

AGENDA
General Policy Committee Meeting
September 13, 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

September 13, 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.

Pg. 9

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.

Administrative Matters

2. August 2023 Procurement Report

Pg. 10

Receive the August 2023 Procurement Report.

Presenter: Shaneka Morris

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

3. Budget to Actual Report for Fourth Quarter Ending June 30, 2023

Pg. 17

Receive and file Budget to Actual Report for the fourth quarter ending June 30, 2023.

Presenter: Hilda Flores

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

DISCUSSION ITEMS

Discussion - Administrative Matters

4. Fiscal Year 2023/2024 Budget Action Plan - First Quarter Report

Pg. 28

Receive the Fiscal Year 2023/2024 Budget Action Plan – First Quarter Report.

Presenter: Raymond Wolfe

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

Discussion - Regional/Subregional Planning

5. 2023 Transportation Development Act - Article 3 Bicycle and Pedestrian Project Awards

Pg. 40

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

Award Transportation Development Act Article 3 funds for Bicycle and Pedestrian Facilities projects in the amount of \$5,760,000 as identified in Attachment A to this item.

Presenter: Nancy Strickert

This item is not scheduled for review by any other policy committee or technical advisory committee. The result of the award has been emailed to the Transportation Technical Advisory Committee in parallel with the release of the General Policy Committee agenda.

Public Comment

Brief Comments from the General Public

Note: Public Comment on items listed on this agenda will be allowed only 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

Pg. 45

Acronym List

Pg. 46

Mission Statement

Pg. 48

**The General Policy Committee scheduled for October 11, 2023 will be cancelled.
The next General Policy Committee Meeting is scheduled for November 8, 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 and office is located at 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Agendas – All agendas are posted at www.gosbcta.com/board/meetings-agendas/ at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed online at that web address. Agendas are also posted at 1170 W. 3rd 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 – 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: September 13, 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
5	N/A	City of Rancho Cucamonga	None
	N/A	City of Fontana	None
	N/A	City of Big Bear Lake	None
	N/A	City of Victorville	None
	N/A	City of Colton	None
	N/A	City of Rialto	None
	N/A	City of Highland	None
	N/A	City of Twentynine Palms	None
	N/A	Town of Apple Valley	None
	N/A	City of Redlands	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: September 13, 2023

Witnessed By:

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

Minute Action

AGENDA ITEM: 2

Date: *September 13, 2023*

Subject:

August 2023 Procurement Report

Recommendation:

Receive the August 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:

- One new contract was executed.
- Five contract amendments were executed.
- Three CTO's were executed.
- Two CTO amendments were executed.
- No contingency amendments were executed.
- Five purchase orders were executed.
- Two purchase order amendments were executed.
- One IFB was released.

Below is a summary of the actions taken by CityCom:

- No new contracts were executed.
- No new purchase orders were executed.

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

General Policy Committee Agenda Item

September 13, 2023

Page 2

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 August 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

Approved
General Policy Committee
Date: September 13, 2023

Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

Attachment A

August 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	24-1003024		Sierra Lakes Land Company, LLC	Banquet Hall and Catering Services for Holiday Employee Appreciation Dinner	\$ 10,150.91	\$ -	\$ -	\$ 10,150.91	N/A
Contract Amendment	21-1002572	2	Ventura County Transportation Commission	To increase the contract not-to-exceed amount for modifications to the Regional Rideshare Software	\$ 34,495.00	\$ -	\$ 4,000.00	\$ 38,495.00	N/A
Contract Amendment	21-1002572	2	Riverside County Transportation Commission	To increase the contract not-to-exceed amount for modifications to the Regional Rideshare Software	\$ 186,444.00	\$ -	\$ 46,500.00	\$ 232,944.00	N/A
Contract Amendment	21-1002572	2	Orange County Transportation Authority	To increase the contract not-to-exceed amount for modifications to the Regional Rideshare Software	\$ 137,466.00	\$ -	\$ -	\$ 137,466.00	N/A
Contract Amendment	21-1002572	2	Los Angeles County Metropolitan Transportation Authority	To increase the contract not-to-exceed amount for modifications to the Regional Rideshare Software	\$ 494,105.00	\$ -	\$ 3,000.00	\$ 497,105.00	N/A
Contract Amendment	19-1002068	1	South Coast Air Quality Management District	To extend the contract term through March 28, 2024 for MSRC CTC Clean Transportation Grant Funds for San Bernardino Line Discount Program	\$ 2,000,000.00	\$ -	\$ -	\$ 2,000,000.00	N/A
CTO	18-1001907	CTO No. 16	Epic Land Solutions, Inc.	Interstate 215 Bi-County Right-Of-Way Services for Excess Land	\$ 25,057.78	\$ -	\$ -	\$ 25,057.78	\$8,000,000.00 (\$4,964,039.78 available)
CTO	20-1002320	CTO No. 8	Crowe, LLP	Annual Audit of Procurement Contract Files	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00	\$600,000.00 (\$327,523.75 available)
CTO	19-1002203	CTO No. 2	Trapeze Software Group, Inc.	Average Vehicle Ridership Survey Modifications	\$ 3,300.00	\$ -	\$ -	\$ 3,300.00	N/A
CTO Amendment	19-1002000	CTO No. 30.1	Costin Public Outreach Group, Inc.	To extend task order term date to January 31, 2024 for Public Opinion Research Services	\$ 181,025.00	\$ -	\$ -	\$ 181,025.00	\$6,000,000.00 (\$316,426.78 available)
CTO Amendment	19-1002000	CTO No. 30.2	Costin Public Outreach Group, Inc.	To increase task order to cover expanded polling criteria	\$ 181,025.00	\$ -	\$ 16,405.00	\$ 197,430.00	\$6,000,000.00 (\$316,426.78 available)

*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
August 2023 Contingency Released Actions

Contract No. & Contingency No.	Reason for Contingency Amendment (Include a Description of the Contingency Amendment)	Vendor Name	Original Contract Amount	Prior Amendments	Prior Contingencies	Current Contingencies	Amended Contract Amount
None							

Attachment A

August 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	4002313	8/22/23	AT&T Mobility	FY 23 FSP GPS Tracking Units and Sim Cards	\$ 9,139.20	\$ -	\$ 2,284.80	\$ 11,424.00
PO Amendment	4002365	8/21/23	LH Productions	Super Chief Closed Session Equipment Rental	\$ 3,560.12	\$ 1,915.06	\$ 4,524.82	\$ 10,000.00
New PO	4002396	8/11/23	San Bernardino Co Sheriff's DE, Bureau of Admin	FY 23/24 Sheriff Deputies for Board/Committee Meetings	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00
New PO	4002397	8/14/23	Props AV LLC	Video Recording Services	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00
New PO	4002398	8/14/23	Southern California Association of Government	FY 23/24 SCAG Dues Assessment	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
New PO	4002399	8/23/23	Prism	FY 23/24 Cyber Liability	\$ 15,430.00	\$ -	\$ -	\$ 15,430.00
New PO	4002400	8/30/23	Faust Media Services	Printing services for 80,000 FSP 422 Forms	\$ 4,873.76	\$ -	\$ -	\$ 4,873.76

Attachment B
August 2023 RFP's, RFQ's and IFB's

Release Date	RFP/RFQ/IFB No.	Anticipated Dollar Amount	Anticipated Award Date	Description of Overall Program and Program Budget
08/16/2023	IFB 23-1002869	\$ 20,140,000.00	12/01/2023	Interstate 10 Eastbound Truck Climbing Lane

Attachment C

August 2023 CityCom's Issued Purchase Orders/Contracts

PO/Contract No.	Vendor Name	Description of Services	Total Amount
None			

Minute Action

AGENDA ITEM: 3

Date: *September 13, 2023*

Subject:

Budget to Actual Report for Fourth Quarter Ending June 30, 2023

Recommendation:

Receive and file Budget to Actual Report for the fourth quarter ending June 30, 2023.

Background:

The Fiscal Year 2022/2023 Budget for new activity was adopted by the Board of Directors on June 1, 2022. Budgetary information includes the original and revised budgets and expenditures as of June 30, 2023.

The report is broken down by Fund group and provides a percentage of the budget received or expended through June 30, 2023.

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

General Fund

A. Revenues:

1. Measure I Sales Tax revenues resulted 3% higher than budgeted. Sales tax revenue received in July and August are accrued in Fiscal Year 2022/2023 since collections pertain to May and June.
2. Charges for services revenue result mostly from right-of-way activity in the transit department.
3. Investment earnings are distributed to the appropriate funds at year-end based on ending cash balances.

B. Expenditures:

1. Expenditures ended low mainly due to the timing of capital expenditures or program activities.

C. Other Financing Sources:

1. Operating transfers in represent cash transfers to reimburse expenditures funded by the Local Transportation Fund, State Transit Assistance Fund, and State of Good Repair Fund. These also include transfers within the General Fund to fund the Indirect Cost Fund.
2. Operating transfers out are from cash transfers within the General Fund to fund the Indirect Cost Fund.

Federal Highway Fund

A. Revenues:

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

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

General Policy Committee Agenda Item

September 13, 2023

Page 2

2. Investment earnings are normally not budgeted, and interest is distributed to the appropriate funds at year-end based on ending cash balances.
3. Miscellaneous Revenues are for in-kind contributions from BNSF Railway for the Mount Vernon Viaduct Project.

B. Expenditures:

1. Expenditures ended low mainly due to the timing of capital expenditures, which can take several years.

C. Other Financing Sources:

1. Operating transfers out represent cash transferred to the Capital Projects Fund in relation to the in-kind contributions for the Mount Vernon Viaduct Project.

Federal Transit Administration Fund

A. Revenues:

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

B. Expenditures:

1. Expenditures ended low mainly due to the timing of capital expenditures, which can take several years.

State Highway Fund

A. Revenues:

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

B. Expenditures:

1. Expenditures ended low mainly due to the timing of capital expenditures, which can take several years.

Proposition 1B Fund

A. Revenues:

1. The revenue recognition for most Proposition 1B Funds is when expenditures are incurred since the funds are received in advance.
2. Investment earnings are distributed to the appropriate funds at year-end based on ending cash balances.

B. Expenditures:

1. Expenditures ended low mainly due to the timing of capital expenditures, which can take several years.

C. Other Financing Sources:

1. Operating transfers in represent cash transferred from the Measure I fund in relation to Redlands Passenger Rail Project for Operations and Maintenance.

Local Transportation Fund (LTF)

A. Revenues:

1. LTF revenue resulted 1.5% higher than budgeted. Sales tax revenue received in July and August are accrued in Fiscal Year 2022/2023 since collections pertain to May and June.
2. Investment earnings are distributed to the appropriate funds at year-end based on ending cash balances.

B. Expenditures:

1. Funds are encumbered to ensure they are available to pay for the allocations approved by the Board. The encumbrances are removed at year-end and carried over to the new fiscal year.

C. Other Financing Sources:

1. Operating transfers out represent cash transfers to the General Fund to fund administrative, planning and transit activities, and transit projects. These transfers are based on a reimbursement basis.

State Transit Assistance Fund (STAF)

A. Revenues:

1. The timing for recording of revenues fluctuates based on the period of performance upon distribution from the state.
2. Investment earnings are distributed to the appropriate funds at year-end based on ending cash balances.

B. Expenditures:

1. Funds are encumbered to ensure they are available to pay for the allocations approved by the Board. The encumbrances are removed at year-end and carried over to the new fiscal year.

C. Other Financing Sources:

1. Operating transfers out represent cash transfers to the General Fund to fund transit activities which are based on a reimbursement basis.

Senate Bill 1

A. Revenues:

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

B. Expenditures:

1. Expenditures ended low due to the timing of capital expenditures, which can take several years.

Measure I 1990-2010 Fund

A. Revenues:

1. Measure I 1990-2010 ended on March 31, 2010, and only interest earnings are accrued based on cash balances. Investment earnings are distributed to the appropriate funds at year-end based on ending cash balances.

B. Expenditures:

1. Expenditures ended low mainly due to the timing of capital expenditures, which can take several years.

C. Other Financing Sources:

1. Gain (Loss) on sale of property is related to the Interstate 10 (I-10) Tippecanoe Avenue Interchange.

Measure I 2010-2040 Fund

A. Revenues:

1. Measure I Sales Tax revenues resulted 3% higher than budgeted. Sales tax revenue received in July and August are accrued in Fiscal Year 2022/2023 since collections pertain to May and June.
2. Investment earnings are distributed to the appropriate funds at year-end based on ending cash balances.

B. Expenditures:

1. Expenditures ended low mainly due to the timing of capital expenditures, which can take several years.
2. Funds for the Transit and Fund Administration program are encumbered to ensure they are available to pay for the allocations approved by the Board. The encumbrances are removed at year-end and carried over to the new fiscal year.

C. Other Financing Sources:

1. Operating transfers in represent cash transfers from the Enterprise Fund for draws on the Transportation Infrastructure Finance and Innovation Act (TIFIA) loan.
2. Operating transfers out represent cash transfers to the General Fund to fund the Indirect Cost Fund, Debt Service Fund, Capital Projects Fund, and Proposition 1B Fund to cover debt service expenditures, to be consistent with the funding breakdown for I-10 Cedar Avenue Interchange and the West Valley Connector Project(s) and for the Redlands Passenger Rail Project for Operations and Maintenance.

Debt Service Fund

A. Revenues:

1. Investment earnings are normally not budgeted, and interest is distributed to the appropriate funds at year-end based on ending cash balances.

B. Expenditures:

1. Expenditures represent payment for debt service.

C. Other Financing Sources:

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

Capital Projects Fund

A. Revenues:

1. The timing for collections of revenues fluctuates as most projects are funded on a reimbursement basis.
2. Investment earnings are distributed to the appropriate funds at year-end based on ending cash balances.
3. Miscellaneous Revenues are mainly contributions from non-government entities for construction projects per various agreements.

B. Expenditures:

1. Expenditures ended low mainly due to the timing of capital expenditures, which can take several years.

C. Other Financing Sources:

1. Gain on sale of property is related to the I-10 Tippecanoe Avenue Interchange.
2. Operating transfers in represent cash transferred from the Federal Highway Fund in relation to the in-kind contributions for the Mount Vernon Viaduct Project.
3. Operating transfers out represent cash transfers recorded within the fund for the ride share program, I-10 Cedar Avenue Interchange, and the West Valley Connector Project(s) to be consistent with the funding breakdown.

Non-major Governmental Funds – Excluding Council of Governments

A. Revenues:

1. The timing for collections of revenues fluctuates as most of the state grants are on a reimbursement basis.
2. Investment earnings are distributed to the appropriate funds at year-end based on ending cash balances.

B. Expenditures:

1. Expenditures ended low mainly due to the timing of capital expenditures, which can take several years.

C. Other Financing Sources:

1. Operating transfers in were recorded for Service Authority for Freeway Emergencies (SAFE)-Vehicle Registration Fees to be consistent with the funding breakdown.
2. Operating transfers out represent cash transfers to fund the Indirect Cost Fund and SAFE-Vehicle Registration Fees to be consistent with the funding breakdown.

Council of Governments Fund

A. Revenues:

1. The timing for collections of revenues fluctuates as this program is mostly funded on a reimbursement basis.
2. Investment earnings are distributed to the appropriate funds at year-end based on ending cash balances.

General Policy Committee Agenda Item

September 13, 2023

Page 6

B. Expenditures:

1. Expenditures ended low mainly due to the timing of program activities.

C. Other Financing Sources:

1. Operating transfers in were recorded between Council of Governments funds.
2. Operating transfers out were recorded between Council of Governments funds as well as to the General Fund to fund the Indirect Cost Fund.

Financial Impact:

This item reports the status of expenditures against budget and imposes 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:

Hilda Flores, Chief Financial Officer

Approved
General Policy Committee
Date: September 13, 2023

Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

Fiscal Year 2022-2023
Fourth Quarter Budget to Actual Report
June 30, 2023

	2022-2023 Original Budget	Amendments	2022-2023 Revised Budget	Actual Revenues & Expenditures to Date	Encumbrances	Balance	% of Budget Remaining for Expenditures
GENERAL FUND							
Revenues							
Sales Tax-MSI	2,500,000	-	2,500,000	2,574,700	-	74,700	
Charges for Services	244,775	-	244,775	2,273,681	-	2,028,906	
Investment Earnings	55,200	-	55,200	10,519,207	-	10,464,007	
Miscellaneous	225	-	225	850	-	625	
Total Revenues	2,800,200	-	2,800,200	15,368,438	-	12,568,238	
Expenditures							
General Government	12,689,941	610,892	13,300,833	10,620,691	-	2,680,142	20.15%
Environment and Energy Conservation	24,864	10,100	34,964	13,430	-	21,534	61.59%
Regional & Subregional Planning	1,465,618	-	1,465,618	718,757	-	746,861	50.96%
Transit	34,701,307	(3,476,000)	31,225,307	22,304,556	-	8,920,751	28.57%
Project Delivery	61,414	(35,600)	25,814	-	-	25,814	100.00%
Fund Administration	511,662	67,000	578,662	519,938	-	58,724	10.15%
Total Expenditures	49,454,806	(2,823,608)	46,631,198	34,177,372	-	12,453,826	26.71%
Other Financing Sources							
Transfers in	51,221,063	-	51,221,063	27,852,946	-	(23,368,117)	45.62%
Transfers out	(3,908,122)	(1,868)	(3,909,990)	(3,909,989)	-	1	0.00%
Total Other Financing Sources	47,312,941	(1,868)	47,311,073	23,942,957	-	23,368,116	
Revenues Over (Under) Expenditures	658,335	2,821,740	3,480,075	5,134,023	-	23,482,528	
Note: Transfers in are from LTF, STA, and SGR revenue for budget purposes. The comprehensive annual financial report accounts for the activity in the individual funds of LTF, STA, and SGR, not the general fund.							
FEDERAL HIGHWAY FUND							
Revenues							
Intergovernmental	113,465,220	-	113,465,220	36,628,322	-	(76,836,898)	
Investment Earnings	-	-	-	58,643	-	58,643	
Miscellaneous	15,000,000	-	15,000,000	735,078	-	(14,264,922)	
Total Revenues	128,465,220	-	128,465,220	37,422,043	-	(91,043,177)	
Expenditures							
Transit	1,064,740	500,000	1,564,740	1,474,613	-	90,127	5.76%
Project Delivery	127,400,480	(22,500,000)	104,900,480	48,120,044	-	56,780,436	54.13%
Total Expenditures	128,465,220	(22,000,000)	106,465,220	49,594,657	-	56,870,563	53.42%
Other Financing Sources							
Transfers out	-	(21,500,000)	(21,500,000)	(21,459,417)	-	40,583	-0.19%
Total Other Financing Sources	-	(21,500,000)	(21,500,000)	(21,459,417)	-	40,583	-0.19%
Revenues Over (Under) Expenditures	-	500,000	500,000	(33,632,031)	-	(147,873,157)	
FEDERAL TRANSIT ADMINISTRATION FUND							
Revenues							
Intergovernmental	10,011,000	50,582,155	60,593,155	344,225	-	(60,248,930)	
Total Revenues	10,011,000	50,582,155	60,593,155	344,225	-	(60,248,930)	
Expenditures							
Transit	10,011,000	41,582,155	51,593,155	25,810,829	-	25,782,326	49.97%
Total Expenditures	10,011,000	41,582,155	51,593,155	25,810,829	-	25,782,326	49.97%
Revenues Over (Under) Expenditures	-	9,000,000	9,000,000	(25,466,604)	-	(86,031,256)	

Attachment: Budget to Actual 4rd Qtr 2023 Update (9778 : Budget to Actual Report - 4th Qtr 2022/2023)

Fiscal Year 2022-2023
Fourth Quarter Budget to Actual Report
June 30, 2023

	2022-2023 Original Budget	Amendments	2022-2023 Revised Budget	Actual Revenues & Expenditures to Date	Encumbrances	Balance	% of Budget Remaining for Expenditures
STATE HIGHWAY FUND							
Revenues							
Intergovernmental	104,310,107	-	104,310,107	60,903,770	-	(43,406,337)	
Total Revenues	104,310,107	-	104,310,107	60,903,770	-	(43,406,337)	
Expenditures							
General Government	12,462	(12,217)	245	244	-	1	0.41%
Regional & Subregional Planning	211,242	46,939	258,181	258,181	-	-	0.00%
Transit	22,100,600	(1,000,000)	21,100,600	5,043,315	-	16,057,285	76.10%
Project Delivery	81,141,507	1,000,000	82,141,507	59,029,734	-	23,111,773	28.14%
Fund Administration	844,296	(34,719)	809,577	809,576	-	1	0.00%
Total Expenditures	104,310,107	3	104,310,110	65,141,050	-	39,169,060	37.55%
Revenues Over (Under) Expenditures	-	(3)	(3)	(4,237,280)	-	(82,575,397)	
PROPOSITION 1B FUND							
Revenues							
Intergovernmental	14,733,541	-	14,733,541	2,922,737	-	(11,810,804)	
Investment Earnings	1,898,025	-	1,898,025	14,642	-	(1,883,383)	
Total Revenues	31,365,107	-	31,365,107	5,860,116	-	(25,504,991)	
Expenditures							
Transit	10,094,214	(2,882,558)	7,211,656	7,211,656	-	0	0.00%
Project Delivery	6,462,352	-	6,462,352	2,922,737	-	3,539,615	54.77%
Total Expenditures	16,556,566	(2,882,558)	13,674,008	10,134,393	-	3,539,615	25.89%
Other Financing Sources							
Transfers in	-	1,805,948	1,805,948	1,805,948	-	-	0.00%
Total Other Financing Sources	-	1,805,948	1,805,948	1,805,948	-	-	0.00%
Revenues Over (Under) Expenditures	14,808,541	4,688,506	19,497,047	(2,468,329)	-	(29,044,606)	
LOCAL TRANSPORTATION FUND							
Revenues							
Sales Tax-LTF	133,685,831	-	133,685,831	135,701,415	-	2,015,584	
Investment Earnings	2,000,000	-	2,000,000	10,985,074	-	8,985,074	
Total Revenues	135,685,831	-	135,685,831	146,686,489	-	11,000,658	
Expenditures							
Transit	113,186,500	-	113,186,500	84,761,131	-	28,425,369	25.11%
Total Expenditures	113,186,500	-	113,186,500	84,761,131	-	28,425,369	25.11%
Other Financing Sources							
Transfers out	(23,314,726)	-	(23,314,726)	3,011,687	-	26,326,413	-112.92%
Total Other Financing Sources	(23,314,726)	-	(23,314,726)	3,011,687	-	26,326,413	-112.92%
Revenues Over (Under) Expenditures	(815,395)	-	(815,395)	64,937,045	-	8,901,702	
STATE TRANSIT ASSISTANCE FUND							
Revenues							
Intergovernmental	28,640,408	-	28,640,408	29,166,205	-	525,797	
Investment Earnings	1,050,000	-	1,050,000	4,469,966	-	3,419,966	
Total Revenues	29,690,408	-	29,690,408	33,636,171	-	3,945,763	
Expenditures							
Transit	26,234,448	-	26,234,448	1,281,561	-	24,952,887	95.11%
Total Expenditures	26,234,448	-	26,234,448	1,281,561	-	24,952,887	95.11%
Other Financing Sources							
Transfers out	(17,381,710)	-	(17,381,710)	(2,155,497)	-	15,226,213	-87.60%
Total Other Financing Sources	(17,381,710)	-	(17,381,710)	(2,155,497)	-	(15,226,213)	87.60%
Revenues Over (Under) Expenditures	(13,925,750)	-	(13,925,750)	30,199,113	-	(36,233,337)	

Note: Intergovernmental revenue (from State Transit Assistance) is net of the amount allocated to SBCTA and accounted for in the General Fund.

Attachment: Budget to Actual 4rd Qtr 2023 Update (9778 : Budget to Actual Report - 4th Qtr 2022/2023)

Fiscal Year 2022-2023
Fourth Quarter Budget to Actual Report
June 30, 2023

	2022-2023 Original Budget	Amendments	2022-2023 Revised Budget	Actual Revenues & Expenditures to Date	Encumbrances	Balance	% of Budget Remaining for Expenditures
SENATE BILL 1 Fund							
Revenues							
Intergovernmental	56,830,002	-	56,830,002	10,691,192	-	(46,138,810)	
Total Revenues	56,830,002	-	56,830,002	10,691,192	-	(46,138,810)	
Expenditures							
Commuter and Motorist Assistance	2,211,530	-	2,211,530	1,441,908	-	769,622	65.20%
Regional & Subregional Planning Program	432,000	-	432,000	355,928	-	76,072	82.39%
Transit	16,250,000	(1,000,000)	15,250,000	-	-	15,250,000	0.00%
Major Project Delivery	36,241,981	-	36,241,981	9,059,851	-	27,182,130	25.00%
Total Expenditures	55,135,511	(1,000,000)	54,135,511	10,857,687	-	43,277,824	79.94%
Revenues Over (Under) Expenditures	1,694,491	1,000,000	2,694,491	(166,495)	-	(89,416,634)	
MEASURE I 1990-2010 FUND							
Revenues							
Investment Earnings	42,000	-	42,000	48,021	-	6,021	
Total Revenues	42,000	-	42,000	48,021	-	6,021	
Expenditures							
Project Delivery	1,808,481	-	1,808,481	1,039,612	-	768,869	42.51%
Total Expenditures	1,808,481	-	1,808,481	1,039,612	-	768,869	42.51%
Other Financing Sources							
Gain (loss) from Sale of Assets	-	-	-	35	-	35	0.00%
Total Other Financing Sources	-	-	-	35	-	(35)	0.00%
Revenues Over (Under) Expenditures	(1,766,481)	-	(1,766,481)	(991,556)	-	(762,883)	
MEASURE I 2010-2040 FUND							
Revenues							
Sales Tax-MSI	247,500,000	-	247,500,000	254,895,282	-	7,395,282	
Investment Earnings	3,743,000	-	3,743,000	5,225,004	-	1,482,004	
Total Revenues	251,243,000	-	251,243,000	260,120,286	-	8,877,286	
Expenditures							
General Government	1,145,662	(52,900)	1,092,762	867,157	-	225,605	20.65%
Environment and Energy Conservation	280,232	(10,100)	270,132	34,048	-	236,084	87.40%
Commuter and Motorist Assistance	996,821	(70,000)	926,821	183,259	-	743,562	80.23%
Regional & Subregional Planning	1,407,228	65,000	1,472,228	1,020,998	-	451,230	30.65%
Transit	39,153,104	25,117,356	64,270,460	55,822,059	-	8,448,401	13.15%
Project Delivery	294,314,453	(109,451)	294,205,002	182,684,939	-	111,520,063	37.91%
Fund Administration	145,038,276	(16,282)	145,021,994	98,659,428	-	46,362,566	31.97%
Total Expenditures	482,335,776	24,923,623	507,259,399	339,271,888	-	167,987,511	33.12%
Other Financing Sources							
Transfers in	125,394,175	70	125,394,245	115,232,322	-	10,161,923	8.10%
Transfers out	(19,013,335)	(1,967,281)	(20,980,616)	(20,965,542)	-	15,074	-0.07%
Total Other Financing Sources	106,380,840	(1,967,211)	104,413,629	94,266,780	-	10,176,997	9.75%
Revenues Over (Under) Expenditures	(124,711,936)	(26,890,834)	(151,602,770)	15,115,178	-	(148,933,228)	

Note: Sales tax - MSI is net of the 1% for Measure I Administration and accounted for in the General Fund.

Attachment: Budget to Actual 4rd Qtr 2023 Update (9778 : Budget to Actual Report - 4th Qtr 2022/2023)

Fiscal Year 2022-2023
Fourth Quarter Budget to Actual Report
June 30, 2023

	2022-2023 Original Budget	Amendments	2022-2023 Revised Budget	Actual Revenues & Expenditures to Date	Encumbrances	Balance	% of Budget Remaining for Expenditures
DEBT SERVICE FUND							
Revenues							
Investment Earnings	-	-	-	125,004	-	125,004	
Total Revenues	-	-	-	125,004	-	125,004	
Expenditures							
Debt Service	13,266,915	-	13,266,915	13,256,163	-	10,752	0.08%
Total Expenditures	13,266,915	-	13,266,915	13,256,163	-	10,752	0.08%
Other Financing Sources							
Operating Transfers In	13,266,915	-	13,266,915	13,256,163	-	10,752	0.08%
Total Other Financing Sources	13,266,915	-	13,266,915	13,256,163	-	10,752	0.08%
Revenues Over (Under) Expenditures	-	-	-	125,004	-	125,004	
CAPITAL PROJECTS FUND							
Revenues							
Intergovernmental	90,671,461	(50,582,155)	40,089,306	41,365,379	-	1,276,073	
Investment Earnings	2,074,240	-	2,074,240	431,282	-	(1,642,958)	
Miscellaneous	7,861,675	-	7,861,675	174,953	-	(7,686,722)	
Total Revenues	100,607,376	(50,582,155)	50,025,221	41,971,614	-	(8,053,607)	
Expenditures							
Environment and Energy Conservation	659,500	-	659,500	84,148	-	575,352	87.24%
Commuter and Motorist Assistance	501,340	-	501,340	368,748	-	132,592	26.45%
Regional & Subregional Planning	251,255	-	251,255	47,358	-	203,897	81.15%
Transit	57,562,643	(53,286,350)	4,276,293	3,904,096	-	372,197	8.70%
Project Delivery	39,150,996	21,347,987	60,498,983	18,998,982	-	41,500,001	68.60%
Fund Administration	1,229,700	-	1,229,700	-	-	1,229,700	100.00%
Debt Service	-	75,730	75,730	-	-	75,730	100.00%
Total Expenditures	99,355,434	(31,862,633)	67,492,801	23,403,332	-	44,089,469	65.32%
Other Financing Sources							
Gain (loss) from Sale of Assets	-	-	-	132	-	(132)	0.00%
Operating Transfers in	-	21,657,239	21,657,239	21,616,652	-	40,587	0.00%
Operating Transfers out	-	(81,519)	(81,519)	(81,518)	-	1	0.00%
Total Other Financing Sources	-	21,575,720	21,575,720	-	-	40,456	0.00%
Revenues Over (Under) Expenditures	1,251,942	2,856,198	4,108,140	18,568,282	-	(52,102,620)	
NONMAJOR GOVERNMENTAL FUNDS - EXCLUDING COUNCIL OF GOVERNMENTS FUND							
Revenues							
Intergovernmental	11,243,851	-	11,243,851	4,694,929	-	(6,548,922)	
Investment Earnings	44,800	-	44,800	99,087	-	54,287	
Miscellaneous	45,000	-	45,000	-	-	(45,000)	
Total Revenues	11,333,651	-	11,333,651	4,794,016	-	(6,539,635)	
Expenditures							
General Government	87,540	28,120	115,660	74,416	-	41,244	35.66%
Commuter and Motorist Assistance	3,849,541	70,000	3,919,541	3,084,958	-	834,583	21.29%
Regional & Subregional Planning	440,479	-	440,479	85,300	-	355,179	80.63%
Transit	4,262,000	(2,200,000)	2,062,000	53,221	-	2,008,779	97.42%
Total Expenditures	8,639,560	(2,101,880)	6,537,680	3,297,895	-	3,239,785	49.56%
Other Financing Sources							
Transfers in	-	7,376	7,376	7,375	-	1	0.01%
Transfers out	(315,314)	(7,376)	(322,690)	(322,689)	-	1	0.00%
Total Other Financing Sources	(315,314)	-	(315,314)	(315,314)	-	2	0.00%
Revenues Over (Under) Expenditures	2,378,777	2,101,880	4,480,657	1,180,807	-	(9,779,418)	

Attachment: Budget to Actual 4rd Qtr 2023 Update (9778 : Budget to Actual Report - 4th Qtr 2022/2023)

Fiscal Year 2022-2023
Fourth Quarter Budget to Actual Report
June 30, 2023

	2022-2023 Original Budget	Amendments	2022-2023 Revised Budget	Actual Revenues & Expenditures to Date	Encumbrances	Balance	% of Budget Remaining for Expenditures
COUNCIL OF GOVERNMENTS FUND							
Revenues							
Intergovernmental	2,214,477	-	2,214,477	440,516	-	(1,773,961)	
Special Assessments	331,276	-	331,276	331,276	-	-	
Investment Earnings	9,500	-	9,500	15,414	-	5,914	
Miscellaneous	225,000	-	225,000	78,464	-	(146,536)	
Total Revenues	2,780,253	-	2,780,253	865,670	-	(1,914,583)	
Expenditures							
General Government	869,806	(196,399)	673,407	219,465	-	453,942	67.41%
Environment and Energy Conservation	1,139,753	(924,020)	215,733	72,810	-	142,923	66.25%
Regional & Subregional Planning	1,021,632	-	1,021,632	438,400	-	583,232	57.09%
Council of Governments	-	554,020	554,020	115,551	-	438,469	79.14%
Total Expenditures	3,031,191	(566,399)	2,464,792	846,226	-	1,618,566	65.67%
Other Financing Sources							
Transfers in	130,614	-	130,614	121,249	-	9,365	7.17%
Transfers out	(685,385)	-	(685,385)	(676,020)	-	9,365	-1.37%
Total Other Financing Sources	(554,771)	-	(554,771)	(554,771)	-	18,730	-3.38%
Revenues Over (Under) Expenditures	(805,709)	566,399	(239,310)	(535,327)	-	(3,514,419)	

Attachment: Budget to Actual 4rd Qtr 2023 Update (9778 : Budget to Actual Report - 4th Qtr 2022/2023)

Minute Action

AGENDA ITEM: 4

Date: September 13, 2023

Subject:

Fiscal Year 2023/2024 Budget Action Plan - First Quarter Report

Recommendation:

Receive the Fiscal Year 2023/2024 Budget Action Plan – First Quarter Report.

Background:

The San Bernardino County Transportation Authority's (SBCTA) Fiscal Year 2023/2024 Budget Action Plan (BAP) establish the Board of Directors priorities for the year. The Executive Director uses this as a tool with the Executive Management Team to evaluate SBCTA's progress in achieving the Board's priorities. The Executive Director or his designee will provide quarterly updates on the status of the goals as listed in the attached BAP.

Financial Impact:

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

Reviewed By:

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

Responsible Staff:

Raymond Wolfe, Executive Director

Approved
General Policy Committee
Date: September 13, 2023

Witnessed By:

Entity: San Bernardino County Transportation Authority

San Bernardino County Transportation Authority
Fiscal Year 2023/2024 Budget Action Plan

4.a

Initiative #1: Transparent and Accountable Allocation Strategies				
Division Strategy: Complete timely audits of Measure I and Transportation Development Act recipients				
1A	Action Plan	Milestones	Milestone Status	Responsibility
	Manage and communicate with Audit firm to plan and complete annual audits.	Manage and complete audits - Q2	Meetings with Audit firms initiated and throughout the audit process.	Finance
	Monitor progress of audits.	Monitor audit until complete - Q2	Monitoring audits in progress.	
	Inform Committees and Board of status of audits.	Committee and Board - Q3		
	Manage Transportation Development Act (TDA) triennial performance audits of SBCTA and transit operators.	Award consultant contract for preparation of TDA triennial performance audits - Q1	Contract was awarded at July 2023 SBCTA Board meeting.	Fund Administration
		Present TDA triennial performance audits to the SBCTA Board - Q4	Consultant has begun gathering required data.	Fund Administration, Transit
	Notes			
Division Strategy: Use strategic programming to ensure that no funds are lost				
1B	Action Plan	Milestones	Milestone Status	Responsibility
	Manage projects closely with California Department of Transportation (Caltrans) to ensure adequate resources are available when projects are ready.	May 1 is Caltrans’ deadline for guaranteed access to federal Obligation Authority (OA) – Q4		Fund Administration, Project Delivery, Transit, Planning
		June 30 is California Transportation Commission (CTC) deadline for project allocation or extension requests – Q4		
	Manage projects to ensure funds are not lost.	Request allocation of competitive grant funds awards, Local Partnership Program formula share, and State Transportation Improvement Program (STIP) for I-15 Express Lanes Contract 1 - Q2	Allocation is anticipated at the December 2023 CTC meeting.	Fund Administration
		Request allocation or extension of competitive grant funds (if awarded) for I-10 Contract 2 - Q4	Staff is monitoring the project schedule and anticipates requesting an extension at the June 2024 CTC meeting.	
		Request allocation or extension of competitive grant funds (if awarded) for US-395 Phase 2 - Q4	Staff is monitoring the project schedule and anticipates requesting an extension at the June 2024 CTC meeting.	
		Request allocation of Planning, Programming and Monitoring funds for Fiscal Year 2024/2025 - Q4	Staff will submit an allocation request in April 2024 for the June 2024 CTC meeting.	
	Work with SBCTA staff, local agencies, transit operators, and Caltrans to prepare project submittals for inclusion in the 2025 Federal Transportation Improvement Program (FTIP) ensuring consistency with the Regional Transportation Plan and financial constraint requirements.	Coordinate to collect and submit necessary information to SCAG for 2025 FTIP development - Q3	Staff is developing a schedule for the coordination of input for the 0225 FTIP.	Fund Administration
	Monitor approval of 2024 State Transportation Improvement Program (STIP).	Participate in development of the 2024 STIP Guidelines to seek to align STIP programming with the 2023 Update to the 10-Year Delivery Plan and ensure San Bernardino County receives its equitable share in 2024 STIP – Q3	The SBCTA Board approved the proposed STIP projects in September 2023. The proposal will be submitted to the CTC in December 2023. Staff will the monitor approval process, approval is scheduled for the September 2024 CTC meeting.	Fund Administration
	Notes			

Attachment: FY 23_24 Budget Action Plan Quarter 1 Update (9852 : Fiscal Year 2023/2024 Budget Action

San Bernardino County Transportation Authority
Fiscal Year 2023/2024 Budget Action Plan

4.a

Division Strategy: Protect San Bernardino County’s equitable share of available state and federal funds

1C	Action Plan	Milestones	Milestone Status	Responsibility
	Develop funding strategies that maximize resources available and result in opportunities to seize additional state and federal funds.	Nominate projects to SCAG for programming of federal formula funds in accordance with the 2023 Update to the 10-Year Delivery Plan and the 10-Year Plan for transit operators' implementation of the zero emission bus mandate - Q3	Awaiting schedule of call for projects from SCAG.	Fund Administration, Project Delivery, Transit
	Notes			

Division Strategy: Develop long-term bonding needs to help leverage other funds and deliver projects

1D	Action Plan	Milestones	Milestone Status	Responsibility
	Establish plan for 2024 sales tax revenue bond program through development of the 2023 Update to the 10-Year Delivery Plan.	Present current status of Measure I Programs and proposed projects for inclusion in 2023 Update to the 10-Year Delivery Plan to Policy Committees - Q1	Staff recommends delay to Q3 - see notes below.	Fund Administration (Finance, Project Delivery, Transit, Planning)
		Present final 2023 Update to the 10-Year Delivery Plan to the Board for approval - Q2	Staff recommends delay to Q4 - see notes below.	
		Monitor implementation of the 2023 Update to the 10-Year Delivery Plan and Measure I revenue receipts to identify need for short-term borrowing – Ongoing		
	Notes			
	Staff recommends delaying the approval of the update to the 10-Year Delivery Plan to June 2024 so that the results of the I-15 final construction bid will be known. The 2021 Update to the 10-Year Delivery Plan relied on cash flow borrowing between the Freeway Program and the Interchange Program to be able to delay bonding until 2026 and save on interest costs. Recent increases to the I-15 cost estimate may limit the borrowing ability depending on the final actual cost. Delaying the adoption of the update will allow staff to analyze whether it is necessary to bond in 2025 rather than 2026.			

Division Strategy: Manage geographic equity in fund distribution across the County

1E	Action Plan	Milestones	Milestone Status	Responsibility
	Manage long-term strategy for ensuring geographic equity in fund distribution over the life of the Measure.	Monitor results of SCAG project selection for federal formula funds and ensure long-term equity between subareas of San Bernardino County is maintained - Q4		Fund Administration
	Notes			

Division Strategy: Manage SBCTA railroad right-of-way in an efficient and comprehensive fashion

1F	Action Plan	Milestones	Milestone Status	Responsibility
	Manage SBCTA railroad right of way in an efficient and comprehensive fashion.	Ongoing	Ongoing	Transit
	Notes			

Attachment: FY 23_24 Budget Action Plan Quarter 1 Update (9852 : Fiscal Year 2023/2024 Budget Action

Yellow shading means the work is behind schedule
Red text signifies urgent and significant challenges in completing the task

San Bernardino County Transportation Authority
Fiscal Year 2023/2024 Budget Action Plan

4.a

Initiative #2: Engender Public Trust				
Division Strategy: Secure an unmodified opinion of Comprehensive Annual Financial Report (Annual Report)				
2A	Action Plan	Milestones	Milestone Status	Responsibility
	Plan meeting at interim field work with Executive Board officers and Certified Public Accountant (CPA) firm.	Meet with Executive Board - Q2	Meeting with Executive Board held in May 2023.	Finance
	Notes			
Division Strategy: Obtain Certificate of Achievement for Excellence in Financial Reporting				
2B	Action Plan	Milestones	Milestone Status	Responsibility
	Apply for Government Finance Officers Association (GFOA) award for the Annual Financial Report (Annual Report).	GFOA Award submittal - Q3		Finance
	Notes			
Division Strategy: Complete Measure I Biennial Agreed Upon Procedures				
2C	Action Plan	Milestones	Milestone Status	Responsibility
	Complete agreed upon procedures (AUP) for Measure I programs.	AUP to be completed - Q3		Finance
	Notes			
Division Strategy: Obtain Distinguished Budget Presentation Award				
2D	Action Plan	Milestones	Milestone Status	Responsibility
	Apply for GFOA award for annual budget.	GFOA Award submittal - Q1	Application submitted in July 2023.	Finance
	Notes			
Division Strategy: Complete internal control self-assessment to identify areas of improvement.				
2E	Action Plan	Milestones	Milestone Status	Responsibility
	Complete review of annual internal control self-assessment (AICA).	Review of AICA - Q3		Finance
	Notes			
Division Strategy: Implement the Records Retention Schedule				
2F	Action Plan	Milestones	Milestone Status	Responsibility
	Continue with the implementation of the Records Retention Program, including establishing quarterly meetings with records coordinators, two annual clean up days, a system that will assist tracking which documents have passed retention.	Clean up day - Q1 & Q3	Q1 - Completed	Executive Administration and Support
		Identify the retention period for all remaining boxes located at SBCTA offsite storage - Q4		
		Automate at least four (4) records series in Laserfiche -one per quarter - Q4		
		Finalize File Plans for SharePoint files for four (4) departments - one per quarter - Q4		
	Notes			
Q1 Clean up completed - Destroyed 1,029 electronic files, 17 boxes on-site and 74 boxes located at offsite storage.				

Yellow shading means the work is behind schedule
Red text signifies urgent and significant challenges in completing the task

Initiative #3: Focus on Creating and Strengthening Collaborative Partnerships with Governmental and Business Entities				
Division Strategy: Work with other governments and business groups to leverage resources for our region’s benefit				
3A	Action Plan	Milestones	Milestone Status	Responsibility
	Prepare tools to assist local agencies with changes to statewide housing policies and environmental regulations.	Continue to explore a Housing Trust for our region as a way to leverage additional funds for affordable housing. Work with CCMTAC in Q1/Q2 and report to Board on possible actions and funding.	Preparing Administrative Plan and will be seeking direction from Housing Trust Ad Hoc in October.	COG
	Partner with local and government agencies to improve opportunities in workforce development.	Work with state, County and cities to expand participation of our Business to Business event as a tool for improving access for smaller businesses - Event scheduled in Q2.	Working on Small Business Study and planning Small B2B event for November 7.	
	Establish Housing Trust JPA, pending Board approval and successful REAP application.	Execute JPA with member agencies - Q3	JPA will be subsequent to grant award.	
		Review draft Administrative Plan - Q4	Working on Administrative Plan	
	Smart County Master Plan.	Complete draft of Early Action Plan - Q1	Early Action Plan to be routed to stakeholders for review on 8/28.	
	Continue close coordination with Brightline West to support their construction along the San Gabriel Subdivision between I-15 and Cucamonga Station, as well as coordinated development of the Cucamonga Station.	Ongoing	Ongoing.	Transit
	Notes			
	SBCTA received a \$25 million RAISE grant for the Brightline West High-Speed Intercity Passenger Rail System-High Desert Stations Project. SBCTA, Brightline and FRA working to complete the grant agreement and a sub-recipient agreement between Brightline and SBCTA.			
Division Strategy: Enhance COG role, and leverage synergy of being the CTA and COG				
3B	Action Plan	Milestones	Milestone Status	Responsibility
	Plan annual City/County Conference.	In person conference set for Spring 2024.		Legislative/Public Affairs, COG
	Collaborate with member agencies through City/County Manager Technical Advisory Committee (CCMTAC).	Ongoing monthly meeting		
	Notes			
Division Strategy: Enhance SBCOG’s and the region’s ability to compete for grant funding				
3C	Action Plan	Milestones	Milestone Status	Responsibility
	Host grant writing workshop for our members and other local government partners.	Host Workshop - Q3	Will work with grant consultant to complete this in Q3.	COG
	Communicate grant opportunities to member agencies.	Provide updates to member agencies on new grant opportunities.	Ongoing	
	Notes			

San Bernardino County Transportation Authority
Fiscal Year 2023/2024 Budget Action Plan

4.a

Division Strategy: Assist local governments with environmental and efficiency initiatives

3D	Action Plan	Milestones	Milestone Status	Responsibility
	Develop a plan to replace the EV chargers where needed at the Depot.	Q2	Evaluating cost of replacement vs 3rd party ownership.	Management Services, Transit
	Work with local agencies with Zero Emission Vehicle (ZEV) readiness plan and assist in identifying grant opportunities for charging infrastructure.	Include EV charging infrastructure grants when available in monthly grant updates.	Initiative for ZEV being included in the Smart County Master Plan, Q1	Air Quality/Mobility
	Assist local agencies with reducing energy consumption and achieving savings through formation of the Inland Regional Energy Network (I-REN).	Implement energy programs in partnership with local jurisdictions in three focus areas: Public Sector, Workforce Education and Training, and Codes and Standards - Ongoing	Multiple I-REN orientations have been held, along with Codes and Standards webinar and outreach to workforce opportunities.	
	Notes			

Initiative #4: Accelerate Delivery of Capital Projects

Division Strategy: Deliver the Redlands Passenger Rail Project & Implement Arrow Service

4A	Action Plan	Milestones	Milestone Status	Responsibility
	Complete project close-out	Q2	On Schedule	Transit
	Notes			
	Final contract acceptance for mainline and maintenance facility anticipated to be issued Q1 with other program close-out activities anticipated to be completed by end of Q2.			

Division Strategy: Support Delivery the West Valley Connector Phase I

4B	Action Plan	Milestones	Milestone Status	Responsibility
	Start construction	Q1	On Schedule	Transit
	Notes			
	Contract award scheduled for September 2023 Board meeting.			

Division Strategy: Produce Zero Emission Multiple Unit

4C	Action Plan	Milestones	Milestone Status	Responsibility
	Begin ZEMU testing in US	Q2	On Schedule	Transit
	Start construction of hydrogen fuel station	Q2	On Schedule	
	Start construction of maintenance facility retrofit	Q1	Delayed to Q2.	
	Notes			
	ZEMU vehicle testing in Europe concluded on 5/26/2023 and delivered to U.S. (Pueblo, Colorado) in August 2023. ZEMU will be presented at the APTA Expo in October 2023 and then testing will resume in Pueblo, Colorado until summer 2024. RFP to be issued in Q1 for mobile fueling solution for ZEMU vehicle. Plans for Arrow maintenance facility approved by City and release of IFB scheduled for Q1 with the start of construction delayed to Q2.			

Division Strategy: Deliver the Tunnel to ONT Project

4D	Action Plan	Milestones	Milestone Status	Responsibility
	Environmental Document approval	Q4	Delayed to FY 24/25 Q2	Transit
	Award design-build contract	Q4	Delayed	
	Notes			
	Project delayed due to the introduction of additional build alternatives. Based on consultation with the Federal Transit Administration, SBCTA needs to analyze more than one build alternative in order to advance the NEPA clearance. Preliminary engineering needs to be completed for the new alternatives to define the project footprint, which delays completing the environmental clearance and construction contractor procurement.			

Yellow shading means the work is behind schedule
Red text signifies urgent and significant challenges in completing the task

San Bernardino County Transportation Authority
Fiscal Year 2023/2024 Budget Action Plan

4.a

Division Strategy: Delivery of Capital Projects - Plans, Specifications and Estimate (PS&E); Engineering Reports Milestones:

4E	Action Plan	Milestones	Milestone Status	Responsibility
	I-15 Corridor Freight and Express Lanes Project (Contract 1)	PS&E approval - Q1	On Schedule	Project Delivery
	SR-210 Waterman Avenue	PS&E approval - Q1	Moved to Q2. Oversight review of final plans are ongoing.	
	I-215 Bi-County Landscaping	PS&E approval - Q2	On Schedule	
	I-10 Mount Vernon Avenue	PS&E approval - Q2	Moved to Q3. Due to added scope to address ROW impacts.	
	I-10 Corridor Freight and Express Lanes Project (Contract 2) Segment 2a	PS&E approval - Q4	On Schedule	
	US-395 Widening Project - Phase 2	PS&E approval - Q4	On Schedule	
	Notes			

Division Strategy: Delivery of Capital Projects - Construction Milestones:

4F	Action Plan	Milestones	Milestone Status	Responsibility
	I-10 Eastbound Truck Climbing Lane	Start construction - Q1	Moved to Q2. Federal authorization of funds were delayed.	Project Delivery
	I-215 University Parkway	Start construction - Q2	Moved to Q3. Order of possession hearing was deferred by courts for final property.	
	SR-210 Waterman Avenue	Start construction - Q2	Moved to Q3. Approval of final plans are deferred to Q2.	
	I-215 Bi-County Landscaping	Start construction - Q3	On Schedule	
	Metrolink ATP - Phase 2	Start construction - Q3	On Schedule	
	I-10 Mount Vernon Avenue	Start construction - Q4	Moved to Q1 FY 24/25. Due to added scope to address ROW impacts.	
	SR-210 Waterman Avenue	Complete for Beneficial Use - Q4	Moved to Q1 FY 24/25. Start of construction is deferred to Q3.	
Notes				

Division Strategy: Delivery of Express Lanes Projects

4G	Action Plan	Milestones	Milestone Status	Responsibility
	I-15 Corridor Freight and Express Lanes Project (Contract 1)	Start construction - Q3	On Schedule	Project Delivery
	I-10 Express Lanes Contract 1 Toll Collections	Revenue Service Commencement Readiness - Q2	On Schedule	Toll Operations
	I-10 Corridor Freight and Express Lanes Project (Contract 1)	Complete for Beneficial Use - Q4	On Schedule	Project Delivery
	Notes			

Yellow shading means the work is behind schedule
Red text signifies urgent and significant challenges in completing the task

Initiative #5: Maximize Funding Opportunities and Cost-Effectiveness of Investments				
Division Strategy: Conduct regional forums to discuss issues of importance across our region				
5A	Action Plan	Milestones	Milestone Status	Responsibility
	Advocate for policies and funding formulas at the state and federal levels that are favorable for SBCTA to construct and deliver transportation projects.	Support for legislation regarding progressive design build delivery and oppose legislation that would adversely impact transportation funding. Build coalitions in support of state and federal transportation grant applications and budget items as well as additional transit operational funding. Maintain good working relationships and communication with state and federal officials.	Progressive Design Build Bills for this legislative session include: AB 400 (Rubio) passed and is awaiting the Governor's signature, SB 617 (Newmann) and SB 706 (Caballero) are still moving through the legislative process.	Legislative/Public Affairs
	Notes			
Division Strategy: Operate and Maintain SB Express Lanes				
5B	Action Plan	Milestones	Milestone Status	Responsibility
	I-10 Express Lanes Contract 1 Operations and Maintenance.	Ongoing starting Q3	On Schedule	Toll Operations
	Notes			
Initiative #6: Awareness of SBCTA Programs, Services, and Transit Options				
Division Strategy: Build awareness of SBCTA programs and services				
6A	Action Plan	Milestones	Milestone Status	Responsibility
	Highlight Measure I's contributions to the region's transportation system.	Ongoing: Annual state of transportation event; monthly blog series "Measure I (Impact)".	B2B event scheduled for November 7, 2023	Legislative/Public Affairs, Fund Administration
	Market SBCTA identity, promote awareness of programs and services.	Ongoing: Employee spotlight blog series.		Legislative/Public Affairs
	Notes			
Division Strategy: Leverage and grow public outreach and communication services				
6B	Action Plan	Milestones	Milestone Status	Responsibility
	Continue to enhance traditional and social media presence.	Ongoing: providing project updates, alerts, and information.		Legislative/Public Affairs
	Utilize On-Call Public Outreach Contracts, On-Call Graphic Design Services Contracts, Marketing & Branding Services Contract, and Redlands Passenger Rail Project Outreach Contract to utilize new tools and capitalize on communication opportunities throughout the region.	Ongoing: providing services for Mt. Vernon Viaduct, I-10 Express Lanes, 210 freeway, Redlands Passenger Rail Project.		Legislative/Public Affairs, Transit
	Utilize On-Call Graphic Design Services Contracts & Marketing and Branding Services Contract to support each department in their efforts to communicate internally and externally.	Ongoing: provide assistance with presentations, graphics (i.e. Budget Book), and collateral materials.		Legislative/Public Affairs, Fund Administration
	Notes			
Division Strategy: Highlight transit options in San Bernardino County				
6C	Action Plan	Milestones	Milestone Status	Responsibility
	In partnership with transit operators, highlight transit connectivity options in the region.	Ongoing: provide legislative information and updates, advocate at the state and federal levels for transit maintenance and operations funding.		Legislative/Public Affairs, Transit
	Notes			

Yellow shading means the work is behind schedule
Red text signifies urgent and significant challenges in completing the task

San Bernardino County Transportation Authority
Fiscal Year 2023/2024 Budget Action Plan

4.a

Division Strategy: SB Express Lanes Customer Support

6D	Action Plan	Milestones	Milestone Status	Responsibility
	Open SB Express Lanes Walk-In Center.	Q2	On Schedule	Toll Operations
	SB Express Lanes Website Live.	Q2	On Schedule	Toll Operations
	Notes			

Initiative #7: Long Range Strategic Planning

Division Strategy: Analyze long range transportation strategy in a financially constrained framework

7A	Action Plan	Milestones	Milestone Status	Responsibility
	Prepare a Long Range Multimodal Transportation Plan (LRMTP).	Draft Existing Conditions Report - Q2	In Q1: Existing Transit Conditions memo draft prepared; mobility and community stakeholder meetings held; survey distributed.	Planning, Transit, Fund Administration
		Vision Document and Scenario Analysis - Q4		
	Complete San Bernardino County input on growth and projects to the Southern California Association of Governments (SCAG) Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).	Provide input to the Draft RTP/SCS - Q2	Awaiting release of draft RTP/SCS in October.	Planning, Fund Administration
		Provide comments and final input to the RTP/SCS - Q3	Awaiting release of draft RTP/SCS in October.	
	Notes			

Division Strategy: Conduct strategic planning of Measure I projects and update policies to be consistent with practice

7B	Action Plan	Milestones	Milestone Status	Responsibility
	Maintain Measure I Strategic Plan Parts 1 and 2.	Ongoing	No updates in Q1.	Planning, Fund Administration
	Notes			

Division Strategy: Provide current, quality planning data

7C	Action Plan	Milestones	Milestone Status	Responsibility
	Support other departments with data analysis and mapping/Geographic Information System (GIS).	Multiple analysis/mapping efforts conducted for Project Delivery, Transit, and Air Quality/Mobility - Ongoing	Ongoing. Supported grant applications and analysis activities.	Planning
	Update SBTAM "Plus" modeling system.	Model Validation Report - Q1	Receiving data summarizing model validation for SBCTA review.	
		VMT/Land Use Model and Scenario Samples - Q2	Will be conducted after delivery of validation data.	
		Final Documentation & Presentation - Q4	On track to be completed by 06/2024.	
	Incrementally implement an SBCTA agency-wide data and analytics dashboard.	Ongoing	Ongoing.	
	Notes			

Yellow shading means the work is behind schedule
Red text signifies urgent and significant challenges in completing the task

San Bernardino County Transportation Authority
Fiscal Year 2023/2024 Budget Action Plan

4.a

Division Strategy: Conduct subarea and modal studies				
7D	Action Plan	Milestones	Milestone Status	Responsibility
	State Route 247/62 Emergency Bypass Lane Study.	Initiate study - Q3	Funding secured. Need to generate Caltrans Coop and scope.	Planning
	Conduct SR-18/138 Corridor Study with Metro and Caltrans.	Prepare two PSR-PDS documents (Project Study Report - Project Development Support): One for near-term and one for long-term - Q2	Final Draft PSR-PDS circulated for near-term project in Q1.	
	Notes			
Initiative #8: Environmental Stewardship, Sustainability, and Grant Applications				
Division Strategy: Monitor and Provide Input to State, Federal, and Regional Plans and Guidelines				
	Action Plan	Milestones	Milestone Status	Responsibility
	Provide technical comments on draft reports, plans, and guidelines from Caltrans, CTC, OPR, CARB, CalSTA, and other state agencies.	Ongoing	No comments on state reports and plans in Q1.	Planning, COG
	Prepare Grant Applications for state (e.g. SB 1, Active Transportation, etc.), federal (e.g. RAISE, INFRA/Mega, etc.) and other funding.	Senate Bill 1 (SB1) Grants Identified - Q2	Began response to Caltrans SB 1 intake forms.	Planning, Fund Administration
		Other state and federal grants - Ongoing	Applications prepared for INFRA/Mega (I-10), EPA, and SCAG calls-for-projects.	
	Notes			
Division Strategy: Assist jurisdictions, developers, and other stakeholders with area-wide sustainability studies				
8B	Action Plan	Milestones	Milestone Status	Responsibility
	Begin development of Vehicle Miles Traveled (VMT) mitigation bank and/or approaches to mitigation under SB 743, subject of funding.	Apply for REAP 2.0 VMT Mitigation Bank Funding - Q1	REAP 2.0 funds awarded for VMT Mitigation Bank in Q1. Agreements being developed.	Planning
		Start MOU/RFP Process - Q2/Q3	MOU development initiated in Q1.	
	Work with California Department of Fish and Wildlife (CDFW) and other stakeholders to complete the Regional Conservation Investment Strategy (RCIS), subject to Board approval.	Final submittal to CDFW - Q4	SBCOG working with CDFW to respond to comments on draft.	
	Assist local agencies with housing initiatives under Regional Early Action Plan (REAP) 2.0.	Apply for REAP 2.0 Planning Funding - Q1	Awards announced by SCAG in Q1.	
		Work with SCAG on REAP 2.0 application to California Housing and Community Development - Q2	Working on scopes of work for CTC portion in Q1.	
	Notes			
Division Strategy: Prepare effective active transportation plans				
8C	Action Plan	Milestones	Milestone Status	Responsibility
	Develop Active Transportation Plans for the Safe Routes to School Program (with SBCSS and the County DPH).	Begin outreach to schools - Q1	Outreach begun.	Planning
	Manage Transit Development Act (TDA) Article 3 bike/ped project invoicing.	Award announcements - Q1	Awards announced in Q1.	
	Notes			

Yellow shading means the work is behind schedule
Red text signifies urgent and significant challenges in completing the task

San Bernardino County Transportation Authority
Fiscal Year 2023/2024 Budget Action Plan

4.a

Division Strategy: Implement components of ATP Metrolink Station Accessibility Grant				
8D	Action Plan	Milestones	Milestone Status	Responsibility
	Implementation of Phase 2 of the Bicycle and Pedestrian improvements around the Metrolink Stations on the San Bernardino and Riverside Lines.	Construction Completion - Q4	Progressing on design in Q1.	Planning, Project Delivery
	Create Active Transportation Project Prioritization List based on input from local jurisdictions and assessment of funding opportunities.	Completion - Q2	Development of priority list begun in FY 23 Q4.	Planning
	Notes			
Division Strategy: Develop and administer programs to improve the efficient use of our existing freeway network				
8E	Action Plan	Milestones	Milestone Status	Responsibility
	Implement a mobile call box program for 511 program.	Award program implementation contract. Needs to occur after call handling contractor has been secured and able to implement systems/program - Q4	Still anticipated in Q4.	Air Quality/Mobility
	Administer Freeway Service Patrol (FSP) and call box system to improve traffic safety, reduce congestion and traffic delays.	Ongoing. Present annual report on programs to Board - Q4	Report on Call Box Program presented in Q1.	
	Maintain the SB County Call-Box System.	Ongoing	Sole source contract awarded to Knightscope in Q1.	
	Merge the regional rideshare database with OCTA, LA Metro, RCTC, and VCTC enhancing ride matching functionality and customer experience.	Q2	Merge date scheduled and anticipated in Q1.	Transit
	Notes			
Division Strategy: Support access to jobs, healthcare, and education while reducing roadway congestion.				
8F	Action Plan	Milestones	Milestone Status	Responsibility
	Administer multi-modal programs to reduce congestion and improve quality of life including coordination with transit providers and Consolidated Transportation Service Agencies (CTSA) serving San Bernardino County.	Work with the transit providers and CTSA's, to identify key activities for inclusion in the SBCTA LRMTTP, and proposed Fiscal Year 2022/2023 budget based on the approved Public Transit-Human Services Transportation Coordination Plan – Q3		Transit, Fund Administration, Legislative/Public Affairs, Planning
	Notes			
Initiative #9 Meet Equity Goals of SBCTA/SBCOG				
Division Strategy: Ensure Equity goals met for internal structure and policies.				
9A	Action Plan	Milestones	Milestone Status	Responsibility
	Begin Equity Policy Framework to establish equity goals and policies for ensuring structural equity within the business processes and procedures within SBCTA/SBCOG.	Begin project following procurement - Q2	RFP in process.	COG
	Notes			

Attachment: FY 23_24 Budget Action Plan Quarter 1 Update (9852 : Fiscal Year 2023/2024 Budget Action

Yellow shading means the work is behind schedule
Red text signifies urgent and significant challenges in completing the task

San Bernardino County Transportation Authority
Fiscal Year 2023/2024 Budget Action Plan

4.a

Division Strategy: Ensure Equity goals met for projects and programs implemented in collaboration with SBCOG/SBCTA member agencies.				
9B	Action Plan	Milestones	Milestone Status	Responsibility
	Outdoor Equity Program, pending funding agreement from state department of parks.	Begin Program - Q1	Working on the vendor agreement. Board approval is anticipated in November.	COG
	Small Business Training Program	Finish study - Q1	Working on study, and conducting additional outreach to chambers and city managers. On track to be complete by end of Q2	COG
	Notes			

Attachment: FY 23_24 Budget Action Plan Quarter 1 Update (9852 : Fiscal Year 2023/2024 Budget Action

Yellow shading means the work is behind schedule
Red text signifies urgent and significant challenges in completing the task

Minute Action

AGENDA ITEM: 5

Date: September 13, 2023

Subject:

2023 Transportation Development Act - Article 3 Bicycle and Pedestrian Project Awards

Recommendation:

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

Award Transportation Development Act Article 3 funds for Bicycle and Pedestrian Facilities projects in the amount of \$5,760,000 as identified in Attachment A to this item.

Background:

On May 3, 2023 the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) authorized the release of the Transportation Development Act (TDA) Article 3 Call for Projects for Bicycle and Pedestrian Improvement Projects. Local jurisdictions were notified of this opportunity through SBCTA's website and the Transportation Technical Advisory Committee (TTAC) email list. The amount of TDA Article 3 funds available for award was \$5,760,000, with up to 10% available for maintenance of existing bicycle and pedestrian facilities and a minimum of 50% of the balance for smaller projects under \$250,000. The closing date for the Call for Projects was July 7, 2023.

Bicycle and Pedestrian Facilities Applications

In total, 16 Bicycle and Pedestrian Facilities project applications from 10 jurisdictions were submitted for a total funding request of \$8,183,916.72. An evaluation panel comprised of representatives from SBCTA, Western Riverside Council of Governments (WRCOG) and Riverside County Transportation Commission (RCTC) scored the projects using the following evaluation criteria.

Project Evaluation Criteria:

Evaluation Criteria	Possible Score
Overall Quality of Application – Overall quality of the application submitted for a project considering clarity of project, description, project purpose and need, and satisfactorily addressing evaluation criteria.	15
Project Purpose and Need – Describe the purpose and need of the project including the extent of the potential use of the facility. Provide socioeconomic data, historic or current bicycle or pedestrian count volumes, Average Daily Traffic / trip generation information or other data to support the forecasted use and/or need for the project. Describe the relation of the proposed project to the regional and local active transportation network. Explain the level of connectivity the proposed project offers to intermodal opportunities. Include the extent to which the proposed project will improve safety for the non-motorized public. Consideration will be given to number of accidents in a project area, severity of accidents in an area.	25
Project Readiness – Explain where the project is in the project development process. Greater number of points will be awarded for projects that have	15

Entity: San Bernardino County Transportation Authority

General Policy Committee Agenda Item

September 13, 2023

Page 2

progressed further. Where appropriate, provide documentation that the proposed project already has environmental clearance, permits from resource agencies, right-of-way access, and/or community support. Technical studies can also be used to demonstrate project readiness. Projects with high schedule risk, even though worthy, may be deferred for resubmittal in a future TDA Article 3 cycle.	
Cost Effectiveness – Project cost compared to the benefits the project is expected to yield.	15
Timeliness of Prior Project Completion – Ability to demonstrate project completion in a timely manner.	5
Local Matching Funds – Proposed projects will receive the following points based upon the extent of local match provided: 5 points for 15-24%; 10 points for 25-34%; 15 points for 35-49%; 20 points for 50%-74%, and 25 points for 75% or greater.	25
Total Possible Score	100

Attachment A provides the Bicycle/Pedestrian Facilities scoring results. Based on evaluation results, 13 projects are recommended for full funding and one project is recommended for partial funding. These projects are sponsored by the Cities of Rancho Cucamonga, Fontana, Big Bear Lake, Victorville, Colton, Rialto, Highland, and Twentynine Palms and the Town Apple Valley.

The City of Rancho Cucamonga (City) was the only jurisdiction to submit an application that qualified for funding under the 10%, or \$576,000, maintenance of existing facilities set-aside. This application was for additional funding for maintenance of Cucamonga Creek Channel Bike Trail from Foothill Boulevard to Base Line Road totaling \$78,000. The City was also awarded \$45,454 for this project in Fiscal Year (FY) 2021/2022 however, costs were higher than originally estimated.

All three applications submitted in the small projects under \$250,000 category have been recommended for funding since the total sum of \$500,926, came in under the 50%, or \$2,592,000 of the remaining funds available, set-aside. This provided adequate funding to fully award the City of Fontana's seven Rectangular Rapid Flashing Beacons, the City of Colton's South La Cadena Bicycle Improvement, and the Town of Apple Valley's McConnell Park Multi-Use Path projects.

The remaining balance of \$5,181,074 was carried over to the large projects over \$250,000 category. Based on evaluator scoring, nine projects are recommended for full funding and one project is recommended for partial funding. The City's application for Day Creek Channel Bike Trail: Jack Benny Drive to Base Line Road was included in the large project category even though the application was for \$107,250 because the City received a \$403,000 TDA Article 3 award for this project in FY 2019/2020, but costs were higher than originally estimated. The project recommended for partial funding was for the City of Rialto's Bemis Elementary Safe Routes to School (SRTS) project. SBCTA discussed the matter with jurisdiction staff who have agreed to accept the partial funding and have reduced the scope of work commensurate with the reduced funding while maintaining the proposed 35% local match included in their original application.

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. The result of the award has been emailed to the Transportation Technical Advisory Committee in parallel with the release of the General Policy Committee agenda.

Responsible Staff:

Nancy Strickert, Transit Manager

Approved
General Policy Committee
Date: September 13, 2023

Witnessed By:



Attachment A
2023 TDA Article 3 Bicycle & Pedestrian Improvement Awards
Total Awards: \$5,760,000

Maintenance Projects (10% of Total Available Funds)						Available Funds		\$576,000.00
Ranking	Proj ID	Agency	Project Title	Project Total	Local Match	TDA Article 3		
						Application Amount	Running Total	Total Award
NA	Proj13	Rancho Cucamonga	Cucamonga Creek Channel: Foothill Blvd. to Base Line Rd.	\$120,000.00	\$42,000.00	\$78,000.00	\$78,000.00	\$78,000.00
Subtotal								\$78,000.00

New Projects Under \$250,000 (50% of Remaining Funds)						Available Funds		\$2,592,000.00
Ranking	Proj ID	Agency	Project Title	Project Total	Local Match	TDA Article 3		
						Application Amount	Running Total	Total Award
NA	Proj14	Fontana	Rectangular Rapid Flashing Beacons (x7)	\$70,000.00	\$17,500.00	\$52,500.00	\$52,500.00	\$52,500.00
NA	Proj15	Colton	South La Cadena Bicycle Improvement	\$320,000.00	\$112,000.00	\$208,000.00	\$260,500.00	\$208,000.00
NA	Proj16	Apple Valley	McConnell Park Multi-Use Path	\$480,852.00	\$240,426.00	\$240,426.00	\$500,926.00	\$240,426.00
Subtotal								\$500,926.00

New Projects Over \$250,000 (Remainder Including Unspent Funds from Above)						Available Funds		\$5,181,074.00
Ranking	Proj #	Agency	Project Title	Project Total	Local Match	TDA Article 3		
						Application Amount	Running Total	Total Award
1	Proj11	Victorville	Village Drive Sidewalk	\$558,000.00	\$308,000.00	\$250,000.00	\$250,000.00	\$250,000.00
2	Proj5	Rancho Cucamonga	Day Creek Channel Bike Trail: Jack Benny Dr. to Base Line Rd.	\$165,000.00	\$57,750.00	\$107,250.00	\$357,250.00	\$107,250.00
3	Proj2	Big Bear Lake	Stanfield Marsh Outdoor Recreation & Education Trail Segment II (SMORE II)	\$607,036.00	\$303,518.00	\$303,518.00	\$660,768.00	\$303,518.00
4	Proj3	Fontana	Catawba SRTS Sidewalk	\$792,697.00	\$396,349.00	\$396,348.00	\$1,057,116.00	\$396,348.00
5	Proj1	Apple Valley	Central Road Class II Bikeway	\$795,000.00	\$397,500.00	\$397,500.00	\$1,454,616.00	\$397,500.00
6	Proj4	Highland	9th St. Transit Stops, Sidewalk, and Bikeway Improvements	\$808,344.00	\$404,172.00	\$404,172.00	\$1,858,788.00	\$404,172.00
7	Proj10	Twentynine Palms	Channel Trail Class I	\$495,000.00	\$74,250.00	\$420,750.00	\$2,279,538.00	\$420,750.00
8	Proj9	Rialto	Frisbie Middle School SRTS	\$1,684,755.00	\$589,664.25	\$1,095,090.75	\$3,374,628.75	\$1,095,090.75
9	Proj6	Redlands	Orange Blossom Trail Phase IV	\$1,282,000.00	\$192,300.00	\$1,089,700.00	\$4,464,328.75	\$1,089,700.00
10	Proj8	Rialto	Bemis Elementary SRTS	\$2,227,925.00	\$779,773.75	\$1,448,151.25	\$5,912,480.00	\$716,745.25
11	Proj12	Yucaipa	5th Street Phase II	\$669,543.00	\$167,385.00	\$502,158.00	\$6,414,638.00	\$0.00
12	Proj7	Redlands	East Valley Corridor Bike Route Interconnect	\$1,400,414.97	\$210,062.25	\$1,190,352.72	\$7,604,990.72	\$0.00
Subtotal								\$5,181,074.00

TOTAL								\$5,760,000.00
-------	--	--	--	--	--	--	--	----------------

 Fully Funded
 Partially Funded

Additional Information

GENERAL POLICY COMMITTEE ATTENDANCE RECORD – 2023

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dawn Rowe Board of Supervisors				X		X		X				
Curt Hagman Board of Supervisors			X	X	X	X		X				
Joe Baca, Jr. Board of Supervisors		X	X	X	X	X		X				
Art Bishop Town of Apple Valley		X	X	X	X	X		X				
Ray Marquez City of Chino Hills		X	X		X	X		X				
Frank Navarro City of Colton			X	X	X	X		X				
Acquanetta Warren City of Fontana		X	X		X	X		X				
Larry McCallon City of Highland		X	X	X				X				
Rhodes Rigsby City of Loma Linda			X	X				X				
Alan Wapner City of Ontario		X	X	X		X		X				
Debra Jones City of Victorville		X	X		X	X		X				
Rick Denison Town of Yucca Valley		X	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
SRTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 st Century
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TSM	Transportation Systems Management
TSSDRA	Transit System Safety, Security and Disaster Response Account
USFWS	United States Fish and Wildlife Service
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments



MISSION STATEMENT

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

We achieve this by:

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

Approved December 4, 2019