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- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority  
■ San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies
- 

## **Revised Support Material for Agenda Item No. 10**

### **General Policy Committee**

**December 11, 2013**

**9:00 a.m.**

#### **Location:**

**San Bernardino Associated Governments  
Super Chief Conference Room  
1170 W. 3<sup>rd</sup> Street, Second Floor  
San Bernardino, CA**

#### **10. Measure I Local Street Program Policy Amendments**

That the committee recommend the Board, acting at the San Bernardino County Transportation Authority:

Adopt amended Policies 40003, 40012, and 40016 pertaining to the Measure I Local Street Program, as shown in Attachments 1, 2, and 3, respectively. **Ellen Pollema**

*A redlined version of the listed policies is provided for your review.*

- *Policy 40003 - Valley Local Street (VLS) Program*
- *Policy 40012 - Victor Valley Local Streets (VVLS) Program*
- *Policy 40016 - Rural Mountain/Desert Subareas Local Streets (MDLS) Program*

San Bernardino Associated Governments	<b>Policy</b>	<b>40003</b>
Adopted by the Board of Directors April 1, 2009	Revised	Mn/Dy/Year
<b>Valley Local Street (VLS) Program Measure I 2010-2040 Strategic Plan</b>	Revision No.	1

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

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### **I. PURPOSE**

The purpose of this policy is to establish requirements relating to adoption of Five Year Plans by local jurisdictions outlining the projects which will be funded under the Measure I 2010-2040 Valley Subarea Local Streets Program. Twenty percent of the total Measure I 2010-2040 revenue collected in the San Bernardino Valley Subarea shall be assigned to the Local Streets Program. This program will be used by local jurisdictions to fund Local Street Projects.

### **II. REFERENCES**

Ordinance No. 04-01 of the San Bernardino County Transportation Authority, Exhibit A – Transportation Expenditure Plan.

SANBAG Congestion Management Program

### **III. DEFINITIONS**

**Local Street Program:** Measure I program in all subareas that provides funds through a pass-through mechanism directly to local jurisdictions for expenditure on street and road construction, repair, maintenance and other eligible local transportation priorities. Local Street Program funds can be used flexibly for any eligible transportation purpose determined to be a local priority, including local streets, major highways, state highway improvements, freeway interchanges, transit, and other improvements/programs to maximize use of transportation facilities.

**Allocation:** An action by the SANBAG Board of Directors to assign a specific amount of Measure I funds from a Measure I program to a project. The allocation decision is made annually by the Board of Directors by March of each year. Allocation of Local Street Program funds occur monthly as a direct pass-through to local jurisdictions.

**Five Year Plan:** A plan of projected local jurisdiction expenditures for the next five years on Local Street Projects eligible for Local Streets Program funds, updated annually and submitted to SANBAG by local jurisdictions.

### **IV. POLICIES FOR THE VALLEY LOCAL STREETS PROGRAM**

#### **A. Local Streets Allocation**

Policy VLS-1: Each jurisdiction shall receive an allocation from 20% of the Measure I revenue collected in the Valley Subarea on a per capita basis using the population estimate as of January 1 of that year. The population estimate for making the per capita calculation shall be determined by SANBAG each year based on the State Department of Finance population estimate as of January 1 of that year. For the unincorporated areas, the calculation shall be based on the population estimate from the County Planning Department and reconciled with the State Department of Finance population estimate as of January 1 of that year.

Policy VLS-2: Local jurisdictions shall not receive their Local Streets Allocation until they have submitted their annual update of their Five Year Plan.

Policy VLS-3: The Local Streets allocation shall be remitted to local jurisdictions monthly.

Policy VLS-4: Local Streets Allocations remitted from January 1 until such time as the State Department of Finance has issued their population figures and SANBAG has made the per capita calculation, shall be based on the prior year's calculation. Once the per capita calculation has been made, the calculation will be applied retroactively to January 1 and amounts received by local jurisdictions will be adjusted to account for the difference in the amount remitted during the retroactive period and the amount that should have been remitted adjusted for the new per capita calculation.

## **B. Development Fair Share Contribution**

Policy VLS-5: A development mitigation fair share contribution is required by Measure I 2010-2040 for all capacity improvement projects on the Nexus Study Network, contained in the most recent Board-adopted version of the Nexus Study approved for jurisdictions in the San Bernardino Valley.

Policy VLS-6: Annually as part of its audit of each jurisdictions' use of Measure I funds, SANBAG will specifically review development mitigation contribution records for capacity improvements to Nexus Study Network facilities. If a material finding is made in the audit showing that the development share contribution was not made, SANBAG may, as the Congestion Management Agency, withhold Section 2105 Gas Tax funds or Measure I Local Street Allocations until the jurisdiction shows that they are in compliance with the Congestion Management Program.

Policy VLS-7: Jurisdictions may borrow from other internal accounts (i.e. within their own jurisdictions) to fund the required development fair share. The internal accounts shall be reimbursed by development mitigation as development occurs..

## **C. Five Year Plan**

Policy VLS-8: Each local jurisdiction is required to annually adopt a Five Year Capital Improvement Plan which details the specific projects to be funded using Measure I Local Pass-Through Funds. Expenditures of Measure I Local Pass Through Funds must be detailed in the Five Year Capital Improvement Plan and adopted by resolution of the governing body.

Policy VLS-9: Five Year Capital Improvement Plans shall:

- a. Specifically identify improvements to be funded by Measure I by street name, boundaries, and project type, subject to eligibility requirements listed in Section D below.
- b. Constrain the total amount of planned expenditures to 150% of SANBAG's forecasted revenue for Measure I Local Pass-Through Funds, ~~plus any fund balances and/or revenue resulting from bonds secured by Measure I revenue, and remaining balances from previous year allocations.~~
- c. Include no more than 50% of estimated annual new revenue to general program categories for pavement management programs, system improvements, and general maintenance or other miscellaneous categorical expenditures. Carryover fund balance shall not be used for general program categories.

A general program category is a program of work without any identified streets. If a line item in the Five Year Capital Improvement Plan includes a list of the streets to which it will apply, then it does not have to count as a general program category (i.e. a city-wide AC overlay program that lists the streets to be included in the program).

~~d. Include named projects totaling 50% of annual expenditures in all five years of the Five Year Plan.~~

ed. For capacity enhancement projects to Nexus Study Network roadways, include total estimated cost, Measure I share of project cost and development share of project cost. Maintenance projects or projects that do not enhance the capacity of a roadway do not require a development contribution to be included in the Five Year Plan.

Policy VLS-10: Any single project expenditure in excess of \$100,000 shall be listed as an individual project and shall not be included in a general program category. A project is defined as an eligible specific road improvement.

Policy VLS-11: The Five Year Capital Improvement Plan shall be the basis for the annual audit. Jurisdictions will have flexibility in moving projects around in their Five Year Capital Improvement Plan based on the necessities of the jurisdiction. However, in order for a project to be eligible for expenditure of Local Streets funds, the project must be included in the Five Year Capital Improvement plan. A revised Capital Improvement Plan must be provided to SANBAG by the end of each fiscal year if the project list has been changed in order for the projects to be eligible for expenditures of Local Streets funds.

#### **D. Eligible Expenditures**

Policy VLS-12: Eligible expenditures include construction, maintenance, and overhead. Included below are definitions and types of eligible expenditures by category.

- a. Construction shall be defined as the building or rebuilding of streets, roads, bridges, and acquisition of rights-of-way or their component parts to a degree that improved traffic service is provided and geometric or structural improvements are effected including allocated administration and engineering necessarily incurred and directly related to the above.
  - 1) Removal of old street and roadbeds and structures, and detour costs when connected with a construction project.
  - 2) Change of alignment, profile, and cross-section.
  - 3) Addition of a frontage street or road.
  - 4) Original surfacing of shoulders.
  - 5) Installation of original traffic signs and markers on routes.
  - 6) Earthwork protective structures within or adjacent to the right-of-way area.
  - 7) Complete reconstruction or addition to a culvert.
  - 8) Reconstruction of an existing bridge or installation of a new bridge.
  - 9) Widening of a bridge.
  - 10) Installations or extensions of curb, gutter, sidewalks or underdrain, (including improvements to handicap ramps to make them ADA compliant).
  - 11) Extensions and new installation of walls.
  - 12) Reconstruction of an intersection and its approximate approaches to a substantially higher type involving a change in its character and layout including changes from a plain intersection to a major channelized intersection or to grade separation and ramps.
  - 13) Placing sufficient new material on soil surface, gravel street or road to substantially improve the quality of the original surface.
  - 14) Improvement of a surface to a higher type.
  - 15) Bituminous material of 1" or more placed on bituminous or concrete material. A lesser thickness may be considered construction provided the engineer shall certify that the resulting pavement is structurally adequate to serve anticipated traffic.
  - 16) Remix existing bituminous surfacing with added materials to provide a total thickness of 1" or more. A lesser thickness may be considered construction provided the engineer shall certify that the resulting pavement is structurally adequate to serve anticipated traffic.
  - 17) Stabilization of street or road base by additive, such as cement, lime or asphaltic material.
  - 18) Widening of existing street, roadbed or pavement, with or without resurfacing.
  - 19) Addition of auxiliary lanes such as speed change, storage, or climbing lanes.
  - 20) Resurfacing, stabilizing or widening of shoulders including necessary connections to side streets or road approaches.
  - 21) Installation or addition to landscape treatment such as sod, shrubs, trees, irrigation, etc.

- 22) Extending old culverts and drains and replacing headwalls.
- 23) Replacement of bridge rails and floors to a higher standard.
- 24) Replacement of retaining walls to a higher standard.
- 25) Replacement of all major signs or traffic control devices on a street or road.
- 26) The installation of a new sign or the replacement of an old sign with one of superior design such as increased size, illumination, or overhead installations.
- 27) Installation or improvement of traffic signal controls at intersections and protective devices at railroad grade crossings.
- 28) Installation or expansion of street or road lighting system.
- 29) Replacement in kind, when legally required, of structures which are required to be relocated for street and road purposes.
- 30) Construction of bikeways when they are an integral part of the Public Streets and Highways System.
- 31) Extension or new installation of guardrails, fences, raised medians or barriers for traffic safety.
- 32) Painting or rearrangement of pavement striping and markings, or repainting to a higher standard.
- 33) Construction of pedestrian underpasses or overhead crossing for the general public use.
- 34) Purchase and installation of traffic signal control equipment including traffic actuated equipment, radio or other remote control devices and related computers, software and that portion of preemption equipment not mounted on motor vehicles.
- 35) Maintenance or construction on alleys that have been formally accepted into the city or county street system.

Improvements on that area formally designated city or county street and

- b. Maintenance shall be defined as the preservation and upkeep of a street or road to its constructed condition and the operation of a street or road facility and its integral services to provide safe, convenient and economical highway transportation. Examples of Maintenance include:
- 1) Scarifying, reshaping and restoring material losses.
  - 2) Applying dust palliatives.
  - 3) Patching, repairing, surface treating, and joint filling on bituminous or concrete surfaces.
  - 4) Jacking concrete pavements.
  - 5) Repair of traveled way and shoulders.
  - 6) Bituminous material of less than 1" added to bituminous material including seal coats.
  - 7) Remix existing bituminous surfacing with added materials to provide a total thickness of less than 1". (See exception under Construction, example 16.)
  - 8) Patching operations including base restoration.
  - 9) Resealing street or road shoulders and side street and road approaches.
  - 10) Reseeding and resodding shoulders and approaches.
  - 11) Reshaping of drainage channels and side slopes.
  - 12) Restoration of erosion controls.
  - 13) Cleaning culverts and drains.

- 14) Removing slides and restoring facilities damaged by slides. (Additional new facilities shall be considered construction.)
- 15) Mowing, tree trimming and watering.
- 16) Replacing top soil, sod, shrubs, trees, irrigation facilities, etc. on street and roadside.
- 17) Repairing curb, gutter, rip-rap, underdrain, culverts and drains.
- 18) Cleaning, painting and repairing bridges and structures.
- 19) All snow control operations such as the erection of snow fences and the actual removal of snow and ice from the traveled way.
- 20) Repainting of pavements, striping and marking to the same standards.
- 21) Repainting and repairing of signs, guardrails, traffic signals, lighting standards, etc.
- 22) Servicing lighting systems and street or road traffic control devices.
- 23) Furnishing of power for street and road lighting and traffic control devices.
- 24) Developing and maintaining programs which enhance management of transportation facilities such as travel demand models and pavement management programs.
- 25) Purchase of equipment used exclusively for road maintenance.

c. Overhead shall be defined as those elements of cost necessary in the production of an article or performance of a service which are of such a nature that the amount applicable to the functions are not readily discernible. Usually they relate to those objects of expenditure which do not become an integral part of the finished product or service. Examples of overhead components are shown below and are comprised of costs which cannot be identified or charged to a project, unless an arbitrary allocation basis is used. Overhead will only be allowed via an approved cost allocation plan or an equitable and auditable distribution of overhead among all departments.

- 1) Payroll
- 2) Facilities
- 3) Advertising
- 4) General Government
- 5) Department Accounts/Finance
- 6) Procurement
- 7) Top Management
- 8) General Accounting/Finance
- 9) Personnel
- 10) Data Processing
- 11) Legal Costs

#### **E. Ineligible Expenditures**

Policy VLS-13: Although many types of work may be classified as "construction," this does not make them automatically eligible for expenditures of Measure I funds. To be eligible, the work must be for street and road purposes.

a. Following is a list of the types of expenditures which are not eligible for financing with Measure funds:

- 1) Costs of rearranging non-highway facilities, including utility relocation, when not a legal road or street obligation.
- 2) New (first installation of) utilities, including water mains, sanitary sewers and other nonstreet facilities.
- 3) Costs of leasing property or right-of-way, except when required for construction work purposes on a temporary basis.
- 4) The costs of constructing or improving a street or area for parking purposes, except for the width normally required for parking adjacent to the traveled way and within the right-of-way, or

when off-street parking facilities are constructed in lieu of widening a street to improve the flow of traffic.

- 5) Decorative lighting.
- 6) Park features such as benches, playground equipment, and rest rooms.
- 7) Work outside the right-of-way which is not a specific right-of-way obligation.
- 8) Equestrian under and overpasses or other similar structures for any other special interest group unless as a part of a right-of-way obligation.
- 9) Construction, installation or maintenance of cattle guards.
- 10) Acquisition of buses or other mass transit vehicles or maintenance and operating costs for mass transit power systems or passenger facilities, other than to specifically serve elderly and handicapped persons.
- 11) Maintenance or construction on alleys that have not been formally accepted into the city or county street system. ~~Maintenance or construction on alleys which have not been formally designated as part of the a city or county street and road system.~~
- 12) Non-street related salaries and benefits.
- 13) Driveways outside of the street and road right-of-way.
- 14) Electronic speed control devices or other non-highway related safety expenditures.

#### **F. Accounting Requirements**

Policy VLS-14: Each local jurisdiction shall establish a Special Measure I 2010-2040 Transportation Sales Tax Fund. This fund is a special revenue fund utilized to account for proceeds of specific revenue sources that are legally restricted to expenditures for street purposes. Jurisdictions should use the modified accrual basis of accounting

Policy VLS-15: The following requirements are to provide guidance on the specific accounting treatment as it relates to the Special Measure I Transportation Sales Tax Fund.

- a. All apportionments shall be deposited directly into the Special Measure I Transportation Sales Tax Fund.
- b. Interest received by a jurisdiction from the investment of money in its Special Measure I Sales Tax Fund shall be deposited in the fund and shall be used for street purposes.
- c. Segregation must be maintained within the Special Measure I Transportation Sales Tax Fund to show separate balances for each subarea (County only).
- d. If other revenues are commingled in the Special Measure I Transportation Sales Tax Fund, it is the responsibility of the jurisdiction to provide accurate and adequate documentation to support revenue and expenditure allocation, as well as segregated balances.
- e. It is allowable to fund prior year expenditures with current year revenues and/or fund balance as long as funded projects are included in the adopted Five-Year Capital Improvement Program and accounting clearly identifies the project and other pertinent data to establish a clear audit trail.
- f. If a project is deemed ineligible in the annual Compliance Audit, the Measure I funds used on that project must be repaid to the Special Measure I Transportation Sales Tax Fund in accordance with Policy VLS-19.

Policy VLS-16: Any interest earned on investment of Measure I Transportation Sales Tax Funds must be deposited in the Special Measure I Transportation Sales Tax Fund. Any jurisdiction not electing to invest its Measure I funds but at the same time investing most of its other available funds should deposit the Measure I funds in a separate account to clearly indicate that no such monies were invested. If Measure I Transportation Sales Tax funds are invested, they must receive their equitable proration of interest earned on the total funds invested. Several methods are available to determine an equitable distribution of interest earned. Whatever method is employed, it will be analyzed during audit to determine reasonableness and confirm distribution to the Special Measure I Transportation Sales

Tax Fund. It is recommended that a distribution based on average monthend cash balances be employed. In addition, if the interest distribution methodology allows for negative distributions, they will be disallowed. No interest charges based on negative cash and fund balances will be allowed.

Policy VLS-17: Reimbursements of Measure I Transportation Sales Tax Funds previously expended for street and road construction or right-of-way purposes, from whatever source, must be deposited in the Special Measure I Transportation Sales Tax Fund. This includes but is not limited to:

- Federal Aid Urban projects
- Redevelopment agencies
- Cooperative agreements
- Right-of-way dispositions
- Federal and safety projects

Policy VLS-18: Records:

a. Source Documentation - On construction or purchase of right-of-way, all expenditures charged to the Measure I Transportation Sales Tax Fund must be supported by a warrant or other source document (invoice, requisition, time sheet, equipment rental charge, engineering plans, specifications and other pertinent data) clearly identifying the project and other pertinent data to establish a clear audit trail.

b. Retention Period - All source documents, together with the accounting records, are deemed to be the official records of the jurisdiction and must be retained by the jurisdiction for five (5) years.

Policy VLS-19: If Measure I Transportation Sales Tax Funds are determined through the annual audit to have been used for ineligible expenses, the jurisdiction must repay those funds within six months of completion of the audit that discovered the ineligible use. If the jurisdiction is unable to repay those expenses through an internal transfer to the Measure I Transportation Sales Tax Fund from another source, then a Repayment Agreement must be approved by both the Jurisdiction and the SANBAG Board of Directors.

#### V. REVISION HISTORY

Revision No.	Revisions	Adopted
0	Adopted by the Board of Directors.	04/01/2009
1	<u>Revisions adopted by the Board of Directors.</u>	<u>Mm/dd/Year</u>

San Bernardino Associated Governments	<b>Policy</b>	<b>40012</b>
Adopted by the Board of Directors April 1, 2009	Revised	Mo/Dy/Year
<b>Victor Valley Local Streets (VCLS) Program Measure I 2010-2040 Strategic Plan</b>	Revision No.	1

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Note: This notice is only in effect when policy is posted to the SANBAG website.

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**I. PURPOSE**

The purpose of this policy is to establish requirements for the Victor Valley Local Streets Program, including project eligibility, adoption of Five Year Plans by local jurisdictions, accounting requirements, and development mitigation requirements.

**II. REFERENCES**

Ordinance No. 04-01 of the San Bernardino County Transportation Authority, Exhibit A – Transportation Expenditure Plan.

SANBAG Congestion Management Program

**III. DEFINITIONS**

**Local Street Program:** Measure I program in all subareas that provides funds through a pass-through mechanism directly to local jurisdictions for expenditure on street and road construction, repair, maintenance and other eligible local transportation priorities. Local Street Program funds can be used flexibly for any eligible transportation purpose determined to be a local priority, including local streets, major highways, state highway improvements, freeway interchanges, transit, and other improvements/programs to maximize use of transportation facilities.

**Allocation:** An action by the SANBAG Board of Directors to assign a specific amount of Measure I funds from a Measure I program to a project. The allocation decision is made annually by the Board of Directors by March of each year. Allocation of Local Street Program funds occur monthly as a direct pass-through to local jurisdictions.

**Five Year Plan:** A plan of projected local jurisdiction expenditures for the next five years on Local Street Projects eligible for Local Streets Program funds, updated annually and submitted to SANBAG by local jurisdictions.

**IV. POLICIES FOR THE VICTOR VALLEY LOCAL STREETS PROGRAM**

**A. Local Streets Allocation**

Policy VCLS-1 Each jurisdiction shall receive an allocation from 70% of the Measure I revenue, after reservation of 2% collected in the subarea for Project Development and Traffic Management Systems. The allocation methodology is determined based on:

- 50% population. The population estimate for making the per capita calculation shall be determined by SANBAG each year based on the State Department of Finance population estimate. Annual adjustments to the population estimates are made mid-year, based on availability of DOF estimates. Following approval of the population estimates by the Board, adjustments will be made to the local pass through fund allocations retroactive to January 1 of the year.
- 50% return to source. The sales tax estimates provided by the State Board of Equalization, updated quarterly based on the prior quarter's financial data, shall be used as the basis for making the return to source calculations.

Policy VVLS-2: Local jurisdictions shall not receive their Local Streets Allocation until they have submitted their annual update of their Five Year Plan.

Policy VVLS-3: The Local Streets allocation shall be remitted to local jurisdictions monthly.

Policy VVLS-4: Local Streets Allocations remitted from January 1 until such time as the State Department of Finance has issued their population figures and SANBAG has made the per capita calculation, shall be based on the prior year's calculation. Once the per capita calculation has been made, the calculation will be applied retroactively to January 1 and amounts received by local jurisdictions will be adjusted to account for the difference in the amount remitted during the retroactive period and the amount that should have been remitted adjusted for the new per capita calculation.

Policy VVLS-5: Local Streets Allocations sales tax generation portion will be based on the prior quarter's data. Because of the lag in receiving sales tax data from the Board of Equalization, the Sales Tax Generation calculations for that portion of the Local Streets Allocation will be calculated using the data from the prior quarter. (Example: During the months of January, February and March SANBAG will use the local sales tax generation figure derived from the fourth quarter of the previous calendar year.)

Policy VVLS-6: SANBAG will make the monthly allocations using the following procedure:

- Determine total amount of Measure I Sales Tax generated in the subarea from information submitted by the State Board of Equalization.
- Multiply the total Measure I Sales Tax received for the month by 0.68 to arrive at the total amount of Local Streets Program funds available for distribution to local jurisdictions.
- Divide the Local Streets Program fund into two 50% pools of funding: Allocate the two pools of funding based on:
  - a jurisdiction's population share of the entire subarea population.
  - jurisdiction's share of sales tax generation within the total subarea.
- Add the population based component and the sales tax based component of each jurisdiction's allocation to arrive at the total Local Streets Allocation for each jurisdiction.
- Remit payment of Local Streets Program fund to local jurisdiction.

Policy VVLS-7: The Local Streets program allocation will be decreased by 0.5% beginning in 2015 with additional decreases of 0.5% every five years thereafter to a maximum of 2.5% to be allocated to the Senior and Disabled Transit Service Program. This change in allocation will occur automatically unless each jurisdiction in the subarea makes a finding that such increase in Senior and Disabled Transit Service Program is not needed to address unmet transit needs of senior and disabled transit users.

## **| B. Development Fair Share Contribution**

Policy VVLS-8: A development mitigation fair share contribution is required by Measure I 2010-2040 for all capacity improvement projects on the Nexus Study Network contained in the most recent Board-adopted version of the in the urbanized Victor Valley. The urbanized Victor Valley is

defined as the cities of Adelanto, Hesperia, Victorville, Town of Apple Valley and their spheres of influence.

Policy VVLS-9: A development mitigation fair share contribution is required by Measure I 2010-2040 for all capacity improvement projects as identified by Traffic Impact Analysis (TIA) reports as required by the Congestion Management Program in the non-urban areas. The amount of the Development Fair Share Contribution for each project is defined by the traffic mitigation measures identified in the related TIA reports.

Policy VVLS-10: Annually as part of its audit of each jurisdictions' use of Measure I funds, SANBAG will specifically review development mitigation contribution records for capacity improvements to Nexus Study Network facilities. If a material finding is made in the audit showing that the development share contribution was not made, SANBAG may, as the Congestion Management Agency, withhold Section 2105 Gas Tax funds or Measure I Local Street Allocations until the jurisdiction shows that they are in compliance with the Congestion Management Program.

Policy VVLS-11: Jurisdictions may borrow from other internal accounts (i.e. within their own jurisdictions) to fund the required development fair share. The development mitigation account shall reimburse the source of the loan as development occurs.

#### C. Five Year Plan

Policy VVLS-12: Each local jurisdiction is required to annually adopt a Five Year Capital Improvement Plan which details the specific projects to be funded using Measure I Local Pass-Through Funds. Expenditures of Measure I Local Pass Through Funds must be detailed in the Five Year Capital Improvement Plan and approved by the governing body

Policy VVLS-13: Five Year Capital Improvement Plans shall:

- a. Specifically identify improvements to be funded by Measure I by street name, boundaries, and project type, subject to eligibility requirements listed in Section D below.
- b. Constrain the total amount of planned expenditures to 150% of SANBAG's forecasted revenue for Measure I Local Pass-Through Funds, ~~plus any fund balances and/or revenue resulting from bonds secured by Measure I revenue, and remaining balances from previous year allocations.~~
- c. Include no more than 50% of estimated annual new revenue to general program categories for pavement management programs, system improvements, and general maintenance or other miscellaneous categorical expenditures. Carryover fund balance shall not be used for general program categories.

A general program category is a program of work without any identified streets. If a line item in the Five Year Capital Improvement Plan includes a list of the streets to which it will apply, then it does not have to count as a general program category (i.e. a city-wide AC overlay program that lists the streets to be included in the program).

- ~~a. Include named projects totaling 50% of annual expenditures in all five years of the Five Year Plan.~~
- b. d. For capacity enhancement projects to Nexus Study Network roadways, include total estimated cost, Measure I share of project cost and development share of project cost. Maintenance projects or projects that do not enhance the capacity of a roadway do not require a development contribution to be included in the Five Year Plan.

Policy VVLS-14: Any single project expenditure in excess of \$100,000 shall be listed as an individual project and shall not be included in a general program category. A project is defined as an eligible specific road improvement.

Policy VVLS-15: The Five Year Capital Improvement Plan shall be the basis for the annual audit. Jurisdictions will have flexibility in moving projects around in their Five Year Capital Improvement Plan based on the necessities of the jurisdiction. However, in order for a project to be eligible for expenditure of Local Streets funds, the project must be included in the Five Year Capital Improvement plan. A revised Capital Improvement Plan must be provided to SANBAG by the end of each fiscal year if the project list has been changed in order for the projects to be eligible for expenditures of Local Streets funds.

#### D. Eligible Expenditures

Policy VVLS-16: Eligible expenditures include construction, maintenance, and overhead. Included below are definitions and types of eligible expenditures by category.

- a. Construction shall be defined as the building or rebuilding of streets, roads, bridges, and acquisition of rights-of-way or their component parts to a degree that improved traffic service is provided and geometric or structural improvements are effected including allocated administration and engineering necessarily incurred and directly related to the above.
  - 1) Removal of old street and roadbeds and structures, and detour costs when connected with a construction project.
  - 2) Change of alignment, profile, and cross-section.
  - 3) Addition of a frontage street or road.
  - 4) Original surfacing of shoulders.
  - 5) Installation of original traffic signs and markers on routes.
  - 6) Earthwork protective structures within or adjacent to the right-of-way area.
  - 7) Complete reconstruction or addition to a culvert.
  - 8) Reconstruction of an existing bridge or installation of a new bridge.
  - 9) Widening of a bridge.
  - 10) Installations or extensions of curb, gutter, sidewalks or underdrain (including improvements to handicap ramps to make them ADA compliant).
  - 11) Extensions and new installation of walls.
  - 12) Reconstruction of an intersection and its approximate approaches to a substantially higher type involving a change in its character and layout including changes from a plain intersection to a major channelized intersection or to grade separation and ramps.
  - 13) Placing sufficient new material on soil surface, gravel street or road to substantially improve the quality of the original surface.
  - 14) Improvement of a surface to a higher type.
  - 15) Bituminous material of 1" or more placed on bituminous or concrete material. A lesser thickness may be considered construction provided the engineer shall certify that the resulting pavement is structurally adequate to serve anticipated traffic.
  - 16) Remix existing bituminous surfacing with added materials to provide a total thickness of 1" or more. A lesser thickness may be considered construction provided the engineer shall certify that the resulting pavement is structurally adequate to serve anticipated traffic.
  - 17) Stabilization of street or road base by additive, such as cement, lime or asphaltic material.
  - 18) Widening of existing street, roadbed or pavement, with or without resurfacing.
  - 19) Addition of auxiliary lanes such as speed change, storage, or climbing lanes.
  - 20) Resurfacing, stabilizing or widening of shoulders including necessary connections to side streets or road approaches.

- 21) Installation or addition to landscape treatment such as sod, shrubs, trees, irrigation, etc.
  - 22) Extending old culverts and drains and replacing headwalls.
  - 23) Replacement of bridge rails and floors to a higher standard.
  - 24) Replacement of retaining walls to a higher standard.
  - 25) Replacement of all major signs or traffic control devices on a street or road.
  - 26) The installation of a new sign or the replacement of an old sign with one of superior design such as increased size, illumination, or overhead installations.
  - 27) Installation or improvement of traffic signal controls at intersections and protective devices at railroad grade crossings.
  - 28) Installation or expansion of street or road lighting system.
  - 29) Replacement in kind, when legally required, of structures which are required to be relocated for street and road purposes.
  - 30) Construction of bikeways when they are an integral part of the Public Streets and Highways System.
  - 31) Extension or new installation of guardrails, fences, raised medians or barriers for traffic safety.
  - 32) Painting or rearrangement of pavement striping and markings, or repainting to a higher standard.
  - 33) Construction of pedestrian underpasses or overhead crossing for the general public use.
  - 34) Purchase and installation of traffic signal control equipment including traffic actuated equipment, radio or other remote control devices and related computers, software and that portion of preemption equipment not mounted on motor vehicles.
  - 34) ~~35) Maintenance or construction on alleys that have been formally accepted into the city or county street system. Improvements on alleys that are on a formally designated city or county street and road system.~~
- b. Maintenance shall be defined as the preservation and upkeep of a street or road to its constructed condition and the operation of a street or road facility and its integral services to provide safe, convenient and economical highway transportation. Examples of Maintenance include:
- 1) Scarifying, reshaping and restoring material losses.
  - 2) Applying dust palliatives.
  - 3) Patching, repairing, surface treating, and joint filling on bituminous or concrete surfaces.
  - 4) Jacking concrete pavements.
  - 5) Repair of traveled way and shoulders.
  - 6) Bituminous material of less than 1" added to bituminous material including seal coats.
  - 7) Remix existing bituminous surfacing with added materials to provide a total thickness of less than 1". (See exception under Construction, example 16.)
  - 8) Patching operations including base restoration.
  - 9) Resealing street or road shoulders and side street and road approaches.
  - 10) Reseeding and resodding shoulders and approaches.
  - 11) Reshaping of drainage channels and side slopes.
  - 12) Restoration of erosion controls.
  - 13) Cleaning culverts and drains.
  - 14) Removing slides and restoring facilities damaged by slides. (Additional new facilities shall be considered construction.)
  - 15) Mowing, tree trimming and watering.
  - 16) Replacing top soil, sod, shrubs, trees, irrigation facilities, etc. on street and roadside.
  - 17) Repairing curb, gutter, rip-rap, underdrain, culverts and drains.
  - 18) Cleaning, painting and repairing bridges and structures.
  - 19) All snow control operations such as the erection of snow fences and the actual removal of snow and ice from the traveled way.
  - 20) Repainting of pavements, striping and marking to the same standards.
  - 21) Repainting and repairing of signs, guardrails, traffic signals, lighting standards, etc.

- 22) Servicing lighting systems and street or road traffic control devices.
- 23) Furnishing of power for street and road lighting and traffic control devices.
- 24) Developing and maintaining programs which enhance management of transportation facilities such as travel demand models and pavement management programs.
- ~~24)25)~~ Purchase of equipment used exclusively for road maintenance.

c. Overhead shall be defined as those elements of cost necessary in the production of an article or performance of a service which are of such a nature that the amount applicable to the functions are not readily discernible. Usually they relate to those objects of expenditure which do not become an integral part of the finished product or service. Examples of overhead components are shown below and are comprised of costs which cannot be identified or charged to a project, unless an arbitrary allocation basis is used. Overhead will only be allowed via an approved cost allocation plan or an equitable and auditable distribution of overhead among all departments.

- ~~25)1)~~ Payroll
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- ~~35)11)~~ Legal Costs

#### E. Ineligible Expenditures

Policy VVLS-17: Although many types of work may be classified as "construction," this does not make them automatically eligible for expenditures of Measure I funds. To be eligible, the work must be for street and road purposes.

- a. Following is a list of the types of expenditures which are not eligible for financing with Measure funds:
  - 1) Costs of rearranging non-highway facilities, including utility relocation, when not a legal road or street obligation.
  - 2) New (first installation of) utilities, including water mains, sanitary sewers and other nonstreet facilities.
  - 3) Costs of leasing property or right-of-way, except when required for construction work purposes on a temporary basis.
  - 4) The costs of constructing or improving a street or area for parking purposes, except for the width normally required for parking adjacent to the traveled way and within the right-of-way, or when off-street parking facilities are constructed in lieu of widening a street to improve the flow of traffic.
  - 5) Decorative lighting.
  - 6) Park features such as benches, playground equipment, and rest rooms.
  - 7) Work outside the right-of-way which is not a specific right-of-way obligation.
  - 8) Equestrian under and overpasses or other similar structures for any other special interest group unless as a part of a right-of-way obligation.
  - 9) Construction, installation or maintenance of cattle guards.
  - 10) Acquisition of buses or other mass transit vehicles or maintenance and operating costs for mass transit power systems or passenger facilities, other than to specifically serve elderly and handicapped persons.
  - ~~11) Maintenance or construction on alleys that have not been formally accepted into the city or county street system. Maintenance or construction on alleys which have not been formally designated as part of the a city or county street and road system.~~
  - ~~12)11)~~ Non-street related salaries and benefits.

~~13)~~ 12) Driveways outside of the street and road right-of-way.

14) 13) Electronic speed control devices or other non-highway related safety expenditures.

#### F. Accounting Requirements

Policy VVLS-18: Each local jurisdiction shall establish a Special Measure I 2010-2040 Transportation Sales Tax Fund. This fund is a special revenue fund utilized to account for proceeds of specific revenue sources that are legally restricted to expenditures for street purposes. Jurisdictions should use the modified accrual basis of accounting.

Policy VVLS-19: The following requirements are to provide guidance on the specific accounting treatment as it relates to the Special Measure I Transportation Sales Tax Fund.

a. All apportionments shall be deposited directly into the Special Measure I Transportation Sales Tax Fund.

b. Interest received by a jurisdiction from the investment of money in its Special Measure I Sales Tax Fund shall be deposited in the fund and shall be used for street purposes.

c. Segregation must be maintained within the Special Measure I Transportation Sales Tax Fund to show separate balances for each subarea (County only).

d. If other revenues are commingled in the Special Measure I Transportation Sales Tax Fund, it is the responsibility of the jurisdiction to provide accurate and adequate documentation to support revenue and expenditure allocation, as well as segregated balances.

e. It is allowable to fund prior year expenditures with current year revenues and/or fund balance as long as funded projects are included in the adopted Five-Year Capital Improvement Program and accounting clearly identifies the project and other pertinent data to establish a clear audit trail.

f. If a project is deemed ineligible in the annual Compliance Audit, the Measure I funds used on that project must be repaid to the Special Measure I Transportation Sales Tax Fund in accordance with Policy VVLS-23.

Policy VVLS-20: Any interest earned on investment of Measure I Transportation Sales Tax Funds must be deposited in the Special Measure I Transportation Sales Tax Fund. Any jurisdiction not electing to invest its Measure I funds but at the same time investing most of its other available funds should deposit the Measure I funds in a separate account to clearly indicate that no such monies were invested. If Measure I Transportation Sales Tax funds are invested, they must receive their equitable proration of interest earned on the total funds invested. Several methods are available to determine an equitable distribution of interest earned. Whatever method is employed, it will be analyzed during audit to determine reasonableness and confirm distribution to the Special Measure I Transportation Sales Tax Fund. It is recommended that a distribution based on average monthend cash balances be employed. In addition, if the interest distribution methodology allows for negative distributions, they will be disallowed. No interest charges based on negative cash and fund balances will be allowed.

Policy VVLS-21: Reimbursements of Measure I Transportation Sales Tax Funds previously expended for street and road construction or right-of-way purposes, from whatever source, must be deposited in the Special Measure I Transportation Sales Tax Fund. This includes but is not limited to:

- Federal Aid Urban projects

- Redevelopment agencies
- Cooperative agreements
- Right-of-way dispositions
- Federal and safety projects

Policy VVLS-22: Records

a. Source Documentation - On construction or purchase of right-of-way, all expenditures charged to the Measure I Transportation Sales Tax Fund must be supported by a warrant or other source document (invoice, requisition, time sheet, equipment rental charge, engineering plans, specifications and other pertinent data) clearly identifying the project and other pertinent data to establish a clear audit trail.

b. Retention Period - All source documents, together with the accounting records, are deemed to be the official records of the jurisdiction and must be retained by the jurisdiction for five (5) years.

Policy VVLS-23: If Measure I Transportation Sales Tax Funds are determined through the annual audit to have been used for ineligible expenses, the jurisdiction must repay those funds within six months of completion of the audit that discovered the ineligible use. If the jurisdiction is unable to repay those expenses through an internal transfer to the Measure I Transportation Sales Tax Fund from another source, then a Repayment Agreement must be approved by both the Jurisdiction and the SANBAG Board of Directors.

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**V. REVISION HISTORY**

Revision No.	Revisions	Adopted
0	Adopted by the Board of Directors.	04/01/2009
1	Revisions adopted by the Board of Directors	Mo/Dy/Year

San Bernardino Associated Governments	<b>Policy</b>	<b>40016</b>
Adopted by the Board of Directors April 1, 2009	Revised	Mn/Dy/Year
<b>Rural Mountain/Desert Subareas Local Streets Program (MDLS) Measure I 2010-2040 Strategic Plan</b>	Revision No.	1

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

Note: This notice is only in effect when policy is posted to the SANBAG website.

**Table of Contents**

| Purpose | References | Definitions | Revision History |

Note: This area is used to link to bookmarks inserted in the main paragraph headings.

**I. PURPOSE**

The purpose of this policy is to establish requirements for the Local Streets Programs for the Colorado River, Morongo Basin, Mountains, and North Desert subareas, including project eligibility, adoption of Five Year Plans by local jurisdictions, accounting requirements, and development mitigation requirements.

**II. REFERENCES**

Ordinance No. 04-01 of the San Bernardino County Transportation Authority, Exhibit A – Transportation Expenditure Plan

**III. DEFINITIONS**

**Local Street Program:** Measure I program in all subareas that provides funds through a pass-through mechanism directly to local jurisdictions for expenditure on street and road construction, repair, maintenance and other eligible local transportation priorities. Local Street Program funds can be used flexibly for any eligible transportation purpose determined to be a local priority, including local streets, major highways, state highway improvements, freeway interchanges, transit, and other improvements/programs to maximize use of transportation facilities.

**Allocation:** An action by the SANBAG Board of Directors to assign a specific amount of Measure I funds from a Measure I program to a project. The allocation decision is made annually by the Board of Directors by March of each year. Allocation of Local Street Program funds occur monthly as a direct pass-through to local jurisdictions.

**Five Year Plan:** A plan of projected local jurisdiction expenditures for the next five years on Local Street Projects eligible for Local Streets Program funds, updated annually and submitted to SANBAG by local jurisdictions.

**IV. POLICIES FOR THE RURAL MOUNTAIN/DESERT SUBAREAS LOCAL STREETS PROGRAM**

**A. Local Streets Allocation**

Policy MDLS-1: Each jurisdiction shall receive an allocation from 70% of the Measure I revenue, after reservation of 2% collected in the subarea for Project Development and Traffic Management Systems. The allocation methodology is determined based on:

- 50% population. The population estimate for making the per capita calculation shall be determined by SANBAG each year based on the State Department of Finance population estimate. Annual adjustments to the population estimates are made mid-year, based on availability of DOF estimates. Following approval of the population estimates by the Board, adjustments will be made to the local pass through fund allocations retroactive to January 1 of the year.
- 50% return to source. The sales tax estimates provided by the State Board of Equalization, updated quarterly based on the prior quarter's financial data, shall be used as the basis for making the return to source calculations.

Policy MDLS-2: Local jurisdictions shall not receive their Local Streets allocation until they have submitted their annual update of their Five Year Plan.

Policy MDLS-3: The Local Streets Allocation shall be remitted to local jurisdictions monthly.

Policy MDLS-4: Local Streets Allocations remitted from January 1 until such time as the State Department of Finance has issued their population figures and SANBAG has made the per capita calculation, shall be based on the prior year's calculation. Once the per capita calculation has been made, the calculation will be applied retroactively to January 1 and amounts received by local jurisdictions will be adjusted to account for the difference in the amount remitted during the retroactive period and the amount that should have been remitted adjusted for the new per capita calculation.

Policy MDLS-5: Local Streets Allocations sales tax generation portion will be based on the prior quarter's data. Because of the lag in receiving sales tax data from the Board of Equalization, the Sales Tax Generation calculations for that portion of the Local Streets Allocation will be calculated using the data from the prior quarter. (Example: During the months of January, February and March SANBAG will use the local sales tax generation figure derived from the fourth quarter of the previous calendar year.)

Policy MDLS-6: SANBAG will make the monthly allocations using the following procedure:

- a. Determine total amount of Measure I Sales Tax generated in the subarea from information submitted by the State Board of Equalization.
- b. Multiply the total Measure I Sales Tax received for the month by 0.68 to arrive at the total subarea Local Streets Allocation.
- c. Divide the Local Streets Program fund into two 50% pools of funding: Allocate the two pools of funding based on:
  - 1) a jurisdiction's population share of the entire subarea population.
  - 2) jurisdiction's share of sales tax generation within the total subarea.
- d. Add the population based component and the sales tax based component of each jurisdiction's allocation to arrive at the total Local Streets Allocation for each jurisdiction.
- e. Remit payment of Local Streets Program fund to local jurisdiction.

Policy MDLS-7: Upon each jurisdiction in a particular subarea making a finding that an increase in Senior and Disabled Transit Service is needed to meet the unmet transit needs of senior and disabled users, the Local Streets allocation may be reduced and that allocation may be shifted to the Senior and Disabled Transit Service Program for that subarea.

## **B. Development Fair Share Contribution**

Policy MDLS-8: Development mitigation for Local Street projects in the Rural Mountain/Desert is required by Measure I 2010-2040 for all capacity improvement projects for transportation facilities as identified by a Traffic Impact Analysis (TIA) report as required by the Congestion Management

Program. The amount of the development mitigation for each project is defined by the traffic mitigation measures identified in the related TIA reports.

Policy MDLS-9: Annually as part of its audit of each jurisdictions' use of Measure I funds, SANBAG will specifically look to make sure that the development mitigation towards capacity improvements identified in TIAs is accounted for. If a material finding is made in the audit showing that a contribution of development mitigation was not made as identified by a TIA, then SANBAG may, as the Congestion Management Authority, withhold Section 2105 Gas Tax funds or Measure I Local Street Allocations until the jurisdiction shows that they are in compliance with the Congestion Management Plan.

### C. Five Year Plan

Policy MDLS-10: Each local jurisdiction is required to annually adopt a Five Year Capital Improvement Plan which details the specific projects to be funded using Measure I Local Pass-Through Funds. Expenditures of Measure I Local Pass Through Funds must be detailed in the Five Year Capital Improvement Plan and adopted by resolution of the governing body.

Policy MDLS-11: Five Year Capital Improvement Plans shall;

- a. ~~Specifically identify road improvements to be funded by Measure I, signals, and intersection improvements by street name, boundaries, and project type, subject to eligibility requirements listed in Section D below.~~ The following guidelines apply:

~~Project types may include pavement overlay, construction, reconstruction, widening, or other improvements.~~

- b. ~~In developing the Five Year Capital Improvement Plans, it is recommended that each jurisdiction~~ Constrain the total annual amount of the Measure I-planned expenditures to 150% of SANBAG's forecasted annual revenue for Measure I Local Pass-Through Funds for the adopting jurisdiction or County subarea, plus any fund balances and/or revenue resulting from bonds secured by Measure I revenue, and remaining balances from previous year allocations.

- c. Include no more than 50% of estimated annual new revenue to general program categories for pavement management programs, system improvements, and general maintenance or other miscellaneous categorical expenditures. Carryover fund balance shall not be used for general program categories.

A general program category is a program of work without any identified streets. If a line item in the Five Year Capital Improvement Plan includes a list of the streets to which it will apply, then it does not have to count as a general program category (i.e. a city-wide AC overlay program that lists the streets to be included in the program).

- b. ~~Five Year Capital Improvement Plans may include general program categories for pavement management programs, system improvements, and general maintenance. The maximum total expenditures of all general program categories in any year shall not exceed 50 percent of SANBAG's total annual forecast revenue for the jurisdiction or County subarea.~~

Policy MDLS-12: Any single project expenditure in excess of \$100,000 shall be listed as an individual project and shall not be included in a general program category. A project is defined as an eligible specific road improvement.

Policy MDLS-13: The Five Year Capital Improvement Plan shall be the basis for the annual audit. Jurisdictions will have flexibility in moving projects around in their Five Year Capital Improvement Plan based on the necessities of the jurisdiction. However, in order for a project to be eligible for expenditure of Local Streets funds, the project must be included in the Five Year Capital Improvement plan. A revised Capital Improvement Plan must be provided to SANBAG by the end

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of each fiscal year if the project list has been changed in order for the projects to be eligible for expenditures of Local Streets funds.

#### **D. Eligible Expenditures**

Policy MDLS-14: Eligible expenditures include construction, maintenance, and overhead. Included below are definitions and types of eligible expenditures by category.

- a. Construction shall be defined as the building or rebuilding of streets, roads, bridges, and acquisition of rights-of-way or their component parts to a degree that improved traffic service is provided and geometric or structural improvements are effected including allocated administration and engineering necessarily incurred and directly related to the above.
  - 1) Removal of old street and roadbeds and structures, and detour costs when connected with a construction project.
  - 2) Change of alignment, profile, and cross-section.
  - 3) Addition of a frontage street or road.
  - 4) Original surfacing of shoulders.
  - 5) Installation of original traffic signs and markers on routes.
  - 6) Earthwork protective structures within or adjacent to the right-of-way area.
  - 7) Complete reconstruction or addition to a culvert.
  - 8) Reconstruction of an existing bridge or installation of a new bridge.
  - 9) Widening of a bridge.
  - 10) Installations or extensions of curb, gutter, sidewalks or underdrain (including improvements to handicap ramps to make them ADA compliant).
  - 11) Extensions and new installation of walls.
  - 12) Reconstruction of an intersection and its approximate approaches to a substantially higher type involving a change in its character and layout including changes from a plain intersection to a major channelized intersection or to grade separation and ramps.
  - 13) Placing sufficient new material on soil surface, gravel street or road to substantially improve the quality of the original surface.
  - 14) Improvement of a surface to a higher type.
  - 15) Bituminous material of 1" or more placed on bituminous or concrete material. A lesser thickness may be considered construction provided the engineer shall certify that the resulting pavement is structurally adequate to serve anticipated traffic.
  - 16) Remix existing bituminous surfacing with added materials to provide a total thickness of 1" or more. A lesser thickness may be considered construction provided the engineer shall certify that the resulting pavement is structurally adequate to serve anticipated traffic.
  - 17) Stabilization of street or road base by additive, such as cement, lime or asphaltic material.
  - 18) Widening of existing street, roadbed or pavement, with or without resurfacing.
  - 19) Addition of auxiliary lanes such as speed change, storage, or climbing lanes.
  - 20) Resurfacing, stabilizing or widening of shoulders including necessary connections to side streets or road approaches.
  - 21) Installation or addition to landscape treatment such as sod, shrubs, trees, irrigation, etc.
  - 22) Extending old culverts and drains and replacing headwalls.
  - 23) Replacement of bridge rails and floors to a higher standard.
  - 24) Replacement of retaining walls to a higher standard.
  - 25) Replacement of all major signs or traffic control devices on a street or road.
  - 26) The installation of a new sign or the replacement of an old sign with one of superior design such as increased size, illumination, or overhead installations.
  - 27) Installation or improvement of traffic signal controls at intersections and protective devices at railroad grade crossings.

- 28) Installation or expansion of street or road lighting system.
- 29) Replacement in kind, when legally required, of structures which are required to be relocated for street and road purposes.
- 30) Construction of bikeways when they are an integral part of the Public Streets and Highways System.
- 31) Extension or new installation of guardrails, fences, raised medians or barriers for traffic safety.
- 32) Painting or rearrangement of pavement striping and markings, or repainting to a higher standard.
- 33) Construction of pedestrian underpasses or overhead crossing for the general public use.
- 34) Purchase and installation of traffic signal control equipment including traffic actuated equipment, radio or other remote control devices and related computers, software and that portion of preemption equipment not mounted on motor vehicles.
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