

DATE: June 5, 2014

TO: City & Town Managers/County Executive Officer

FROM: Andrea Zureick, Director of Fund Administration and Programming

SUBJECT: Local Street Program Capital Improvement Plan

Jurisdictions receiving Measure I revenue from the Local Street Program must annually adopt, by action of their governing body, a Five Year Capital Improvement Program (CIP) that outlines the specific projects upon which Measure I pass-through funds will be expended. The Fiscal Year 2014/2015 – Fiscal Year 2018/2019 CIP is due to SANBAG by **September 30, 2014**.

The Measure I 2010-2040 Strategic Plan contains comprehensive policies pertinent to the preparation of the CIP (Valley Policy 40003, Victor Valley Policy 40012, and Rural Mountain/Desert Policy 40016). Please contact Ellen Pollema if you would like a copy of the applicable policy for your jurisdiction.

The CIP reporting form, “Measure I Local Street Pass-Through Funds Five Year Capital Improvement Plan,” includes any applicable carryover balances, the separation of named and categorical projects, and a place to identify Nexus Study shares if applicable. This format assists the audit process, so SANBAG requires that all CIPs be submitted in this format without modification, and no other format will be accepted.

Please keep in mind that only projects listed on the current CIP are eligible for use of Measure I revenue, and categorical projects are limited to 50% of the current year revenue. Also, if invoices for a project listed in a previous year will not be paid until the current year, you must include that project in the CIP as a current year project.

Over-programming of projects in the CIP is permissible; however, the CIP should not exceed 150% of revenue projected during the planning period plus fund balances. While jurisdictions are encouraged to continue to name the projects in each year, we recognize that in practice this list is subject to change. Earlier this year, the Board modified Policies 40003, 40012, and 40016 to remove the requirement that named projects totaling at least 50% of the projected revenue must be identified in all years of the CIP. This will allow the CIP to be more reflective of the actual cash demand of multi-year projects. If the CIP is modified during the fiscal year in response to any policy changes or project changes, please provide us with a copy by June 30, 2015.

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June 5, 2014
Page 2

In summary, SANBAG requires that your jurisdiction submit by **September 30, 2014**:

1. Five Year CIP adopted by your jurisdiction (please also provide an electronic copy in Excel format)
2. Signed copy of the resolution of your governing body adopting the CIP
3. Expenditure strategy

If you have any questions regarding any of the requested documents, please contact Ellen Pollema (epollema@sanbag.ca.gov) at 909-884-8276.

cc: CTP TAC Representative
SANBAG Executive Staff

Attachments

- A – CIP Template & Example Template
- B – Checklist
- C – Sample Resolution
- D – Expenditure Strategy
- E – Revenue Forecast