

AGENDA

General Policy Committee Meeting

December 9, 2015

9:00 AM

Location

SANBAG

First Floor Lobby

1170 W. 3rd Street, San Bernardino, CA 92410

General Policy Committee Membership

Chair – SANBAG Vice President

Supervisor Robert Lovingood
County of San Bernardino, *MDC Chair*

SANBAG President

Council Member Ryan McEachron
City of Victorville

SANBAG Past President

Mayor L. Dennis Michael
City of Rancho Cucamonga

Mt./Desert Representatives

Mayor Pro Tem Bill Jahn
City of Big Bear Lake

Mayor Joel Klink
City of Twentynine Palms

East Valley Representatives

Council Member Dick Riddell
City of Yucaipa

Mayor Larry McCallon
City of Highland

Mayor Rhodes (Dusty) Rigsby
City of Loma Linda

Supervisor James Ramos
County of San Bernardino, *CRTC Chair*

West Valley Representatives

Mayor Dennis Yates
City of Chino

Council Member Alan Wapner
City of Ontario, *MVSS Chair*

Supervisor Janice Rutherford
County of San Bernardino

Ray Wolfe
Executive Director

Eileen Monaghan Teichert
SANBAG Counsel

**San Bernardino Associated Governments
County Transportation Commission
County Transportation Authority
County Congestion Management Agency
Service Authority for Freeway Emergencies**

AGENDA

General Policy Committee Meeting

December 9, 2015

9:00 AM

Location

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

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 Robert A. Lovingood)

- i. Pledge of Allegiance
- ii. Attendance
- iii. Announcements
- iv. Agenda Notices/Modifications - Diane Greve

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 SANBAG Board and Committee members.

CONSENT CALENDAR

Items listed on the Consent Calendar are expected to be routine and non-controversial. The Consent Calendar will be acted upon as a single motion. Items on the Consent Calendar may be removed for discussion by Board Members.

Consent - Administrative Matters

2. September, October and November 2015 Procurement Report

Receive the September, October and November 2015 Procurement Report.

Presenter: Hilda Flores

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

DISCUSSION ITEMS

Discussion - Administrative Matters

3. 2016 General Policy Committee Meeting Schedule

That the General Policy Committee recommend the Board approve the 2016 General Policy Committee meeting schedule.

Presenter: Duane Baker

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

4. Funding request for the operation, maintenance, and tenant improvements of the San Bernardino Santa Fe Depot

That the General Policy Committee recommend the Board:

A. Approve amendment to the Fiscal Year 2015/2016 budget to increase Task No. 0805 in the amount of \$118,343 for a new task total of \$176,016.

B. Approve an expenditure in an amount not-to-exceed \$50,843 for building improvements required by the Health Department in order to lease the space to caterers or other food service tenants.

Presenter: Duane Baker

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

5. Compliance Audit for Proposition 1B Transit Security Grant Program

That the General Policy Committee recommend the Board review and receive the Compliance Audit Report for Proposition 1B Transit Security Grant Program for Fiscal Year 2012/2013.

Presenter: Hilda Flores

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

6. SANBAG Fiscal Year 2016/2017 Budget Schedule

That the General Policy Committee recommend the Board approve the Fiscal Year 2016/2017 Budget Schedule.

Presenter: Hilda Flores

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

7. Budget Fiscal Year 2016/2017 Assessment Dues

That the General Policy Committee recommend the Board adopt the San Bernardino Associated Government's Fiscal Year 2016/2017 Assessment Dues.

Presenter: Hilda Flores

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

8. SANBAG Conflict of Interest Code Amendment

A. Adopt an amended Conflict of Interest Code, set forth in Policy No. 10102, updating the list of designated employees and disclosure categories; and

B. Direct the SANBAG Clerk of the Board to submit the amended Conflict of Interest Code to the San Bernardino County Board of Supervisors for approval.

Presenter: Vicki Watson

This item is not scheduled for review by any other policy or technical advisory committee. This item and amended Appendix A to Policy No. 10102 have been reviewed by SANBAG General Counsel.

9. Fiscal Year 2015/2016 Work Goals and Objectives First Quarter Report

Receive update on the Fiscal Year 2015/2016 Work Goals and Objectives.

Presenter: Raymond Wolfe

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

Discussion - Regional/Subregional Planning

10. Transportation Development Act Article 3 Phase 2 Pedestrian and Bicycle Facilities and Transit Stop Access Improvement Call for Projects

That the General Policy Committee recommend the Board authorize the release of Transportation Development Act (TDA) Article 3 Call for Projects for the following two programs:

A. Pedestrian and Bicycle Facility Projects (\$887,977)

B. Transit Stop Access Improvement Projects (\$634,287)

Presenter: Josh Lee

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

11. Development of a Regional Safe Routes to School Plan Phase II

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Commission, approve Contract No. 15-1001193 with KOA Corporation for the Safe Routes to School Plan in an amount not-to-exceed \$380,824.

Presenter: Josh Lee

This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG General Counsel and Contract Administrator have reviewed this item and the draft agreement.

Discussion - Transportation Programming and Fund Administration

12. Summary of Measure I Capital Improvement Plans of Member Agencies

That the General Policy Committee, acting in its capacity as the San Bernardino County Transportation Authority accept the Measure I Summary Report of the Five-Year Capital Improvement Plans for Local Pass-Through Funds for Fiscal Year 2015/2016 through Fiscal Year 2019/2020.

Presenter: Ellen Pollema

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

Comments from Board Members

Brief comments from Board Members

Public Comment

Brief comments by the General Public

ADJOURNMENT

Additional Information

Attendance Record
SANBAG Entities
Acronym List
Mission Statement

The next General Policy Committee meeting will be held Wednesday, January 13, 2016

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices and out website: www.sanbag.ca.gov. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

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 SANBAG 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's telephone number is (909) 884-8276 and office is located at 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Agendas – All agendas are posted at 1170 W. 3rd Street, 1st Floor, San Bernardino at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at the SANBAG offices located at 1170 W. 3rd Street, 2nd Floor, San Bernardino and our website: www.sanbag.ca.gov.

Agenda Actions – Items listed on both the “Consent Calendar” and “Discussion” contain recommended actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors or unanimous vote of members present as provided in the Ralph M. Brown Act Government Code Sec. 54954.2(b).

Closed Session Agenda Items – Consideration of closed session items excludes members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

Public Testimony on an Item – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a “Request to Speak” form, provided at the rear of the meeting room, and present it to the Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for each item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations. Members of the public requesting information be distributed to the Board of Directors must provide 40 copies of such information in advance of the meeting, except for noticed public hearings. Information provided as public testimony is not read into the record by the Clerk.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

Agenda Times – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

Public Comment – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board’s authority. Matters raised under “Public Comment” may not be acted upon at that meeting. “Public Testimony on any Item” still applies.

Disruptive or Prohibited Conduct – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to 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!

**SANBAG General Practices for Conducting Meetings
of
Board of Directors and Policy Committees**

Attendance.

- The Chair of the Board or a Policy Committee (Chair) has the option of taking attendance by Roll Call or Self-Introductions. If attendance is taken by Roll Call, the Clerk of the Board will call out by jurisdiction or supervisorial district. The Member or Alternate will respond by stating his/her name. If attendance is by Self-Introduction, the Member or Alternate will state his/her name and jurisdiction or supervisorial district.
- A Member/Alternate, who arrives after attendance is taken, shall announce his/her name prior to voting on any item.
- A Member/Alternate, who wishes to leave the meeting after attendance is taken but before remaining items are voted on, shall announce his/her name and that he/she is leaving the meeting.

Basic Agenda Item Discussion.

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on “Request to Speak” forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.
- The “aye” votes in favor of the motion shall be made collectively. Any Member who wishes to oppose or abstain from voting on the motion, shall individually and orally state the Member’s “nay” vote or abstention. Members present who do not individually and orally state their “nay” vote or abstention shall be deemed, and reported to the public, to have voted “aye” on the motion.

The Vote as specified in the SANBAG Bylaws.

- Each Member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

Amendment or Substitute Motion.

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he/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 not addressed until after a vote on the first motion.
- Occasionally, a motion dies for lack of a second.

Call for the Question.

- At times, a Member of the Board/Committee may “Call for the Question.”
- Upon a “Call for the Question,” the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair’s discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

The Chair.

- At all times, meetings are conducted in accordance with the Chair’s direction.
- These general practices provide guidelines for orderly conduct.
- From time-to-time circumstances require deviation from general practice.
- Deviation from general practice is at the discretion of the Chair.

Courtesy and Decorum.

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.

*Adopted By SANBAG Board of Directors January 2008
Revised March 2014*

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

Minute Action

AGENDA ITEM: 1

Date: December 9, 2015

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 SANBAG 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 |
|----------|--------------|---|----------------|
| 4 | A04040 | CityCom Real Estate Services <i>Mike Fortunato</i> | None |
| 11 | 15-1001193 | KOA Corporation <i>Min Zhou</i> | None |

Financial Impact:
 This item has no direct impact on the SANBAG budget.

Reviewed By:
 This item is prepared monthly for review by SANBAG Board and Committee members.

Responsible Staff:
 Duane Baker, Director of Management Services

Approved
 General Policy Committee
 Date: December 9, 2015

Witnessed By:

Entity: CMA, COG, CTA, CTC, SAFE

Minute Action

AGENDA ITEM: 2

Date: *December 9, 2015*

Subject:

September, October and November 2015 Procurement Report

Recommendation:

Receive the September, October and November 2015 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 March 12, 2014. On February 6, 2013, the Board of Directors authorized the Executive Director, or designee, to approve: a) contracts and purchase orders up to \$100,000 and for purchase orders originally \$100,000 or more, increasing the purchase order amount up to 10% of the original purchase order value, not-to-exceed \$25,000; b) amendments with a zero dollar value; c) amendments to exercise the option term if the option term was approved by the Board of Directors in the original contract; and d) amendments that cumulatively do not exceed 50% of the original contract value or \$100,000, whichever is less and to release Request for Proposal (RFP), Request for Quote (RFQ) and Invitation for Bid (IFB) for proposed contracts from which funding has been approved in San Bernardino Associated Governments (SANBAG's) Annual Budget, and which are estimated not-to-exceed \$1,000,000. SANBAG staff has compiled this report that summarizes all contract actions approved by the Executive Director, or designee.

On July 11, 2012, the Board of Directors authorized SANBAG's General Counsel to award and execute legal services contracts up to \$50,000 with outside counsel as needed on behalf of SANBAG and its authorities organized under the umbrella of the Council of Governments. Also, periodically notify the Board after exercising such authority. A list of all Contracts and Purchase Orders that were executed by the Executive Director and/or General Counsel during the months of September, October and November is presented herein as Attachment A, and all RFPs and IFBs are presented in Attachment B.

Financial Impact:

This item imposes no impact on the Fiscal Year 2015/2016 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:

Hilda Flores, Chief of Fiscal Resources

Entity: CMA, COG, CTA, CTC, SAFE

General Policy Committee Agenda Item
December 9, 2015
Page 2

Approved
General Policy Committee
Date: December 9, 2015

Witnessed By:

Attachment A

September/October/November Contract Actions

New Contracts Executed:

| Contract No. | Description of Specific Services | Vendor Name | Dollar Amount | Description of Overall Program |
|--------------|---|-------------------------|---------------|--|
| 15-1001310 | Consultant Services for Preparation of Air Quality Reports | PCR Service Corporation | \$50,000.00 | Consultant Services for On-Call Assistance in Preparation of Air Quality Reports |
| 15-1001265 | Sub-recipient Funding Agreement for FTA CMAQ Funds for the SANBAG County-wide Vanpool Program | Omnitrans | \$160,000.00 | Sub-recipient Funding Agreement for the SANBAG County wide Vanpool Program |
| 16-1001405 | Agreement for venue of 2016 Business 2 Business Expo | Inland Regional Center | \$838.00 | 2016 Business 2 Business Expo |

Attachment A

September/October/November Contract Amendment Actions

Contract Amendments Executed:

| Contract No. & Amendment No. | Reason for Amendment (include a description of the amendment) | Vendor Name | Previous Amendments & Dollar Values | Dollar Amount of Amendment | Amended Contract Total |
|------------------------------|---|------------------|---|----------------------------|------------------------|
| 15-1001288 Amendment 1 | Amendment 1 modifies the user agreement title. Project: Call Box Cellular Services NASPO Value Point Authorized User Agreement. | Verizon Wireless | Original \$0.00 Amendment 1 \$0.00 | \$0.00 | \$0.00 |
| C13148 Amendment 1 | Amendment 1 includes language to permit partial Relief of Maintenance for completed segments of the project. Project: I-15 Baseline Interchange Construction Cooperative Agreement. | Caltrans | Original \$559,808.00 Amendment 1 \$0.00 | \$0.00 | \$559,808.00 |

Attachment: Attachment A [Revision 3] (2392 : Procurement Report)

Attachment A

September/October/November Contract Task Order Actions

Contract Task Order (CTO) Executed:

| Contract No. & CTO No. | Description of CTO | Vendor Name | Contract Amount | Previously Issued CTOs | Dollar Amount of CTO |
|---------------------------------|---|-----------------------------|--|---|--|
| C12244 CTO 14 | Utility for Bi-County Signal Project. | Overland, Pacific, & Cutler | \$6,000,000.00 Share with Epic Land (C12242) and HDR Inc (C12243) | CTO 1 \$1,902,168.31 CTO 3 \$21,811.68 CTO 6 \$21,833.00 CTO 7 \$111,780.14 CTO 9 \$12,995.00 CTO 11 \$23,200.00 CTO 13 \$5,588.51 CTO 12 \$10,896.00 CTO 13 \$5,588.51 | \$18,893.40 |
| C12244 CTO 13 Amendment 1 | Additional support for additional properties on the Laurel Street Grade Separation project. | Overland, Pacific, & Cutler | \$6,000,000.00 Share with Epic Land (C12242) and HDR Inc (C12243) | CTO 1 \$1,902,168.31 CTO 3 \$21,811.68 CTO 6 \$21,833.00 CTO 7 \$111,780.14 CTO 9 \$12,995.00 CTO 11 \$23,200.00 CTO 13 \$5,588.51 CTO 12 \$10,896.00 CTO 14 \$18,893.40 | Original: \$5,588.51 Amend 1: \$6,280.00 Total: \$11,868.51 |

Attachment: Attachment A [Revision 3] (2392 : Procurement Report)

| Contract No. & CTO No. | Description of CTO | Vendor Name | Contract Amount | Previously Issued CTOs | Dollar Amount of CTO |
|--------------------------------|--|--------------------------------|--|--|--|
| C14086 CTO 1 Amendment 2 | Miscellaneous Activities for General Support services. | Parsons Brinkerhoff | \$20,000,000.00 Shared with Hatch Mott MacDonald (C14003) | CTO 1 \$42,500.00 CTO 2 \$520,105.00 CTO 3 \$20,000.00 CTO 5 \$388,136.00 CTO 9 \$29,917.00 CTO 6 \$222,223.00 CTO 21 \$3,014.70 CTO 12B \$276,230.96 CTO 27 \$13,774.98 CTO 33 \$377,893.00 CTO 36 \$14,762.07 CTO 37 \$209,788.00 | Original: \$42,500.00 Amend 1: \$50,000.00 Amend 2: \$0.00 Total: \$92,500.00 |
| C14144 CTO 3 | CEQA: Air Resources Board Grant Application | Vandermost Consulting Services | \$3,000,000.00 | CTO 1 \$39,155.00 CTO 2 \$57,306.00 | \$3,365.20 |
| 15-1001226 CTO 1 | Audit Services of Accounts Payable and Internal Control Procedures | Conrad LLP | \$500,000.00 | None | \$33,569.00 |

Attachment: Attachment A [Revision 3] (2392 : Procurement Report)

| Contract No. & CTO No. | Description of CTO | Vendor Name | Contract Amount | Previously Issued CTOs | Dollar Amount of CTO |
|------------------------|---------------------------------|---------------------|--|--|----------------------|
| C14086 CTO 37 | On-Call Engineering Plan Review | Parsons Brinkerhoff | \$20,000,000.00 Shared with Hatch Mott MacDonald (C14003) | CTO 8 \$525,255.00 CTO 10 \$114,162.00 CTO 11 \$1,579,358.00 CTO 12A \$267,034.56 CTO 15 \$759,580.00 CTO 17 \$125,539.00 CTO 19 \$498,324.00 CTO 20 \$299,836.00 CTO 22 \$249,729.00 CTO 23 \$1,134.55 CTO 25 \$78,441.00 CTO 26 \$21,581.00 CTO 31 \$31,542.00 CTO 32 \$498,593.00 CTO 33 \$377,893.00 CTO 35 \$62,321.00 | \$50,000.00 |

Attachment: Attachment A [Revision 3] (2392 : Procurement Report)

| Contract No. & CTO No. | Description of CTO | Vendor Name | Contract Amount | Previously Issued CTOs | Dollar Amount of CTO |
|------------------------|--|---------------------|--|---|----------------------|
| C14086 CTO 39 | Project Management Services for Lilac to Rancho Double Track | Parsons Brinkerhoff | \$20,000,000.00 Shared with Hatch Mott MacDonald (C14003) | CTO 1 \$42,500.00 CTO 2 \$520,105.00 CTO 3 \$20,000.00 CTO 5 \$388,136.00 CTO 9 \$29,917.00 CTO 6 \$222,223.00 CTO 21 \$3,014.70 CTO 12B \$276,230.96 CTO 27 \$13,774.98 CTO 33 \$377,893.00 CTO 36 \$14,762.07 CTO 37 \$50,000.00 | \$209,788.00 |

Attachment: Attachment A [Revision 3] (2392 : Procurement Report)

| Contract No. & CTO No. | Description of CTO | Vendor Name | Contract Amount | Previously Issued CTOs | Dollar Amount of CTO |
|---------------------------------|--|----------------------|---|--|---|
| C14003 CTO 15 Amendment 3 | Time Extension to Staff Augmentation to provide General Support. | Hatch Mott MacDonald | \$20,000,000.00 Shared with Parsons Brinkerhoff (C14086) | CTO 8 \$525,255.00 CTO 10 \$114,162.00 CTO 11 \$1,579,358.00 CTO 12A \$267,034.56 CTO 17 \$125,539.00 CTO 19 \$498,324.00 CTO 20 \$299,836.00 CTO 22 \$249,729.00 CTO 23 \$1,134.55 CTO 25 \$78,441.00 CTO 26 \$21,581.00 CTO 31 \$31,542.00 CTO 32 \$498,593.00 CTO 33 \$377,893.00 CTO 35 \$62,321.00 | Original: \$498,609.00 Amend 1: \$260,971.00 Amend 2: \$0.00 Amend 3: \$0.00 Total: \$759,580.00 |

Attachment: Attachment A [Revision 3] (2392 : Procurement Report)

Attachment A

September/October/November Purchase Order Actions

Purchase Orders:

| PO No. | PO Issue Date | Vendor Name | Description of Services | PO Dollar Amount |
|---------|---------------|---|--|------------------|
| 4001340 | 07/30/2015 | Mailfinance, Inc. | Postage for meter equipment. | \$9,449.46 |
| 4001341 | 07/30/2015 | Southern California Regional Rail Authority | Provide flagging for the Eastern Maintenance Facility and San Bernardino Passenger Rail project. | \$502,686.75 |
| 4001343 | 07/30/2015 | Southern California Edison (SCE) | Relocation of existing SCE facilities for the Downtown San Bernardino Passenger Rail project. | \$31,380.32 |
| 4001344 | 07/30/2015 | City of Colton | Laurel grade separation project for road way stripping. | \$41,140.00 |
| 4001346 | 08/03/2015 | San Gabriel Valley Water Co., Fontana Water Company | Provide water supply for the Citrus interchange project. | \$109,032.83 |
| 4001348 | 08/03/2015 | Xerox Corporation | Rental fee for copier Xerox D110 | \$7,289.48 |
| 4001350 | 08/03/2015 | Xerox Corporation | Rental fee for copier Xerox WC7775 | \$7,124.87 |
| 4001351 | 08/03/2015 | Xerox Corporation | Rental fee for copier Xerox 5855 | \$7,443.99 |

Attachment: Attachment A [Revision 3] (2392 : Procurement Report)

| | | | | |
|---------|------------|---|---|-------------|
| 4001357 | 08/03/2015 | Tyler Technologies, Inc. | GASB 34 module in EDEN, accounting software. | \$5,972.08 |
| 4001364 | 08/04/2015 | Union Bank of California, Trust Fee Group | Account administration for investment holding. | \$8,700.00 |
| 4001372 | 08/11/2015 | Vali Cooper & Associates, Inc. | Constructability review for I-215, segment 3. | \$13,566.36 |
| 4001373 | 08/11/2015 | Vali Cooper & Associates, Inc. | Constructability review for I-215, segment 3. | \$8,713.23 |
| 4001395 | 09/10/2015 | Katherine Padilla & Associates | Cost for facilitation for SANBAG Board strategic retreat in September 2015. | \$15,340.00 |
| 4001397 | 09/16/2015 | Hinderliter, De Llamas, and Associates | HDL audit services for Measure I sales tax. | \$50,000.00 |
| 4001398 | 09/16/2015 | Sigmanet, Inc. | Software renewal for Double Take, disaster recovery software. | \$6,118.00 |
| 4001400 | 10/01/2015 | Environmental System Research | Annual maintenance fee for GIS system. | \$12,294.00 |
| 4001401 | 10/01/2015 | MUFG Union Bank, N.A. | Trustee services for investment holdings. | \$25,000.00 |
| 4001402 | 10/13/2015 | Economics & Politics, Inc. | Economic forecast for sales tax. | \$8,500.00 |
| 4001404 | 10/14/2015 | Xerox Corporation | Rental fee for copier Xerox 5875 | \$7,873.40 |

Attachment: Attachment A [Revision 3] (2392 : Procurement Report)

| | | | | |
|--------------|------------|------------------------------|--|---------------------|
| 4001405 | 10/20/2015 | Agiline, LLC | Support for SharePoint software. | \$4,800.00 |
| 4001407 | 10/21/2015 | Apple One | Temporary receptionist services. | \$11,000.00 |
| 4001408 | 10/21/2015 | Verizon Wireless | Call box cellular service. | \$50,000.00 |
| 4001410 | 11/02/2015 | Citycom real estate services | Property maintenance for the Depot, including guard and janitorial services. | \$18,000.00 |
| 4001412 | 11/10/2015 | WTS – Inland Empire | Consultant to plan the 2016 General Assembly. | \$20,000.00 |
| | | | | |
| Total | | | | \$981,424.77 |

Attachment: Attachment A [Revision 3] (2392 : Procurement Report)

Attachment A

September/October/November Purchase Order Amendment Actions

Purchase Order Amendments Executed:

| Purchase Order No. & Amendment No. | Description of Services and Reason for Amendment | Vendor Name | Previous Amendments & Dollar Values | Dollar Amount of Amendment | Amended PO Total |
|---|---|------------------------------|--|-----------------------------------|-------------------------|
| 4001346/No. 1 | Additional water supply needed for Citrus interchange project for two additional years. | San Gabriel Valley Water co. | \$29,032.83 | \$80,000.00 | \$109,032.83 |
| 4001398/No.1 | Additional annual software renewals pertaining to security and backup processes. | Sigmanet, Inc. | \$4,278.00 | \$1,840.00 | \$6,118.00 |

Attachment: Attachment A [Revision 3] (2392 : Procurement Report)

Attachment B

September/November RFP's and IFB's

Release of RFP's and IFB's

| Release Date | RFP/IFB No. | Description of Services | Anticipated Dollar Amount | Anticipated Award Date | Description of Overall Program and Program Budget |
|--------------|-------------|----------------------------------|----------------------------------|------------------------|---|
| 9/30/15 | 16-1001371 | On-Call Graphic Design Services | \$200.00-\$5,000.00 per projects | December 2015 | On-Call Graphic Design Services for Public Affairs staff |
| 10/7/15 | 16-1001379 | Grant Writing Services | \$50,000 | February 2016 | Grant Writing Services for Management Services staff |
| 10/7/15 | 16-1001356 | On-Call Public Outreach Services | \$797,800 | January 2016 | On-Call Public Outreach Services for Major Projects Program |
| | | | | Total | \$852,800.00 |

Minute Action

AGENDA ITEM: 3

Date: *December 9, 2015*

Subject:

2016 General Policy Committee Meeting Schedule

Recommendation:

That the General Policy Committee recommend the Board approve the 2016 General Policy Committee meeting schedule.

Background:

The SANBAG General Policy Committee has established a regular meeting schedule on the second Wednesday of each month, beginning at 9:00 a.m., at the SANBAG offices. Although a monthly schedule is adopted, it is acknowledged that when there are not sufficient business items to require a meeting, the meeting will be cancelled. It has also been the practice to modify the meeting date and time when the meeting has been rescheduled due to conflicts with other meetings or holiday schedules. SANBAG staff, however, has been directed to make every effort to minimize deviation from the regular schedule to insure continuity of meetings and participation.

A proposed 2016 meeting schedule is identified below for approval. Committee members and staff are urged to calendar these meetings for the coming year. Advance confirmation of meetings or cancellation notices are part of SANBAG's standard procedure for meeting preparation. The proposed meeting schedule conforms to the second Wednesday of each month, with the exception of the October meeting date, which due to a conflict with the Board of Director's meeting with the 2016 Annual League of California Cities Conference, it is suggested that the October General Policy Committee meeting be moved to the following week.

The proposed schedule is as follows:

General Policy Committee

January 13, 2016
 February 10, 2016
 March 9, 2016
 April 13, 2016
 May 11, 2016
 June 8, 2016
 July (DARK)
 August 10, 2016
 September 14, 2016
 October 19, 2016*
 November 9, 2016
 December 14, 2016

*As a result of the Board of Director's meeting conflict with the 2016 Annual League of California Cities Conference, it is suggested that the October General Policy Committee meeting be moved to the following week.

Entity: CMA, COG, CTA, CTC, SAFE

General Policy Committee Agenda Item
December 9, 2015
Page 2

Financial Impact:

Approval of the meeting schedule has no direct impact on the SANBAG budget.

Reviewed By:

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

Responsible Staff:

Duane Baker, Director of Management Services

Approved
General Policy Committee
Date: December 9, 2015

Witnessed By:

SANBAG 2016 Master Calendar

| ~ January 2016 ~ | | | | | | |
|------------------|---|-----|--|--|--|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | 1 New Year's Day HOLIDAY | 2 |
| 3 | 4 | 5 | 6 Board | 7 SCAG Regional Council (Economic Summit) Orthodox Christmas HOLIDAY | 8 | 9 |
| 10 | 11 | 12 | 13 General Policy Committee | 14 Commuter Rail/Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub- Committee | 15 Mt/Desert Policy Committee | 16 |
| 17 | 18 Martin Luther King Day HOLIDAY | 19 | 20 League New Mayors & Council Members Academy | 21 League New Mayors & Council Members Academy | 22 League New Mayors & Council Members Academy | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | Notes: | | | | | |

Board of Directors meetings start at 10:00 a.m.
Metro Valley Study Session starts at 10:00 .m.

Commuter Rail/Transit Committee starts at 9:00 a.m.
Mountain/Desert Committee starts at 9:30 a.m.

General Policy Committee meetings start at 9:00 a.m.

Attachment: 2016 SANBAG Master Meeting Calendar (2338 : 2016 General Policy Committee Meeting

SANBAG 2016 Master Calendar

| ~ February 2016 ~ | | | | | | |
|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---|----------------------------------|---------------------------------------|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | 1 | 2 | 3 Board | 4 SCAG Regional Council | 5 | 6 |
| 7 | 8 | 9 | 10 General Policy Committee | 11 Commuter Rail/Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee | 12 | 13 |
| 14 | 15 President's Day HOLIDAY | 16 | 17 | 18 | 19 Mt/Desert Policy Committee | 20 NACo Legislative Conference |
| 21 NACo Legislative Conference | 22 NACo Legislative Conference | 23 NACo Legislative Conference | 24 NACo Legislative Conference | 25 | 26 | 27 |
| 28 | 29 | Notes: | | | | |

Attachment: 2016 SANBAG Master Meeting Calendar (2338 : 2016 General Policy Committee Meeting

SANBAG 2016 Master Calendar

| ~ March 2016 ~ | | | | | | |
|---------------------------------------|-----|-----|-------------------------------|---|--|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | 1 | 2 Board | 3 SCAG Regional Council | 4 | 5 |
| 6 | 7 | 8 | 9 General Policy Committee | 10 Commuter Rail/Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee | 11 | 12 |
| 13 Daylight Saving Time Begins | 14 | 15 | 16 | 17 | 18 Mt/Desert Policy Committee | 19 |
| 20 Naw-Ruz Baha'i HOLIDAY | 21 | 22 | 23 | 24 | 25 Good Friday Christian HOLIDAY | 26 |
| 27 Easter Sunday | 28 | 29 | 30 | 31 Cesar Chavez | Notes: | |

Attachment: 2016 SANBAG Master Meeting Calendar (2338 : 2016 General Policy Committee Meeting

SANBAG 2016 Master Calendar

| ~ April 2016 ~ | | | | | | |
|----------------|-----|-----|---|---|--|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 Board | 7 SCAG Regional Council | 8 | 9 |
| 10 | 11 | 12 | 13 General Policy Committee | 14 Commuter Rail/Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee | 15 Mt/Desert Policy Committee | 16 |
| 17 | 18 | 19 | 20 First Day of Ridvan Baha'i HOLIDAY | 21 | 22 Passover Jewish HOLIDAY (4/22 – 4/30) | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 Passover Jewish HOLIDAY (Ends) |

Attachment: 2016 SANBAG Master Meeting Calendar (2338 : 2016 General Policy Committee Meeting

SANBAG 2016 Master Calendar

| ~ May 2016 ~ | | | | | | |
|---|--------------------------------------|-----------|--|---|--|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 Twelfth Day of Ridvan Baha'i HOLIDAY | 2 | 3 | 4 Board | 5 2016 SCAG Regional Conf. & General Assembly | 6 2016 SCAG Regional Conf. & General Assembly | 7 |
| 8 Mother's Day | 9 | 10 | 11 General Policy Committee | 12 Commuter Rail/Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub- Committee Muhammad's Birthday Islamic Holiday | 13 | 14 |
| 15 | 16 | 17 | 18 CSAC Legislative Conference | 19 CSAC Legislative Conference | 20 Mt/Desert Policy Committee | 21 |
| 22 Declaration of the Bab Baha'i HOLIDAY | 23 | 24 | 25 | 26 | 27 | 28 Ascension of Baha'u'llah Baha'i HOLIDAY |
| 29 | 30 Memorial Day HOLIDAY | 31 | Notes: | | | |

Attachment: 2016 SANBAG Master Meeting Calendar (2338 : 2016 General Policy Committee Meeting

SANBAG 2016 Master Calendar

| ~ June 2016 ~ | | | | | | |
|---------------------------|---|-----------|--------------------------------------|--|--|--|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | 1 Board | 2 SCAG Regional Council | 3 | 4 |
| 5 | 6 Beginning of Ramadan Islamic HOLIDAY | 7 | 8 General Policy Committee | 9 Commuter Rail/Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub- Committee | 10 | 11 Shavout Jewish HOLIDAY |
| 12 | 13 Shavout (Cont.) Jewish HOLIDAY | 14 | 15 | 16 | 17 Mt/Desert Policy Committee | 18 |
| 19 Father's Day | 20 | 21 | 22 | 23 | 24 US Conference of Mayors (June 24-27) | 25 |
| 26 | 27 | 28 | 29 | 30 | Notes: | |

Attachment: 2016 SANBAG Master Meeting Calendar (2338 : 2016 General Policy Committee Meeting

SANBAG 2016 Master Calendar

| ~ July 2016 ~ | | | | | | |
|---------------------------|----------------------------------|--|--|--|---|--|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | 1 | 2 Lailatul-Quadr Islamic HOLIDAY |
| 3 | 4 Independence Day HOLIDAY | 5 End of Ramadan Islamic HOLIDAY | 6 Board | 7 SCAG Regional Council | 8 Martyrdom of the Bab Baha'i HOLIDAY | 9 |
| 10 | 11 | 12 | 13 General Policy Committee (DARK) | 14 Commuter Rail/Transit Committee (DARK) Metro Valley Study Session (DARK) I-10/I-15 Corridor Joint Sub- Committee (DARK) | 15 Mt/Desert Policy Committee (DARK) | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 NACo Annual Meeting | 23 NACo Annual Meeting |
| 24 NACo Annual Meeting | 25 NACo Annual Meeting | 26 | 27 | 28 | 29 | 30 |
| 31 | Notes: | | | | | |

Attachment: 2016 SANBAG Master Meeting Calendar (2338 : 2016 General Policy Committee Meeting

SANBAG 2016 Master Calendar

| ~ August 2016 ~ | | | | | | |
|-----------------|-----|-----|--------------------------------|---|----------------------------------|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | 1 | 2 | 3 Board (DARK) | 4 SCAG Regional Council (DARK) | 5 | 6 |
| 7 | 8 | 9 | 10 General Policy Committee | 11 Commuter Rail/Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 Mt/Desert Policy Committee | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | Notes: | | |

Attachment: 2016 SANBAG Master Meeting Calendar (2338 : 2016 General Policy Committee Meeting

SANBAG 2016 Master Calendar

| ~ September 2016 ~ | | | | | | |
|--|--|--|--------------------------------|--|----------------------------------|--------|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | 1 SCAG Regional Council | 2 | 3 |
| 4 Rosh Hashanah Jewish HOLIDAY | 5 Labor Day HOLIDAY Rosh Hashanah Jewish HOLIDAY | 6 Rosh Hashanah Jewish HOLIDAY | 7 Board | 8 | 9 | 10 |
| 11 Yom Kippur Jewish HOLIDAY | 12 Eid al-Adha Islamic HOLIDAY | 13 | 14 General Policy Committee | 15 Commuter Rail/Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub- Committee | 16 Mt/Desert Policy Committee | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | Notes: |

Attachment: 2016 SANBAG Master Meeting Calendar (2338 : 2016 General Policy Committee Meeting

SANBAG 2016 Master Calendar

| ~ October 2016 ~ | | | | | | |
|--|---------------------------------------|---------------------------|--|--|--|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 League of CA Cities Annual Conference | 6 SCAG Regional Council League of CA Cities Annual Conference | 7 League of CA Cities Annual Conference | 8 |
| 9 | 10 Columbus Day HOLIDAY | 11 APTA Annual Meeting | 12 Board APTA Annual Meeting | 13 Commuter Rail/Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee APTA Annual Meeting | 14 APTA Annual Meeting | 15 |
| 16 Sukkot Jewish HOLIDAY (10/16-10/23) | 17 | 18 | 19 General Policy Committee Birth of the Bab Baha'i HOLIDAY | 20 | 21 Mt/Desert Policy Committee | 22 |
| 23 Shmini Atzeret Jewish HOLIDAY | 24 Simchat Torah Jewish HOLIDAY | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | Notes: | | | | |

Attachment: 2016 SANBAG Master Meeting Calendar (2338 : 2016 General Policy Committee Meeting

SANBAG 2016 Master Calendar

| ~ November 2016 ~ | | | | | | |
|--------------------------------|--|---------------------------|-------------------------------|---|--|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | 1 | 2 Board | 3 SCAG Regional Council | 4 | 5 |
| 6 Daylight Saving Time Ends | 7 | 8 | 9 General Policy Committee | 10 Commuter Rail/Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee | 11 Mt/Desert Policy Committee Veteran's Day HOLIDAY Birth of the Baha'u'llah Baha'i HOLIDAY | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 Thanksgiving HOLIDAY | 25 Thanksgiving Day After HOLIDAY Day of the Covenant Baha'i HOLIDAY | 26 |
| 27 | 28 Ascension of Abdul – Baha Baha'i HOLIDAY | 29 CSAC Annual Meeting | 30 CSAC Annual Meeting | Notes: | | |

Attachment: 2016 SANBAG Master Meeting Calendar (2338 : 2016 General Policy Committee Meeting

SANBAG 2016 Master Calendar

| ~ December 2016 ~ | | | | | | |
|--|--|-----|--------------------------------|--|--|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | 1 SCAG Regional Council CSAC Annual Meeting | 2 CSAC Annual Meeting | 3 |
| 4 | 5 | 6 | 7 Board | 8 | 9 Mt/Desert Policy Committee (Date Change) | 10 |
| 11 | 12 | 13 | 14 General Policy Committee | 15 Commuter Rail/Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub- Committee | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 Hanukkah (12/24 - 1/1/16) Jewish HOLIDAY Christmas Eve HOLIDAY |
| 25 Christmas Day HOLIDAY | 26 Kwanzaa (12/26 - 1/1/16) Interfaith/African American HOLIDAY | 27 | 28 | 29 | 30 | 31 |
| Notes: Mountain/Desert Committee meeting moved up one week due to the end of month holidays. | | | | | | |

Attachment: 2016 SANBAG Master Meeting Calendar (2338 : 2016 General Policy Committee Meeting

Minute Action

AGENDA ITEM: 4

Date: *December 9, 2015*

Subject:

Funding request for the operation, maintenance, and tenant improvements of the San Bernardino Santa Fe Depot

Recommendation:

That the Committee recommend the Board:

A. Approve amendment to the Fiscal Year 2015/2016 budget to increase Task No. 0805 in the amount of \$118,343 for a new task total of \$176,016.

B. Approve an expenditure in an amount not-to-exceed \$50,843 for building improvements required by the Health Department in order to lease the space to caterers or other food service tenants.

Background:

SANBAG and the City of San Bernardino, as co-owners of the Depot as Tenants-in-Common, share the responsibilities for the Depot as spelled out in Cooperative Agreement A04040. One of those responsibilities is the retention of a property and facility management firm.

After a competitive bid process, CityCom Real Estate Services (CityCom) was awarded the contract and has provided services to the Depot since SANBAG's initial occupancy of the building in 2004. Since that time, CityCom has worked diligently to balance expenses with revenue. On occasion, CityCom has issued funding requests to assist with the maintenance, operation and/or necessary improvements in cases where needed maintenance and operations exceeds revenues. As co-owners, both the City and SANBAG contribute equally for all funding requests pertaining to the owner share of the maintenance, operation, and improvements of the Depot.

Due to decreased lease revenues resulting from the loss of the Iron Horse Café, coupled with increased costs of building maintenance, such as the recent roof repairs which became apparent during a recent storm, it has again become necessary to request additional funds.

Staff recommends that the current request for additional funding be approved which will provide the necessary funds required for continued operation and maintenance of the Depot. Staff also request that approval be granted for the funds requested to improve the vacant unit previously occupied by the Iron Horse Café. These improvements are being requested to address deficiencies noted by the Department of Public Health Division of Environmental Health Services such as three new water heaters, food prep sink, shatter guards on existing light fixtures, commercial grade linoleum flooring, and associated costs related to these improvements such as

Entity: CMA, COG, CTA, CTC, SAFE

General Policy Committee Agenda Item

December 9, 2015

Page 2

design, construction contingency, insurance and bonds, permits, etcetera. The completion of these improvements will make the space more marketable for prospective tenants and increase the likelihood of attracting a tenant and the associated lease revenue.

Financial Impact:

Approval of this item will increase Task No. 0805, Building Operations, in the amount of \$118,343 for a new task total of \$176,016. Funding source is Indirect Fund 7130.

Reviewed By:

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

Responsible Staff:

Duane Baker, Director of Management Services

Approved
General Policy Committee
Date: December 9, 2015

Witnessed By:

Minute Action

AGENDA ITEM: 5

Date: *December 9, 2015*

Subject:

Compliance Audit for Proposition 1B Transit Security Grant Program

Recommendation:

That the General Policy Committee recommend the Board review and receive the Compliance Audit Report for Proposition 1B Transit Security Grant Program for Fiscal Year 2012/2013.

Background:

The California Governor's Office of Emergency Services (Cal OES) conducted a compliance field review of the Fiscal Year 2012/2013 Proposition 1B Transit Security Grant Program. The review includes verification of compliance with applicable laws, regulation, guidelines, policies, and administrative and fiscal requirements. The audit noted no instances of non-compliance.

The audit resulted in three recommendations:

- Cal OES requirements include retention policy to include maintaining records for thirty-five (35) years. The cost to create a retention policy is included in SANBAG's current year budget to comply with federal and state requirements.
- SANBAG currently includes debarment and suspension provision in all construction contracts to ensure compliance with federal and state regulations.
- Procurement verifies compliance with suspension and debarment and documents it.

Financial Impact:

This item has no impact on the adopted SANBAG Fiscal Year 2015/2016 Budget.

Reviewed By:

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

Responsible Staff:

Hilda Flores, Chief of Fiscal Resources

Approved
 General Policy Committee
 Date: December 9, 2015

Witnessed By:

Entity: CTA



RECEIVED

SEP 21 2015

SAN BERNARDINO
ASSOCIATED GOVTS

September 14, 2015

Raymond W. Wolfe
Executive Director
San Bernardino Associated Governments
1170 W. 3rd Street, Second Floor
San Bernardino, California 92410

SUBJECT: COMPLIANCE REVIEW REPORT # 15-2249
FY12-13 PROP 1B TRANSIT SECURITY GRANT PROGRAM
GRANT #6561-0002, FIPS # 071-91170

Dear Mr. Wolfe:

The California Governor's Office of Emergency Services (Cal OES) conducted a compliance field review on June 1 - 4, 2015 for the above-referenced grant.

The purpose of the review was to determine if your organization complied with applicable laws, regulations, guidelines and policies. The grant was reviewed for compliance with the administrative and fiscal requirements as outlined applicable state and federal regulations. Our scope included reviewing the *Cash Request Form* and all supporting documentation for the period noted below. We found no instances of non-compliance. In general, the Cal OES monitor was pleased with the San Bernardino Associated Governments documentation and record keeping for this grant, and would like to also commend Hilda Flores for her preparedness, and quick and accurate response to all of the monitors' requests.

Executive Summary:

Grant Type: Proposition 1B Transit Security Grant Program
Review Type: Compliance Field Review
Scope: Fiscal and Administrative
Grants Monitor: Mark Fagan
Review Period: April 1, 2013 – May 31, 2015

Findings Summary:

No Findings

Mr. Wolfe
 September 14, 2015
 Page 2

Advisory Recommendations

Advisory #1: Per CalEMA Grant Management Memorandum (GMM) 2011-09 dated August 23, 2011, in consultation with the State of California's Treasurer's Office, "...all grantees who receive Proposition 1B funding shall maintain records for thirty-five (35) years upon project closeout..."

"The documents listed are required but are not limited to the following:

- *Documents evidencing the granting of all bond funds, including copies of invoices, bills, draw/disbursement requests and claim schedules.*
- *Accounting records and reports for the bonds funds accounts from which the funds were deposited.*
- *Grant Agreements, award letters, Letter(s) of No Prejudice, Notice of Project Eligibility, workbooks, approved/denied grant award Modifications, Investment Justifications, contracts, MOU's, Governing Body Resolution for each grant year, Grant Assurances, Monitoring/Site Visit findings letter, etc.*
- *List or schedule of the facilities and equipment being financed by the disbursement of bond funds and the exported useful-life of such facilities and equipment."*

During the review, the Monitor requested a copy of the agency record retention policy. Staff indicated they did not have one, but they included it as a project for their upcoming budget for the new fiscal year. Please ensure the plan includes how your agency will ensure all records related to grant funds, both federal and state, are retained for the required amount of time.

Advisory #2: Per 44 CFR, Part 13, Subpart C, Section 13.36 (i) it states, "*A grantee's and subgrantee's contracts must contain provisions in paragraph (i) of this section,*" and goes on to detail the required provisions.

During the review, the monitor reviewed a contract with Kemp Brothers Construction Inc. for the building of the Transit Center, in the amount of \$12,623,494; the following specific compliance provisions were missing from the contract:

13.35: Subawards to debarred and suspended parties

13.36(i)(8): Notice of agency patent rights

Please ensure all contracts that involve Federal funds have the required provisions in the contract to ensure compliance with these regulations.

Mr. Wolfe
September 14, 2015
Page 3

Advisory #3: Per 44 CFR, Part 13, Subpart C, Section 13.35 states, "*Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, 'Debarment and Suspension.'*"

During our review of the Kemp Brothers Construction Inc. contract, we noted verification of suspension and debarment was not conducted. Please ensure verification of suspension and debarment is conducted on all procurements/contracts greater than \$25,000 that are funded by federal awards. Suspension and debarment may be verified by using the EPLS website at www.sam.gov or www.epls.gov.

Thank you for the courtesy and cooperation you extended Cal OES in completing this review. If you have any questions about this letter or the enclosures, please contact Mark Fagan at (916) 845-8134, or mark.fagan@caloes.ca.gov, or my supervisor, Mary Wilshire at (916) 845-8288 or by e-mail at mary.wilshire@caloes.ca.gov.

Sincerely,



HELEN LOPEZ, Assistant Director
Financial Accountability and Compliance

cc: Catherine Lewis, Homeland Security and Proposition 1B Division Chief, Cal OES
Subgrantee File 6561-0002

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

Minute Action

AGENDA ITEM: 6

Date: *December 9, 2015*

Subject:

SANBAG Fiscal Year 2016/2017 Budget Schedule

Recommendation:

That the General Policy Committee recommend the Board approve the Fiscal Year 2016/2017 Budget Schedule.

Background:

The preparation of the Fiscal Year 2016/2017 Budget requires a schedule for development, consideration and adoption of the final budget appropriations. The General Policy Committee is primarily responsible for policy input for the development and review of the budget. Other policy committees are also scheduled to consider proposed tasks under their review.

A full Board of Directors Budget Workshop will be scheduled in conjunction with the May 2016 General Policy Committee meeting for consideration of the proposed budget. Final budget adoption for Fiscal Year 2016/2017 is scheduled for the June Board of Directors meeting. The schedule is similar to the prior year.

Financial Impact:

This item has no immediate budgetary impact.

Reviewed By:

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

Responsible Staff:

Hilda Flores, Chief of Fiscal Resources

Approved
General Policy Committee
Date: December 9, 2015

Witnessed By:

Entity: CMA, COG, CTA, CTC, SAFE

| <u>DATE</u> | <u>ACTIVITY</u> |
|-------------------|---|
| December 9, 2015 | General Policy Committee Review and Discussion of 2016/2017 Budget Schedule |
| January 6, 2016 | Board Approval of 2016/2017 Budget Schedule |
| February 11, 2016 | Metro Valley Study Session General Overview by Region |
| February 19, 2016 | Mountain/Desert Committee General Overview by Region |
| March 9, 2016 | General Policy Committee Review of Tasks |
| March 10, 2016 | Metro Valley Study Session Review of Tasks |
| March 10, 2016 | Commuter Rail & Transit Committee Review of Tasks |
| March 18, 2016 | Mountain/Desert Committee Review of Tasks |
| April 13, 2016 | General Policy Committee Further Review of Tasks, if Required |
| April 14, 2016 | Metro Valley Study Session Further Review of Tasks, if Required |
| April 14, 2016 | Commuter Rail & Transit Committee Further Review of Tasks, if Required |
| April 15, 2016 | Mountain/Desert Committee Further Review of Tasks, if Required |
| May 4, 2016 | Budget Presentation and Workshop of the Proposed Budget in Conjunction with Board of Director's Meeting |
| June 1, 2016 | Board of Directors Adoption of the SANBAG Fiscal Year 2016/2017 Budget |

Minute Action

AGENDA ITEM: 7

Date: *December 9, 2015*

Subject:

Budget Fiscal Year 2016/2017 Assessment Dues

Recommendation:

That the General Policy Committee recommend the Board adopt the San Bernardino Associated Government's Fiscal Year 2016/2017 Assessment Dues.

Background:

San Bernardino Associated Governments (SANBAG) has collected general membership dues since its inception. The dues are assessed according to a formula based on 50% on population and 50% on assessed valuation of each member jurisdiction.

Since Fiscal Year 1999/2000, \$28,653 of general assessment dues has been budgeted in Task No. 0104, Intergovernmental Relations, which has been reassigned as Task No. 0501, Intergovernmental Relations, as established by the Board of Directors. The remaining amount of dues collected is budgeted in the same task to support new Council of Governments (COG) activities as approved by the Board. One such new initiative is the Forest Management Plan for Cucamonga Canyon and Lytle Creek, this Board approved project is partially funded with assessment dues.

Total assessment dues of \$108,074 budgeted for Fiscal Year 2016/2017 represent an increase of \$3,128 or 2.98% from the prior year, as shown in the Attachment.

Financial Impact:

This item establishes the Fiscal Year 2016/2017 Budget for Assessment Dues and related budgeted expenditures which will be included in the proposed budget for Fiscal Year 2016/2017.

Reviewed By:

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

Responsible Staff:

Hilda Flores, Chief of Fiscal Resources

Approved
 General Policy Committee
 Date: December 9, 2015

Witnessed By:

Entity: CMA, COG, CTA, CTC, SAFE

**San Bernardino Associated Governments
General Assessment Dues Calculation
Fiscal Year 2016/2017**

| <u>JURISDICTION:</u> | <u>POP.</u> <u>2015</u> | <u>% OF</u> <u>TOTAL</u> <u>POP.</u> | <u>ASSESSED VALUE</u> <u>BEFORE RDA</u> <u>2015/2016</u> | <u>% OF</u> <u>TOTAL</u> <u>VALUE</u> | <u>AVG. %</u> <u>POP. &</u> <u>VALUE</u> | <u>FY2016</u> <u>AMOUNT</u> | <u>FY2017</u> <u>AMOUNT</u> | <u>VAR.</u> |
|----------------------|----------------------------|--|--|---|--|--------------------------------|--------------------------------|----------------|
| Adelanto | 33,084 | 1.572% | \$1,764,956,787 | 0.940% | 1.256% | 1,318 | 1,358 | \$40 |
| Apple Valley | 71,396 | 3.393% | \$5,105,813,094 | 2.721% | 3.057% | 3,208 | 3,304 | \$96 |
| Barstow | 23,407 | 1.112% | \$1,176,842,092 | 0.627% | 0.870% | 913 | 940 | \$27 |
| Big Bear Lake | 5,165 | 0.245% | \$3,139,391,376 | 1.673% | 0.959% | 1,007 | 1,037 | \$30 |
| Chino | 84,465 | 4.014% | \$10,603,541,516 | 5.650% | 4.832% | 5,071 | 5,222 | \$151 |
| Chino Hills | 77,596 | 3.688% | \$10,378,039,272 | 5.530% | 4.609% | 4,837 | 4,981 | \$144 |
| Colton | 53,384 | 2.537% | \$2,896,553,546 | 1.543% | 2.040% | 2,141 | 2,205 | \$64 |
| Fontana | 204,312 | 9.709% | \$15,982,106,642 | 8.516% | 9.113% | 9,563 | 9,848 | \$285 |
| Grand Terrace | 12,352 | 0.587% | \$878,405,522 | 0.468% | 0.528% | 554 | 570 | \$16 |
| Hesperia | 92,177 | 4.380% | \$5,091,195,305 | 2.713% | 3.547% | 3,722 | 3,833 | \$111 |
| Highland | 54,332 | 2.582% | \$3,125,363,744 | 1.665% | 2.124% | 2,229 | 2,295 | \$66 |
| Loma Linda | 23,751 | 1.129% | \$1,794,965,074 | 0.956% | 1.043% | 1,094 | 1,127 | \$33 |
| Montclair | 38,458 | 1.828% | \$2,826,590,834 | 1.506% | 1.667% | 1,749 | 1,801 | \$52 |
| Needles | 4,940 | 0.235% | \$304,053,101 | 0.162% | 0.198% | 208 | 214 | \$6 |
| Ontario | 168,777 | 8.021% | \$20,910,674,024 | 11.142% | 9.581% | 10,055 | 10,355 | \$300 |
| Rancho Cucamonga | 174,064 | 8.272% | \$22,718,904,838 | 12.106% | 10.189% | 10,693 | 11,011 | \$318 |
| Redlands | 70,398 | 3.345% | \$8,367,084,920 | 4.458% | 3.902% | 4,095 | 4,217 | \$122 |
| Rialto | 102,092 | 4.852% | \$6,937,570,867 | 3.697% | 4.274% | 4,486 | 4,619 | \$133 |
| San Bernardino | 213,933 | 10.167% | \$11,913,719,765 | 6.348% | 8.257% | 8,666 | 8,924 | \$258 |
| Twentynine Palms | 25,846 | 1.228% | \$841,518,828 | 0.448% | 0.838% | 880 | 906 | \$26 |
| Upland | 75,787 | 3.602% | \$8,067,152,634 | 4.299% | 3.950% | 4,145 | 4,269 | \$124 |
| Victorville | 121,168 | 5.758% | \$7,737,387,532 | 4.123% | 4.940% | 5,185 | 5,339 | \$154 |
| Yucaipa | 52,942 | 2.516% | \$3,867,364,597 | 2.061% | 2.288% | 2,401 | 2,473 | \$72 |
| Yucca Valley | 21,355 | 1.015% | \$1,501,520,440 | 0.800% | 0.907% | 952 | 981 | \$29 |
| County | 299,110 | 14.214% | \$29,741,507,246 | 15.848% | 15.031% | 15,774 | 16,245 | \$471 |
| | 2,104,291 | 100.000% | \$ 187,672,223,596 | 100.00% | 100.00% | 104,946 | 108,074 | \$3,128 |

NOTES:

- 1) Population Source: Most recent Measure I population data, which is the Department of Finance estimate as of January 1 reconciled to the total population for San Bernardino County.
- 2) Net Assessed Value Source: Property Tax Section, County Auditor/Controller, 2015/2016.
- 3) These calculations are based on the most recent data received from the County of San Bernardino.
- 4) Assessed valuation of jurisdiction includes properties within redevelopment areas.

Attachment: assessment dues (2388 : Fiscal Year 2016/2017 Assessment Dues)

Minute Action

AGENDA ITEM: 8

Date: *December 9, 2015*

Subject:

SANBAG Conflict of Interest Code Amendment

Recommendation:

A. Adopt an amended Conflict of Interest Code, set forth in Policy No. 10102, updating the list of designated employees and disclosure categories; and

B. Direct the SANBAG Clerk of the Board to submit the amended Conflict of Interest Code to the San Bernardino County Board of Supervisors for approval.

Background:

The Political Reform Act (Act) requires every local government agency that takes actions that foreseeably may materially affect economic interests to adopt a Conflict of Interest Code for its employees. SANBAG has adopted a Conflict of Interest Code and it is set forth in SANBAG Policy No. 10102. The Conflict of Interest Code lists those employees or officers who are required to file a statement of economic interests (“designated employees”) and prescribes the types of interests which must be disclosed by such officials (“disclosure categories”).

In order to ensure the agency’s designated employees and disclosure categories are reflective of the current organization and ability to affect economic interests, the Act requires agencies to review their conflict of interest codes at least biennially. SANBAG recently amended its code in December 2014. However, since that time there have been position title changes which require amendments to Conflict of Interest Code Appendix A, which lists designated positions that make or participate in the making of decisions which may foreseeably have a material effect on private financial interests. It is recommended that Appendix A be modified to delete the job titles of Director of Management Services and Chief of Accounting and Procurement which are no longer approved job titles and add the two new job titles of Deputy Executive Director and Chief of Fiscal Resources. The amended Appendix A in the attachment to this item reflects the most current titles for those positions covered under the conflict of interest code and the appropriate filing categories.

The Act provides that where a multi-jurisdictional governmental agency is wholly within a county, the board of supervisors is the code reviewing body for that agency. Accordingly, after the SANBAG Board adopts SANBAG’s amended Conflict of Interest Code, it must be submitted to the San Bernardino Board of Supervisors for their review.

Financial Impact:

This item does not have an impact on the SANBAG Fiscal Year 2015/2016 budget.

Reviewed By:

This item is not scheduled for review by any other policy or technical advisory committee. This item and amended Appendix A to Policy No. 10102 have been reviewed by SANBAG General Counsel.

Entity: CMA, COG, CTA, CTC, SAFE

General Policy Committee Agenda Item
December 9, 2015
Page 2

Responsible Staff:

Vicki Watson, Clerk of the Board

Approved
General Policy Committee
Date: December 9, 2015

Witnessed By:

| | | |
|---|---------------|--------------|
| San Bernardino Associated Governments | Policy | 10102 |
| Adopted by the Board of Directors Sept. 2, 1992 | Revised | 12/3/14 |
| Conflict of Interest Code | Revision No. | 7 |

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.

Table of Contents

[Purpose](#) | [Policy](#) | [Revision History](#) | [Appendix A](#) |

I. PURPOSE

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission adopted a regulation, Title 2 Calif. Code of Regulations (CCR) Section 18730, which contains terms of a standard conflict of interest code, which can be incorporated by reference into a local agency's conflict of interest code, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

II. POLICY

The terms of Title 2 CCR Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached [Appendix A](#) in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of SANBAG.

Designated employees shall file statements of economic interests with SANBAG's Clerk of the Board who will make the statements available for public inspection and reproduction (Government Code Section 81008). Statements for all designated employees will be retained by the Clerk of the Board.

SANBAG will review this policy every even-numbered year, and if change in the policy is required, will revise the policy. SANBAG will file a statement of review with the San Bernardino County Board of Supervisors, SANBAG's code reviewing body, every even-numbered year.

III. REVISION HISTORY

| Revision No. | Revisions | Adopted |
|--------------|--|----------|
| 0 | Amended Conflict of Interest Code for SANBAG approved. | 09/02/92 |
| 1 | Modifications to Appendix A and Appendix B approved. | 02/05/97 |
| 2 | Amendment to Appendix A approved by SANBAG Board of Directors. | 04/05/00 |
| 3 | Appendix A: Removed Advanced Transportation Development Manager | 01/10/07 |
| 4 | Par. I: Added paragraph heading PURPOSE. Par. II: Added paragraph heading POLICY; amended the first paragraph and added two new paragraphs that replace the existing text. Appendix A: Added Construction Manager, Contracts/Controls Manager, and Project Delivery Manager; changed category designation for Board of Directors (City designees, Executive Director, and Chief Financial Officer from Category 2 to Category 1; added clarification that Form 700s filed by the Board of Directors (County designees) are filed with the Clerk of the Board of Supervisors, not SANBAG; and revised the descriptions for Category 1 and Category 2. | 06/03/09 |
| 5 | Appendix A: Added Director of Programming, Chief of Planning, Chief of Programming, Chief of Transit & Rail Programs, Human Resources & Information Services Administrator, and Procurement/Risk Management/Contracts Administrator. Changed the following titles: Director of Freeway Construction to Director of Project Delivery, Director on Intergovernmental & Legislative Affairs to Director of Legislative Affairs, Director of Planning/Programming to Director of Planning, and Director of Air Quality/Mobility Programs to Chief of Air Quality/Mobility Programs. Removed the Contracts/Controls Manager. | 06/30/12 |
| 6 | Appendix A: Added General Counsel – missed in Rev. 5. Corrected titles for Director and Chief of Fund Administration and Programming. | 08/06/12 |
| 7 | Amended Purpose, Policy, and Appendix A per BOD 12/3/14 (Agenda item 10) | 12/03/14 |

Conflict of Interest Code – Designated Employees | **Policy** | **10102 Appendix A**

| Designated Employees | | Categories |
|-------------------------------|---|--------------|
| 1. | Board of Directors (County designees) | 1 |
| 2. | Board of Directors (City designees) | 1 |
| 3. | Board of Directors Alternates (City designees) | 1 |
| 4. | Executive Director | 1 |
| 5. | Deputy Executive Director | 1 |
| 6. | General Counsel | 1 |
| 7. | Chief Financial Officer | 1 |
| 8. | Director of Transit/Rail Programs | 1 |
| 9. | Director of Planning | 1 |
| 10. | Director of Fund Administration and Programming | 1 |
| 11. | Director of Project Delivery | 1 |
| 12. | Director of Legislative and Public Affairs | 1 |
| 13. | Director of Management Services | 4 |
| 14. ^{13.} | Chief of Accounting and Procurement Fiscal Resources | 2 |
| 14. ^{5.} | Chief of Legislative and Public Affairs | 2 |
| 15. ^{6.} | Chief of Air Quality/Mobility Programs | 2 |
| 16. ^{7.} | Chief of Planning | 2 |
| 17. ^{8.} | Chief of Fund Administration and Programming | 2 |
| 18. ^{9.} | Chief of Transit/Rail Programs | 2 |
| 19. ^{20.} | Construction Manager | 2 |
| 20. ^{4.} | Project Delivery Manager | 2 |
| 21. ^{2.} | Human Resources/Information Services Administrator | 2 |
| 22. ^{3.} | Procurement Manager | 2 |
| 23. ^{4.} | Procurement Analyst | 2 |
| 24. ^{5.} | Management Analyst II* | 1 |
| 25. ^{6.} | Management Analyst III* | 1 |
| 26. ^{7.} | Senior Planner | 2 |
| 27. ^{8.} | Clerk of the Board/Administrative Supervisor | 2 |
| 28. ^{9.} | Consultant ** | 2 |

Formatted Table

* Only Management Analysts who perform Right of Way activities must file.

** Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Executive Director may determine in writing that a particular consultant, although a "designated employee," is hired to perform a range of duties that is limited in scope and, thus, is not required to fully comply with the disclosure requirements in this Code. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Form 700s filed by the Board of Directors (County designees) are filed with the Clerk of the County Board of Supervisors, not with SANBAG.

Disclosure Categories

CATEGORY 1

Designated employees in this category shall disclose all sources of income, interests in real property, investments and business positions in business entities. Designated employees in this category shall complete all schedules of Form 700, if applicable.

CATEGORY 2

Designated employees in this category shall disclose sources of income, investments, and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type purchased or utilized by the department in which the designated employee is employed. Designated employees in this category shall complete all schedules of Form 700 except schedule B, if applicable.

Minute Action

AGENDA ITEM: 9

Date: *December 9, 2015*

Subject:

Fiscal Year 2015/2016 Work Goals and Objectives First Quarter Report

Recommendation:

Receive update on the Fiscal Year 2015/2016 Work Goals and Objectives.

Background:

The SANBAG Fiscal Year 2015/2016 Work Goals and Objectives establish the Board of Directors' priorities for the year. The Executive Director uses this as a tool with the Executive Management Team to evaluate SANBAG's progress in achieving the Board's priorities. This report is a quarterly update on those work goals and objectives.

Financial Impact:

This item is consistent with the adopted Fiscal Year 2015/2016 budget.

Reviewed By:

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

Responsible Staff:

Raymond Wolfe, Executive Director

Approved
General Policy Committee
Date: December 9, 2015

Witnessed By:

Entity: CMA, COG, CTA, CTC, SAFE

SAN BERNARDINO ASSOCIATED GOVERNMENTS
FISCAL YEAR 2015/2016
FIRST QUARTER UPDATE
INITIATIVES AND ACTION PLAN REPORT

| Initiative #1: Transparent and Accountable Allocation Strategies | | | | |
|---|--|--|---|--|
| Division Strategy: Use strategic programming to ensure that no funds are lost | | | | |
| 1A | Action Plan | Milestones | Milestone Status | Responsibility |
| | Manage projects closely with Caltrans to ensure adequate review resources are available when projects are ready | May 1 is Caltrans' deadline for guaranteed access to federal OA | SANBAG is working with Local Assistance to encourage early review of projects that are scheduled for delivery after May 1. | Fund Administration (Project Delivery) |
| | | June 30 is CTC deadline for project allocation or extension requests | SANBAG is on schedule to receive allocations for all CTC-administered projects programmed in FY2015/2016 by the June 30 deadline. | Fund Administration (Project Delivery) |
| Notes | | | | |
| | | | | |
| Division Strategy: Protect San Bernardino County's equitable share of available state and federal funds | | | | |
| 1B | Action Plan | Milestones | Milestone Status | Responsibility |
| | Develop funding strategies that maximize resources available and result in opportunities to seize additional state and federal funds | Ensure that OA won't be lost as SANBAG continues to accumulate OA for future project priorities – Q4 | Staff is aware that OA targets will not be met this FY as we accumulate federal funds for Redlands Rail and I-10 improvements. Staff will work with other agencies and CT toward agreements for OA loans to protect our share of funds. | Fund Administration |
| | | Develop plan to fully allocate all expiring Trade Corridors Improvement Fund formula shares – Q4 | Staff has identified projects that would be eligible for TCIF savings. Ability to use all savings could depend on award amounts and whether the CTC extends the program beyond June 2016. | Fund Administration (Project Delivery) |

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

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

| | | | | |
|--|---|---|---|---|
| | | Develop allocation strategy for Low Carbon Transit Operations Program – Q2 | An allocation strategy has been approved by the CRTC but has not received Board approval as the annual allocation amount has not been released by the State. | Fund Administration (Transit and Rail) |
| Notes | | | | |
| Division Strategy: Develop long-term bonding needs to help leverage other funds and deliver projects | | | | |
| 1C | Action Plan | Milestones | Milestone Status | Responsibility |
| | Establish 2016 sales tax revenue bond program | Update Ten-Year Delivery Plan – Q3 | Staff recommends extending the completion of the Ten-Year Delivery Plan into Q4 so that the results of the I-10 Financial Plan update can be incorporated. | Fund Administration (Finance, Project Delivery, Transit and Rail, Planning) |
| Notes | | | | |
| Division Strategy: Manage geographic equity in fund distribution across the County | | | | |
| 1D | Action Plan | Milestones | Milestone Status | Responsibility |
| | Develop long-term strategy for ensuring geographic equity in fund distribution over the life of the Measure | Include refined project priorities through 2025 for Mountain/Desert subareas in 2016 update to the Ten-Year Delivery Plan – Q3 | SANBAG Staff is actively working with Mountain/Desert jurisdictions on development of these lists and expects to present them for Committee and Board review in Q3. | Fund Administration |
| Develop constrained project priorities through 2040 for Mountain/Desert subareas through 2040 – Q4 | | SANBAG Staff is actively working with Mountain/Desert jurisdictions on development of these lists and expects to present them for Committee and Board review in Q4. | Fund Administration (Planning) | |
| Notes | | | | |

2 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| Division Strategy: Administer Transportation Development Act (TDA) funds in an efficient and transparent manner | | | | |
|--|---|---|---|---|
| 1E | Action Plan | Milestones | Milestone Status | Responsibility |
| | Complete an update of the SANBAG TDA Manual and develop a TDA database for tracking allocations and disbursements | Complete update of TDA Manual – Q3 | Staff is coordinating with the consultant on the manual update and expects the update to be completed in Q3. | Fund Administration |
| | | Develop database for internal tracking of TDA allocations and disbursements – Q4 | Staff has coordinated necessary IT changes with Management Services and is currently verifying the database structure proposed by EcoSys. | Fund Administration (Management Services, Project Delivery) |
| Notes | | | | |
| Staff is exploring the use of EcoSys for management of the TDA process. EcoSys is the database currently used internally for management of project data such as cash flow projections and fund allocations. If this is the chosen method for managing the TDA data, Fund Administration will have to coordinate with Management Services and Project Delivery staff for IT and programming assistance. | | | | |
| Division Strategy: Implement electronic financial records management system | | | | |
| 1F | Action Plan | Milestones | Milestone Status | Responsibility |
| | 1. Implement electronic insurance tracking system | Finalize and execute contract with EXIGIS for tracking and maintenance in FY 15-16 – Q1 | Contract completed in June 2015 | Finance |
| | 2. Implement electronic submission and tracking of insurance claims to be linked to SANBAG's website | Upload and setup contracts in data base in FY 15-16 – Q1 | Data uploaded in July 2015 | Finance |
| | 3. Implement electronic accounts payable system | EXIGIS to contact vendors for new insurance in FY 15-16 – Q1 | To be completed in next 2-3 months. Since EXIGIS is upgrading its system in December, we have decided to wait for the upgrade to finalize to prevent reloading all information into the system. | Finance |
| | | Insurance compliance of majority of vendors in FY15-16 – Q2 | Pending implementation in EXIGIS. EXIGIS will request current insurance certificates upon final implementation. Procurement currently verifies insurance compliance before issuing notice to proceed. | Finance |

3 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| | | | | |
|---|--|--|--|----------------|
| | | Create file structure in Laserfiche in FY15-16 – Q1 | Completed | Finance |
| | | Create claim form and post it on website in FY 15-16 - Q1 | In process, form created as first draft. | Finance |
| | | Prepare EDEN approval structure system for accounts payable in FY 15-16 – Q1 | Delayed to Q3 to properly plan and manage the implementation. | Finance |
| | | Test electronic accounts payable process in FY 15-16 – Q2 | Delayed Q3 to properly plan and manage the implementation. | Finance |
| | | Finalize agency-wide electronic accounts payable process in FY 15-16 – Q3 | Delayed Q4 to properly plan and manage the implementation. | Finance |
| Notes | | | | |
| Electronic accounts receivable, budget transfers and journal entries are other possibilities in FY 15-16 time permitting. Future expansion could include possible bid and proposal submissions. | | | | |
| Division Strategy: Complete timely audits of all TDA recipients | | | | |
| 1G | Action Plan | Milestones | Milestone Status | Responsibility |
| | 1. Manage audit consultant to ensure timely completion of audits | Communicate with Operators and Auditors to develop a time table and action plan in FY15-16 – Q1 | Completed July 2015 | Finance |
| | 2. Communicate expectations of audits with operators | Work with Operators and Auditors to ensure work begins quickly after the end of the fiscal year in FY 15-16 – Q1 | Completed July 2015 | Finance |
| | | Provide assistance and direction on critical issues in FY 15-16 – Q2 | To be completed Q3 since audits will be completed by end of December 2015. | |

4 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

| | | | | |
|--|---|--|--|------------------|
| | 3. Update SANBAG Board and Transit Boards on status of audits | Provide assistance and direction on critical issues in FY 15-16 – Q2 | To be completed Q3 since audits will be completed by end of December 2015. | |
| Notes | | | | |
| Division Strategy: Enhance Management of SANBAG Right of Way | | | | |
| 1H | Action Plan | Hire ROW management staff – Q1 | The position was approved by the Board in November. Staff anticipates the position will be filled in Q3. | Transit and Rail |
| | SANBAG Railroad Right-of-Way management | Hire ROW management staff – Q1 | The position was approved by the Board in November. Staff anticipates the position will be filled in Q3. | Transit and Rail |
| | Notes | | | |
| Division Strategy: Delivery of Capital Projects | | | | |
| II | Action Plan | Further enhancement of electronic Document Control System currently used for the construction phase to include other phases of project development: May 2016 | | Major Projects |
| | Program Improvements | Develop and implement a formal Quality Management Plan program for consultant services: March 2016 | | Major Projects |
| | | Develop and implement a formal Quality Management Plan program for consultant services: March 2016 | | Major Projects |
| Notes | | | | |

5 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| Initiative #2: Engender Public Trust | | | | |
|--|---|--|---|---------------------|
| Division Strategy: Ensure compliance with Measure I Ordinance and Policies | | | | |
| 2A | Action Plan | Review Maintenance of Effort baseline amounts with Independent Taxpayer Oversight Committee – Q2 | Staff anticipates scheduling the ITOC review for early Q3. | Fund Administration |
| | Implement Maintenance of Effort requirements for the Local Streets Program | Adopt Maintenance of Effort baseline amounts for each jurisdiction – Q3 | Staff anticipates Board approval of MOE baseline amounts in March 2016. | Fund Administration |
| | | Adopt Maintenance of Effort baseline amounts for each jurisdiction – Q3 | Staff anticipates Board approval of MOE baseline amounts in March 2016. | Fund Administration |
| | Notes | | | |
| Division Strategy: Secure an unmodified opinion on annual financial statements | | | | |
| 2B | Action Plan | Conduct meeting in FY 15-16 – Q1 | Completed July 2015 | Finance |
| | 1. Initial meeting with General Policy Committee or Board Officers and Auditors 2. Preliminary audit work 3. Audit field work 4. CAFR, Single Audit and other reports to be submitted to General Policy Committee or Board Officers and to the Board | Scheduled to be completed in FY 15-16 – Q1 | Completed | Finance |
| | | Scheduled to be completed in FY 15-16 – Q2 | Completed November 2015. | Finance |
| | | Submitted to GPC or Officers in FY 15-16 – Q2 | To be completed December 2015 | Finance |
| | | Submitted to Board in FY 15-16 – Q3 | To be submitted to Board January 2015 | Finance |
| | | Submitted to Board in FY 15-16 – Q3 | To be submitted to Board January 2015 | Finance |

6 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| | | | | |
|--|--|--|---|---------|
| Notes | | | | |
| NOTE: Generally Accepted Auditing Standards require the Independent Auditor (who reports to the Board) have access to the Board on an ongoing basis. This is accomplished by having an initial meeting to confirm the scope of the forthcoming audit and review any prior items of concern. The Board also meets with the Auditor at the conclusion of the financial audit to review the CAFR, Single Audit and other reports. The Auditor also has access to the Board for any significant items identified during the financial audit. | | | | |
| Division Strategy: Obtain Certificate of Achievement for Excellence in Financial Reporting | | | | |
| 2C | Action Plan | Submit in FY 15-16 – Q2 | To be submitted December 2015 | Finance |
| | Submit CAFR and application to GFOA | Submit in FY 15-16 – Q2 | To be submitted December 2015 | Finance |
| | Notes | | | |
| Division Strategy: Update SANBAG Budget document | | | | |
| 2D | Action Plan | Develop scripts with EDEN to provide certain budget summaries in FY 15-16 – Q2 | To be completed in Q3 since Finance required more time to compile the data. The summaries will be included in the FY 2016/17 budget document. | Finance |
| | 1.Reformat current budget summaries and provide additional summaries by major fund and object codes to be included in FY 2016-2017 budget document | Develop scripts with EDEN to provide certain revenue detail in FY 15-16 – Q2 | | Finance |
| | 2. Develop revenue detail section of 2016-2017 budget document | Develop scripts with EDEN to provide certain revenue detail in FY 15-16 – Q2 | | Finance |
| Notes | | | | |
| Future development will include developing a comprehensive financial report for the Board dependent on the success of the aforementioned scripts. Expected to be completed in late FY 15-16 or early FY 16-17. | | | | |

7 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| | | | | |
|---|--|---|---|---|
| Initiative #3: Focus on Creating and Strengthening Collaborative Partnerships with Governmental and Business Entities | | | | |
| Division Strategy: Continue regional forums to discuss issues of regional interest throughout the County | | | | |
| 3A | Action Plan | Conduct forums in each of the subregions – ongoing as issues arise. | Staff has met with WRCOG to follow-up on last regional forum and to discuss future cooperation and forum on community health and wellness probably in late Spring Early Summer 2016. Staff will meet with SGVCOG in November to plan next regional forum as a follow-up from our last forum with them. Tentative time will be first quarter 2016. | COG Legislative and Public Affairs |
| | Actively seek to develop programs on regional issues, coordinate meetings with key stakeholders including legislators. | Conduct forums in each of the subregions – ongoing as issues arise. | Staff has met with WRCOG to follow-up on last regional forum and to discuss future cooperation and forum on community health and wellness probably in late Spring Early Summer 2016. Staff will meet with SGVCOG in November to plan next regional forum as a follow-up from our last forum with them. Tentative time will be first quarter 2016. | COG Legislative and Public Affairs |
| | Notes | | | |
| Division Strategy: Promote a greater understanding of the region’s inability to meet pending air quality deadlines | | | | |
| 3B | Action Plan | Develop strategies with 2016 AQMP data – Q3 | <p>Hosted AQMP staff at October Board meeting. SANBAG has provided comments on AQMP white papers and continues to monitor progress.</p> <p>Working to identify nationwide stakeholders to partner on a solution.</p> <p>Topic planned as part of 2016 DC Advocacy Trip</p> | COG, Legislative/Public Affairs, Planning |

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

8 | Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| | | | | |
|-------------------------------------|---|---|---|---|
| | Work with stakeholders to build a coalition advocating for a more rational approach | Develop strategies with 2016 AQMP data – Q3 | Hosted AQMP staff at October Board meeting. SANBAG has provided comments on AQMP white papers and continues to monitor progress. | COG, Legislative/Public Affairs, Planning |
| | Provide opportunities to educate policymakers on the issues, options and implications | | Working to identify nationwide stakeholders to partner on a solution. | |
| | Notes | | | |
| Division Strategy: Enhance COG role | | | | |
| 3C | Action Plan | Promote and engage local agencies in a Countywide literacy effort in FY 15/16. Make presentation to Board introducing idea by September '15. | Vision2Read presentation made by Supt of Schools at September Board meeting. SANBAG staff is helping to engage business community and IEEP to support effort. Vision2Read will be incorporated into 2016 City/County Conference | COG |
| | Actively work to implement and further the Countywide Vision | Develop program to encourage addition of business friendly best practices by cities. Discuss draft program with City Manager's TAC at October meeting to launch in – Q1 2016. | Meeting with City Managers delayed until January. | COG |
| | | Keep Board informed of COG activities with monthly presentations and with an at least quarterly COG newsletter. | First issue of COG Communicator published in August 2015. Second issue to be published before the end of November. | Legislative/Public Affairs/COG |

9

Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

| | | | | |
|--|--|---|---|--|
| | Inform and educate the Board on the current COG activities and seek direction for future COG activities. | Discuss COG structure and funding as part of the Strategic Planning Retreat in September '15. | Discussion held. Follow-up discussion with Board to take place at December Board meeting seeking approval of funding plan and plan for dedicated COG staffing. | COG |
| | | Prepare an annual COG work plan in advance of the budget. | Rough budget to be provided at December Board and thorough budget for FY 16/17 to be called out specifically during the annual budget discussions. | COG |
| | | Prepare an annual COG work plan in advance of the budget. | Rough budget to be provided at December Board and thorough budget for FY 16/17 to be called out specifically during the annual budget discussions. | COG |
| | Notes | | | |
| Division Strategy: Environmental Stewardship | | | | |
| 3D | Action Plan | Review alternative PACE programs for consideration by member agencies to add competition and bring down overall rates for consumers, thus increasing market adoption. Bring alternative PACE providers to Board for consideration in September '15. | Alternative PACE providers vetted by staff and necessary resolutions forwarded to cities for their consideration. MOU with alternative PACE providers scheduled for presentation to December committee and January Board. | COG |
| | | Provide leadership and assistance to our members in implementing clean energy and conservation projects to reduce utility bills and reduce greenhouse gas emissions (GHG). | Apply for grant funding to implement public electric vehicle (EV) charging networks in the region by Q1 in 2016. | Staff is currently preparing RFP for consultant for EV readiness plan which will be basis of the grant request. RFP to be presented to Board by Q1 2016. Grant finding from California Energy Commission has been delayed until Q1 2017. |

10

Yellow shading means the effort is lagging the committed time schedule

Red text signifies serious impediments to progress that could translate to failure in completing the task

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

| | | | |
|--|---|--|-----|
| | <p>Establish Energy Leader Partnership with SCE and Gas Co. to provide incentives to local governments for energy conservation and leadership programs.</p> <p>Energy Leader Partnership approved by the CPUC in April 2015. Partnership agreements will be presented to Board in Q1 2015.</p> | Partnership agreement approved by the board. | COG |
| | <p>Energy Leader Partnership resolutions will be distributed to 15 member agencies not already part of a partnership in Q1 2015.</p> | Done. Waiting for agencies to take action to approve resolutions. | COG |
| | <p>First Energy Leader Partnership meeting scheduled for Q1 2015.</p> | First Partnership meeting occurred in October. Partnership preparing to retain energy audit and engineering firm for on call work in support of local agency efforts. | COG |
| | <p>Assist local agencies to host LED Christmas light exchange Q2 2015.</p> | LED holiday light exchange in cooperation with 5 cities will take place in November/December. | COG |
| | <p>Explore the feasibility of Community Choice Aggregation (CCA) in the County or in cooperation with WRCOG. CCA is a way of providing choice for how communities get their power and can allow for lower costs to consumers and provide more opportunities for clean energy. Provide an informational item to the Board in Q1 2016 and get direction for further action.</p> | Provided informational report to City/County Managers TAC in November. Visiting Marin Clean Energy and Sonoma Clean Power, the first two successful CCA's in California, with WRCOG in November in preparation for report to SANBAG Board in Q1. | COG |

11 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| | | | | |
|--|--|--|--|----------|
| | | Explore the feasibility of Community Choice Aggregation (CCA) in the County or in cooperation with WRCOG. CCA is a way of providing choice for how communities get their power and can allow for lower costs to consumers and provide more opportunities for clean energy. Provide an informational item to the Board in Q1 2016 and get direction for further action. | Provided informational report to City/County Managers TAC in November. Visiting Marin Clean Energy and Sonoma Clean Power, the first two successful CCA's in California, with WRCOG in November in preparation for report to SANBAG Board in Q1. | COG |
| | Notes | | | |
| Division Strategy: Promote Greater Internal and External Coordination and Use of GIS and Other Modeling Capabilities | | | | |
| 3E | Action Plan | Meet with each department and groups of jurisdictions – Q1 | Prepared sample GIS template for departmental access to GIS data and mapping and prepared memo explaining structure. Will roll out to departments in Q2. | Planning |
| | Work with SANBAG departments and local jurisdictions to determine data needs and identify areas for potential assistance | Document where improvements can be made or greater assistance rendered – Q2 | | Planning |
| | | Implement data and analysis access enhancements – Q4 | | Planning |
| | | Implement data and analysis access enhancements – Q4 | | Planning |

12 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| Notes | | | | |
|---|--|---|---|--------------------------|
| Division Strategy: Increase Agency and Public Access to SANBAG Data | | | | |
| 3F | Action Plan | Document Data Management Office data – Q1 | Created inventory of datasets and map applications. | Planning |
| | Compile and document comprehensive list of data sources maintained and ascertain which additional sources might be made available to agencies and the public and in which format | Document data list and determine which datasets can be made available to other agencies and the public – Q3 | | Planning |
| | | Make data available at appropriate levels for agencies and public – Q4 | | Planning |
| | | Make data available at appropriate levels for agencies and public – Q4 | | Planning |
| | Notes | | | |
| Division Strategy: Enhance Vanpooling across the County | | | | |
| 3G | Action Plan | Execute sub-recipient agreement with Omnitrans – Q1 | The agreement was executed in Q2. This task has been transferred to the Air Quality and Mobility Program. | Transit and Rail |
| | Implement County-Wide Vanpool Program | Hire/Procure vanpool staff Q1 | Rather than hire specific staff, will look at incorporating into contract with consultant. Contract to be presented to Board in February 2016 | Air Quality and Mobility |
| | | Begin program setup of vanpool program – Q2 | On schedule at this time | Air Quality and Mobility |
| | | Begin implementation of vanpool program – Q4 | On schedule at this time. | Air Quality and Mobility |

13 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| | | | | |
|--|---|--|---|--------------------------|
| | | Begin implementation of vanpool program – Q4 | On schedule at this time. | Air Quality and Mobility |
| Notes | | | | |
| Initiative #4: Accelerate Delivery of Capital Projects | | | | |
| Division Strategy: Complete Grade Crossing Improvements in Fontana | | | | |
| 4A | Action Plan | Complete design and start construction on the Fontana grade crossings at Sierra and Juniper – Q3 | Design is underway and advertisement for construction bids is scheduled for Q4. | Transit and Rail |
| | Design and Construction of Grade Crossings in Fontana | Complete design and start construction on the Fontana grade crossings at Sierra and Juniper – Q3 | Design is underway and advertisement for construction bids is scheduled for Q4. | Transit and Rail |
| | Notes | | | |
| Division Strategy: Closeout sbX/BRT Project | | | | |
| 4B | Action Plan | Complete closeout activities on the E Street Corridor sbX/BRT Project – Q4 | Closeout activities are underway but it is anticipated that right-of-way activities could continue past Q4. | Transit and Rail |
| | E Street Corridor sbX/BRT Project Closeout | Complete closeout activities on the E Street Corridor sbX/BRT Project – Q4 | Closeout activities are underway but it is anticipated that right-of-way activities could continue past Q4. | Transit and Rail |

14 | Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| Notes | | | | |
|---|--|--|---|----------------|
| Division Strategy: Delivery of Capital Projects | | | | |
| 4C | Action Plan | SR210 Lane Addition PAED Approved: April 2016 | PAED approval delayed to June 2016 due to noise studies | Major Projects |
| | Project Study Report (PSR) and Project Approval and Environmental Document (PAED) Milestones | SR210 Baseline Interchange PAED Approved: April 2016 | PAED approval delayed to June 2016 due to noise studies | Major Projects |
| | | I-10 Corridor Circulate environmental document: December 2015 | PAED circulation delayed to January 2016 due to new EPA air quality requirement | Major Projects |
| | | I-10 University Interchange PAED Approved: May 2016 | On schedule | Major Projects |
| | | ATP Metrolink PAED Approved: January 2016 | On schedule | Major Projects |
| | | SR210 Pepper Avenue Interchange PAED Approved: July 2015 | PAED approval obtained July 2015 | Major Projects |
| | | SR210 Pepper Avenue Interchange PAED Approved: July 2015 | PAED approval obtained July 2015 | Major Projects |
| | | Notes | | |
| Division Strategy: Delivery of Capital Projects | | | | |
| 4D | Action Plan | SR210 Pepper Avenue Interchange PS&E Approved: November 2015 | PS&E Approval delayed to April 2016 due to the purchase of mitigation property | Major Projects |

15 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| | | | | |
|--|--|--|--|----------------|
| | Plans, Specifications and Estimate (PS&E) Milestones | Monte Vista Grade Separation PS&E Approved: March 2016 | On schedule | Major Projects |
| | | Monte Vista Grade Separation PS&E Approved: March 2016 | On schedule | Major Projects |
| | Notes | | | |
| | | | | |
| Division Strategy: Delivery of Capital Projects | | | | |
| 4E | Action Plan | I-10 Pepper Avenue Interchange Start Construction: December 2015 | Start of construction delayed to February 2016 | Major Projects |
| | Construction Milestones | SR210 Pepper Avenue Interchange Start Construction: Jan 2017 | Start of construction delayed to October 2016 due to the purchase of mitigation property | Major Projects |
| | | Lenwood and BNSF Grade Separation Open for Beneficial Use: September 2015 | Open to traffic in August 2015 | Major Projects |
| | | I-10 Tippecanoe Interchange Phase II Open for Beneficial Use: February 2016 | On schedule | Major Projects |
| | | I-10 Tippecanoe Interchange Phase II Open for Beneficial Use: February 2016 | On schedule | Major Projects |

16 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

| Notes | | | | |
|--|---|--|---|------------------|
| Division Strategy: Construct San Bernardino Transit Center | | | | |
| 4F | Action Plan | Complete initial construction – Q1 | Operations began on September 8. | Transit and Rail |
| | Complete initial construction of San Bernardino Transit Center | Design of back-up generator, fencing, and landscaping – Q1 | Design is 95% complete and with the City for review. | Transit & Rail |
| | San Bernardino Transit Center additional improvements | Complete installation – Q3 | Construction is likely to continue into next fiscal year as staff is targeting fall for the landscaping. | Transit & Rail |
| | | Complete installation – Q3 | Construction is likely to continue into next fiscal year as staff is targeting fall for the landscaping. | Transit & Rail |
| | Notes | | | |
| Division Strategy: Construct DSBPRP | | | | |
| 4G | Action Plan | Continue construction – Q2 | Per the contractor’s current schedule construction will be completed in summer 2017. Staff has worked with the City and BNSF to expedite delivery where possible. | Transit & Rail |
| | Continue construction of the Downtown San Bernardino Passenger Rail Project | Continue construction – Q2 | Per the contractor’s current schedule construction will be completed in summer 2017. Staff has worked with the City and BNSF to expedite delivery where possible. | Transit & Rail |
| | Notes | | | |

17 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| Division Strategy: Implement RPRP | | | | |
|-----------------------------------|---|---|---|----------------|
| 4H | Action Plan | | | |
| | Implementation of Redlands Passenger Rail Project | Begin Final Design – Q1 | Final design began in Q2. | Transit & Rail |
| | | Begin Program Management – Q1 | Program Management began in Q1. | Transit & Rail |
| | | Release RFP for vehicle procurement consultant – Q1 | N/A - The vehicle procurement activities were incorporated into the Program Management contract. | Transit & Rail |
| | | Release RFP for vehicle procurement (purchase of vehicles) – Q3 | On schedule. | Transit & Rail |
| | | Release RFP for Construction Management Services – Q2 | On schedule. | Transit & Rail |
| | | Release RFP for right-of-way acquisition – Q1 | Done. | Transit & Rail |
| | | Complete construction of Alabama/Colton crossing – Q3 | On schedule. | Transit & Rail |
| | | Initiate Programmatic EIRs for land use around RPRP Stations – Q2 | The programmatic EIRs have not been initiated. Staff is reviewing the eligibility of the fund source assigned and need. | Transit & Rail |
| | | Initiate environmental clearance and design of California Street Station – Q2 | This action was contingent upon award of TIGER grant funding which did not occur. | Transit & Rail |
| | | Release RFP for design of maintenance facility – Q1 | Done. | Transit & Rail |
| | Release RFP for design of maintenance facility – Q1 | Done. | Transit & Rail | |
| Notes | | | | |
| | | | | |

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

18 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| Division Strategy: Implement Shortway Grade Crossing Improvements | | | | |
|---|--|---|---|----------------|
| 4I | Action Plan | Finish design and start construction – Q2 | Design is underway and expected to be complete in Q4. Construction will take place the following fiscal year. | Transit & Rail |
| | Shortway grade crossing safety enhancements | Finish design and start construction – Q2 | Design is underway and expected to be complete in Q4. Construction will take place the following fiscal year. | Transit & Rail |
| | Notes | | | |
| Division Strategy: Develop short-term financing needs to help leverage other funds and deliver projects | | | | |
| 4J | Action Plan | Meet with Financial Consultant and Fund Administration to determine short-term financing needs and options FY 15-16 – Q3 based on the updated 10-year delivery plan | | Finance |
| | Establish short-term financing program which includes notes, commercial paper and other short-term options | Meet with Financial Consultant and Fund Administration to determine short-term financing needs and options FY 15-16 – Q3 based on the updated 10-year delivery plan | | Finance |
| | Notes | | | |
| Division Strategy: Update ten-year delivery plan | | | | |
| 4K | Action Plan | Obtain a ten year MSI forecast from HDL and long-term forecast from Dr. Husing by FY 15-16 – Q2 | | Finance |
| | Provide revenue forecast update for ten-year delivery plan update | Obtain a ten year MSI forecast from HDL and long-term forecast from Dr. Husing by FY 15-16 – Q2 | | Finance |

19

Yellow shading means the effort is lagging the committed time schedule

Red text signifies serious impediments to progress that could translate to failure in completing the task

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

| Notes | | | | |
|--|--|---|---|--|
| Division Strategy: Ensure SANBAG’s freight needs are recognized | | | | |
| 4L | Action Plan | Primary Freight Network – Ongoing – Q2 | The National Freight Advisory Committee released a draft freight plan on October 18 th and reviewed the plan at their meeting on November 12 th . | Legislative and Public Affairs (Planning) |
| | Promote the inclusion of regional corridors in goods movement policies and plans | Map-21 Reauthorization: Freight Title – Q2 | The House and Senate both included new freight programs in multi-year transportation bills. The Joint Conference Committee is currently negotiating the final program, reconciling differences between the two proposals. | Legislative and Public Affairs (Planning) |
| | Support funding for freight priorities | Map-21 Reauthorization: Freight Title – Q2 | The House and Senate both included new freight programs in multi-year transportation bills. The Joint Conference Committee is currently negotiating the final program, reconciling differences between the two proposals. | Legislative and Public Affairs (Planning) |
| | Notes | | | |
| Initiative # 5: Maximize Funding Opportunities and Cost-Effectiveness of Investments | | | | |
| Division Strategy: Deliver the highest quality and most cost effective rail & transit projects and service possible in San Bernardino County | | | | |
| 5A | Action Plan | Facilitate implementation of the recommendations of the Transit Efficiency Study – Q3 | The implementation of several recommendations are already underway and staff will continue to facilitate meetings between the consultant and transit operator staff for this effort. | Fund Administration (Transit and Rail, Planning) |

20

Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

| | | | | |
|---|--|--|---|---------------------|
| | Study the efficiency of all seven transit operators and explore consolidation of various functions to provide greater efficiencies and more coordinated service and project delivery | Evaluate effectiveness of Consolidated Transportation Services Agency alternatives for Valley subarea – Q4 | Staff is actively working with Omnitrans and VTrans to determine the most effective structure for a CTSA in the Valley subarea. | Fund Administration |
| | | Evaluate effectiveness of Consolidated Transportation Services Agency alternatives for Valley subarea – Q4 | Staff is actively working with Omnitrans and VTrans to determine the most effective structure for a CTSA in the Valley subarea. | Fund Administration |
| | Notes | | | |
| Division Strategy: Study Transit Oriented Development in Upland | | | | |
| 5B | Action Plan | Complete Upland Metrolink TOD study – Q1 | | Transit and Rail |
| | Upland Metrolink Transit Oriented Development Study | Complete Upland Metrolink TOD study – Q1 | | Transit and Rail |
| | Notes | | | |

21 | Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| Division Strategy: Effectively advocate to maintain or grow historic funding levels provided by state and federal governments | | | | |
|---|--|---|---|---|
| 5C | Action Plan | Map-21 Reauthorization or Extension – Q1 | <p>The Senate approved a \$350 billion six year bill in July 2015. The House approved a \$325 billion six-year bill in November 2015. These both fall below the \$478 billion proposed by the Administration.</p> <p>A joint conference committee has been established to iron out the differences in the two bills.</p> <p>Existing authority is set to expire on December 4th.</p> | Legislative/Public Affairs (Fund Admin.; Planning) |
| | <p>Work with regional and statewide entities to ensure that funding structures and policies are in place that are consistent with SANBAG’s goals and priorities</p> <p>Promote policies to garner more state and federal funding</p> <p>Advocate for legislation that protects and grows state and federal funds</p> | <p>State Budget and Funding options (Cap and Trade, Adoption of Potential Revenue Proposals) – Q2</p> <p>Passage of state legislation to take effect in 2016 – Q2</p> | <p>FY 2015/16 State Budget signed by the Governor on January 28th. Continued existing cap and trade allocations from the FY 2014/15 budget agreement, with a few additions for agriculture, energy, water, and low carbon vehicle programs.</p> <p>Special Session negotiations are still ongoing. The Road User Charge Technical Advisory Committee is scheduled to finalize its recommendations for a pilot program to the CTC in December 2015.</p> <p>End of Year Report scheduled for consideration by the Board on December 2nd.</p> <p>SANBAG sponsor bill signed by the Governor on October 9th.</p> | Legislative/Public Affairs |

22

Yellow shading means the effort is lagging the committed time schedule

Red text signifies serious impediments to progress that could translate to failure in completing the task

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

| | | | | |
|--|---|--|--|----------------------------|
| | | Evaluate results of prior year advocacy efforts – Q2 | New Federal Lobbyist contract awarded July 2015. State Advocacy Evaluation targeted to go to the General Policy Committee in December 2015/January 2016. | Legislative/Public Affairs |
| | | Evaluate results of prior year advocacy efforts – Q2 | New Federal Lobbyist contract awarded July 2015. State Advocacy Evaluation targeted to go to the General Policy Committee in December 2015/January 2016. | Legislative/Public Affairs |
| Notes | | | | |
| Division Strategy: Promote expanded alternative project delivery mechanisms and project streamlining | | | | |
| 5D | Action Plan | P3 state authority expires 2017 – Q2 | A P3 extension did not pass in the 2015 legislative session. The issue will continue to be considered in 2016. | Legislative/Public Affairs |
| | Work with statewide and regional partners on streamlining and expanded/extended authorities for project delivery. | MAP-21 reauthorization – Q2 | Current authority expires December 4, 2015. Conference Committee has an aggressive schedule targeting adoption of a multi-year bill before that date. | Legislative/Public Affairs |
| | | MAP-21 reauthorization – Q2 | Current authority expires December 4, 2015. Conference Committee has an aggressive schedule targeting adoption of a multi-year bill before that date. | Legislative/Public Affairs |
| | Notes | | | |
| Division Strategy: Evaluate Valley Interchange Program | | | | |
| 5E | Action Plan | Present interchange priority options to TAC’s, committee and Board, including phasing options – Q1 | Developed interchange phasing and priority recommendations in conjunction with City/County Manager Ad Hoc/TAC and TTAC. Presented to MVSS in October. | Planning |

23

Yellow shading means the effort is lagging the committed time schedule

Red text signifies serious impediments to progress that could translate to failure in completing the task

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

| | | | | |
|--|--|--|--|----------------------------|
| | Prepare Valley interchange program analysis and options for consideration by SANBAG Board | Update Strategic Plan interchange priority list and policies based on Board direction – Q2 | | Planning |
| | | Update Strategic Plan interchange priority list and policies based on Board direction – Q2 | | Planning |
| Notes | | | | |
| Initiative #6: Develop Marketing Strategies | | | | |
| Division Strategy: Build awareness of SANBAG programs and services | | | | |
| 6A | Action Plan | Build upon existing communications opportunities including displays, media outreach, local and regional publications, signage, local and regional event presence, and collateral materials | Continue to evaluate new opportunities. Recent presence at the League of California Cities Conference, Mobility 21 Conference, and speaking opportunities highlighting public engagement programs at International Association for Public Participation (IAP2) Conference. | Legislative/Public Affairs |
| | Identify key local and regional projects to highlight Measure I's contributions to the transportation system Leverage and grow social media, outreach, media and communications opportunities | Grow social media following through multiple platforms, including Facebook and Instagram. Continue building Twitter following. Introduce a centralized media blog platform to create SANBAG media content. | Instagram account recently introduced (@sanbagnews), growing following. @i10tippecanoe project page also available. Twitter followers – 1,761 Facebook followers on the SANBAG page and I-10/I-15 Facebook pages – 844 @sanbagnews blog has been introduced and is regularly updated. It can be found at sanbagnewsroom.wordpress.com | Legislative/Public Affairs |

24

Yellow shading means the effort is lagging the committed time schedule

Red text signifies serious impediments to progress that could translate to failure in completing the task

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

| | | | | |
|---|---|--|--|----------------------------|
| | | Enhance public engagement and information sharing | New tools being considered through the On-Call Public Outreach Procurement and also be evaluated for use on the Redlands Passenger Rail Project. | Legislative/Public Affairs |
| | | Enhance public engagement and information sharing | New tools being considered through the On-Call Public Outreach Procurement and also be evaluated for use on the Redlands Passenger Rail Project. | Legislative/Public Affairs |
| Notes | | | | |
| Division Strategy: Expand contracting opportunities | | | | |
| 6B | Action Plan | Contract for Redlands Passenger Rail Project public outreach to be awarded – Q1. RFP and Contract Award for Public Outreach On-Call services targeted for – Q2. | Contract Awarded October 2015 Public Outreach On-Call proposals received November 12 th . Interviews scheduled for December 3 rd and contract award to committee in January 2016. | Legislative/Public Affairs |
| | Provide additional contracting opportunities with SANBAG by unbundling public outreach from construction and project development contracts and promote separate procurements. | Contract for Redlands Passenger Rail Project public outreach to be awarded – Q1. RFP and Contract Award for Public Outreach On-Call services targeted for – Q2. | Contract Awarded October 2015 Public Outreach On-Call proposals received November 12 th . Interviews scheduled for December 3 rd and contract award to committee in January 2016. | Legislative/Public Affairs |

25 | Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| Notes | | | | |
|---|--|--|--|---|
| Division Strategy: Highlight transit options to key events across San Bernardino County | | | | |
| 6C | Action Plan | Evaluate opportunities to leverage existing marketing resources to build awareness of transit services in San Bernardino County. | Marketing/Branding RFP to provide additional resources toward this effort targeted for release in January/February 2016. | Legislative/Public Affairs; Transit/Rail; Fund Admin |
| | Identify events and work with transit providers on the best ways to highlight transit connectivity | Consider creation of special event transportation services and identify funding for those services. | Currently evaluating opportunities for service. | Legislative/Public Affairs; Transit/Rail; Fund Admin; COG |
| | Create media to educate the public on alternative transportation options to attend events as well as promoting events themselves | Consider creation of special event transportation services and identify funding for those services. | Currently evaluating opportunities for service. | Legislative/Public Affairs; Transit/Rail; Fund Admin; COG |
| Notes | | | | |

26 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| Division Strategy: Ensure SANBAG's interests are preserved in statewide and Regional Planning | | | | |
|---|---|--|---|--|
| 6D | Action Plan | Provide input to Statewide planning documents and policies (Q1-Q4) | <p>Prepared comment letters on California Transportation Plan, Inter-regional Transportation Strategic Plan, and Road Charge Pilot Program.</p> <p>Comments offered on Draft Affordable Housing and Sustainable Communities and the State Transportation Improvement Program guidelines, as well as to the Road User Charge Technical Advisory Committee on program considerations and the California Freight Advisory Committee on the freight strategy.</p> | Planning (Legislative, Fund Administration). |
| | Provide input to and comments on Statewide and regional transportation planning efforts | Provide input to regional planning documents and policies (Q1-Q4) | Prepared comment letter on draft Air Quality Management Plan white papers. | Planning (Legislative, Fund Administration) |
| | | Provide input to regional planning documents and policies (Q1-Q4) | Prepared comment letter on draft Air Quality Management Plan white papers. | Planning (Legislative, Fund Administration) |
| | Notes | | | |

27 | Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| Initiative #7: Long Range Strategic Planning | | | | |
|---|--|--|---|--------------------|
| Division Strategy: Complete Countywide Transportation Plan and Subarea Studies | | | | |
| 7A | Action Plan | Board Adoption – Q2 | | Planning |
| | Finalize and adopt Countywide Transportation Plan as basis for input to SCAG RTP/SCS. Conduct Mountain Area Transportation Study (MATS) | Complete Draft of MATS – Q4 | Initiated MATS on September 28. | Planning |
| | | Complete Draft of MATS – Q4 | Initiated MATS on September 28. | Planning |
| | Notes | | | |
| Division Strategy: Develop a Long-Term Vision for the San Bernardino Metrolink Line and Take Initial Implementation Steps | | | | |
| 7B | Action Plan | Present ARRIVE findings to TACs, Commuter Rail and Transit Committee and Board – Q2 | Made presentation on ARRIVE final report to TTAC in August and CRTC in September. | Planning (Transit) |
| | Complete ARRIVE Planning Study with input from local stakeholders. | Develop action plan among corridor jurisdictions to move implementation forward – Q3 | | Planning (Transit) |
| | | Develop action plan among corridor jurisdictions to move implementation forward – Q3 | | Planning (Transit) |
| | Notes | | | |

28 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| Division Strategy: Update Congestion Management Program Monitoring Process | | | | |
|--|---|---|--|----------|
| 7C | Action Plan | Complete development of monitoring tool – Q1 | Development completed. Presentation made to TTAC in August and GPC in October. | Planning |
| | Develop web-based Congestion Management Program monitoring tool. | Prepare bi-annual monitoring report through application of monitoring tool – Q3 | | Planning |
| | | Prepare bi-annual monitoring report through application of monitoring tool – Q3 | | Planning |
| | Notes | | | |
| Division Strategy: Update GIS Growth Model | | | | |
| 7D | Action Plan | Evaluate current model limitations – Q1 | Identified model improvement needs and prepared memo. | Planning |
| | Update model based on more current data and in conjunction with RTP/SCS | Determine model improvement possibilities – Q2 | | Planning |
| | | Assess available data and prepare strategy for model upgrades for next RTP/SCS cycle – Q4 | | Planning |
| | | Assess available data and prepare strategy for model upgrades for next RTP/SCS cycle – Q4 | | Planning |

29

Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

| Notes | | | | |
|---|-------------|--|--|---|
| Division Strategy: San Bernardino Transportation Analysis Model (SBTAM) Development | | | | |
| 7E | Action Plan | Evaluate transit model validation – Q3 | Evaluate transit component of model for application purposes. Develop long-term strategy for SBTAM maintenance and updates in coordination with SCAG and Caliper | Planning (Transit) |
| | | Evaluate transit component of model for application purposes. | Present SBTAM development plan to TTAC – Q4 | Planning |
| | | Develop long-term strategy for SBTAM maintenance and updates in coordination with SCAG and Caliper | Present SBTAM development plan to TTAC – Q4 | Planning |
| | Notes | | | |
| Initiative #8: Environmental Stewardship and Sustainability | | | | |
| Division Strategy: Collaborate on regional input to the 2016 Air Quality Management Plan (AQMP) and the CARB Sustainable Freight Initiative (SFI) | | | | |
| 8A | Action Plan | Participate in meetings with stakeholders to identify common areas of interest and strategies to review and influence the AQMP and SFI (Q1-Q4) | Discussions held with IEEP to gain input from the logistics industry | COG (Legislative/Public Affairs; Planning) |

30

Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

| | | | |
|---|--|---|---|
| <p>Work with stakeholders in San Bernardino County and the SCAG region on reviewing technical work that will serve as the basis of the AQMP.</p> <p>Provide opportunities to inform policymakers on the issues, options and implications being considered for the AQMP.</p> | <p>Review technical “white papers” being prepared by AQMD and drafts of the SFI by CARB (Q2) Provide SANBAG comments and collaborate on regional comments (Q1 – Q3)</p> | <p>Provided comments on draft AQMP white papers in Q1.</p> | <p>Planning</p> |
| | <p>Hold committee briefings and workshop(s) on policy issues anticipated in the AQMP to give Board Members clear understanding of implications and provide opportunities for them to give direction. (Q1-Q3)</p> | <p>Briefing provided to Board in October on progress of AQMP and on next steps to develop control strategies.</p> | <p>COG (Legislative/Public Affairs; Planning)</p> |
| | <p>Participate in technical committees responsible for reviewing AQMP and SFI (Q1-Q4)</p> | <p>Provided input through AQMP working group and participated in CA Freight Advisory Committee.</p> | <p>Planning</p> |
| | <p>Provide formal comments and testimony on drafts of AQMP and SFI (according to AQMD and CARB schedules)</p> | | <p>Planning</p> |
| | <p>Provide formal comments and testimony on drafts of AQMP and SFI (according to AQMD and CARB schedules)</p> | | <p>Planning</p> |
| Notes | | | |
| | | | |

31

Yellow shading means the effort is lagging the committed time schedule
Red text signifies serious impediments to progress that could translate to failure in completing the task

| Division Strategy: Maintain Countywide Non-Motorized Plan for Grant Application Purposes | | | | |
|--|---|--|---|----------|
| 8B | Action Plan | Several local jurisdictions have started developing active transportation master plans. SANBAG will assist and provide review of the documents from the local jurisdictions to be consistent with the NMTP – Q1-Q4 | | Planning |
| | Amend the Non-Motorized Transportation Plan in accordance with updated local plans and existing conditions | Countywide Complete Streets Guidelines and Strategy will be completed by June of 2015. Staff will incorporate the guideline document as an appendix to the NMTP – Q1 | Made presentation to TTAC on final Complete Streets and Safe Routes to School studies in August. | Planning |
| | | Monitor active transportation grants available for local jurisdictions including ATP, Cap-and-Trade, MSRC, HSIP, and others Q1 – Q4 | Worked with jurisdictions on ATP grant applications in Spring 2015 and in Q1 presented strategy for coordinating ATP awards with TDA Article 3 call-for-projects. | Planning |
| | | Monitor active transportation grants available for local jurisdictions including ATP, Cap-and-Trade, MSRC, HSIP, and others Q1 – Q4 | Worked with jurisdictions on ATP grant applications in Spring 2015 and in Q1 presented strategy for coordinating ATP awards with TDA Article 3 call-for-projects. | Planning |
| | Notes | | | |
| Division Strategy: Promote Pedestrian Transportation | | | | |
| 8C | Action Plan | Initiate PIPP Study – Q1 | Selected PIPP consultant and provided NTP. | Planning |
| | Utilize awarded grand funds to create a Countywide Pedestrian Points of Interest Plan (PIPP) to be integrated in the Non- | Identify destination locations throughout the County to start stakeholder outreach and walk audits – Q2 | | Planning |

32 | Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

| | | | | |
|--|---|---|--|---|
| | Motorized Transportation Plan | Complete initial walk audits – Q4 | | Planning |
| | Utilize awarded grant funds to create a Countywide Safe-Routes to School Plan to be integrated with the Non-Motorized Transportation Plan | Release RFP for the Phase II of the SRTS Plan in August 2016 – Q1 | | Planning |
| | | Complete prioritization list of the school sites from phase 1 study and begin school site community outreach and walk audits – Q4 | | Planning |
| | | Complete prioritization list of the school sites from phase 1 study and begin school site community outreach and walk audits – Q4 | | Planning |
| | | Notes | | |
| Division Strategy: Submit Competitive Grant Applications and Coordinate with Other Agencies on Applications and Implementation | | | | |
| 8D | Action Plan | Execute the cooperative agreement between SANBAG and ROTW – Q1 | Agreement approved by SANBAG Board in September. | Planning |
| | Work with stakeholders in the Rim of the World Community to develop Active Transportation Master Plan. | Draft Active Transportation Master Plan – Q4 | | Planning |
| | | Provide input to next round of Cap-and-Trade Guidelines (Q2) | | Planning (Transit, Fund Administration) |
| | Submit competitive grant applications for Cap-and-Trade funds | Identify C&T grant funding opportunities and coordinate with other agencies (Q2-Q3) | | Planning (Transit, Fund Administration) |
| | | Submit grant applications in coordination with other agencies (Q3-Q4) | | Planning (Transit, Fund Administration) |
| | | Submit grant applications in coordination with other agencies (Q3-Q4) | | Planning (Transit, Fund Administration) |

33

Yellow shading means the effort is lagging the committed time schedule

Red text signifies serious impediments to progress that could translate to failure in completing the task

Attachment: Fiscal Year 2015-16 Work Goals 1st Quarter Update (2340 : Fiscal Year 2015-2016 Work

| Notes | | | | |
|--|--|--|--|---------------------------|
| Division Strategy: Promote Countywide, Interagency Active Transportation Collaboration | | | | |
| 8E | Action Plan | Work with Community Vital Signs (CVS) Wellness Element Group, SCAG, and the State (OPR) to finalize built-environment health indicators for the 2016 RTP/SCS Scenario Planning Model (SPM). – Q2 | | Planning |
| | Continue to provide cross-disciplinary and cross-agency leadership through panel and consortium participation and grant application advocacy and assistance. | Collaborate and assist CVS data committee efforts in developing central database for County’s vital statistics, including data on built-environment – Q1 - Q4 | | Planning |
| | | Collaborate and assist CVS data committee efforts in developing central database for County’s vital statistics, including data on built-environment – Q1 - Q4 | | Planning |
| | Notes | | | |
| Division Strategy: Implement Components of ATP Metrolink Station Accessibility Grant | | | | |
| 8F | Action Plan | Complete environmental review – Q3 | | Major Projects (Planning) |
| | Initiate construction of the Bicycle and | Initiate Construction – Q4 | | Major Projects (Planning) |

34 | Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

| | | | | |
|---|--|--|---|---------------------------|
| | Pedestrian improvements around the six Metrolink Stations as identified in the Transit Access Plan | Initiate Construction – Q4 | | Major Projects (Planning) |
| | Notes | | | |
| | | | | |
| Division Strategy: Progress Toward Countywide Habitat Conservation Goals | | | | |
| 8G | Action Plan | Report to PDTF and Board on the Completed Countywide Framework Study – Q1 | Report on Phase I provided to GPC in September and cooperative agreement for Phase II with County and SCAG approved at October Board. | Planning |
| | Coordinate efforts with the County and SCAG to continue on Open Space/Habitat Planning in the region | Start on the next steps as identified in the Countywide Framework Study –Q2 | | Planning |
| | | Begin work with USFS on development of the Forest Management Plan –Q3 | | Planning |
| | | Research and develop Cap-and-Trade opportunities for forest lands in the County – Q4 | | Planning |

35 Yellow shading means the effort is lagging the committed time schedule
 Red text signifies serious impediments to progress that could translate to failure in completing the task

Minute Action

AGENDA ITEM: 10

Date: *December 9, 2015*

Subject:

Transportation Development Act Article 3 Phase 2 Pedestrian and Bicycle Facilities and Transit Stop Access Improvement Call for Projects

Recommendation:

That the General Policy Committee recommend the Board authorize the release of Transportation Development Act (TDA) Article 3 Call for Projects for the following two programs:

- A. Pedestrian and Bicycle Facility Projects (\$887,977)
- B. Transit Stop Access Improvement Projects (\$634,287)

Background:

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

In July 2013, the Board awarded \$3,029,621 for Pedestrian and Bicycle Projects and \$767,405 for Transit Stop Access Improvement projects. These projects are to be completed within a three year time frame, or December 2016. This year, a total of \$3,421,433 of Article 3 Bike and Pedestrian funds and Transit Stop Access funds were estimated to be available for award. However, in March of this year, the SANBAG Board approved the allocation of \$1.89 million of the Bike and Pedestrian funds toward assisting local jurisdictions to better compete in the State's Active Transportation Program (ATP). As a result, San Bernardino County jurisdictions were able to leverage more funding from the State in this cycle of the ATP program.

As in the past, staff is proposing to issue two calls-for-projects which will be issued concurrently. Attachment 1 presents the call-for-projects for Pedestrian and Bicycle Projects representing the Article 3 funds available following the allocation to successful ATP applications, or \$887,977. Out of the \$887,977, the Board also approved 10 percent set-aside (\$253,715) from the original TDA Article 3 Bicycle and Pedestrian Projects this year for maintenance of existing bicycle and pedestrian facilities. Proposed projects must be consistent with the most recent Non-Motorized Transportation Plan approved by the SANBAG Board. Eligible expenditures include:

Entity: CTC

General Policy Committee Agenda Item

December 9, 2015

Page 2

- Preliminary engineering leading to construction of pedestrian or bicycle facilities
- Right-of-way acquisition necessary for pedestrian or bicycle facilities
- Construction or reconstruction of Class I, II and III bicycle facilities and sidewalks
- Provision of curbs, gutters and driveway ramp paving on a sidewalk project
- Purchase and installation of bicycle locker and/or racks at major employment centers, park-and-ride lots and transit terminals

Attachment 2 presents the call-for-projects for Transit Stop Access Improvement Projects representing 20 percent of the available Article 3 funds, or \$634,287. Under this call, no single jurisdiction shall receive more than 10 percent of the funds available unless there are an insufficient number of project applications to fully utilize the amount available. Eligible expenditures include:

- Retrofitting sidewalks with accessibility ramps to improve access to existing bus stops
- Construction of bus stop pads, including pads for bus shelters, but not including purchase and installation of bus shelters or benches at existing bus stop locations
- Construction of bus stop pads, including pads for bus shelters, but not including purchase and installation of bus shelters or benches at new bus stop locations
- Construction of new sidewalks to serve existing bus stop locations
- Construction of new sidewalks to serve new bus stop locations
- Web-based mapping, photography or other visual imagery to provide information on stop accessibility to users of a transit system

Staff anticipates issuing the calls-for-projects on January 6, 2016 with project applications due to SANBAG by February 5, 2016. The application review would occur during February with a recommendation on projects provided to the March General Policy Committee and the Board of Directors on April 6, 2016.

Currently, it is tentatively anticipated that the evaluation panel for each call-for-projects will be comprised of two members from SANBAG, one member from Caltrans, one from a neighboring County Transportation Commission, one member from SCAG, and one from a bicycle or transit user group.

Financial Impact:

This item has no financial impact on the Fiscal Year 2015/2016 Budget.

Reviewed By:

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

Responsible Staff:

Josh Lee, Senior Planner

Approved
General Policy Committee
Date: December 9, 2015

Witnessed By:

Attachment 1

**TRANSPORTATION DEVELOPMENT ACT
ARTICLE 3 BIENNIAL CALL FOR PROJECTS
FOR
BICYCLE AND PEDESTRIAN FACILITIES**



Issued: January 6, 2016
Submittal Deadline: February 5, 2016

Attachment: Attachment 1 - 2015-Article 3 Call Bicycle Ped (2073 : TDA Article 3 Phase 2 Call for Projects)

Background:

In August 1999, the SANBAG Board approved a policy that 80% of the Transportation Development Act (TDA) Article 3 funds would be made available for projects that implement or improve bicycle and pedestrian facilities. The remaining 20% of TDA Article 3 funds will be made available through a separate Call for Projects specifically for projects that improve access to transit stops for pedestrians and persons with disabilities. The total amount available in this call for projects is \$887,977 and is comprised of funds from unused allocation of prior TDA awards and two fiscal years of revenue (FY 2014/2015 & FY 2015/2016), but subtracting the phase I call for projects to assist with local match funds for the Statewide Active Transportation Program. (\$1.4 million)

Upon approval of a project list by the SANBAG Board, Article 3 funds will be allocated to the project sponsor agency. Allocated funds will remain available for three full years after Board approval. Unspent allocated funds may revert back to the subsequent Bicycle and Pedestrian Facilities Call for Projects after the three year term has expired. Two one-year extensions may be granted at the discretion of SANBAG for projects that are moving forward but cannot be completed by the award sunset date. Subsequent extensions are at the discretion of the SANBAG Board. Extension requests must include appropriate justification for an extension and provide a revised project schedule with an expected completion date. Requests must be received in writing by SANBAG prior to sunset of the allocation.

Proposed bicycle and pedestrian facility projects must meet the following guideline requirements:

- Bicycle projects submitted for consideration must be included in the latest SANBAG Non-Motorized Transportation Plan (NMTP). Project costs do not necessarily need to match.
- Sidewalk or other pedestrian projects do not need to be included in the latest Non-Motorized Transportation Plan.
- The minimum match for this grant program is 10%. No award of Article 3 Bicycle and Pedestrian funds will be for more than 90% of the total project cost. However, overmatching is encouraged and provides additional application points as outlined in the scoring criteria below. There is no maximum amount that is available per project request, however, in the event that a project cannot be fully funded, SANBAG may recommend partial funding for award.
- Agencies awarded funds will not be reimbursed for any project cost overruns. The allocated amount represents the maximum amount eligible for reimbursement. For projects completed under the allocated amount, the agency will be reimbursed at the matching ratio in effect at the time of project selection and approval. Example: If an agency commits to a 25% match for a \$10,000 project, the amount of Article 3 awarded would be \$7,500. If the completed project cost was \$8,000, the amount of Article 3 funds disbursed to the agency would be \$6,000.
- Design and construction of facilities must conform to the general design criteria for non-motorized facilities as outlined in the Caltrans Highway Design Manual.

Eligible Expenditures:

1. Preliminary engineering leading to construction of pedestrian or bicycle facilities
2. Right-of-way acquisition necessary for pedestrian or bicycle facilities
3. Construction or reconstruction of Class I, II and III bicycle facilities and/or cycle tracks and sidewalks
4. Provision of curbs, gutters, and driveway ramp paving on a sidewalk project
5. Purchase and installation of bicycle lockers and/or racks at major employment centers, park-and-ride lots and transit terminals
6. Maintenance of existing Class I facilities (no more than 10% of the available funds for the Bicycle and Pedestrian Facilities Call for Projects can be allocated to maintenance of existing facilities)

The construction of sidewalks fronting undeveloped land on a project may not exceed 15% of the total project length. Match paving for sidewalk projects is not an eligible project cost. Roadway improvements performed in conjunction with bicycle or pedestrian facility improvements are not an eligible expense. Detailed project cost estimates must be provided that clearly demonstrates the portion of a comprehensive project that is directly attributable to bicycle or pedestrian facilities. If the funds requested for bicycle or pedestrian facilities cannot be clearly determined from project cost estimates or funding is not deemed appropriate for bicycle or pedestrian facilities the evaluation panel reserves the right to eliminate the submittal from consideration or adjust the cost according to what it deems appropriate for the bicycle or pedestrian facility. Railroad grade crossing pedestrian projects are no longer considered eligible expenses under this program.

Additional Information:

Jurisdictions shall submit one application per project and transmit the application to SANBAG electronically based on the submittal instructions. The application must include the following:

- Cover letter. Cover letter should note all of the projects submitted by a jurisdiction with a prioritized list of projects. Funding awards will not necessarily be based on prioritizations but rather based on the scores developed from the scoring criteria.
- Clear project description discussing the nature and type of project being proposed for funding. The description shall include important design considerations and identify the location of the project and the transportation purpose to be served.

- Map depicting the project location and limits along with principle streets, transit routes, nearby city and county boundaries, and prominent landmarks shall be included.
- Discussion of safety or other concerns that the project is expected to address.
- Description of the connectivity of the project to the local and regional active transportation network.
- Acknowledgement of previous TDA awards and status of those projects.
- Project cost estimate that addresses various components of project cost. If a bicycle or pedestrian facility proposed project is part of another larger project (i.e. street widening), the bicycle/pedestrian facility components must be clearly delineated from non-eligible roadway or other expenses.
- Detailed application questions are included in the electronic submittal form.

Project applications will be reviewed by an evaluation panel. The evaluation panel, using the criteria contained in this call-for-projects, will score the proposed project applications. The evaluation panel is anticipated to be comprised of at least two SANBAG staff and potentially a member from a bicycle/pedestrian stakeholder group such as the Inland Empire Biking Alliance, an adjacent county transportation commission, and Caltrans. Based on the evaluation panel proposed project scores, the evaluation panel will make its recommendation to SANBAG General Policy Committee who will forward its recommendation to the full SANBAG Board of Directors.

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. | 20 |
| 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, ADT/trip generation information or other data to support the forecasted use and/or need for the project. The relation of the proposed project to the regional and local active transportation network. The level of connectivity the proposed project offers to intermodal opportunities. 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. | 30 |
| Destinations Served – The extent that the proposed project serves destinations, the nature of destinations served and the likelihood of proposed project usage by destination related activity. (e.g., employment center, school or college, retail center and/or downtown area, park and other recreational use, public building, including library, museum and civic center). | 15 |
| 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%; and 20 points for 50% or greater. | 20 |
| Project readiness –Existing infrastructure such as roadways, pavement conditions and intersection signalization that may accelerate project development and delivery with ten points awarded where project design and environment clearances are complete and can be verified. | 10 |
| Timeliness of Prior Project Completion – Ability to demonstrate project completion in a timely manner. | 5 |
| Total Possible Score | 100 |

Call for Projects Schedule:

| | |
|--|----------------------------|
| Issue Call for Projects | Wednesday, January 6, 2016 |
| Project Proposals Due | Friday, February 5, 2016 |
| Recommendation to General Policy Committee | Wednesday, March 9, 2016 |
| Recommendation to Board | Wednesday, April 6, 2016 |

Submittal Instructions:

Applications must be submitted online. The online form has been attached for reference purposes. Once the form is submitted online it is directed to the appropriate SANBAG

department. A confirmation email will be forwarded to each applicant to confirm that an application has been submitted. For questions regarding the submittal process or application, please contact Josh Lee at (909) 884-8276 or jlee@sanbag.ca.gov. The online application form can be found at the following link:

<http://maps.sanbag.ca.gov/website/TDAGrant>

Applications must be submitted by 5:00 pm on the proposal due date specified above. This call and associated information is also available on the SANBAG website at www.sanbag.ca.gov.

Project Completion and Payment:

Sponsor agencies receiving an allocation of \$250,000 or less shall be reimbursed in arrears and upon proof of satisfactory project completion. Agencies receiving an allocation of \$250,000 or more may request progress payments, however, 20% of the awarded funds shall be held by SANBAG until proof of satisfactory project completion. Each recipient shall prepare a project completion report, including pictures of completed project(s) when requesting reimbursement. SANBAG will reimburse the recipient within 45 days. Recipient must retain all records necessary for the fiscal and compliance audit that will be conducted at the end of each fiscal year. Projects selected under this process must be completed within the three full fiscal year period. Any funds allocated and not disbursed by the end of the three full fiscal year period shall be unallocated and returned the Article 3 Bicycle and Pedestrian Facilities fund.

Attachment 2

TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 BIENNIAL CALL FOR PROJECTS FOR TRANSIT STOP ACCESS IMPROVEMENTS



Issued: January 6, 2016
Submittal Deadline: February 5, 2016

Background:

In August 1999 the SANBAG Board approved a policy that 20% of the Transportation Development Act (TDA) Article 3 funds would be made available for projects that improve access to transit stops for pedestrians and persons with disabilities. The remaining 80% of TDA Article 3 funds will be made available through a separate Call for Projects specifically for bicycle and pedestrian facilities.

This program has been developed in recognition of the importance of providing safe and accessible paths of travel to existing and proposed bus stop locations. In some instances, the provision of accessible pathways to bus stops may reduce the demand for complementary paratransit service provided by the Americans with Disabilities Act (ADA). The total amount available in this Transit Stop Access Improvements call for projects is estimated to be \$634,287 and is comprised of funds from unused prior allocations and funds from two fiscal years (FY 2014/2015 and 2015/2016).

Applicants may be cities, the county or transit operators/claimants. No single jurisdiction shall receive more than 10% of the funds available under this call for projects unless there are an insufficient number of project applications to fully utilize the amount available. Joint power agency transit operators who are the lead agency for implementing the proposed projects may receive awards above the 10% limit.

Upon approval of a project list by the SANBAG Board, Article 3 funds will be allocated to the project sponsor agency. Allocated funds will remain available for three full fiscal years after the year of Board approval. Unspent allocated funds will revert back to the subsequent Transit Stop Access Improvements call for projects after the three year term has expired. Extensions may be granted at the discretion of SANBAG for projects that are moving forward but cannot be completed by the award sunset date. Extension requests must include appropriate justification for an extension and provide a revised project schedule with an expected completion date. Requests must be received in writing by SANBAG prior to sunset of the allocation.

Eligible Expenditures:

1. Web-based mapping, photography or other visual imagery to provide information on stop accessibility to users of a transit system.
2. Retrofitting sidewalks with accessibility ramps to improve access to existing bus stops.
3. Construction of bus stop pads, including pads for bus shelters, but not including purchase and installation of bus shelters or benches at existing bus stop locations.
4. Construction of bus stop pads, including pads for bus shelters, but not including purchase and installation of bus shelters or benches at new bus stop locations.

5. Construction of new sidewalks to serve existing bus stop locations.
6. Construction of new sidewalks to serve new bus stop locations.

Eligible project costs include expenses associated with: right of way acquisition or easement; preliminary engineering and design; plans, specifications and estimates; and construction. All projects must comply with the applicable Americans with Disabilities Act Accessibility Guidelines (ADAAG), Health and Safety Code, Sections 18901 to 18949.6 of the State Building Standards Law as issued by the California Building Standards Commission, and comply with local building and construction codes and requirements.

Additional Information:

If multiple improvement projects are included in an application, the application should include a prioritized listing of access improvement projects. All applications are to be submitted based on the submittal instructions. The application must include the following:

- Projects shall be classified as one of the six types of projects identified under the eligibility section above.
- Project description should identify whether the existing right of way or a new easement is required for the proposed project.
- Documentation that the proposed project addresses a problem area identified by current users of the transit service or through a survey of bus stop accessibility.
- The number of bus routes and daily buses serving the stop.
- Current or forecast daily boardings and alightings.
- Key activity generators or attractors served at the proposed project location including project location in relations to the SANBAG's Regional Non-Motorized Transportation Plan (NMTP).
- Map demonstrating specific location of proposed project.
- Pictures of the improvement site(s) and/or location(s).
- Schedule for project completion by project.
- Project cost estimate.
- Acknowledgement of previous TDA awards and status of those projects.

Project applications will be reviewed by an evaluation panel. The evaluation panel, using the criteria contained in this call-for-projects, will score the proposed projects. The evaluation panel is anticipated to be comprised of at least two SANBAG staff and potentially a member from a bicycle/pedestrian stakeholder group such as the Inland Empire Biking Alliance, an adjacent county transportation commission and Caltrans. Based on the evaluation panel proposed project scores, the evaluation panel will make its recommendation to SANBAG General Policy Committee who will forward its recommendation to the full SANBAG Board of Directors.

Project Evaluation Criteria:

| Evaluation Criteria | Possible Score |
|--|----------------|
| Overall Quality of Application – Overall quality of the application submitted for a project considering clarity of project and satisfactorily addressing evaluation criteria. | 15 |
| Project Need and Purpose - Project addresses identified access issues at new or existing bus stops or fills a gap in accessibility to transit system users. Describe how stop and increased accessibility serves local activity generators/destinations, provides increased connectivity to the multi-modal transportation system, and potential safety/ADA benefits. | 40 |
| Cost Effectiveness –Consideration of project cost compared to daily boardings and alightings and/or complementary paratransit cost avoidance achieved by making the bus stop location accessible to individuals with disabilities. | 15 |
| Timeliness of Prior Project Completion – Consideration of likelihood to deliver within a timely manner | 5 |
| Matching funds – Proposed projects will receive the following points based upon the extent of match provided: 5 points for 10-19%; 10 points for 20-29%; 15 points for 30-49%; and 25 points for 50% or greater | 25 |

¹ Matching funds from applicant may consist of Federal Transit Administration funds, Community Development Block Grant funds or other local funds, including LTF Article 8a.

Call for Projects Schedule:

| | |
|--|----------------------------|
| Issue Call for Projects | Wednesday, January 6, 2016 |
| Project Proposals Due | Friday, February 5, 2016 |
| Recommendation to General Policy Committee | Wednesday, March 9, 2016 |
| Recommendation to Board | Wednesday, April 6, 2016 |

Submittal Instructions:

Applications must be submitted online. The online form has been attached for reference purposes. A form must be completed for each specific project identified for funding with the prioritization defined for each project by jurisdiction/agency. All application forms from a jurisdiction/agency for similarly classified projects shall be submitted jointly in one master submittal. Jurisdictions/agencies may submit multiple applications if projects from more than one classification are submitted for consideration.

Once the form is submitted online it is directed to the appropriate SANBAG department. A confirmation email will be forwarded to each applicant to confirm that an application has been submitted. For questions regarding the submittal process or application, please contact Josh Lee at (909) 884-8276 or jlee@sanbag.ca.gov. The online application form can be found at the following link:

<http://maps.sanbag.ca.gov/website/TDAGrant>

Applications must be submitted by 5:00 pm on the proposal due date specified above. This call and associated information is also available on the SANBAG website at <http://maps.sanbag.ca.gov/website/TDAGrant>.

Project Completion and Payment:

Article 3 funds are not automatically distributed to agencies. Recipients of funding approved by the SANBAG Board shall be reimbursed for expenses incurred up to the amount approved based on claims submittals to SANBAG. Each recipient shall prepare and submit a project completion report, including pictures of the completed project(s) to accompany the request for reimbursement. SANBAG shall reimburse the recipient within 45 days. Recipient must retain all records necessary for the compliance and fiscal audit that will be conducted at the end of each fiscal year. SANBAG will provide funding recipients with the Transportation Development Act Local Transportation Funds Article 3 – Pedestrian, Bicycle Facilities and Access to Transit Claim Form Instructions and appropriate forms for submittal to request reimbursement. Agencies awarded funds will not be reimbursed for any project cost overruns. If an agency is providing a local match on a project and the project is completed under budget, the agency will be reimbursed at the matching ratio in effect at the time of project selection and approval. Example: If an agency commits to a 25% match for a \$10,000 project, the amount of Article 3 awarded would be \$7,500. If the completed project cost was \$8,000, the amount of Article 3 funds disbursed to the agency would be \$6,000.

Minute Action

AGENDA ITEM: 11

Date: *December 9, 2015*

Subject:

Development of a Regional Safe Routes to School Plan Phase II

Recommendation:

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Commission, approve Contract No. 15-1001193 with KOA Corporation for the Safe Routes to School Plan in an amount not-to-exceed \$380,824.

Background:

On September 9, 2015, the SANBAG Executive Director authorized the advertisement of Request for Proposals (RFP) 15-1001193 for Professional Services for the Development of a Countywide Safe Routes School (SRTS) Plan in accordance with SANBAG Contracting Procurement Policy 11000, Section VII.B.1. The scope of work for the RFP as described in Exhibit A of the Contract includes updating the Non-Motorized Transportation Plan (NMTP) to incorporate more robust SRTS program focused components to comprehensively manage the regional Active Transportation projects in the County.

The Request for Proposals (RFP) 15-1001193 was released on September 9, 2015, on SANBAG's website and was sent electronically to consultants registered on Planet Bids, approximately twenty-nine (29) vendors downloaded the RFP. The solicitation was issued in accordance with current SANBAG policies and procedures for procurement of professional services. A shortlisting meeting was held on October 13, 2015, followed by the interview of the consultants on October 22, 2015.

Three (3) proposals submitted by KOA Corporation, Alta Planning+Design, and Ryan Snyder Associates, were received by the date and time specified in the RFP. A responsiveness review was conducted by the Procurement Analyst which found all three (3) proposals to be responsive.

An evaluation committee consisting of two SANBAG representatives, one representative from Southern California Association of Governments (SCAG), one representative from the County of San Bernardino Department of Public Health, one representative from the Safe Routes to School National Partnership, and one representative from the San Bernardino County Superintendent of Schools evaluated the proposals based on the following criteria and weight:

- Qualifications of the Firm (20%)
- Proposed Staffing and Project Organization (30%)
- Technical Approach/Work Plan (40%)
- Cost (10%)

Entity: CTC

General Policy Committee Agenda Item

December 9, 2015

Page 2

The weight of each of these criteria was identified in the RFP. The RFP identified that overall scoring would weigh an interview as 60% and the technical proposal as 40%, for a maximum possible score of 100%. On October 13, 2015, the evaluation committee reviewed and scored the three proposals based on the evaluation criteria. Alta Planning+Design received a highest score based on their technical proposal. On October 22, 2015, interviews were held with all three firms. At the conclusion of the interviews, the evaluation committee discussed their interview scores for all three firms. The overall highest score was given to KOA Corporation. KOA Corporation indicated a superior knowledge of the San Bernardino County specific community and school collaboration plan. They put together an experienced project team that addressed well each element of the scope of work, thus subsequently leading to their selection by the panel. The selection panel agreed on recommending KOA Corporation to develop the Countywide Safe Routes to School Plan.

Staff is requesting approval to award Contract 15-1001193 to KOA Corporation in an amount not to exceed \$380,824, to be funded with Active Transportation - State funds.

Financial Impact:

This item is consistent with the Fiscal Year 2015/2016 SANBAG approved budget. The contract is to be funded with Active Transportation – State grant funds which were specifically awarded for the purpose of creating a Countywide Safe Routes to School Plan.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG General Counsel and Contract Administrator have reviewed this item and the draft agreement.

Responsible Staff:

Josh Lee, Senior Planner

Approved
General Policy Committee
Date: December 9, 2015

Witnessed By:

Contract Summary Sheet

General Contract Information

Contract No: 15-1001193 Amendment No.: _____ Vendor No.: 01196
 Vendor/Customer Name: _____ KOA Sole Source? Yes No
 Description: Development of a Regional Safe Routes to School Plan Phase II
 Start Date: 01/06/2016 Expiration Date: 06/30/2017 Revised Expiration Date: _____
 Has Contract Term Been Amended? No Yes - Please Explain _____
 List Any Related Contracts Nos.: _____

| Dollar Amount | | | |
|--|----------------------|--|----------------------|
| Original Contract | \$ 380,824.00 | Original Contingency | \$ - |
| Revised Contract (Inclusive of Prior Amendments) | \$ - | Revised Contingency (Inclusive of Prior Amendments) | \$ - |
| Current Amendment | \$ - | Contingency Amendment | \$ - |
| TOTAL CONTRACT VALUE | \$ 380,824.00 | TOTAL CONTINGENCY VALUE | \$ - |
| | | TOTAL DOLLAR AUTHORITY (Contract Value and Contingency) | \$ 380,824.00 |

Contract Authorization

Executive Director Date: _____
 Executive Director Action: _____
 Board of Directors Date: 01/06/2016
 Board of Directors Action: Approve Contract No. 15-1001193

Contract Management: Payable/Miscellaneous

Invoice Warning: 20% Renewals: _____ Type: Capital PAA Other
 Retention: _____ % Maximum Retention: \$ _____
 Services: Construction Intrgrnt/MOU/COOP A & E Services Other Professional Services
 Disadvantaged Business Enterprise (DBE) Goal _____ %

Contract Management: Receivable

E-76 and/or CTC Date _____ (Attach Copy) Program Supplement No.: _____
 Finance Letter Reversion Date: _____ EA No.: _____

All of the above MUST be submitted to FINANCE including originals, amendments and miscellaneous transaction changes

Additional Information

Project Manager: Josh Lee

Attachment: Contract Summary Sheet (2381 : Safe Routes to School)

CONTRACT NO. 15 -1001193**BY AND BETWEEN****SANBAG****AND****KOA CORPORATION****FOR****THE DEVELOPMENT OF A REGIONAL SAFE ROUTES TO SCHOOL PLAN
PHASE II**

This contract (referred to as “Contract”), is made and entered into by and between the San Bernardino County Transportation Commission (“SANBAG”), whose address is: 1170 W. 3rd Street, 2nd Floor, San Bernardino, California 92410-1715; and KOA Corporation (“CONSULTANT”) whose address is: 3190 C Shelby Street, Ontario, CA 91764. SANBAG and CONSULTANT are each a “Party” and collectively the “Parties”.

RECITALS:

WHEREAS, SANBAG requires certain work services as described in Exhibit “A” of this Contract and;

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

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

NOW, THEREFORE, the Parties agree as follows:

ARTICLE 1. PROJECT DESCRIPTION/SCOPE OF WORK

- 1.1 CONSULTANT agrees to perform the work and services set forth in Exhibit A “Scope of Work” (“Work”), in accordance with all applicable professional standards which are generally accepted in the State of California, in accordance with the terms and conditions expressed herein and in the sequence, time, and manner defined herein. The word “Work” includes without limitation, the performance, fulfillment and discharge by CONSULTANT of all obligations, duties, tasks, and services imposed upon or assumed by CONSULTANT hereunder; and the Work performed hereunder shall be completed to the satisfaction of SANBAG, with SANBAG’s satisfaction being based on prevailing applicable professional standards.

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

ARTICLE 2. CONTRACT TERM

The Contract term shall commence upon issuance of a written Notice To Proceed (NTP) issued by SANBAG's Procurement Analyst, and shall continue in full force and effect through June 30, 2017 until otherwise terminated, or unless extended as hereinafter provided by written amendment. Except that all indemnity and defense obligations hereunder shall survive termination of this Contract. CONSULTANT shall not be compensated for any Work performed or costs incurred prior to issuance of the NTP.

ARTICLE 3. COMPENSATION

- 3.1 The total Contract Not-To-Exceed Amount is three hundred, eighty thousand, eight hundred twenty-four Dollars (\$380,824). The method of payment for this Contract will be based on lump sum. The total lump sum price paid CONSULTANT will include compensation for all Work and deliverables, including any approved travel and equipment described in the Scope of Work. No additional compensation will be paid to CONSULTANT, unless there is a change in the Scope of Work. In the instance of a change in the Scope of Work, adjustment to the total lump sum compensation will be negotiated between the Parties. Adjustment in the total lump sum will not be effective until authorized contract amendment and approved by SANBAG.
- 3.2 Progress payments may be made monthly in arrears based on the percentage of Work completed by CONSULTANT.
- 3.3 CONSULTANT shall not start any Work until this Contract has been approved by SANBAG and a NTP has been issued by SANBAG. No payment will be made prior to approval of any Work, or for any Work performed prior to approval of this Contract.

ARTICLE 4. INVOICING

- 4.1 Payment to CONSULTANT as provided herein shall be payable in four (4) week billing period payments, forty-five (45) calendar days after receipt of an acceptable invoice by SANBAG of an invoice prepared in accordance with instructions below. Payment shall not be construed to be an acceptance of Work.
- 4.2 CONSULTANT shall prepare invoices in a form satisfactory to and approved by SANBAG, and it shall be accompanied by documentation supporting each element of measurement and/or cost. Each invoice will be for a four-week billing period and will be marked with SANBAG'S contract number, description and task order number, if applicable. Invoices shall be submitted within fifteen (15) calendar days for the period

covered by the invoice. Invoices shall include request for payment for Work (including additional services authorized by SANBAG) completed by CONSULTANT during each billing period and shall include back-up information sufficient to establish the validity of the invoice. Any invoice submitted which fails to comply with the terms of this Contract, including the requirements of form and documentation, may be returned to CONSULTANT. Any costs incurred by CONSULTANT in connection with the resubmission of a proper invoice shall be at CONSULTANT's sole expense. The final invoice shall be marked "FINAL" and will be submitted within 60 calendar days after SANBAG has received and approved all Work and deliverables. Invoices shall be submitted to SANBAG as follows:

SANBAG
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92410-1715
Contract No. 15-1001193
Attention: Accounts Payable

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

ARTICLE 5. TAXES, DUTIES AND FEES

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

ARTICLE 6. AVAILABILITY OF FUNDS

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

ARTICLE 7. PERMITS AND LICENSES

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

ARTICLE 8. DOCUMENTATION AND RIGHT TO AUDIT

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

Chief Financial Officer. CONSULTANT may request a review by submitting the request in writing to SANBAG within thirty (30) calendar days after issuance of the audit report

8.3 Subcontracts in excess of \$25,000 shall contain this provision.

ARTICLE 9. RESPONSIBILITY OF CONSULTANT

9.1 CONSULTANT shall be responsible for the professional quality, technical accuracy, and assurance of compliance with all applicable federal, State and local laws and regulations and other Work furnished by CONSULTANT under the Contract. The Contract includes reference to the appropriate standards for Work performance stipulated in the Contract.

9.2 In addition to any other requirements of this Contract or duties and obligations imposed on CONSULTANT by law, CONSULTANT shall, as an integral part of its Work, employ quality control procedures that identify potential risks and uncertainties related to scope, schedule, cost, quality and safety of the Project and the Work performed by CONSULTANT within the areas of CONSULTANT's expertise. At any time during performance of the Scope of Work, should CONSULTANT observe, encounter, or identify any unusual circumstances or uncertainties, which could pose potential risk to SANBAG or the Project, CONSULTANT shall immediately document such matters and notify SANBAG in writing. CONSULTANT shall also similarly notify SANBAG in regard to the possibility of any natural catastrophe, or potential failure, or any situation that exceeds assumptions and could precipitate a failure of any part of the Project. Notifications under this paragraph shall be specific, clear and timely, and in a form which will enable SANBAG to understand and evaluate the magnitude and effect of the risk and/or uncertainties involved.

ARTICLE 10. REPORTING AND DELIVERABLES

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

ARTICLE 11. TECHNICAL DIRECTION

11.1 Performance of Work under this Contract shall be subject to the technical direction of SANBAG's Project Manager who will be identified in writing to the CONSULTANT, upon issuance of the NTP and/or subsequently by written notice during the Contract. The term "Technical Direction" is defined to include, without limitation:

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

- 11.1.2 Provision of written information to CONSULTANT, which assists in the interpretation of reports, or technical portions of the Scope of Work described herein.
 - 11.1.3 Review and, where required by the Contract, approval of technical reports, and technical information to be delivered by CONSULTANT to SANBAG under the Contract.
 - 11.1.4 SANBAG's Project Manager may modify this Contract for certain administrative modifications without issuing a written amendment. Administrative modifications are limited to: substitutions of personnel identified in the Contract, including Key Personnel and subconsultants; modifications to classifications, hourly rates and names of personnel in Exhibit B; and modifications of the address of the CONSULTANT. All such modifications will be documented in writing between the Parties.
- 11.2 Technical Direction must be within the Scope of Work under this Contract. SANBAG's Project Manager does not have the authority to, and may not, issue any Technical Direction which:
- 11.2.1 Increases or decreases the Scope of Work;
 - 11.2.2 Directs CONSULTANT to perform Work outside the original intent of the Scope of Work;
 - 11.2.3 Constitutes a change as defined in the "CHANGES" Article of the Contract;
 - 11.2.4 In any manner causes an increase or decrease in the Contract price as identified in the "COMPENSATION" Article or the time required for Contract performance;
 - 11.2.5 Changes any of the expressed terms, conditions or specifications of the Contract; unless identified herein;
 - 11.2.6 Interferes with CONSULTANT's right to perform the terms and conditions of the Contract unless identified herein; or
 - 11.2.7 Approves any demand or claims for additional payment.
- 11.3 Failure of CONSULTANT and SANBAG's Project Manager to agree that the Technical Direction is within the scope of the Contract, or a failure to agree upon the Contract action to be taken with respect thereto shall be subject to the provisions of "DISPUTES" Article herein.
- 11.4 All Technical Direction shall be issued in writing by SANBAG's Project Manager.
- 11.5 CONSULTANT shall proceed promptly with the performance of Technical Direction issued by SANBAG's Project Manager, in the manner prescribed by this Article and within their authority under the provisions of this Article. If, in the opinion of CONSULTANT, any instruction or direction by SANBAG's Project Manager, falls within one of the categories defined in sections 11.2.1 through 11.2.7 above,

CONSULTANT shall not proceed but shall notify SANBAG in writing within five (5) working days after receipt of any such instruction or direction and shall request SANBAG to modify the Contract accordingly. Upon receiving the notification from CONSULTANT, SANBAG shall:

- 11.5.1 Advise CONSULTANT in writing within thirty (30) calendar days after receipt of CONSULTANT's letter that the Technical Direction is or is not within the scope of this Contract.
- 11.5.2. Advise CONSULTANT within a reasonable time whether SANBAG will or will not issue a written amendment.

ARTICLE 12. CHANGES

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

ARTICLE 13. EQUAL EMPLOYMENT OPPORTUNITY

During the term of this Contract, CONSULTANT shall not willfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, gender, marital status, sexual orientation, age, political affiliation or disability. CONSULTANT agrees to comply with the provisions of Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act and other applicable Federal, State and County laws and regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

ARTICLE 14. CONFLICT OF INTEREST

CONSULTANT agrees that it presently has no interest, financial or otherwise and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Work required under this Contract or be contrary to the interests of SANBAG as to the Project. CONSULTANT further agrees that in the performance of this Contract no person having any such interest shall be employed. CONSULTANT is obligated to fully disclose to SANBAG, in writing, any conflict of interest issues as soon as they are known to CONSULTANT. CONSULTANT agrees that CONSULTANT's staff designated by SANBAG's Executive Director as "Consultants" under the Political Reform Act shall timely file Statements of Economic Interest with the SANBAG Clerk of the Board.

ARTICLE 15. KEY PERSONNEL

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

| Name | Job Classification/Function |
|-------------------|--|
| Min Zhou | Project Manager |
| Walter Okitsu | Principal-in-Charge |
| Roger Pelayo | Assistant Project Manager |
| Charlie Schwinger | Infrastructure Needs Analysis Task Leader |
| Ming Guan | Walk Audit Task Leader |
| Allan Crawford | Public Outreach Task Leader |
| Joe Punsalan | Student Travel Data Collection Task Leader |
| Brian Gaze | Public Outreach |

ARTICLE 16. REPRESENTATIONS

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

ARTICLE 17. PROPRIETARY RIGHTS/CONFIDENTIALITY

- 17.1 If, as a part of this Contract, CONSULTANT is required to produce materials, documents data, or information ("Products"), then CONSULTANT, if requested by SANBAG, shall deliver to SANBAG the original of all such Products which shall become the sole property of SANBAG.
- 17.2 All materials, documents, data or information obtained from SANBAG's data files or any SANBAG-owned medium furnished to CONSULTANT in the performance of this Contract will at all times remain the property of SANBAG. Such data or information may not be used or copied for direct or indirect use outside of this Project by CONSULTANT without the express written consent of SANBAG.
- 17.3 Except as reasonably necessary for the performance of the Work, CONSULTANT agrees that it, its employees, agents and subconsultants will hold in confidence and not divulge to third parties without prior written consent of SANBAG, any information obtained by

CONSULTANT from or through SANBAG unless (a) the information was known to CONSULTANT prior to obtaining same from SANBAG pursuant to a prior contract; or (b) the information was at the time of disclosure to CONSULTANT, or thereafter becomes, part of the public domain, but not as a result of the fault or an unauthorized disclosure of CONSULTANT or its employees, agents, or subconsultants, or (c) the information was obtained by CONSULTANT from a third party who did not receive the same, directly or indirectly, from SANBAG and who had, to CONSULTANT's knowledge and belief, the right to disclose the same. Any materials and information referred to in this Article, which are produced by CONSULTANT, until released in writing by SANBAG, except to the extent such materials and information become subject to disclosure by SANBAG under the California Public Records Act, or other law, or otherwise become public information through no fault of CONSULTANT, or its employees or agents.

- 17.4 CONSULTANT shall not use SANBAG's name or photographs in any professional publication, magazine, trade paper, newspaper, seminar or other medium without first receiving the express written consent of SANBAG.
- 17.5 All press releases, or press inquiries relating to the Project or this Contract, including graphic display information to be published in newspapers, magazines, and other publications, are to be made only by SANBAG unless otherwise agreed to in writing by both Parties.

ARTICLE 18. TERMINATION

- 18.1 Termination for Convenience - SANBAG shall have the right at any time, with or without cause, to terminate further performance of Work by giving thirty (30) calendar days written notice to CONSULTANT specifying the date of termination. On the date of such termination stated in said notice, CONSULTANT shall promptly discontinue performance of Work and shall preserve Work in progress and completed Work, pending SANBAG's instruction, and shall turn over such Work in accordance with SANBAG's instructions.
- 18.1.1 CONSULTANT shall deliver to SANBAG, all deliverables prepared by CONSULTANT or its subconsultants or furnished to CONSULTANT by SANBAG. Upon such delivery, CONSULTANT may then invoice SANBAG for payment in accordance with the terms herein.
- 18.1.2 If CONSULTANT has fully and completely performed all obligations under this Contract up to the date of termination, CONSULTANT shall be entitled to receive from SANBAG as complete and full settlement for such termination a pro rata share of the Contract cost based upon the percentage of all contracted Work satisfactorily executed to the date of termination.
- 18.1.3 CONSULTANT shall be entitled to receive the actual costs incurred by CONSULTANT to return CONSULTANT's tools and equipment, if any, to it or its suppliers' premises, or to turn over Work in progress in accordance with

SANBAG's instructions plus the actual cost necessarily incurred in effecting the termination.

18.2 Termination for Cause - In the event CONSULTANT shall file a petition in bankruptcy court, or shall make a general assignment for the benefit of its creditors, or if a petition in bankruptcy court shall be filed against CONSULTANT or a receiver shall be appointed on account of its insolvency, or if CONSULTANT shall default in the performance of any express obligation to be performed by it under this Contract and shall fail to immediately correct (or if immediate correction is not possible, shall fail to commence and diligently continue action to correct) such default within ten (10) calendar days following written notice, SANBAG may, without prejudice to any other rights or remedies SANBAG may have, and in compliance with applicable Bankruptcy Laws; (a) hold in abeyance further payments to CONSULTANT; (b) stop any Work of CONSULTANT or its subconsultants related to such failure until such failure is remedied; and/or (c) terminate this Contract by written notice to CONSULTANT specifying the date of termination. In the event of such termination by SANBAG, SANBAG may take possession of the deliverables and finished Work by whatever method SANBAG may deem expedient. A waiver by SANBAG of one default of CONSULTANT shall not be considered to be a waiver of any subsequent default of CONSULTANT, of the same or any other provision, nor be deemed to waive, amend, or modify any term of this Contract.

18.2.1 CONSULTANT shall deliver to SANBAG all finished and unfinished deliverables under this Contract prepared by CONSULTANT or its subconsultants or furnished to CONSULTANT by SANBAG within ten (10) working days of said notice.

18.3 All claims for compensation or reimbursement of costs under any of the foregoing provisions shall be supported by documentation submitted to SANBAG, satisfactory in form and content to SANBAG and verified by SANBAG. In no event shall CONSULTANT be entitled to any payment for prospective profits or any damages because of such termination.

ARTICLE 19. STOP WORK ORDER

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

ARTICLE 20. CLAIMS

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

ARTICLE 21. INSURANCE

21.1 Without in any way affecting the indemnity provisions of this Contract, CONSULTANT shall, at the CONSULTANT's sole expense, and prior to the commencement of any Work, procure and maintain in full force, insurance with carriers and with terms and conditions acceptable to SANBAG through the entire term of this Contract. Except as specifically permitted below, the policies shall be written by a carrier authorized to do business in the State of California with a recent A.M. Best rating of A-VII or better, and shall be written with at least the following limits of liability:

- 21.1.1 Professional Liability - Professional Liability Insurance in an amount not less than \$1,000,000, per claim and \$3,000,000 in the aggregate for all claims. Professional Liability shall be made on a claims made basis. If such policy contains a retroactive date for coverage of prior acts, this date will be prior to the date the CONSULTANT begins to perform Work under this Contract. CONSULTANT shall secure and maintain this insurance and "tail" coverage throughout the term of this Contract and for a minimum of three (3) years after Contract completion.
- 21.1.2 Worker's Compensation - Worker's Compensation insurance shall be provided in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employers Liability with \$1,000,000 per occurrence covering all persons providing labor or services on behalf of CONSULTANT and all risks to such persons under this Contract. Where coverage is provided through the California State Compensation Insurance Fund, the requirement for a minimum A.M. Best rating does not apply.
- 21.1.3 Employer's Liability - Employer's Liability insurance shall include coverage in the amount of \$1,000,000 for Bodily injury per accident, a policy limit of \$1,000,000 Bodily Injury by Disease and \$1,000,000 Bodily Injury by Disease for each employee.
- 21.1.4 Commercial General Liability - Commercial General Liability insurance shall include coverage for Premises and Operations, Contractual Liability, Personal Injury Liability, Products/Completed Operations Liability, Broad-Form Property Damage and Independent Contractors Liability, in an amount of not less than \$1,000,000 per occurrence, combined single limit, and \$2,000,000 in the aggregate written on an occurrence form. Also included shall be \$1,000,000 in the aggregate for Personal Injury/Advertising, \$100,000 for Damages to Rented Premises, and \$10,000 for Medical Expenses. For products and completed operations a \$2,000,000 aggregate shall be provided. Commercial General Liability insurance is to be primary and non-contributory with any insurance carried or administered by SANBAG.
- 21.1.5 Automobile Liability - To include owned, non-owned and hired automobiles, in an amount of not less than \$1,000,000 combined single limit. The Automobile Liability policy shall be endorsed to include Transportation Pollution Liability insurance, covering materials to be transported by CONSULTANT pursuant to the contract if applicable.

21.1.6 Pollution Liability - Intentionally Omitted

- 21.2 Proof of Coverage - Prior to issuance of the NTP or prior to commencing any Work, as SANBAG specifies, CONSULTANT shall furnish SANBAG with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with all insurance requirements set forth in this Article. The certificate(s) of insurance are to include the Contract number and Project Manager's name on the face of the certificate(s) and shall be submitted directly to SANBAG's Procurement Analyst. If CONSULTANT fails to obtain or maintain any insurance required, SANBAG reserves the right to terminate the Contract, or purchase such insurance and bill the CONSULTANT for such insurance or deduct the cost for such insurance from any payments owed to CONSULTANT.
- 21.3 Additional Insured - All policies, except for Worker's Compensation and Professional Liability policies, shall contain endorsements naming San Bernardino Associated Governments, the San Bernardino County Transportation Authority, San Bernardino County Transportation Commission, San Bernardino Congestion Management Agency, and San Bernardino County Service Authority for Freeway Emergencies (the "SANBAG Entities") and their officers, members, employees, contractors, agents, and volunteers as additional insured parties with respect to liabilities arising out to the performance of Work hereunder. The additional insured endorsements shall not limit the scope of coverage for SANBAG to vicarious liability but shall allow coverage for SANBAG to the full extent provided by the policy.
- 21.4 Waiver of Subrogation Rights - CONSULTANT shall require the carriers of Commercial General Liability, Automobile Liability, Pollution Liability and Worker's Compensation to waive all rights of subrogation against the SANBAG Entities, their officers, employees, agents, volunteers, and contractors. Such insurance coverage provided shall not prohibit CONSULTANT or CONSULTANT's employees or agents from waiving the right of subrogation prior to a loss or claim. CONSULTANT hereby waives all rights of subrogation against the SANBAG Entities.
- 21.5 Subconsultant Insurance - All coverage for subconsultants shall be subject to all of the insurance requirements stated in this Article. CONSULTANT shall include all subconsultants as insured under its policies or shall furnish separate certificates and endorsements for each subconsultant.
- 21.6 Submission of Policies - If requested by SANBAG at any time, CONSULTANT shall submit copies of all required insurance policies including endorsements.
- 21.7 If the CONSULTANT maintains higher limits than the minimums shown above, SANBAG requires and shall be entitled to coverage for the higher limits maintained by the CONSULTANT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to SANBAG and the SANBAG Entities.
- 21.8 Claims Made Insurance Forms - If any of the above insurances are written on a claims-made form: the retroactive date must be set forth on the certificate and the policy or

applicable endorsement, and must be before the date of the Contract or the beginning of Contract Work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, CONSULTANT must purchase, provide and document extended period coverage for a minimum of five (5) years after completion of contract work. A copy of the claims reporting requirements must be submitted to SANBAG for review.

- 21.9 Special Risks or Circumstances - SANBAG reserves the right to modify any or all of the above insurance requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
- 21.10 Cancellation - If any insurance company elects to cancel or non-renew coverage for any reason, CONSULTANT will provide SANBAG thirty (30) days prior written notice of such cancellation or nonrenewal. If the policy is cancelled for nonpayment of premium, CONSULTANT will provide SANBAG ten (10) days prior written notice of any other change to any insurance coverage required herein which CONSULTANT receives within one business day after with a copy of any notice of termination or notice of any other change to any insurance coverage required herein which CONSULTANT receives it by emailing it to SANBAG at procurement@sanbag.ca.gov, to the attention of SANBAG's Procurement Manager, and by depositing a copy of the notice in the U.S. Mail in accordance with the notice provisions in this Contract.

ARTICLE 22. INDEMNITY

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

CONSULTANT shall indemnify and defend (with legal counsel reasonably approved by SANBAG) SANBAG, the SANBAG Entities and their authorized officers, employees, agents and volunteers (collectively "Indemnitees"), from any and all losses, damages, liability, actions, and/or costs for claims that arise out of, pertain to, or are related to the negligence, recklessness, or willful misconduct of the professional.

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

ARTICLE 23. ERRORS AND OMISSIONS

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

ARTICLE 24. OWNERSHIP OF DOCUMENTS

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

ARTICLE 25. SUBCONTRACTS

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

ARTICLE 26. RECORD INSPECTION AND AUDITING

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

ARTICLE 27. INDEPENDENT CONTRACTOR

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

ARTICLE 28. ATTORNEY'S FEES

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

ARTICLE 29. GOVERNING LAW AND VENUE

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

ARTICLE 30. FEDERAL, STATE AND LOCAL LAWS

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

ARTICLE 31. PRECEDENCE

- 31.1 The Contract consists of this Contract Articles, Exhibit A "Scope of Work", and Exhibit B "Price Form", SANBAG's Request for Proposal and CONSULTANT's proposal, all of which are incorporated into this Contract by this reference.
- 31.2 The following order of precedence shall apply: first, the Contract Articles; second Exhibits A and B; third, SANBAG's Request for Proposal; and last, CONSULTANT's proposal. In the event of a conflict between the Contract Articles and the Scope of Work, the Contract Articles will prevail.
- 31.3 In the event of an express conflict between the documents listed in this Article, or between any other documents, which are a part of the Contract, CONSULTANT shall notify

SANBAG in writing within three (3) business days of its discovery of the conflict and shall comply with SANBAG's resolution of the conflict.

ARTICLE 32. COMMUNICATIONS AND NOTICES

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

| To KOA Corporation | To SANBAG |
|--------------------------------|---|
| 3190 C Shelby Street | 1170 W. 3 rd Street, 2 nd Floor |
| Ontario, CA 91764 | San Bernardino, CA 92410-1715 |
| Attn: Min Zhou, Vice President | Attn: Josh Lee |
| | cc: Procurement Manager |
| Phone: (909) 890-9693 | Phone: (909) 884-8276 |

ARTICLE 33. DISPUTES

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

33.2 During resolution of the dispute, CONSULTANT shall proceed with performance of this Contract with due diligence.

ARTICLE 34. GRATUITIES

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

ARTICLE 35. REVIEW AND ACCEPTANCE

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

the time of final acceptance. All Work performed by CONSULTANT shall be subject to periodic and final review and acceptance by SANBAG upon completion of all Work.

ARTICLE 36. CONFIDENTIALITY

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

ARTICLE 37. EVALUATION OF CONSULTANT

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

ARTICLE 38. SAFETY

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

ARTICLE 39. DRUG FREE WORKPLACE

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

ARTICLE 40. ASSIGNMENT

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

ARTICLE 41. AMENDMENTS

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

ARTICLE 42. PREVAILING WAGES

42.1 The State of California's General Prevailing Wage Rates are not applicable to this Contract.

ARTICLE 43. CONTINGENT FEE

CONSULTANT warrants, by execution of this Contract, that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, SANBAG has the right to terminate this Contract without liability, pay only for the value of the Work actually performed, or in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

ARTICLE 44. FORCE MAJEURE

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

ARTICLE 45. WARRANTY

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

ARTICLE 46. ENTIRE DOCUMENT

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

ARTICLE 47. COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

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

ARTICLE 48. EFFECTIVE DATE

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

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

Attachment: SRTS Contract 15-1001193 [Revision 1] (2381 : Safe Routes to School)

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

CONSULTANT

SANBAG

By: _____
Min Zhou
Vice President

By: _____
Ryan McEachron
President, Board of Directors

Date: _____

Date: _____

APPROVED AS TO FORM

By: _____
Eileen Monaghan Teichert
General Counsel

CONCURRENCE

By: _____
Jeffery Hill
Procurement Manager

Attachment: SRTS Contract 15-1001193 [Revision 1] (2381 : Safe Routes to School)

EXHIBIT A – “SCOPE OF WORK”

SCOPE OF WORK:

San Bernardino County Regional Safe Routes to School Plan Phase II

Introduction:

The San Bernardino County Transportation Commission (SANBAG) is soliciting services from Consultant to develop phase II of a regional safe routes to schools plan throughout San Bernardino County.

Background:

SANBAG is in the process of expanding the historically bicycle-focused Countywide Non-Motorized Transportation Plan (NMTP) to include more robust pedestrian and safe routes to school components (see http://www.sanbag.ca.gov/planning2/plan_non-motor.html for more information). The NMTP is available both as a static document and as an interactive Geographic Information Systems (GIS) web application. The NMTP has been amended roughly twice a year since its 2011 version and provides a variety of benefits to local and regional governments as well as to San Bernardino County citizens and businesses.

Impetus for expanding the NMTP in large part comes as a result of the Complete Streets Act of 2008 (Assembly Bill 1358) which requires consideration of complete streets with any substantive revision to general plan circulation elements in order to reduce greenhouse gas emissions in California as outlined in the California Global Warming Solutions Act of 2006 (AB 32). Local jurisdiction circulation elements must therefore plan for a balanced, multimodal transportation network that meets the safety and access needs of all users, regardless of age or abilities.

SANBAG has recently completed the development of the countywide Complete Streets Strategy to assist local jurisdiction with implementation of complete streets policies and projects. Efforts are also already underway to develop a Points of Interest Pedestrian Plan (PIPP) section for the NMTP to address the needs of the pedestrian elements of the NMTP. The purpose of the Safe Routes to School Plan (SRTSP) is to address the active transportation needs at school locations around San Bernardino County.

In 2014-2015, SANBAG received a Sustainable Communities Grant from SCAG to start on the development of the SRTSP. Phase I of the SRTS is near completion and is awaiting for the final draft to be published. It is found in the Reference Document titled "SANBAG SRTS Strategy". The phase one report was focused on developing implementable SRTS strategies within a framework of small area analysis. The analysis identified focus areas within San Bernardino County that could benefit from SRTS investments relative to other areas within the region by looking at several criteria.

- o **Benefits to safety** in areas with poor bicycle or pedestrian facilities, a history of collisions involving bicyclists and pedestrians, or other barriers to active transportation,
- o **Benefits to mode share** in areas where investments in SRTS have the potential to shift trips to walking and cycling, based on population and existing facilities.

- o **Project readiness** identifies the most ready projects, based on previous planning efforts, grants received, and demonstrated interest in SRTS activities.
- o **Equity considerations** to identify areas that have a high need for services, including areas with poor environmental quality or areas with low household incomes.

The phase I report also included site specific walking and bicycling audit toolkits to identify barriers to students walking or bicycling between home and school. Audits generally require a tour of the “school zone,” which includes the school campus as well as adjacent streets, sidewalks, trails, and crosswalks, within a quarter- to half-mile of campus. The Walk Audit Toolkit provided materials to promote, plan, implement, and report on the walk audits. The Toolkit materials were developed specifically to expedite the Phase II work effort.

In 2014, SANBAG was awarded funds from the California Active Transportation Program (ATP) for a SRTS Phase II project, which will further the development of the SRTSP by including walk audits (bike audit is assumed in the walk audit), data collection strategies for ongoing performance monitoring, and developing an inventory of needed infrastructure improvements and priority list of projects.

Objectives:

The approach to the project will involve various stakeholders connected with Safe Routes School (SRTS) programs to examine, in depth, the opportunities and barriers to creating an environment where students and parents can feel safe to choose an alternate mode of transportation when travelling to and from the schools. The project will lay the foundation for a more systematic approach to building safe routes to school infrastructure throughout the County. Each school corridor and site has its own character, issues, and constraints that require unique solutions. By approaching SRTS in a comprehensive way, this project will help our County to approach SRTS funding in a systematic manner and put agencies in a better position to compete for active transportation program funding.

There will be two main components to the project. First, a Student Travel Data Collection Strategy will be developed. The data collection strategy will inventory existing school data sources and propose a methodology for regularly collecting data on student travel trends. This data will be used by SANBAG and SCAG to prioritize investments and improve regional active transportation modeling efforts.

Second, the Safe Routes to School focus area analysis from phase I will be used to help planning efforts in developing an inventory of needed infrastructure improvements for approximately ten percent (10%) of San Bernardino County’s schools through an actual walk audit of the school sites. The template for how the walk audit will be conducted and presented is also included in the walk audit strategy toolkit in phase I report.

Project Objectives:

- Support the overall countywide vision and implementation strategy for providing safe routes to schools in San Bernardino County that encourage alternate mode choices for students and parents.

- Build upon the phase I inventory and prioritization study to better integrate SRTS sites and corridors with countywide active transportation efforts and Non-Motorized Transportation Plan.
- Develop a student data collection strategy to document the benefits of active transportation in order to leverage more SRTS funding for local jurisdictions.
- Conduct and document walk audits around selected school sites and corridors to better identify the exact infrastructural needs and provide access accommodations for students to bicycle and walk to school.
- Define a series of possible implementation efforts to identify and remove barriers, over time, to active transportation for all of the schools in the County.
- Develop a process for cities to incorporate SRTS projects into SANBAG's Non-Motorized Transportation Plan and to prepare them to secure funding for the SRTS portion of the State's newly proposed Active Transportation Program (ATP).
- Develop a Financial Plan that analyzes existing funding programs and identifies strategies to increase funding opportunities for bicycle and pedestrian infrastructure.
- Address actual and perceived safety concerns, together with strategies that could significantly decrease bicycle and pedestrian fatalities and injuries.

1. Project Initiation

Task 1.1 Project Kick-off Meeting

- SANBAG will hold a kick-off meeting with the Consultant team, the San Bernardino County Active Transportation Network, County Superintendent of Schools, and SCAG staff to discuss project expectations including overview of the project schedule, project elements, invoicing, reporting, and all other relevant project information. An informal Technical Advisory Committee (TAC) will be established to ensure progress of the project. Meeting summary will be documented.
- **Responsible Party: SANBAG/Consultant**

Task 1.2 Staff Coordination

- Monthly project team meetings with Consultant team to ensure effective communication on upcoming tasks and to ensure the project remains on time and within budget. TAC meetings with cities and school districts will be held on a quarterly basis.
- **Responsible Party: SANBAG/Consultant**

Task 1.3 Identify Existing Conditions and Review Phase I Inventory Report

- As part of the SCAG Sustainability Program, SANBAG has developed a focus area study with walk audit toolkits to identify high need schools and conduct a walk audit of the schools identified in the focus area study. Throughout the project the consultant will continue to build on this phase I work by expanding the inventory of the focus area school sites as much as possible, in collaboration with school districts willing to participate. This inventory will be the basis for prioritizing future project grant applications and developing SRTS corridors that are consistent with SANBAG's overall active transportation efforts. It is imperative that the consultants expand and continue on the SRTS inventory work effort. The consultant will strategize to integrate the 2014 SRTS inventory effort into the project.

- **Responsible Party: Consultant**

| Task | Deliverable |
|------|--------------------------------------|
| 1.1 | Meeting Notes |
| 1.2 | Monthly Meeting Notes |
| 1.3 | Detailed Plan of Action and Schedule |

2. Project Management

Task 2.1 Project Management

- SANBAG staff and the Consultant will regularly coordinate and meet to discuss and track progress of the project to ensure project schedule and budget adherence.
- A parallel SANBAG effort is also underway to develop a Countywide Points of Interest Pedestrian Plan (PIPP) to assist member agencies with the development of tools and guidelines for identifying and prioritizing pedestrian improvements. The consultant will coordinate effort with the PIPP project to make sure both projects move forward expeditiously.

Task 2.2 Invoicing

- Submit complete invoice packages to Caltrans District staff based on milestone completion—at least quarterly, but no more frequently than monthly.

Task 2.3 Reporting

- Submit written or verbal reports to SANBAG staff providing a summary of project progress and grant expenditures.
- **Responsible Party: SANBAG/Consultant**

| Task | Deliverable |
|---------------|-----------------------------|
| 2.1, 2.2, 2.3 | <i>Invoices and Reports</i> |

3. Public Outreach

Outreach will occur at strategic points in the project with various stakeholders including cities and school districts. The meetings will involve invited stakeholders and community based organizations that may be willing to offer valuable input and assistance for the project. The Consultant will lead the effort to arrange a project working group with the invited organizations and individuals. The starting point will be the continuation of a database of existing and past SRTS projects, their locations, and basic facts about each (age of school, number of students, challenges in delivering projects, lessons learned, etc.). Much of the macro level outreach has been completed with the phase I project, thus the phase II outreach should focus more on the detailed SRTS program level input from the stakeholders and the community.

Outreach will include meetings and conference calls with the school districts and community based organizations established through the first phase. Given that there are approximately 550 public schools in San Bernardino County and 10 percent will involve 55 schools, there will need to be a well-organized phasing strategy to ensure projects are implemented in an efficient manner.

In preparation for public workshops, the consultant will develop a draft process for conducting student travel data collection strategy specific to school sites and use walk audit toolkit to develop infrastructure need and recommendation list for sidewalk and bicycle facilities around various school sites and corridors. The consultant will also outline and present an overview of the phase I products and introduce a work schedule for phase II. Conditions for on-site verification will also be established. The information presented in the workshops will be packaged for local jurisdictions and school districts to incorporate into grant applications to leverage available funding for SRTS. Technical meetings will be held throughout the project to ensure sufficient detailed discussion and analysis occurs.

Task 3.1 Coordination with TAC (School Districts/Local Jurisdictions/Community Organizations)

- The TAC will have an initial technical forum to discuss issues, assumptions, and solutions for both travel trend data development and infrastructure walk audits. Materials and presentations to be distributed during site specific outreach will be discussed in this forum.
- The on-going quarterly meetings will be established as the forum for the Technical Advisory Committee (TAC) meetings.
- Reports and collateral materials will be developed and presented to the stakeholders to keep members engaged throughout the process.
- **Responsible Party: Consultant**

Task 3.2 Site Specific Community Meetings (Data Collection Strategy Presentation and Walk Audits)

- The consultant will discuss general description, background, and vision of the project with local jurisdictions, school district representatives, and community members. A presentation reporting on overall SRTS Programs in the County as developed by the phase I process will be prepared and a discussion will be held to identify issues of concern to the local jurisdictions and school locations.
- The consultant will present student travel data collection strategies that will inventory existing school data sources and methodology for regularly collecting future data on student travel trends.
- Inform stakeholders of quarterly technical working group meetings to collect, analyze and develop data and project reports.
- Consultant will conduct Walk Audit of the school sites with stakeholders and community members.
- Consultant will gather and incorporate feedback from the outreach event on project needs and priority.
- **Responsible Party: Consultant**

Task 3.3 SANBAG Technical Advisory Committee (TTAC) and Planning and Development Technical Forum (PDTF) Meeting Presentations

- At the start of the project, the consultant will discuss general description, background, and vision of the project with local jurisdictions at one of the TTAC and PDTF meetings.
- Draft findings and recommendations will be presented to both TTAC and PDTF meetings toward the end of the project. The consultant will incorporate comments and suggestions

received from the jurisdictions prior to the end of the project before the release of the final draft.

- **Responsible Party: Consultant**

| Task | Deliverable |
|------|--|
| 3.1 | TAC Report, Project Outreach Strategy and Schedule, Outreach Toolkits, Presentations |
| 3.2 | Powerpoint Presentation, Meeting Summary, Photo |
| 3.3 | Powerpoint Presentation, Meeting Summary, Photo |

4. Student Travel Data Collection Strategy

Task 4.1 Literature Review and Best Practices

- Information will be collected on examples and models of data collection efforts from various jurisdictions that have implemented student travel data collection program related to SRTS programs. The goal of the data collection is to have a more comprehensive understanding of issues to discuss with school districts regarding collection of data that can assist agencies in leveraging future SRTS funds. The process will serve as the basis for the development of various elements of the data collection strategy.
- **Responsible Party: Consultant**

Task 4.2 Review Current School District Data and Collection Procedures

- The consultant will survey school districts or school sites located within the focus areas to determine existing data collection methods currently in place with the districts/schools to define the most cost effective method for developing a regional longitudinal dataset for student travel needs.
- The consultant will strategize on the most appropriate strategy to collect relevant information from the school districts.
- **Responsible Party: Consultant**

Task 4.3 Development of Data Collection Strategies

- The consultant will utilize the best practices on the longitudinal data collection strategies from task 4.2 on student travel behavior to develop short, mid, and long term methods in effectively gathering student travel data on a periodic basis. It will also identify responsible agency and method of distribution.
- As part of the strategy, use phase I sample survey materials developed for school districts or other entities that may be responsible for collecting the periodic dataset. It is important to gather periodic data in a consistent manner to analyze the trends and patterns of student travel to school.
- Consultant will include and work with the County Superintendent of Schools in developing the collection strategy.
- **Responsible Party: Consultant**

Task 4.4 Alternate Collection Strategies for Colleges and Universities in the County

- A similar assessment process will be developed for colleges and universities in the County. Because of the distinct difference in characteristics, a separate work plan will be

developed on how best to address the unique needs and challenges of these institutions. The consultant will research and develop similar survey and data collection strategies for colleges and universities.

- **Responsible Party: Consultant**

| Task | Deliverable |
|------|--|
| 4.1 | Existing Conditions and Best Practices Report |
| 4.2 | Current School District Data Collection Effort Report |
| 4.3 | Draft Data Collection Strategies |
| 4.4 | Implementation Tech Memo for Colleges and Universities in the County |

5. Walk/Bike Audits

Task 5.1 Review Current School District and Local Jurisdiction Needs and Readiness Analysis (founded on phase I)

- Review phase I final report of the SRTS focus area project. The phase I SRTS project is designed specifically to lead into the phase II process where actual walk audits and specific safety and access recommendations can be developed, including infrastructure recommendations. The elements of the phase I final report serve as the foundation for the phase II walk/bike audit formats.
- SANBAG and SCAG have developed an award winning “*Improvement to Transit Access for Cyclists and Pedestrians*” plan through a previous Caltrans planning grant. Through walk audits around Metrolink stations and the Omnitrans sbX Bus Rapid Transit (BRT) stations, the study outlines existing barriers to access while providing planning level improvements. SANBAG is now in the process of implementing recommended measures in the plan at several Metrolink stations. The Consultant will review the Transit Access Plan document and the phase I Walk Audit Toolkit to incorporate similar concepts into the SRTS Walk Audit structure and reports.
- **Responsible Party: Consultant**

Task 5.2 Focus Area Analysis on Safe Routes to School Sites/Corridors (Coordinate with phase I)

- As part of the phase I SRTS project, an initial focus area have been developed. The consultant will review the priority list in light of practicability of walk audits and recommend modification of the list if need arises.
- If elements of the phase I report needs to be modified, a technical memo highlighting the changes will need to be developed to improve the phase I report. For instance, if a site specific analysis on the potential number of students who will walk/bike to school is needed, phase I study can be modified to accommodate the necessary analysis and changes.

Task 5.3 School Site Selection of the Walk/Bike Audit

- The consultant will select schools and corridors from the focus area list to conduct walk audits. The further selection process will be based on a combination of interest, need, and budget with the goal of creating improvement plans around as many schools as resources

will allow. Since the goal is around 10 percent or 55 plus school sites, cost could be minimized in locations that already have a walk audit document completed and available for incorporation into the project.

- Although some school district interest analysis was generated by the phase I process, in phase II, further outreach to the school district will be done to gauge the school district interests by looking at long term SRTS program commitments. SANBAG Project Manager will approve the walk/bike audit list in phases since not all 50 plus outreach efforts can start and end at the same time.
- **Responsible Party: Consultant**

Task 5.4 Conduct Walk/Bike Audits of Identified Corridors and Schools

- SRTS walk audits are processes that involve the gathering of data around the built environment of school sites usually with a catchment area of ¼ to ½ mile or around a corridor using specific analysis tools (already developed in phase I). The Consultant will develop site specific auditing tools that will be localized to different school district's needs using the phase I toolkit.
- Based on Task 5.3, each outreach meetings and walk audits will be coordinated with the school district or school sites to maximize the input from the community and school officials.
- The Consultant and the selected community members will use the auditing tools to identify infrastructural hindrance or “gaps” to walking and bicycling around selected sites and areas during the community outreach phase of the project. They will also identify and recommend solutions to create change in the transportation system. However, recommendations for improvements should also incorporate and address other “Es” of the SRTS program. (Evaluation, Education, Encouragement, Enforcement, and Engineering)
- **Responsible Party: Consultant**

Task 5.5 Develop Infrastructure Needs Analysis and Improvement Recommendations (Include Graphic and Mapping Tools)

- The Consultant will use the information and results from the walk audits from Task 5.3 to develop a needs analysis document with improvement recommendations.
- The document should include an existing conditions report and recommendations report for the selected areas through the application of mapping and graphic visualization tools.
- If a scoring criteria tool is applied, a clear and concise matrix outlining all measures should be included.
- **Responsible Party: Consultant**

Task 5.6 Develop Cost Estimates Associated with Recommended Improvements

- The recommended improvements should include a planning-level financial constraint analysis that can be applied by agencies for implementation.
- The consultant will use the cost information developed to identify strategies for implementation.
- **Responsible Party: Consultant**

Task 5.7 Development of Safe Routes to School Grant Application Strategies and Template

- To leverage more SRTS funding and streamline the application process for implementing agencies, develop a sample grant application with specific application strategies that will allow smaller jurisdictions with staffing and resource constraints to easily incorporate into their proposal.
- **Responsible Party: Consultant**

Task 5.8 Final Report Production

- Prepare a final report that integrates all of the information, including support materials, prepared during the project. (Existing Conditions, Best Practice Review, Survey Strategies, Walk Audit Results, Cost Estimate Report, etc.)
- The final report should integrate both the **Student Travel Data Collection Strategy** and the **Prioritization of School Plans** projects.
- If any policy recommendations are identified to incorporate into SANBAG's Non-Motorized Transportation Plan, document format should be consistent with the NMTP document.
- **Responsible Party: Consultant**

| Task | Deliverable |
|------|--|
| 5.1 | Expanded Phase I Report if necessary |
| 5.2 | Expanded Phase I Report if necessary |
| 5.3 | Phased Walk Audit School Site Selection List and Schedule |
| 5.4 | Community Outreach Meeting/Walk Audit materials Draft Infrastructural Needs and Recommendations, Mapping Analysis, and Graphics |
| 5.5 | Implementation Tech Memo |
| 5.6 | Cost Estimate Report |
| 5.7 | SRTS Grant Support Documents |
| 5.8 | Final Report, Supporting Documents and Graphics for both Student Travel Data Collection and School Prioritization Plan Methodology Report |

EXHIBIT B – “APPROVED PRICE FORM”



Exhibit B -- Price List for:
(Fixed Price)

Contract 15-1001193
No.

| Task Number | Task Description | Task Hours | Total Task Cost | |
|---------------------------|---|------------|-----------------|----------------|
| 1 | Project Initiation | 152 | \$ | 22,828 |
| 2 | Project Management | 224 | \$ | 33,104 |
| 3 | Public Outreach | 464 | \$ | 51,542 |
| 4 | Student Travel Data Collection Strategy | 476 | \$ | 56,456 |
| 5 | Walk/Bike Audits | 2,016 | \$ | 216,894 |
| TOTAL TASK AMOUNT: | | | \$ | 380,824 |

Attachment: SRTS Exhibit B - Price Form - Contract 15-1001193 (2381 : Safe Routes to School)

Minute Action

AGENDA ITEM: 12

Date: *December 9, 2015*

Subject:

Summary of Measure I Capital Improvement Plans of Member Agencies

Recommendation:

That the General Policy Committee, acting in its capacity as the San Bernardino County Transportation Authority accept the Measure I Summary Report of the Five-Year Capital Improvement Plans for Local Pass-Through Funds for Fiscal Year 2015/2016 through Fiscal Year 2019/2020.

Background:

The Measure I Expenditure Plan requires each local jurisdiction to annually adopt a Five-Year Capital Improvement Plan (CIP) that details the specific projects to be funded using Measure I Local Pass-Through Funds. Expenditures must be detailed in the CIP and adopted by resolution of the governing body.

In accordance with Measure I Strategic Plan Policy, the CIP shall:

- (1) Specifically identify improvements to be funded with Measure I Local Pass-Through Funds by street name, boundaries, and project type and must be adopted by resolution of the governing body.
- (2) Constrain the total amount of planned expenditures to 150% of SANBAG forecasted revenue for Measure I Local Pass-Through Funds plus any fund balances and/or revenue resulting from bonds secured by Measure I revenue.
- (3) Include no more than 50% of estimated annual revenue to general program categories, which are programs or projects without any identified streets (examples are pavement management programs, general maintenance and system improvements).
- (4) Include total estimated cost of capacity enhancing projects to Nexus Study roadways, the Measure I share of project cost and the development share of cost. Maintenance projects or projects that do not enhance the capacity of a roadway do not require a development contribution in the Five-Year Plan.
- (5) List any single project expenditure in excess of \$100,000 as an individual project and not in a general program category.

In the San Bernardino Valley subarea, 20% of the total Measure I revenue is distributed monthly to the jurisdictions for their Local Streets projects.

Entity: CTA

General Policy Committee Agenda Item

December 9, 2015

Page 2

In the Mountain/Desert subarea, 70% of the total Measure I revenue is distributed monthly to the jurisdictions for their Local Streets projects, after reservation of 2% by SANBAG to fund future Project Development/Traffic Management Systems projects.

Jurisdictions have flexibility to move projects around in their CIP 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 CIP. If the change happens after the plan has been approved, a revised plan must be prepared and submitted to SANBAG prior to the end of the fiscal year. As the CIP is the basis for the annual audit, if a revised plan is not submitted it will result in an audit finding.

Attachment 1 summarizes the revenue available and the amount programmed for projects by each jurisdiction for 2015/2016 through 2019/2020. The CIPs contain locally prioritized and eligible projects for road maintenance, repair and construction. Staff has confirmed that the plans meet the eligibility requirements of Measure I.

Attachment 2 provides the Expenditure Strategy provided by each jurisdiction. The Expenditure Strategy provides a general description of the types of uses of Measure I and provides an opportunity for jurisdictions to explain large balances being accumulated for future projects.

A copy of the submittals from all of the Member Agencies has been posted on the SANBAG website, www.sanbag.ca.gov.

Financial Impact:

This item has no direct impact upon the adopted SANBAG Budget.

Reviewed By:

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

Responsible Staff:

Ellen Pollema, Management Analyst II

Approved
General Policy Committee
Date: December 9, 2015

Witnessed By:

Attachment 1
CAPITAL IMPROVEMENT PLAN SUMMARY REPORT

All Member Agencies
FY 2015/2016 - FY 2019/2020

| Agency | MI Local Pass-through Ending Balance @ 6/30/15 (unaudited) | 5 Year MI Local Pass-Through Revenue Estimate | Total 5 Year MI Local Pass-Through Available for Projects | 150% of Estimated Measure I Plus Ending Balance @ 6/30/15 | 5 Year Total CIP Projected Projects | Do Projects Meet Measure Eligibility Requirements? | Resolution Number |
|----------------------------|---|---|--|--|---|--|----------------------|
| Adelanto | \$1,594,305 | \$3,408,248 | \$5,002,553 | \$ 7,503,829 | \$ 5,002,553 | Yes | 15-46 |
| Apple Valley | \$4,695,095 | \$9,151,373 | \$13,846,468 | \$ 20,769,702 | \$ 19,278,380 | Yes | 2015-39 |
| Barstow ⁽¹⁾ | \$1,952 | \$9,430,529 | \$9,432,481 | \$ 14,148,721 | \$ 10,462,481 | Yes | 4814-2015 |
| Big Bear Lake | \$171,000 | \$1,819,125 | \$1,990,125 | \$ 2,985,188 | \$ 1,924,100 | Yes | 2015-21 |
| Chino | \$1,232,625 | \$6,939,467 | \$8,172,092 | \$ 12,258,138 | \$ 7,696,645 | Yes | 2015-065 |
| Chino Hills | \$2,429,384 | \$6,386,321 | \$8,815,705 | \$ 13,223,558 | \$ 7,782,500 | Yes | 2015R-52 |
| Colton | \$912,603 | \$4,387,453 | \$5,300,056 | \$ 7,950,084 | \$ 5,300,056 | Yes | R-105-15 |
| Fontana | \$7,933,126 | \$16,795,522 | \$24,728,648 | \$ 37,092,972 | \$ 15,389,376 | Yes | 2015-067 |
| Grand Terrace | \$560,794 | \$1,018,291 | \$1,579,086 | \$ 2,368,629 | \$ 1,639,760 | Yes | 2015-35 |
| Hesperia | \$2,604,038 | \$14,210,963 | \$16,815,001 | \$ 25,222,501 | \$ 16,216,963 | Yes | 2015-37 |
| Highland | \$6,954,000 | \$4,462,882 | \$11,416,882 | \$ 17,125,323 | \$ 10,565,582 | Yes | 205-038 |
| Loma Linda | \$212,100 | \$1,947,584 | \$2,159,684 | \$ 3,239,526 | \$ 2,299,294 | Yes | 2862 |
| Montclair | \$1,193,672 | \$3,168,018 | \$4,361,689 | \$ 6,542,534 | \$ 4,725,000 | Yes | 15-3086 |
| Needles | \$494,000 | \$631,277 | \$1,125,277 | \$ 1,687,916 | \$ 1,125,295 | Yes | 2015-40 |
| Ontario | \$1,361,350 | \$13,878,935 | \$15,240,285 | \$ 22,860,427 | \$ 14,205,200 | Yes | 2015-073 |
| Rancho Cucamonga | \$6,115,212 | \$14,318,937 | \$20,434,149 | \$ 30,651,223 | \$ 18,499,550 | Yes | 15-66 |
| Redlands | \$2,266,727 | \$5,782,887 | \$8,049,614 | \$ 12,074,421 | \$ 5,782,887 | Yes | 7565 |
| Rialto | \$3,849,309 | \$8,397,761 | \$12,247,070 | \$ 18,370,605 | \$ 15,557,973 | Yes | Mtg 12/7/15 |
| San Bernardino | \$4,372,831 | \$17,587,527 | \$21,960,358 | \$ 32,940,536 | \$ 16,511,402 | Yes | Mtg 12/7/15 |
| Twentynine Palms | \$1,312,759 | \$2,397,966 | \$3,710,725 | \$ 5,566,088 | \$ 3,081,330 | Yes | 15-24 |
| Upland | \$1,829,345 | \$6,201,144 | \$8,030,489 | \$ 12,045,733 | \$ 7,325,000 | Yes | 6304 |
| Victorville ⁽²⁾ | \$204,200 | \$24,531,042 | \$24,735,242 | \$ 37,102,863 | \$ 33,491,271 | Yes | 15-063 |
| Yucaipa | \$1,791,205 | \$4,349,739 | \$6,140,944 | \$ 9,211,415 | \$ 7,636,394 | Yes | 2015-30 |
| Yucca Valley | \$1,523,083 | \$3,690,110 | \$5,213,193 | \$ 7,819,790 | \$ 4,840,314 | Yes | 15-21 |
| San Bernardino County | | | | | | | |
| --Colorado River Subarea | \$54,539 | \$189,526 | \$244,065 | \$ 366,097 | \$ 155,365 | Yes | 2015-181 |
| --Morongo Basin Subarea | \$724,429 | \$1,789,849 | \$2,514,278 | \$ 3,771,417 | \$ 1,741,000 | Yes | 2015-181 |
| --Mountains Subarea | \$2,186,138 | \$4,771,155 | \$6,957,293 | \$ 10,435,940 | \$ 5,917,416 | Yes | 2015-181 |
| --North Desert Subarea | \$4,935,617 | \$9,685,005 | \$14,620,622 | \$ 21,930,933 | \$ 14,118,396 | Yes | 2015-181 |
| --Valley Subarea | \$6,937,667 | \$10,001,845 | \$16,939,512 | \$ 25,409,268 | \$ 18,527,501 | Yes | 2015-181 |
| --Victor Valley Subarea | \$3,592,850 | \$7,445,617 | \$11,038,467 | \$ 16,557,701 | \$ 9,640,794 | Yes | 2015-181 |
| TOTALS | \$74,045,955 | \$218,776,098 | \$292,822,053 | \$439,233,080 | \$ 286,439,779 | | |

NOTES:

(1) Acceleration of projects due to Barstow's Total Road Improvement Pooled Financing Program

(2) Victorville's MI local pass-through funds will be used to pay down the LaMesa/Nisqualli Interchange costs per Agreement C11200-2.

**ATTACHMENT 2
MEASURE I EXPENDITURE STRATEGY
Valley Subarea**

| | |
|----------------------|--|
| Chino | <p>The City of Chino will continue to place emphasis on both the regional and sub-regional arterial roadway system during the next five years of the Measure I program. At least 50% (percent) of the Measure I funds will be earmarked for specific capital projects that are geared toward improving traffic flow and motorist convenience. Failing pavement surfaces will be rehabilitated, and traffic striping modified as needed to accommodate increased traffic demand, and intersection capacity will be improved with new and modified traffic signals.</p> <p>In addition to the above capital projects program, Chino will continue to allocate up to 50% (percent) of the annual Measure I funds toward public works maintenance activities. Maintenance work will continue to include the City's traffic signal maintenance, sidewalk and curb repair, and pavement repair and overlay on the local street system.</p> |
| Chino Hills | <p>It is the City of Chino Hill's intent to expend Measure I revenue for the following types of projects:</p> <ul style="list-style-type: none"> * Construction of the City's Annual Street Improvement Program: Overlay and/or slurry seal of specified streets to maintain a high level of pavement trafficability; * Make on-going repairs/improvements to the City's sidewalks; * Conduct the Annual Striping Program; * Provide funding to address ADA accessibility issues within the City's public right of way; and * Systematically replace traffic signal LED signals and traffic signal controllers to ensure the highest level of public safety. |
| Colton | <p>The City of Colton allocates approximately seventy-five percent of annual Measure I revenue for system improvements to streets infrastructure. Delivery of these improvements is focused on streets requiring rehabilitation or capacity enhancement improvements. Measure I funds are also being used to provide local match for federal and state grant funded projects; these projects are focused on improving Colton's infrastructure and/or transportation system for pedestrian/bicycle/vehicular traffic.</p> <p>The remaining twenty-five percent of the City's annual Measure I revenue are allocated to traffic safety such as traffic sign installation/replacement, striping and traffic signal upgrade. All identified improvements are consistent with the goals of the city's General Plan Circulation Element.</p> |
| Fontana | <p>The City intends to expend the funds on projects that relieve traffic congestion through improvement and maintenance of streets and local highways.</p> <p>The City will use less than 50% of its pass-through revenue on Categorical Projects of which the vast majority funds the maintenance of City-wide traffic signal system.</p> |
| Grand Terrace | <p>The City of Grand Terrace has adopted a Measure I expenditure strategy which focuses on the delivery of significant capital improvements on a pay-as-you-go basis. The City intends to accumulate Measure I revenues for arterial improvements. The City also plans to construct missing links, such as the Commerce Way extension, for vehicle capacity expansion as well as assistance with the Interstate 215 Barton Road Interchange improvements.</p> |
| Highland | <p>The City of Highland intends to expend not more than half of Measure I Local Street Program Pass-Through revenue on a yearly basis for various pavement management programs, and the remaining for pavement rehabilitation and/or street improvements of existing roadways.</p> |
| Loma Linda | <p>The City of Loma Linda is intent upon efficiently maintaining our existing roadway system. The streets in Loma Linda are constructed of asphalt concrete (AC). These streets are in various stages of their life expectancy. A typical AC street improvement has a life expectancy of 15-20 years. Through proper pavement management, this can be extended by as much as 20 years. Our strategy is to utilize a combination of slurry seal method, grind and overlay the top 0.1' and pulverize existing AC for base and repave for rehabilitation. This pavement management program has shown to be effective in delaying the eventual complete reconstruction, including subgrade, of a roadway segment.</p> |

| Montclair | <p>The City of Montclair plans on using Measure I as matching funds for federal funds associated with the development of plans for the construction of a grade separation project at Monte Vista Avenue and the Union Pacific Railroad tracks. The City may also use Measure I funds to accomplish work related to this project for which there are no federal funds.</p> <p>The City also intends to expend Measure I funds on maintenance of City streets to the extent permissible under SANBAG policies.</p> | | | | | | | | | | |
|-------------------------|--|----------------|----------------------------|----|---|----|---|---|---|---|---------------------|
| Ontario | <p>The City of Ontario's Expenditure Strategy is to improve the regional, sub-regional, and collector street roadway system by programming up to fifty percent of annual Measure I revenue towards its long term Pavement Management Program. The remaining funds will be programmed by individual projects such as traffic signals, and other roadway rehabilitation work designed to improve traffic flow and motorist's convenience.</p> | | | | | | | | | | |
| Rancho Cucamonga | <p>The Measure "I" Capital Improvement Plan Expenditure Strategy for the expenditure of Measure I funds will use the City's General Plan Circulation Element as a basis. It is anticipated that the funds will be allocated in the following manner:</p> <table border="1" data-bbox="316 661 1429 798"> <thead> <tr> <th><u>Percent</u></th> <th><u>Type of Improvement</u></th> </tr> </thead> <tbody> <tr> <td>71</td> <td>Maintenance, Rehabilitation and Repair of Existing Roadways</td> </tr> <tr> <td>22</td> <td>Traffic Signal Improvements, Payment Striping and Maintenance</td> </tr> <tr> <td>5</td> <td>Concrete Services (ADA, Repairs and Sidewalk)</td> </tr> <tr> <td>2</td> <td>Pavement Management</td> </tr> </tbody> </table> | <u>Percent</u> | <u>Type of Improvement</u> | 71 | Maintenance, Rehabilitation and Repair of Existing Roadways | 22 | Traffic Signal Improvements, Payment Striping and Maintenance | 5 | Concrete Services (ADA, Repairs and Sidewalk) | 2 | Pavement Management |
| <u>Percent</u> | <u>Type of Improvement</u> | | | | | | | | | | |
| 71 | Maintenance, Rehabilitation and Repair of Existing Roadways | | | | | | | | | | |
| 22 | Traffic Signal Improvements, Payment Striping and Maintenance | | | | | | | | | | |
| 5 | Concrete Services (ADA, Repairs and Sidewalk) | | | | | | | | | | |
| 2 | Pavement Management | | | | | | | | | | |
| Redlands | <p>The City of Redlands intends to use Measure "I" dollars to partially fund the City's City Council-approved Pavement Accelerated Repair Implementation Strategy (PARIS) program which will pave 2/3 of City streets over a five-year period. The City's Pavement Management Program, which provides a decision making matrix in identifying streets that are priority paving projects, will be used to determine future Measure "I" Capital Improvement Plans. Additionally, banked Measure "I" revenues will be used in Fiscal Year 2015-16 for the construction of the Redlands, Alabama & Colton Intersection Improvement project.</p> | | | | | | | | | | |
| Rialto | <p>The City Council of the City of Rialto intends to use the Measure I Revenues for the Period of Fiscal Year 2010 to Fiscal Year 2040 for public roads and right of way maintenance programs, street reconstruction and other improvements within the City of Rialto's city limits.</p> | | | | | | | | | | |
| San Bernardino | <p>The City of San Bernardino will continue to place emphasis on both its regional and sub-regional arterial roadway system. At least fifty percent of our Measure I funds allocation will be earmarked for specific capital projects that are geared towards improving traffic flow and motorist convenience. Failing pavement surfaces will be rehabilitated and traffic striping modified as needed to accommodate increased traffic demand; and intersection capacity will be improved with new and modified traffic signals.</p> <p>In addition to the above capital projects program, San Bernardino will continue to allocate up to fifty percent of its annual Measure I funds towards public works maintenance activities. Maintenance work will continue to include the City's traffic signal systems, sidewalk and curb repair, and pavement repair and overlay on the local street system.</p> | | | | | | | | | | |
| Upland | <p>The City of Upland's existing road network is fairly well established. Therefore, the City's primary use of Measure I funds will be for the reconstruction and maintenance of existing City streets. It is the City's intent to design and begin construction of the project the same year the project is identified in the Five-Year Capital Improvement Plan.</p> | | | | | | | | | | |
| Yucaipa | <p>Beginning with the 2014-2015 Fiscal Year, the City of Yucaipa has allocated 100% of Measure I revenues to the maintenance of existing streets. Those maintenance efforts are delivered through the City's annual Pavement Management Program (PMP) included in the Capital Improvement Program (CIP) approved and adopted as part of the City's annual budget in June of every year.</p> | | | | | | | | | | |

San Bndo County

The County intends to expend Measure "I" revenue for a variety of eligible transportation related projects, which includes the rehabilitation and maintenance of pavement surfaces countywide (including but not limited to, asphalt concrete reconstruction, asphalt concrete overlay, surface seals, routine patching of existing asphalt concrete and ADA improvements); and may include projects to improve circulation, drainage and traffic control devices.

**MEASURE I EXPENDITURE STRATEGY
Colorado River Subarea**

Needles

Measure I pass through funds will be used by the City of Needles for a variety of transportation related projects, including reconstruction and maintenance of existing roadways.

The intent is to accumulate Measure I revenue for specific projects. If there is not enough revenue in one year, the plan is to accumulate enough funds in order to be able to do larger projects.

The local streets that are tagged for sealing are the badly deteriorated streets.

San Bndo County

The County intends to expend Measure "I" revenue for a variety of eligible transportation related projects, which includes the rehabilitation and maintenance of pavement surfaces countywide (including but not limited to, asphalt concrete reconstruction, asphalt concrete overlay, surface seals, routine patching of existing asphalt concrete and ADA improvements); and may include projects to improve circulation, drainage and traffic control devices.

**MEASURE I EXPENDITURE STRATEGY
Morongo Basin Subarea**

Twentynine Palms

The City of Twentynine Palms funds projects with a pay as we go strategy. For larger projects, we have banked multiple years. In the 15/16 year, we are spending the banked proceeds.

Yucca Valley

Measure I Local Streets revenues are allocated to a number of projects, including reconstruction/rehabilitation/maintenance and engineering/design of arterials and residential roads, annual studies and/or reports such as pavement management program updates, traffic census reports, and similar activities.

San Bndo County

The County intends to expend Measure "I" revenue for a variety of eligible transportation related projects, which includes the rehabilitation and maintenance of pavement surfaces countywide (including but not limited to, asphalt concrete reconstruction, asphalt concrete overlay, surface seals, routine patching of existing asphalt concrete and ADA improvements); and may include projects to improve circulation, drainage and traffic control devices.

**MEASURE I EXPENDITURE STRATEGY
Mountains Subarea**

Big Bear Lake

Measure I pass through funds will be used by the City of Big Bear Lake for a variety of transportation related projects, including reconstruction of existing roadways, installation of drainage systems with associated road widening, maintenance of existing roadways and support of the local transit authority. The funds are allocated at 25%, 70% and 5% respectively for arterial, local, and transit projects. It is the intent of the City to expend all Measure I pass through funds as they are received.

The City of Big Bear Lake is in the process of engineering design on projects for FY15/16. The major project will be street and drainage improvements. Several of the major projects scheduled through year 2020 include, Cinega Road, Knight Avenue, Starvation Flats, Ironwood Road, Talbot Drive and Park Avenue.

Streets identified for re-construction are chosen based on their classification within the City's Pavement Management Plan and in coordination with the local utilities. Extensive re-construction of existing utilities by the utility companies is scheduled for the next five years and is being carefully coordinated with City paving projects to minimize conflicts in newly reconstructed roads. All construction funds are being expended to maintain, improve and/or re-construct existing city roadways.

San Bndo County

The County intends to expend Measure "I" revenue for a variety of eligible transportation related projects, which includes the rehabilitation and maintenance of pavement surfaces countywide (including but not limited to, asphalt concrete reconstruction, asphalt concrete overlay, surface seals, routine patching of existing asphalt concrete and ADA improvements); and may include projects to improve circulation, drainage and traffic control devices.

**MEASURE I EXPENDITURE STRATEGY
North Desert Subarea**

Barstow

Each year, the City receives approximately \$2.2 Million in Measure "I" funds. On September 17, 2012 the City Council approved joining the Statewide street financing program called the Total Road Improvement Program (TRIP) offered by the California Statewide Communities Development Authority (California Communities). Through the TRIP program, the City can pledge two-thirds (2/3) of its annual Measure "I" allocation towards a financing measure to raise funds for the rehabilitation and reconstruction of City streets in failing conditions.

The remaining one-third of Measure "I" allocations will be used by the City in the pavement reconstruction, preservation and maintenance of the streets, and constructing the Lenwood Grade Separation project.

San Bndo County

The County intends to expend Measure "I" revenue for a variety of eligible transportation related projects, which includes the rehabilitation and maintenance of pavement surfaces countywide (including but not limited to, asphalt concrete reconstruction, asphalt concrete overlay, surface seals, routine patching of existing asphalt concrete and ADA improvements); and may include projects to improve circulation, drainage and traffic control devices.

**MEASURE I EXPENDITURE STRATEGY
Victor Valley Subarea**

Adelanto

The City of Adelanto's Measure I expenditure strategy for 2015-2020 is to utilize the existing funding reserves that have been accumulated over previous cycles and the anticipated revenues over the next 5 years to retrofit the City's infrastructure towards a more complete streets approach. Half of the annual revenues will be expended on categorical maintenance projects like pothole and crack sealing, striping and signage replacement, and concrete repairs. The remaining funds will be used primarily in targeting gaps in pedestrian and bicycle improvements along existing corridors. The identified improvements also include some priority projects needed to be performed to minimize traffic congestion and increase safety and vehicular and pedestrian awareness.

Apple Valley

Measure I Local Pass-Through Funds will be used by the Town of Apple Valley for a variety of transportation related projects, including adding capacity to our regional arterial system, reconstruction, and regular and periodic maintenance of existing roadways. These Measure I funds allocated for the Town's local street program (68%) are allocated with a minimum of 50% of the funds expended on these roads identified specifically on our plan (categorical). For those roads specifically identified within the plan, some require that the Town accumulate Measure I revenue for such large projects. The balance of these funds, up to 50% of the total are identified for reconstruction and regular maintenance chosen based on the Town's priority within the Town's Pavement Management Program (non-categorical).

Attachment: Attachment 2: CIP Expenditure Strategies [Revision 1] (1885 : Summary of Measure I Capital Improvement Plans)

Hesperia

The majority of Measure I revenue is planned to be utilized for the following types of eligible transportation improvements and policy prioritizations:

* Intent to allocate 50% or less of anticipated annual revenue on General Program Categorical expenditures. Specifically, the Measure I funds will be utilized annually to supplement the City's Street Division General Maintenance Program. This includes preservation and upkeep of existing and newly reconstructed roads to original constructed condition in order to maintain its integral useful life and to provide safe, convenient, and practical intercity transportation.

*Intent to allocate the remaining 50% of the anticipated annual revenue on the rebuilding and betterments of local roadways and alternative transportation. Local roadway betterments are scheduled to be completed under the Annual Street Improvement Project which includes full removal and reconstruction efforts designated to roads in the City in the worst condition. Targeted construction areas included in the current annual project will provide a third reconstructed section of Main Street and 14 miles of slurry seal to local roads which have been rehabilitated in the last five years. Other transportation projects in the current fiscal year program include the Willow Street Bike/Pedestrian Paseo and the Park and Ride Expansion project which will help to improve circulation and encourage alternative modes of transportation thereby alleviating traffic congestion and improving mobility.

*Beginning in Fiscal Year 2017/18, the first payment of the Rancho Road Interchange Public Share Reimbursement is due to SANBAG. This 10 year payback agreement between the City and SANBAG allowed the advancement of the Rancho Road Interchange project whereby the City borrowed its local share of the project funding from SANBAG. The City obligated Development Impact Fees (DIF) as the source of this repayment, but if insufficient DIF fees are collected, SANBAG will withhold the City's annual Measure I allocation to make the payment whole on an annual basis. It is estimated that approximately 250 new homes will need to be constructed each year to meet the demands of this agreement. Due to the slow economic recovery throughout the Victor Valley, staff is anticipating that a portion of the City's Measure I annual allocation will have to be schedule to cover the agreement.

Victorville

The City of Victorville's Measure I Capital Improvement Expenditure Strategy balances expenditures between different categories of projects based on the City's needs. The project categories include the following: Capacity increasing, reconstruction and rehabilitation; maintenance, preliminary engineering and environmental studies; right of way acquisition; and final design. Also included are categorical expenditures for maintenance of roads, traffic controls, traffic signals, traffic engineering and purchase of vehicles or equipment for street related purposes.

Capacity increasing projects include modified or new interchanges, new road construction and widening existing roads, and new traffic signals. Reconstruction and rehabilitation of roads can include removing and replacing pavement sections, asphalt-concrete overlays of one inch or more in thickness or various other methods. Maintenance of roads can include overlays less than one inch, cape seals, and slurry seals. Traffic control includes the maintenance and operation of signing and striping including sign and marking replacements and new signs and markings. Traffic signal maintenance includes operations and maintenance for traffic signals and various equipment replacements or upgrades. Traffic engineering encompasses all traffic engineering activities.

San Bndo County

The County intends to expend Measure "I" revenue for a variety of eligible transportation related projects, which includes the rehabilitation and maintenance of pavement surfaces countywide (including but not limited to, asphalt concrete reconstruction, asphalt concrete overlay, surface seals, routine patching of existing asphalt concrete and ADA improvements); and may include projects to improve circulation, drainage and traffic control devices.

GENERAL POLICY COMMITTEE ATTENDANCE RECORD – 2015

| Name | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|--|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|
| Paul Eaton City of Montclair | ** | | X | X | X | X | ** | | | | | |
| Bill Jahn City of Big Bear Lake | ** | X | X | X | X | X | ** | X | X | | ** | |
| Joel Klink City of Twentynine Palms | ** | X | X | X | X | X | ** | X | X | | ** | |
| Robert Lovingood Board of Supervisors | ** | X | | | X | X | ** | X | X | X | ** | |
| Larry McCallon City of Highland | ** | | | X | | | ** | | X | X | ** | |
| L. Dennis Michael City of Rancho Cucamonga | ** | X | | X | X | | ** | | X | X | ** | |
| Ryan McEachron City of Victorville | ** | X | X | X | | X | ** | X | X | | ** | |
| Dick Riddell City of Yucaipa | ** | X | X | X | X | X | ** | X | X | X | ** | |
| Rhodes “Dusty” Rigsby City of Loma Linda | ** | X | X | X | X | | ** | X | X | X | ** | |
| Janice Rutherford Board of Supervisors | ** | | X | X | X | X | ** | X | X | X | ** | |
| James Ramos Board of Supervisors | ** | X | X | | | X | ** | X | X | | ** | |
| Michael Tahan City of Fontana | ** | | X | X | | X | ** | | | | | |
| Alan Wapner City of Ontario | ** | | | | | | ** | X | X | X | ** | |
| Dennis Yates City of Chino | ** | | | | | | X | X | X | X | ** | |

X = Member attended meeting. Empty box = Member did not attend meeting. Crossed out box = Not a member at the time. ** = The General Policy Committee did not meet this month

Communication: Attendance Record (Additional Information)

San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.

In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:

***The San Bernardino County Transportation Commission**, which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.*

***The San Bernardino County Transportation Authority**, which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.*

***The Service Authority for Freeway Emergencies**, which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.*

***The Congestion Management Agency**, which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.*

*As a **Subregional Planning Agency**, SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.*

Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.

This list provides information on acronyms commonly used by transportation planning professionals. This information is provided in an effort to assist SANBAG Board Members and partners as they participate in deliberations at SANBAG 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. SANBAG 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 |

| | |
|------------|--|
| MAGLEV | Magnetic Levitation |
| MARTA | Mountain Area Regional Transportation Authority |
| MBTA | Morongo Basin Transit Authority |
| MDAB | Mojave Desert Air Basin |
| MDAQMD | Mojave Desert Air Quality Management District |
| MOU | Memorandum of Understanding |
| MPO | Metropolitan Planning Organization |
| MSRC | Mobile Source Air Pollution Reduction Review Committee |
| NAT | Needles Area Transit |
| NEPA | National Environmental Policy Act |
| OA | Obligation Authority |
| OCTA | Orange County Transportation Authority |
| PA&ED | Project Approval and Environmental Document |
| PASTACC | Public and Specialized Transportation Advisory and Coordinating Council |
| PDT | Project Development Team |
| PNRS | Projects of National and Regional Significance |
| PPM | Planning, Programming and Monitoring Funds |
| PSE | Plans, Specifications and Estimates |
| PSR | Project Study Report |
| PTA | Public Transportation Account |
| PTC | Positive Train Control |
| PTMISEA | Public Transportation Modernization, Improvement and Service Enhancement Account |
| RCTC | Riverside County Transportation Commission |
| RDA | Redevelopment Agency |
| RFP | Request for Proposal |
| RIP | Regional Improvement Program |
| RSTIS | Regionally Significant Transportation Investment Study |
| RTIP | Regional Transportation Improvement Program |
| RTP | Regional Transportation Plan |
| RTPA | Regional Transportation Planning Agencies |
| SB | Senate Bill |
| SAFE | Service Authority for Freeway Emergencies |
| SAFETEA-LU | Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users |
| SCAB | South Coast Air Basin |
| SCAG | Southern California Association of Governments |
| SCAQMD | South Coast Air Quality Management District |
| SCRRA | Southern California Regional Rail Authority |
| SHA | State Highway Account |
| SHOPP | State Highway Operations and Protection Program |
| SOV | Single-Occupant Vehicle |
| S RTP | Short Range Transit Plan |
| STAF | State Transit Assistance Funds |
| STIP | State Transportation Improvement Program |
| STP | Surface Transportation Program |
| TAC | Technical Advisory Committee |
| TCIF | Trade Corridor Improvement Fund |
| TCM | Transportation Control Measure |
| TCRP | Traffic Congestion Relief Program |
| TDA | Transportation Development Act |
| TEA | Transportation Enhancement Activities |
| TEA-21 | Transportation Equity Act for the 21 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 |

San Bernardino Associated Governments



MISSION STATEMENT

To enhance the quality of life for all residents, San Bernardino Associated Governments (SANBAG) will:

- Improve cooperative regional planning
- Develop an accessible, efficient, multi-modal transportation system
- Strengthen economic development efforts
- Exert leadership in creative problem solving

To successfully accomplish this mission, SANBAG will foster enhanced relationships among all of its stakeholders while adding to the value of local governments.

Approved June 2, 1993
Reaffirmed March 6, 1996