



San Bernardino Associated Governments

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

AGENDA

Administrative Committee Meeting

April 11, 2012

9:00 a.m.

Location

SANBAG

Super Chief Conference Room
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA

Administrative Committee Membership

Chair – SANBAG Vice President

Supervisor Janice Rutherford
County of San Bernardino

SANBAG President

Mayor Larry McCallon
City of Highland

SANBAG Past President

Supervisor Brad Mitzelfelt
County of San Bernardino

Mt./Desert Representatives

Council Member Rick Roelle
Town of Apple Valley

Council Member Mike Leonard
City of Hesperia

Mayor Bill Jahn (*Chair-PPC*)
City of Big Bear Lake

Council Member Jim Harris (*Chair-MDC*)
City of Twentynine Palms

Supervisor Neil Derry
County of San Bernardino

East Valley Representatives

Mayor Rhodes Rigsby
City of Loma Linda

Mayor Patrick Morris (*Chair-CRTC*)
City of San Bernardino

Mayor Dick Riddell (*Chair-MPC*)
City of Yucaipa

Mayor Pro Tem Ed Scott
City of Rialto

Supervisor Josie Gonzales
County of San Bernardino

West Valley Representatives

Council Member Ed Graham
City of Chino Hills

Mayor Dennis Yates
City of Chino

Supervisor Gary Ovitt
County of San Bernardino

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.

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

AGENDA

Administrative Committee Meeting

April 11, 2012

9:00 a.m.

**Location: SANBAG, Super Chief Conference Room, 1170 W. 3rd Street, 2nd Floor,
San Bernardino**

**CALL TO ORDER 9:00 a.m.
(Meeting chaired by Janice Rutherford)**

- I. Pledge of Allegiance
- II. Attendance
- III. Announcements
- IV. Agenda Notices/Modifications – Anna Aldana

1. Possible Conflict of Interest Issues for the Administrative Committee Meeting April 11, 2012. Pg. 7

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.

Consent Calendar

Consent Calendar items shall be adopted by a single vote unless removed by member request.

Administrative Matters

2. Attendance Register Pg. 8

A quorum shall consist of a majority of the membership of each SANBAG Policy Committee, except that all County Representatives shall be counted as one for the purpose of establishing a quorum.

3. March 2012 Procurement Report Pg. 10

Receive March 2012 Procurement Report.
William Stawarski.

Notes/Actions

Discussion Items

Administrative Matters

4. **Measure I Revenue** Pg. 13
 Receive Report on Measure I receipts for Measure I 2010-2040. **William Stawarski**
5. **Fiscal Year 2012/2013 Budget Program Overview** Pg. 15
 Review fiscal year program level budget development and provide direction. **William Stawarski**
6. **Contract with Kathleen Murphy-Perez for Contract Management Services** Pg. 57
 Approve Amendment No. 1 to Sole Source Contract C11005 with Kathleen Murphy-Perez to provide Contract Management Services for an increase of \$175,000, with a revised not-to-exceed contract amount of \$475,000, and to extend the contract term through June 30, 2013. **Garry Cohoe**
7. **San Bernardino Santa Fe Depot Property and Facility Management** Pg. 65
 Approve Amendment No. 2 to Contract 10164 with CityCom Real Estate Services, Inc. extending the time of performance for the San Bernardino Santa Fe Depot property and facility management to June 30, 2013 and increasing the compensation by \$41,040 for a revised contract amount of \$127,680 as identified in the Financial Impact Section. **Duane Baker**
8. **Telephone System Upgrade** Pg. 72
 1. Approve Purchase Order No. PO12166 with KTS Network Solutions in the amount of \$59,376.40 for the purchase and installation of a ShoreTel Telephone System at San Bernardino Associated Governments.
 2. Authorize the Executive Director to execute Purchase Order No. PO12166 with KTS Network Solutions in the amount not to exceed \$59,376.40. **Duane Baker**

Program Support/Council of Governments

9. **Recommended Positions for State Legislation and Federal Surface Transportation Bill Update** Pg. 74
 1. Oppose: AB 441 (Monning)
 2. Support: a. AB 890 (Olson & Perea)
 b. AB 1600 (Torres)
 c. SB 986 (Dutton)
 3. Receive Update on the Federal Surface Transportation Bill. **Eric Haley**

Discussion Items Continued....Program Support/Council of Governments (Cont.)

- 10. State Assembly Bill AB 1600 (Torres) Pg. 82**
1. Support AB 1600 with the modification that the Gold Line Foothill Extension Construction Authority can only extend the Gold Line light rail system to Montclair.
 2. Recommend the Gold Line Foothill Extension Construction Authority and the Los Angeles County Metropolitan Transportation Authority to operate over said extension, on SANBAG right-of-way approximately one-half mile, with prior SANBAG Board approval through a construction and maintenance agreement with both agencies.
Mitch Alderman

Project Development

- 11. Right-of-Way Policy and Procedures Pg. 84**
1. Approve a Sole Source Purchase Order No. 4000809 with Overland, Pacific & Cutler, Inc. for Right-of-Way Consultant Services to develop right-of-way policies and procedures for an amount not-to-exceed \$20,000.
 2. Approve a contingency amount for the Sole Source Purchase Order No. 4000809 of \$5,000 and authorize the Executive Director or designee to release contingency as necessary. **Gary Cohoe**
- 12. Request for Proposal (RFP) 12233 for Professional Labor Compliance Monitoring Services Pg. 88**
- Authorize and approve release of RFP 12233 for proposals for qualified firms to provide professional On-call Labor Compliance Services to support all San Bernardino Associated Government (SANBAG) public works projects. **Garry Cohoe**

Comments from Committee Members

Brief Comments from Committee Members

Public Comment

Brief Comments by the General Public

Adjourn To:

Closed Session

Conference with Labor Negotiator Ty Schuiling
Regarding Unrepresented Employees of SANBAG
pursuant to Government Code section 54957.6

ADJOURNMENT

Additional Information

Acronym List

Pg. 102

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices. 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, 2nd Floor, San Bernardino at least 72 hours in advance of the meeting. Complete packages of this agenda are available for public review at the SANBAG offices and our website: www.sanbag.ca.gov. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Agenda Actions – Items listed on both the “Consent Calendar” and “Items for Discussion” contain suggested 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.

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.

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 apply.*

Disruptive 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 conduct includes 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, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

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

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 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 would like to amend his 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 Board/Committee 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



- 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: April 11, 2012

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
6	C1105-01	Kathleen Murphy-Perez <i>Kathleen Murphy-Perez</i>	None
7	C10164-02	CityCom Real Estate Services, Inc. <i>Michael Fortunato</i>	None
8	PO12166	KTS Network Solutions <i>Nick Prosser</i>	None
11	PO 4000809	Overland, Pacific, and Cutler, Inc. <i>Min Saysay</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.

Approved
 Administrative Policy Committee

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG	<input type="checkbox"/>	CTC	<input type="checkbox"/>	X	CTA	<input checked="" type="checkbox"/>	SAFE	<input type="checkbox"/>	CMA	<input type="checkbox"/>
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ADMINISTRATIVE COMMITTEE ATTENDANCE RECORD - 2012

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rick Roelle Town of Apple Valley	X	X	X									
Bill Jahn City of Big Bear Lake	X	X										
Dennis Yates City of Chino	X		X									
Mike Leonard City of Hesperia	X		X									
Larry McCallon City of Highland	X	X	X									
Rhodes Rigby City of Loma Linda	X	X	X									
Janice Rutherford Board of Supervisors	X		X									
Ed Scott City of Rialto	X	X	X									
Ed Graham City of Chino Hills	X	X	X									
Patrick Morris City of San Bernardino	X	X	X									
Jim Harris City of Twentynine Palms	X	X	X									
Dick Riddell City of Yucaipa	X	X	X									
Josie Gonzales Board of Supervisors	X	X	X									
Brad Mitzelfelt Board of Supervisors	X		X									
Gary Ovitt Board of Supervisors	X	X	X									
Neil Derry Board of Supervisors	(Self-Suspension as of 5/3/11)	X	X									

X = Member attended meeting.
admatt12.docx

Empty box = Member did not attend meeting

Crossed out box = Not a member at the time.

ADMINISTRATIVE COMMITTEE ATTENDANCE RECORD -- 2011

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Rick Roelle Town of Apple Valley		X	X	X	X	X	X		X	X	X	
Dennis Yates City of Chino	X	X	X	X	X	X	X	X	X	X	X	X
Mike Leonard City of Hesperia	X			X	X	X		X		X	X	X
Larry McCallon City of Highland	X		X	X	X	X	X	X	X	X	X	X
Rhodes Rigby City of Loma Linda	X		X	X	X	X	X		X	X	X	X
Paul Eaton City of Montclair	X	X	X	X		X						
Janice Rutherford Board of Supervisors							X	X	X	X	X	X
Patrick Morris City of San Bernardino	X	X		X	X	X	X	X	X	X	X	X
John Pomierski City of Upland	X											
Ed Graham City of Chino Hills			X	X	X	X	X	X	X	X	X	X
Josie Gonzales Board of Supervisors	X		X		X	X			X	X	X	X
Brad Mitzelfelt Board of Supervisors	X	X		X	X	X	X	X			X	X
Gary Ovitt Board of Supervisors	X	X		X	X	X	X	X	X	X	X	X
Neil Derry Board of Supervisors (Self-Suspension as of 5/3/11)	X	X	X	X								

Crossed out box = Not a member at the time.

Empty box = Member did not attend meeting

X = Member attended meeting.



- 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: 3

Date: April 11, 2012

Subject: March 2012 Procurement Report

Recommendation:* Receive March 2012 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 October 6, 2010. The Executive Director, or designee, is authorized to approve Purchase Orders up to an amount of \$50,000. All procurements for supplies and services approved by the Executive Director, or designee, in excess of \$5,000 shall be routinely reported to the Administrative Committee and to the Board of Directors.

Attached are the purchase orders in excess of \$5,000 to be reported to the Administrative Committee for the month of March 2012.

Financial Impact: This item imposes no impact on the fiscal year 2011/2012 budget. Presentation of the monthly procurement report will demonstrate compliance with the Contracting and Procurement Policy (Policy No. 11000).

Reviewed By: This item is scheduled for review by the Administrative Committee on April 11, 2012.

Responsible Staff: William Stawarski, Chief Financial Officer

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	<p><i>Approved</i> <i>Administrative Committee</i></p> <p>Date: _____</p> <p>Moved: _____ Second: _____</p> <p>In Favor: _____ Opposed: _____ Abstained: _____</p> <p>Witnessed: _____</p>
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COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
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Check all that apply.
 ADM1204a-ws
 ISF12

March 2012 Report of Purchase Orders

PO No.	PO Issue Date	Vendor	Purpose	Amount
4000777	2/4/12	Trans Track Systems	SANBAG monitors the performance of six transit providers in the County and each transit system is required to maintain their individual license agreement. This PO is for End User license agreement for FY 11/12 maintenance and support for computer tracking systems for Transit Operating Performance Reporting and Tracking.	\$12,000.00
4000795	2/24/12	Economics & Politics, Inc.	Mr. John Husing of Economics & Politics Inc., has provided valuable economic information for various SANBAG projects. He was hired to produce an economic report for a presentation to rating agencies for the 2012A bond issue.	\$7,500.00
4000547	3/14/12	San Bernardino County, Real Estate	The County provided services for acquisition of property at 222 W. Hospitality Lane in San Bernardino for the SBX project.	\$9,000.00
4000796	3/22/12	TH Enterprises Inc.	Infrastructure and configuration support of the SharePoint Environment for Epic Integration with SharePoint to store documents (PDF files) in a SANBAG SharePoint collection site.	\$15,000.00
4000797	3/22/12	Public Sector Personnel Consultants (PSPC)	Update of SANBAG's FY 2013 salary plan. The salary and benefit survey will include the same data and benchmarks as the previous survey (done in 2010). PSPC has the data from the last study and will update the benchmarked data from the Feb 2010 study within a period of two weeks, as requested. This information was requested by Committee members for compensation/benefit analysis.	\$10,000.00
4000800	3/22/12	Simon Wong Engineering	SANBAG solicited proposals for construction management services for I-10/Tippecanoe Interchange Improvement Project and the contract was awarded to Simon Wong Engineering. This PO is to expedite the award of construction contract to avoid delays with the work planned in the San Timoteo Creek during rainy season,	\$25,000.00
4000803	3/23/12	Parsons Brinckerhoff, Inc.	Parsons has developed the SBTAM model and is the only firm currently able to conduct the required modeling runs for the CMIA application by the deadline.	\$6,500.00

4000804	3/29/12	CSU San Bernardino Foundation	This PO is for annual agreement for specialized research services that includes questionnaire construction, software and phone costs to conduct survey, data analysis, preparation of final report and management fee.	\$20,000.00
<i>*Note: Sole Source justification is noted in the Purpose statement, if applicable.</i>				Total \$105,000.00



- 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: 4

Date: April 11, 2012

Subject: Measure I Revenue

Recommendation:* Receive Report on Measure I receipts for Measure I 2010-2040.

Background: Sales tax revenue collections for Measure I 2010-2040 began on April 1, 2010. Cumulative total receipts for Fiscal Year 2011/12 as of March 31, 2012 were \$97,332,694.

Included is a summary of the current Measure I receipts by quarter and cumulative total since its inception. The quarterly receipts represent sales tax collection from the previous quarter taxable sales. For example, receipts for October - December represent sales tax collections from July - September.

Measure I revenue for the 2011-2012 fiscal year budget was estimated to be \$111,577,000. Actual Measure I receipts for fiscal year 2011/2012 January through March are \$32,757,419, in comparison to \$28,808,766 received during quarter ending March in 2010/2011, with an increase of 13.71%.

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*Approved
 Administrative Committee*

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

COG		CTC	X	CTA	X	SAFE		CMA	
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Check all that apply.

Measure I Receipts

Fiscal Year	July-September	October-December	January-March	April-June	Fiscal Year Total	Cumulative Total To Date
Fiscal Year 2009/2010				\$ 7,158,800	\$ 7,158,800	
Fiscal Year 2010/2011	\$ 28,188,907	\$ 29,207,950	\$ 28,808,766	\$ 29,397,456	\$ 115,603,079	
Fiscal Year 2011/2012	\$ 31,027,319	\$ 33,547,956	\$ 32,757,419		\$ 97,332,694	\$220,094,573
% Increase Over FY 10/11	10.07%	14.86%	13.71%			

- Financial Impact:** Measure I revenues are expected to exceed both the budgeted amount and prior years collections.
- Reviewed By:** This item is scheduled for review by the Administrative Committee on April 11, 2012.
- Responsible Staff:** William Stawarski, Chief Financial Officer



- San Bernardino County Transportation Commission
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Minute Action

AGENDA ITEM: 5

Date: April 11, 2012

Subject: Fiscal Year 2012/2013 Budget Program Overview

Recommendation:* Review fiscal year program level budget development and provide direction.

Background: Task level budget development has been completed relative to all of the activities to be included in the FY 2012/2013 budget. SANBAG's budget process is structured to provide for the maximum level of input from SANBAG policy committees. Each policy committee has reviewed the tasks that relate to the functional areas of committee oversight and each task has been reviewed by at least one of the SANBAG policy committees.

SANBAG develops a project based budget which is adopted with funding source detail. The modified accrual basis (where revenues are recognized when received and available to meet current year obligations) is the basis for the FY 2012/2013 budget. This process includes reviewing the direction the Board of Directors provides relating to short term and long term goals and objectives.

Estimated revenues for FY 2012/2013 are \$581,893,550. Measure I revenue, which has long been the largest single funding source, is expected to increase by 9.3% from estimated revenues for FY 2011/2012. This is due to the increase in economic activity in the region. The proposed budget includes a number of federal and state grants and funds for various projects.

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	<p><i>Approved</i> <i>Administrative Committee</i></p> <p>Date: _____</p> <p>Moved: _____ Second: _____</p> <p>In Favor: _____ Opposed: _____ Abstained: _____</p> <p>Witnessed: _____</p>
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COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
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Check all that apply.

In addition to responsibilities for general transportation planning and programming, one of the essential roles for SANBAG as the County Transportation Commission, is in the allocation of State and federal funds to transportation projects within the county. The allocation of Local Transportation Funds (LTF) and State Transit Assistance Funds (STAF) to local agencies is included in the budget and represents significant policy and program impacts on transit development and operations throughout the county. LTF and STAF estimated revenue for Fiscal Year 2012/2013 is \$65,949,951 and \$14,101,952 respectively.

Indirect costs are allocated to each of the project tasks based on the estimated salaries budgeted for that task. The indirect costs are identified on a separate line in each task's budget table.

The salaries in the indirect budget are only those that cannot be directly assigned to a specific agency activity. The fringe line item in individual tasks includes not only SANBAG benefits as contained in the fringe pool, but also consideration for salaries related to paid leave time such as vacation, sick, administrative and holiday.

The Budget Summary and Estimated Revenues show the anticipated revenues and expenditures for new activity for the upcoming fiscal year. The detail for this report will be presented in an appendix that also includes task level detail with purpose and accomplishments. This strategy results in a benchmark that established expenditure authority to evaluate SANBAG's accomplishments, and to assess compliance with fiscal accountability. The Program Overview provides program level budget requirements, describes the programs, and communicates the goals and objectives.

Staffing for FY 2012-2013 includes 49 regular full-time positions in comparison to 47 positions from the previous fiscal year, and also includes reclassifications.

Discussion of a proposed merit increase is in progress with the Administrative Committee. Changes are also recommended to SANBAG's benefits.

This budget proposes to add a health and dental insurance premium subsidy of \$1,500 annually for each employee. This will be in addition to the existing flexible benefit plan provided to employees to pay for insurance premiums. This amount has not been adjusted in six years while at the same time premiums for health insurance have increased by as much as 57%.

Last year, SANBAG received another health insurance premium increase for our employees of either 9.88% or 15.18% depending on the insurance plan. SANBAG's health benefit is also below the average of health benefits provided by thirteen comparable agencies. SANBAG's health benefit is 15.5% below market for support staff; 21.1% below market for administrative/professional staff; and 49.3% below market for senior management staff. The current flexible benefit is \$8,473/year. The additional health and dental insurance premium subsidy can only be used toward paying the annual health or dental insurance premium paid by SANBAG employees. Those employees who receive their health or dental coverage through a spouse or another mechanism will not see any change and will not receive the additional subsidy. This change is to assist those employees who receive health or dental insurance through SANBAG with the intention to pay increasing premium costs.

The other change to SANBAG's benefits included in the budget is to change the alternative transportation incentive from \$105/month to the amount allowed annually by the IRS which is \$125/month for 2012. SANBAG currently provides an incentive to employees who ride the train, take a bus or ride in a vanpool. The incentive is used to help the employee offset some of the cost of using these alternative forms of transportation to commute. The IRS sets an amount annually, much like it does for vehicle mileage reimbursement. This budget will authorize a change to SANBAG policy to change the incentive from a fixed amount, to an amount that will float up or down based on the IRS guideline.

Financial Impact: Estimated revenues for the proposed FY 2012/2013 budget are \$581,893,550. Proposed expenditures are \$734,387,319 for budget activity which will support the work programs to guide the organization throughout the coming fiscal year. The difference between estimated revenues and the proposed budget expenditure is supported by use of fund balance in the amount of \$152,493,769.

Reviewed By: This item is scheduled for review by the Administrative Committee on April 11, 2012. Each of the SANBAG policy committees has completed the review of the task level budget materials. A Board Workshop, in conjunction with the May Administrative Committee, is also scheduled.

Responsible Staff: William Stawarski, Chief Financial Officer

San Bernardino Associated Governments
Estimated Revenues
 Fiscal Year 2012/2013

Category of Revenue	2010/2011 Actual	2011/2012 Revised Budget	2012/2013 Budget
Grants and Other Revenue			
Congestion Mitigation and Air Quality	16,587,911	32,836,066	18,392,359
Federal Demonstration Funds	-	5,311,818	10,972,781
Federal Transit Administration	773,387	-	-
Traffic Congestion Relief Program	3,177,999	4,883,104	7,494,743
Proposition 1B Traffic Light Synchronization	-	204,713	-
Corridor Mobility Improvement Account	99,437	2,918,220	16,154,591
Public Trans Modern, Improve & Svc Enhance Acct	-	-	70,069
Transportation Enhancement Activities	-	2,641,000	1,162,000
American Recovery and Reinvestment Act	35,993,841	26,030,000	35,327,985
Regional Improvement Program	3,910,365	26,150,000	31,684,882
Trade Corridor Improvement Fund	-	41,200,000	110,862,474
Surface Transportation Program	77,892	16,436,200	46,010,289
State Highway Operational & Protection Program	-	339,000	300,000
Interregional Improvement Program	1,880,924	36,000	1,719,075
Public Utilities Commission	-	-	800,000
Department of Energy	1,844,820	2,438,326	3,108,450
Sales Tax Revenue Bond Proceeds	-	62,175,000	-
California Energy Commission	-	2,336,033	-
Project National & Regional Significance	1,324,332	9,107,500	21,504,764
Planning, Programming and Monitoring	1,200,000	1,200,000	1,300,000
SAFE Vehicle Registration Fees	1,628,049	1,500,000	1,684,950
Freeway Service Patrol/State	1,670,547	1,329,163	1,420,178
Rail Asset	458,773	250,000	400,000
Local Funds/Reimbursements	20,749,293	56,140,750	68,073,247
Other Revenue	5,311,193	1,486,000	1,398,810
Sub-Total	96,688,763	296,948,893	379,841,647
Local Transportation Fund			
Administration	450,000	450,000	850,000
Planning	1,626,966	1,907,555	2,372,339
Rail	91,416	8,250,000	10,400,000
Pass-Through	55,315,442	50,198,404	52,327,612
Sub-Total	57,483,824	60,805,959	65,949,951
State Transit Assistance Fund			
Rail	1,568	1,090,322	1,297,946
Pass-Through	586,226	9,702,087	12,804,006
Sub-Total	587,794	10,792,409	14,101,952

Category of Revenue Continued on Next Page

Category of Revenues Continued.....

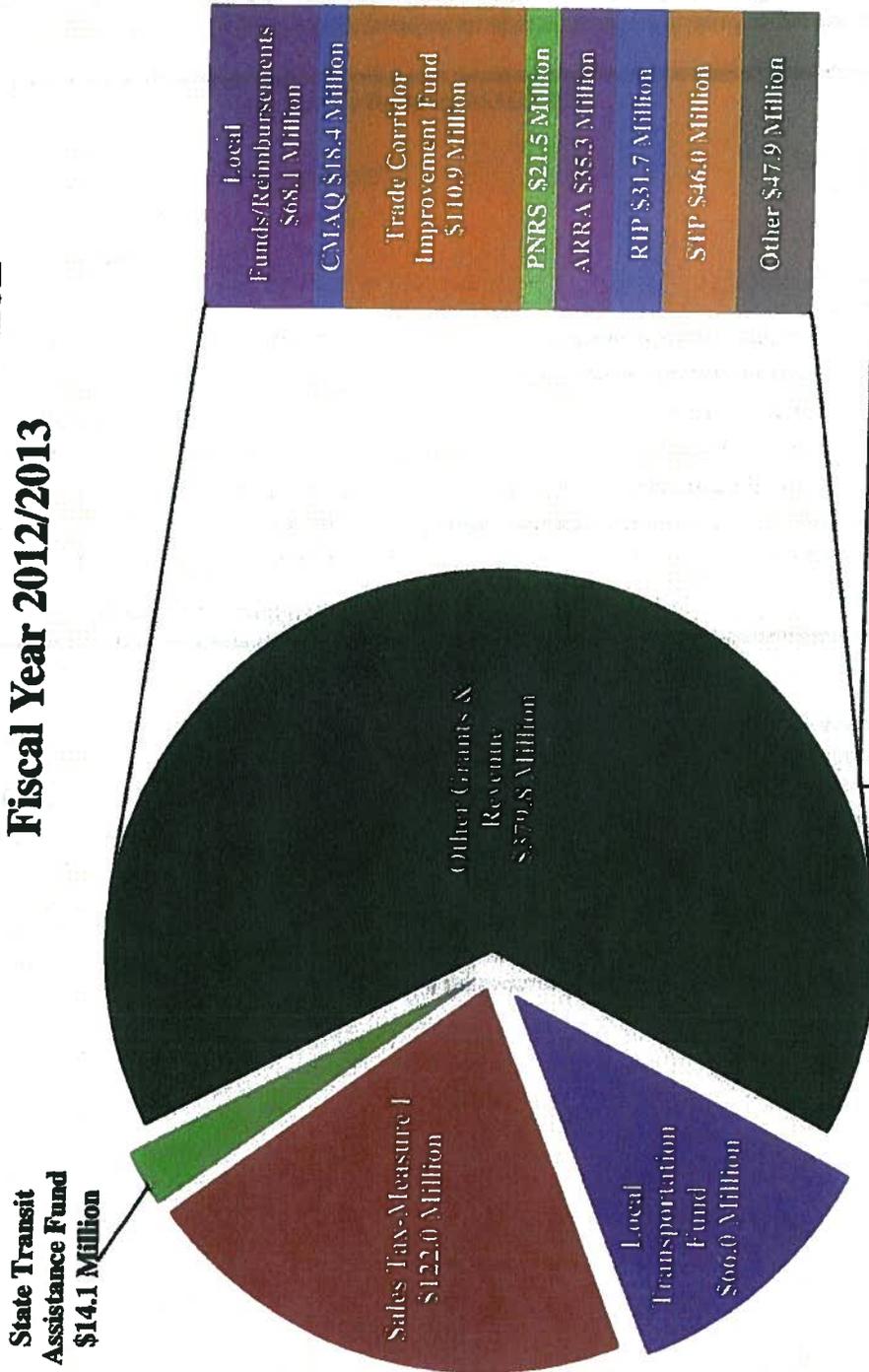
Category of Revenue	2010/2011 Actual	2011/2012 Revised Budget	2012/2013 Budget
Measure I 2010-2040			
Administration	1,179,271	1,115,770	1,220,000
Cajon Pass	3,467,599	3,099,000	3,340,000
<i>Measure I Valley – 2010-2040</i>			
Freeway Projects	28,455,573	25,379,000	27,432,400
Freeway Interchange Projects	10,793,494	9,626,000	10,405,400
Major Street Projects	16,632,163	17,502,000	18,918,900
Metrolink /Rail Service	7,849,813	7,001,000	7,567,600
Express Bus/Bus Rapid Transit Service	1,962,453	1,750,000	1,891,900
Senior/Disabled Transit	7,849,813	7,001,000	7,567,600
Traffic Management Systems	1,962,453	1,750,000	1,891,900
Local Street Projects/Pass-Through	17,021,643	17,502,230	18,918,900
<i>Measure I Mountain/Desert 2010-2040</i>			
Major Local Highway Projects	4,930,368	4,963,000	5,711,200
Senior/Disabled Transit	1,112,237	992,000	1,142,400
Local Street Projects (68%)	444,895	397,000	456,900
Project Development/Traffic Management (2%)	14,264,303	13,499,000	15,534,900
<i>Sub-Total Measure I 2010-2040</i>	117,926,078	111,577,000	122,000,000
TOTAL REVENUES	272,686,459	480,124,261	581,893,550

Note: Actual FY 2010/2011 Measure Program amounts include adjustments from prior fiscal year due to formula allocation adjustments.

SAN BERNARDINO ASSOCIATED GOVERNMENTS

Estimated Revenues of \$581.9 Million

Fiscal Year 2012/2013



Note: Other Revenue of \$47.9 Million includes:

- SAFE Vehicle Registration Fees
- Freeway Service Patrol/MSRC
- Planning, Programming & Monitoring
- Rail Assets Revenue
- State Highway Operation & Protection Program
- Transportation Enhancement Activities
- Public Transportation Modernization, Improvement and Service Enhancement Account
- Federal Demonstration Funds
- Traffic Congestion Relief Program
- Corridor Mobility Improvement Account
- Interregional Improvement Program
- Department of Energy
- Interest Earnings

Program Overview

The Fiscal Year 2012/2013 SANBAG budget is organized into seven distinct program areas with budget requirements of \$734,387,319. Within these seven program areas, 77 specific tasks are budgeted. The table below lists the seven programs contained in the SANBAG budget which direct the financial and human resource expenditures of the agency for the Fiscal Year 2012/2013 budget year. The Fiscal Year 2012/2013 budget request includes prior year Board approved appropriations to be expended in Fiscal Year 2012/2013.

SANBAG Program Budgets			
	2010-2011 Actual	2011-2012 Revised Budget	2012-2013 Budget
Expenditures			
Air Quality & Traveler Services Program	7,597,035	22,687,570	8,757,454
Regional & Subregional Planning Program	1,487,213	1,943,686	2,119,317
Major Project Delivery Program	115,131,750	399,216,757	495,535,082
Transit & Passenger Rail Program	43,311,921	81,520,719	39,211,961
Transportation Fund Administration Program	160,195,280	235,279,399	179,472,150
General - Council of Governments Support Program	2,759,067	3,829,026	3,374,944
Debt Service Program	11,477,825	261,335,100	5,916,411
Total	\$341,960,091	\$1,005,812,257	\$734,387,319

The pie chart entitled *Budgeted Expenditures* is a graphic representation of the expenditures contained in this budget depicted by program. It is notable that over 97% of the total expenditures will fall into the Major Project Delivery, Transit and Passenger Rail, and Transportation Fund Administration Programs. These three programs include the substantial investments by SANBAG in highway construction, commuter rail operations and pass-through funds for local transit and street improvements within San Bernardino County.

A complete listing of the tasks contained in the six programs is included in this section of the budget document on the table entitled *Task Listing Fiscal Year 2012/2013*. Please refer to the Budget Appendix for Fiscal Year 2012/2013 for detailed information on funding sources and expenditures.

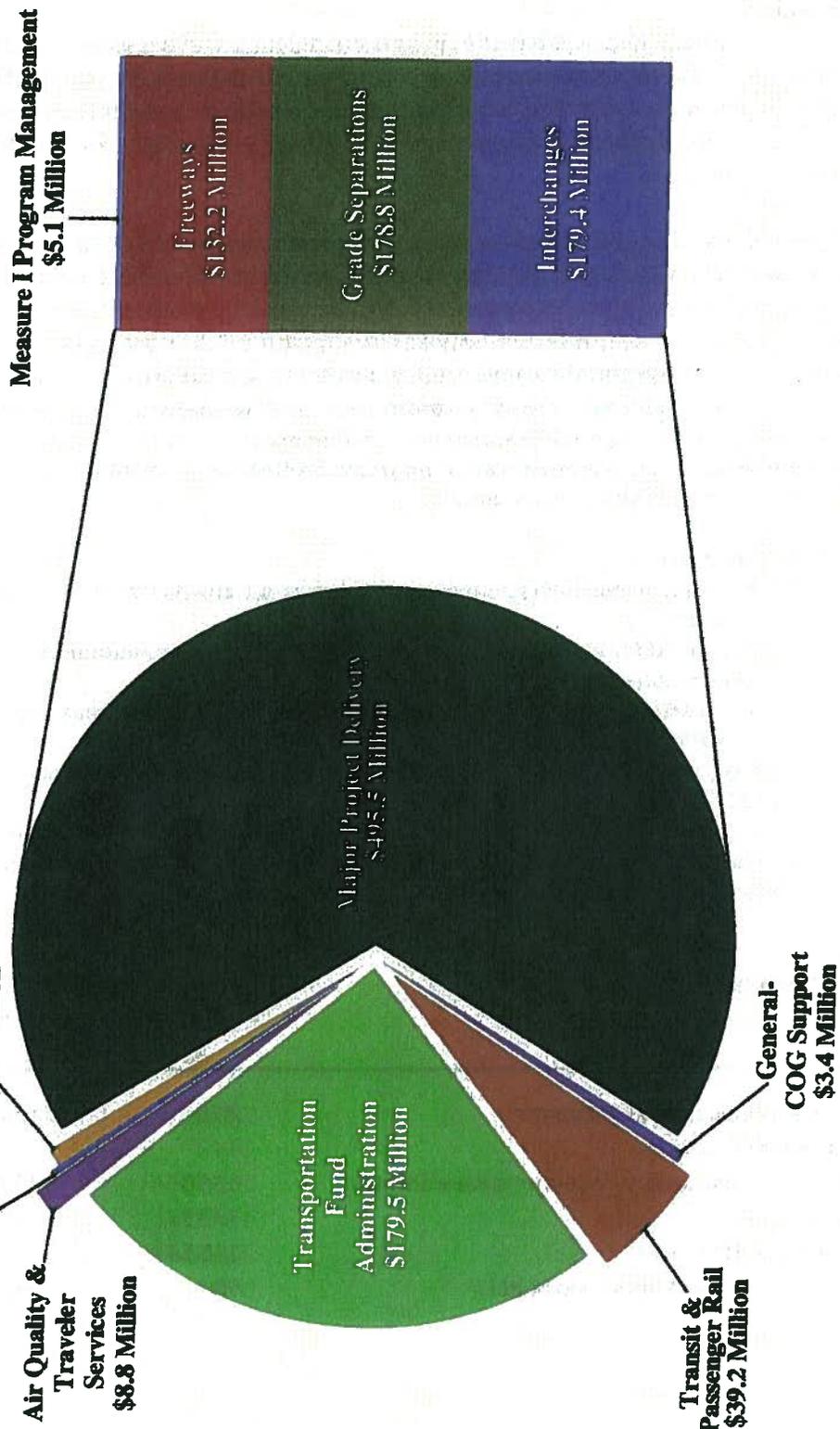
**San Bernardino Associated Governments
Indirect Cost Allocations
Fiscal Year 2012/2013**

	2010-2011 Actual	2011-2012 Revised Budget	2012-2013 Budget
Expenditures			
Regular Full-Time Employees	816,871	913,511	902,167
Regular Part-Time Employees	106,267	49,795	46,800
Fringe Allocation-General	703,026	757,167	801,608
Professional Services	570,112	753,494	513,007
County Fees	225,397	404,539	250,000
Auditing & Accounting	69,733	50,000	100,000
Legal Fees	-	46,000	135,000
Information Technology Services	-	23,035	-
Utilities	56,486	66,000	60,000
Maintenance-Buildings	297,602	321,261	300,000
Maintenance-Motor Vehicles	1,476	1,500	2,500
Maintenance-Office Equipment	1,704	7,410	5,160
Rentals-Office Equipment	37,712	125,045	57,000
General Liability Insurance	86,538	95,000	95,000
Umbrella Liability Insurance	47,665	55,000	55,000
Property Insurance	39,000	45,000	45,000
Crime Insurance	11,698	25,000	25,000
Public Officials Liability Insurance	70,684	80,000	75,000
Automotive Insurance	1,446	5,000	5,000
Dues & Subscriptions	1,063	1,260	1,300
Training/Membership	8,718	23,130	26,600
Postage	2,571	25,400	20,400
Travel Expense - Employee	20,631	6,700	28,000
Travel Expense - Non-Employee	-	-	15,000
Travel Expense-Mileage-Employee	-	1,400	1,400
Travel Expense-Other-Metrolink Tickets	-	15,000	5,000
Advertising	-	9,600	-
Printing - External	42,829	14,000	30,500
Printing - Internal	29,763	72,600	66,600
Communications	37,523	96,534	48,670
Record/Equipment Storage	10,758	10,300	12,000
Other Service Charges	23,829	200	1,100
Office Expense	63,791	55,000	63,000
Meeting Expense	2,045	5,700	8,900
Office Furniture & Equipment	-	37,086	-
Office Equip/Software-Inventorial	126,853	95,100	101,130
Computer Hardware & Software	50,924	30,057	237,875
Total	\$3,460,564	\$4,322,824	\$4,140,717

The indirect costs are allocated to each of the project task based on the estimated indirect allocation includes costs for four indirect tasks: project management, general, management services, and human resources. Explanations for significant changes from prior budget year include:

1. Fringe costs increased by \$44,441 due projected increase in retirement and health insurance costs.
2. Professional services decreased since SANBAG hired recruitment firm for Executive Director and Finance obtained services from Accountemps.
3. County's fees budget for FY 2010-11 included budget carryover.
4. SANBAG issued Request for Proposal for auditing services commencing FY 2011-12. Projected increase of \$15,500 from \$85,500 (actual cost) to \$100,000 or 17% increase.
5. Legal fees increased due to expectation of settling certain legal claims.
6. Rentals-office equipment includes leases for Xerox copier and budget for 2011-12 includes budget carryover.
7. Travel expense – employee increased due to hiring of new Executive Director, new legal counsel, and
8. Travel expense – nonemployee increase since this is a new line item to keep track of travel expenses for non-employees.
9. Travel expense – mileage employee increase since this a new line item to keep track of mileage reimbursements to employees.
10. Travel expense – other – Metrolink is to account for purchases of Metrolink tickets purchased for use by Board Members.
11. Advertising is budgeted at zero since costs are allocated to specific tasks
12. Printing – external increased due to decrease in advertisement
13. Communication decreased by \$47,864 due to new telephone system budgeted in FY 2011-12.
14. Office furniture & equipment is budgeted at zero since new panels were ordered in FY 2010-11.
15. Computer hardware & software increased by \$207,818 due to replacing 17 computer workstations, replacing an old server, and engaging with Tyler Technologies to produce various crystal reports from Eden.

SAN BERNARDINO ASSOCIATED GOVERNMENTS Budgeted Expenditures of \$734.4 Million Fiscal Year 2012/2013



Air Quality and Traveler Services Program Budget

Description

The Air Quality and Mobility Program includes tasks designed to improve air quality and mobility. These improvements are accomplished through inter and intra-county ridesharing, park and ride lots, the call box program, the Freeway Service Patrol program, operation of the 511 traveler information phone service and IE511.org traveler information website, and the clean fuels program.

Specifically, this program provides for participation with both the South Coast Air Quality Management District (CSAQMD) and the Mojave Desert Air Quality Management District (MDAQMD) in the development of rules and implementation of mobile source emission reduction programs, call box, freeway service patrol and 511 programs to assist travelers in the countywide transportation system, and ridesharing activities, which are essential to gaining maximum utility from highway investments and to insuring programmatic support for the high-occupancy vehicle lane investments. Ridesharing outreach and incentive programs serving San Bernardino County residents are managed by SANBAG staff through contractors operating in both San Bernardino and Riverside Counties.

Goals and Objectives

1. Explore new technologies to expand call boxes for emergencies in areas without cellular phone coverage.
2. Increase mobility on area freeways by removing disabled vehicles during rush hours in a safe and efficient manner.
3. Reduce traffic congestion by encouraging ridesharing with enhanced marketing efforts and the use of IE511.org, and park and ride facilities.
4. Improve traffic flow by giving motorists knowledge of accidents and areas of congestion via 511 and IE511.org so that alternate can be taken.
5. Improve air quality by converting a diesel fleet of trucks to CNG or LNG fuel.
6. Help improve air quality by working with agencies on best practices for electric vehicle adoption by residents through model ordinances and policies.

Performance/Workload Indicators

	2010/2011 Actual	2011/2012 Estimated	2012/2013 Estimated
Annual Rideshare Participants	7,858	8,080	8,950
Park and Ride Lots	18	19	21
Motorists assisted by Freeway Service Patrol	36,366	37,135	38,000
Calls to 511	479,331	361,905	325,000
Visits to IE511.org	246,318	330,575	440,000
Electric Vehicle Workshops held	N/A	N/A	Yes

Air Quality and Traveler Services Program				
Task Listing				
		2010/2011	2011/2012	2012/2013
		Actual	Revised	Budget
		Budget		
Expenditures				
0102	Air Quality Programs	3,115,829	16,533,828	3,471,266
0406	Traveler Services	1,599,235	2,132,253	2,235,273
0702	Call Box System	1,080,517	1,880,417	1,033,265
0704	Freeway Service Patrol/State	1,744,296	2,044,252	1,919,702
0706	Intelligent Transportation Systems	57,158	96,820	97,948
Total		\$7,597,035	\$22,687,570	\$8,757,454

Regional and Subregional Planning Budget

Description

The Transportation Planning Program represents the continuing responsibilities of the agency to comprehensively plan at the regional and county levels, compile and maintain planning and monitoring data in support of planning efforts, and support ongoing congestion management, travel demand modeling, growth analysis, and focused transportation study efforts.

Following SANBAG's extensive efforts in Fiscal Year 2011-2012 to support SCAG in development and adoption of the 2012 Regional Transportation Plan/Sustainable Communities Strategy, a major focus of Fiscal Year 2012-2013 will be initiation of Comprehensive Transportation Plan (CTP) development across all transportation modes including freight movement, rail and bus transit, and "active" (nonmotorized) transportation. The CTP will serve both as guidance to SANBAG's transportation program and as input to the next Regional Transportation Plan to be adopted by SCAG in 2016.

Additional activities will include completion of the major overhaul of SANBAG's Congestion Management Program, begun in Fiscal Year 2011-2012, to fulfill the agency's obligations as the Congestion Management Agency for the County, and studies that address corridor specific or more localized needs within subareas of the County. These studies are critical to determination of future facility needs and to qualify for discretionary funding sources allocated on a statewide basis. These studies, as well as the comprehensive planning effort, will be supported by the newly developed San Bernardino County Transportation Analysis Model, SBTAM.

Goals and Objectives

1. Assist SCAG to design of an improved process for development of the 2016 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS).
2. Initiate development of a new countywide Comprehensive Transportation Plan.
3. Prepare corridor-level or focused studies to relieve bottlenecks, improve operations, and develop input to regional and subregional plans.
4. Maintain tools including travel demand modeling and geographic information systems capabilities to support planning and project delivery activities.
5. Complete the major update to the Congestion Management Program (CMP) to be consistent with requirements for the State CMP and national congestion management process (CMS).
6. Provide for traffic, ridership, and incident monitoring as needed to support performance assessment and design efforts.

Performance/Workload Indicators

	2010/2011 Actual	2011/2012 Estimated	2012/2013 Estimated
RTP/SCS/RHNA submittals	Coordinate Reviews for 25 Jurisdictions	Coordinate Reviews for 25 Jurisdictions	Coordinate Reviews for 25 Jurisdictions
Transportation Modeling	Initiate SBTAM Model Devel	Deliver validated SBTAM Model	Apply SBTAM to Projects
Support SANBAG and Jurisdiction analysis of projects	10+ Model Products/yr	10+ Model Products/yr	20+ Model Products/yr
Data Management Maintain data sets	Exist Land Use General Plan L.U. Proj. Mgmt. Dbbase Growth Fcst Model Answer calls/emails from 25 jurisdictions	Exist Land Use General Plan L.U. Proj. Mgmt. Dbbase Growth Fcst Model Answer calls/emails from 25	Exist Land Use General Plan L.U. Proj. Mgmt. Dbbase Growth Fcst Model Answer calls/emails from 25
Mapping/Data Products	40+ Monthly	40+ Monthly	40+ Monthly

Regional and Subregional Planning Program Task Listing				
		2010-2011 Actual	2011-2012 Revised Budget	2012-2013 Budget
Expenditures				
0110	Regional Planning	397,619	452,364	507,268
0203	Congestion Management	74,446	131,271	104,944
0213	High Desert Corridor Studies	13,961	321,856	228,883
0404	Subregional Planning	798,174	816,527	1,045,817
0941	Mtn./Desert Planning and Project Development	203,013	221,668	232,405
Total		\$1,487,213	\$1,943,686	\$2,119,317

These tasks serve to meet Board-approved SANBAG goals by providing for comprehensive and focused planning, and the development and maintenance of databases, analytical tools, and monitoring systems to support planning activities. Long range planning provides a sound technical basis for the allocation decisions that support development of the integrated system of highways, transit and commuter rail which serve the traveling public, as well as the efficient movement of goods to and through the county.

Major Project Delivery Program Budget

Description

The Major Project Delivery Program budget is composed of tasks associated with development and construction of major freeway, interchange, and grade separation projects, and is financed by an array of funding sources including Measure I, Federal, State, and local funds. This program represents the largest portion of the capital budget for SANBAG and contains activities necessary for preparation, management, and construction of major projects.

Goals and Objectives

1. Reduce congestion on the County's transportation system by providing for project preparation and construction of freeway, interchange, and grade separation facilities.
2. Meet SANBAG's commitment to deliver transportation improvements in accordance with the Measure I Transportation Transactions and Use Tax approved in 1989 and renewed in 2004 by the San Bernardino County voters with the passage of Measure I 2010-2040.
3. Continue exploration of alternative project financing methods, including express lanes, as a means to manage our freeway assets in ways that maximize their productivity and maintain their value to the public over the long term.
4. Continue to maintain and improve the Project Control System to enhance project delivery and maximize the utilization of funds.

Performance/Workload Indicators

	2010/2011 Actual	2011/2012 Estimated	2012/2013 Estimated
Project Approval/Environmental Document	2	4	2
Start Construction	4	9	9
Open to traffic	N/A	3	5
Project Control System	Yes	Yes	Yes

**Major Project Delivery Program
Task Listing**

	2010-2011 Actual	2011-2012 Revised Budget	2012-2013 Budget
Expenditures			
0701 Valley Signal Coordination Program	3,291,808	5,603,074	1,471,692
0815 Measure I Program Management	4,179,214	5,849,951	5,139,871
0817 State Route 60 Sound Wall	142,984	982,330	73,153
0819 Hwy 62 & Rotary Way Traffic Signal Project	-	450,000	450,000
0820 State Route 210 Final Design	78,155	357,209	248,794
0822 State Route 210 Right of Way Acquisition	2,811,286	2,354,172	3,302,137
0824 State Route 210 Construction	1,300,079	13,602,892	6,152,037
0825 I-10 Corridor Project Development	435,038	3,253,960	4,028,921
0826 I-10 Cherry/Citrus Interchanges	5,952,756	47,325,429	71,716,004
0830 I-215 San Bern/Riverside Project Development	-	16,758	16,529
0834 I-215 Final Design	53,235	468,411	367,604
0836 I-215 Right of Way Acquisition	4,471,444	6,683,220	2,902,287
0838 I-215 Construction	55,692,578	63,373,098	79,708,699
0839 I-215 Bi-County HOV Gap Closure Project	1,207,026	9,301,773	18,849,276
0840 I-215 Barton Road Interchange	387,479	846,532	10,573,782
0841 I-10 Riverside Interchange	9,918,553	13,939,152	3,203,056
0842 I-10 Tippecanoe Interchange	2,824,524	14,336,307	39,513,158
0845 I-215 Mt. Vernon/Washington Interchange	110,646	683,064	467,550
0850 Alternative Project Financing	159,069	3,156,699	3,623,386
0862 I-10 Westbound Lane Addition - Yucapia/Redlands	2,904,675	12,089,300	9,912,687
0869 Glen Helen Parkway Grade Separation	1,704,684	6,144,418	4,401,564
0870 Hunts Lane Grade Separation	1,314,847	32,970,656	12,566,976
0871 State St./University Parkway Grade Separation	29,835	350,956	329,335
0874 Palm Ave. Grade Separation	694,294	11,530,495	9,845,056
0876 South Milliken Ave. Grade Separation	1,101,352	6,478,499	6,842,332
0877 Vineyard Ave. Grade Separation	832,227	7,371,774	1,254,364
0879 Colton Crossing BNSF/UPRR Grade Separation	1,360,983	36,540,199	91,539,297
0880 I-15/I-215 Devore Interchange	3,112,529	11,548,371	22,093,741
0881 Lenwood Ave. Grade Separation	1,261,180	6,916,318	4,665,791
0882 North Milliken Ave. Grade Separation	6,324,152	38,653,777	17,125,142
0883 State Route 210 Pepper Ave. Interchange	132,482	1,613,252	2,272,943
0884 Laurel Ave. Grade Separation	874,494	8,377,450	15,809,942
0885 9th Street Rail Improvements	-	104,437	4,220,161
0886 Colton Quiet Zone	348,653	2,442,707	3,162,755
0887 State Route 210 Lane Addition	-	1,045,061	1,066,244
0888 I-15 La Mesa/Nisqualli Interchange	119,489	18,155,056	16,191,609
0889 Yucca Loma Bridge	-	4,300,000	7,071,402
0890 I-15 Ranchoero Road Interchange	-	-	13,355,805
Total	\$115,131,750	\$399,216,757	\$495,535,082

Transit and Passenger Rail Program Budget

Description

Transit and Passenger Rail supports SANBAG's responsibilities for bus transit oversight, coordination of social service transportation, provision of commuter rail service through SCRRA/Metrolink, and development of light rail passenger service. Many of SANBAG's Transit and Passenger Rail Program responsibilities are based on federal and state requirements.

In prior years, SANBAG maintained separate tasks for each of the transit agencies and co-mingled the various responsibilities for each of the operators within the task. Beginning in Fiscal Year 2012/2013, SANBAG has consolidated these into three tasks, including: General Transit, Transit Operations and Transit Capital. This task structure mirrors the task structure that had generally been used for the rail program in prior years. Within the General Transit and General Commuter Rail tasks, SANBAG provides planning assistance and conducts its oversight responsibilities for Barstow Area Transit, Mountains Area Transit Authority, Morongo Basin Transit Authority, Omnitrans, Southern California Regional Rail Authority, Victor Valley Transit Authority and VTrans, the San Bernardino County Consolidated Transportation Services Agency. The General Transit and General Commuter Rail tasks also include efforts associated with preparation of Comprehensive Operational Analyses of the agencies as well as preparation and update of the required Short Range Transit Plans. There is no expansion in SANBAG's General Transit and General Commuter Rail responsibilities in Fiscal Year 2012/2013.

New in the Fiscal Year 2012/2013 is the inclusion of two tasks – Transit Capital (0310) and Transit Operations (0311). Transit Capital supports all of the efforts associated with transit capital projects to be delivered in Fiscal Year 2012/2013, such as the Downtown San Bernardino Transit Center. The Transit Operations task includes the Measure I Senior and Disabled funds that are provided to the transit agencies for operating subsidies and parallel ADA access service. Additionally, the Transit Operations task includes the 2% of Valley Measure I revenue that is provided pursuant to the ordinance to VTrans to facilitate its social transportation planning and coordination efforts.

Within the Commuter Rail Operations (0377) task, SANBAG will provide its member agency subsidy for the Metrolink rail system to SCRRA. Commuter Rail Capital (0379) includes all of the rail capital projects that are currently underway, including the Downtown San Bernardino Passenger Rail, Redlands Passenger Rail, and the Gold Line Extension.

These tasks serve to meet the Board approved SANBAG goals by funding modal alternatives of transit and commuter rail for the residents of San Bernardino County's rural areas and urban centers.

Goals and Objectives

1. Prepare a five-year Short Range Transit Plan for each agency required to prepare one covering the next three fiscal years inclusive of the current fiscal year.
2. Continue efforts to extend Metro Gold Line to Montclair and study the further extension of the Gold Line to the Ontario International Airport.
3. Deliver the Downtown San Bernardino and Redlands Rail projects
 - Complete construction of SCRRA Eastern Maintenance Facility (EMF)
 - Finish the Environmental Document, Right-of-Way Acquisition, Final Design and project construction documents for the Downtown San Bernardino Project.
 - Finish the Environmental Document, Right-of-Way Acquisition, Final Design and project construction documents for the Downtown San Bernardino Transit Center.
 - Continue work on the Environmental Document and Preliminary Engineering for the Redlands Passenger Rail Project.
 - Continue developing land use and station area planning efforts for Redlands Passenger Rail Project.

4. Provide technical and financial assistance to the transit operators and CTSA within San Bernardino County.
5. Complete financial audits for transit providers

Performance/Workload Indicators

	2010/2011 Actual	2011/2012 Estimated	2012/2013 Estimated
SRTP's for each Transit Agency	N/A	N/A	Yes
Eastern Maintenance Facility	Prelim Eng.	Final Design	Construction
Downtown San Bernardino Passenger Rail Project	Prelim Eng.	Final Design	Construction
Downtown San Bernardino Transit Center	N/A	Prelim Eng.	Construction
Redlands Passenger Rail Project	Planning	Prelim Eng.	Prelim Eng.
Gold Line Extension	N/A	N/A	Planning
Provide Operating subsidies to transit operators	YES	YES	YES
Complete financial audits for transit providers	YES	YES	YES

Transit and Passenger Rail Program Task Listing			
	2010-2011 Actual	2011-2012 Revised Budget	2012-2013 Budget
Expenditures			
0309 General Transit	9,782,862	14,141,453	831,518
0310 Transit Operating	6,178,047	7,050,250	8,832,948
0311 Transit Capital	-	8,943,261	4,659,888
0352 General Commuter Rail	317,709	649,634	831,003
0377 Commuter Rail Operating	9,717,888	12,222,921	11,194,508
0379 Commuter Rail Capital	17,315,415	38,513,200	12,862,096
Total	\$43,311,921	\$81,520,719	\$39,211,961

Transportation Fund Administration and Programming Budget

Description

This program is a new consolidated program for the Fiscal Year 2012-13 budget. This program contains tasks that are most central to SANBAG's role as the County Transportation Commission and Transportation Authority. Maximizing transportation funding to San Bernardino County, determining how best to use the many federal, state, and local funding types to improve local and regional transportation systems within the county, and fulfilling the procedural and eligibility requirements associated with various funds are core functions under this program. Tasks within the program relate directly to the allocation, programming, and administration of funds for the implementation of various transportation projects. These tasks support the project prioritization and distribution of funds under the discretion of SANBAG.

Fund Administration tasks include administering Measure I allocations per the Measure I Strategic Plan, programming of projects that receive State and federal highway funds in required state and federal transportation improvement programs, timely allocation of various fund types to meet project financial needs at the time of project delivery, administering timely expenditure of funds per State and Federal requirements, strategic planning of fund allocations to ensure that SANBAG maximizes opportunities to bring additional State and federal funds to meet project commitments as established in the SANBAG's Measure I expenditure plan, and implementation and updating of SANBAG's 10-Year Delivery Plan.

Tasks in this program include pass through of an estimated \$34 million in Measure I funds for road priorities determined by local jurisdictions on their local streets. This program also includes the distribution of Local Transportation Fund and State Transit Assistance Fund revenues to local transit operators and Mountain/Desert jurisdictions.

This year will see the implementation of SANBAG's 10 Year Delivery Plan under the framework of the Measure I 2010-2040 Strategic Plan. State and federal revenues are projected at levels received in the past. Revenue from federal sources may change as a result of a new transportation authorization in Fiscal Year 2012/2013. Fiscal Year 2012/2013 is the third year of new Measure I implementation, and includes allocations for SANBAG projects, contributions of pass-through funds for local jurisdictions, and expenditures under the Project Advancement and Major Street Arterial Programs.

These tasks also include the administrative functions performed by SANBAG as authorized in the Transportation Development Act and Measure I Transactions and Use Tax. The Measure I Administration Task includes local stimulus, which will be fully expended prior to the end of 2013.

The tasks in this program serve to provide for efficient and effective administration of transportation funds. It also provides a flexible source of transportation funding directed to local governments to allow them to meet transportation priorities of their local communities. This flexible source of transportation funding additionally provides for leveraging of other resources to maximize the benefit of funds available to municipalities. A portion of the Transportation Fund Administration Program budget is financed with available undesignated fund balances.

Goals and Objectives

Measure I Apportionment and Allocation and Project Advancement:

1. Manage the allocations of SANBAG public funds (non-pass through) such as Measure I, State and federal funds per approved 10-Year Delivery Plan to meet project delivery needs.
2. Develop and implement funding strategies that result in SANBAG receiving additional State and federal funds revenue in the form of Obligation Authority, apportionments as well as new grants.
3. Manage SANBAG’s annual STP and CMAQ Obligation Authority (OA) Delivery Plan to achieve 100% OA delivery.
4. Develop and amend the Regional Transportation Improvement Program (FTIP) for projects within San Bernardino County as required by law.
5. Develop and amend the State Transportation Improvement Program (STIP) as required by the California Transportation Commission (CTC).
6. Provide support to local jurisdictions in the area of FTIP development, local assistance and fund management strategies that have impact to SANBAG’s public funds.
7. Develop implementation guidelines for the 10 – Year Delivery Plan.
8. Evaluate public fund revenue when revenue assumptions change and make allocation planning recommendations for consideration in the SANBAG budget.
9. Manage Measure I reimbursement programs for the Valley
 - For the arterial portion of the Measure I Major Street Program, process agreements with local jurisdictions based on annual allocations, review and approve invoice submittals, and document information in SANBAG’s arterial program database.
 - For Project Advancement Agreements, review consultant/contractor invoices, annually identify invoices eligible for reimbursement based on invoice chronology, and document information in SANBAG’s project advancement database.
10. Administer distribution and expenditure of TDA and STA funds.

Performance/Workload Indicators

	2010/2011 Actual	2011/2012 Estimated	2012/2013 Estimated
State and Federal Funds Delivery	N/A	134% OA	100%
FTIP Amendments	N/A	26	20
Additional state funds received	N/A	\$ 70,000,000	\$ 20,000,000
Additional federal funds received	N/A	\$ 4,000,000	\$ 5,000,000
Programming changes processed	N/A	100	200
10 Year Delivery Plan-Implementation Guideline	N/A	N/A	By 12/1/12
Measure I Valley Major Street/Arterial Allocation	\$ 6,351,000	\$ 8,400,000	\$ 4,176,710
Project Advancement Allocation-Valley Interchanges	\$ 2,911,000	\$ 3,830,000	\$ 4,215,200
Project Advancement Allocation-Valley Arterials	\$ 5,293,000	\$ 6,970,000	\$ 12,533,250
Project Advancement Agreements	24	24	24
Arterial Program Jurisdiction Master Agreements	16	16	16

**Transportation Fund Administration Program
Task Listing**

		2010-2011 Actual	2011-2012 Revised Budget	2012-2013 Budget
Expenditures				
0373	Federal/State Fund Administration	664,445	890,576	948,371
0500	Transportation Improvement Program	179,478	237,447	366,270
0501	Federal/Transit Act Programming	22,566	38,628	98,884
0502	TDA Administration	233,536	669,104	478,407
0504	Measure I Administration	6,057,461	17,001,445	432,228
0506	Local Transportation Fund	111,714,287	117,364,904	92,400,701
0507	State Transit Assistance Fund	-	43,632,954	28,630,985
0515	Measure I Valley Apportionment & Allocation	1,366,369	13,109,976	4,435,350
0609	Strategic Planning/Delivery Planning	489,856	443,909	377,238
0610	Measure I 2010-2040 Project Advancement	7,293,434	10,889,226	16,849,916
0918	Measure I Local Pass Through	32,173,848	31,001,230	34,453,800
Total		\$160,195,280	\$235,279,399	\$179,472,150

Measure I administration, Task 0504, 2012-2013 budget decreased from \$17,001,445 to \$432,228 due to encumbrance carryovers for stimulus payments in FY 2011-2012 from prior year.

General - Council of Governments Support Program Budget

Description

The set of tasks collected in the General – Council of Governments Support Program provide general services and support to the entire array of programs contained throughout this budget. This includes tasks related to fulfilling general activities of SANBAG as a Council of Governments, agency financial management, legislative advocacy, intergovernmental relations, and public information.

The Publications and Public Outreach task contained in this program provides for a variety of programs and materials that educate the public on the activities of SANBAG. It also provides the mechanism for receiving feedback from our residents through an annual survey.

The Intergovernmental and Legislative tasks contained in this program is essential to the on-going work with State and Federal legislators; local, State and Federal agencies; and regional transportation agencies to assure that transportation funding and project preparation are progressing relative to priorities established by the SANBAG Board.

The Financial Management task provides for the strong fiscal stewardship necessary in administering the funds entrusted to SANBAG to carry out its work. This includes overseeing the investment of funds in accordance with the law and Board adopted policies as well as the exercise of prudent cash flow management and financial forecasting.

Other tasks provide for the maintenance and operations of the Santa Fe Depot which serves as SANBAG's office and general support functions related to SANBAG's role as the County Transportation Commission.

Also in this program are tasks related to SANBAG's work as the Council of Governments. These tasks involve cooperative efforts involving most or all of SANBAG's member agencies. The Regional Greenhouse Gas Inventory and Reduction Plan is one example. Other examples are new programs for providing for low cost capital to property owners for energy efficiency or water conservation improvements and a program for government agencies to pool together to lower energy costs through bundled solar power installations on government properties.

Goals and Objectives

1. Protect cash resources by regular monitoring of investment practices to ensure consistency with formal investment policy
 - Achieve a rate of return at least equal to the County of San Bernardino Treasury Pool rate.
2. Provide ongoing financial and revenue support to various programs and capital projects
 - Conduct periodic Measure I sales tax revenue forecasts for budget and capital planning.
 - Perform annual cash flow analysis for capital budget to determine cash flow borrowing and bonded indebtedness needs.
3. Reduce greenhouse gas emissions, reduce energy consumption and help create jobs with \$200 million in private investment through the Property Assessed Clean Energy (PACE) program.
4. Reduce utility costs for government agencies through the installation of solar photo voltaic panels on government property.
5. Provide feedback to policymakers by continuing with the annual survey of residents attitudes towards local government and public policy issues.
6. Provide a forum for all cities, towns and the County to come together for their mutual benefit and the common good through regular meetings, special workshops and the City/County Conference.
7. Continue to facilitate the partnerships necessary to address the recently adopted San Bernardino County Vision.

Performance/Workload Indicators

	2010/2011 Actual	2011/2012 Estimated	2012/2013 Estimated
Average yield on investments	1.5%	1.0%	1.5%
Sales tax revenue note/bond rating (S&P/Fitch)	SP-1+/F1+	AAA/AA+	AAA/AA+
Measure I sales tax revenue forecast	Yes	Yes	Yes
Capital budget cash flow bond needs analysis	Yes	Yes	Yes
Long-term/short-term bond issuance	N/A	Yes	Yes
Form PACE Program with at least 20 agencies	N/A	N/A	Yes
City/County Conference	Yes	Yes	Yes
Properties installing efficiency projects	N/A	N/A	1500
Photo voltaic sites installed	N/A	N/A	30

**General - Council of Governments Support Program
Task Listing**

	2010-2011 Actual	2011-2012 Revised Budget	2012-2013 Budget
Expenditures			
0104 Intergovernmental Relations	299,585	365,865	438,533
0490 Council of Governments New Initiatives	427,370	604,460	85,893
0492 Joint Solar Power Purchase Agreement	-	-	178,704
0495 Greenhouse Gas	-	-	497,422
0503 Legislation	521,911	665,327	623,905
0601 County Transportation Commission-General	349,679	454,052	495,109
0605 Publications and Public Outreach	363,018	509,237	588,903
0708 Property Assessed Clean Energy (PACE)	-	-	145,147
0805 Building Operations & Maintenance	595,716	113,703	90,126
0942 Financial Management	201,788	1,116,382	231,202
Total	\$2,759,067	\$3,829,026	\$3,374,944

Debt Service Program

Description

This program accounts for the debt service principal, interest and fiscal charges attributed to the outstanding bonded indebtedness of the SANBAG. The Fiscal Year 2012/2013 budget includes the 2012A Sales Tax Revenue Bond debt service expenditures.

Goals and Objectives

1. Record and account for all trustee activity; including interest earnings and debt service costs..
2. Manage outstanding debt ensuring compliance with applicable law and regulations
 - Meet continuing disclosure requirements of the debt program.
 - Prepare arbitrage calculation as required.

Performance/Workload Indicators

	2010/2011 Actual	2011/2012 Estimated	2012/2013 Estimated
Debt Service:			
Principal	\$ -	\$ 250,000,000	\$ -
Interest	\$ 11,609,500	\$ 34,018,998	\$ 3,851,087
Arbitrage Calculation	N/A	Yes	N/A
Debt continuing disclosure requirements	Yes	Yes	Yes

Debt Service Program Task Listing			
		2010/2011 Actual	2011/2012 Revised Budget
Expenditures		2012/2013 Budget	
0960	2009A Sales Tax Revenue Note	11,477,825	261,335,100
0965	2012A Sales Tax Revenue Bond	-	5,916,411
Total		\$11,477,825	\$261,335,100

**San Bernardino Associated Governments
Task Listing
Fiscal Year 2012/2013**

Air Quality & Traveler Services Program

<u>Task</u>	<u>Task Description</u>	<u>Mgr.</u>
0102	Air Quality Programs	DB
0406	Traveler Services	DB
0702	Call Box System	DB
0704	Freeway Service Patrol/State	DB
0706	Intelligent Transportation Systems	DB

Regional and Sub-Regional Planning Program

<u>Task</u>	<u>Task Description</u>	<u>Mgr.</u>
0110	Regional Planning	TS
0203	Congestion Management	TS
0213	High Desert Corridor Studies	DB
0404	Subregional Planning	TS
0941	Mtn./Desert Planning & Project Development	DB

Major Project Delivery Program

<u>Task</u>	<u>Task Description</u>	<u>Mgr.</u>
0701	Valley Signal Coordination Program	GC
0815	Measure I Program Management	GC
0817	State Route 60 Sound Wall	GC
0819	Hwy 62 & Rotary Way Traffic Signal Project	DB
0820	State Route 210 Final Design	GC
0822	State Route 210 Right of Way Acquisition	GC
0824	State Route 210 Construction	GC
0825	I-10 Corridor Project Development	GC
0826	I-10 Citrus/Cherry Interchanges	GC
0830	I-215 San Bern/Riverside Project Development	GC
0834	I-215 Final Design	GC
0836	I-215 Right of Way Acquisition	GC
0838	I-215 Construction	GC
0839	I-215 Bi-County HOV Gap Closure Project	GC
0840	I-215 Barton Road Interchange	GC
0841	I-10 Riverside Interchange	GC
0842	I-10 Tippecanoe Interchange	GC
0845	I-215 Mt. Vernon/Washington Interchange	GC
0850	Alternative Project Financing	GC
0862	I-10 Westbound Lane Addition--Yucaipa/Redlands	GC
0869	Glen Helen Parkway Grade Separation	GC
0870	Hunts Lane Grade Separation	GC
0871	State St./University Parkway Grade Separation	GC
0874	Palm Ave. Grade Separation	GC
0876	South Milliken Ave. Grade Separation	GC
0877	Vineyard Ave. Grade Separation	GC
0879	Colton Crossing BNSF/UPRR Grade Separation	GC
0880	I-15/I-215 Devore Interchange	GC
0881	Lenwood Ave. Grade Separation	GC
0882	North Milliken Ave. Grade Separation	GC
0883	State Route 210 Pepper Ave. Interchange	GC
0884	Laurel Ave. Grade Separation	GC
0885	9 th Street Rail Improvements	GC
0886	Colton Quiet Zone	GC
0887	State Route 210 Lane Addition	GC
0888	I-15 La Mesa/Nisqualli Interchange	GC
0889	Yucca Loma Bridge	DB
0890	I-15 Rancho Interchange	GC

Transit and Passenger Rail Program

<u>Task</u>	<u>Task Description</u>	<u>Mgr.</u>
0309	General Transit	MA
0310	Transit Operating	MA
0311	Transit Capital	MA
0352	General Commuter Rail	MA
0377	Commuter Rail Operating	MA
0379	Commuter Rail Capital	MA

Transportation Fund Administration Program

<u>Task</u>	<u>Task Description</u>	<u>Mgr.</u>
0373	Federal/State Fund Administration	FA
0500	Transportation Improvement Program	FA
0501	Federal/Transit Act Programming	FA
0502	TDA Administration	FA
0504	Measure I Administration	DB
0506	Local Transportation Fund	FA
0507	State Transit Assistance Fund	FA
0515	Measure I Valley Apportionment & Allocation	FA
0609	Strategic Planning/Delivery Planning	FA
0610	Measure I 2010-2040 Project Advancement	FA
0918	Measure I Local Pass-Through	WS

General - Council of Governments Support Program

<u>Task</u>	<u>Task Description</u>	<u>Mgr.</u>
0104	Intergovernmental Relations	DB
0490	Council of Governments New Initiatives	DB
0492	Joint Solar Power Purchase Agreement	DB
0495	Greenhouse Gas	TS
0503	Legislation	JF
0601	County Trans. Commission - General	TS
0605	Publications & Public Outreach	ED
0708	Property Assessed Clean Energy (PACE)	DB
0805	Building Operations & Maintenance	DB
0942	Financial Management	WS

Debt Service Program

<u>Task</u>	<u>Task Description</u>	<u>Mgr.</u>
0960	2009A Sales Tax Revenue Note	WS
0965	2012A Sales Tax Revenue Bond	WS

BOLD/ITALICS = NEW TASK FISCAL YEAR 2012/13
Italics = Name Change

**San Bernardino Associated Governments
Task Modifications
Fiscal Year 2012/2013**

Closed Tasks

<u>Task</u>	<u>Title</u>	<u>Manager</u>
0111	Freight Movement Planning (Combined with Task 0110)	Schuilling
0112	Growth Forecasting and Planning (Combined with Task 0110)	Schuilling
0202	Transportation Modeling & Forecasting (Combined with Task 0404)	Schuilling
0409	Data Development & Management (Combined with Task 0404)	Schuilling
0526	Subregional Transportation Monitoring (Combined with Task 0404)	Schuilling
0875	Main Street Grade Separation	Cohoe
0812	Clean Fuels Implementation (Combined with Task 0102)	Baker
0315	Omnitrans (Combined with Task 0309)	Alderman
0316	Barstow-County Transit (Combined with Task 0309)	Alderman
0317	Victor Valley Transit (Combined with Task 0309)	Alderman
0318	Morongo Basin Transit (Combined with Task 0309)	Alderman
0319	Social Service Transportation Plan (Combined with Task 0309)	Alderman
0320	Needles Transit (Combined with Task 0309)	Alderman
0321	Mountain Area Transit (Combined with Task 0309)	Alderman
0380	Redlands Rail Extension (Combined with Task 0379)	Alderman
0381	Gold Line Phase II (Combined with Task 0379)	Alderman
0382	San Bernardino Transit Center (Combined with Task 0311)	Alderman
0513	Measure I Valley Senior & Disabled (Combined with Task 0310)	Alderman
0806	Building Improvements (Combined with Task 0805)	Baker

New Tasks

<u>Task</u>	<u>Title</u>	<u>Manager</u>
0310	Transit Operating	Alderman
0311	Transit Capital	Alderman
0492	Joint Solar Power Purchase Agreement	Baker
0495	Greenhouse Gas	Schuilling
0708	Property Assessed Clean Energy (PACE)	Baker
0965	2012A Sales Tax Revenue Bond	Stawarski

Tasks Moved To New Program

<u>Task</u>	<u>From</u>	<u>To</u>	<u>Manager</u>
0373	Regional and Sub-Regional Planning Program	Transportation Fund Admin	Fund Admin
0500	Regional and Sub-Regional Planning Program	Transportation Fund Admin	Fund Admin
0501	Transit & Passenger Rail	Transportation Fund Admin	Fund Admin
0609	Regional and Sub-Regional Planning Program	Transportation Fund Admin	Fund Admin
0701	Regional and Sub-Regional Planning Program	Major Project Delivery	Cohoe

Program Change

<u>From</u>	<u>To</u>
Transportation Planning & Programing Program	Regional and Sub-Regional Planning Program
New	Debt Service Program

San Bernardino Associated Governments
Budget Summary
Fiscal Year 2012/2013

EXPENDITURES	Measure 1											Total					
	Valley / Cajon Pass					Mountain Desert					LTP/STAF		Capital Bonds	Grants / Other Revenue *	Grant / Revenue Type		
	Local Distribution / Administration	Freeways / Major Projects	Interchanges / Cajon Pass	Major Streets	Rail / Senior-Disabled / Transit	Traffic Management Systems	Local Distribution / Administration	Major Local Highway	Senior / Disabled Transit	Project Development / Traffic Management Systems							
0309 General Transit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	831,518
0310 Transit Operators	-	-	-	-	7,567,600	-	-	-	-	-	-	-	-	-	-	-	8,832,948
0311 Transit Capital	-	-	-	-	1,664,405	-	-	-	-	-	-	-	-	-	-	-	4,659,888
0352 General Commuter Rail	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	831,003
0377 Commuter Rail Operating Expense	-	-	-	-	43,508	-	-	-	-	-	-	-	-	-	-	-	11,194,508
0379 Commuter Rail Capital Expense	-	-	-	-	6,786,000	-	-	-	-	-	-	-	-	-	-	-	12,862,096
Total Transit & Passenger Rail	-	-	-	-	16,061,513	-	-	-	-	-	-	-	-	-	-	-	39,211,961
Transportation Fund Administration	531,208	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	948,371
0373 Federal/State Fund Administration	211,405	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	366,270
0500 Transportation Improvement Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	98,884
0501 Federal Transit Act Programming	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	478,407
0502 TDA Administration	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	92,400,701
0504 Measure 1 Administration	345,228	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,630,985
0506 Local Transportation Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,455,350
0507 State Transit Assistance Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16,849,916
0515 Measure 1 Apportionment & Allocation	207,224	-	-	-	4,176,170	-	-	-	-	-	-	-	-	-	-	-	377,238
0609 Strategic Planning/Delivery	101,466	38,655	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,630,985
0610 Measure 1 2010-2040 Project Advances	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,455,350
0918 Valley Measure 1 Local Pass Thru	18,918,900	-	4,215,200	-	12,533,250	-	-	-	-	-	-	-	-	-	-	-	34,453,800
Total Transportation Fund Administration	20,315,431	38,655	4,215,200	16,709,420	91,473	-	-	-	-	-	-	-	-	-	-	-	179,472,150
Debt Service Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0960 2009A Sales Tax Revenue Note	-	-	2,224,575	2,419,811	-	-	-	-	-	-	-	-	-	-	-	-	5,916,411
0965 2012A Sales Tax Revenue Bond	-	-	2,224,575	2,419,811	-	-	-	-	-	-	-	-	-	-	-	-	5,916,411
Total Debt Service Program	-	-	4,449,150	4,839,622	-	-	-	-	-	-	-	-	-	-	-	-	11,832,822
Total Expenditures	21,520,255	63,658,986	18,762,343	23,257,616	16,090,481	3,107,123	15,874,208	3,317,246	1,142,400	322,049	46,387,047	378,832,836	-	-	-	-	734,387,219

San Bernardino Associated Governments
Budget Summary
Fiscal Year 2012/2013

	Measure 1											Total						
	Valley / Cajon Pass					Mountain Desert					Grants / Other Revenue *		Capital Bonds	LTF/STAF	Grants / Revenue Type			
	Local Distribution / Administration	Freeways / Major Projects	Interchanges / Cajon Pass	Rail / Senior-Disabled / Transit	Traffic Management Systems	Local Distribution / Administration	Major Local Highway	Senior / Disabled Transit	Project Development / Traffic Management Systems									
RECAP																		
Estimated Beginning Fund Balance	1,716,355	86,132,767	8,717,098	17,074,370	13,573,976	12,383,323	104,308	10,251,600	857,815	882,769	50,003,000	67,259,000	772,398	270,040,881				
Total Revenues	19,903,900	28,303,110	13,820,120	19,003,160	17,200,630	2,002,610	13,769,900	5,781,190	1,149,490	462,700	80,031,903	378,442,837	581,893,550					
Total Expenditures	21,620,255	63,638,986	18,762,543	23,257,616	16,098,481	3,107,125	15,874,208	3,317,246	1,142,600	322,049	142,034,327	46,367,047	754,387,319					
Excess of Revenues Over (Under) Expenditures	(1,716,355)	(35,335,876)	(4,942,423)	(4,257,456)	(1,110,149)	(1,104,515)	(104,308)	2,463,944	7,090	140,651	(61,982,624)	(46,367,047)	(389,999)					
Estimated Prior Year Budgeted Revenues	-	-	-	-	-	-	-	-	-	-	52,349,400	-	52,349,400					
Transfers In (Out)	-	(5,564,556)	(2,096,024)	(3,801,032)	(1,907,556)	(383,774)	-	(1,156,238)	-	(62,500)	-	-	-					
20% Reserve	-	49,232,333	1,678,631	9,020,862	12,777,669	10,957,536	-	11,559,306	864,903	960,320	40,369,776	21,182,933	14,909,180					
Estimated Ending Fund Balance	-	(4,117,632)	-	-	-	-	-	-	-	-	4,117,632	-	154,987,332					
Cash Flow Borrowing	-	-	-	-	-	-	-	-	-	-	-	-	-					
Grant/Revenue Type Legend	FSP - Freeway Service Patrol FTB - Federal Transit Administration IIP - Interregional Improvement Program CEC - California Energy Commission BOND - Sales Tax Revenue Bond Proceeds ARRA - American Recovery & Reinvestment Act CMAQ - Congestion Mitigation Air Quality MIA - Corridor Mobility Improvement Account DEMO - Federal Demonstration Funds TLESP - Traffic Light Synchronization Program LOC - Local Funds/Reimbursements DOE - Department of Energy PNRS - Projects of National & Regional Significance PPM - Planning, Programming & Monitoring FTMISEA - Public Transportation Modernization, Improvement and Service Enhancement Account FSP - Freeway Service Patrol FTB - Federal Transit Administration IIP - Interregional Improvement Program CEC - California Energy Commission BOND - Sales Tax Revenue Bond Proceeds TCIF - Trade Corridor Improvement Fund RAR - Rail Asset Revenues RIP - Regional Improvement Program SAFE - Service Authority for Freeway Emergencies SHOFP - State Highway Operation & Protection Program STP - Surface Transportation Program TCRP - Traffic Congestion Relief Program TEA - Transportation Enhancement Activities																	

San Bernardino Associated Governments
Measure I Recap
Fiscal Year 2012/2013

	Measure I											Total	
	Valley/Cajon Pass					Mountain District					Project Development / Traffic Management Systems		
	Local Distribution / Administration	Freeways / Major Projects	Interchanges / Cajon Pass	Major Streets	Rail / Senior-Disabled / Transit	Traffic Management Systems	Local Distribution / Administration	Highway/Local Streets	Major Local Highway/Local Streets	Senior / Disabled Transit			
MEASURE I RECAP													
Estimated Beginning Fund Balance:													
Measure 1990-2010	1,716,355	51,546,308	8,717,098	17,074,370	5,464,660	3,983,665	104,308	10,251,600	857,815	857,815	882,769	51,114,535	
Measure 2010-2040	1,716,355	86,152,767	8,717,098	17,074,370	13,575,076	12,383,125	104,308	10,251,600	857,815	857,815	882,769	100,600,548	
Total Revenues:													
Measure 1990-2010	19,903,900	480,330	13,820,120	19,005,160	83,970	83,740	15,769,900	5,781,190	1,149,490	1,149,490	462,700	648,040	
Measure 2010-2040	19,903,900	28,303,110	13,820,120	19,005,160	17,200,630	2,002,610	15,769,900	5,781,190	1,149,490	1,149,490	462,700	122,750,770	
Total Expenditures:													
Measure 1990-2010	21,620,255	30,122,461	18,762,543	23,257,616	1,400,000	1,877,076	15,874,208	3,317,246	1,142,400	1,142,400	322,049	33,399,537	
Measure 2010-2040	21,620,255	63,638,986	18,762,543	23,257,616	16,090,481	3,107,125	15,874,208	3,317,246	1,142,400	1,142,400	322,049	133,753,172	
Excess of Revenues Over (Under) Expenditures:													
Measure 1990-2010	(1,716,355)	(5,713,745)	(4,942,423)	(4,252,456)	2,426,179	688,821	(104,308)	2,463,944	7,090	7,090	140,651	(32,751,497)	
Measure 2010-2040	(1,716,355)	(35,355,876)	(4,942,423)	(4,252,456)	1,110,149	(1,104,515)	(104,308)	2,463,944	7,090	7,090	140,651	(11,002,602)	
Estimated Prior Year Budgeted Revenues:													
Measure 1990-2010	-	-	-	-	-	-	-	-	-	-	-	-	
Measure 2010-2040	-	-	-	-	-	-	-	-	-	-	-	-	
Transfers In (Out):													
Measure 1990-2010	-	-	-	-	-	62,500	-	-	-	-	(62,500)	62,500	
Measure 2010-2040	-	-	-	-	-	-	-	-	-	-	-	(62,500)	
20% Reserve:													
Measure 1990-2010	-	(5,564,556)	(2,096,024)	(3,801,032)	(1,507,556)	(383,774)	-	(1,156,238)	-	-	-	(14,999,180)	
Measure 2010-2040	-	(5,564,556)	(2,096,024)	(3,801,032)	(1,507,556)	(383,774)	-	(1,156,238)	-	-	-	(14,999,180)	
Estimated Ending Fund Balance:													
Measure 1990-2010	-	4,964,328	1,678,651	9,020,882	6,794,386	6,666,824	-	11,559,306	864,905	864,905	960,920	18,425,538	
Measure 2010-2040	-	40,288,007	1,678,651	9,020,882	5,983,283	4,290,712	-	11,559,306	864,905	864,905	960,920	74,626,666	
Cash Flow Borrowing													
Measure 1990-2010	-	45,232,335	1,678,651	9,020,882	12,777,669	10,957,536	-	11,559,306	864,905	864,905	960,920	93,032,204	
Measure 2010-2040	-	(4,117,632)	-	-	-	-	-	-	-	-	-	(4,117,632)	

Staffing Overview

This section of the SANBAG budget provides information relative to human resources requirements for Fiscal Year 2012/2013. The SANBAG workforce is comprised of a small group of professionals and support personnel who manage and implement various programs approved by the Board of Directors. As with any organization, SANBAG's human resources are the most critical and valued asset which move the organization toward attaining the goals and objectives set forth by the governing body.

Management Structure

SANBAG has a simple management structure which serves to facilitate the diverse responsibilities of the organization. Seven senior management staff lead small units of employees to carry out an array of programs under the general direction of the SANBAG Executive Director. In addition, SANBAG's General Counsel provides legal guidance, review and advice to the Board of Directors and the staff. The very nature of SANBAG's tasks requires that the senior management staff work independently and that they frequently engage in project development and implementation activities at the regional and statewide level.

SANBAG has built a team of senior management staff who work in a highly collaborative manner to address SANBAG management and policy issues. The senior management staff is accountable for objectives established annually within the SANBAG budget. A graphic representation of the management structure is depicted in the *SANBAG Organization Chart*.

Staffing

The SANBAG workforce proposed in this budget is composed of the Executive Director, General Counsel, seven senior management positions, twenty-seven professional/administrative positions, and thirteen and one half support positions. This budget proposes reclassifying three existing positions. This budget also proposes two and one half additional positions.

The reclassifications are to promote employees at entry level professional positions to the next level based on their performance and experience. It is proposed that an Accounting Assistant be reclassified to a Senior Accounting Assistant, a Transportation Planning Specialist be reclassified to a Transportation Analyst and a Public Information Specialist be reclassified to a Public Information Analyst. In all of these cases, the individuals have shown the ability to perform above the entry level and can provide greater service to SANBAG in these proposed new roles. In addition, these reclassifications will help SANBAG retain talented employees as they gain experience.

The additional positions being requested in this budget are one Chief of Transit and Rail position, one additional Administrative Assistant, and a half time Accountant.

The Chief of Transit and Rail is sought to assist our Transit and Commuter Rail group in coordinating the increased workload associated with SANBAG's involvement in transit programs throughout the County and the initiation of new rail programs. While SANBAG does not provide transit programs directly, we do coordinate transit planning, funding and grant applications with our many transit providers in the County. While SANBAG does participate with Metrolink, we have never been directly responsible for a rail construction project or rail

operations as we will with the expansion of rail to downtown San Bernardino and the addition of the Redlands Rail project. This increased work load calls for additional staff resources.

The additional Administrative Assistant is to provide additional administrative support needed for the Procurement Manager, Director of Fund Administration and General Counsel positions approved in Fiscal Year 2011/2012 and the Chief of Transit and Rail requested in this budget.

The half-time Accountant is to make permanent a temporary Accountant that has been providing support for implementing Measure I 2010-2040. This new Measure I is more complex with many more programs than the old Measure I and this requires additional financial due diligence to insure proper accounting and financial control.

In addition to regular employees, temporary workers are occasionally used based on their particular skill level and availability in accordance with agency needs. There is no expectation that temporary employees will be elevated to regular positions or that their employment will be extended beyond the particular project for which they are hired. Temporary employees receive an hourly wage, with no benefits. In the past year, SANBAG has used temporary employees to perform tasks in the areas of data management, finance, and air quality and mobility.

The Fiscal Year 2012/2013 budget provides funding for a total of 49.5 regular employees and temporary employees for short-term assistance.

Contractors - SANBAG makes substantial use of contractors to provide numerous services critical to attaining the goals of the organization. These contractors fall into two distinct categories:

Supplemental Expertise Contractors. SANBAG retains a number of professional services contractors who provide on-going support in specific areas of expertise. Current contractors in this category have particular expertise in the areas of legal services, project management, social service oriented transportation, legislative advocacy, computer network administration, financial and investment management. Each holds unique qualifications in specialized areas of expertise relative to SANBAG programs. These contractors render on-going advice and assistance in their specialized field and provide critical support to the on-going programmatic functions performed at SANBAG.

Project Specific Contractors. A number of consultants are retained to perform specific, identifiable projects. These contractors are retained to perform specific tasks within specified time frames. Under these contracts, consultants perform such work as traffic and facility studies, environmental review, transportation planning studies, and project engineering and design work. The use of these contractors provides for a fluctuating work force, based upon the agency requirements, and is of particular importance to the major freeway construction projects which are the largest component of the SANBAG Measure I transactions and use tax program.

Utilization of professional services contractors is an integral part of the management strategy and an essential component of the agency resources required to meet organizational goals. It is a strategy which has dividends both organizationally and fiscally to meet the changing human resources demands of the organization.

Salaries and Benefits

The *Salaries and Benefits Schedule* contained in this budget illustrates the total estimated costs for salaries and benefits during the Fiscal Year 2012/2013 budget, as estimated in April, 2012. The total salary and benefit cost proposed in the budget is \$7,412,114 which represents 0.9% of the total budgeted new expenditures.

There are no cost of living increases proposed for this year. It is being requested that management be authorized to grant up to a 3% merit increase to each employee based on the results of their annual performance evaluation. This is consistent with SANBAG policy which allows for increases to employee salaries within their salary range based on their performance.

This budget proposes to add a health and dental insurance premium subsidy of \$1,500 annually for each employee. This will be in addition to the existing flexible benefit plan provided to employees to pay for insurance premiums. This amount has not been adjusted in six years while at the same time premiums for health insurance have increased by as much as 57%. Last year, SANBAG received another health insurance premium increase for our employees of either 9.88% or 15.18%, depending on the insurance plan. SANBAG's health benefit is also below the average of health benefits provided by thirteen comparable agencies. SANBAG's health benefit is 15.5% below market for support staff; 21.1% below market for administrative/professional staff; and 49.3% below market for senior management staff. The current flexible benefit is \$8,473 a year. The additional health and dental insurance premium can only be used towards paying the annual health or dental insurance premium paid by SANBAG employees. Those employees that receive their health or dental coverage through a spouse or another mechanism will not see any change and will not receive any benefit. This change is to assist those employees who receive health or dental insurance through SANBAG with meeting the increasing premium costs.

The other change to SANBAG's benefits included in the budget is to change the alternative transportation incentive from \$105/month to the amount allowed annually by the IRS which is \$125/month for 2012. SANBAG currently provides an incentive to employees who ride the train, take a bus or ride in a vanpool. The incentive is used to help the employee offset some of the cost of using these alternative forms of transportation to commute. The IRS sets an amount annually, much like it does for vehicle mileage reimbursement. This budget will authorize a change to SANBAG policy to change the incentive from a fixed amount, to an amount that will float up or down based on the IRS guideline.

Staff Utilization

SANBAG budgets costs related to regular and temporary employees by allocation of their total hours to specific tasks. The pie chart entitled *Hourly Staff Utilization by Program* provides a visual display of human resources distributed by program. Also provided in this chapter is a table entitled Staff Utilization Report that depicts hours allocated by senior management, administrative/professional, and support employees to each task in the budget.

The *Staff Utilization Report* displays the distribution of resources among the various SANBAG tasks and programs, reflecting the amount of management and support staff hours necessary to

perform tasks contained in the budget. Each full-time employee is budgeted for a total of 2,080 hours annually. In addition to hours worked, this total includes vacation, holiday, administrative, and sick leave. The hours worked by each employee are assigned directly to tasks approved in the annual budget, normally based on 1,850 hours worked.

For development of the annual budget, SANBAG employees allocate their total work hours among tasks based on their estimation of time necessary to accomplish work elements in the identified tasks. However, as work is performed throughout the year, hours are charged in accordance with actual time spent. As might be expected, the actual hours to accomplish tasks may vary from the original estimates included in the budget. SANBAG staff is authorized to reallocate budgeted salary costs from one program to another administratively as such adjustments may become necessary. This authority provides for accurate recordation of costs associated with budgeted tasks and provides important base information for future budgeting estimates.

San Bernardino Associated Governments
STAFF UTILIZATION REPORT
Fiscal Year 2012/2013

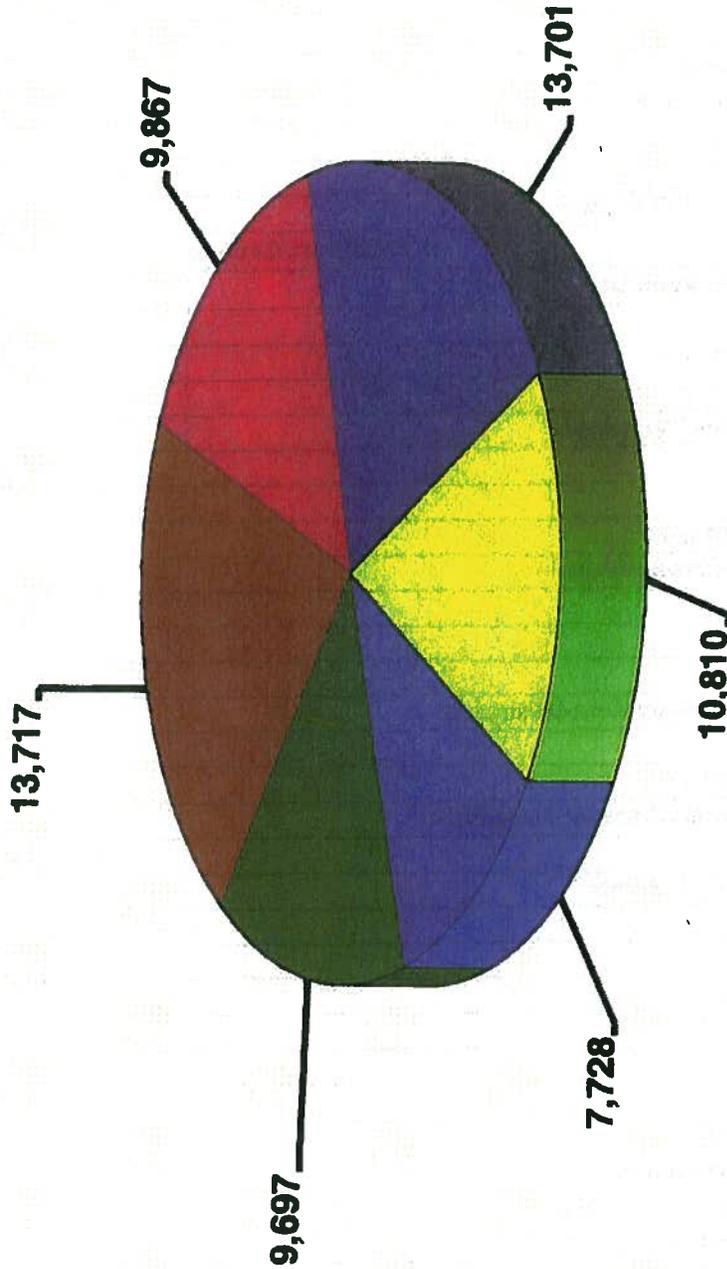
	Director of Transit/Rail Programs	Director of Management Services	Director of Legislative Affairs	Executive Director	SANBAG Counsel	Director of Project Delivery	Director of Field Administration	Director of Planning	Chief Financial Officer	OTHER STAFF *	TOTAL
FAIR QUALITY & TRAVELER SERVICES PROGRAM											
0102	150			25						2,157	2,322
0406	100			5						1,723	1,828
0702	100			5						1,211	1,311
0704	100			5						1,172	1,277
0706	30			5						345	380
TOTAL FAIR QUALITY & TRAVELER SERVICES PROGRAM	480			40						7,208	7,728
REGIONAL AND SUB-REGIONAL PLANNING											
0110				80				808		916	1,004
0203								120		388	388
0213				15						80	145
0404	60			20				248		5,562	6,230
0941	200			40						1,170	1,610
TOTAL REGIONAL AND SUB-REGIONAL PLANNING	280			155				1,176		8,116	9,687
MAJOR PROJECT DELIVERY PROGRAM											
0701				130	1,106	850				1,010	5,681
0815										80	80
0817										25	25
0819										120	120
0820										40	40
0822										60	60
0824										20	20
0825										20	20
0826										20	20
0828										20	20
0830										20	20
0834										20	20
0836										20	20
0838										20	20
0839										20	20
0840										20	20
0842										20	20
0843										20	20
0845										20	20
0850										20	20
0852										20	20
0858										20	20
0870										20	20
0871										20	20
0874										20	20
0876										20	20
0877										20	20
0879										20	20
0880										20	20
0881										20	20
0882										20	20
0883										20	20
0884										20	20
0885										20	20
0886										20	20
0887										20	20
0888										20	20
0889										20	20
0890										20	20
TOTAL MAJOR PROJECT DELIVERY PROGRAM				130	1,198	1,748				10,838	13,777
* OTHER STAFF comprised of (41) FULL-TIME PROFESSIONAL STAFF; (3) PART-TIME.											

San Bernardino Associated Governments
STAFF UTILIZATION REPORT
Fiscal Year 2012/2013

	Director of Transit/Rail Programs	Director of Management Services	Director of Legislative Affairs	Executive Director	SANBAG Counsel	Director of Project Delivery	Director of Fund Administration	Director of Planning	Chief Financial Officer	OTHER STAFF *	TOTAL
TRANSIT & PASSENGER RAIL PROGRAM											
0309 General Transit	290	-	-	55	190	-	-	-	-	1,970	2,435
0310 Transit Operations	160	-	-	-	-	-	-	-	-	575	735
0311 Transit Capital	100	-	-	-	-	-	-	-	-	1,075	1,175
0352 General Commuter Rail	478	-	-	100	70	-	-	-	-	2,295	2,841
0377 Commuter Rail Operating Expenses	-	-	-	-	-	-	-	-	-	300	300
0378 Commuter Rail Capital Expenses	750	-	-	-	-	-	-	-	-	1,551	2,301
TOTAL TRANSIT & PASSENGER RAIL PROGRAM	1,778	-	-	165	228	-	-	-	-	7,768	9,867
TRANSPORTATION FUND ADMINISTRATION											
0503 Federal/State Fund Administration	-	-	-	60	-	-	400	-	-	5,663	6,123
0504 Transportation Improvement Program	-	-	-	-	-	-	50	-	-	1,811	1,811
0501 Federal/Transit Act Programming	-	-	-	5	-	-	100	-	-	200	305
0502 TDA Administration	60	-	-	20	-	-	200	-	-	1,325	1,685
0504 Measure / Admin - Valley	-	150	-	60	-	-	-	-	260	745	1,216
0506 Local Transportation Fund	-	-	-	-	-	-	-	-	-	-	-
0507 State Transit Assistance Fund	-	-	-	-	-	-	-	-	-	-	-
0515 Measure / Apportionment and Allocation	-	-	-	30	-	-	482	120	-	410	1,042
0609 Strategic Planning/Delivery Planning	-	-	-	20	-	-	500	40	-	405	565
0610 Measure / 2010-2040 Project Advancement	-	-	-	40	-	-	20	20	-	68	878
0616 Measure / Local Pass-Through	-	-	-	-	-	-	-	-	-	-	-
TOTAL TRANSPORTATION FUND ADMINISTRATION	60	160	-	238	20	20	1,728	180	260	11,064	13,761
GEN-COUNCIL OF GOVERNMENTS SUPPORT PROGRAM											
0104 Intergovernmental Relations	-	100	540	130	-	-	-	-	-	1,357	2,127
0490 Council of Governments New Initiatives	-	70	-	-	-	-	-	20	-	60	20
0492 Joint Solar Power Purchase	-	-	-	-	-	-	-	-	-	120	120
0495 Greenhouse Gas	-	-	-	-	-	-	-	-	-	130	130
0583 Legislation	-	-	940	130	-	-	-	-	-	1,310	2,480
0601 County Transportation Commission - General	-	-	-	180	100	-	60	60	-	1,165	1,665
0695 Publications & Public Outreach	-	50	216	150	-	-	-	300	-	2,521	2,837
0708 Property Assessed Clean Energy Program	-	100	-	-	-	-	-	-	-	100	200
0805 Building Operations & Maintenance	-	20	-	-	-	-	-	-	-	300	320
0942 Financial Management	-	-	-	11	-	-	-	-	-	420	431
TOTAL GEN-COUNCIL OF GOVTS. SUPPORT PROGRAM	-	340	1,696	661	120	-	68	380	260	7,283	10,170
FRINGE & INDIRECT											
FRINGE Fringe	304	280	384	344	224	304	288	344	304	9,907	12,663
INDIRECT Indirect	-	680	80	420	300	-	-	-	-	24,840	27,475
TOTAL FRINGE & INDIRECT	304	860	384	764	524	304	288	344	304	34,747	40,078
GRAND TOTALS	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	86,678	105,878

* OTHER STAFF comprised of (41) FULL-TIME PROFESSIONAL STAFF; (3) PART-TIME.

San Bernardino Associated Governments Hourly Staff Utilization by Program Fiscal Year 2012/2013 - 65,520 Hours



Legend

- General - Council of Governments Support Program (16%)
- Transportation Fund Administration (21%)
- Transit & Passenger Rail Program (15%)
- Major Project Delivery Program (21%)
- Transportation Planning & Programming (15%)
- Air Quality & Traveler Services Program (12%)

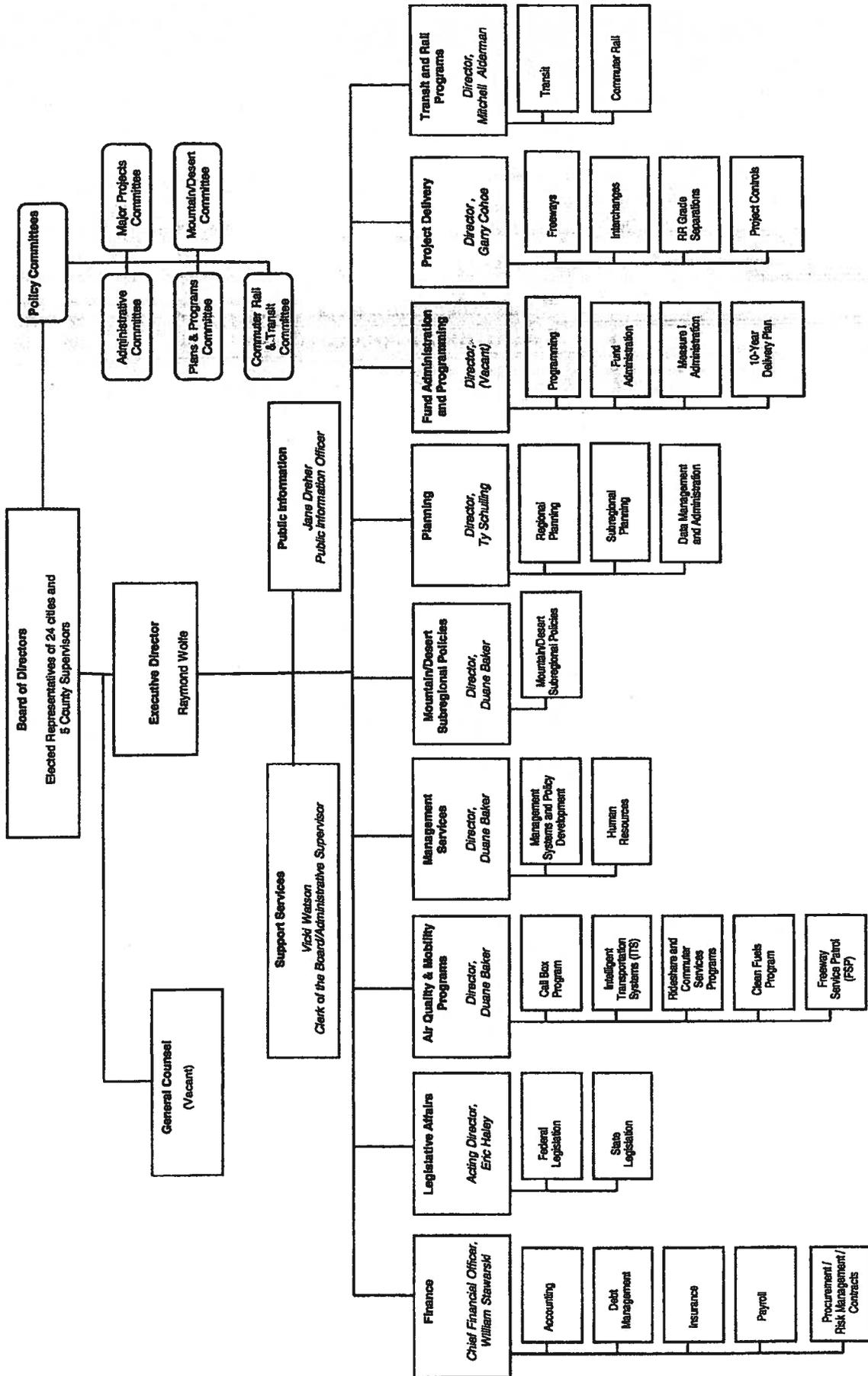
Table of Regular Positions
Fiscal Year 2012/2013

Support Group	FY 10/11	FY 11/12	FY 12/13
Accountant	1	1	1.5
Accounting Assistant	2	2	1
Accounting Assistant, Senior	0	0	1
Administrative Assistant	1	1	2
Administrative Assistant, Senior	4	4	4
Assistant to the Clerk of the Board	1	1	1
Office Assistant	1	1	1
Receptionist	1	1	1
Transportation Programming Technician	1	1	1
Total Support Group	12	12	13.5
Administrative/Professional Group			
Accounting Manager	1	1	1
Air Quality/Mobility Specialist	1	2	2
Chief of Alternative Project Financing	1	1	1
Chief of Air Quality & Mobility Programs	1	1	1
Chief of Planning	1	1	1
Chief of Programming	1	0	0
Chief of Transit and Rail Programs	0	0	1
Clerk of the Board/Administrative Supervisor	1	1	1
Construction Manager	1	1	1
Contracts/Controls Manager	1	0	0
GIS Administrator	1	1	1
Human Resources/Information Services Administrator	1	1	1
Legislative Analyst	1	1	1
Management Services Specialist	1	1	1
Procurement/Risk Management/Contract Administrator	0	1	1
Project Delivery Manager	2	2	2
Programming/Project Controls Manager	0	1	1
Public Information Analyst	0	0	1
Public Information Officer	1	1	1
Public Information Specialist	1	1	0
Transit Analyst, Senior	0	0	0
Transit Analyst	2	2	2
Transit Specialist	1	1	1
Transportation Planning Analyst	2	1	2
Transportation Programming Analyst	1	1	1
Transportation Programming Analyst, Senior	1	1	1
Transportation Planning Specialist	1	2	1
Total Administrative/Professional Group	25	26	27
Senior Management Group			
Chief Financial Officer	1	1	1
Director of Air Quality & Mobility Programs	1	0	0

Attachment 1

Director of Fund Administration and Programming	0	1	1
Director of Legislative Affairs	1	1	1
Director of Management Services	1	1	1
Director of Planning	1	1	1
Director of Project Delivery	1	1	1
Director of Transit & Rail Programs	1	1	1
Executive Director	1	1	1
General Counsel	0	1	1
Total Senior Management Group	8	9	9
TOTAL REGULAR POSITIONS	45	47	49.5

SANBAG Organization Chart



**San Bernardino Associated Governments
Salaries and Benefits Schedule at Budgeted Rates
For Fiscal Year 2012/2013**

	<u>Salaries</u>	<u>Retirement*</u>	<u>Deferred Comp.</u>	<u>Worker's Comp.</u>	<u>Medicare</u>	<u>Medical Retire Trust</u>	<u>UI**</u>	<u>Flexible Benefits</u>	<u>Auto Allowance</u>	<u>Contracted County Supp.***</u>	<u>Total</u>
<i>Support Group</i>											
Accounting (3)	\$841,895	\$285,659	\$39,565	\$26,976	\$12,207	\$1,781	\$4,675	\$144,609	\$0	\$13,260	\$1,370,626
Assistant to the Clerk of the Board											
Office Assistant/Receptionist (2)											
Administrative Assistants (7)											
<i>Administrative/Professional Group</i>											
Accounting Manager	\$2,213,564	\$825,812	\$166,017	\$70,927	\$32,097	\$2,422	\$6,875	\$249,325	\$8,400	\$28,090	\$3,603,529
Air Quality/Mobility Positions (3)											
Clerk of the Board/Administrative Supervisor											
Chief of Alternative Project Financing											
Construction Manager											
Project Delivery Manager											
Data Management											
Human Resources/Information Svcs Positions (2)											
Legislative Specialist											
Planning/Programming Positions (7)											
Public Information Positions (2)											
Transit Positions (4)											
<i>Senior Management Group</i>											
Executive Director	\$1,532,939	\$546,468	\$114,970	\$49,118	\$22,228	\$5,017	\$2,475	\$89,757	\$64,800	\$10,186	\$2,437,958
Chief Financial Officer											
General Counsel											
Director of Fund Administration											
Director of Project Delivery											
Director of Legislative Affairs											
Director of Management Services											
Director of Planning											
Director of Transit and Rail Programs											
TOTALS	\$4,588,397	\$1,657,939	\$320,552	\$147,021	\$66,532	\$9,220	\$14,025	\$483,691	\$73,200	\$51,536	\$7,412,114

<u>Employer Provided Benefits:</u>		<u>Mandatory Benefits:</u>	
Retirement	\$1,657,939	Workers' Compensation	\$147,021
Deferred Compensation	320,552	Medicare	66,532
Flexible Benefit Plan	483,691	Unemployment Insurance	14,025
Contracted County Supplemental Benefit	51,536		
Auto Allowance	73,200		
Medical Retirement Trust	9,220		
Total	\$2,596,138	Total	\$227,578

* Includes Survivor Benefits
 ** Unemployment Insurance
 *** Includes Short Term Disability, Long Term Disability and Vision



- 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: April 11, 2012

Subject: Contract with Kathleen Murphy-Perez for Contract Management Services

Recommendation:* Approve Amendment No. 1 to Sole Source Contract C11005 with Kathleen Murphy-Perez to provide Contract Management Services for an increase of \$175,000, with a revised not-to-exceed contract amount of \$475,000, and to extend the contract term through June 30, 2013.

Background: **This is an amendment to a sole source contract.** On July 7, 2010, the SANBAG Board of Directors approved Contract No. C11005 with Kathleen Murphy-Perez to provide Contract Management Services to SANBAG. The original scope of services was to review, refine, and create procurement policies and procedures and to review contracts and agreements to ensure they meet the intent and are in the best interest of SANBAG. At the request of the former Executive Director, Kathleen began managing and reviewing all procurement related activities. With the large number of projects being delivered which has resulted in a large number of contracts and agreements, Kathleen has spent the majority of her time reviewing all SANBAG contracts, agreements, Purchase Orders as well as all Procurement related Policy and Board Agenda Items. This has not left her the sufficient time to complete the updating of existing procurement policies and procedures as well as implementing new policies and procedures.

Approved
Administrative Policy Committee

Date: _____

Moved: Second:

In Favor: Opposed: Abstained:

Witnessed: _____

COG	<input type="checkbox"/>	CTC	<input type="checkbox"/>	X	CTA	<input type="checkbox"/>	SAFE	<input type="checkbox"/>	CMA	<input type="checkbox"/>
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Check all that apply.
 ADM1204a-gc
 Attachments: C11005-01 and ADM1204a1-gc

A brief summary of the procurement process improvements Kathleen has accomplished include the creation of five Request for Proposal and Invitation for Bids templates which include federal language for federally funded projects; procured the services of a Risk Management consultant to update contract language, review insurance certificates and bonds and provide guidance to staff on overall insurance related issues; updated all existing procurement documents, including but not limited to documents used during the evaluation process; all contract documents are current and contract language has been updated; creation of 17 new procurement forms where none existed; updated SANBAG's website and managed the procurements being posted; and implemented or are in the final phases of implementation of seven new processes.

While Kathleen has made great strides in addressing the 53 items that have been identified to bring SANBAG's procurement policies and procedures up to current guidelines, there are still many items that still need to be addressed. Completion of all these items is crucial to bring SANBAG in compliance with State and Federal guidelines. Not being in compliance may jeopardize State and Federal funds.

Listed in Attachment "A" to this Agenda Item are the procurement items that require Kathleen's oversight and management. The majority of the items identified in Attachment "A" are Policy related and will require action by SANBAG Board of Directors.

The recently filled Contract Administrator position is for managing the day-to-day procurements and review of the agreements and contracts. It is envisioned that Kathleen would be involved in bringing the Contract Administrator up to speed, at which time her full attention would be devoted to completing the outstanding items identified in Attachment "A".

It is estimated that it will take Kathleen 12 months to completely handover the day-to-day procurement to the new Contracts Administrator and to bring SANBAG's procurement policy and procedures into compliance. Given this, Staff recommends the approval of Amendment No. 1 to Contract No. C11005 with Kathleen Murphy-Perez for Contract Management Services for an additional cost of \$175,000, for a revised total not-to-exceed contract amount of \$475,000, and to extend the duration of the contract to June 30, 2013.

Sole Source: The justification for the original sole source contract is as described below. In addition, over the last one and a half years Kathleen has gained a thorough knowledge of SANBAG's organization and a solid understanding of SANBAG's procurement strengths and weaknesses and has demonstrated her ability to get things done. Kathleen has begun to build a solid procurement foundation and with the approval of this Amendment No. 1, Kathleen can continue to complete the work that she has developed during the last year.

Kathleen Murphy-Perez has the knowledge and experience to develop the structured procurement and contracting process that SANBAG needs. Kathleen has over 25 years of experience in contract and procurement management, with 20 years in the public sector. She provided these services to Orange County Transportation Authority (OCTA) for 14 years, including managing the department. Kathleen comes highly recommended from her previous employees and others in the industry.

Kathleen has extensive unique knowledge and experience in this area. Entering into a contract with Kathleen will be in the best interest of SANBAG as we evaluate our procurement and contract management process to ensure that it is in compliance with all regulations.

Financial Impact: This item is consistent with Fiscal Year 2011/2012 Budget. Task No. 0815.

Reviewed By: This item will be reviewed by the Administrative Policy Committee on April 11, 2012. SANBAG Legal Counsel has reviewed and approved the amendment as to form.

Responsible Staff: Garry Cohoe, Director of Project Delivery

Attachment "A"

Title	Action/Recommendation	Current Status	Timeline
Evaluation Process	Working w/ Staff to review and modify existing practices of the evaluation process.	Developed a list of recommendations.	Anticipated Completion- 6 months
Pre-Award Audits	Recommend a bench of consultants to assist SANBAG with audit functions.	Discussed with Executive Staff and received concurrence.	Will go out with an RFP in early July, with award in September.
Signature Authority	Recommend delegating signature authority to the Executive Director up to \$100k for all contracts.	Not yet started.	9 – 12 months, or after other procedures have been implemented.
BOD Approval for release of RFPs & IFBs	Recommend elimination the need for BOD approval on the release of RFPs & IFBs	Not yet started.	9-12 months
Contract Term Limits	Recommend increasing the term limit from 3 years to 5.	Discussed with Executive Staff and received concurrence.	Will bring item to the BOD for consideration in the next 60 days.
BOD Approval on all amendments.	Recommend instituting a dollar threshold before the BOD has to approve amendments.	Not yet started.	9-12 months
Updating Contract Templates	Phase II of the Templates is to implement macros to make the completion of the templates easier.		
Prevailing Wages	Recently the Director of Industrial Relations has made changes to their program.	In process. An RFP will be released in the next 30 days for Labor Compliance services.	Completion by July 2012.

Title	Action/Recommendation	Current Status	Timeline
Establish Contract Audit File System	Currently there is no designated filing system not specific file location.	In process. Have established a filing system, Next phase is to develop a specific file location and process.	First phase- 90 days. Second phase, 6 -9 months.
Retention	SANBAG did not include retention language in contracts.	In process. Language has been included and a draft of the process has been developed.	Completion in the next 60 days.
Contingency	Develop a process to release contingency.	First phase has been implemented.	Second phase will be completed in the next 60 days.
Vendor Performance Review	Develop a process in which the performance of the vendor can be monitored.	The form(s) are currently in development.	Completion in the next 6 months.
Insurance Process	Develop guidelines for Staff as to when the Risk Management consultant needs to review.	Final draft completed with the Interim Executive Director.	Completion in the next 30 days.
Debriefing Process	Develop a process.	Not yet started.	6 – 9 months.
Procurement Manual	Creation of desktop manual for all employees.	Not yet started.	12 months
Vendor Bid List	Update the vendor database and make it electronic.	Not yet started.	12 months.
Procurement Standard of Conduct	Development of Standards of Conduct for Staff.	Final draft has been completed and is pending with E.D.	Completion within the first 30 days after E.D. signs off.



CONTRACT SUMMARY SHEET

Contract No. C 11005 Amendment No. 1

By and Between

San Bernardino Associated Governments and Kathleen Murphy-Perez

Contract Description Contract Management Services to extend contract term and add money.

Board of Director's Meeting Date: April 12, 2012
Overview of BOD Action: Approved Contract amendment

Is this a Sole-Source procurement? Yes No

CONTRACT OVERVIEW					
Original Contract Amount	\$	300,000	Original Contingency Amount	\$	0
Revised Contract Amount <i>Inclusive of prior amendments</i>	\$		Revised Contingency Amount <i>Inclusive of prior amendments</i>	\$	
Current Amendment Amount	\$	175,000	Contingency Amendment	\$	
TOTAL CONTRACT VALUE	\$	475,000	TOTAL CONTINGENCY VALUE	\$	0
TOTAL BUDGET AUTHORITY (contract value + contingency)					\$ 475,000

Contract Start Date <u>7/7/10</u>	Current Contract Expiration Date <u>6/30/2012</u>	Revised Contract Expiration Date <u>6/30/2013</u>
Has the contract term been amended? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - please explain.		

FINANCIAL INFORMATION					
<input checked="" type="checkbox"/> Budget authority for this contract currently exists in Task No. <u>815</u> .					
<input type="checkbox"/> A Budget Amendment is required.					
How are we funding current FY?					
<input type="checkbox"/> Federal Funds	<input type="checkbox"/> State Funds	<input checked="" type="checkbox"/> Local Funds	<input type="checkbox"/> TDA Funds	<input type="checkbox"/> Measure I Funds	
Provide Brief Overview of the Overall Funding for the duration of the Contract:					
Due to additional scope of work, at the request of the former Executive Director, this has not left Kathleen sufficient time to complete the updating of existing procurement policies and procedures as well as implementing new policies and procedures.					
<input checked="" type="checkbox"/> Payable <input type="checkbox"/> Receivable					

CONTRACT MANAGEMENT INFORMATION	
Check all applicable boxes:	
<input checked="" type="checkbox"/> Retention? If yes, indicate % _____.	
<input type="checkbox"/> Disadvantaged Business Enterprise (DBE) Goal _____ %	<input type="checkbox"/> Underutilized DBE (UDBE) Goal _____ %

Task Manager Signature [Signature] Date 4/5/12
 Project Manager Signature [Signature] Date 4/4/12
 Chief Financial Officer Signature [Signature] Date 4/5/12
 Contracts Manager Signature [Signature] Date 4/4/12

mm
4/5/12

**AMENDMENT NO. 1 TO
CONTRACT NO. C11005**

**BY AND BETWEEN
SAN BERNARDINO ASSOCIATED GOVERNMENTS
AND
KATHLEEN MURPHY-PEREZ
FOR
CONTRACT MANAGEMENT SERVICES**

THIS AMENDMENT No. 1 is entered into on the Effective Date as identified herein, by and between San Bernardino Associated Governments, hereinafter called "AGENCY", and Kathleen Murphy-Perez, hereinafter called "CONTRACTOR".

RECITALS:

WHEREAS, SANBAG under Contract No. C11005 has engaged the services of CONTRACTOR on the terms and conditions set forth in the Agreement, and

WHEREAS, the Parties desire to amend the aforesaid contract to increase the contract amount and extend the contract duration.

NOW, THEREFORE, the parties hereto do mutually agree to amend Contract No. C11005 as follows:

1. Amend Article 2. "TERM", to delete June 30, 2012 and insert June 30, 2013 as the Contract expiration date.
2. Amend Article 4., "COMPENSATION", to:
 - a) to amend the first paragraph, to delete \$300,000 and replace with the revised total contract amount of \$475,000; and
 - b) to amend paragraph 3, to delete \$60,000 and replace with \$70,000.
3. The "Effective Date" is the date that the AGENCY executed this Amendment No. 1.
4. All other provisions of Contract No. C11005 shall remain in full force and effect.

**SAN BERNARDINO
ASSOCIATED GOVERNMENTS**

KATHLEEN MURPHY-PEREZ

By: _____
Larry McCallon
SANBAG Board of Directors

By: 
Kathleen Murphy-Perez

Date: _____

Date: 4-4-12

By: _____
Penny Alexander-Kelly
SANBAG Counsel

Date: _____



- 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: 7

Date: April 11, 2012

Subject: San Bernardino Santa Fe Depot Property and Facility Management

Recommendation:* Approve Amendment No. 2 to Contract 10164 with CityCom Real Estate Services, Inc. extending the time of performance for the San Bernardino Santa Fe Depot property and facility management to June 30, 2013 and increasing the compensation by \$41,040 for a revised contract amount of \$127,680 as identified in the Financial Impact Section.

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.

On May 14, 2010, after a competitive procurement process, the SANBAG Board approved the selection of CityCom to provide property and facility management services at the Depot. The initial term of the contract was one year, ending July 30, 2011, for \$45,600 with four one-year extensions. Staff renegotiated the annual rate with CityCom for the four one-year extensions and on July 6, 2011 the SANBAG Board approved the first one-year option at \$41,040. The contract agreement will expire June 30, 2012.

*

	<p><i>Approved</i> Administrative Committee</p> <p>Date: _____</p> <p>Moved: _____ Second: _____</p> <p>In Favor: _____ Opposed: _____ Abstained: _____</p> <p>Witnessed: _____</p>
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COG	X	CTC		CTA	SAFE	CMA
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Check all that apply.
 ADM1204a-dab
 Attachment:
 C10164-02

Administrative Committee Agenda Item

April 11, 2012

Page 2

CityCom has provided services to the Depot since SANBAG's initial occupancy of the building in 2004. The staff at CityCom is familiar with the unique features and historical significance of the building and has performed satisfactorily in their tenure. They have been responsive when called upon for building and event related issues and assisted in negotiating the existing leases with Southern California Regional Rail Authority (SCRRA), Southern California Association of Governments (SCAG), and Destinations Inc. (Whistle Stop).

Staff is recommending approval of the second one-year option to extend the time of contract performance to June 30, 2013 at the annual rate of \$41,040. A portion of the management fee is paid by the occupying tenants of the Depot, including SANBAG, with the remaining portion equally split between SANBAG and the City of San Bernardino as joint owners. Should more of the Depot space be renovated and occupied, the portion of the fee split by SANBAG and the City will be reduced. Expenses with janitorial, landscape, and security services are billed directly to CityCom for payment from an operating account for building expenses.

CityCom will maintain the current leasing commission for new tenants in the amount of 6% of the first and second year lease income, 5% of the third and fourth year lease income; 4% of the fifth year lease income; and 2% of the lease income for the remainder of the lease term. The lease commissions consistent with most other commercial brokerages.

Financial Impact:

This item is consistent with the Proposed Fiscal Year 2012/2013 budget with expenses included under Task 0105 (Indirect) and 0805 Building Maintenance and Operations. Amendment No. 2 will add \$41,040 to Contract 10164 with CityCom for a new contract total of \$127,680. Using the current building occupancy, the share of the annual management fee is allocated thusly and will be paid directly to CityCom: SANBAG \$31,427.11, SCRRA \$2,610.60, Destinations Inc. \$334.16, SCAG \$1,670.78 and the City of San Bernardino \$4,997.35.

Reviewed By:

This item is scheduled for review by the Administrative Committee on April 11, 2012 and has been approved as to form by SANBAG's Legal Counsel and Contracts Manager.

Responsible Staff:

Duane A. Baker, Director of Management Services



CONTRACT SUMMARY SHEET

Contract No. C 10164 Amendment No. 2

By and Between

San Bernardino Associated Governments and CityCom Real Estate Services, Inc.

Contract Description Property Management at the San Bernardino Santa Fe Depot

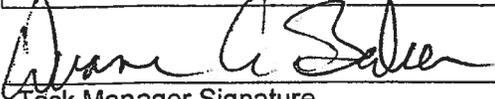
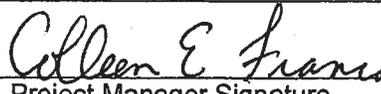
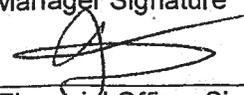
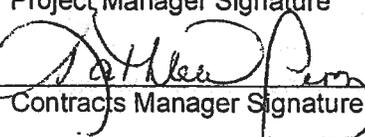
Board of Director's Meeting Date: May 2, 2012	
Overview of BOD Action: Exercise second one-year extension option of Contract 10164 to June 30, 2013.	
Is this a Sole-Source procurement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

CONTRACT OVERVIEW					
Original Contract Amount	\$	45,600	Original Contingency Amount	\$	0
Revised Contract Amount <i>Inclusive of prior amendments</i>	\$	86,640	Revised Contingency Amount <i>Inclusive of prior amendments</i>	\$	0
Current Amendment Amount	\$	41,040	Contingency Amendment	\$	0
TOTAL CONTRACT VALUE	\$	127,680	TOTAL CONTINGENCY VALUE	\$	0
TOTAL BUDGET AUTHORITY (contract value + contingency)					\$ 127,680

Contract Start Date 5/12/10	Current Contract Expiration Date 6/30/12	Revised Contract Expiration Date 6/30/13
Has the contract term been amended? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - please explain. Exercising second one-year option.		

FINANCIAL INFORMATION					
<input checked="" type="checkbox"/> Budget authority for this contract currently exists in Task No. <u>0805 & 0105</u> .					
<input type="checkbox"/> A Budget Amendment is required.					
How are we funding current FY?					
<input type="checkbox"/> Federal Funds	<input type="checkbox"/> State Funds	<input checked="" type="checkbox"/> Local Funds	<input type="checkbox"/> TDA Funds	<input type="checkbox"/> Measure I Funds	
Provide Brief Overview of the Overall Funding for the duration of the Contract: 84% Indirect Cost Allocation (7110) and 16% Rail Assets (1080)					
<input checked="" type="checkbox"/> Payable <input type="checkbox"/> Receivable					

CONTRACT MANAGEMENT INFORMATION			
Check all applicable boxes:			
<input type="checkbox"/> Retention? If yes, indicate % _____.			
<input type="checkbox"/> Disadvantaged Business Enterprise (DBE) Goal _____ % <input type="checkbox"/> Underutilized DBE (UDBE) Goal _____ %			

 Task Manager Signature	Date	 Project Manager Signature	Date
4-3-12		4/3/12	
 Chief Financial Officer Signature	Date	 Contracts Manager Signature	Date
4/3/12		4/9/12	

Mun
4/9/12

AMENDMENT NO. 2 TO

CONTRACT C10164

BY AND BETWEEN

**SAN BERNARDINO ASSOCIATED GOVERNMENTS
AND**

**CITYCOM REAL ESTATE, SERVICES, INC.
FOR THE**

SAN BERNARDINO SANTA FE DEPOT

This Amendment No. 2 to SANBAG Contract 10-164 is effective on the "Effective Date" as defined herein, by and between the San Bernardino Associated Governments ("SANBAG") and CityCom Real Estate Services, Inc. ("MANAGER").

RECITALS:

WHEREAS, SANBAG and the City of San Bernardino ("CITY") jointly own certain real property in the City of San Bernardino, California, located at 1170 West Third Street, which property is known as the San Bernardino Santa Fe Depot ("the Depot"); and

WHEREAS, SANBAG has the exclusive right to enter into, amend or terminate all property management agreements at the Depot, pursuant to SANBAG Cooperative Agreement No. 04-040 with the CITY; and

WHEREAS, the SANBAG Board approved Agreement 10-164 with MANAGER on May 12, 2010 for property management services for a one-year period, ending June 30, 2011, which includes the option to renew the Agreement for four (4) one-year extensions; and

WHEREAS, Amendment No. 1 to Contract No. 10164 extended the contract termination date to June 30, 2012; and

WHEREAS, SANBAG desires to exercise its option to renew the Agreement for the second one-year extension and to update certain contractual provisions.

NOW, THEREFORE, the parties hereto do mutually agree to amend Contract No. 10164 as follows:

1. Amend Section 2, "Management Term", to delete June 30, 2012 and replace with June 30, 2013.:
2. Amend Section 4(a), "Fees", to include the following:

The total Not-To-Exceed Amount is One Hundred Twenty Seven Thousand Six Hundred Eighty Dollars, (\$127,680), which shall include all amounts payable to MANAGER for its profit, subcontracts, leases, materials and costs arising from or due to termination of this Contract.

3. Delete Section 10, "Indemnification", in its entirety and replace with the following:

"Except as provided below for those services falling within the scope of Civil Code section 2782.8, MANAGER agrees to indemnify, defend (with counsel reasonably approved by Authority) and hold harmless the AUTHORITY and its authorized officers, employees, agents and volunteers, from any and all claims, actions, losses, damages and/or liability 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 the AUTHORITY 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, but shall be limited to only those duties and responsibilities that MANAGER has under this Contract. MANAGER's indemnification obligation applies to AUTHORITY "active" as well as "passive" negligence but does not apply to the AUTHORITY's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782. To the extent MANAGER's services fall within the scope of Civil Code section 2782.8, the following indemnification is applicable. MANAGER shall defend and indemnify AUTHORITY for claims that arise out of, pertain to, or related to the negligence, recklessness, or willful misconduct of MANAGER."

4. Delete Section 11, "Insurance", in its entirety and replace with:

"Without any way affecting the indemnity provision identified in this Contract, MANAGER shall, at the MANAGER's sole expense, and prior to the commencement of any work, procure and maintain in full force, insurance through the entire term of this Contract. The policies shall be written by a carrier licensed to do business in the State of California with a Best rating of A-VII or better, and shall be written with a least the following limits of liability:

11.1 Workers' 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 in an amount not less than \$1,000,000 limits covering all persons providing services on behalf of MANAGER and all risks to such persons under this Contract.

11.2 Commercial General Liability – To include coverage for Premises and Operations, Contractual Liability, Products/Completed Operations Liability, Personal Injury 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. For products and completed operations a \$2,000,000 aggregate shall be provided.

11.3 Automobile Liability – To include owned, non-owned and hired automobiles, in an amount of not less than \$1,000,000 combined single limit.

11.4 Proof of Coverage - MANAGER shall furnish certificates of insurance to AUTHORITY evidencing the insurance coverage required above, prior to the commencement of performance of Services hereunder, and such certificates shall include San Bernardino Associated Governments/San Bernardino County Transportation Authority and its officers, employees, agents and volunteers, as additional insured on Commercial General Liability Insurance and auto insurance. Prior to commencing any work, MANAGER shall furnish AUTHORITY with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth in this Article. If the insurance company elects to cancel or non-renew coverage for any reason, MANAGER will provide

AUTHORITY thirty (30) days written notice of cancellation or nonrenewal. If the policy is cancelled for nonpayment of premium MANAGER will provide AUTHORITY ten (10) days written notice. MANAGER shall maintain such insurance for the entire term of this Contract. The certificate(s) of insurance are to include the Contract number and Project Manager' name on the face of the certificate(s).

11.5 Additional Insured - All policies, except for Worker's Compensation and Professional Liability policies, shall contain endorsements naming AUTHORITY and its officers, employees, agents, and volunteers as additional insureds with respect to liabilities arising out of the performance of Services hereunder. The additional insured endorsements shall not limit the scope of coverage for AUTHORITY to vicarious liability but shall allow coverage for AUTHORITY to the full extent provided by the policy.

11.6 Waiver of Subrogation Rights - MANAGER shall require the carriers of Commercial General Liability, Automobile Liability and Workers Compensation to waive all rights of subrogation against AUTHORITY, its officers, employees, agents, volunteers, contractors, and subcontractors. Such insurance coverage provided shall not prohibit MANAGER or MANAGER'S employees or agents from waiving the right of subrogation prior to a loss or claim. MANAGER hereby waives all rights of subrogation against AUTHORITY.

11.7 Commercial General Liability required herein are to be primary and non-contributory with any insurance carried or administered by AUTHORITY.

11.8. MANAGER shall be responsible for the professional quality, technical accuracy, and coordination of all services required under this Contract. MANAGER may be liable for AUTHORITY costs resulting from errors or deficiencies, fines, penalties and damages in services furnished under this Contract.

5. The Effective Date is the date that the AUTHORITY executes this Amendment No. 2.
6. Except as amended by this Amendment No. 2, all other provisions of Contract No. 10164 shall remain in full force and effect.

IN WITNESSTH WHEREOF, the authorized parties have signed on the following page:

**CITYCOM REAL ESTATE SERVICES,
INC.**

By: _____
Michael Fortunato
President

Date: _____

**SAN BERNARDINO ASSOCIATED
GOVERNMENTS**

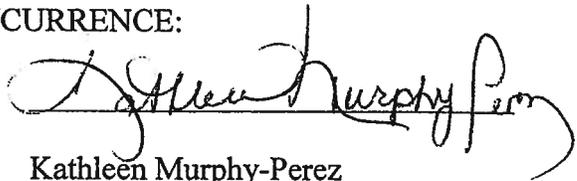
By: _____
Larry McCallon, President
Board of Directors

Date: _____

APPROVED AS TO FORM:

By: _____
Penny Alexander-Kelley
SANBAG Counsel

CONCURRENCE:

By: 
Kathleen Murphy-Perez
Contracts Manager



Minute Action

AGENDA ITEM: 8

Date: April 11, 2012

Subject: Telephone System Upgrade

- Recommendation:***
1. Approve Purchase Order No. PO12166 with KTS Network Solutions in the amount of \$59,376.40 for the purchase and installation of a ShoreTel Telephone System at San Bernardino Associated Governments.
 2. Authorize the Executive Director to execute Purchase Order No. PO12166 with KTS Network Solutions in the amount not to exceed \$59,376.40.

Background: On January 4, 2012, the SANBAG Board of Directors authorized the release of Request for Proposals (RFP) 12166 for a Telephone System. The RFP was then posted on SANBAG's Internet website. Outreach to the firms for these services included mailing the RFP to approximately 23 firms registered in SANBAG and the County's vendor database. In addition, a mandatory pre-proposal conference was held on January 17, 2012 with approximately 17 people in attendance.

For this procurement, SANBAG utilized a two-step evaluation process for the selection of the most qualified firm in accordance with SANBAG's Policy 11000, Contracting and Procurement Policy. On February 1, 2012, eleven (11) proposals were received. The six-member Evaluation Committee, which consisted of representatives from SANBAG and the County of San Bernardino, evaluated and scored each proposal based on following criteria: firm qualifications, personnel proposed, work plan, phone system features, training, technical support and

	<p><i>Approved</i> Administrative Committee</p> <p>Date: _____</p> <p>Moved: _____ Second: _____</p> <p>In Favor: _____ Opposed: _____ Abstained: _____</p> <p>Witnessed: _____</p>
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COG	X	CTC		CTA		SAFE		CMA	
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Check all that apply.
 ADM1204b-dab

warranty. Based on the scores, the Evaluation Committee selected the top five (5) scoring firms for interviews. The shortlisted firms are (in alphabetical order):

1. Blue Violet Networks (Mitel)
2. Global CTI (ShoreTel)
3. KTS Network Solutions (ShoreTel)
4. Smpolutions (Toshiba)
5. TH Enterprises, Inc. (Altigen)

On March 8, 2012 interviews were conducted with the shortlisted firms and four (4) different telephone systems were demonstrated; ShoreTel, Mitel, Altigen and Toshiba. The Evaluation Committee scored each firm on information provided in their presentation and their response to questions during the question and answer session. Each of the firms was well prepared and showed good experience. However, ShoreTel vendor KTS Network Solutions scored as the highest ranked firm and offered the best product, work plan, training, and maintenance service to meet SANBAG's needs.

Following the recommendation by the Evaluation Committee and positive results of the reference check, SANBAG staff began further negotiations with KTS Network Solutions on equipment and their buyback offer for the existing Toshiba Telephone System. The negotiations lead to a total cost proposal amount not to exceed \$59,376.40 which includes a buyback credit of \$2,430.00 for the existing Toshiba Phone System.

Financial Impact: This item is consistent with the current Fiscal Year 2011/2012 budget with expenses included under Task 0130 (Indirect Management Services).

Reviewed By: This item is scheduled for review by the Administrative Committee on April 11, 2012 and has been approved as to form by SANBAG's Legal Counsel and Contracts Manager.

Responsible Staff: Duane A. Baker, Director of Management Services



- 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: 9

Date: April 11, 2012

Subject: Recommended Positions for State Legislation and Federal Surface Transportation Bill Update

Recommendation:*

1. Oppose: AB 441 (Monning)
2. Support: a. AB 890 (Olson & Perea)
 b. AB 1600 (Torres)
 c. SB 986 (Dutton)
3. Receive Update on the Federal Surface Transportation Bill

Background:

State

AB 441 (Monning) – Oppose

This bill would include health and equity criteria in the documents that the California Transportation Commission, no later than 2014, uses to provide guidance on land use and transportation planning and development. The bill would require that city, county, and regional governments consider the health implications of planning and development decisions in preparation of regional transportation plans.

AB 890 (Olsen & Perea) – Support

This bill would, until January 1, 2016, make a project or an activity to repair, maintain, or make minor alterations to an existing roadway exempt from the California Environmental Quality Act (CEQA) if the project or

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Approved
Administrative Policy Committee

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
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Check all that apply.

activity is initiated by a city or county to improve public safety, does not cross a waterway, and involves negligible or no expansion of existing use.

AB 1600 (Torres) - Support

This bill increases public transportation options in San Bernardino County. The bill authorizes the Metro Gold Line Foothill Extension Construction Authority (Construction Authority) to facilitate the expansion of light-rail service to the City of Montclair under the Los Angeles County Metropolitan Transportation Authority (See Attachment #2).

SB 986 (Dutton) – Support

This bill clarifies the inconsistencies in ABx1 26 (2011) to allow bond proceeds generated by former Redevelopment Agencies to be spent on the projects for which they were sold (See Attachment #3).

For more detailed information on each of the bills above please see Attachment #1.

Federal Surface Transportation Bill

On March 29, 2012, the House passed HR 4281, a clean 90-day extension of the current surface transportation authorization, known as SAFETEA-LU, averting a potential shutdown of the federal surface transportation program. The measure, which passed the House 266-158, was the 9th extension of the current authorization which expired on September 30, 2009. The Senate approved the measure by unanimous consent. The extension, as passed by the House, went to the President's desk and was signed on March 30th.

Although the 90-day extension would ideally afford Congress time to strike a bipartisan agreement and pass a surface transportation bill that appeals to a majority of Members, the most imminent challenge of passing a bill in the House presents a major stumbling block. While many House Democrats have urged passage of the Senate's MAP-21 (Moving Ahead for Progress in the 21st Century), the majority of House Republicans see the bill's funding levels as irresponsible in these financially trying times. Even among House Republicans, a number of factions have formed and House leadership has the difficult task of accommodating a wide-ranging number of concerns.

Once the House has found a solution that appeases enough Members to pass a bill, that bill will meet MAP-21 in conference and the two bills, which are to be multiple years and billions of dollars apart, will need to be

molded into a compromise prior to June 30th, 2012 when the current extension expires.

Financial Impact: This item has no impact to the FY 2011/2012 SANBAG Budget.

Reviewed By: This item is scheduled for review by the Administrative Committee on April 11, 2012.

Responsible Staff: Eric Haley, Interim Director of Legislative Affairs

Attachment #1
Legislative Digest

Bill	Issue	Summary	Recommended Position	Platform	Known Support/Opposition
AB 441 (Monning) Sen. Transp. & Housing Committee	Health	This bill requires the Governor's Office of Planning and Research to develop guidelines for local and regional agencies to incorporate health issues into local or regional general plans and requires the CTC to include health issues in guidelines circulated by the CTC for the preparation of regional transportation plans.	Oppose	SANBAG supports budget and CTC allocations to fully fund projects for San Bernardino County included in the State Transportation Improvement Program, State Highway Operation and Protection Program, and the Measure I Expenditure Plan.	Support: California Pan-Ethnic Health Network
AB 890 (Olsen & Perca) Sen. Environmental Quality Committee	CEQA	This bill, until January 1, 2016, would exempt city roadway improvement projects from the requirements of the California Environmental Quality Act (CEQA) if the project is within the existing right-of-way.	Support	SANBAG will advocate for reforms to ensure projects are delivered faster with more coordination.	Support: CSAC, League of California Cities Opposition: The Planning and Conservation League & Sierra Club CA
AB 1600 (Torres) Asm. Transp. Committee Hearing 4/9/12	Gold Line	Extends Metro Gold Line Foothill Extension Construction Authority's light rail project to include the City of Montclair; and requires the Los Angeles County Metropolitan Transportation Authority (LAMTA) to assume responsibility for operation of all completed phases of the Gold Line.	Support	SANBAG will advocate for high speed, and higher speed rail investment in San Bernardino County and connectivity with local and regional transit.	Support: City of Montclair, City of Ontario, County of San Bernardino, LAMTA
SB 986 (Dutton) Sen. Gov. & Finance Committee Hearing 4/18/12	RDA	Allows successor agencies to keep former redevelopment agencies' bond proceeds and enter into new enforceable obligations funded by bond proceeds.	Support	SANBAG supports the continued regional decision making governing the use of all current funding sources.	Support: Cities of: Colton, Ontario, Rancho Cucamonga, Victorville, Grand Terrace, the County of San Bernardino, & League of California Cities (As of 3/15/12)

ADM1204a1-ch

Assembly Bill 1600

Montclair Extension: Metro Gold Line Foothill Extension Construction Authority

Assembly Member Norma J. Torres (D-61)

Co-Authors – Senators Hernández, Huff and Liu

SUMMARY

Assembly Bill (AB) 1600 increases mass public transportation options in San Bernardino County. The bill authorizes the Metro Gold Line Foothill Extension Construction Authority (Construction Authority) to facilitate the expansion of light-rail service to the City of Montclair.

Background

SB 1847, Chapter 1021, Statutes of 1998 created the Metro Gold Line Foothill Extension Construction Authority to oversee the completion of the Los Angeles-Pasadena Metro Blue Line light-rail project. The Construction Authority has all the powers necessary for planning, acquiring, leasing, developing, jointly developing, owning, controlling, using, jointly using, disposing of, designing, procuring and building the project.

The Construction Authority is governed by a six-member board of directors. Five members are voting members, while one is non-voting. Three members are appointed by the City Councils of the Cities of Los Angeles, Pasadena and South Pasadena, and one member is assigned each by the San Gabriel Valley Council of Governments and the Los Angeles County Metropolitan Transportation Authority. One non-voting member is appointed by the Governor.

The Construction Authority completed Phase I of the Los Angeles to Pasadena light-rail project in under three years opening the 13-mile segment in 2003 on time and under budget.

Construction of Phase II, from Pasadena to Azusa is currently underway. The 11.5-mile extension broke

ground on June 26, 2010 and is targeted for completion in early 2015.

The Los Angeles Economic Development Corporation released a report in January 2010 highlighting the regional economic benefits of constructing the Pasadena to Azusa extension. The study concluded that during construction alone, the Pasadena to Azusa expansion will generate nearly \$1 billion of business output, \$40 million in tax revenue and 7,000 jobs.

AB 1600 authorizes the Construction Authority to extend light-rail service to the City of Montclair in San Bernardino County (Phase III). Planning for the 12.6-mile light-rail extension from Azusa to Montclair began in 2003, and significant work has been completed for the segment to date. As a regional transportation center, Montclair is the logical terminus for the next phase of light-rail service allowing for the maximum intermodal interface points through the corridor. Current statutory authority limits the Construction Authority to the City of Claremont.

Additionally, AB 1600 authorizes the Los Angeles County Metropolitan Transportation Authority (LACMTA) express authority to operate the light-rail project in San Bernardino County. This is necessary because approximately 3050 feet of the extension to Montclair is located in San Bernardino County which is outside the jurisdiction of LACMTA.

AB 1600 ensures construction of a vital transportation project that will pump several million dollars into the local economy, ease gridlock on freeways and reduce air pollution.

Prior Legislation

AB 706 (Torres) Chapter 533, Statutes of 2011.

SUPPORT

Metro Gold Line Foothill Extension Construction
Authority (Sponsor)
City of Duarte
City of La Verne
City of Montclair
City of Ontario
City of Pasadena

OPPOSITION

None on file.

STATUS

Assembly Local Government
Hearing: 3.21.12

CONTACT

For more information, please contact:
Roy Sianez,
Legislative Director
Assembly Member Norma J. Torres
roy.sianez@asm.ca.gov
Phone: (916) 319-2061

SENATOR BOB DUTTON



SENATE BILL 986
RDA BONDS

SUMMARY

This bill clarifies the inconsistencies in ABx1 26 (2011) to allow bond proceeds generated by former Redevelopment Agencies to be spent on the projects for which they were sold.

EXISTING LAW

Existing law (as enacted under ABx1 26) called for the dissolution of all Redevelopment Agencies on February 1, 2012.

Existing law is unclear as to what should be done with bond proceeds. One part of the law states that the bond proceeds should go to underlying taxing entities while another section it indicates it should be used to finish the projects for which the bonds were sold.

NEED

Statewide there is about \$20 billion in bond proceeds issued for redevelopment. Most of it is tax exempt bonds. Legally, if the cities were to give up the money and the state, schools, counties or other underlying tax entities used it for operations, it would then become taxable. This would create an IRS tax problem, and the issuing city would be liable for having violated the bond covenants.

There are hundreds of shovel-ready projects up and down the state of California that are stranded because they are waiting for clarification of this issue. By clarifying that bonds can be used for their intended purpose, jobs will be created, infrastructure will be improved and the economy will be stimulated.

BACKGROUND

Redevelopment Agencies were created over 60 years ago by the Legislature to allow local governments to declare an area to be blighted and in need of redevelopment.

Advocates of the program contend that it is a much needed tool to promote local economic development in blighted urban areas. Opponents say that redevelopment diverts property tax revenues from core government services and increases state education costs.

The Governor's 2011-12 budget included a plan for dissolving redevelopment agencies and distributing their funds to other local agencies. This plan was challenged in court but was ultimately upheld.

Total dissolution of Redevelopment Agencies occurred on February 1, 2012.

SUPPORT

- City of La Mirada
- City of Rancho Cucamonga
- City of Glendora
- City of Vista
- City of Paramount
- City of Rosemead
- City of Colton
- City of Folsom
- City of Victorville
- City of Atascadero
- City of South El Monte
- City of Ontario
- City of Placentia
- City of Buena Park
- City of Bellflower
- City of Camarillo
- City of Thousand Oaks
- City of Whittier
- City of Norwalk
- City of Brea
- City of Santa Cruz
- City of Lynwood
- City of Signal Hill
- City of Grand Terrace
- City of Temecula

City of Adelanto
City of La Quinta
City of Moorpark
City of Cerritos
City of Fairfield
County of Riverside
Blythe Redevelopment Agency
League of California Cities and the California
Redevelopment Association
California Contract Cities Association

OPPOSITION

CA Professional Firefighters
County of Los Angeles
California Alliance to Protect Private Property Rights
Santa Clara County Board of Supervisors

STATUS

FOR MORE INFORMATION

Staff:

Michelle Clarke
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(916) 651-4031



- 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: 10

Date: April 11, 2012

Subject: State Assembly Bill AB 1600 (Torres)

Recommendation: *

1. Support AB 1600 with the modification that the Gold Line Foothill Extension Construction Authority can only extend the Gold Line light rail system to Montclair.
2. Recommend the Gold Line Foothill Extension Construction Authority and the Los Angeles County Metropolitan Transportation Authority to operate over said extension, on SANBAG right-of-way approximately one-half mile, with prior SANBAG Board approval through a construction and maintenance agreement with both agencies.

Background: Independent of the Los Angeles County Metropolitan Transportation Authority (LACMTA), the Gold Line Foothill Extension Construction Authority (Authority) was created for the purposes of developing a light rail extension of the LACMTA system from Los Angeles Union Station to the Los Angeles/San Bernardino County line. This extension, known as the Gold Line, basically follows I-210, shifts to the old Santa Fe Pasadena Subdivision in Irwindale, and then at Pomona runs adjacent to and on railroad right-of-way owned by LACMTA used for the Metrolink San Bernardino Line. Under current law, the Authority can only perform design and construction activities in the County of Los Angeles. Likewise, LACMTA can only operate in Los Angeles County. Any construction

*

	<p><i>Approved</i> <i>Administrative Committee</i></p> <p>Date: _____</p> <p>Moved: _____ Second: _____</p> <p>In Favor: _____ Opposed: _____ Abstained: _____</p> <p>Witnessed: _____</p>
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COG		CTC	X	CTA		SAFE		CMA
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Check all that apply.

or operations of rail service in San Bernardino County by statute is the responsibility of SANBAG, acting as the County Transportation Commission.

Gold Line Segment Status

- Los Angeles to Pasadena: Opened 2003, 13.7 miles, 13 stations
- Pasadena to Azusa: Currently under construction, 11.5 miles, 6 stations, anticipated opening 2015
- Azusa to Montclair: Proposed, 12.6 miles, 6 stations, \$550 million estimated funding needed,
- Montclair to Ontario Airport: Proposed, 8 miles, 3 stations, unfunded.

Since the Authority is prevented from extending the Gold Line into the County of San Bernardino the ½ mile needed to reach the Montclair Transit Center, which includes stops for Metrolink, Omnitrans, and Foothill Transit, State Assembly Bill, AB 1600 (Torres), being considered would authorize the Gold Line Foothill Extension Construction Authority to design and construct the extension to the Montclair Transit Center. Likewise in the bill, LACMTA would be authorized to operate the Gold Line light rail service to the Center. This extension would permit the Authority to construct on SANBAG owned railroad right-of-way now being used by Metrolink for the San Bernardino Line.

Staff recommends support of AB 1600 because of the cost effective approach to extending the Gold Line to Montclair. It is impractical for SANBAG to design and construct only a half-mile of a light rail system. While the bill does not address the extension to the Ontario Airport, SANBAG should keep the authority to design and construction this segment with the option to develop an operating agreement with LACMTA to operate and maintain the extension. **However, AB 1600 should be modified so that the Authority can only build on SANBAG right-of-way with SANBAG Board approval through a construction and maintenance agreement.**

Financial Impact: No fiscal impact at this time.

Reviewed By: This item is scheduled for review by the Administrative Committee on April 11, 2012.

Responsible Staff: Mitch Alderman, Director of Transit and Rail Programs



- 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: 11

Date: April 11, 2012

Subject: Right-of-Way Policy and Procedures

- Recommendation:***
1. Approve a Sole Source Purchase Order No. 4000809 with Overland, Pacific & Cutler, Inc. for Right-of-Way Consultant Services to develop right-of-way policies and procedures for an amount not-to-exceed \$20,000 through June 30, 2013.
 2. Approve a contingency amount for the Sole Source Purchase Order No. 4000809 of \$5,000 and authorize the Executive Director or designee to release contingency as necessary.

Background: **This is a new Sole Source Purchase Order.** SANBAG's policy and procedures for right-of-way disciplines including appraisals, acquisition, relocation assistance, title and escrow, utility coordination, right-of-way certification, property management, and land disposition are very limited and outdated. Having solid adopted policy and procedures is important so all right-of-way transactions are legally defensible, are handled in a consistent manner, and to minimize the risk of jeopardizing federal and State funds. The policies and procedures will comply with all federal and state regulations governing the right-of-way process. The adopted policies and procedures will be compiled in Right-of-Way Manual.

Approved
 Administrative Policy Committee

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG		CTC	X	CTA	X	SAFE		CMA	
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Check all that apply.

ADM1204b-gc

Attachments: ADM1204b1-gc

Staff is recommending that a sole source purchase order be entered into with Overland Pacific & Cutler, Inc. (OPC) to develop the right-of-way policies and procedures. Mr. Saysay, who recently joined OPC, is uniquely qualified as he was previously employed by two other Southern California regional transportation agencies, Orange County Transit Authority and Riverside County Transportation Commission, where he developed right-of-way policy and procedures. Given his experience and his access to these previously developed policy and procedures, Mr. Saysay will be able to develop SANBAG's policy and procedures in a very efficient manner.

The proposal which describes the scope of work and fee is attached. The estimated cost to provide this service is \$20,000. In addition to approving the purchase order, staff is requesting that a contingency of \$5,000 be approved and that the Executive Director or designee be authorized to release the contingency as necessary.

Financial Impact: This item is consistent with Fiscal Year 2011/12 budget. TN 0815.

Reviewed By: This item will be reviewed by the Administration Policy Committee on April 11, 2012. SANBAG Legal Counsel and Contracts Manager have reviewed and approved this item as to form.

Responsible Staff: Garry Cohoe, Director of Project Delivery



2280 Market Street, Suite 200
Riverside, CA 92501
951.683.2353 ph | 951.683.3901 fax

February 15, 2012

Paula Beauchamp
Project Delivery Manager
San Bernardino Associated Governments
1170 W. Third Street, 2nd Floor
San Bernardino, CA 92410-1715

**Regarding: Right of Way Consultant Services Proposal
Development of Right of Way Policies and Procedures Manual**

Dear Mrs. Beauchamp:

Overland, Pacific & Cutler, Inc. is pleased to present this proposal to provide right of way support to San Bernardino Associated Governments (SANBAG) in conjunction with establishing right of way policies and procedures to facilitate delivery of their capital projects.

Specifically, you would like Overland, Pacific & Cutler, Inc. (OPC) to prepare a Right of Way Policies and Procedures Manual that will address all right of way disciplines including appraisals, property acquisition, relocation assistance, title and escrow, environmental investigation and remediation, utility coordination, right of way certification, property management and land disposition. The R/W Manual shall fully comply with all applicable federal and state regulations governing the right of way process.

The following is our proposed scope of work and fee schedule for the requested services. Min Saysay, Principal and Program Manager with OPC, will be assigned and assume the lead role in developing the R/W Manual. Mr. Saysay will be assisted by Michele Folk, SR/WA in developing relocation policies section and Brian Everett the land disposition and property management policies sections.

- Conduct initial meeting(s) with SANBAG and general counsel to determine manual content and establish specific policy decisions (i.e. negative equity parcels, administrative settlements, relocation appeals process, etc.);
- Draft a Right of Way Policies and Procedures Manual that complies with federal and state laws and regulations;
- Work with SANBAG legal counsel and management in drafting policies and procedures;
- Present to SANBAG staff, and if required, assist in presenting to the SANBAG Board of Directors the proposed Right of Way Policies and Procedures Manual;
- Deliver a Board approved Right of Way Policies and Procedures Manual.

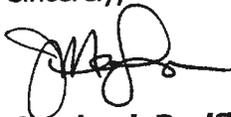
We anticipate presenting SANBAG with the draft R/W Manual within 6 weeks following your authorization to proceed. OPC estimates the effort at \$20,000.00 and billed on an hourly basis in accordance with the following rate schedule.

				OVHD Rate			145.50%
				Fee			10%
STAFF NAME	BILLING CATEGORY	ANNUAL SALARY	Base Year Rate	OVHD	FEE	2012 Fully Loaded Rate	
Min Saysay	Project Principal	\$140,000	\$67.31	\$97.93	\$16.52	\$181.76	
Michele Folk	Principal	\$144,000	\$69.23	\$100.73	\$17.00	\$186.96	
Brian Everett	Principal	\$144,000	\$69.23	\$100.73	\$17.00	\$186.96	
Barry McDaniel	Project Principal	\$140,000	\$67.31	\$97.93	\$16.52	\$181.76	
Elise McCollister	Project Support	\$60,000	\$28.85	\$41.97	\$7.08	\$77.90	
Polly Walton	Project Support	\$55,000	\$26.44	\$38.47	\$6.49	\$71.41	

Overland, Pacific & Cutler, Inc. considers mileage, photocopying, first class postage, telephone, facsimile and cellular communication charges as a normal part of doing business. These charges are included in the stated hourly rates. Out-of-pocket expenses – outside exhibit preparation, requested overnight courier or registered and/or certified mail (return receipt requested) charges and, specialty reproduction – unless otherwise specified, are in addition to the contract amount and will be charged at actual cost.

Once again, thank you for this opportunity and we look forward to working with you and your staff on this assignment.

Sincerely,



Overland, Pacific & Cutler, Inc.
 Joey Mendoza, Principal/Vice President





- 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: 12

Date: April 11, 2012

Subject: Request for Proposal (RFP) 12233 for Professional Labor Compliance Monitoring Services

Recommendation:* Authorize and approve release of RFP 12233 for proposals for qualified firms to provide professional On-call Labor Compliance Services to support all San Bernardino Associated Government (SANBAG) public works projects.

Background: The Scope of Services for labor compliance on-call services is attached to this agenda item. The services provided will be on an "as-needed" basis with no guaranteed level of usage. It is the intent of this contact, if awarded, to be provided for a three-year initial term with two one-year option term.

SANBAG will utilize the on call services of a labor compliance monitoring professional to provide labor compliance oversight, technical and audit support associated with various types of public works projects. The selected firm must demonstrate detailed knowledge and experience of Caltrans and California Division of Labor Standards Enforcement (DSLE) Compliance Monitoring Unit (CMU) requirements and U.S. Department of Transportation and equal employment opportunity compliance monitoring.

*

	<p><i>Approved</i> <i>Administrative Committee</i></p> <p>Date: _____</p> <p>Moved: Second:</p> <p>In Favor: Opposed: Abstained:</p> <p>Witnessed: _____</p>
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COG		CTC	X	CTA		SAFE		CMA	
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Check all that apply.
 ADM1204a-mb
 Attachment: RFP 12233

Per Federal requirements the administering agency is responsible to designate a Labor Compliance Officer to enforce the contract provisions and to ensure that all labor compliance requirements are performed and documented in the project files. In general the SANBAG Labor Compliance Officer (LCO) is to coordinate, audit, train, advise, and oversee agency wide labor compliance and equal employment opportunity (EEO) compliance for all projects overseen by both SANBAG Construction Management consultants and the California Division of Labor Standards Enforcement (DSLE) Compliance Monitoring Unit (CMU). The LCO will also provide labor compliance review and monitoring of consultant services covered by prevailing wage requirements.

Pursuant to policy direction, SANBAG is required to award this type of contract on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services at a fair and reasonable price to SANBAG. Such selection shall take into consideration prior experience of the firm and/or representatives, understanding of work to be completed, knowledge of the working environment, and particular skills and expertise of the firm and/or representatives proposed for the function.

Financial Impact: There is no financial impact associated with this item.

Reviewed By: This item will be reviewed by the Administrative Policy Committee on April 11, 2012. SANBAG Legal Counsel and Contracts Manager have reviewed and approved the item as to form.

Responsible Staff: Garry Cohoe, Director of Project Delivery

ATTACHMENT A

“SCOPE OF SERVICES”

INDEX

- A. DESCRIPTION OF SERVICES
- B. PERFORMANCE REQUIREMENTS
- C. DUTIES AND RESPONSIBILITIES
 - 1. Project Administration
 - 2. Preconstruction Conference
 - 3. Document Tracking
 - 4. Field Activity
 - 5. Billing Review
 - 6. Certified Payroll Reviews and/or Owner Operator Listings
 - 7. Labor Requirements Enforcement
- D. DELIVERABLES
- E. EQUIPMENT AND MATERIALS TO BE PROVIDED BY CONSULTANT
- F. MATERIALS TO BE FURNISHED BY AUTHORITY
- G. STANDARDS
- H. AVAILABILITY AND WORK HOURS
- I. LIMITATIONS TO AUTHORITY
- J. THIRD PARTY RELATIONSHIPS
- M. PERSONNEL QUALIFICATIONS

A. DESCRIPTION OF SERVICES

The San Bernardino County Transportation Authority (AUTHORITY) receives Federal, State and Local funds for the construction of various Public Works projects. As a condition of receiving this funding, AUTHORITY is required to follow Federal and State statutes and guidelines, which impose upon AUTHORITY a wide range of prevailing wage labor compliance responsibilities. The prevailing wage requirements are identified in the Public Works contracts issued by AUTHORITY and by Federal (if applicable) and State labor codes. A prime consultant and contractor and any tier subcontractor, by entering into or performing work under AUTHORITY Public Works projects, agree to comply with all provisions of Federal (if applicable) and State labor codes applicable to Public Works projects.

AUTHORITY will utilize CONSULTANT services on an "On-Call" basis to act as AUTHORITY's Labor Compliance Officer (LCO) and provide labor compliance oversight and technical support associated with various types (construction and pre-construction activities) of public works projects. The LCO will demonstrate detailed knowledge of Caltrans and California Division of Labor Standards Enforcement (DSLE) Compliance Monitoring Unit (CMU), the United States Department of Labor Regulations and Guidelines, requirements and equal employment opportunity compliance monitoring as well as knowledge of the Davis Bacon Act, the Copeland "Anti-Kickback" Act, the Contract Work Hour and Safety Standards Act.

AUTHORITY's LCO is to coordinate, audit, train, advise and oversee agency wide labor compliance and equal employment opportunity (EEO) compliance for all projects overseen by AUTHORITY; that includes requirements of the United State Department of Labor (DOL) and the California Division of Labor Standards Enforcement (DSLE) Compliance Monitoring Unit (CMU). The LCO will also provide labor compliance review and monitoring of consultant services (Pre-Construction activities) covered by prevailing wage requirements.

Federal and State oversight agencies provide intermittent audits/reviews of AUTHORITY's labor compliance monitoring activities to assess AUTHORITY's compliance with these requirements. It's AUTHORITY's responsibility to ensure these requirements are being met by the consultants and prime contractors and any tier subcontractor, and to take appropriate corrective action when these requirements have not been met. The AUTHORITY's LCO will take the lead in coordinating and addressing any State or Federal compliance review and monitoring.

CONSULTANT shall provide qualified personnel to perform a wide variety of labor compliance services, EEO and contract administration duties as outlined in this Scope of Services for the Project.

AUTHORITY designates a Project Manager to coordinate all construction and construction related activities. The CONSULTANT shall receive direction from AUTHORITY through the Project Manager, or designee. The AUTHORITY's Project

Manager will be the main contact and primary source of information between AUTHORITY, CONSULTANT, cities, outside agencies, supporting consultants and the public.

B. PERFORMANCE REQUIREMENTS

Labor Compliance Officer: CONSULTANT shall furnish a Project Manager to coordinate CONSULTANT operations with AUTHORITY. The Project Manager shall be responsible for all matters related to CONSULTANT personnel and operations. The Project Manager shall also serve as the Labor Compliance Officer (LCO). The LCO shall be assigned to direct and coordinate activities under this contract. Staff may be assigned to each specific project responsibilities as needed.

Labor Compliance Monitoring Staff: The number of CONSULTANT personnel assigned to the contract will vary throughout the duration of the Contract. CONSULTANT personnel will be assigned, in varying levels of responsibility, as needed by the CONSULTANT to meet the AUTHORITY's various construction activities and schedules.

CONSULTANT shall be knowledgeable of and comply with all applicable local, state, and federal regulations. CONSULTANT personnel shall cooperate and consult with AUTHORITY, State, and City officials during the course of the contract. CONSULTANT personnel shall keep accurate and timely records and document all work performed by the CONSULTANT.

Many of the Public Works projects undertaken by AUTHORITY are funded by United States Department of Transportation including, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Depending on the funding source, AUTHORITY relies upon the guidance and protocol established by the Federal government and State of California and Caltrans for monitoring prevailing wage labor compliance, as specified in the following documents:

1. Caltrans Labor Compliance Manual
2. Caltrans Construction Manual
3. Caltrans Local Assistance Procedures Manual
4. U.S. Department of Labor guidelines Sections 5333(b) Federal Transit Law
5. U.S. Department of Labor regulations; 29 CFR Part 5, Davis Bacon Act, 40 USC 276 a-276a(7) and the Contract Work Hour and Safety Standards Act, 40 USC 327 – 332.
6. Fair Labor Standards Act, as amended, 29 USC 206-207.
7. Other regulations as required.

While these documents are very thorough in prescribing the protocol to be implemented in monitoring labor compliance, it is often difficult to discern how the defined responsibilities translate to AUTHORITY and AUTHORITY Labor Compliance

Consultants. It is the responsibility of the CONSULTANT to ensure that AUTHORITY is compliant with and adheres to all necessary State and Federal requirements.

C. DUTIES AND RESPONSIBILITIES

1. Project Administration:

The following roles and responsibilities are prescribed for AUTHORITY Public Works construction projects:

- a. **Resident Engineer:** The Resident Engineer (RE) is part of the AUTHORITY Construction Management team and is responsible for the enforcement of the labor contract provisions at the project level. The Resident Engineer may have additional staff and/or consultants to assist in this task.
- b. **AUTHORITY Project Manager-** For Architectural & Engineering contracts, certain labor categories requires the payment of prevailing wages. Consultant is to review and monitor these contracts for labor compliance activities and proper payment of prevailing wages.
- c. **AUTHORITY Labor Compliance Officer:** AUTHORITY Labor Compliance Officer is responsible for providing quality assurance on all labor compliance activities undertaken by AUTHORITY and its consultants and coordinating with the CMU.

This role includes the following duties participation in the Pre-Proposal/Pre-Bid Meeting, Preconstruction Conference, Document Tracking, Field Activity review, Certified Billing Review, Contractor Certified Payroll Reviews and/or Owner Operator Listings, Labor Requirements Enforcement and other related activities.

Other duties include the periodic review of project specific labor compliance monitoring activities performed by AUTHORITY and/or construction management labor compliance consultants and preparation of an internal report documenting the review findings. The report findings are to be used by AUTHORITY as an instrument to continually improve labor compliance practices on AUTHORITY Public Works projects. LCO duties include, but are not limited to document reviews, field activity support, billing reviews, certified payroll review, investigations of labor complaints, enforcement of labor compliance requirements, training, and supporting AUTHORITY during administrative hearings.

- d. **The Compliance Monitoring Unit or "CMU":** Is a new component within the California Division of Labor Standards Enforcement (DLSE) that was created to monitor and enforce prevailing wage requirements on public works projects that receive state bond funding and on other projects that are legally required to use the CMU. The CMU began operations on January 1, 2012, following the recent

adoption of AB 436 and approval of revisions to program regulations. By actively monitoring compliance on an ongoing basis while work is being performed, the CMU will play a special role in ensuring that public works construction workers are promptly paid the proper prevailing wage rates and in helping maintain a level playing field for contractors who comply with the law. The CONSULTANT shall assist the AUTHORITY in managing and implementing this new requirement on all Prevailing Wage projects.

2. Pre-Proposal/ Pre Bid Conference:

As requested by AUTHORITY, CONSULTANT may need to attend the Pre-Proposal/Pre-Bid meeting to discuss Labor Compliance requirements with attendees. During the procurement process, CONSULTANT may be asked to draft responses to written questions submitted by proposers or bidders related to Prevailing Wage requirements.

3. Preconstruction Conference:

AUTHORITY, the RE and the LCO shall participate in the project preconstruction conference to disseminate prevailing wage requirements to the project's prime contractor and its subcontractor team.

The content of the prevailing wage presentation shall be coordinated with AUTHORITY and the RE prior to the preconstruction meeting, and shall cover the topics presented in the Caltrans Labor Compliance Manual (CLCM) Chapter 4 and as required by the CMU.

The preconstruction package should be provided to the general contractor and subcontractors' staff responsible for labor compliance that includes, but is not limited to the following items:

- Checklist
- Posters
- State and Federal wage determinations
- Labor Compliance Address labels and email addresses
- Forms

Items to cover during the presentation include the following:

- Explain correct payroll procedures
- Describe any recent labor law changes
- Obtain contractor's signature on preconstruction checklist
- Explain the CMU process and registration

3. Document Tracking:

AUTHORITY is responsible for monitoring the submittal of all required labor compliance documents submitted by the prime contractor and any tier subcontractor. The

LCO in coordination with AUTHORITY shall monitor and audit this documentation on periodic basis. The following items provide the mechanism by which AUTHORITY, LCO are to monitor compliance with the document tracking requirements of AUTHORITY Public Works Projects:

A. Maintain project labor compliance files in accordance with the filing system prescribed in the Caltrans Labor Compliance Manual (CLCM), (CLCM § 1-204). These files are to be maintained for three years from final payment.

B. Assess Resident Engineer's Daily Reports and Resident Engineer's Weekly Status Reports (CLCM § 1-207). The Resident Engineer's Daily Reports provide a daily account of the activity on a project. From the Daily Reports, the Resident Engineer shall review and determine the contractors performing on the project for each day. Special attention shall be paid to the identification of lower tier subcontractors on the Daily Reports. These reports shall also provide information on the number and classification of workers performing daily on the project. The RE's Daily Reports shall be reviewed and assessed to ensure this information is appropriately captured by the RE. Weekly status reports provide a list of contractors and owner operators working on the project during the reporting week.

C. Labor Compliance Document Tracking System (CLCM § 1-208): AUTHORITY and the RE are required to implement the use of a document tracking system to track the submittal of all required labor compliance forms/documents from each contractor performing on the project. The document tracking system may be in hardcopy or softcopy format, or a computer-based database may be used. Forms to be tracked include, but are not limited the following:

- a. Payroll Report
- b. Statement of Compliance
- c. Fringe Benefit Statement
- d. Owner Operator Listing (OOL)
- e. OOL Statement of Compliance
- f. Training Fund Contribution Report (CAC 2)
- g. Agreement to Train Apprentices (DAS Form 7)
- h. Apprentices on Public Works (DAS Form 10)
- i. Application of Certificate of Exemption (DAS Form 11)
- j. Public Works Contract Award Information (DAS Form 140)
- k. Federal-Aid Highway Construction Contractors EEO Report (FHWA Form 1391)
- l. PWC-100 Form
- m. Summary of 1391 (FHWA Form 1392)
- n. DBE Substitution Report
- o. DBE Utilization Final Report
- p. DVBE Utilization Final Report

The prime contractor must furnish weekly certified payrolls to AUTHORITY or to the CMU, depending, (including certified payrolls for each project subcontractor), who in turn will provide these documents to AUTHORITY or AUTHORITY's Labor Compliance Consultant. The due dates for these documents are specified in the contract documents. The RE shall process document intake in accordance with CLCM § 1-209A.

D. **Missing Document Request Process:** Resident Engineer shall request, any missing/delinquent labor compliance documents either by the prime or any tier subcontractor by oral or written request to the prime contractor; per the requirements identified in the Public Works contract document. The LCO shall work with the project Resident Engineer to enforce the contract requirements in the event of untimely or inadequate responses. CLCM § 1-301 Deductions and Withholds provide guidance on how to use withholding of funds to enforce the submittal of required labor compliance documents.

E. Process 3rd party requests for Certified Payroll information, in accordance with the guidance provided at CLCM §§ 1-401 through 403.

4. Field Activity:

Key information for the prime and subcontractor performance in meeting prevailing wage requirements is attained from the field by the RE or the CMU either through passive monitoring such as receiving an employee complaint, or through active monitoring, such as through the performance of site visits to verify posting requirements or to perform employee interviews. The following activities are to be undertaken by Resident Engineer/CMU with oversight by the LCO.

A. **Process Employee Complaints:** AUTHORITY shall document all labor compliance related complaints received. All complaints are to be taken seriously, and must be investigated with findings documented in the labor compliance files for the project, consistent with the procedures specified in CLCM §§ 1-601 through 603. Any investigation resulting in the determination of non-compliance by the prime or any tier subcontractor must be dealt with through enforcement actions defined in the contract documents.

B. **Verify Prime Contractor Job Site Postings:** The prime contractor is required to post various labor compliance posters and documents at the job site. LCO must verify these postings at the start of the project and reverify the postings through the life of the project. The required postings will be identified at the beginning of the project.

C. **Assess Accuracy of Resident Engineer Daily Reports:** It is anticipated that the Resident Engineer's Daily Logs will provide an accurate account of the contractors performing on the job site as well as the number and classification of workers performing on the job site. As an added level of assurance, AUTHORITY and the LCO shall, during any site visit, compare their findings with the information contained

in the Resident Engineer's Daily Logs. Any discrepancies shall be addressed with the Resident Engineer, leading to improved record keeping by both parties in the future.

D. Worker and Owner Operator Interviews: AUTHORITY and LCO shall perform employee interviews at a quantity, frequency and manner consistent with that prescribed in the CLCM §§ 1-501 through 502. Worker interviews shall account for at least 10% of all work-hours performed on the project.

5. Billing Review:

As part of LCO responsibility, the assessment of prime contractor change order invoicing against information submitted in certified payroll reports are to be performed, following the procedures identified in CLCM § 2-108.

AUTHORITY and LCO* shall review change order invoicing that uses man hour counts as its basis for billing against certified payroll reports for the period covered in the invoice to assess accuracy of the invoicing.

** The Resident Engineer may perform this task if responsible for reviewing invoicing documentation.*

6. Certified Payroll Reviews

Certified payroll reviews are to be performed to identify errors in the payment of prevailing wages to workers employed on the project, as reported on certified payroll, and to identify the accuracy of information reported by comparing information gained from other sources and from the field. The certified payroll review activities to be performed on a monthly basis (complete weeks will be reviewed) by AUTHORITY and its Labor Compliance Consultant include:

- A. From field reviews and inspection of Resident Engineer Daily Reports, identify the complete list of contractors (prime and any tier subcontractors) performing on the project during the audit month.
- B. For any contractor new to the project identified above, audit all certified payroll and related information for a complete one month period. An audit of each worker for this period will help identify and resolve human error issues in the reporting of prevailing wage payments on the project. For other contractors, those that have previously performed on the project, perform spot audits at a rate of at least 10% of the work-hours for the monthly period. Complete procedures for performing certified payroll audits are provided in the CLCM §§ 2-101 through 107. These procedures include the following items:

- Check total workforce and their classifications against Resident Engineer Daily Reports

- Check hours against Resident Engineer Diaries and Employee interviews for that period, if any.
- Check prevailing wage rates based on worker classifications.
- Assess applicability and appropriateness of overtime pay, including weekends and holidays.
- Check the ratio of apprentices on project and their pay scale. (see CLCM §§ 2-301 through 305 for procedures).
- Validate other aspects of Certified Payroll data including deductions against supporting information submitted for all certified payrolls including
- Assess all payroll deductions against supporting documentation
- Assess applicability and appropriateness of travel and subsistence pay
- Review appropriate paperwork for all apprentices on project.
- Check appropriateness of payments to owner operators on project as reported in owner operator listings.

In the event inadequate certified payroll and related documentation has been identified through the audit process above, AUTHORITY and its LCO shall work with the Resident Engineer to resolve the inadequate certified payroll matter consistent with the enforcement requirements identified in the project contract.

7. Labor Requirement Enforcement

AUTHORITY and the LCO shall work with the project Resident Engineer to enforce the prevailing wage labor compliance requirements of the project. The activities to be performed by LCO include:

- A. Prepare report on potential prevailing wage violation(s) identified through monitoring activity.
- B. Working with the Resident Engineer, prepare written notification to prime contractor of potential prevailing wage violations and a provide list of remedies with timeframes for prime contractor to respond. Sanctions for the potential prevailing wage violations shall also be identified in the notification, consistent with the sanctions prescribed in the project contract.
- C. Provide on-going support to Resident Engineer in resolving the potential prevailing wage violations.

D. DELIVERABLES

1. Quarterly Audits of construction management labor compliance services on all projects in format approved by AUTHORITY.
2. Monthly review of all consultant certified payroll review and fringe benefit statements for all employees, who are subject to the State and/or Federal prevailing wage rates.

3. Monthly Status Report of all pending issues and the status of said issues.

E. EQUIPMENT AND MATERIALS TO BE PROVIDED BY CONSULTANT

CONSULTANT shall provide all necessary office space, equipment including software, materials, supplies, miscellaneous tools, and safety equipment required for its personnel to perform the services accurately, efficiently, and safely.

F. MATERIALS TO BE FURNISHED BY AUTHORITY

None

G. STANDARDS

1. Caltrans Labor Compliance Manual
2. Caltrans Construction Manual
3. Caltrans Local Assistance Procedures Manual
4. Federal and State of California requirements.

H. LIMITATIONS TO AUTHORITY

CONSULTANT does not have the authority to:

1. Assume any of the responsibilities of the Consultants, Contractors, Contractors' Superintendent, or subcontractors.
2. Communicate directly with consultants, contractors, subcontractors or material suppliers without the prior consent of the Contractor.
3. Offer or receive incentives, inducements, or other forms of enumeration to or from the consultant, contractor to perform services or work outside the terms of any executed contracts for this Project.

J. THIRD PARTY RELATIONSHIPS

This Contract is intended to provide unique services for specific duties. AUTHORITY, however, is solely responsible for and will be the sole point of contact for all contractual matters related to the Labor Compliance duties. CONSULTANT shall take direction only from AUTHORITY and shall regularly inform only AUTHORITY of progress, outstanding issues, and all labor compliance and EEO related matters.

During the course of the Project, CONSULTANT may find occasion to meet with State CMU, Caltrans, City or County representatives, the design engineer, Project consultants, or other third parties who have assisted with the various projects. These entities may, from time to time, offer suggestions and/or recommendations regarding the Project or elements of the Project.

While AUTHORITY enjoys a close relationship with and has considerable confidence in the capabilities of these other parties, CONSULTANT shall not act on any suggestions, solicited or unsolicited, without obtaining specific direction from AUTHORITY. All oral and written communication with outside agencies or consultants related to the contract shall be directed only to AUTHORITY. Distribution of contract or labor compliance review related communication and information should be at the sole discretion of AUTHORITY representatives.

M. PERSONNEL QUALIFICATIONS AND RESPONSIBILITIES

The quantity and qualifications of field personnel to be assigned will be determined by the scope of the Project and the degree of difficulty of required tasks to be performed. All personnel and personnel assignments are subject to approval by AUTHORITY. While some areas of responsibility may overlap, as a guideline, CONSULTANT personnel assigned to the Project should have the following minimum qualifications or a combination of education and experience:

1. Project Manager
 - a. A minimum of six (6) years' experience on similar LCO role is desired.
 - b. Accessible to AUTHORITY at all times during regular business hours.
 - c. The LCO will demonstrate detailed knowledge of Caltrans, Federal Department of Labor and State of California Division of Labor Standards Enforcement (DSLE) Compliance Monitoring Unit (CMU) requirements and equal employment opportunity compliance monitoring
 - d. A thorough understanding of Caltrans Labor compliance practices and procedures.
 - e. The Project Manager will assume the following functional responsibilities:
 - 1) Review, monitor, train, and provide general direction for CONSULTANT personnel.
 - 2) Assign personnel to on an as-needed basis.
 - 3) Administer personal leave.
 - 4) Prepare monthly reports for delivery to AUTHORITY.

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
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