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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
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## **Revised Support Material Agenda Item No. 6**

### **Commuter Rail and Transit Committee Meeting**

**March 12, 2015**

**9:00 a.m.**

Location:

**SANBAG**

**First Floor Lobby**

**1170 W. 3<sup>rd</sup> Street, San Bernardino, California 92410**

### **Discussion Calendar**

#### **Administrative Matters**

##### **SANBAG Fiscal Year 2015/2016 Budget – Commuter Rail and Transit Task Review**

That the Commuter Rail and Transit Committee recommend the Board review and provide direction relative to proposed tasks to be included in the Fiscal Year 2015/2016 Budget.

*This item was revised to include narratives for Task 0500 and Task 0550 as part of the attachment.*

## **Fund Administration & Programming**

### **Task 0500 Fund Administration**

#### **Purpose**

Facilitate and oversee the timely and effective use of funding provided by a variety of Federal and State revenue sources, such as the Moving Ahead for Progress in the 21st Century Act (MAP-21), the State Transportation Improvement Program (STIP), and the State Proposition 1B Bond programs. Funds administered under this task include Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ), Active Transportation Program (ATP), Regional Improvement Program (RIP), various State Proposition 1B Bond programs, Federal Transit Administration (FTA) programs, Local Transportation Funds (LTF) and State Transit Assistance Funds (STAF) made available by the Transportation Development Act (TDA), Low Carbon Transit Operations Program (LCTOP), and various federal appropriations.

#### **Accomplishments**

Accomplishments include obtaining additional State and Federal funding revenues through strategic fund management and timely delivery of existing committed funds. SANBAG manages use of the above funding categories within San Bernardino County and provides local agencies and transit operators with information on these programs as well, including fund availability through State and Federal transportation programs and transportation program guidelines, requirements, policies, and schedules. SANBAG is responsible for conducting the project selection, prioritization, and allocation of funds to projects to be funded through State and Federal fund sources such as RIP, STP, CMAQ, and other programs listed above. SANBAG has developed program management procedures to maximize State and Federal funding levels and guard against loss of State and Federal funds administered by SANBAG because of failure to achieve timely obligation, as well as a policy to monitor that long-term distribution of State and Federal funds is equitable among subareas of the County. In addition, SANBAG acts as a liaison between local agencies and transit operators and the California Department of Transportation (CALTRANS), the California Transportation Commission (CTC), the County Auditor/Controller, and federal agencies to assist local implementation of projects funded by State and Federal sources.

#### **Work Elements**

1. Allocate State and Federal funds to maximize delivery of high priority transportation projects within San Bernardino County, and integrate use of these funds with local and private funds in a way that maximizes project delivery, complies with Measure I Strategic Plan Policy, and minimizes administrative burdens.
2. Identify opportunities to leverage funding from programs identified above in addition to the typical transportation funds allocated and programmed by SANBAG.
3. Identify eligible candidate projects for various competitive grant programs and identify responsible agencies to submit and implement projects if selected.
4. Prepare or assist in the preparation of complete project applications and claims, approvals, disbursements, and certifications and assist in meeting other program requirements.
5. Oversee SANBAG consultant on preparation of an update of the SANBAG TDA Fund Application Manual and development and implementation of a TDA database for tracking allocations and disbursements, incorporating recommendations from the current and past TDA Triennial Performance Audits.
7. Develop program-level annual delivery plans to ensure member agencies deliver projects as planned to maximize funding opportunities and guard against loss. Monitor and track obligation and implementation progress of projects funded with State and Federal funds to protect SANBAG's fiscal allocations pursuant to timely use of funds deadlines. For TDA this includes tracking monthly Board of Equalization (BOE) receipts versus estimates, quarterly interest earnings, and monthly cash balances.
8. Implement and maintain SANBAG's program/project-level database to support program management activities that ensure the region's delivery goals are met or exceeded on an annual basis, long-term projects can be adequately funded, and equity is maintained within the different subareas of the county.

## **Fund Administration & Programming**

### **Task 0500 Transportation Improvement Program**

9. Provide expertise to local agencies as requested for facilitation and implementation of local projects using State and Federal funds by participating on Project Development Teams, providing travel demand modeling support to local project sponsors, providing technical document reviews, and acting as a liaison with State and Federal agencies.
10. Coordinate with SANBAG auditor for audit of LTF and STAF funds, and monitor contract auditor work and final product for TDA claimants. Submit TDA audits to the State by the December 31 deadline.
11. Coordinate activities listed above with member agencies and transit operators through the Transportation Technical Advisory Committee (TTAC), Public and Specialized Transportation Advisory and Coordination Council (PASTACC), and other interagency forums and participate in Statewide TDA Advisory Committee meetings.

### **Product**

An objective, efficient, and timely process to allocate available transportation-related funding to the projects that provide the greatest transportation benefit relative to their cost and to ensure that all transportation funds allocated to projects within San Bernardino County are used in a timely manner without risk of loss.

### **Contract Information**

- a. Existing Contracts
  - i. 15-1001099, Transportation Development Act Services and Updates, Amount Budgeted \$242,800.
  - ii. 15-1001098, Transportation Development Act Triennial Performance Audits, Amount Budgeted \$15,000.
- b. New Contracts
  - i. RFP, On-call Air Quality Analysis, Amount Budgeted \$10,000, Total Estimated Contract Amount \$50,000.

### **Prior Year Budgeted Commitments**

The proposed Fiscal Year 2015/2016 budget includes Board approved Fiscal Year 2014/2015 appropriations in the estimated amount of \$145,000.

### **Manager**

Andrea Zureick, Director of Fund Administration and Programming

**Fund Administration & Programming**

Task 0500 Fund Administration

	2014-2015			
	2012-2013	2013-2014	Revised	2015-2016
<b>Expenditures</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>
Regular Full-Time Employees	255,588	249,861	255,588	225,806
Regular Part-Time Employees	5,066	10,897	8,140	6,600
Overtime	196	590	-	-
Fringe Allocation-General	233,918	250,695	244,674	227,037
Professional Services	13,749	-	20,000	-
Consulting Services	5,110	-	120,000	252,800
Program Management Fees	375	-	-	-
Auditing & Accounting	366,675	171,431	416,000	15,000
Legal Fees	-	-	2,000	-
Training/Membership	-	200	2,500	2,500
Postage	33	20	940	200
Travel Expense - Employee	242	2,699	8,200	6,200
Travel Expense-Mileage-Employee	234	189	2,700	700
Advertising	-	-	200	200
Printing - External	-	-	840	500
Printing - Internal	-	-	600	600
Communications	9	-	-	-
Office Expense	-	-	200	200
Meeting Expense	-	-	250	250
Office Equip/Software-Inventorial	-	-	120	-
Indirect Allocation-General	326,512	277,157	434,885	356,757
<b>Total Expenditures</b>	<b>1,207,707</b>	<b>963,739</b>	<b>1,517,837</b>	<b>1,095,350</b>

**Funding Sources**

Local Transportation Fund - Admin	462,154
Local Transportation Fund - Planning	43,629
Planning, Programming & Monitoring	589,567
<b>Total Funding Sources</b>	<b>1,095,350</b>

## **Fund Administration and Programming**

### **Task 0550 Programming**

#### **Purpose**

Facilitate and oversee the programming of transportation projects through funding provided by a variety of Federal and State revenue sources and Measure I to allow delivery of transportation projects on schedule and to demonstrate compliance with applicable State, Federal, and local fiscal constraint and air quality conformity requirements.

#### **Accomplishments**

As the County Transportation Commission and the administrator of Measure I, SANBAG is responsible for the allocation and programming of over \$350 million per year in funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), California Transportation Commission (CTC), and State and local sales taxes. In cooperation with other County Transportation Commissions, the CTC, the California Department of Transportation (CALTRANS), the Southern California Association of Governments (SCAG), and the County Auditor/Controller, SANBAG staff programs and, in some cases, disburses these funds based on the Board of Director's approved priorities and strategies as communicated through the Ten-Year Delivery Plan, program apportionments, and project-specific allocations.

#### **Work Elements**

1. Identify candidate projects for inclusion into the 2017 Federal Transportation Improvement Program (FTIP) from the SANBAG Nexus Study and Measure I 2010-2040 Strategic Plan, the Ten-Year Delivery Plan, the Regional Transportation Plan (RTP), local agencies, and CALTRANS. Prepare and provide standard application formats and procedures for proponents of candidate FTIP projects. Review local candidate project submittals for accuracy, proper detail and eligibility for respective programs, enter candidate projects into the regional database, and upload completed project information to SCAG. Prepare the required Financial Plan for San Bernardino County project submittals. Work with SCAG, CALTRANS District 8, and CALTRANS Headquarters to ensure that candidate FTIP projects meet eligibility requirements, including fiscal constraint. Prepare timely implementation reports on projects identified in the FTIP as Transportation Control Measures for air quality conformity purposes. Participate in the FTIP public process as needed, such as testifying for projects on behalf of local agencies during FTIP hearings.
2. Prepare recommendations for project funding from the 2016 State Transportation Improvement Programs (STIP) to be considered by the SANBAG Board of Directors. Meet and confer with CTC staff and Commissioners to advocate for STIP funding of key projects through the Regional and Interregional Programs as appropriate. Assist in coordination of inter-county projects during the development of STIP candidate project recommendations. Assist in development of legislative support for candidate projects.
3. Prepare and administer amendments to the FTIP and STIP including reviewing amendment requests for eligibility and completeness; transmitting amendment requests as appropriate to the SANBAG Board for approval; preparing and transmitting FTIP amendment requests to SCAG and STIP amendment requests to CALTRANS District 8; preparing a financial report for each amendment; and tracking amendment requests through the amendment process.
4. Represent San Bernardino countywide programming interests at statewide meetings such as the Regional Transportation Planning Agencies' meeting, CTC meetings, Southern California's Programming/Planning group meeting, Transportation Conformity Working Group meetings, and the California Federal Programming Group meetings.
5. Determine the distribution of FTA formula and FHWA Congestion Mitigation and Air Quality funds committed to transit projects.
6. Provide assistance to operators in the preparation of annual Section 5311 and Section 5307 Programs of Projects (POP) and grant applications, and provide concurrence with the use of Section 5307 and Section 5337 apportioned to the San Bernardino Valley by the Southern California Regional Rail Authority.

## **Fund Administration and Programming**

### **Task 0550 Programming**

7. Review and prioritize FTA Section 5310 grant applications for allocation by the SANBAG Board of Directors.
8. Allocate and disburse Local Transportation Funds (LTF) to transit operators and local agencies for public transportation, local streets and roads projects, and projects that are provided for use by pedestrians and bicycles in accordance with the Transportation Development Act (TDA) Statutes and the California Code of Regulations.
9. Allocate and disburse State Transit Assistance Funds (STAF) to transit operators for capital projects and eligible operating costs in accordance with the TDA Statutes and the California Code of Regulations.
10. Complete the 2016 update to the Measure I 2010-2040 Ten-Year Delivery Plan with current project priorities, schedules, and scopes, including the bonding strategy necessary to advance projects in accordance with the plan.
11. Distribute requests for Capital Project Needs Analyses to Valley subarea jurisdictions and SANBAG program managers and compile the responses into a comprehensive assessment of funding needs for each fiscal year. Facilitate Mountain/Desert subarea meetings when requests are received for project Major Local highway (MLH) or Project Development/Traffic Management Systems (PDTMS) allocations, and present Mountain/Desert subarea representatives' allocation recommendations to the Mountain/Desert Policy Committee and Board for approval.
12. Conduct cash-flow analyses of needs versus available revenues and develop alternatives for the allocation of Measure I funds, together with the use of State and Federal funds.
13. Reimburse jurisdictions for Measure I Project Advancement Agreements, Measure I Valley Major Street/Arterial Sub-Program, and Measure I Mountain/Desert MLH Program and PDTMS Program expenditures based on invoices received, and maintain documentation per approved funding agreements.
14. Maintain an appropriate relationship between development contributions and public share contributions according to Measure I Strategic Plan policies.
15. Distribute Measure I Local Pass Through funds to jurisdictions based on the formula specified by Ordinance to the Valley and Mountain/Desert cities and the County of San Bernardino.
16. Provide assistance in responding to inquiries from Board members, local agency staff, CALTRANS, the press, and the public about the programming status of various transportation projects.

### **Product**

Programming documents and disbursements that support the delivery of State, federal, and locally funded projects in San Bernardino County.

### **Contract Information**

- a. Existing Contracts
  - i. Various, Jurisdiction Master Agreements, Amount Budgeted \$10,000,000.
  - ii. Various, Project Advancement Agreements, Amount Budgeted \$10,569,400.
  - iii. 00-1000662, Apple Valley Yucca Loma Bridge MLH, Amount Budgeted \$3,719,300.
  - iv. 15-1001116, Apple Valley Yucca Loma Road Widening MLH, Amount Budgeted \$3,597,480 .
  - v. 15-1001119, Barstow First Avenue Bridge over BNSF MLH, Amount Budgeted \$500,000.
  - vi. 15-1001118, Barstow First Avenue Bridge over Mojave River MLH, Amount Budgeted \$1,000,000.
  - vii. 00-1000933, Los Angeles Metro High Desert Corridor PDTMS, Amount Budgeted \$455,011.
  - viii. 00-1000927, Needles Connector Project MLH, Amount Budgeted \$86,034.
  - ix. 00-1000847, San Bernardino County Yates Road MLH, Amount Budgeted \$142,593.
  - x. 15-1001157, San Bernardino County Baker Boulevard MLH, Amount Budgeted \$144,218.
  - xi. C14175, Twentynine Palms Encelia Drive Signal MLH, Amount Budgeted \$200,000.
  - xii. C14176, Twentynine Palms Lear Avenue Signal MLH, Amount Budgeted \$250,000.
  - xiii. 15-1001115, Victorville Green Tree Boulevard MLH, Amount Budgeted \$1,040,465.
  - xiv. 00-1000897, Yucca Valley, SR-62/Dumosa Avenue Signal MLH, Amount Budgeted \$200,000.

## **Fund Administration and Programming**

### **Task 0550 Programming**

#### **Prior Year Budgeted Commitments**

The proposed Fiscal Year 2015/2016 budget for Jurisdictional Master Agreements includes Board approved Fiscal Year 2014/2015 appropriations in the estimated amount of \$10,000,000.

The proposed Fiscal Year 2015/2016 budget for MLH and PDTMS allocations includes Board approved Fiscal Year 2014/2015 appropriations in the estimated amount of \$11,161,255.

The proposed Fiscal Year 2015/2016 budget for LTF payments includes Board approved Fiscal Year 2014/2015 appropriations in the amount of \$5,720,000.

The proposed Fiscal Year 2015/2016 budget for STAF payments includes Board approved Fiscal Year 2014/2015 appropriations in the amount of \$15,450,000.

#### **Manager**

Andrea Zureick, Director of Fund Administration and Programming

**Fund Administration & Programming**

Task 0550 Programming

Expenditures	2014-2015			
	2012-2013	2013-2014	Revised	2015-2016
	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	107,757	188,218	232,297	359,594
Regular Part-Time Employees	-	8,660	23,300	8,800
Overtime	94	-	100	-
Fringe Allocation-General	98,631	188,402	222,474	359,886
Professional Services	-	-	9,800	-
Consulting Services	-	-	50,000	-
Program Management Fees	1,057	-	-	-
Legal Fees	4,118	135	3,000	-
Training/Membership	-	-	1,600	1,500
Postage	-	-	775	300
Travel Expense - Employee	-	-	900	1,600
Travel Expense - Non-Employee	-	-	500	500
Travel Expense-Mileage-Employee	18	6	1,200	1,200
Travel Expense-Mileage-Non-Employee	-	-	500	-
Advertising	-	-	500	-
Printing - External	-	2,140	-	2,500
Printing - Internal	-	-	700	600
Pass-Thru Payments	54,657,306	49,246,607	63,710,091	119,637,400
Project Advancements Payments	17,109,011	18,996,482	11,361,899	10,560,651
Major Street Payments	2,014,049	2,641,109	18,494,146	10,000,000
Major Local Highway Payments	1,663,655	5,404,011	19,558,341	10,880,090
Project Develop Traffic Mgmt Sys Pmt	8,311	26,042	555,080	455,012
Office Expense	-	-	200	200
Meeting Expense	-	-	349	600
Office Equip/Software-Inventorial	-	-	126	-
Indirect Allocation-General	136,264	203,855	389,097	565,509
<b>Total Expenditures</b>	<b>75,800,271</b>	<b>76,905,667</b>	<b>114,616,975</b>	<b>152,835,942</b>

**Funding Sources**

Local Transportation Fund - Pass Through	63,300,000
Local Transportation Fund - Planning	79,953
MSI Colorado River Fund-Local Street	156,800
MSI Colorado River Fund-Major Local High	95,693
MSI Morongo Basin Fund-Local Street	1,476,900
MSI Morongo Basin Fund-Major Local Hwy	669,316
MSI Mountain Fund-Local Street	1,236,300
MSI Mountain Fund-Major Local Highway	19,316
MSI Mtn./Desert Admin	75,828
MSI North Desert Fund-Local Street	3,309,900
MSI North Desert Fund-Major Local Hwy	1,655,050
MSI Valley Admin	144,422
MSI Valley Fund-Arterials	10,000,000
MSI Valley Fund-Freeway Projects	115,467
MSI Valley Fund-Fwy Interchange	139,274
MSI Valley Fund-Grade Separations	52,138

**Fund Administration & Programming**

**Task 0550 Programming**

**Funding Sources - continued**

MSI Valley Fund-Local Street	23,547,000
MSI Valley Fund-Metrolink/Rail Service	120,590
MSI Valley Fund-Project Adv Agreements	10,560,651
MSI Victor Valley Fund-Local Street	11,160,500
MSI Victor Valley Fund-Major Local Hwy	7,281,185
MSI Victor Valley Fund-Traffic Mgmt Sys Planning, Programming & Monitoring	455,012
State Transit Assistance Fund - Pass	439,845
Victor Valley Major Local Hwy Bond Fund	15,450,000
	<u>1,294,802</u>
<b>Total Funding Sources</b>	<b><u>152,835,942</u></b>