bike/Ped	\$326,000	\$217,333	12/31/2022 Expired	This project is part of an overall larger project (5th Street Roundabout) and the construction timeline is yet to be finalized. City anticipates construction to start in FY24/25. All required Right of Way has been acquired. However, funding is no longer sufficient. City submitted a FY 23/24 application to complete as a stand alone project. <b>SBCTA staff recommends rescinding this project.</b>	\$0	Yes	No	No	Yes	0
21/22	Yucaipa	Transit Stop Access in the City of Yucaipa	Transit	\$13,200	\$13,200	06/30/2025	Construction scheduled for late 2023 with completion in early 2024.	\$0	No	Yes	No	No	0
19/20	VVTA	Transit Stop	Transit	\$34,759.00	\$8,689.00	12/31/2022	Completed	\$12,591.76	Yes	Yes	No	No	0



Award Fiscal Year	Agency	Description	Project Type	TDA3	Local Share	Current Deadline	Status	TDA3 Est. Spent	Consultant/Contractor Selected?	On Current Schedule?	Scope Change Needed	Extensions Ever Needed	Yrs Ext Needed To-Date
21/22	VVTA	Apple Valley Bus Turn Out	Transit	\$75,000.00	\$85,926.00	06/30/2025	<ul style="list-style-type: none"> <li>• Current status: 95% design completed</li> <li>• 100% PSE approval - August 2023</li> <li>• Advertising - September 2023</li> <li>• Bid opening - October 2023</li> <li>• Award and start construction - November 2023</li> <li>• End construction - January 2024</li> </ul>	\$0	No	Yes	No	No	0
21/22	VVTA	Hesperia Rd Between Chalan Rd and Sunset Drive	Transit	\$51,722.41	\$12,930.60	06/30/2025	Design is 25% completed. Work will be performed by City of Victorville staff. They expect to have these projects completed by Sept. 2024.	\$0	Yes	Yes	No	No	0
21/22	VVTA	13735 Rodeo Dr	Transit	\$26,890.82	\$6,722.70	06/30/2025		\$0	Yes	Yes	No	No	0

Text in red reflects incomplete data and/or follow up needed

- Expenditure within first year requirement not met.
- Completed
- Extension or Scope change requested
- Rescinded



May 22, 2023

San Bernardino County Transportation Authority  
 Attn: Ginger Koblasz  
 1170 West Third Street, 2nd Floor  
 San Bernardino, CA 92410

Subject: FY 19/20 TDA Article 3 Thunderbird Road Bus Turnout Award – Extension

Ginger,

The Town of Apple Valley is requesting an extension of the completion date for the subject project (Renamed Bear Valley & Navajo Rd Turnout) to December 2024.

The project was incorporated into a larger intersection related project that includes signal and ADA ramp upgrades at all four corners of two separate intersections. During our review, we identified an area where a large electronic (7-11) sign needs to be relocated to maximize the cueing area for pedestrians waiting to cross. This corner is typically used by students waiting to cross Bear Valley Road to access Apple Valley High School and, subsequently, the existing bus stop. We have an alternate design that is less desirable but sufficient if we're unable to get ROW. Our current timeline is as follows:

- August 30, 2023 – Finalize ROW
- November 30, 2023 -- Finalize design and order signal poles. This could take six months or more for delivery.
- April/May 2024 – Project bidding and award.
- June 2024 – begin construction of intersection improvements and bus turnout.
- September 2024 – finalize construction and closeout.
- October 2024 – finalize SBCTA closeout and reimbursement.

The added two months gives us flexibility if we run until delivery delays or other problems.

Thank you for your consideration.

Regards,



Rich Berger  
 Project Manager



## CITY OF RANCHO CUCAMONGA

10500 Civic Center | Rancho Cucamonga, CA 91730 | 1-909-477-2700 | www.CityofRC

July 13, 2023

Ginger Koblasz  
 San Bernardino County Transportation Authority  
 1170 West Third Street, 2nd Floor  
 San Bernardino, CA 92410

**SUBJECT: TDA PROJECT SECOND EXTENSION REQUEST - DAY CREEK CHANNEL BIKE TRAIL**

Dear Ms. Koblasz:

The City of Rancho Cucamonga is requesting a second one-year extension on the grant award received for the completion of the Day Creek Channel Bike Trail project awarded in July of 2019.

The right-of-way acquisition for a portion of SCE (Southern California Edison) property necessary to complete the project has taken longer than anticipated, and the project is expected to be out to bid later than originally scheduled. The unexpected rapid increases in material costs have also caused the design to be adjusted accordingly to reduce the total project cost, which increases the time to finish design work. Additionally, the long material lead times that we have seen on other recent projects indicates to us that the construction schedule could be longer than previously anticipated.

Design work for the project is at 95% and is awaiting San Bernardino County Flood Control District's comments and SCE's comments to be finalized as 100%. Once the City receives the environmental clearances and approvals from SCE to complete the right-of-way acquisition, the project will be put out to bid in the Fall of 2023 with anticipated construction in the Winter of 2023 to Summer of 2024.

We anticipate the project will be completed before May 2024, but the City would like to request a full one-year extension until December 2024, which will allow for unforeseen issues such as longer than anticipated coordination, right-of-way acquisition, or long lead times for construction materials.

If you should have any questions related to this request, please don't hesitate to contact me at (909) 774-4037 or by e-mail at [Justin.Pope@cityofrc.us](mailto:Justin.Pope@cityofrc.us).

Sincerely,  
 ENGINEERING SERVICE DEPARTMENT

Justin Pope  
 Project Manager/ Associate Engineer

cc: Justine Garcia, Deputy Director of Engineering Services  
 Chi Chan, Assistant Engineer



1700 W. Fifth St  
San Bernardino, CA 92411  
909-379-7100  
www.omnitrans.org

July 26, 2023

Ginger Koblasz  
SBCTA  
1170 W. 3rd Street • 2nd Floor  
San Bernardino, CA 92410  
[Tda3@gosbcta.com](mailto:Tda3@gosbcta.com)

**Subject:** FY 2021/2022 TDA Article 3 Award

Dear Ms. Koblasz,

Omnitrans will need to request a change of location for several benches for which Omnitrans was awarded funds in the FY2021/2022 round of TDA Article 3 Transit Stop Access improvement Program funds. Omnitrans is still coordinating with the City of Montclair to finalize the plan to relocate the benches. Omnitrans proposes to move the benches to locations with comparable ridership that have enough space to install a bench, such as the potential locations proposed in the table below.

Awarded bench location	Reason to move bench elsewhere	Possible new location to move bench
San Bernardino @ Ramona EB FS	Already has shelter, so definitely need to move bench elsewhere*	Holt @ Central EB FS*
Central @ Arrow Hwy NB FS	May already have amenities, so may need to move bench elsewhere	Central @ Moreno NB FS
Holt @ Central WB MID	May already have amenities, so may need to move bench elsewhere	Richton @ Central WB FS
Ramona @ Kingsley NB FS	Applied in 2023 Article 3 round for shelter at this location, so may need to move bench elsewhere	Ramona @ Holt NB FS
Ramona @ Howard SB FS	Applied in 2023 Article 3 round for shelter at this location, so may need to move bench elsewhere	Central @ Mission SB FS

\* In the FY 2019/2020 round of TDA Article 3 funds, Omnitrans was awarded a shelter for Holt @ Central EB FS, which was relocated to San Bernardino @ Ramona EB FS because the sidewalk at Holt @ Central EB FS was not in good enough condition to install a shelter. So, the shelter for Holt @ Central EB FS and bench for San Bernardino @ Ramona EB FS are essentially being switched.

I look forward to SBCTA's approval of this request. If you need any further information, please feel free to contact me at (909) 379-7256 or [anna.jaiswal@omnitrans.org](mailto:anna.jaiswal@omnitrans.org).

Sincerely,

Anna Jaiswal  
Development Planning Manager

## *Minute Action*

AGENDA ITEM: 12

***Date:*** August 9, 2023

***Subject:***

Small Business 2 Business Equity Program

***Recommendation:***

Receive a report on the Business 2 Business Expo expansion to include an element that targets engagement of small businesses and direct staff to outreach to the cities and county to engage and invite member agencies to participate in the Business 2 Business Expo.

***Background:***

On June 1, 2022, San Bernardino Council of Governments (SBCOG) staff provided an update to the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) and received direction to proceed with implementation of several programs and projects directly related to improving equity within the region. In the summer of 2020, nationwide social unrest led to many government agencies responding to the notion of inequity in a variety of ways. The County of San Bernardino (County) led the charge locally by declaring racism a public health crisis. In doing so, the County called on other government entities to recognize social inequity and address as appropriate.

Upon reflection of the role that transportation has historically played in creating inequities, the Board responded to the call. The agency passed Resolution No. 21-037 in which the Board formally “Resolved” to undertake:

- 1. Examining the practices that SBCTA uses in planning, evaluating, procuring and building transportation projects.*
- 2. Creating tools that can be used by all of our members to better understand how issues of equity impact the built environment.*
- 3. Providing the regional forum where efforts that work toward promoting a fair and just region; eliminating barriers that reduce opportunities for residents; and meaningfully advancing justice, equity, diversity, and inclusion can be discussed.*

Along with the passage of this resolution, the Board created an Equity Ad Hoc Committee to dive deep into examining the practices of the agency and look for opportunities to create tools and programs that would allow for equity-conscious decision-making moving forward.

The Equity Ad Hoc Committee provided direction specific to how issues, policies, and projects can be viewed through the lens of equity. This direction was approved by the Board at the June 2022 meeting. One of the items identified was the direction to help small businesses gain government contracts and successfully complete them. Staff has identified the Business 2 Business event as an opportunity to reach out to the small business community and begin to address the Board’s direction.

*Entity: San Bernardino Council of Governments*

## General Policy Committee Agenda Item

August 9, 2023

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The Business 2 Business event is an Expo held at the Ontario Convention Center with the goal of connecting prime and subcontractors for future teaming opportunities, enhancing awareness of local labor, and educating prospective bidders on contracting opportunities through SBCTA. This event has a focus on transportation, which represents the type of projects SBCTA designs and builds. The event is incredibly successful and draws over 300 attendees. The event includes a State of Transportation address and networking opportunities.

By implementing a new element, the Small Business 2 Business panel and networking, the goal is to provide a forum for the gathering, engagement, and networking of small business throughout the region. Staff recognizes that the key to success will be the participation of the member agencies. Small businesses seeking government contracts will be the most successful in gaining those contracts through the city and county procurement processes. As such, the small business element will focus on connecting the small businesses with SBCOG's member agencies as well as with resources available to them in the forms of non-profits and non-government organizations, such as Inland Economic Growth & Opportunity and Chambers of Commerce. The panel discussion will be designed around upcoming procurements and tips on how to be successful in the procurement process. The panel will be composed of procurement and project management staff from our member agencies that will be able to provide clear perspective from the agencies themselves. In addition, small businesses will have the opportunity to network with resources and other businesses.

SBCOG/SBCTA staff are requesting opportunities to present this information to City Councils and Boards and invite the jurisdictions' participation in this innovative event. Expo booths are available to cities and the county for networking and for the agencies to showcase their procurement opportunities with the sector stakeholders.

**Financial Impact:**

This item has no financial impact on the Fiscal Year 2023/2024 Budget.

**Reviewed By:**

This item was received by the City/County Manager's Technical Advisory Committee on August 3, 2023. This item is not scheduled for review by any other policy committee or technical advisory committee.

**Responsible Staff:**

Monique Reza-Arellano, Chief of COG and Equity Programs

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Approved  
General Policy Committee  
Date: August 9, 2023

Witnessed By:

## *Minute Action*

AGENDA ITEM: 13

***Date:*** August 9, 2023

***Subject:***

RFP release for Public Outreach and Marketing Support

***Recommendation:***

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

Approve the release of Request for Proposals No. 23-1002995 for Public Outreach Support and Marketing Services.

***Background:***

The San Bernardino County Transportation Authority (SBCTA) delivers a wide range of transportation projects and programs to improve access and opportunity throughout the county. The path to get there, however, can create some challenges for commuters, residents, and business owners as projects move through the delivery process. SBCTA takes action to improve that experience by providing timely, accurate, and quality information about the projects so those who interact with it can make informed decisions about their daily lives. We accomplish our communication goals through the use of a Public Outreach support consultant.

With a variety of major projects such as the Interstate 10 (I-10) Truck Climbing Lane, West Valley Connector BRT, US-395, I-15 Express Lanes (Contract 1), and others moving through delivery to construction over the coming years, SBCTA staff believes that the procurement of firms with the ability to provide services in an agency-wide capacity will bring cost savings to each project, efficiencies in processes, and more importantly consistency in service offerings for each project.

If the Board of Directors authorizes release of this request for proposals, SBCTA will seek proposals from qualified firms to fill this important agency-wide role:

- General Public Outreach/Education/Marketing:  
SBCTA seeks to identify and select a Consultant(s) team that demonstrates the experience, knowledge, and capacity to provide agency-wide Public Outreach, Education, and Marketing Services in the transportation industry. The desired firm will develop a public outreach and messaging work plan for each project, and coordinate with SBCTA Media Services to provide consistent thematic messaging for all projects. The firm will also be responsible for developing an education and marketing strategy for new services, as well as for key programs and initiatives that the public will benefit from.

The successful Consultant(s) will demonstrate experience that includes, but is not limited to, the following areas:

- Developing agency messaging materials and talking points for briefing documents
- Facilitating public meetings and public hearings and recording of meeting minutes
- Coordination with Construction teams for the development and delivery of construction alerts and mitigation messaging
- Develop advertisement and marketing campaigns (including print, radio, and television)

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

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- Develop collateral materials to support all projects and programs at SBCTA/San Bernardino Council of Governments (SBCOG)
- General Event Management services:
  - Ground Breaking/Ribbon Cutting
  - Other SBCTA Special Events (i.e. Business to Business Expo)
  - Conducting public surveys
  - Coordinating Community Advisory Groups
  - Website content development and updating
  - Coordination with professional and industry associations
  - Developing a strategic plan for the use of digital and social media for public outreach
- Execution of Express Lanes marketing launch to assist in establishing service levels
- Execution of Transit marketing campaigns to support increases in ridership
- Education of SBCTA programs and initiatives, including but not limited to: Measure I, Council of Governments, Freeway Service Patrol, etc.

The Scope of Work for Public Outreach Services support is included with this item as Attachment A.

***Financial Impact:***

This item is consistent with the Fiscal Year 2023/2024 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 Manager have reviewed this item and the draft RFP.

***Responsible Staff:***

Tim Watkins, Chief of Legislative and Public Affairs

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Approved  
General Policy Committee  
Date: August 9, 2023

Witnessed By:



## ATTACHMENT A

### Scope of Work General Public Outreach/Marketing/Event Management

SBCTA seeks to identify and select a Consultant(s) team that demonstrates the experience, knowledge, and capacity to provide agency-wide Public Outreach and Event Management Services for the Transportation Authority and the Council of Governments.

The desired firm will develop a public outreach and messaging work plan for each capital improvement project, and coordinate with SBCTA Media Services and Graphic Design Consultants to provide consistent thematic messaging for all projects. The firm will be responsible for continuing any project-related public outreach and sustaining marketing efforts for the first six months of SB Express Lanes on Interstate 10.

In addition, the successful firm will provide polling services to better understand the public's disposition to key concerns and initiatives of the agency. Examples may include:

- Awareness levels of Measure I and its impact on San Bernardino County
- Transit services and how the public seeks to use transit in San Bernardino County
- Equity in transportation and the impact of transportation solutions to communities

The firm shall be prepared to provide graphic design support. This will include the development of both digital and physical materials to support any outreach or marketing efforts within the agency. Examples may include: fact sheets, posters, videos, social media content, etc.

The successful Consultant(s) will demonstrate experience in the following areas:

- Developing agency messaging materials and talking points for briefing documents
- Facilitating multilingual public meetings and public hearings and recording of meeting minutes
- Coordination with Construction teams and Public Outreach staff for development and delivery of project specific construction alerts and mitigation messaging
- Develop advertisement and marketing campaigns (including print, radio, and television)
- General Event Management services:
  - Public Outreach Meetings/Ground Breaking/Ribbon Cutting
  - Other SBCTA Special Events (i.e. Business to Business Expo)
  - Coordinating Community Advisory Groups
  - Website content development and updating
  - Coordination with professional and industry associations
  - Developing a strategic plan for the use of digital and social media for public outreach

## *Minute Action*

AGENDA ITEM: 14

***Date:*** August 9, 2023

***Subject:***

2024 State Transportation Improvement Program

***Recommendation:***

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

Approve the following programming proposals to be submitted to the California Transportation Commission for inclusion in the 2024 State Transportation Improvement Program:

A. Deprogram \$18.647 million of Regional Improvement Program (RIP) funds in Fiscal Year (FY) 2025/2026 for construction of the US 395 Phase 2 Project from Interstate 15 (I-15) to Palmdale Road as these have been replaced with Surface Transportation Block Grant Program funds.

B. Propose programming an additional \$4.210 million of RIP funds for Planning, Programming, and Monitoring activities.

C. Propose an amendment consistent with the current sequenced approach and timeline for constructing the Interstate 10 Corridor Contract 2 project from I-15 to Pepper Avenue in the City of Colton, increasing the RIP funds from \$54.242 million to \$72.889 million in FY 2025/2026.

D. Nominate the State Route 62 Street Improvements Project Phase 2B, from Encelia Avenue to Larrea Avenue in the City of Twentynine Palms, and program \$4.5 million of RIP funds for construction in FY 2026/2027.

E. Nominate the National Trails Highway Bridges Replacements Project in the North Desert Subarea and program \$5.7 million, \$12.8 million and \$21.8 million of RIP funds for construction in FY 2026/2027, FY 2027/2028, and FY 2028/2029, respectively.

F. Maintain the programming for the Zero-Emission Multiple Unit Conversion Project of \$7.5 million of RIP funds for construction in FY 2026/2027.

G. Nominate the Metrolink San Bernardino Line Double Track Project, from Control Point Lilac to Sycamore in the City of Rialto, and program \$56.348 million of RIP funds for construction in FY 2027/2028.

H. Authorize staff to make adjustments to programming amounts and programming years of the proposed projects based on additional discussion with project sponsors and California Transportation Commission staff.

***Background:***

The State Transportation Improvement Program (STIP) is a multi-year capital improvement program of transportation projects on and off the State Highway System funded with revenues from the State Highway Account (SHA) and the Public Transportation Account (PTA). The STIP is divided into two subprograms: the Interregional Improvement Program (IIP) funded with 25% of new STIP funding and the Regional Improvement Program (RIP) funded with 75% of new STIP funding. The RIP is further divided between Northern and Southern California and

*Entity: San Bernardino County Transportation Authority*

## General Policy Committee Agenda Item

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then subdivided by formula into county shares. RIP county shares are available solely for projects nominated by regional agencies, such as San Bernardino County Transportation Authority (SBCTA), while the California Department of Transportation (Caltrans) nominates projects for the IIP.

Funding levels for the STIP have varied from year to year depending on the overall economic situation at the State and Federal levels. Although Senate Bill 1 (SB 1), the State funding bill passed by the Legislature in April 2017, does not provide new funding for the STIP, it does stabilize the historically volatile funding source. SB 1 also includes an annual indexing of fuel taxes to inflation to stop the degradation of STIP funding revenue.

The California Transportation Commission (CTC) is responsible for developing STIP guidelines, approving the programming of projects submitted by regions and Caltrans for inclusion in the STIP, allocating the STIP funds, and monitoring the delivery of STIP projects. When considering the statewide nominations, CTC staff work with the regional agencies to ensure that the nominations are constrained by the annual programming capacity. This usually involves an iterative process before the STIP nominations are finalized for CTC approval. To obtain public input on the final proposed programming, the CTC conducts two STIP hearings, one in the north and one in the south.

The STIP is a biennial program adopted by the CTC no later than April 1 of each even-numbered year. Each new STIP covers a five-year period, which includes two new years of programming capacity. The new STIP includes projects carried forward from the previous STIP plus new projects proposed by regional agencies and Caltrans. Development of the STIP starts with the adoption by the CTC of the final Fund Estimate (FE), usually in August of the previous year, followed by the submission of projects proposed by the regions and Caltrans based on the target shares published in the FE. The FE is based on estimates of all resources available for the state's transportation infrastructure over the next five-year period for the STIP and State Highway Operation and Protection Program.

In December 2020, the Federal Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) was passed and apportioned almost \$912 million to California to be used for a broad range of surface transportation purposes listed in Section 113(b) of Title 23 of the United States Code. In March 2021, the CTC approved splitting California's apportionment with 60% being distributed to state programs and 40% being distributed to regional programs. The CTC further divided the regional share with 50% to be administered through the STIP and 50% to be administered through Caltrans Local Assistance. The one-time apportionment of CRRSAA funds being administered through the STIP and available to the San Bernardino County region was adopted as part of the 2022 STIP.

### **2024 STIP Programming Capacity**

The 2024 STIP programming cycle will begin with the CTC adopting the final 2024 STIP FE at the regularly scheduled August 2023 Commission meeting. The FE identified \$3.460 billion of programming capacity available statewide over the next five years (FY 2024/2025 to FY 2028/2029). Of the \$3.460 billion in total estimated program capacity over the 2024 STIP FE period, new STIP capacity currently available for programming is about \$1.674 billion. The bulk

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of the new STIP capacity is available in the last two years of the five-year cycle (FY 2027/2028 and FY 2028/2029).

The total current STIP share for San Bernardino County is \$138.311 million. Table 1 shows the current STIP Programming for San Bernardino County totaling \$156.894 million, which exceeds the programming capacity by \$18.583 million. The target 2024 STIP RIP share for San Bernardino County is \$84.196 million and the maximum share is \$337.131 million of new programming capacity. However, when the current over-programming of \$18.583 million is accounted for in addition to the return of a previously programmed but unallocated amount for the West Valley Connect project, the target share becomes \$105.358 million and the maximum share becomes \$358.293 million. It should be noted that SBCTA typically proposes programming at the target share rather than the maximum share as the maximum share advances funding from future STIP periods and is not as likely to be approved by the CTC if there are programming capacity constraints.

Table 1  
Current STIP Programming for San Bernardino County (1,000s)

Project	Allocated or Extended	2023/24	2024/25	2025/26	2026/27
Planning, Programming, and Monitoring	\$1,068		\$1,055	\$1,054	\$1,054
I-15 Corridor Contract 1 Construction <sup>1</sup>	\$72,274				
I-10 Corridor Contract 2 Construction				\$54,242	
US 395 Phase 2 Construction				\$18,647	
Zero-Emission Multiple Unit Conversion					\$7,500
<b>Total RIP Programmed</b>	<b>\$73,342</b>		<b>\$1,055</b>	<b>\$73,943</b>	<b>\$8,554</b>
CRRSAA STIP I-10 Corridor Contract 2 Design	\$11,949				
<b>Total RIP County Share (as of June 30, 2023)<sup>2</sup></b>		<b>\$138,311</b>			
<b>Total Programmed/Allocated Since July 1, 2022<sup>2</sup></b>		<b>\$156,894</b>			
<b>Unprogrammed Share Balance</b>		<b>\$0</b>			
<b>RIP Share Balance Advanced/Overdrawn</b>		<b>\$18,583</b>			

<sup>1</sup>Allocation deadline extended from FY 2022/2023 to FY 2023/2024.

<sup>2</sup>Total does not include Federal Relief Fund allocation.

### 2024 STIP Programming - Recommended Priorities

The 2024 STIP cycle will include the current programming in FY 2024/25 and beyond. That programming, along with the new programming capacity, results in a total programming capacity of up to \$188.910 million. In developing the recommendations for programming, staff has placed greatest emphasis on identifying projects where funding needs align with the expected programming capacity, which as stated previously is mostly in FY 2027/2028 and FY 2028/2029, with some capacity in FY 2026/2027. Additionally, staff has considered that the RIP funds are one of many sources available to SBCTA to meet the funding needs of the prioritized projects countywide. Because of the complexity of the STIP guidelines and CTC processes, an attempt has been made to minimize the number of projects programmed in the STIP. The recommendations for programming will be incorporated into the 2024 Update to the 10-Year Delivery Plan. Descriptions of the proposed programming are indicated below.

#### Recommendation A

The \$18.647 million of RIP funds programmed on the US 395 Phase 2 project were replaced with Surface Transportation Block Grant Program (STP) funds during the recent programming San Bernardino County Transportation Authority

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exercise aimed at maximizing STP programming prior to Southern California Association of Governments assuming project selection responsibilities for STP funds. This programming change was made as the RIP programming that resulted from final approval of the 2022 STIP did not align with the construction schedule. Staff recommends deprogramming the RIP funds so that these funds are available for another project.

### Recommendation B

The State allows up to 5% of the regional county share funds to be programmed for planning, programming, and monitoring (PPM) activities. These funds can be used for activities such as:

- Regional transportation planning, including the development and preparation of the regional transportation plan.
- Project planning, including the development of project study reports or major investment studies conducted by regional agencies or by local agencies in cooperation with regional agencies.
- Program development, including the preparation of STIP submittals and studies supporting them.
- Monitoring the implementation of STIP projects, including project delivery, timely use of funds, and compliance with State law and the Commission's guidelines.

SBCTA relies on PPM funds for staff time associated with fundamental SBCTA activities such as transportation improvement program development, administration of State and Federal transportation funds, planning, and project delivery support. The STIP FE identifies a maximum programming capacity of \$7.373 million for PPM in San Bernardino County with the FY 2028/2029 programming limited to \$1.393 million. Staff recommends continuing to program the maximum allowed for this purpose. Adjustments are recommended to current programming in FY 2024/2025 through FY 2026/2027 to maximize funding within the 5% limit and to provide a more uniform amount for budgeting purposes. After programming PPM funds, the programming capacity remaining is \$181.537 million.

### Recommendation C

Current STIP programming identifies \$54.242 million and \$18.647 million in FY 2025/2026 for the Interstate 10 (I-10) Corridor Freight and Express Lanes Project – Contract 2 (I-10 Corridor Contract 2 Project) and the US 395 – Phase 2 Freight Mobility and Safety Project, respectively. The I-10 Corridor Contract 2 Project will construct a single express lane in each direction from just east of Interstate 15 (I-15) to Pepper Avenue in Colton, connecting to the I-10 Corridor Contract 1 Express Lanes currently under construction, with construction planned under two construction contracts in FY 2024/2025 and FY 2025/2026. Staff recommends transferring the \$18.647 million removed from the US 395 Phase 2 project in Recommendation A to the I-10 Corridor Contract 2 Project to reduce the Measure I bonding need. There is no change to the overall programmed amount of \$72.889 million currently programmed in FY 2025/2026. This leaves \$108.648 million of programming capacity available for other projects.

### Recommendation D

The State Route (SR) 62 Street Improvements Phase 2B Widening Project (Project) in the City of Twentynine Palms will construct curbs, gutters, sidewalks, and raised medians on SR 62 from Encelia Avenue to Larrea Avenue. The Project includes minor widening on the north side

San Bernardino County Transportation Authority

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of SR 62 and widening of the box culvert over the San Bernardino County Flood Control District Twentynine Palms wash. The Morongo Basin Subarea has determined this project to be the #1 Regional Priority, and it was identified to receive Federal funds in the 2021 Update to the 10-Year Delivery Plan. The construction phase is anticipated to begin in FY 2026/2027, with a current cost estimate of \$4.5 million. This leaves \$104.148 million of programming capacity available for other projects.

Recommendation E

The National Trails Highway Bridges Replacements Project (Project) will replace 33 bridges less than 20 feet in length on the National Trails Highway. The North Desert Subarea has determined this project to be the #1 Regional Priority, and it was identified to receive Federal funds in the 2021 Update to the 10-Year Delivery Plan. The Project will be constructed in phases pending funding availability. STP funds were recently programmed for the replacement of six of these bridges. Staff recommends programming \$40.300 million, which will partially cover the cost to replace 22 bridges. Staff will bring a future item for allocation of the estimated \$18 million required to fully fund these 22 bridges. This leaves \$63.848 million of programming capacity available for other projects.

Recommendation F

With the completion of the Redlands Passenger Rail Project, \$7.5 million is currently programmed to partially fund the procurement of three zero-emission multiple unit railcars for the Arrow Service. The procurement of these units was requested by the State of California in conjunction with the award of Transit and Intercity Rail Capital Program funds to develop near zero-emission railcar technology. Staff recommends maintaining the current programming for this project. This leaves \$56.348 million of programming capacity available for other projects.

Recommendation G

The Metrolink San Bernardino Line Double Track Project (Project) will complete construction of a 0.7-mile segment of double track from Control Point Lilac to just west of Sycamore Avenue in the City of Rialto. The project segment straddles Rialto Station and has been identified as a critical early project for Metrolink's Southern California Optimized Rail Expansion (SCORE) program. In addition to the double track, the project includes: a pedestrian underpass and second platform at Rialto Station on the south side of the tracks, station area upgrades to meet current Americans with Disabilities Act (ADA) standards, intertrack fencing, and vehicular and ADA compliant safety improvements at four street crossings, thereby making the segment quiet-zone ready. Remaining programming capacity available equals \$56.348 million, and staff recommends programming this amount on the construction phase.

Table 2 on the following page details proposed programming for the 2024 STIP by fiscal year.

Table 2

San Bernardino County Transportation Authority

Proposed 2024 STIP Programming for San Bernardino County (1,000s)  
(Amendments and Additions shown in bold)

	2024/25	2025/26	2026/27	2027/28	2028/29
Planning, Programming, and Monitoring	\$1,055	\$1,054	\$1,054		
<b>Planning, Programming, and Monitoring</b>	<b>\$440</b>	<b>\$441</b>	<b>\$441</b>	<b>\$1,495</b>	<b>\$1,393</b>
I-10 Corridor Contract 2 Construction		\$54,242			
<b>I-10 Corridor Contract 2 Construction</b>		<b>\$18,647</b>			
US 395 Phase 2 Construction		\$18,647			
<b>US 395 Phase 2 Construction</b>		<b>(\$18,647)</b>			
<b>SR 62 Street Improvements</b>			<b>\$4,500</b>		
<b>National Trails Highway Bridges Replacements</b>			<b>\$5,700</b>	<b>\$12,800</b>	<b>\$21,800</b>
Zero-Emission Multiple Unit (ZEMU) Procurement			\$7,500		
<b>Metrolink San Bernardino Line Double Track</b>				<b>\$56,348</b>	
<b>Total RIP Programmed</b>	<b>\$1,495</b>	<b>\$74,384</b>	<b>\$19,195</b>	<b>\$70,643</b>	<b>\$23,193</b>
<b>Total RIP Capacity/Proposed Programming</b>	<b>\$188,910/\$188,910</b>				

With SBCTA Board of Director approval, staff will submit the proposed 2024 STIP programming to Southern California Association of Governments for the required analysis of regional performance measures and to the CTC by the December 15, 2023, deadline. The CTC is required to adopt the 2024 STIP by April 1, 2024, and will publish CTC staff recommendations at least 20 days prior to the adoption of the STIP. It should be noted that changes to the programming years may be necessary as CTC staff coordinates annual programming statewide.

***Financial Impact:***

This item has no financial impact on the Fiscal Year 2023/2024 Budget.

***Reviewed By:***

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

***Responsible Staff:***

Jamie Carone, Management Analyst III

Approved  
General Policy Committee  
Date: August 9, 2023

Witnessed By:

# Additional Information



**GENERAL POLICY COMMITTEE ATTENDANCE RECORD – 2023**

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Dawn Rowe</b> Board of Supervisors				X		X						
<b>Curt Hagman</b> Board of Supervisors			X	X	X	X						
<b>Joe Baca, Jr.</b> Board of Supervisors		X	X	X	X	X						
<b>Art Bishop</b> Town of Apple Valley		X	X	X	X	X						
<b>Ray Marquez</b> City of Chino Hills		X	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>Larry McCallon</b> City of Highland		X	X	X								
<b>Rhodes Rigsby</b> City of Loma Linda			X	X								
<b>Alan Wapner</b> City of Ontario		X	X	X		X						
<b>Debra Jones</b> City of Victorville		X	X		X	X						
<b>Rick Denison</b> Town of Yucca Valley		X	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
S RTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 <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